

# INDIA TRADE PROMOTION ORGANISATION

(Administration Division, E-I Section)

Pragati Bhawan, Pragati Maidan, New Delhi

File No.9-ITPO (3)/EI/2012

Dated: 02.02.2022

## Circular No. Admin/ 6 /2022

With reference to various circulars of Administration Division issued from time to time, it is reiterated that all types of circulars/orders/rules issued by different Divisions must carry a serial number & file number and a master file of circulars issued by each division may also be maintained. A separate register may also be maintained indicating Sl. No. of the circular, subject, file number. All HoDs are directed to instruct the officials under their charge to take the serial number from Admin Division before issuing any circular/order.

2. It has come to notice that part files are being opened more often than not. This is contrary to the Office Procedure Manual. All ITPO officials are therefore directed to ensure that all proposals/matters are put up only on the concerned main file and a part file is to be opened only in special/urgent circumstances. Where one or more part files are opened, each will be identified by a distinct number, e.g. part file I, part file II. Once the main file returns, the part file will be merged with it as per the procedure laid down for the purpose.

3. It has been noticed that correspondence portion of the file is not serially numbered which is not appropriate as per Office Procedure Manual. Therefore, All ITPO officials are directed to serially number the correspondence portion of all files hereinafter.

4. This issues with the approval of the Competent Authority.

(Col. Pushpam Kumar, SM)  
OSD (Admn.)

To

All employees

Copy to:

1. All HoDs
2. Regional Office (Kolkata, Chennai, Mumbai)
3. IT Services Division – for uploading on ITPO website
4. Circular Register/Notice Boards

For information:

1. PS to CMD
2. PS to ED