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In order to ensure systematic management, accountability, and efficient monitoring of official correspondence and records, it has been decided to implement a File Management System (FMS) in all offices of the Survey of India. The File Management System aims to enhance transparency, uniformity, and prompt retrieval of official files in both physical and digital formats, thereby improving overall administrative efficiency.

In continuation of the departmental order No. J-242/2158-General orders dated 15.10.2025, the following order containing detailed instructions regarding the adoption and implementation of the File Management System in the offices of the Survey of India is hereby issued for information and strict compliance by all concerned.

FILE MANAGEMENT SYSTEM

1.1 File: means a folder consisting of related papers on a specific subject consisting of one or more of the following parts with a file number:

(i) Correspondence portion:

- (a) Contains all incoming written communications that are inputs to take decision; and;
- (b) Office copy of the communication sent by office.

(ii) Notes portion:

Contains the process sheet i.e. how decision was taken on a case.

(iii) Appendix to correspondence portion:

Lengthy enclosures to a communication (whether receipt or issue) on the file, which are likely to obstruct smooth reading of the correspondence or make the correspondence portion unwieldy.

(iv) Appendix to notes portion:

A summary or statement containing detailed information concerning certain aspects of the question discussed on the file, incorporation of which in the main note is likely to obscure the main point or make the main note unnecessarily lengthy. Such aspects are processed in Appendix to Notes and key issues arising there from are then processed in the Notes portion giving reference to the relevant page.

Box-e.1.1.

eFile mainly comprises of:

- a) Notes
- b) Correspondences
- c) Draft communication
- d) References
- e) Linked files (actionable files)
- f) Attached files (linked for reference purposes)

Box-e.1.2.

File numbering in eFile is based on the type of file numbering system adopted by the office. In case of functional file system, eFile has a provision to include basic, primary, secondary and tertiary heads in respect of the substantive functions of the office. eFile also has provision for file numbering system based on subject classification. However, efforts are to be made by each office to move from the file numbering system based on subject classification to the functional file numbering system.

How these are to be done is given in the eFile User Manual available at <https://docs.eoffice.gov.in/eFileMU.pdf>

1.2 File Register:

A record of files opened during a calendar year will be kept in a file register to be maintained by the Section. Specimen of a File Register is at Appendix –1.1.

1.3 File movement register:

Movements of files are made in a file movement register. A specimen of a File Movement Register is at Appendix –1.2. Offices are advised to use the eFile MIS Report available in eOffice.

1.4 Filing of papers:

- (i) Filing of papers means placing the PUC (Paper Under Consideration) or FRs (Fresh Receipt) in the correspondence portion and the notes in the note portion of the file.
- (ii) Papers required to be filed are to be punched on the left hand top corner leaving 1 inch each on the top and left corner and tagged onto the appropriate part of the file viz. notes, correspondence, appendix to notes and appendix to correspondence, in chronological order, top to bottom with the oldest reference at the top and the latest at the bottom.
- (iii) Both the ‘Notes portion’ and the ‘Correspondence portion’ of a file are to be separately page numbered. The first page of the correspondence (say page number 1) shall be on the top while the last page (say page number 20) shall be at the bottom of the correspondence portion.
- (iv) Sometimes, the latest PUC or FR(s) is kept on top for quick access by the senior officers. While doing so, it must be ensured that each such PUC is page numbered and referenced and docketed. After action thereon is decided, these PUC and / or FR(s) along with copy of the outgoing communication, if any, must be transferred to the bottom of the correspondence portion to ensure chronological sequence.
- (v) 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.
- (vi) Earlier communications referred to as the receipt (R) or the issue (I) will be indicated in red ink by giving the position of these references on the file.
- (vii) If a file is bulky, separate file covers may be maintained for keeping appendix to notes and appendix to correspondence. For instance, a 50 page report is received with a demi-official letter as an enclosure, the D.O. letter is filed on the correspondence portion and the report is to be kept in Appendix to Correspondence portion. An indication is given in the d.o. letter that the report is kept in the Appendix to correspondence portion. Similarly, on the first page of the report the details of the D.O. letter and its page reference will be given along with reference to the page number in the correspondence portion.
- (viii) Routine receipts and issues (e.g., reminders, acknowledgments) and routine notes

will not be allowed to clutter the file. They will be placed below the file in a separate cover and destroyed when they have served their purpose, unless these have an audit or legal necessity, in which case they are to be filed chronologically in the correspondence portion.

- (ix) If the file is not bulky, appendix to notes and appendix to correspondence may be kept along with the respective note portion or the correspondence portion respectively of the main file.
- (x) To facilitate easy handling of file, when the 'notes' plus the 'correspondence' portion of a file become bulky (say exceed 100-150 pages), it will be stitched and marked 'Volume I' e.g. 1-A-General (Volume – I). Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume II' e.g. 1-A-General(Volume – II), and so on.
- (xi) In Volume II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion is to be made in continuity of the last page number in note portion/correspondence portion of the earlier volume.

Box-e.1.3.

