



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
नीति एवम् समन्वय (कार्मिक)
POLICY & COORDINATION (PERSONNEL)
सप्तम तल, ब्लॉक-बी, विकास सदन, नई दिल्ली
7th Floor, Block-B, Vikas Sadan, New Delhi

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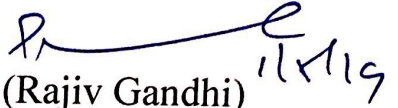
Sub: **Movement of Files**

Following system is to be followed to ensure that various cases are dealt with expeditiously and un-necessary tossing of files is avoided.

1. The officers / staff dealing with the files are divided into three categories:
 - (a) those who have to put up the file by collecting relevant information and papers:
 - (b) those who have to examine the file and suggest the course of action.
 - (c) those who have to give decision regarding the issue on the file.
2. Only the officers of the rank of Deputy Director or equivalent and above this level are to examine the matter and give opinion on the subject being dealt in cases where officer authorised to take decision in the matter is of level of Director and above. The officers and staff below this level are to put up the file by collecting all the relevant papers and required information. Thereafter, decision can be taken by the officer authorized to take decision on the matter being dealt with as per delegation of powers.
3. In case it is essentially considered to mark the file to another department for opinion like Law, Finance and Planning etc., this decision will also be taken only at the level of Deputy Director or equivalent or above. Reasons for obtaining opinion must be clearly spelt out so that files are not un-necessarily sent to various departments.

4. The HoDs must clearly define the custodian of various files who may be of the level of Asstt. Director, Asstt. Section Officer, Senior Secretarial officer or DEO etc. Some important files may even originate at the level of Deputy Director and may not be given at the lower level. The HoDs must also clearly identify where the files are kept and who is the 'Daftri' and Record Room incharge for the files pertaining to their department so that responsibility regarding custody of files is clear.
5. A campaign should be launched to index all the files and enter all the files into file management System so that the files are not lost and the movement is recorded in the 'File Tracking System (FTS)'. Whenever, any file is lost, immediately responsibility is to be fixed so that the practice of misplacing the files and then suddenly finding them is discouraged.
6. Whenever the file is marked to any other department for advice, the department concerned must ensure that the file is properly accounted for and returned in a 'time bound' manner. The main departments where the files are marked for opinion are Law, Finance, Planning and Architecture. Sometimes, the information to be provided is in 'routine manner' like 'type of land use' in the case of Planning, these four departments must devise their own mechanism to deal with such files at one single level. Person dealing with coordination can deal with such files and need not mark them to various officers dealing with various subjects, thereby avoiding long movement of these files within the advice giving department.
7. Legal opinion should invariably be given by DDA officers in the legal Cell as they are qualified for this. Standing Counsel and Panel Lawyer should be asked to give legal opinion only in rare cases. If the opinion of Standing Counsel or Panel Lawyer has been obtained, then also DDA's Legal Cell must give their own comments and opinion and not just forward the file to the respective department.
8. HoDs and Branch in charge must visit the branches at least once in 15 days to see if files are properly kept and proper system is being followed.

9. The Legal, Finance and other specialised Departments will confine their comments to their subject and refrain from giving general comments.
10. All departments must make list of cases unsettled for over 10 years, unsettled for 5 to 10 years and 1 to 5 years.


(Rajiv Gandhi)
Commissioner (Personnel)

For Compliance:

1. Finance Member
2. Engineer Member.
3. Pr. Commr.(LD/LM/Housing/System/Coordn.)
4. Pr. Commr.(Hort./LS/Prsnl.).
5. Chief Vigilance officer.
6. Chief legal Advisor.
7. Commissioner(Prsnl).LM/Housing/Sports/Plg../Commissioner-cum-Secretary.
8. Chief Architect.
9. All Chief Engineers.
10. Additional Commissioner (LS)/Planning/Addl.Chief Architect.
11. All Directors/Sr. Architect/Dy. CLAs/Superintending Engineers.
12. All Dy. Directors/Executive Engineers/SLOs
13. All Asstt. Directors/AEEs/AEs/JLOs

For information :

1. Commissioner & OSD to VC.
2. Sr. Architect, VC Office