



भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)


Office Order No. 20 of 2025

Sub: Reiteration of Instructions on Functional File Numbering System or Non- Single File System (Non-SFS).

Attention is invited towards instructions regarding adherence to Functional File Numbering System (Non-Single File System - Non-SFS) as prescribed in Chapter 12 of the Manual of Office Procedure of the Ministry of Railways. This is in alignment with the guidelines issued by the Department of Administrative Reforms and Public Grievances (DARPG), which directs a review of the Basic File Heads and identification of standardized Heads relevant to each Ministry/Department. This will serve as a standard set of Subjects, which can then be used to track subject-wise pendency.

2. The Functional File Numbering System is designed to standardize file classification across various sections and directorates, ensuring consistency, ease of retrieval, and proper documentation. The relevant extracts w.r.t. Non-SFS are attached as **Enclosure-I**.
3. This system needs to be created by the **concerned Branch/Directorate and to be added in e-Office through System Administrator i.e. concerned e-Office unit of RBCC**. Efforts may be made by each Directorate to move from Conventional File Numbering System based on Subject classification (SFS) to the Functional File Numbering System i.e. Non-SFS as advised by DARPG.
4. The above issues with the approval of the competent Authority.

No.2025/O&M/2/1
Dated: 06.03.2025


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भारत सरकार/ GOVERNMENT OF INDIA
रेल मंत्रालय/ MINISTRY OF RAILWAYS
(रेलवे बोर्ड/ RAILWAY BOARD)

2025 का कार्यालय आदेश सं.20

विषय: फंक्शनल फाइल नम्बरिंग सिस्टम अथवा नॉन सिंगल फाइल सिस्टम (नॉन-एसएफएस) पर अनुदेश दोहराना।

आपका ध्यान रेल मंत्रालय की कार्यालय नियमावली पद्धति के अध्याय 12 में यथा निर्धारित फंक्शनल फाइल नम्बरिंग सिस्टम (नॉन सिंगल फाइल सिस्टम - नॉन-एसएफएस) के अनुपालन संबंधी अनुदेशों की ओर आकृष्ट किया जाता है। यह प्रशासनिक सुधार एवं लोक शिकायत विभाग द्वारा जारी दिशा-निर्देशों के अनुरूप हैं, जिसमें मूल फाइल शीर्षक की समीक्षा करने और प्रत्येक मंत्रालय/विभाग से संबंधित मानकीकृत शीर्षक चिन्हित करने संबंधी निदेश दिए गए हैं। यह मानक विषयों के रूप में कार्य करेगा जिसे विषय-वार लंबित फाइलों का पता लगाने में उपयोग किया जा सकता है।

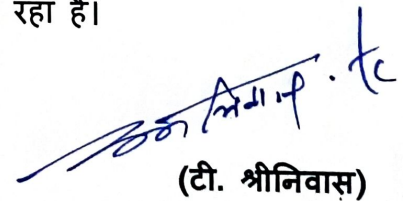
2. फंक्शनल फाइल नंबरिंग प्रणाली का उद्देश्य विभिन्न अनुभागों और निदेशालयों में फाइल वर्गीकरण को मानकीकृत करना है, ताकि निरंतरता, पुनर्प्राप्ति में आसानी, और उचित प्रलेखन सुनिश्चित हो सके। नॉन एसएफएस से संबंधित प्रासंगिक सार अनुलग्नक-1 के रूप में संलग्न है।

3. यह प्रणाली संबंधित शाखा/निदेशालय द्वारा तैयार की जानी चाहिए और प्रणाली प्रशासक अर्थात आरबीसीसी की संबंधित ई-ऑफिस इकाई के माध्यम से ई-ऑफिस में शामिल की जानी चाहिए। प्रत्येक निदेशालय द्वारा पारंपरिक फाइल नंबरिंग प्रणाली (एसएफएस) से फंक्शनल फाइल नंबरिंग सिस्टम अर्थात नॉन-एसएफएस में स्थानांतरित होने का प्रयास किया जाए, जैसा कि प्रशासनिक सुधार एवं लोक शिकायत विभाग द्वारा सूचित किया गया है।

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जा रहा है।

सं. 2025/ओएंडएम/2/1

दिनांक: 06.03.2025


(टी. श्रीनिवास)

संयुक्त सचिव/रेलवे बोर्ड

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बोर्ड कार्यालय, कॉफमो बिल्डिंग और दयाबस्ती, नई दिल्ली के सभी अधिकारी और शाखाएं।

प्रतिलिपि प्रेषित:

कार्यपालक निदेशक जन शिकायत/रेल मंत्री, कार्यपालक निदेशक जन शिकायत/रेल राज्य मंत्री (आर), संयुक्त निदेशक जन शिकायत/रेल राज्य मंत्री (एस)

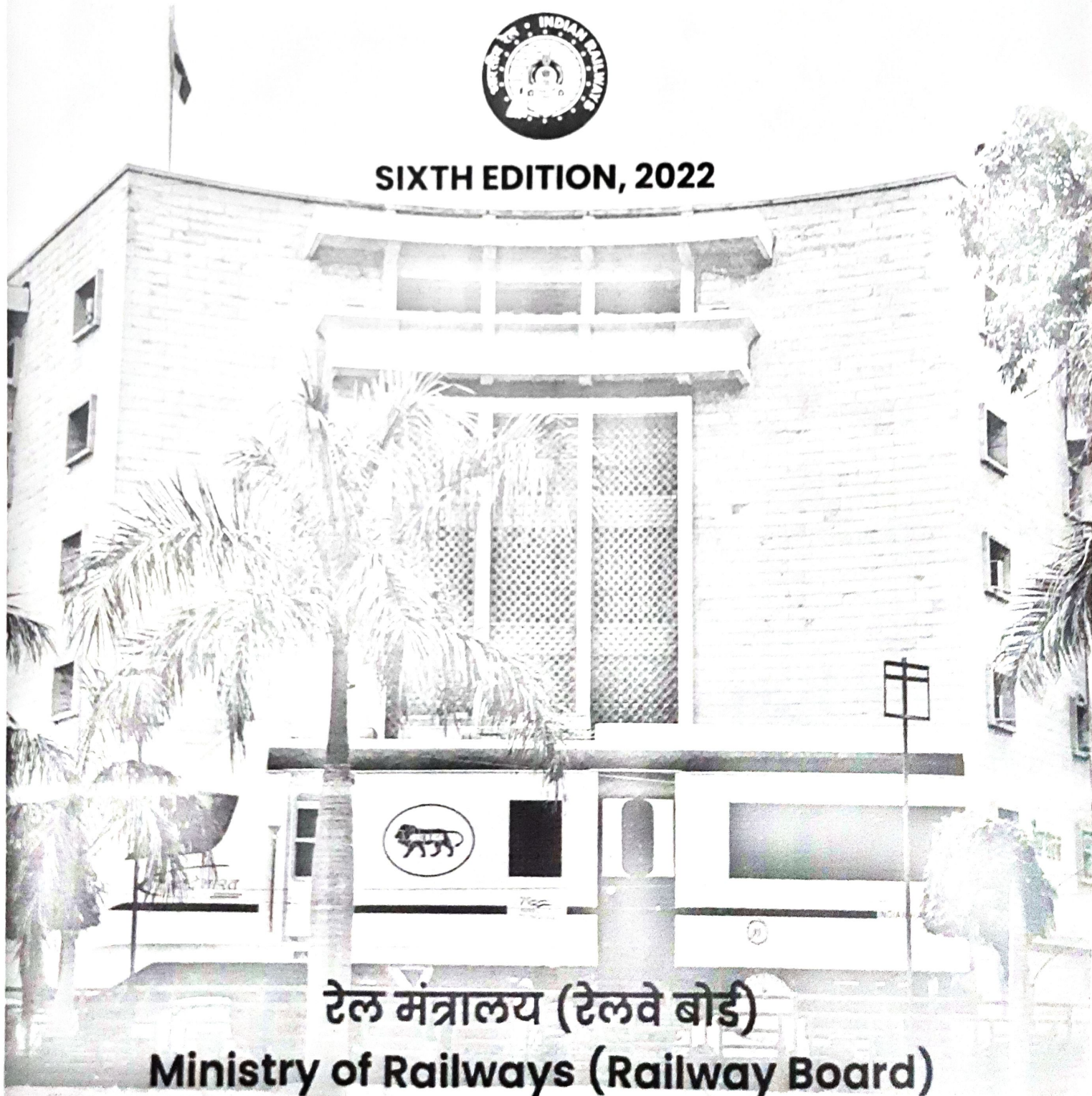


सत्यमेव जयते

कार्यालय पद्धति नियमावली Manual of Office Procedure



SIXTH EDITION, 2022



रेल मंत्रालय (रेलवे बोर्ड)

Ministry of Railways (Railway Board)

12.2.2. Functional File Numbering System or Non Single File System (Non SFS)

In Conventional File Numbering System (SFS), the file numbering varies from Section to Section and Ministry to Ministry as such Functional File Number System was developed by DARPG in respect of functions common to all Ministries and Departments (e.g. matters relating to establishment, finance, budget, account, office supplies and services and other house-keeping jobs , Parliament questions etc). Non-SFS is encouraged to be used in e-Office for creating eFile.