In eFile, all electronic receipts including scanned copy of PUC and FRs are attached or uploaded to eFile. For electronic Files the need for creating a new volume does not arise.

Box – 1.1: Arrangement of papers in a file

How are papers to be arranged in a file?

The papers in a case will be arranged in the following order from top downwards:

1. Acts/ Rules/ Instructions or Reference books;
2. Notes portion of the current file ending with the note for consideration;
3. Draft for approval, if any;
4. Correspondence portion of the current file ending with the latest receipt or issue or running summary of facts, as the case may be;
5. Appendix to notes and correspondence, if required to approve the proposal; else they may be kept in safe custody by the Dealing Officer;
6. Other papers, if any, referred to, e.g., extracts of notes or correspondence from other files, copies of orders, resolutions, gazettes, arranged in chronological order, the latest being placed on the top. These too are to be page numbered and to be filed in the correspondence portion;
7. Recorded files, if any, arranged in chronological order, the latest being placed on the top; and
8. Routine notes and papers arranged in chronological order and placed in a separate cover.

Box-e.1.4.

In eFile, papers are arranged in each part of the file as given in the box under para 1.1. There is no need for Appendix to Notes or Appendix to Correspondence in eFile.

1.5 Referencing:

- (i) Every page in each part of the file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) is consecutively numbered in separate series in pen on the right top corner. Blank intervening pages, if any, are not numbered.
- (ii) Each item of correspondence in a file, whether receipt (R) or issue (I), is assigned number (docketing) which will be displayed prominently in red ink at the top middle of its first page.
- (iii) The paper under consideration on a file is flagged 'PUC' and the latest fresh receipt noted upon, as 'FR'. If there are more than one 'FR' they are flagged separately as 'FR I', 'FR II', and so on. Similarly, there could be more than one PUC in a file. While flagging 'PUC' or 'FR', the relevant page numbers will be invariably quoted in the margin. Other papers in a current file are referred to in the notes could be flagged as Flag A, B etc. even in the current file. However, the relevant page numbers must be given in the margin for future reference, after the flags are removed.
- (iv) Recorded files and other papers put up with the current file are flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilation are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip, e.g. 'C'/23n, 'C'/17c, 'C'/57c, and so on.
- (v) To facilitate the identification of references to papers contained in other files after the removal of slips, the number of the file referred to will be quoted invariably in the body of the note and the relevant page numbers, together with the alphabetical slip attached thereto, will be indicated on the margin. Similarly, the number and date of orders, notifications and the resolutions, and, in the case of Acts, Rules and Regulations, their brief title together with the number of the relevant section, rule, paragraph or clause, referred to will be quoted in the body of the notes, while the alphabetical slips used, will be indicated on the margin.
- (vi) Flag will be pinned or stuck neatly on the backside of the papers sought to be flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible.

1.6 Docketing:

- (i) "Docketing" means making of entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) for its identification. After Docketing, if the Director or any higher officer has made any remark on the receipt, it is reproduced before recording the note.

Box-e.1.5.

In eFile, the system automatically numbers the e-pages in the Notes and the Correspondence portions in separate series. Thus, page numbers are given automatically by the system.

The system facilitates marking a 'Receipt' in correspondence as 'PUC #' or 'FR #'. However, once a "PUC" or "FR" number is assigned, it cannot be changed. Therefore, each new "PUC" or "FR" will be assigned a fresh number. In eFile, there is no need to flag correspondence as PUC or FR, as merely giving reference to the page number would suffice to track that reference

'Docketing' in eFile is done in two ways

- a. There is a provision for the senior officer to record his comments on the 'Receipt' in the "Remarks" field. This process is done before adding the 'Receipt' in the eFile; and
- b. It is reproduced by typing the remarks given by the senior officers on the notes portion and hyper-linking the relevant correspondence page number. However, the system does not assign a serial number for docketing, as is done in the manual system.

1.7 Linking of files:

- (i) If the issues raised in two or more current files are so inter-connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in sub-para (ii) below. Such linking may also be resorted to, if a paper on one current file is required for reference in dealing with another current file, unless a copy of the paper can be conveniently placed on the first file.
- (ii) Attaching a file is different from linking file(s). Linked file(s) is/are file(s) where decision is required; while an attached file is a file which is 'attached' only for reference purposes.
- (iii) The linked files are to be stacked one above the other. The linked file(s) is / are to be displayed by placing a slip on the flap on the file board as under:

Box – 1.2: Specimen of slip to be attached on file board flap while linking files

Linked files: No: 1-A-General (Vol I) No: 18-A-5 (Pension) (Vol II)
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- (iv) On return of the file after completion of action, the linked and the attached files will be immediately delinked after taking relevant extracts and placing the extracts in linked files.

Box-e.1.6.

Procedure exists for linking and attaching of files in the eFile. Only active files are available for linking/attaching. The files to be linked or attached must be available in the user's account.

