

ജാഫീസിലെ ഫയൽ കാണാതായാൽ എന്ത് നടപടികളാണ് സ്വീകരിക്കുക ?

സെക്രട്ടറിയേറ്റിലെ ഫയൽ കാണാതായാൽ സ്വീകരിക്കുന്ന നടപടികൾ :

When any file or disposal is found missing on any account, the fact should be immediately brought to the notice of the Secretary in-charge of the Department. A thorough search of the missing file or disposal should be conducted and if necessary, circular letters may be issued to all the departments requesting for a search to facilitate the tracing of the file. When all the efforts for its recovery are found futile, the following procedure may be adopted.

In respect of missing files, they have to be reconstituted by calling for copies of all the communications received as well as issued from the lost file. They may be gathered from the offices from where they were received as well as to whom they were issued. Copies of the inter-section or inter-departmental references may, also be collected and retained in the reconstituted file. Such reconstitution of the file may be done based on the entries in the Personal Register. Action if any due on such reconstituted file may be pursued.

If the missing paper happens to be a disposal, it may also be reconstituted following the same procedure as in respect of the file mentioned in sub-para (i) above. The copy of the final communication may also be added taking out a copy from the stock file and the papers may be stitched as a disposal under orders of the Secretary. On the outer cover of the disposal, it may be specifically mentioned that it is a re-constituted disposal. Action to re-constitute the disposal has to be done immediately on noticing the missing of the original, otherwise it may not be possible to reconstitute the same after a lapse of time.

Whenever files or disposals happen to be missing, it should not be treated as a routine affair. The custody of official papers and files is an important responsibility vested with the officers and staff. Hence, any laxity in the discharge of this important function has to be viewed seriously and the delinquent has to be proceeded against.