

It has been observed that file No.8(5)/85/WZ/Pt. was put up by the E.O. II to the E.M. of the note started with a reference to PUC without indicating the actual reference No or page number. It was not known as to which was the actual letter and which was referred to PUC on which action was needed. It has also been seen by the E.M. from the file that the last letter available on the file was dated 24.10.88. E.M. has desired that office should put up files in proper manner indicating what is the paper which is being referred to and what is the subject matter and suggestion of the E.O. keeping in view of the past tradition, principles, and practices and fairness in dealing the cases and merely, to put up the file for perusal is not the standard of disposal accepted from E.O's. The E.M. has desired that in future the files should be submitted complete in all respects indicating the paper under consideration back ground of the case, containing suggestion/recommendations of E.O.s. The flags of file which are old & not required should be removed & new flag of thick paper nicely cut be added every time, so that file gives a presentable look.

1. E.O.1 & E.O.-11
2. Asstt. Director
3. All A.E's
4. All dealing assistants
5. Copy also forwarded to P.S. to E.M. for information.

[Signature]
DIRECTOR (WORKS)

[Signature]
DIRECTOR (WORKS)