



**MANUAL
OF
OFFICE PROCEDURE
1977**

(STATE ACADEMY OF TRAINING)

FOR OFFICIAL USE ONLY

**Department of Administrative Reforms
Government of Manipur
Imphal**

MANUAL OF OFFICE PROCEDURE
GOVERNMENT OF MANIPUR
TABLE OF CONTENTS

PREFACE

CHAPTER—I
INTRODUCTION

	Para No.	Page No.
Description of the Machinery of Govt.		
The Executive:		
Sovereignty of the people	... 1	1
The Governor	... 2	1
Council of Ministers	... 3	1
Accountability of the Executive to the Legislature	... 4	1
Allocation of the business of the Government	... 5	1—2
Organisation of the Secretariat	... 6	2—3
Subordinate Offices and Field Organisations	... 7	3—4
Functions of various grade of officers and staff of the Secretariat	... 8	4
Chief Secretary	... 8.1	4
Secretary	... 8.2	4—5
Joint Secretary/Dy. Secretary	... 8.3	5
Under Secretary	... 8.4	5
Superintendent Private Secretary/Sr. P.A./P.A./	... 8.5	6—7
Stenographer	... 8.6	8
Upper Division Clerk	... 8.7	8—9
Lower Division Clerk	... 8.8	9
Recorder	... 8.9	9
Typist	... 8.10	10
Drafty	... 8.11	10—11
Gestetner Operator	... 8.12	11
Peon	... 8.13	11—12
Chowkidar Making over charge by U.D.C./L.D.C. and Superintendent before going on leave or transfer	... 8.14	12
	... 8.15	12

CHAPTER-II

Special Meaning, and Office Management:

Special Meanings	... 9	13—15
------------------	-------	-------

OFFICE MANAGEMENT

Hours of attendance	... 10	16
---------------------	--------	----

	Para No.	Page No
Attendance Register	... 11	16
Recording of non-attendance	... 11.1	16
Maintenance attendance Register	... 11.2	17
Punctuality	... 12	17
Leave	... 13	17—18
Extension of Leave	... 13	18
Casual Leave	... 13.1	18
Special Casual Leave	... 13.2	19
Authority to grant special Casual Leave	... 13.3	19
Leaving the Station	... 14	19
Addresses of Officers and staff	... 15	19
Office Rooms	... 16	19
Maintenance of order in the Section	... 16A	20
Admission of outsiders to the office	... 17	20
Taking of papers outside the office	... 18	20
Surprise visits	... 19	20
Holidays	... 20	20
Representation petitions etc.	... 21	20
CHAPTER—III		
Dak-Receipt, Registration and Distribution :		
Receipt of Dak	... 22	21
Acknowledgement of Dak	... 23	21
Registration of Dak	... 24	21—22
Distribution of Dak	... 25	22
CHAPTER—IV		
Receipts-Submission and Diarisation :		
Perusal and marking of receipts	... 26	23
Diarising of receipts	... 27	23—24
Movement of receipts	... 28	24
Action by higher officers	... 29	24
Allocation of disputed receipts	... 30	24
CHAPTER—V		
Action on Receipts :		
Action by dealing hand	... 31	25
Action by Superintendent	... 32	25
Examination by Section	... 33	25—26
Action by Higher Officer	... 34	26
Noti&g by Branch Officer	... 35	26
Running Summary of facts	... 36	26
Guide lines for Noting	... 37	26—27
Noting on .Files received from other Departments	... 38	27
Aids to Processing	... 39	27
Oral Discussion	... 40	27
Channel of Submission	... 41	27

	Para No.	Page No.
Examination and progressing of Cases in which two or more authorities are consulted	... 42	28
Filing of Papers	... 43	28
Arranging of papers in a case	... 44	28
Referencing	... 45	28—29
Linking of Files	... 46	29
Use of Urgency Grading	... 47	29
CHAPTER—VI		
Post of Communication :		
Forms of written Communication	... 48	30
Letter	... 48(1)	30
Demi Official Letter	... 48(2)	30
Office Memorandum	... 48(3)	30
Inter-departmental note	... 48(4)	30
Telegram	... 48(5)	30—31
Telex Message	... 48(6)	31
Express Letter	... 48(7)	31
Savingram	... 48(8)	31
Office Order	... 48(9)	31
Order	... 48(10)	31
Notification	... 48(11)	31
Resolution	... 48(12)	31
Press/Communique/Note	... 48(13)	31
Endorsement	... 48(14)	31
Telephonic Communication	... 49	32
Target date for replies	... 50	32
CHAPTER—VII		
Drafting of Communication:		
Procedure for drafting	... 51	33
General instruction for drafting	... 52	33—34
Authentication of Govt, orders	... 53	34
Addressing Communications to Officers by name	... 54	34
CHAPTER—VIII		
Issue and Action the Reafter:		
Issue of drafts	... 55	35
Marking of drafts for issue	... 56	35
General instruction regarding typing	... 57	35—36
Comparison	... 58	36
Submission of fair copies	... 59	36
General instructions regarding despatch	... 60	36—37
Despatch of Postal Communication	... 61	37—38
Despatch of Non-postal Communication	... 62	38
Issue of Up-official Cases	... 63	58—39
Service Postage Stamps	... 64	39

Ordinary Postage Stamps	Para No. ... 65	Page No. 39
Verification of Stamps Account	... 66	39
Action after Issue	... 67	39—40
Reference Lists	... 68	40

CHAPTER—IX

Filing System :

Filing system	... 69	41
Filing system based on subject classification	... 70	41—42
Instances where files need be opened	... 71	42—43
File Register	... 72	43
Part Files	... 73	43
Transfer, reconstruction and renumbering of files	... 74 ... 75	43
Movement of files and other papers		
Referencing and use of slips	... 76	43—44
Linking of files	... 77	44
Priority making on files	... 78	44

CHAPTER—X

Indexing and Recording

Stage of indexing	... 79	45
Manner of indexing	... 80	45
Custody of index slips	... 81	46
Compilation of departmental Index	... 82	46
Precedent Book	... 83	46
Record retention schedule	... 84	46—47
Stage of recording	... 85	47
Classification of records	... 86	47
Procedure for recording	... 87	47—48
Custody of records	... 88	48—49
Review and Weeding of records	... 89	49
Requisition of records	... 90	49—50

CHAPTER—XI

Check on Delays

Weekly arrear Statement	... 91	51
Monthly statement of cases pending disposal over a month	... 92	51—52
Call Book	... 93	52—53
Monthly progress reports of recording and review of files	... 94	53
Reminder diary	... 95	53—54
Watch on disposal of Communications received from members of Parliament/Legislature	... 96	54
Check list of periodical reports	... 97	54
Responsibility for expeditious disposal of work	... 98	54

CHAPTER—XII

	Para No.	Page No.
Inspections		
Purpose and periodicity	... 99	55
Inspecting authorities	... 100	55
Inspection programme	... 101	55
Inspection report	... 102	55
Supplementary inspection	10355	

CHAPTER—XIII**Inter-Departmental and other References :**

Written references	... 105	56
Simultaneous Consultation	... 106	56
Oral Consultations	... 107	56
Officers authorised to refer files to other departments	... 108	56
Noting on inter-departmental references	... 109	57—58
Return of inter-departmental references	... 110	58
Orders on inter-departmental references	... 111	58
Confidential character of notes	... 112	58—59
Issue of reminders for return of files	... 113	59
Un-official references to Officers outside the Secretariat	... 114	5°
Sending of files to Subordinate officers	... 115	59
File reference to officers outside the Secretariat	... 116	59
Orders according Gazetted rank to officers	... 117	59
Reference to finance department	... 118	60—62
Reference to Law Secretary	... 119	62—64

CHAPTER—XIV**Stationery, Form, Furniture and Office Equipment:**

Stationery	... 121	65
Supplementary and urgent indents	... 122	65
Defective indents	... 123	65
Standard Scale	... 124	65
Expensive articles	... 125	65
Substitution of articles	... 126	66
Lapse of allotment	... 127	66
Local purchase	... 128	66
Supply and distribution of Stationery	... 129	66
Receipts of Supplies	... 130	66
Typewriters	... 131—134	66—67
Liveries	... 135	67—68
Supply of furniture	... 136	68
Charcoal	... 137	69

