All file head creation requests shall be sent to <u>ddaeoffice@dda.org.in</u>. 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.

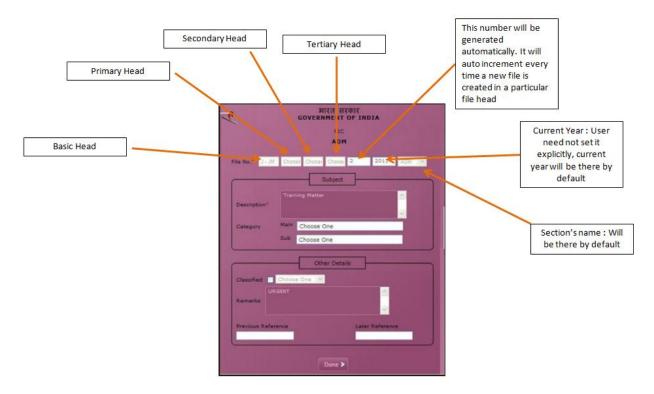


Fig 1: FILE COVER

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