

**NODAL CELL
NDMC : NEW DELHI**

CIRCULAR

Regarding : Mooting of duplicate/part files in r/o one work

It has been observed during examination of cases in Finance Department that departments have been initiating more than one file in r/o one work i.e. by way of duplicate proposal and /or different files at different stages of work.

2 . This is serious irregularity and may result in duplicity of approval(s)/proposal(s).

3. Creation of more than one file in r/o same subject/work, defeats the very purpose of transparency in movement of files through digital mode. It needs to be ensured that only one file is initiated in r/o one work. The same is necessary (i) to avoid duplicity (ii) for availability of all related information in one file and thus for continuity of record.

4. All concerned may note for strict compliance.

5. This issues with the approval of Financial Advisor.

Jt. F.A. (Nodal Cell)

All HoDs

Copy to :

1. P.S. to Chairperson - for information of Chairperson
2. P.S. to F.A. - for information of F.A.
3. P.S. to Secretary - for information of Secretary