

No.07 /EDC/DIR/FTS/2009  
Government of India  
Ministry of Housing & Urban Poverty Alleviation  
National Buildings Organisation

Nirman Bhavan,  
New Delhi, 12<sup>th</sup> August, 2010

**Office Memorandum**

Sub: Operationalization of online File Tracking System (FTS) in the M/o Housing & Urban Poverty Alleviation.

Secretary, Housing & Urban Poverty Alleviation will formally launch the online File Tracking System for Ministry of HUPA on 16<sup>th</sup> August, 2010 at 3.30 P.M. All the officers/officials, M/o HUPA are requested to be present on this occasion in Room No. 123-C Conference Hall, Nirman Bhavan, New Delhi. Copy of the programme is at Annexure-I

The end objective of FTS is that all files/ notes/receipts are tracked in the organization work flow in a minimum possible time. To achieve this, it must be ensured that all the inward and outward files/notes/receipts are in the system. It is absolutely important that, beginning 16<sup>th</sup> August, 2010, all transactional files/notes/receipts moving from one Division / Group to other including those of the Finance, Administration and Programme Divisions are routed through this system only. The files/notes/receipts that are not routed through the system will not be accepted by the senior officers in the Department.

All officers / officials of the Department are, therefore, requested to comply with the new process so as to ensure the success of the system. The new system that will be in effect from 16<sup>th</sup> August, 2010 is hosted at <http://mhupafts.nic.in>. The basic guidelines for operating the system are enclosed at Annexure-II

  
(P.Pulamte)

Section Officer (Admn)

Encl.: As stated above.

To

1. All the officers of NIC.
2. All the Under Secretary of the Ministry with a request to ensure the participation of concerned staff of their division in the inaugural function.
3. PSO to Secretary, HUPA
4. All O/o Divisional/Section Heads
5. CR Section, M/o UD with request to book 123-C, Conference Hall for the above said function on 16-08-10 from 3.30 P.M to 4.30 PM

FTS Inauguration Programme by Secretary (HUPA)

Dt.16/08/2010 at 3.30 PM in 123-C, Nirman Bhavan

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|---------|---|
| 3.30 PM | Arrival of Secretary HUPA                       |
| 3.35 PM | Welcome Address by AS & MD (JNNURM)             |
| 3.40 PM | Inauguration of FTS online by Secretary, HUPA   |
| 3.45 PM | Inauguration Address by Secretary HUPA          |
| 3.50 PM | FTS Demonstration by NIC Officers               |
| 4.10 PM | Vote of Thanks by Director(NBO), OSD (Jn & RAY) |

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Guidelines

1. The File Tracking System is available at the Mentioned site name.
2. To enter into the system, enter your FTS id and password.
3. Every file should have FTS No---on top of the file cover. This will be generated by the system when the file details are created in the system.
4. Like the files, details of every receipt ( letter/ fax/ bill/ correspondence) needs to be entered in the system and the diary number that is generated by the system needs to be entered on top of the letter / fax / bill /Correspondence physically as

FTS No.-----/2010

When the receipts merge into a file, this no. will help in tracking the receipts as well. This is important, as many times notes submitted by various groups/divisions are merged into different files by the corresponding administrative sections such as Admin, Purchase, etc. No individualized diary no. would require to be generated by respective groups / Divisions / Sections.

5. When a file is created by a Section / or Officer, it is important that all the receipts (letter/ fax / bill / correspondence ) are linked to the corresponding file. This will ensure that proper linkage is maintained in the system which will help to retrieve the results faster with the query option.