CHAPTER—XV

	Para No.	Page No.
Manipur Secretariat Library:		
Charge of the Library	... 138	70
Use of Library	... 139	70
Admittance to the Library	... 140	70
Supply of books to the Library	... 141	70
Treatment of Books	... 142	70
Cataloging	... 143	70
Surplus copies of books not to be kept	... 144	70
Procedure in sending books to the Library	... 145	70—71
Periodicals to be kept in Library	... 146	71
Disposal of surplus Books	... 147	71
Register of books received	... 148	71
Issue of reminders for return of books	... 149	72
Responsibility of damage to books	... 150	72
Inspection of Library	... 151	72
Librarian's responsibility for loss of books and for keeping books tidy	... 152	72
Preservation of Newspapers, gazettes and other periodicals	... 153	72
Report of breach of instructions	... 154	72—75

CHAPTER—XVI

Departmental Security Instructions:

Meaning	... 155	76
Necessity	... 156	76
Unauthorised Communication of information	... 157	76
Responsibility	... 158	76
Official Secrets Act 1923	... 159	76—77
Classification and definition	... 160—161	77
Fixation of Security grading	... 162	77—78
Treatment of Confidential papers	... 163	78
Secret Issue Section	... 164	78—79
Movement of Classified documents	... 165	79
Transmission by post	... 166	79
Despatch outside India	... 167	79
Security duty	... 168	79—80
Shorthand note books	... 169	80
Custody of keys	... 170	8081
Personal Security	... 171	
Reasons for Security Violations	... 172	81
Custody of Classified papers in Officer's room	... 173	81
Handing over of classified documents on vacation of a post	... 174	81

CHAPTER—XVU

Reference To The Public Service Commission:

Responsibility for reference	... 175	82
Method of reference	... 176	82

	Para No.	Page No.
Reference affecting general Service questions or involving financial consideration	... 177	82
Action on the advice of the Commission	... 178	82
Communication of action taken on the advice of the Commission	... 179	83
Questions in the legislature relating to the Commission	... 180	83
Amendment of the Public Service Commission regulations	... 181	83
Relaxation of regulation or statutory rules	... 182	83
Supply of information by Commission	... 183	83
Annual report of Commission	... 184	83
Appointments made without reference to the Commission	... 185	83

CHAPTER—XVIII

Disposal Of Addresses Presented To The Governor:

Receipt of and preparation of replies to addresses	... 186	84
Departmental action to implement assurances and undertaking given by the Governor	... 187	84

CHAPTER—XIX

Cabinet Procedure :

Circulation of Cases	... 188	85—86
Preparation of agenda	... 189	86
Circulation of papers for Consideration in Cabinet	... 190	86
Recording of proceedings and decisions	... 191	86—87
Sub-Committee	... 192	87
Mention Cases	... 193	87
Decision in cases raised for the first time	... 194	87
Presence of Chief Secretary at Cabinet Meetings	... 195	87

CHAPTER—XX

Procedure To Be Observed For Answering Questions In The Legislative Assembly :

Procedure for dealing with Questions	... 196	88—89
Form of answer to questions	... 197	89
Short notice questions	... 198	89
Register of questions and undertakings	... 199	89
Procedure for dealing with resolutions	... 200	90
Action on resolutions passed	... 201	90—92

CHAPTER—XXI

	Para No.	Page No
Channel Of Correspondence Between The Legislative And Executive :		
Channel of correspondence	... 202	93
Method of correspondence	... 203	93
Disposal of Communications addressed direct to Secretary to Governor	... 204	93
Disposal of Communications regarding previous Sanction to Private Member's Bills	... 205	94

**CHAPTER—XXII
APPENDICES**

Appendices	...	95—148
------------	-----	--------

PREFACE

The Manual of Office Procedure has been revised and brought upto date for the guidance of all officers and staff working in the various departments and offices of the Government of Manipur.

With the achievement of Independence and the ushering in of a Welfare State, the concept of Government Business itself has undergone a total change. The ultimate object of all Government business has been to look after the needs of our people and to further their welfare. Government activities have necessarily increased manifold. New departments have been created and old departments reshuffled and reorganised. The transaction of business of the Government now covers many new and unexplored fields. The rules and procedures have become complex and lack uniformity, with the result that the Government functionaries, who administer these rules, find it difficult to interpret it correctly. This leads to delay, harassment and in certain cases wrong decisions. It has been emphasised a number of times that there should be a campaign in each office to specifically lay down simple rules and uniform procedures so that the Government business could be expeditiously dealt with.

In a Parliamentary democracy, every Government Civil servant, even at the lowest level is accountable for the decisions he takes, Accent should be on uniform simple procedure and on brief and precise exposition of points at issue so as to facilitate quick decision making. Administration is only a means to an end not an end in itself.

The last Manual of Office Procedure was published in 1960, and since then no review has taken place. New provisions have been made at appropriate places to cover recent developments. As part of the overall streamlining process, certain provisions have been rearranged in a more logical manner and new chapters have been added. Every member of the ministerial establishment of the Secretariat is expected to make himself familiar with the rules and procedures contained in the Manual. His efficiency and usefulness will depend largely on the extent of his acquaintance with the prescribed procedure.

No effort has been spared to make this edition of the Manual clear and crisp. It is hoped that all users will find it both handier and more instructive, and will maintain a critical attitude towards its provisions. All comments and suggestions for the improvement of procedures laid down in the Manual will gratefully be received and carefully considered.

S. HABEEBULLAH M.I.,
Secretary to the Govt, of Manipur.

CHAPTER - 1

INTRODUCTION

DESCRIPTION OF THE MACHINERY OF GOVERNMENT

THE EXECUTIVE :

1. **Sovereignty of the people :-** India is a Sovereign Democratic Republic. The Constitution gives it a Parliamentary form of Government, based on universal adult franchise. The ultimate sovereignty thus rests with the people. The executive authority or government is accountable for all its decisions and actions to the people through their elected representatives assembled in the legislature.

2. **The Governor :-** Under Article 154 of the Constitution of India, the executive power of the State vests in the Governor and exercised by him either directly or through officers subordinate to him in accordance with the Constitution. Clause (1) of Article 166 of the Constitution provides that all executive action of the Government of the State shall be expressed to be taken in the name of the Governor. Further, as provided by Article 163 of the Constitution there is a Council of Ministers, with the Chief Minister at the head, to aid and advise the Governor in the exercise of his functions, except in so far as he is, by or under the Constitution, required to exercise his function or any of them in his discretion.

3. **Council of Ministers:-** The executive power is exercised by the Council of Ministers with the Chief Minister as its head. The Council of Ministers comprises Ministers who are members of the Cabinet, Ministers who are not members of the Cabinet and Deputy Ministers. The Cabinet consisting of Ministers of the first Category shapes and finally determines the policy of the Government. The Ministers who are not members of Cabinet also attend meetings of the Cabinet when matters concerning their department are to be considered by the Cabinet. In actual practice, thus the Governor acts as the Constitutional Head of the State and every act or decision of Government is based on a decision taken by or under the authority of a Minister or the Council of Ministers. The Council of Ministers need not consider every matter jointly, and in various matters final decision can be taken by an individual Minister or by an Officer subordinate to him, whether on his own or in consultation with some other department.

4. **Accountability of the Executive to the Legislature:-** Under Clause (2) of Article 164 of the Constitution, the Council of Ministers is collectively responsible to the Legislature Assembly of the State. The executive authority, or the Government is, thus accountable for all its decisions and actions to the people of the State, through their selected representatives.

5. **Allocation of the Business of the Government:-** Under Clauses (2) & (3) of Article 166 of the Constitution the Governor has made rules for the more convenient transaction of the business of the Government of the State and for allocation among the Ministers of the said business in so far as it is not the business with respect to which the Governor is, by or under the Constitution, required to act in his discretion. These rules are called "The Business

of the Government of Manipur (Allocation) Rules, 1972". Under these rules the entire business of the Government is distributed amongst the various departments specified in the schedule to the rules. The items of work that will be handled in each of the departments are also indicated. The Governor, in consultation with the Chief Minister, allocates to the Ministers the business of the Government by assigning one or more departments to the charge of a Minister. One department may also be assigned to the charge of more than one Minister, if necessary. There shall be a Secretary for each department who shall be the official Head of the department.

