

6. STATEMENT OF FILES AND LETTERS

6.1 STATEMENT OF FILES OPENED

The number of files opened and maintained by this section is as under:

S.No.	Year	Total Files	Completed Files	Running Files	Weeding out files	Remarks
1.	2012	112	43	2	67	Periodical review as per office procedure
2.	2013	77	75	2	-	
3.	2014	119	103	16	-	
4.	2015	56	30	26	-	
5.	2016	45		45		
6.	2017	16		16		

6.2 INWARD LETTERS

Details of Letters Received

S. No.	Period	No. of letters received
1.	1.1.2015 to 31.12.2015	1221
2.	1.1.2016 to 31.12.2016	1140
3.	1.1.2017 to 31.4.2017	440

6.3 DISPATCHED LETTERS

Details of Letters dispatched

S. No.	Period	No. of letters Dispatched
1.	1.1.2015 to 31.12.2015	1293
2.	1.1.2016 to 31.12.2016	1240
3.	1.1.2017 to 31.4.2017	692