Common Office Functions Codes as fixed by DARPG are as under:

COMMON OFFICE FUNCTION CODES

| Code | Records relating to common functions in Ministries & Departments |
|-------------|---|
| A | Establishment |
| B | Welfare |
| C | Vigilance |
| D | Common office services |
| E | Hindi |
| F | Public relations |
| G | Finance, budget, cash and accounts |
| H | Parliament matters |
| I | RTI matters |

Broadly speaking, apart from the code indicating common office functions, Functional File Number will have alpha-numeric code for Basic, Primary, Secondary and Tertiary heads (as explained in Table below). The range and dimensions of the subjects falling under the scope of business allocated to a Directorate/cell are analyzed under four hierarchical divisions in the following sequence:

| Relevant Head | Activity |
|---------------------------------|--|
| Basic Head | Main functions of the Directorate/Branch |
| Primary Head (Main Activity) | Activities in each of these Functions i.e. to list out under each basic function as above by main activities identifying them through appropriate subject heading called Primary Heads |
| Secondary Heads | Aspects or Operations involved in each of these activities i.e. to divide each primary head into sub-subjects or aspects called 'Secondary Heads' |
| Tertiary Heads | Where necessary, break down each secondary head into its various known factors called "Tertiary Heads" i.e. Factors to be taken into consideration relating to each of these aspects or Operations |

12.2.3. Based on the above list of heads', a functional file index for various substantive subjects dealt with by a Directorate/Branch/Cell together with an identifying file numbering system is then developed by the concerned Directorate/Branch/Cell. For detailed explanation on file numbering system as in Non SFS, **Appendix 12.1** may be referred to.

12.2.4. e-File supports both the file numbering system (SFS/Non-SFS). At the time of creation of the file, one has to select the appropriate option either SFS or Non-SFS. e-File has provision to include Basic, Primary, Secondary and Tertiary Head in respect of substantive functions of the Branch/Directorate. This needs to be created by the concerned Branch/Directorate and to be added in e-Office through System Administrator i.e. concerned e-Office unit of RBCC. Efforts may be made by each Directorate to move from Conventional File Numbering System based on Subject classification (SFS) to the Functional File Numbering System i.e. Non-SFS.

Essentials of a functional file index and an identifying file numbering system

1. *Basic heads*- Identify and list basic functions of the Section, these may be called 'basic (or group) heads' e.g. 'labour relations', 'foreigners', 'fertilizers'.
2. *Primary heads*- List under each function (i.e. basic/group heads) its main activities identifying them by appropriate subject headings called 'primary heads'.
3. *Secondary heads*- Divide each primary head into sub-subjects or aspects called 'secondary heads'.
4. *Tertiary heads*- Where necessary, break down each secondary head into its various known factors called 'tertiary heads'.
5. *Further sub-divisions* – In this way the process of breaking down the function could be extended to several descending, consecutive echelons according to needs.
6. *Examples* – Examples of basic, primary, secondary and tertiary heads are in Annexure to Appendix-12.1).
7. *Rational sequence* – In drawing up lists of basic, primary, secondary and tertiary heads and their further sub-divisions, where necessary, some rational sequence in arranging the heads in the same list may be followed. Such an arrangement may reflect organic or procedural relationship among the different heads to adopt any of the following orders or a combination thereof as convenient :

- a step-wise process
- an alphabetical order (particularly when representing regions, produces, commodities, clients, organizations or institutions)
- descending levels of importance of heads.
- diminishing frequency of occurrence of different events identified by suitable heads.

The first two places in the list of secondary heads under each subject may be uniformly reserved for 'general' and 'policy' matters.

Entries in each list of standardized heads (viz. Under basic heads, primary heads, secondary heads, tertiary heads and so on) may be arranged in alphabetical order, if any other type of sequence has not been followed.

8. *Identification of basic heads* – If the number of basic heads be large, each may be identified by a group of 2 to 3 letters phonetically selected. If it be small not exceeding 10, they may be identified by assigning consecutive Roman numerals to them.

For example, in the field of agriculture, the basic heads 'fertilizers', 'seeds', 'plant protection', etc. could be symbolized by 'Fert', 'Sd', 'Ppn', etc., respectively.

