

9-ITPO (4) E-I/2007
India Trade Promotion Organisation
E-I

Date: 09/04/2012


CIRCULAR

Subject : Electronic File Tracking System

Vide circular of even number dated 30-08-2007, a centralized file tracking system was adopted in ITPO w.e.f 01-09-2007. However, it is observed that in a number of cases, it has been found that files are sent without effecting movement of diary in File Tracking System and in a number of cases, the movement of files/documents is recorded in FTS but signatures are not taken on the acknowledgement register/book. There have been cases where the movement of files was neither recorded on FTS nor on the Diary Register.

As per the official procedure, movement of files/documents must be effected in File Tracking System followed by acknowledgement of files/documents on Diary Register to ensure that files are not misplaced or lost. All officers/officials are once again advised that the movement of files/documents may be made in the File Tracking System on each occasion and acknowledgement to this effect must be obtained to this effect.

Any violation to this effect will be viewed seriously and the responsibility of the concerned will be fixed.


9/4/12
(Rita Menon)

Chairperson & Managing Director

To :

All officers/officials

Copy for information to

PS to CMD
PA to ED
Notice Board
Regional Offices.

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