Provided that:- (a) more than one department may be placed in-charge of the same Secretary.
(b) the work of department may be divided between two or more Secretaries.

6.1: Organisation of the Secretariat:- In accordance with the provisions of the allocation of Business Rules, the business of the Government has been allocated among its different departments for its convenient and expeditious transaction. A department constitutes the basic unit of the organisation, although it may at times be divided into Divisions or Sections, according to the volume of work.

6.2: A department is responsible for the formulation of the policies of Government within its sphere of responsibility and also for the execution and review of those policies.

6.3: A department is normally headed by a Secretary, who acts as the administrative head of the Department and principal advisor of the minister on all matters of policy and administration within the department.

6.4: Each department consists of a Secretary, who is its administrative head, with such gazetted and other staff subordinate to him as the Government may determine from time to time.

6.5: For the efficient disposal of business allotted to it, a department may have one section or more according to the requirements, with a well-defined area of work. A section normally consists of U.D.Cs and L.D. Clerks supervised by a Superintendent. Initial handling of cases (including noting and drafting) is generally done by U.D.Cs and L.D. Clerks who are also known as dealing hands.

6.6: Each member of the staff of a department is responsible for the work assigned to him. He is also responsible for all official papers and articles belonging to the department which are entrusted to him for his use.

6.7: Normally there will be an Under Secretary in each department. He is the lowest gazetted officer and is in the immediate charge of the Department. In a big department there may be more than one Undersecretary, while two or more small departments may also be placed under one Under Secretary. The next higher level is that of Deputy Secretary/ Joint Secretary. Posting of Deputy Secretary or Joint Secretary in a department is done on

the basis of the nature and volume of work handled in the department. To avoid too many levels of consideration, work should be divided among the Deputy Secretary/Joint Secretary when both of these categories of officers are posted in the same department. The next higher level is that of the Secretary who is the administrative head of the Department. The Chief Secretary, who is the Principal Secretary to the Government, controls the functioning of the Secretariat as a whole. He may also hold charge of some of the departments directly under him.

6.8: Within the above frame work of a department, the Rules of Business of the Government of Manipur provide detailed rules for transaction of Government business. This is a confidential document and is available for official use only. Broadly these rules specify the cases which are to be submitted to the Governor, Council of Ministers or Chief Minister for their prior approval and also the remaining cases which can be disposed of by the Minister-in-charge of a department, subject to consultation with the Finance Department, Law Department or any other Department, where necessary. These rules also lay down the procedure of considering of cases by the Council of Ministers and procedure for departmental disposal of business. Rules 26 and 27 provide that each Minister-in-charge shall by means of standing orders arrange with the Secretary of the Department of the matters or classes of cases which are to be brought to his personal notice. This will include all cases which are required to be submitted to the Governor, Council of Ministers and Chief Minister and also other important matters concerning the particular department. Subject to such Standing Orders, a Secretary shall be competent to make any direction with regard to the distribution of business among other officers and as to the level of disposal of various cases or classes of cases. All departments should ensure that such Standing Orders and Directions are made and an upto-date compilation thereof is maintained and is brought to the notice of the officers and staff of the department. All matters not specifically covered by Standing Orders or directions, shall be disposed of at the level of Minister-in-charge.

6.9: Irrespective of whether a case is decided at the level of Chief Minister, Minister-in-charge, Dy. Minister, Secretary-in-charge or Special, Additional, Joint, Deputy, Under Secretary to the Government, the ultimate order to be issued shall be deemed to be an order of the Governor. Accordingly, all formal orders of Government are required to be made and instruments executed in the name of the Governor.

6.10: All orders and other instruments made and executed in the name of the Governor have to be authenticated in the manner specified in the rules made by Governor under Clause (2) of Article 166 of the Constitution and validity of an order or instrument, which is so authenticated, cannot be called in question on the ground that it is not an order or instrument made or executed by the Governor. The Governor of Manipur has made rules to this effect which is called The Manipur Authentication (orders and other instruments) Rules, 1972. It provides that the orders and other instrument made and executed in the name of the Governor of Manipur shall be authenticated by the signature of the Chief Secretary, or Special Secretary, or Additional Secretary, or Joint Secretary, Deputy Secretary or an Under Secretary in any of the departments of the Government of Manipur, or in the Secretariat of the Governor of Manipur.

7.1: Subordinate Offices and filed Organisation:—In the Business of the Government of Manipur (Allocation) Rules, 1972, the Departments in which the entire business of the Government is to be transacted have been specified.

The main items of work to be handled by each Department have also been indicated therein. The names of the various Departments of the Government of Manipur and items of work handled by them, however, will be published separately from time to time. It shall be the responsibility of each Department to keep the list upto-date.

7.2 Where the execution of the policies of the Government requires decentralisation of the executive action and/or direction, and the establishment of field agencies, "Subordinate Offices" have been set up. These office are generally responsible for providing executive direction required in the implementation of the policies laid down by the concerned department. They also serve as repository of technical information and advise the department on technical aspects of question dealt with by them. They also function as field establishments or as agencies responsible for the derailed execution of the policies of the State Government. Some of the heads of subordinate organisations enjoy ex-officio Secretariat Status and deal directly under the charge of a Secretariat officer. The procedure for the disposal of day to day work in these offices will be in accordance with the instructions contained in the Manual of Office Procedure.

8. Functions of various Grade of Officers and staff of the Secretariat:— The functions and duties of the various officers and staff of the Secretariat are indicated below. It should be noted that this is a board guide line only. A government servant may be required to do, according to the exigencies of Government business, any work which may be outside the items enumerated below.

8.1: Chief Secretary:— The Chief Secretary is the Principal Secretary to the Government and he controls the functioning of the Secretariat as a whole. His main role is that of the coordinator of all functions of the Government and that of the Principal advisor to the Government in almost all important matters. His three main functions are as follows:—

- (a) He is the Secretary of the Council of Ministers.
- (b) He is the Chief Coordinator of work of different Secretariat Departments and field organisations.
- (c) He also functions as the Secretary for a few important Departments of the Government.

8.2: Secretary:— A Secretary is the Administrative head of the department. He is the principal advisor to the Minister on all matters of policy and administration within his department, and his responsibility is complete and undivided for its smooth working, subject to the standing order issued by the Minister-in-charge. A Secretary shall be competent to make any direction with regard to distribution of work among other officers of the Department and to the level of disposal of various cases or classes of cases.

8.1(i): For the smooth working of all the offices, the Secretary and head of the department concerned, including gazetted officers under the head of the department, attached to the headquarters office, will meet at frequent intervals, but at least once a month, to discuss progress of work and take necessary steps for its efficient and quick disposal.

8.2(ii): Whenever a proposal of a head of a department is proposed to be turned down, orders of the Chief Secretary should ordinarily be obtained unless the matter can be disposed of in accordance with some general principles approved by the Chief Secretary, or a general decision taken by him previously. It is desirable that whenever possible, the Secretariat officer dealing with the proposal should have a personal discussion with the head of the department before recommending its rejection.

8.3: Joint Secretary/Deputy Secretary He acts on behalf of the Secretary. He holds charge of a Secretariat wing/division and is responsible for the disposal of Government business dealt with in the wing/division under his charge. He should, ordinarily be able to dispose of majority of the cases coming up to him under his own responsibility. He should use his discretion in taking orders of the Secretary on more important cases either orally or by submissions of papers. In bigger or more important Departments there may be one or more Joint Secretary/Deputy Secretary. They constitute the intermediate supervisory level between the Under Secretary and Secretary. A specified portion of the works of the Department should be allocated to each Joint Secretary/Deputy Secretary and he should dispose of as many cases as possible, subject to the Standing Orders of the Minister-in-charge and direction of the Secretary. For comparatively less important matters a Joint Secretary may be authorised to put-up the cases directly to the Minister-in-charge. The Joint Secretary/Deputy Secretary are fully responsible for timely and efficient handling of the business of the Departments placed under their respective charge. Where in one department there are Joint Secretary and Deputy Secretary, work should be divided between them. To avoid multiplicity of levels, a Deputy Secretary should not normally be asked to submit his files through Joint Secretary.

