

**CENTRAL REGISTRY (CR)**  
**Items of work handled**

- To receive all the files, dak etc. sent by other Ministry/ Departments, Offices under this Ministry.
- To receive all the dak, telegrams etc. sent by Postal Department or by any other office, individual etc and to distribute all the dak, files received in the CR Section to the concerned sections, desks, units, Divisions, Officers.
- To receive and distribute dak received in the separate box kept in the Reception office for the officers of MEF office.
- Despatch of all dak, files, dispatch of urgent dak with. the help of special messengers during the office hours as well as after office hours.