

AIR FORCE AND NAVAL OFFICERS CGHS LTD
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(REGN NO.477/80)

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POLICY ON OFFICE FILE MANAGEMENT

1. It is a well-documented fact that an efficient and effective File management system with accurate accounting of records goes a long way in helping the administrative functionaries to take Swift and informed decisions which in turn helps attain efficiency and provide smooth administration.
2. A review of the filing system available and in practice at the society Management Office reflects a very unorganised and poor state of affairs in maintenance of records.
3. To streamline the processes and SOP following policy has been formulated for implementation with immediate effects.

PROCEDURE FOR HANDLING OF MAIL*

- a) It is essential that all relevant information in form of mail when received or when generated in office must be duly recorded and filed.
- b) To achieve a good filing system it is essential that a Mail- in and Mail-out Register is correctly maintained and updated daily giving detailed account of the mail received and despatched from the Society Office.
- c) A Master Index register is opened to accurately register and record the number of files on charge and being created so far.
- d) Each file or part file opened will be an approved and signed by the Secretary.
- e) Each file will have file number and each enclosure numbered.
- f) A docketing sheet attached to each file to record the letters received in the file with cross reference of enclosure numbers correlated.

PROCEDURE FOR MEMBER TO OBTAIN INFORMATION FROM SOCIETY OFFICE

- a). A member of the AFNOE CGHS Ltd can request the Management Committee to provide specific information/ Data under Section 139 of Delhi Cooperative Society Act 2003 by submitting a plain application addressed to President AFNOE mentioning his / her requirements. .



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- b). An amount of Rs. 10 as fee will be submitted by the member along with his/ her RTI application
- c). All information / Data will be provided by the PIO to the member requesting such information within 30 days from the receipt of the application by the PIO after discussions in Management Committee, keeping in view various conditions given in RTI Act 2005.
- d). No file or enclosure in original will ever be handed over to the Member demanding any information under Section 139 of DCS ACT 2003.
- e). Member will also not be allowed to peruse the file in person even in society Office.
- f). Photocopy of the enclosure so demanded by the member will be provided under covering letter on payment of Rs 2 per page.
- g). Member receiving the data / enclosure will sign the receiving of documents on the covering letter itself.
- h). No MC member or Presiding Officer of the Sub-committee will be allowed to take the File / Enclosure in original as take away to his/ her home.
- j). Only document which can be provided in original to the member for perusal repeat perusal only to update his/ her per personal document file in front of the Secretary.
4. All Files/ Registers / ledgers/ Minutes/ Reports / receipts etc will be held on charge for the duration of preservation as specified in the Act
5. This policy supersedes any previous guidelines / policy issued earlier
6. For Strict Adherence and compliance please

13 Dec 2023

SBR

Air Cmde SB Prasher, AVSM, VSM (Retd)
President, Management Committee

