

**OFFICE OF THE DIVISIONAL COMMISSIONER
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT: GENERAL ADMINISTRATION BRANCH
5, SHAM NATH MARG, DELHI-110054**

No. F.1 (95)/2023/GA/DC/HQ/1069

Dated: 01/7/2025

ORDER

The worthy Secretary (Rev.)-cum-Divisional Commissioner has observed that files received from Revenue Districts/Revenue HQ are not in good condition. They are torn apart and some files need maintenance.

It is, therefore, directed by the Secretary (Rev.)-cum-Divisional Commissioner that:-

1. All files that are to be presented must be in good condition.
2. Files that are not in good condition should be repaired before submission.
3. All files must contain the signature & duly stamped with name and designation of dealing assistant and concerned officers.
4. To ensure proper organization and easy accessibility, it is important that all files are given appropriate numbering, proper paragraphing and proper margins. Additionally, flagging should be done meticulously as and when required. By following these practices, it will be easier to locate specific information within the files and ensure that all relevant details are readily available.
5. Atleast 50% of the last page of notesheet of a proposal should be left blank for marking signatures/observations of higher officers.

All individuals handling these files should give due attention to these aspects and ensure that they are adhered to diligently. The purpose of these instructions is to maintain quality and integrity of official files and to ensure that the department functions efficiently and effectively.

This issues with the approval of Secretary (Revenue)-cum-Divisional Commissioner.

(RAKESH KUMAR)

Addl. District Magistrate (HQ)

Dated: 01/7/2025

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Copy forwarded for information & further necessary action to the:-

1. All DCs of Revenue (HQ), Revenue Department, GNCTD.
2. All DMs of Revenue Department, GNCTD.
3. CEO (Disaster Management), Revenue Department, GNCTD.
4. Controller of Accounts, Revenue (HQ).
5. All SDMs of Revenue (HQ).
6. SO (CTB) with the direction to make the stamps for all dealing assistants posted in Revenue (HQ) Branches.
7. PA to Secretary (Revenue)-cum-Divisional Commissioner, Revenue Department.
8. All Branch In-charges of Revenue (HQ) with the direction to send their requirements of stamps to CTB.
9. System Analyst with the request to upload the order on the website of Revenue Department.
10. Guard file.

(RAKESH KUMAR)

Addl. District Magistrate (HQ)