8.4: Under Secretary :- An Under Secretary is in charge of a branch in the department consisting of one or more section and in respect thereto exercises control both in regard to the disposal of business and maintenance of discipline. Work comes to him direct from the section under his charge. As branch officer he disposes of as many cases as possible on his own responsibility, but he takes the orders of Deputy Secretary/Joint Secretary or higher officers on important cases. In smaller Departments there should not be any Deputy Secretary/Joint Secretary and in such case the Under Secretary will submit cases directly to the Secretary of the Department. He is responsible for the efficiency etc. of the Department in his charge. For proper control over the office work he shall:—

(1) meet the Superintendent once every month and discuss the progress of work. He may expedite the disposal of old cases and discuss staff and other miscellaneous problems. A short minute will be recorded of such meetings and put up to the Secretary for information.

(2) inspect the office once in six months and submit an inspection note to the Secretary. When an Under Secretary is transferred before completing the inspection, he will leave a detailed note for his successor regarding the working of the office; and

(3) keep the Secretary in touch with the working of the department.

8.5: Duties of Superintendent:-

A. General duties:-

- (I) Distribution of work among the staff as evenly as possible that is one U. D. C. should not be over loaded while the other is idle.
- (II) Training, helping and advising the staff.
- (III) Management and co-ordination of the work.
- (IV) Maintenance of order and discipline in the section.
- (V) Maintenance of a list of residential address of the staff.
- (VI) Maintenance of the Casual Leave and Restricted Holiday account of the staff. He is also to keep Attendance Register, to see that U.D.Cs./ L.D.Cs arrive in office punctually at 10 A.M., commence work promptly and do not leave before 4.30 P.M. or, if their work is not up to date, until permission is granted by him. He should encourage punctual attendance and application to duty during the working hours laid down so that the U.D.Cs/L.D.Cs may complete their work and leave at 4.30 P. M.
- (VII) To see that the provisions of the Secretariat Manual are properly observed.

B. Responsibilities relating to Dak :-

- (I) to go through the receipts;
- (II) to submit receipts which should be seen by the Branch Officer or higher Officer at dak stage.
- (III) to keep a watch on any hold-up in the movement of Dak;
- (IV) to scrutinize the section diary once a week to know that it is being properly maintained.
- (V) to receive and mark the receipts in the name of U.D.Cs/L.D.Cs in the section in his charge (Important receipts may also be marked by him for his personnel action).
- (VI) to see that the file numbers for receipts are provided by U.D.Cs/L.D.Cs regularly in the U.D.Cs/L.D.Cs Diary.

C. Responsibilities relating to issue of drafts :-

- I. to see that the letter has been correctly copied from the draft i.e. all corrections have been made before it is marked for issue;
- II. to indicate whether a clean copy of the draft is necessary;
- III. to indicate the number of spare copies required;
- IV. to check whether all enclosures are attached;
- V. to indicate priority marking;
- VI. to indicate mode of despatch.

D. Responsibility for efficient and expeditious disposal of work and checks on delays

- I. to keep a note of important receipts with a view to watching the progress of action;
- II. to ensure timely submission of arrear and other returns;
- III. to undertake inspection of U. D. Cs tables to ensure that no paper or file has been over-looked;

- IV. to ensure that cases are not held up at any stage;
- V. to go through the list of periodical returns every week and take suitable action on items requiring attention during next week;
- VI. to maintain a diary for papers to be dealt with by him and also for all important correspondence received from Government of India and Parliament/ Assembly Questions to which replies have to be sent by certain due dates.

E. Independent disposal of cases:- He should take independently action of the following types:—

- I. issuing reminders;
- II. obtaining or supplying factual information of a non-classified nature;
- III. any other action which a Superintendent is authorised to take independently.

F. Duties in respect of recording and indexing :-

- I. to approve the recording of files and their classification;
- II. to review the recorded files before destruction;
- III. to order and supervise periodic weeding of unwanted spare copies;
- IV. ensuring proper maintenance of registers required to be maintained in the section.

G. Ensuring proper maintenance of reference books Office Orders etc. and keep them up-to-date:-

- H. Ensuring neatness and tidiness in the Section.
- I. Dealing with important and complicated cases himself.
- J. Ensuring strict compliance with Departmental Security Instructions.

K. Miscellaneous Duties :-

- I. to supervise and give necessary instructions regarding the recording of cases by assistants in his Department and to see that files taken by assistants from the departmental library or Secretariat Record Room are returned without undue delay;
- II. to keep the Guard file up-to-date;
- III. to send requisition and obtain Stationery article and to distribute them among the typists for their daily work.
- IV. to see whether the typist maintain in his log-book properly and certify each day in the log-book the number of pages typed by him.

L. Allotment of Work to U.D.Cs/L.D.Cs :- Any transfer of work from one Section to another requires the orders of an officer not below the rank of an Under Secretary. The distribution of work among the U.D.Cs/L.D.Cs of a Section is left to the discretion of the Superintendent as he is in charge of the Section and every U.D.C./L.D.C. shall, when the necessity arises, undertake any other work which may be given to him by the Superintendent. Whenever any U.D.C./L.D.C. is absent it would be the duty of the Superintendent in charge of the Section to inspect the table of that U.D.C./L.D.C. in order to ascertain whether any urgent cases require immediate attention. In case the U.D.C./L.D.C. continues to be absent for a prolonged period arrangement should be made by the Superintendent to transfer cases to other U.D.Cs/L.D.Cs.

8.6: Private Secretary/Sr. P.A./P.A./Stenographer :- He should keep the officer free from the worries of a routine nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He should be skilled in human relations. An officer has to depend on his Personal Assistant for routine jobs so as to have more time to devote himself to the work in which he has specialised. The Personal Assistant should earn the trust of his officer for being entrusted with confidential and secret papers. He is the keeper of secrets and an assistant to the boss. He should be popular with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional men.

Some of the more specific functions are below:—

- I. Taking dictation in shorthand and its transcription in the best manner possible.
- II. Fixing up of appointments and if necessary cancelling them.
- III. Screening the telephone calls and the visitors in a tactful manner.
- IV. Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up.
- V. Maintaining in proper order the papers required to be retained by the officer.
- VI. Keeping a note of the movement of files passed by his officer and other officers, if necessary.
- VII. Keeping a track of the progress of action taken by the officer concerned on important matters.
- VIII. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
- IX. Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.

8.7: Upper Division Clerk :- He is also known as dealing hand and is one who is entrusted with specified subjects in a Section by the Superintendent and he deals all matters (correspondence and noting etc.) relating to these subjects. He works under the orders and supervision of the Superintendent and is responsible for the work entrusted to him.

8.7: (i) Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much nothing. His main duties are as follows:—

- (a) to enter receipts marked to him in his diary and to provide file Nos. in the Branch Diary for each receipt shown therein within three (3) days of receipt having been marked to him;
- (b) to examine cases in the light of instructions, if any, given by the Superintendent or higher officers.
- (c) to seek assistance of the Superintendent or higher officer for the disposal of work entrusted to him, if necessary.
- (d) to examine promptly the receipts marked to him and to submit them on the required dates;
- (e) to put up cases after examination to the Superintendent on dates required and, where no date mentioned within 3 days of the receipt of the case. Selected Dealing hands may be permitted to submit their cases direct to the Branch Officer.

8.7: (II). In other cases he will put up a note keeping in view the following points:—

- (a) to see whether all facts as are open to check have been correctly stated.
- (b) to point out any mistakes or mis-statements of the facts.
- (c) to draw attention where necessary to precedents or Rules and Regulations on the subject.
- (d) to put up the Guard file, if necessary, and supply other relevant facts and figures.
- (e) to bring out clearly the question under consideration and suggest a course of action wherever possible.
- (f) to bring to the notice of the Branch Officer, through the Superintendent, a list, in the prescribed form, of all files and papers entered in the Diary, which remain pending for more than seven days;
- (g) to prepare an arrear list, as prescribed.
- (h) to maintain a suspense and reminder Diary, in the prescribed form, as a reminder for action to be taken on cases on due dates. It should be checked by the Dealing U.D.Cs/L.D.Cs at the beginning of each working day.
- (i) to take prompt action regarding the recording of cases;
- (j) to report, and comply with the instructions of the Superintendent.