1.8 Part file:

- (i) If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. This device may also be resorted to where it is desired to consult simultaneously two or more sections or officers.
- (ii) A part file will normally consist of:
 - a) receipt dealt with; and
 - b) notes relating thereto.
- (iii) Where two or more part files are opened, each will be identified by a distinct number, e.g., No: 1-A-General (PF-1), 1-A-General(PF-2) and so on.
- (iv) A part file shall be merged with the main file by the Dealing Assistant immediately when the main file and the part file are returned to the Section, after giving fresh referencing.

Box-e.1.7.

In eFile, the part file is opened against a main file by any user if he/she is in the channel of submission of that file.

Unlike the merger of physical files, in eFile, part file is attached as separate entity and subsequently the respective part files are closed.

1.9 Transfer, reconstruction and renumbering of files:

- (i) Whenever work is transferred from one Office/Section to another, the former will promptly transfer all the related records including files, both current and closed, to the latter. In case of transfer of files from one Office to the other a list will be prepared and approval of Head of Department will be taken. The Office/ Section taking over the records will not reclassify or renumber the closed files transferred to it. In the case of current files, the endeavor should be to close them at the earliest possible stage and to open new files according to the Office's/Section's own scheme of classification for dealing with the matter further.
- (ii) A file will be reconstructed if it is misplaced. The file number and the subject will be obtained from the file register and the copies of correspondence will be sought from the corresponding Office/Section. On receipt of all such papers they will be arranged in chronological order on the file and a self-contained note will be prepared on the basis of the copies of correspondence, and placed on the notes portion of the reconstructed file.

Box-e.1.8.

Similar transfer of files can take place in eFile by the eFile Administrator.

1.10 Movement of files and other papers:

- (i) Movement of files will be entered in the file movement register (Appendix –1.2).
- (ii) When current files are linked as per Para 1.7, the movement of the linked files will be marked in the space allotted in the file movement register for the file with which these are linked and also individually in the space allotted in the file movement register for each of the linked files.
- (iii) When recorded files are put up with a file, the movement of the recorded files will be marked in the space allotted in the file movement register for the file with which these are put up.
- (iv) Movement of files received from other offices/ sections and other receipts which have not been brought on to a file in the receiving section will be noted in the 'remarks' column of the section register.
- (v) No current file will be issued to other sections except against written requisition and after marking its movement in the file movement register.
- (vi) Files and other papers marked by the Director to other officers, sections or offices will be routed through the section for noting their movement.
- (vii) When the files are handed over personally by the Higher Officer to other officers, he will inform the Section Incharge accordingly who will ensure that the movement of such files is marked in the file movement register.
- (viii) The personal staff of officers of the rank of Director and above will maintain the movement of papers received by their officers in the respective personal section register. Movement of any file handed over personally to a higher officer will similarly be noted by the personal staff. Papers/Files marked by them to other offices, however, will be routed through the section concerned, for noting their movements in the file movement register or section register as appropriate.

Box-e.1.9.

In case of electronic file or receipt its movement is recorded in the system automatically, as and when a user sends it to another. However, when a physical receipt or file is sent using eFile, the user has to make sure that the physical receipt or file is actually sent along with a movement entry made in the system. The receiver has to acknowledge the receiving of the receipt or the file in the system as well.

1.11 Urgency grading:

- (i) The urgency grading advised are 'Immediate', 'Priority' and 'Top Priority'. The label 'Immediate' will be used only in cases requiring prompt attention. Amongst the rest, the 'Priority' label will be used for cases which merit disposal in precedence to others of ordinary nature. 'Top Priority' will be applied in extremely urgent cases.
- (ii) The grading of urgency assigned to a case will be reviewed by all concerned at different stages of its progress and where necessary, revised. This is particularly important for cases proposed to be referred to other offices.

Box-e.1.10.

In eFile, 'Immediate', 'Priority' and 'Top Priority' are the urgency grading. These urgency grading are given by the user at the time of sending the file / receipt. Label "VIP" is used for the Rajya Sabha/Lok Sabha matters. The grading of urgency assigned to a case will be reviewed by all concerned at different stages of its progress and where necessary, revised. This is particularly important for cases proposed to be referred to other Departments.

APPENDIX –1.1 (Para 1.2)

File Register

STANDARD HEAD NO

STANDARD HEADING

File No.	Subject	Date of		Classification (and year of review)	Remarks
		Opening	Closing		
1	2	3	4	5	6

Instructions

- Entries in columns 1-3 will be made at the time of opening files and those in columns 4 and 5 at the time of recording and reviewing them.
- Year of review in column 5 is required to be indicated only in the case of category 'C' files.
- If as a result of the review, a file is marked for further retention, the year of the next review will be worked out and indicated in column 5.
- When a file is transferred from one section to another section in the office, the fact of such transfer and the relevant date will be indicated in column-6.

Similarly, when the file is marked for destruction, an entry regarding the fact and the year of destruction will be made in this column.

APPENDIX – 1.2
(Para 1.3)**File Movement Register**

File No.

SUBJECT

To whom	Date	To whom	Date	To whom	Date	To whom	Date

Space for recording movements of part files

NOTES:

Movement will be marked by indicating the officer, Section or Office to which the file has been sent with date of sending below it.

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