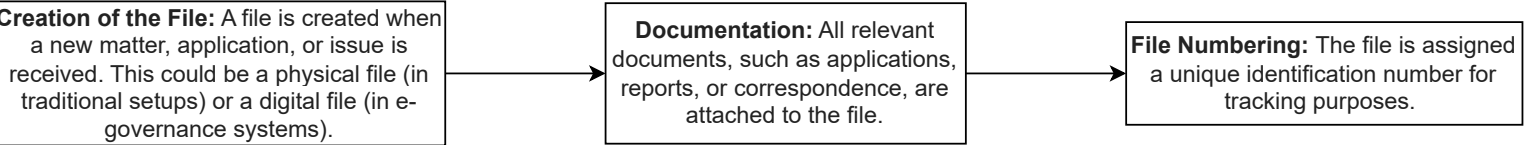
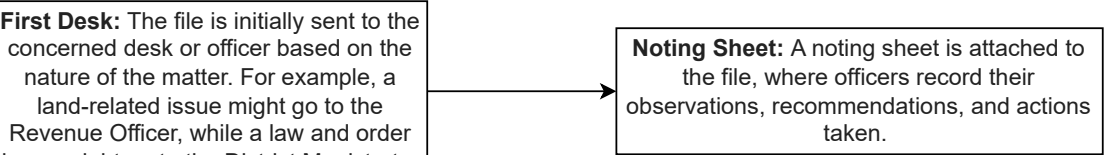


1. Initiation of the File:

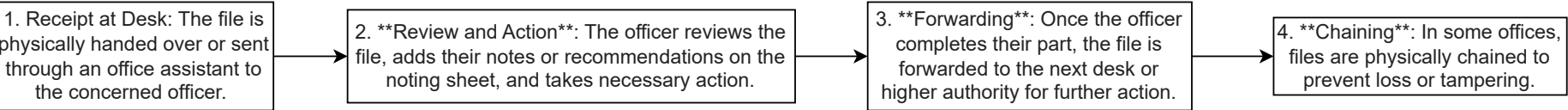


2. Routing the File:

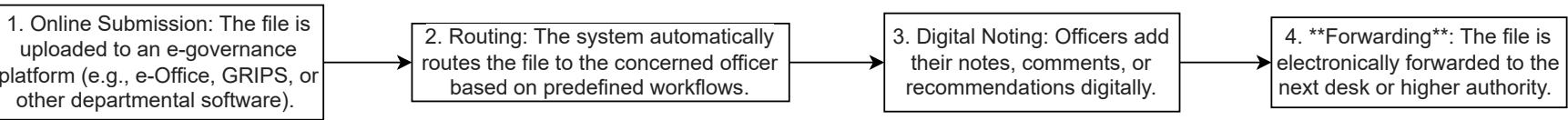


3. Desk-to-Desk Movement:The file moves from one desk to another based on the workflow and hierarchy. Here' how typically happens:

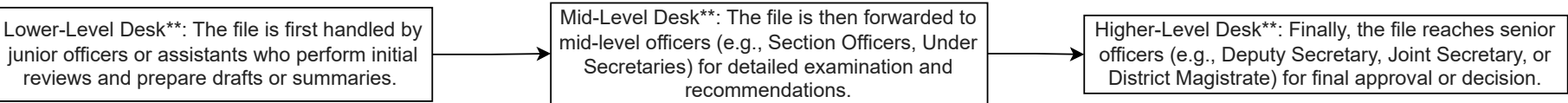
a. Physical File Movement (Traditional System)



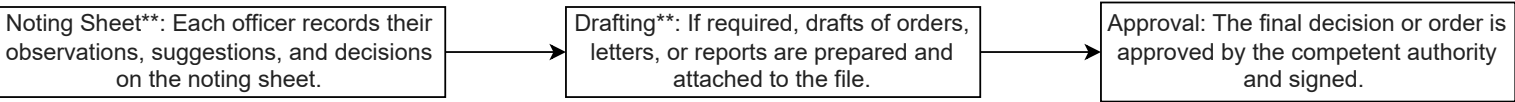
b. Digital File Movement (E-Office Systems)



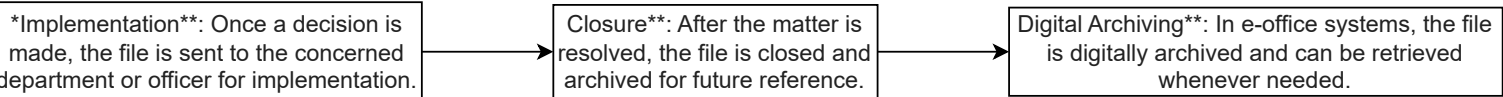
4. Hierarchy and Approval Process:



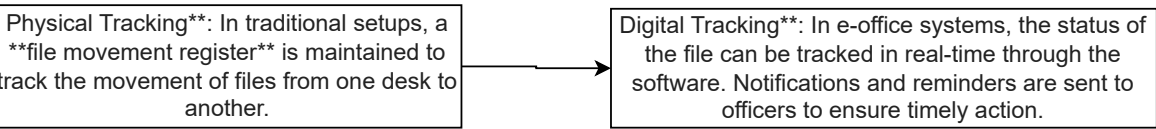
5. Noting and Decision-Making:



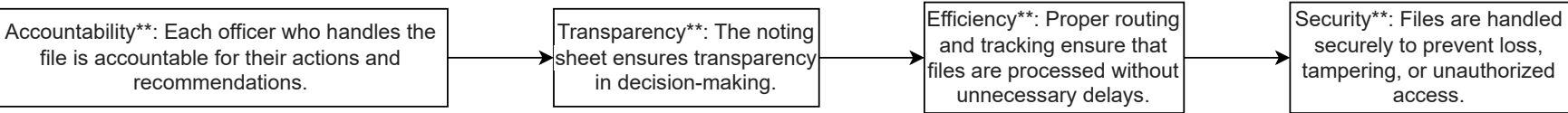
6. Disposal of the File:



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.