9. *Identification of primary heads* – Next, the primary heads will each be identified by a group of 2-digit Arabic numerals beginning with 11 and continuing in consecutive order upto 99.

10. *Identification of secondary and tertiary divisions* – Similarly, each secondary head, as also each tertiary head, will be identified by a group of 2-digit Arabic numerals beginning with 11 and going upto 99.

11. *Deviations* – If the subjects are simple relating to a fresh or recent activity, they may well be covered by one list of primary heads alone or by a two-level list of primary heads and secondary heads. Each primary heads or secondary head could then be identified as in para 8 and 9 above.

Progressive increase in levels develops as the number of functions increases, so also when the number of activities under each function and the number of operations under each activity increase.

12. *Exception* – If a paper requiring filing is such, as apparently does not relate to any of the approved lists, the following questions may be relevant :-

- (i) whether it can come under any factor heading i.e. a tertiary heading as related to a secondary heading;
- (ii) whether it seems allied to a secondary heading as related to a primary heading; and if not;
- (iii) whether it could be brought under an additional heading placed at appropriate point in the list of primary headings.

If nothing suggests, it may be temporarily placed in the list of primary headings as the last item.

13. *File code* – The file may then be assigned an alphanumeric code symbol composed in the following sequence :-

- (i) a single letter or a group of 2-3 letters, or a Roman numerical representing the basic head followed by a hyphen as the separator;
- (ii) a 2-digit group of Arabic numerals representing primary head followed by zero as the separator;
- (iii) a 2-digit group of Arabic numerals identifying the secondary head followed by a slant stroke as the separator;
- (iv) serial number of the file opened during the year under the secondary head, followed by a slant stroke as the separator;
- (v) a 4-digit number representing the year, followed by a hyphen as the separator;
- (vi) a group of abbreviating letters representing the section.

If the file opened relates to a standardized tertiary head, a 2-digit Arabic numeral identifying it, enclosed in brackets, may be inserted before the serial number mentioned in (iv) above and the slant stroke preceding it.

Example: 1– A file opened by Labour Relations I section during 2019 relating to a strike in colliery 'X' may have IV 13024/5/2019/LRI as the file code where 'IV' represents the functions group 'labour relations'. 13 the primary head 'strikes', '0' the separator, '24' the secondary head 'coal mines', '5' the serial number of the file opened during the year under the secondary head 'coal mines' to describe the colliery involved, '2019' the year of opening the file and 'LRI' the section concerned.

Example: 2– A file opened by Foreigners II section to examine an application of Mr. John, a British national, to visit India may bear the coded number F 17012/2/2019- FII where 'F' represents the group head 'Foreigners', '17' the primary head 'visa/endorsement', '0' the separator, '12' the secondary head 'British' '2' the serial number of the file opened during the year under that head, '2019' the year of opening the file, and 'FII' the concerned section.

Similarly, in Fertiliser IV section, file relating to fertiliser imports could carry the code Frt-19012/3/2019-FIV here 'Frt' would denote the basic head 'fertilisers' and the other symbols would be as explained in the above two examples.

14. *File title* – A complete title of the file will normally consist of the appropriate *standardized heads* (from the 'basic' head downwards each separated by a hyphen) followed by a *very brief content* to describe the particular question issue, event, person, thing, place, etc. involved. The *basic head*, however, need not form part of the title, when –

- (a) the total number of such heads is small and from their identifying *Roman numerals*, they can easily be known; or
- (b) the basic head is identified by a letter or a group of letters *phonetically selected*

Examples of Basic, Primary, Secondary and Tertiary Heads

| Basic Head | Primary Head | Secondary Head | Tertiary Head |
|-------------------|--|--|---|
| Labour Relations | Strikes/ Lockouts Adjudication of disputes | - Coal mines - Oil fields - Banking | |
| Foreigners | Acts and Statutory rules • Visa/endorsement • Special permits • Extension of stay | - Passport (entry into India) Act/Rules - Registration of Foreigners Acts/Rules - Foreigners Act/Rules - Citizenship Act/Rule | |
| Fertilizers | Imports Planning • Statistics • Control • Promotion | - Shipment - Foreign exchange | - Policy - UK credit - Barter/link deals - Charter |

For opening files relating to establishment, finance, budget and accounts, office supplies and services and other housekeeping jobs common to all departments, the standardized functional file index including its file numbering system, issued by the Department of Administrative Reforms and Public Grievances will be followed. <https://darpg.gov.in/sites/default/files/CSMOP2022.pdf>