

RAJASTHAN HOUSING BOARD: JAIPUR

No.PSHC/RHB/2012/122

Dated: 28/6/2012

OFFICE ORDER

It has been observed that many officers are in the habit of starting a fresh file for every approval or proposal instead of maintaining a continuous running file. As a result, it is very difficult to find out what happened in the past and whether the same proposal got rejected earlier or not?

With this practice, there is every chance of duplication of works, approvals and misappropriation of funds.

In future, all officers are advised to maintain a continuous running file with note sheet and relevant documents. Same matters or related matters are to be dealt with in the same file. In case file becomes bulky then a part file with the same number can be opened. Apart from this, the following directions are also to be followed strictly :

- File covers have to be with title and number.
- While writing the note sheet in case any particular paper or letter is referred to in the file, instead of sticking a temporary flag the particular paper should be attached in the file and its page number should be mentioned.
- Instead of writing "for orders" officers are supposed to apply their mind and propose proper course of action quoting all relevant Rules and Acts of RHB and the State Govt.
- Fax copies are to be photo copied immediately and to be attached in the file. In no case there should be multiple copies making the file bulky. Many a times, even after signing of the final draft the previous drafts are kept in the file unnecessarily which should be avoided.

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- On every page of note sheet the file number should be written on the top so that there will not be any mixing or manipulation of note sheets.

All officers are advised to read this order properly and brief their subordinate and staff for strict compliance. In future, the cases of loose note sheets and starting of a new file every time will be dealt with severely.

 28/6/12
(T. RAVIKANTH)
Housing Commissioner

Copy to the following for information/compliance:

1. PS to Hon'ble Chairman, RHB, Jaipur.
2. Secretary/Financial Advisor/Chief Engineer, RHB, Jaipur.
3. Chief Estate Manager/Director Law/ACTP, RHB, Jaipur.
4. Addl. C.E. -I/III/(P&M)/Jodhpur Zone/Dy. Secretary, RHB, Jaipur.
5. All Dy. Housing Commissioners, RHB, Circle _____
6. All Resident Engineers, RHB, Dn. _____
7. ACP/PRO, RHB, Jaipur.
8. Master file.


Housing Commissioner