

Subject:- Minutes of Meeting chaired by Financial Commissioner, Finance Department in his office chamber on 16.02.2021 at 2:30 PM to discuss the various issues relating to proper up-keeping of the files in the Finance Department.

A meeting to discuss various issues relating to up-keeping of the files in the Finance Department was held under the Chairmanship of Financial Commissioner, Finance Department, Mr. A.K. Mehta, IAS on 16.02.2021 at 2:30 PM in his office chamber. Following officers/officials attended the said meeting:-

- 1) Special Secretary to the Government, Finance Department.
- 2) Director General, Economics & Statistics, Finance Department.
- 3) Director General, Planning, H&ME Department.
- 4) Director General, PFD, Planning Department
- 5) Director General, Budget, Finance Department
- 6) Director General, Account & Treasuries, Finance Department
- 7) Director General, Funds Organization
- 8) Director General, Codes, Finance Department
- 9) Director, Expenditure-I, Finance Department
- 10) Special Secretary(Law), Finance Department
- 11) Additional Secretary(R) to the Government, Finance Department.
- 12) Additional Secretary (V) to the Government, Finance Department.
- 13) Joint Director, Resources, Finance Department.
- 14) Deputy Secretary to the Government, Finance Department.
- 15) Deputy Director, Budget, Finance Department
- 16) Deputy Director, Expenditure-II, Finance Department.
- 17) Deputy Director, HRM, Finance Department
- 18) Under Secretary(F), Finance Department.
- 19) All the Section Officers, Finance Department.

At the outset of the meeting, the chair expressed his concern that entirely divergent issues relating to different departments are processed on a single file which confuses the matter and makes it difficult to locate the files in the event of urgencies and accordingly, directed the officers/officials of Finance Department to up-keep the office files as under:-

1. All issues of similar nature should be processed on a single file and processing of new files for related topics should be avoided.
2. After every 200 pages, a part file should be opened.
3. Every page and note para of the file should be duly numbered.
4. File Tracking System should be fully implemented at all levels of the Administrative Department. No file should be moved without entering it on the FTS site.
5. Miscellaneous files should be maintained instead of processing of new file where ever required.

6. Torn pages of the files should be mended and straightened before processing the file.
7. Section officers should process every representation/grievances/dak/applications in a time bound manner and avoid processing the same randomly.
8. Every controlling officers should take a meeting of the Section Officers frequently to review their progress regarding processing of the representation/grievances/dak/applications.
9. No Single page file should be opened, unless the topic is totally different and un-related to the existing files or in case of exigency if any.
10. As the process of e-filing is going to be started very soon, in view of this, capacity building of all the officers/officials is imperative so it should be done on priority basis.



Deputy Secretary to Government
Finance Department
Dated: 18.02.2021

No: FD/Adm/22/2021

Copy for information and necessary action to the:

- 1) Special Secretary to the Government, Finance Department.
- 2) Director General, Economics & Statistics, Finance Department.
- 3) Director General, Planning, H&ME Department.
- 4) Director General, PFD, Planning Department
- 5) Director General, Budget, Finance Department
- 6) Director General, Account & Treasuries, Finance Department
- 7) Director General, Funds Organization.
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- 9) Director, Expenditure-I, Finance Department
- 10) Special Secretary(Law), Finance Department
- 11) Additional Secretary(R) to the Government, Finance Department.
- 12) Additional Secretary (V) to the Government, Finance Department.
- 13) Joint Director, Resources, Finance Department.
- 14) Deputy Secretary to the Government, Finance Department.
- 15) Deputy Director, Budget, Finance Department
- 16) Deputy Director, Expenditure-II, Finance Department.
- 17) Deputy Director, HRM, Finance Department
- 18) Private Secretary to the Financial Commissioner Finance Department for the information of Financial Commissioner.
- 19) Under Secretary(F), Finance Department.
- 20) All the Section Officers, Finance Department.
- 21) Office file.