

No.A-45011/3/2013-Adm.I
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhawan
Dr. R.P. Road, New Delhi - 110 001

Dated : 3rd April, 2013

C I R C U L A R

Subject : Implementation of File Tracking System (FTS)

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It has been noticed that though the File Tracking System (FTS) has been put in use in the Ministry of Corporate Affairs but its application has not been fully operationalised. As a result, movement and retrieval of files and receipts are adversely impacted and in few cases receipts and files have reportedly been misplaced impeding the important work of investigation. Accordingly, it has been decided that effective from 1st April, 2013, the File Tracking System (FTS) would scrupulously be complied with by all officers and staff members and fully operationalised. With the introduction of File Tracking System (FTS), the following critical aspects need to be kept in mind :

- (a) All receipts received by Central Registry will be given a FTS No. and sent to officers/sections concerned through the system. FTS No. to a receipt will be indicated on the right hand side of receipt as for example FTS No.1234(R)/2013.
- (b) All receipts addressed to officers by name will be given a FTS No. as indicated above by the Personal Staff of the Officer concerned and marked to the concerned. The remarks, if any, given by receiving officer on the receipt will also be entered at appropriate place in the FTS.
- (c) All files originating from Sections will be given a FTS No. by the respective dealing hand in Section and receipt, if any, will be attached to the file through FTS. File numbering system based on subject classification will continue to be given to each file in addition to FTS number which will be indicated on the right hand side of the File Cover.
- (d) File/receipt asked for by officer for a short while for perusal or reference may also be sent through FTS for record purpose.

o/h e.v.

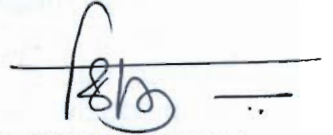


contd 2.

(e) Inbox of both Files and Receipt should regularly be gone through and files/receipts in Inbox should be received first. In case any file/receipt is not physically received, the sender of file/receipt should immediately be contacted and informed that file/receipt is not received physically.

2. In a computer environment the File Tracking System has the facility for easy linkage of files and receipts and their subsequent movement. Adoption of this system has the advantages viz., easy tracking, improves efficiency and transparency, record management, monitors pendency and enforces a uniform working procedure. It also results in less paper office and reduces the logistics i.e., cost, time, resources etc., involved in, manual way of working.

3. In view of the above, all the officers and staff members are hereby requested to ensure that the File Tracking System (FTS) be scrupulously implemented for monitoring the pendency of receipts and files and assist in their easy tracking.



(KSHITISH KUMAR)

Under Secretary to the Govt. of India

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