

Department of Women & Child Development

Date : 27/01/06

Circular

Subject : Instructions regarding diarisation of receipts and movement of files

Please find enclosed herewith a copy of the order F. No. 20-37/2004-Admn. Dated 20th December, 2005 from the Secretary(DWCD).

2. The hands on training of dealing hands and PAs/PSs on file tracking system has been conducted by the NIC. This system has to be made fully operational by 6th February, 2006. Hence, the package should be put into use in right earnest. Problems, if any, may be clarified with NIC.

3. Non-entry of any information in the File Tracking System from 06/02/2006 would be viewed seriously and no file/dak should hereafter be entertained by the Bureau Head unless the Division has entered the information of the file/dak on the File Tracking System.

Sd/-
(Reva Nayyar)
Secretary

To

All USs/DSs/Directors/JSs/FA/EA

NOTE : URL for File Tracking System is <http://wcd.nic.in/dmis21>