8.8: **Lower Division Clerk** :- Lower Division Clerk is ordinarily entrusted with work of a routine nature, for example:—

- I. Registration of dak.
- II. Maintenance of Section Diary.
- III. Maintenance of File Register, File Movement Register.
- IV. Indexing and Recording.
- V. Typing, comparing and despatch.
- VI. Preparation of arrears and other statement.
- VII. Submission of routine and simple drafts.
- VIII. to distribute the receipts among the U.D.Cs and L.D.Cs.
- IX. to bring to the notice of the Superintendent undue delay by U.D.Cs/L.D.Cs on providing file numbers for the receipts marked to them.
- X. to be responsible to, and comply with the instructions of the Superintendent.

8.9: **Duties of Recorder** :—(1) to be in-charge of the records of the department till they are transferred to the Secretariat Record Room; (2) to maintain a record register in the prescribed form; (3) to see that the records are arranged in the prescribed order and precautions taken for their preservation from damp, insects, etc. (4) to see that every record issued is accounted for by a 'put-up' slip. (5) to prepare index slips in duplicate by means of carbon paper under each major and minor head indicated by dealing assistants on each case; (6) to examine bundle of papers periodically and to see that all the records earmarked for destruction are destroyed on the due dates; (7) to transfer all records to the record room on the due dates.

8.10: Duties of Typist:— (1) to maintain a log-book in the following form :-

SI. No.	File No.	Number of foolscap pages typed	Remarks
Note:- (I)	At the beginning of each day the date should be entered in bold letters;		
(II)	The Superintendent must initial all the entries in the remarks column of the log-book of each typist at the end of the day by way of verification.		
(III)	to type all matters marked to him;		
(IV)	to do comparing with the help of the dealing U.D.Cs/L.D.Cs.		
(V)	to report to, and comply with the instructions of the Superintendent and		
(VI)	to observe the following instructions for the care of typewriters:—		
	(a) Each machine should be thoroughly tested every morning before work commences.		
	(b) The rods on which the carriage runs should be cleaned daily with a slightly oiled cloth.		
	(c) The wheels on which the carriage runs should be oiled once a week.		
	(d) Nothing but typewriter oil should be used for lubrication (thick oil clogs the working parts of the machine).		
	(e) All types of the machine should be brushed each morning, especially the letters a, e, c, b, o, d, g, p, and u.		
	(f) The 'full stop' and 'comma' are sharp pointed characters and should, therefore, be hit lightly.		
	(g) A paper backing should always be used with single sheet to save the rubber roller.		
	(h) The carriage tension should never be too stiff nor be frequently altered.		
	(i) No screws or the other parts of the machine should be opened or interfered with.		

8.11: Daftry :— (a) A Daftry should have knowledge of the record room and he should be in a position to locate files wherever required. He should keep the files in proper condition by stitching them or repairing the torn papers. He can be called upon to repair registers, prepare parcels or seal letters and he should therefore acquire necessary know-how of this job. He may be utilised for arranging files on various shelves in proper alphabetical order, yearwise. It is his responsibility to see that they are kept free from the attack of white ants, and periodically arrange the use of fumigents and cleansers.

- (b) If the daftry happens to be working in Issue Section, he should,
- (1) separate those communications which are to be sent by foreign post from the rest.
 - (2) paste the telegrams, typed on plain paper, over the printed form of telegram supplied by P&T Department and affix service postag stamps of the appropriate value thereon.
 - (3) if a credit deposit account is maintained for issuing telegrams, affix rubber stamp indicating the credit deposit account number assigned to the department in the space provided for affixing postage stamps.

- (4) affix postage stamps of the appropriate values on covers, packets, etc., where necessary after weighing them, using ordinary postage stamps for foreign post and service postage stamps for inland post;
- (5) where postal franking machines are in use, frank the covers etc. instead of affixing postage stamps;
- (6) stamp the postal covers with a rubber stamp bearing the name of the department, the name and designation of the officer-in-charge of the issue section, and the facsimile of his signature; and
- (7) return the communication to the despatcher.

8.12: Duties of Gestetner Operator :—The Gestetner Operator has to take out cyclostyled copies of matters given to him. He should know or learn the operation of this machine and of keeping the same clean and in excellent working condition. He is required to maintain a register to keep an account of the matter cyclostyled, preserving stencil and stocking them properly. He is also to keep a watch on the stock of duplicating papers, ink etc. and in case of shortage, he must get the stock replenished well in time.

8.13: Duties of Peon :—His primary duty is to attend to the officers and sections and provide assistance to them. His other main duty is to clean the table, table glass, almirahs, shelves, chairs, durries, carpets etc. and to dust books and other articles kept in the office. He should do this regularly so that the office looks neat and clean. Some of his important duties are listed below:—

- (1) Carrying messages, papers, records, files, dak, etc., from one officer or office to another.
- (2) He may be required to prepare envelopes, parcels etc., and seal them. Arranging of records of the office, sealing of confidential papers, stitching of files etc.
- (3) He has to handle office files with great care so that files do not fall out.
- (4) Proper up-keep of the officers/office tables, almirahs, other items of furniture and equipments and office records.
- (5) Filling up of ink-pots, mending of pencils, etc. He should see every morning that the pens are cleaned and filled with ink, the dates are changed, etc.
- (6) Wear office uniform that is well-washed and he should present a smart appearance.
- (7) Receive visitors desirous of meeting the officers concerned and conducting them from one place to another as required.
- (8) Placing orders for tea, coffee, lunch, etc., for the officers/office staff.
- (9) Whenever any meeting or conference is fixed, arrange furniture in desired order.
- (10) See that the office looks neat and clean. On the floor or carpet there should not be paper bits or other waste matter. Ensure that there is a Waste Paper Basket in the office room and officer's room.
- (11) The articles on the officer's table should be dusted or cleaned from time to time. The racks containing reference books, files etc., should be cleaned at least once in a few days.
- (12) See that the buzzer or the call bell is in working condition.

- (13) See that big files are supported with file boards.
- (14) Assistance in the destruction of files and papers to be destroyed.

8.14: Duties of Chowkidar :- His duty mainly consists in keeping night watch of the office and sometimes watch during the day. As soon as the office is closed for the day and all the staff, have left, he should see that lights and fans are put off, water taps are closed and then carefully bolt all the doors and windows and check the premises. He should keep a watch on the building throughout the night and also on days on which the office is closed. It is desirable that he knows the telephone numbers of the local fire station and police station, in addition to the residential telephone numbers of his officers and residential addresses of the officers and the staff. In times of emergency he should contact the authorities concerned.

8.15: Making over charge by U.D.Cs/L.D.Cs and Superintendents before going on leave or transfer:—Before an U.D.C/L.D.C. goes on leave for a period exceeding two weeks, or on transfer to another Branch or Section of the same Department, or to another department, he shall hand over charge in writing of all files, papers, books of references, etc., which are with him to the U.D.C./L.D.C. who takes over his work, and a copy of the charge report will be given to the Superintendent. When due to sudden illness or some other reason the U.D.C./L.D.C. is unable personally to hand over charge, as list of all papers, books, etc. found on his table will be drawn up with the help of the file register and the case book by the U.D.C./L.D.C. working in his place and submitted to the Superintendent. If there be no U.D.C./L.D.C. working in his place, the said list will be drawn up by the Superintendent. If the Superintendent proceeds on leave or transfer, as aforesaid, his charge-report containing a list of files, books etc., which are with him will be made over to his successor with a copy to the Branch Officer/Under Secretary.

