

e-FILE NUMBERING SYSTEM

80. e-file numbering system- A proper file numbering system is essential for convenient identification, sorting, storage and retrieval of receipts. For the purpose of numbering of e-files the e-Office system will need to deploy a Standard Taxonomy. For new e-files, the system will generate an e-file number which will be sufficient for tracking purposes. For existing files being migrated to the electronic system, the file numbering system detailed below will be followed but the system will also add a new file number for existing files.

81. Functional e-file numbering system-

- (1) In this system the range and dimensions of the subjects falling under the scope of business allocated to a Department are analysed in the following sequence:
 - (a) the main functions of the Department;
 - (b) the activities in each of these functions;
 - (c) the aspects or operations involved in each of these activities; and
 - (d) the factors to be taken into consideration relating to each of these aspects or operations.
- (2) The scope of business of a Department is thus analysed under four hierarchical divisions, and accordingly the following four standard lists of headings are prepared:
 - (a) functional heads which may be called 'basic heads';
 - (b) activity heads which may be called 'primary heads' as related to each functional head;
 - (c) aspect or operation heads which may be called 'secondary heads' as related to activity heads; and
 - (d) factor heads which may be called 'tertiary heads' as related to aspects or operation heads.
- (3) Based upon the above lists of heads, a functional e-file index for the various substantive subjects dealt with by a Department together with an identifying e-file numbering system is then developed in accordance with Appendix-11, which explains the essentials of such a system.
- (4) For opening e-files relating to establishment, finance, budget and accounts, office supplies and services, and other house-keeping jobs common to all Departments, the standardised functional e-file index including its e-file-

numbering system, issued by the Department of Administrative Reforms and Public Grievances will be followed.

- 82. Unique e-file Number :** In a computer environment, a unique e-file number will also be generated automatically as and when a new e-file is opened. The e-files which are entered in the system will be automatically traceable on any of the following parameters:
- (a) no. of the file
 - (b) date of opening the file
 - (c) as many catch words as possible from out of the subject of the file
 - (d) any other parameter(s) at the discretion of the Department concerned
- 83. Instances where e-files need not be opened -** Normally, no new e-files will be opened for dealing with receipts of a purely routine nature (e.g. requests for supply of unclassified factual information, notices of holidays, miscellaneous circulars) which:
- (1) can be disposed of straightaway by noting the reply on the source receipts and returning them to the originators; or
 - (2) are unlikely to generate further correspondence and therefore can be placed in a miscellaneous e-file to be destroyed at the end of the year, or placed in the folder of circulars, etc.; if it exists on the given subject.
- 84. e-file report-**A report on e-files opened during a calendar year will be automatically generated by the system in the form of electronic report (Appendix 12).
- 85. Transfer and renumbering of e-files -** Whenever work is transferred from one Department/section to another; the former will promptly transfer all the related records including current and closed e-files, to the latter. In the case of current e-files, the endeavour should be to close them at the earliest possible stage and to open new e-files according to the Department's/section's own scheme of classification for dealing with the matter further.
- 86. Movement of e-files**
- (1) As and when a file is electronically sent from one functionary to another functionary, its movement will be automatically captured by the file tracking system (Appendix 13).
 - (2) The following parameters of movement of the file will be captured by the system:
 - (a) Date and Time of opening/creation of file
 - (b) Date and Time of sending the file from one functionary to another
 - (c) Details of the sender & receiver