



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002
Office of the Principal Controller of Defence Accounts (Central
Command) Cariappa Road, Cantt., Lucknow, Pin Code - 226002
कार्यालय दूरभाष सं.-0522-2451084 कार्यालय फैक्स सं.-0522-2453038
Office Phone No. 0522-2451084 Office Fax No. 0522-2453038
E-mail ID: pcdaccan1a.dad@gov.in



No. AN/1A/1004/Misc

Dated: - 25/03/2022

To

All the sections under Main Office

(Through website)

Subject: - Instructions on better noting and file management.

As per the directions of competent authority, following points may be adhered to for better noting and file management:

1. Endless continuation of Office Note should be avoided.
2. Probably Office Note should contain 'subject' and reference (if any).
3. Amount in figure should be reflected in one line itself.
4. When enclosures are page numbered, putting up of flags must be avoided.
5. Too many tags at enclosures must be avoided. Just use one tag to bind both the Office Note as well as enclosure(s).
6. The tag of file cover should not be broken. It gives a very poor impression.
7. Note serial number is not required.
8. Page number must be marked only at corner of a page.
9. While dealing with cases/payments of third party, ink signed copies of references must be obtained from executives and audit department should not work on xerox copies. Ink signed copies must be maintained for record.

संजय श्रीवास्तव
SAO (AN)