CHAPTER-II

SPECIAL MEANING AND OFFICE MANAGEMENT

9. Special Meanings:—Special meanings to be attached to some of the terms used in the manual are given below :—

- (1) 'Appendix to correspondence' in relation to a file means lengthy enclosures to a communication (whether receipt or issue) on the file, inclusion of which in the correspondence portion is likely to obstruct smooth reading of the correspondence or make the correspondence portion unwieldy.
- (2) 'Appendix to notes' in relation to a file means a lengthy summary or statement containing detailed information concerning certain aspects of the question discussed on the file, incorporation of which in the main note is likely to obscure the main point or make the main note unnecessarily lengthy.
- (3) 'Branch officer' in relation to a section means the officer who takes the work directly from the Section.
- (4) 'Case' means a current file or a receipt together with other related papers, if any.
- (5) 'Central registry Section' means a unit within a department charged with the responsibility of receiving, registering and distributing dak meant for departments of the Secretariat etc., and includes functionaries like resident clerk and night duty clerk.
- (6) 'Classified dak' means dak bearing a security grading.
- (7) 'Come-back case' means a case received back for further action such as re-examination or preparing a draft or a summary of the case.
- (8) 'Correspondence portion' in relation to a file means the portion containing 'receipts' and office copies of 'issues' pertaining to the file, including self contained inter-departmental notes but excluding those recorded on the notes portion of the file itself.
- (9) 'C.R. No' means the serial number assigned by the central registry to dak in the dak register.
- (10) 'Current file' means a file, action on which has not been completed.
- (11) 'Dak' includes every type of written communication such as letter, telegram, Savigram, inter-departmental note, file, which is received, whether by post or otherwise, in any department for its consideration.
- (12) 'Dealing Hand' means any functionary such as a lower division clerk, and upper division clerk, entrusted with initial examination and noting upon cases.
- (13) 'Department index' means a consolidated index of files opened by different sections of a department during a year (except those of classified nature or those proposed to be retained for less than 5 years) arranged in a single series in the alphabetical order of the catchwords under which they have been indexed.

- (14) 'Departmental instructions' means instructions issued by a department to supplement or vary the provisions of the Manual of Office Procedure.
- (15) 'Diarist' means a clerk within a section charged with the responsibility inter alia of maintaining the Section diary.
- (16) 'Diarising' means registering of receipts in the section diary.
- (17) 'Diary number' means the serial number assigned to a receipt in the section diary followed by the year and the abbreviated symbol of the Department section e.g. 205/72-O&M.
- (18) 'Docketing' means making of entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) for its identification.
- (19) 'File' means a collection of papers on a specific subject matter assigned a file number and consisting of one or more of the following parts :-
 - (a) Correspondence.
 - (b) Notes.
 - (c) Appendix to correspondence.
 - (d) Appendix to notes.
- (20) 'Final disposal' in relation to a case under consideration means completion of all action thereon culminating, where necessary, in the issue of final orders or final reply to the party from which the original communication emanated.
- (21) 'Fresh receipt' (F-R.) means any subsequent receipt on a case which brings in additional information to aid the disposal of the paper under consideration.
- (22) 'Indexing' in relation to a file means indicating its title under appropriate catchwords arranged in their alphabetical order with a view to facilitate its location in the event of need.
- (23) 'Index slip' means a card or a paper slip displaying the title of a file under a catchword, followed by a reference to its file number.
- (24) 'Issue' means a communication issued in a case.
- (25) 'Issue of draft' includes all stages of action after the approval of a draft ending with the despatch of the signed communication to the addressee, e.g. fair typing, comparing, attaching enclosures, preparing pads for signature, preparing covers, making entries in the despatch registers and messenger books, affixing stamps, where necessary.
- (26) 'Messenger Book' means a record, maintained in standard form or any other form, of particulars of despatch of non-postal communications and their receipt by the addressees.
- (27) 'Minute' means a note recorded by the Governor, the Chief Minister or a Minister.
- (28) 'Night duty clerk' means a clerk on duty outside office hours who performs the functions of the central receipt and issue section during such hours. The term includes resident clerk also.
- (29) 'Note' means the remarks recorded on a case to facilitate its disposal, and includes a precis of previous papers, a statement or an analysis of the questions

requiring decision, suggestions regarding the course of action and final orders passed thereon.

- (30) 'Notes portion' in relation to a file means the portion containing notes or minutes recorded on a case.
- (31) 'Ordinary postal dak' means postal dak for which no specific acknowledgement is obtained by the Posts & Telegraphs offices.
- (32) 'Personal staff' in relation to a functionary means and includes private secretary, personal assistant, stenographer, assistant, clerk or any other clerical staff appointed to assist him as well as the personal section of a Minister.
- (33) 'Postal communication' means a communication despatched by post and includes telegram.
- (34) 'Postal dak' means all dak received through Posts & Telegraphs offices.
- (35) 'Receipt' means dak after it has been received by the concerned section/ officer.
- (36) 'Recording' means the process of closing a file after action on all the issues considered thereon has been completed and includes operations like completing references, removing routine papers, revising the file title, changing the file cover and stitching the file.
- (37) 'Routine note' means a note of a temporary value or ephemeral importance recorded outside the file, e.g., a record of casual discussion or a note on a point of secondary importance intended to facilitate consideration of the case by higher officers.
- (38) 'Section' means the basic work unit within a department, responsible for attending to items of work allotted to it. It is generally headed by a Superintendent and includes "Cell", "Unit" and other like terms.
- (39) 'Superintendent' means an officer supervising a section and includes functionaries like Head clerk and assistant-in-charge.
- (40) 'Security grading' means security marking 'Confidential', 'Secret' or 'Top Secret'.
- (41) 'Standing guard file' on a subject means a compilation consisting of the following three parts
 - (a) a running summary of the principles and policy relating to the subject with number and date of relevant decisions or orders quoted in margin against each ;
 - (b) copies of the decisions or orders referred to, arranged in chronological order ; and
 - (c) model forms of communications to be used at different stages.
- (42) 'Urgent dak' means dak marked immediate' or 'priority' and includes telegrams, savingrams, wireless messages, and telemessages.

OFFICE MANAGEMENT

10. Hours of Attendance The normal hours of attendance for Government of Manipur Secretariat offices located in Imphal are as follows

All working days :

10 A.M. to 4.30 P.M.

Offices will remain closed on the Second Saturday of each month.

- (a) Ten minutes grace may be allowed in respect of the arrival time to cover any unforeseen contingencies. Persons reaching office during this period of grace are nevertheless late but such late coming may be condoned unless it becomes a matter of frequent occurrence.
- (b) Half a day's casual leave is to be deducted from a Government servant's casual leave account for each day's late attendance. Late attendance upto an hour on not more than two occasions in a month may be granted by the competent authority, if he is satisfied that it is due to unavoidable reasons.
- (c) Half a day's casual leave in the forenoon or afternoon may be allowed to a Government servant on prior application. The practice of leaving office early with permission should be discouraged.
- (d) The peon should arrive half an hour before the normal time of attendance and should not leave office without the permission of the Superintendent, or if attached to an officer, of the office concerned.

11. Attendance Register :- (i) **Arrival** - Attendance Register in form S. 37 will be maintained in each Section. Every member of the staff should, on arrival, enter in ink clearly his initials together with the time of arrival against his name in the relevant date column against the letter 'A'. The register should be initialled by the Superintendent (or in his absence, by the senior-most U-D.C. present) at the bottom of the dated column on the last page for the current month in token of scrutiny. At 10.10 A.M., as the case may be, the register should be sent to the Branch officer. Any person arriving thereafter should mark his attendance in the register in the Branch Officer's room.

(ii) **Departure**—While leaving office, every member of the staff should record his initials with the time of departure in the space against the letter 'D' opposite his name.

RECORDING OF NON-ATTENDANCE

11.1 : The following abbreviations will be used by the Superintendent to denote the reasons of non-attendance—

- (i) C.H.-Compensatory Holiday in lieu of attendance on a holiday.
- (ii) C.L.-Casual Leave.
- (iii) L.- Leave of any kind.
- (iv) A-Absence without leave or permission. (This entry should be made in pencil-when leave of any kind is sanctioned, the appropriate abbreviation as indicated above should be substituted in ink.).
- (v) R.H.-Restricted Holiday.

11.2: Maintenance of Attendance Register :—(i) For staff in Section (including Class IV staff). The register will be maintained under the personal supervision of the Superintendent who will see that the entries are made correctly. The Superintendent will draw the attention of the Branch Officer to the names of persons who were frequently or habitually late during the month without prior permission.

(ii) Personal staff (including Class IV) attached to Officers :—Except where there is a regular pool of stenographers or other personal staff working in a room under a supervisor, the attendance will be controlled by the officer to whom the staff is attached. In the event, however, of the absence of the officer on leave or on tour or for any other reason, his personal staff would report to the Under Secretary (or the corresponding officer) in charge of administration unless there exist any specific orders to the contrary.

