



## General Order No. CMC/2/2016

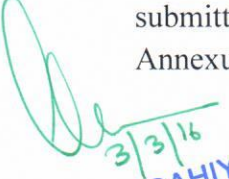
### Orders for Office Procedures in Municipal Corporation Faridabad

No. 327

Dated: 04/03/2016

For proper stream-lining of office-paperwork, and to ensure uniformity in the office procedures in different branches/offices under the Municipal Corporation Faridabad, it is hereby ordered that all the dealing hand/clerks, branch officials, senior officers and dispatchers **MUST** adhere to the following guidelines: -

1. All office noting shall be (as far as possible) on green colour legal sheets. Each noting page must have file name/number and page number as the header which should be stamped-on or written by dealing hand.
2. All noting pages must have margin space on left side for stamping of receipt/dispatch etc.
3. All officers/officials signing on office noting are directed to add their specific comments (and not append blank signatures) on the issue at hand. The signatures must be appended with the stamp bearing the name/ designation of the concerned officer/official.
4. All drafts for approval and letters to be issued by, or on behalf of officers of the Municipal Corporation, Faridabad, should be on white A-4 paper (as far as possible). Such letters must carry header and footer of Municipal Corporation, Faridabad MCF logo, template of which should be obtained from IT Cell by all clerical staff.
5. All the incoming letters /PUCs must be first integrated with the original running file available in the concerned branch, and only then be put up as a noting for approval of the competent authority. (The practice of initiating noting and taking orders from the competent authority on a PUC/ received letter itself must be avoided as far as possible).
6. **Copies of all Office Orders issued by the officers with regard to public services being offered by Municipal Corporation must be sent to IT Cell for hosting on the Municipal Corporation, Faridabad website.**
7. Dealing hands and subordinate officials are directed to leave sufficient space at the end of the note for the senior officers to comment and also to add an extra numbered & duly labelled sheet for noting by the senior officer.
8. Office notings and files for routine permissions such as Transfer permission, approval of building plan, occupation certificate, completion certificate, trade licensing, auditorium booking etc. must be appended with a check list of documents to be submitted by the applicant, duly checked and signed by the dealing hand as an Annexure.

  
3/3/16  
Dr. ADITYA DAHIYA, IAS  
COMMISSIONER



# Municipal Corporation, Faridabad

B.K. Chowk N.I.T Faridabad -121001, Haryana-India  
Tel. : 0129-2411649, 2411664, 2415549  
Fax : 0129-2416465

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Amended – 3/3/2016

9. Officials of Municipal Corporation, Faridabad should issue letters under their respective designations only. In cases where decisions have been approved by the Commissioner on file notings, the same can be issued by the officials under the stamp of "For Commissioner".
10. **Chief Engineer / SEs and all Executive Engineers, Municipal Corporation, Faridabad must ensure that the checklist (as published on MCF website) along with its supported annexure / documents must invariably be placed in front of each development work estimate file put up for administrative approval.**
11. **All important reports sent by the officials of Municipal Corporation, Faridabad to the Headquarter or Government of Haryana must be endorsed to Commissioner, Municipal Corporation, Faridabad for information.**
12. **All Officers must endorse a copy of all transfer orders, work allocation orders, Development Work orders, Public notices issued by them to the IT Cell, MCF for hosting on MCF website.**
13. **All Heads of Departments must check MCF website for updated information relating to their departments on monthly basis and furnish a certificate to this effect.**

Commissioner  
Municipal Corporation,  
Faridabad  
Date: 4.3.2016  
*Dr. ADITYA DASHIYA, IAS  
COMMISSIONER*

Endst. No. MCF/PA/2016/ 327

A copy of the above is forwarded to the following for information and necessary action: -

1. Chief Town Planner, Chief Engineer
2. Joint Commissioner (T), (F), (B), Medical Officer of Health, Corporation Secretary
3. Superintending Engineer-I, II, Senior Town Planner
4. Executive Engineer Div No. I, II, III, IV, V, IT Cell, Purchase
5. Financial Controller/OIA, AO, AAO
6. District Attorney/ Assistant District Attorney
7. Establishment Officer
8. Zonal & Taxation Officer, NIT I, II, III / Old Faridabad I, II / Ballabhgarh I, II
9. All Branch Heads, Superintendents, Assistants, Clerks
10. IT Cell for hosting on Municipal Corporation, Faridabad Website

For: *Asan Kumar*  
Commissioner  
Municipal Corporation,  
Faridabad