

File No D 28016/1/19-P&A
Indian Red Cross Society
National Headquarters
Office Order No: 379

Dated 06-08-2019

Sub: Introduction of online File Tracking System (FTS) in IRCS, NHQ

With a view to keeping track of movement of letters & files in the IRCS Hqrs., a web based application namely File Tracking System (FTS) developed by NIC has been introduced in IRCS office at NHQ. FTS is available using Web VPN of NIC on URL <https://saccess.nic.in/>. Purpose of introduction of FTS is to make the existing system of creation of files and tracking their movements more efficient and speedier and weed out delays.

2. All officers at IRCS NHQ should start working in FTS immediately. Any problems faced by the users may be brought to the notice of NIC, FTS person stationed at IRCS for a week. All officers/sections will maintain various physical registers also alongwith electronic transactions till Aug 31, 2019. From September 01, 2019 all the officers/Sections will work purely electronically.

2.1 With the introduction of FTS, all Officers and Sections must ensure that their inward and outward files/notes move through this System. The files/notes that are not routed through this System and not bear FTS number should not be entertained by the receiving Officers/Sections.

2.2 Concerned head of department will ensure that all the officers/sections in department work in FTS

3. With the launching of FTS, a uniform file numbering pattern will be followed by all Sections in IRCS, NHQ office. Pattern will be as : YEAR/Name of Section/Major Head (Sub-Head)/SNo. Subject Heads provided by different sections have been populated in the FTS. Sections can generate their file number from the System.

4. Receipts/Files sent electronically will not be marked as 'received' by the User in the System until received physically. Physical receipt will be recorded either on Peon Book or electronic generated reports can be referred to by Users. No User will refuse to accept a note, file or receipt physically, without valid reasons, when it has been sent to him/her electronically.

5. Broad guidelines to working in the System are available in Annexure A. User guide is available in the System itself for self-help. Besides that a dedicated person of NIC will be available for a week in IRCS office, 5th floor to provide assistance to users in case of problem.

Enc: As above


6/8/2015
N.K Singh

Deputy Secretary, IRCS, NHQ

Secretary General, IRCS, NHQ- for information

Joint Secretary, IRCS, NHQ - for information

Director (Blood Bank)

Deputy Secretary (Sh. Manish Choudhary)

Advisor (DM)

Faculty (DMC)

First Aid Manger

Information Systems Development Manager (ISD Manager)

All Officers

All Coordinators

Notice Board

Annexure A

1. FTS can be accessed through NIC web VPN at <https://saccess.nic.in/> by entering your User ID and password
2. Every physical file should have FTS No. in the top of the file cover. This will be generated by the System when the file details are entered in the system
3. In exigencies, when urgent cases are carried by hand by Officers, it must be ensured that relevant entries are posted in the system at all levels at the earliest so that the case remains traceable through the System.
4. User login IDs have been assigned to personal staff of Officers. In Sections, user login IDs have been assigned to Sections Officers who will be responsible for tracking/pendency of the files in their Sections. Section Officers will have the discretion to authorise dealing Assistants to use their login IDs
5. Like the files, details of every receipt need to be entered in the System and the diary number that is generated by the System need to be entered on top of the receipt physically as: FTS No. -----/2019. When the receipts merge into a file, this number will help in tracking the receipts as well. This is important, as many times notes submitted by various directorates are merged into different files by corresponding sections. No individualised diary number would require to be generated by respective Sections.
6. When a file is created by Section or officer, it is important that all the receipts are linked to the corresponding file electronically also. This will ensure that proper linkage is maintained in the System which will help to retrieve results faster
7. The receipt or file will be diarised electronically only once at initial stage and there is no need to diarise it at various channels where it moves till its closure.
8. Whenever there is any change in name and designation of any user, it may be immediately reported to FTS nodal officer so that necessary changes could be incorporated in the application.