राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के तत्वावधान में राष्ट्रीय महत्व का संस्थान)

ın Institute of National Importance under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)
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NITD/R/Office_Order/2026/ 185 Dated: 13.11.2026

OFFICE ORDER

Subject: Strict Compliance with File Pagination and Maintenance Rules in all the Sections/Departments of the Institute-reg.

In accordance with the Central Secretariat Manual of Office Procedure (CSMOP) prescribed by the Department of Administrative Reforms and Public Grievances (DARPG), Government of India, the following instructions regarding page numbering and file maintenance must be strictly adhered to by all dealing staff and officers with immediate effect:

1. Every page in a physical file—comprising the Notes Portion, Correspondence Portion, Appendix to Notes, and Appendix to Correspondence—shall be serially and consecutively numbered in separate series on the top right corner of each page. The blank intervening pages, if any, shall not be assigned page numbers. The Notes shall be recorded in black or blue ink only.
2. Both the `notes portion' and the `correspondence portion' are placed in a single file cover. Left end of tag in the note portion will be tagged on to the left side of the file cover and right end of the tag will remain as such i.e. untagged. In the case of correspondence portion, right side of the tag will be tagged onto the right side of the same file cover and left side of the tag will remain as such i.e. untagged.
3. No new file should be opened if an existing file on the same subject is active.

All Deans, Heads of Departments (HoDs), Section In-charges, and Officers are requested to bring these instructions to the notice of all concerned dealing assistants and ensure compliance during file processing, internal audits, and record management.

This issues with the approval of the Competent Authority.

13/11/26

कुलसचिव प्रभारी/ Registrar (I/c)

Copy to:

5. निदेशक के निजी सहायक /P.A. to Director (for kind information of Hon'ble Director)
6. कुलसचिव कार्यालय/Office of Registrar
7. सभी संबंधित अधिकारी / All Concerned Officials
8. सभी अधिष्ठाता /विभागाध्यक्ष /अनुभाग अधिकारी /All Deans/HoDs/Section Heads

*किसी भी विसंगति की स्थिति में दस्तावेज़ का अंग्रेजी संस्करण ही मान्य होगा/in case of any discrepancy the English version of the document shall prevail.