

**OFFICE OF THE HARYANA STATE AGRICULTURAL
MARKETING BOARD, PANCHKULA**

ORDER

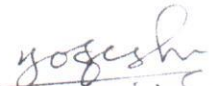
Subject: - Mentioning of proper file numbers as well as page numbers.

It has been observed by the undersigned that system of assigning a specific number to the file has not been adhered to inspite of clear directions from the Government.

Without having a file number tracing of the file is not possible. It has also been observed that many times a separate file on same subject matter is created and dealt without proper linking.

Hence, all the branch In-charge are directed that all the files in their branches be assigned a unique file number. While assigning a file number it be ensured that the file number should indicate the section which is dealing the matter, year and subject matter dealt in the file. After assigning the proper file number an index register of all files shall also be maintained by the branch In-charge himself in which file number of the all the files dealt in his branch will be entered. Further, it be ensured that all the pages in a file, including blank pages also, to be serially numbered. If a matter is being dealt in two or more files than proper linking with other files should also be done while the matter is being dealt.

This has been issued after approval from the Chief Administrator.
Ensure the proper compliance.


**Secretary, HSAMB
for Chief Administrator
HSAMB, Panchkula**

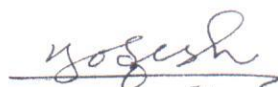
Endst. No.

492.
38028-45

Dated: 31.05.2021 / 5.6.21

A copy is forwarded to the following for information and taking further necessary action:-

1. The Secretary Board, HSAM Board, Panchkula.
2. The EIC, Chief Engineer-I, II, HSAM Board, Panchkula.
3. The CMEO, CFA, MDO, DA, Architect, HSAM Board, Panchkula.
4. The PS/PA to Chairman/GA/Secretary, HSAM Board, Panchkula.
5. All Branch In-charge at Head office.


**Secretary, HSAMB
for Chief Administrator
HSAMB, Panchkula**