

All file head creation requests shall be sent to ddaeoffice@dda.org.in. Subject of the mail should contain the tag 'File Head Request'.

Below figure depicts a sample file cover. User is required to select the Basic, Primary, Secondary and Tertiary Head through dropdown menus at the time of creation of a file.

The screenshot shows a form titled 'भारत सरकार GOVERNMENT OF INDIA' with 'IIC ADM' below it. The form includes a 'File No.' field with dropdowns for 'IIC', 'ADM', 'Choose', 'Choose', 'Choose 2', '2019', and 'ADM'. Below this is a 'Subject' field with a text input containing 'Training Matter'. The 'Description' field is empty. The 'Category' section has 'Main' and 'Sub' dropdowns, both set to 'Choose One'. The 'Other Details' section has a 'Classified' dropdown set to 'Choose One', a 'Remarks' field with 'URGENT' selected, and 'Previous Reference' and 'Later Reference' text input fields. A 'Done' button is at the bottom. Callouts point to 'Basic Head', 'Primary Head', 'Secondary Head', 'Tertiary Head', and the 'File No.' field.

Fig 1 : FILE COVER

File Head mentioned in Fig 2 will result in the following File Name: [SYS/F6/0001/2019/DD/MISC-O/o DD\(Systems II\)](#)

BASIC		PRIMARY		SECONDARY		TERTIARY	
CODE(1)	DESCRIPTION	CODE(2)	DESCRIPTION	CODE(3)	DESCRIPTION	CODE(4)	DESCRIPTION
Sys	Systems Deptt.	F6	File	DD	Dy.Director	Misc	Miscellaneous

Fig 2: Sample File Head

Section's Name: O/o DD (Systems II)

Current Year: 2019

Random number generated automatically, will auto increment: 0001