12. Punctuality :-

- (i) Strict measures should be taken by the administrative authorities; for the enforcement of punctuality. Superintendent/Supervisory Officers should be very particular in scrutinising the attendance register ;
- (ii) Surprise daily checks may be carried out in one or two sections of the Department/Office under the direct supervision of a senior officer, like the Joint Secretary in charge of administration or of the Head of the Department, as the case may be.

13. Leave

The grant of leave to a Government servant is governed by the Central Civil. Services (Leave) Rules, 1972, till the time new leave Rules are framed by the Government of Manipur. The following instructions should be observed by members, of staff in submitting applications for leave

- (i) In the case of leave of any kind for private purposes (i.e., leave other than that on medical certificate), an application should be submitted, at least fifteen days before the date of commencement of the leave.
- (ii) In the case of leave on medical certificate, the application should be accompanied by a medical certificate from an authorised medical attendant or a registered medical practitioner stating as clearly as possible the nature, probable duration of illness and the period of leave required for restoration of health.
- (iii) The leave address should be indicated in all cases. All applications for leave from members of staff should be submitted through the Superintendent who will record his remarks thereon with due regard to the condition of work and the number of persons already on leave in the Section. If he recommends the leave, he will state his proposals for carrying on the work of the applicant during his absence and will pass on the application to the Administration Section for necessary action through the Branch Officer concerned. The Administration Section will verify the admissibility of the leave applied for and submit the application to the officer competent to sanction the leave. The orders passed on an application for leave will be issued in the form of an office order, one copy of which will be communicated to the applicant and one copy supplied to the Cash Section.

- (iv) On retrain from leave, a member of the staff should report himself for duty to the Under Secretary in charge of Administration or Administration Section. He should also submit in writing a joining report, which should be accompanied by a certificate of fitness to resume duty from the prescribed authority and in the form prescribed, if the leave availed of was on medical certificate.

13. Extension of Leave :- Request for extension of leave should be avoided as far as possible.

Applications for extension of leave should be submitted well in advance of the date of expiry of the leave already granted so that they may be considered and orders communicated to the applicant in time. It should not be assumed that an extension will always be granted.

(a) If a person is prevented from resuming duty on account of any unforeseen occurrence immediately before the due date, he must send an immediate intimation to the Head of his Office giving full reasons of his inability to attend office on the due date.

(b) A Government servant who remains absent after expiry of his leave is not entitled to any leave salary for the period of such absence and that period will be debited against his half pay leave account, to the extent such leave is due, the period in excess thereof being treated as Extra-ordinary leave.

(c) Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.

13.1 : Casual Leave :- Casual leave is a concession granted to a Government servant to enable him to stay away from office for short periods on account of illness or to enable him to attend to urgent private matters. It should be applied for as far in advance as possible except when a person is prevented from attending office by sickness or other unforeseen circumstances.

(a) Casual leave is not a recognised form of leave nor is it subject to any rules, technically, a Government servant on casual leave is not treated as absent from duty nor is his pay intermitted. The maximum period of casual leave which a government servant is allowed to avail himself of is 12 days in a calendar year subject to a maximum of 8 days at a time. The limit of 8 days at a time may be relaxed in special circumstances at the discretion of the Head of Office. Such leave may be prefixed and/or affixed to recognise holidays and Sundays with the permission of the officer sanctioning the leave. The Sundays and holidays falling during a period of casual leave will not be treated as part of the leave ; Casual leave should not, however, be granted so as to cause evasion of the rules regarding :-

- (i) date of reckoning of pay and allowances ;
- (ii) charge of office ;
- (iii) commencement and end of regular leave ;
- (iv) return to duty or so as to extend the term of leave beyond the time admissible by rule.

(b) In the case of a person who joins service in the middle of a year, the casual leave admissible need not be reduced proportionately. He may also be granted 12 days casual leave, but the authority sanctioning such leave will take into account all the circumstances before granting such leave. Contingency paid staff is entitled to casual leave provided employment of a substitute is not considered necessary.

13.2 : Special Casual Leave :- In addition to casual leave, special casual leave may be granted to a Government servant by the competent authority for certain specific purposes in accordance with the orders issued by the Department.

13.3 : Authority To Grant Special Casual Leave :- Special casual leave may be granted by Heads of Departments or other authorities specially empowered in that behalf.

14. Leaving The Station :- No member of the staff should leave his head-quarters without the permission of the Superintendent. He should, when so permitted, inform the Superintendent of his address at the station to which he is proceeding. In all applications for leave including casual or compensatory leave, during which the applicant proposes to leave the station, the fact should be stated in the application together with his outstation address. Any person who wishes to leave the station during the period of leave already granted to him should notify his intention together with his address to his Superintendent or the Administration Section. Any change in that address which may occur thereafter should also be communicated.

15. Addresses of Officers and Staff :- A list of the addresses of all officers and members of the staff employed in a Department should be maintained up-to-date in the Administration Section. A similar list in respect of the staff employed in a Section should be maintained by each Superintendent and one copy kept by him at his residence. The members of the staff should intimate changes in their residential addresses as soon as they take place to the Superintendent as well as to the administration Section. In the Departments a copy of the list should also be maintained by the Resident Clerk.

16. Office Rooms :- In the interest of security, the farash should not open any room in his charge until the arrival of a clerk working in the section or of the peon attached thereto. During the lunch interval, a member of the staff should be on duty in the room by turn. In the evening the last man to leave office will be responsible to make over the room to the farash and to get the room locked. The duty may be assigned to a member of the staff working in the room by turn, if necessary. A register should be maintained to keep a record of the persons on duty during the lunch interval and in the evening and they should append their signatures therein in token of their having performed the duty.

(i) In the case of rooms occupied by officers, the peons attached to them should supervise by turn the sweeping, dusting and opening of rooms. No outsider or a member of the office staff excepting the Personal Assistant or the Stenographer concerned should ordinarily be permitted to enter the room during his absence.

(ii) It is the general responsibility of the Superintendent to see that the room or rooms occupied by the Section under his charge are maintained in a neat and tidy condition. The U.D.Cs and Clerks should keep their tables and surroundings neat and clean and the papers neatly arranged.

(iii) When leaving office, every member of the staff should see that all papers, registers, etc., in his charge are kept in proper places. Pending papers should be kept together in a separate folder appropriately marked.

(iv) It shall be the duty of the Superintendent to see that the electric lights, fans and heaters are used only when necessary and that they are switched off when not required during office hours and also every evening when leaving office.

16-A. Maintenance of order in the Section :- While the Head of Office is responsible for the general discipline of the office, every Superintendent is responsible for the maintenance of order in his Section and should prevent idle talking, loitering, reading of newspapers, etc. by his staff.

17. Admission of Outsiders to the Office :- The admission of outsiders or private persons to any part of the office, for any purpose whatsoever, is strictly prohibited. Any person calling on business or entitled by position to make enquiry, should do so from the Under Secretary or the Superintendent. No member of the staff should, under any circumstances, give any subject to any outsider. Any improper enquiries made by visitors should be brought to the notice of the Under Secretary.

18. Taking of Papers outside the Office :- Superintendent may, with the permission of their Under Secretary, take official papers to their houses if absolutely necessary for dealing with any case of an urgent nature. This will not apply to secret or top secret papers, the movement of which is governed by the instructions issued on the subject separately. Members of staff should in no circumstances take official papers home.

19. Surprise Visits :- Surprise visits by the Head of organisation and other senior officers to the various Sections of an office are very helpful in ensuring that the attendance is regular and that there are no arrears of work and that efficiency, neatness and tidiness are generally maintained.

20. Holidays :- (i) The holidays admissible in public officers are notified yearly in the Manipur Gazette. There are, however, reasons which may render it necessary to limit the general enjoyment of gazetted holidays.

(ii) The Secretary may order in the interest of work that the whole or part of the office shall remain open on any holiday.

(iii) On holidays on which the office is ordered to be closed, one or more members of the office staff may be required by the Under Secretary to attend office to deal with work of urgency; but such staff should not be ordinarily detained after 2 P.M. The Under Secretary will arrange for this attendance in accordance with a roster. For short or bad work, an assistant may be required to work on a holiday.

