

PERSONAL ATTENTION

F.No.B.16013/2/2022-23/A2/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dated 25/08/2022

CIRCULAR/I.D.NOTE

Sub: AR wing – Numbering of Pages in correspondence file and procedure to affix flags - Instruction of Manual of Office Procedure – Communicated – Reg.

Ref: Central Secretariat Manual of Office Procedure (CSMOP, 2019), Government of India.

Instances have been brought to the notice that correspondence pages in a file are numbered on odd numbering basis even if the reverse page is blank. It is also noted that the correspondence pages are numbered using pencil. Similarly, the flags are marked in pencil. Such practices are not in consonance with the guidelines contained in Manual of Office Procedure.

2. As per Central Secretariat Manual of Office Procedure (CSMOP, 2019) under Chapter -VI File Management System (6.7 Referencing) the following are the guidelines with regard to numbering of correspondence page and affixing of flags:-

- i. *Every page in each part of the file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) **is consecutively numbered** in separate series **in pen** on the right top corner. **Blank intervening pages, if any, are not numbered.***
 - ii. *Each item of correspondence in a file, whether receipt (R) or issue (I), is assigned number (docketing) which will be displayed prominently in red ink at the top middle of its first page.*
 - iii. *The paper under consideration on a file is flagged 'PUC' and the latest fresh receipt noted upon, as 'FR'. If there are more than one 'FR' they are flagged separately as 'FR I', 'FR II', and so on. Similarly, there could be more than one PUC in a file. **While flagging 'PUC' or 'FR', the relevant page numbers will be invariably quoted in the margin.** Other papers in a current file are referred to in the notes could be flagged as Flag A, B etc. even in the current file. However, **the relevant page numbers must be given in the margin for future reference, after the flags are removed.***
3. The above instructions shall be scrupulously followed by all concerned.

//BY ORDER//


(R. SRIDHARAN)

UNDER SECRETARY TO GOVT.(ARW)

To

1. The Principal Secretary/Secretaries/Special Secretaries to Government.
2. The Deputy /Under Secretaries to Government.
3. All Heads of Departments.
4. All Secretariat Sections.

Copy to:

The P.S to Chief Secretary to Government, Puducherry.