1. Initiation of the File:

Creation of the File: A file is created when **Documentation:** All relevant a new matter, application, or issue is File Numbering: The file is assigned documents, such as applications received. This could be a physical file (in a unique identification number for reports, or correspondence, are traditional setups) or a digital file (in etracking purposes. attached to the file. governance systems).

2. Routing the File:

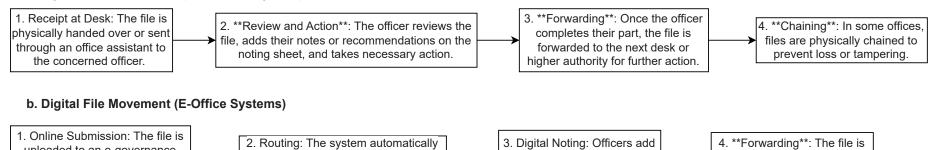
First Desk: The file is initially sent to the concerned desk or officer based on the Noting Sheet: A noting sheet is attached to the file, where officers record their nature of the matter. For example, a land-related issue might go to the observations, recommendations, and actions Revenue Officer, while a law and order taken. issue might go to the District Magistrate.

3. Desk-to-Desk Movement: The file moves from one desk to another based on the workflow and hierarchy. Here' how typically happens:

routes the file to the concerned officer

based on predefined workflows.

a. Physical File Movement (Traditional System)



their notes, comments, or

recommendations digitally.

Approval: The final decision or order is approved by the competent authority

and signed.

electronically forwarded to the

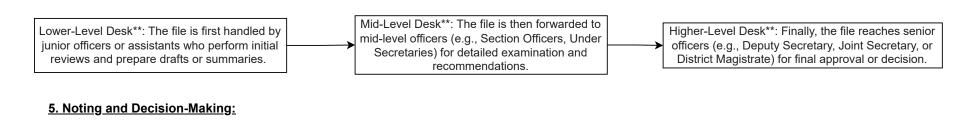
next desk or higher authority.

4. Hierarchy and Approval Process:

uploaded to an e-governance

other departmental software).

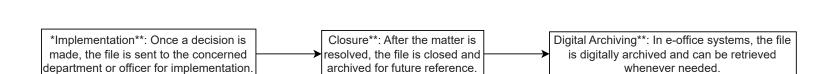
olatform (e.g., e-Office, GRIPS, or



observations, suggestions, and decisions on the noting sheet.

6. Disposal of the File:

Noting Sheet**: Each officer records their

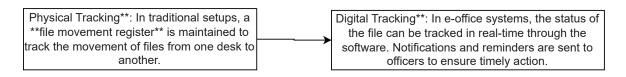


Drafting**: If required, drafts of orders,

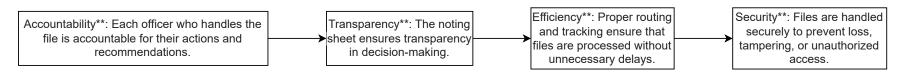
letters, or reports are prepared and

attached to the file.

7. Tracking and Monitoring:



8. Key features of File Movement:



Example of File Movement in a District Magistrate's Office:

- 1. File Initiation: A citizen submits an application for land mutation.
- 2. First Desk: The file is sent to the Revenue Inspector for verification.
- 3. Second Desk: The Revenue Inspector forwards the file to the Tehsildar for approval.
- 4. Third Desk: The Tehsildar sends the file to the District Magistrate for final approval.
- **5. Decision:** The District Magistrate approves the mutation and signs the order.
- 6. Implementation: The file is sent back to the Revenue Department for updating land records.
- 7. Closure: The file is closed and archived after the mutation is completed.

Challenges in File Movement:

Delays: Files may get delayed due to inefficiencies or overburdened officers.

Mismanagement: Physical files can be misplaced or lost.

Lack of Coordination: Poor coordination between departments can slow down the process.

Technical Issues: In digital systems, technical glitches can disrupt file movement.