REPRESENTATIONS, PETITIONS, ETC.

21. Submission of Applications or Representations :-—No member of the staff shall submit direct to the Chief Minister, Chief Secretary or Head of Department/ Office, an application for leave or a representation on any subject connected with the office. Such communication should be sent through the Superintendent of the Department to which the petitioner belongs and the Superintendent will submit it to the Under Secretary in ordinary course.

CHAPTER—III

DAK-RECEIPT, REGISTRATION AND DISTRIBUTION

22. **Receipt of Dak :-** (i) During office hours, the entire dak of departments including that addressed to Ministers/Officers by name, will be received in the central registry. Where, however, immediate/important dak addressed to Ministers/Officers by name is sent through special messengers directly to addressees themselves, it will be received by them or their personal staff.

(2) Outside office hours, dak will be received :

(a) by the addressees themselves at their residences, if marked 'immediate' and addressed by name; and

(b) in other cases:

(i) the night duty clerk of the department concerned, or

(ii) where no such arrangements exist, by the officer designated by the department concerned to receive such dak.

23. **Acknowledgement of Dak :-** The receipt of dak, except ordinary postal dak, will be acknowledged by the recipient signing his name in full and in ink.

24. **Registration of Dak :-** (i) Urgent dak will be separated from other dak and dealt with first.

(2) All covers, except those addressed to Ministers/Officers by name or those bearing a security grading, will be opened by the central registry.

(3) On opening dak, the central registry will check enclosures and make a note of any found missing.

(4) All opened dak, as well as the covers of unopened dak, will be date-stamped (vide specimen in the margin).

Department of

Received on

Sec. Dy. No.... ..

(5) (i) Each receipt will be stamped with a date-stamp. Receipts will than be sorted out Department-wise. To help in the allocation of receipts, an alphabetical index of subjects dealt within each Department will be supplied to the Receipt Clerk and kept up to date: He should consult his Superintendent when in difficulty or doubt, about the proper allocation of a receipt.

(ii) Telegrams and other receipts marked 'Immediate' and 'Priority' will be separated from other dak and dealt with first.

(6) The following categories of dak will be registered by the central registry in the dak register (Appendix 1):

(a) telegrams, savingrams, wireless messages and telex messages,

(b) registered postal dak,

(c) interdepartmental files,

- (d) court summons and receipts enclosing valuable documents, e.g. Service Books, agreements, etc.
- (e) Parliament/Assembly questions, resolutions, cut motions and references seeking information relating to them,
- (f) unopened inner covers containing classified dak,
- (g) letters from members of Parliament/Legislature and
- (h) any other category covered by departmental instructions.

(7) The C.R. No. assigned to dak in the dak Register, will be exhibited on the dak in the appropriate place in the stamp affixed on it.

25. Distribution of Dak :- (1) The central registry will prepare an invoice (Appendix 2) separately for each section to which the dak is to be distributed. The dak, along with invoice, will be sent to the section concerned and acknowledged by the diarist. The invoice, duly signed, will then be returned to the central registry, where it will be filed department-wise, section-wise and date-wise.

(2) Alternatively, dak may be distributed and acknowledgement obtained in messenger books or dak registers maintained Department-wise, section-wise.

(3) The above procedure will also apply to the dak meant for the Ministers/Officers which will be acknowledged by their personal staff.

(4) Urgent dak will be distributed as and when received. Other dak may be distributed at suitable intervals (i.e. 11 A.M., 2 P.M. and 4 P.M.), Such part of the ordinary dak as is received too late to be included in the last daily round, will be kept ready for distribution early next day. The official in charge of the central Registry will ensure:

- (a) that, as far as possible, sorting, registration and invoicing of dak is completed on the day of its receipt; and
- (b) that, to the extent to which the above work cannot be completed during the day, and without prejudice to the processing of urgent dak, the night duty staff attends to it.

(5) Urgent dak received outside office, hours will be sent to the Departments concerned if there is staff on duty. In other cases such dak will be dealt with in accordance with the instructions issued by the department concerned.

CHAPTER—IV

RECEIPTS—SUBMISSION AND DIARISATION

26. Perusal and Marking of Receipts :- The diarist will submit all receipts to the Superintendent who will -

- (1) go through the receipts ;
- (2) mark mis-sent receipts to the department/sections concerned ;
- (3) separate those which, either under the departmental instructions or in his discretion, should be seen by higher officers before they are processed and mark them to such officers ;
- (4) mark to himself such of the remaining receipts as are of a difficult nature or present any special features requiring his personal attention ;
- (5) mark other receipts to the dealing hands concerned, and, where necessary, indicate urgency, grading and give directions regarding line of action ;
- (6) keep a note in his diary of important receipts requiring prompt action or disposal by a specified date ; and
- (7) submit the case to the officer who last noted on it, if it is one returned by another department.

27. Diarising of Receipts :- (1) The diarist will diarise in the section diary (Appendix 3) all the receipts except the following before they are submitted to the officers concerned or distributed among the dealing hands :

- (a) receipts which, as a class, are adequately taken care of by a register specially devised for the purpose (e.g. telephone bills which are entered in telephone bill register) ;
- (b) unsigned communications on which no instructions have been recorded by officers and on which no action is to be taken ;
- (c) identical copies of representations, save the one received first.
- (d) post copies of telegrams unless the endorsement contains a message in addition to that contained in the telegrams ;
- (e) petty contingent vouchers such as those relating to night duty or overtime claims of the staff, claims for coolie hire or conveyance hire, chits asking for articles of furniture, stationery etc ;
- (f) routine acknowledgements ;
- (g) casual leave applications ;
- (h) copies of miscellaneous circulars, office memoranda, extracts, etc. circulated by any section for general information, e.g. orders of general application, telephone lists, notices of holidays, tour programmes, etc ; and
- (i) any other types of receipts which under departmental instructions are not required to be diarised.

(2) Inter-departmental notes, telegrams, or any other category of receipts sought to be distinguished from the rest, may be entered in the section diary in red ink.

(3) Papers referred to another department will be diarised each time they are received back. For those referred under diary numbers, however, previous and later entries in the diary will be linked by giving the earlier and the later diary numbers against each entry.

(4) If a receipt is diarised after a lapse of more than 15 days from the date it bears, the entry regarding date in column 3 of the section diary will be circled in red ink.

(5) The diary number of a receipt will be indicated in the space provided for the purpose in the stamp affixed by the central registry vide para 24(4).

(6) The Superintendent will scrutinise the section diary once a week to see that it is being properly maintained and append his dated initials in token of the scrutiny.

28. Movement of Receipts :—(1) Receipts submitted to officers will move in Dak pads conspicuously labelled as 'Receipts Pad.' Their movement and perusal will receive prompt attention.

(2) The Superintendent will keep a careful watch on any hold-up in the movement of receipts. The diarist will bring to his notice any receipts which are not received back from officers within 24 hours.

29. Action by Higher Officer:- Officers to whom receipts are submitted will—

- (1) go through the receipts and initial them ;
- (2) remove receipts which they may like to dispose of without assistance from section or to submit to higher officers ;
- (3) enter the diary numbers of the receipts removed on the movement slip (Appendix 4) ;
- (4) where necessary, give directions regarding line of action to be taken on other receipts ; .
- (5) return them to the Superintendent for action ;
- (6) The Dak intended for Chief Secretary's perusal will be entered in a Register by the Personal Assistant to the Chief Secretary. He will then submit the Dak to the Chief Secretary for his perusal and after it has been seen he will immediately distribute it to the officers concerned.
- (7) The Secretaries/Under Secretaries concerned should enter in the Table Diary or in a separate Register to be maintained by them personally such particulars as may be required to ensure that a draft reply to a Parliamentary or Legislature Question/resolution, etc, is submitted to the Minister/Chief Secretary at least 72 hours before the day by which the information; should reach the Ministry concerned. It will be the personal responsibility of the Department concerned to ensure that all information from subordinate offices is received well in time and that the requisite information reaches the Ministry concerned, by the prescribed date. Wherever necessary the reply, may be sent by telegram or by wireless message.

In case it is felt that the information is likely to take sometime in collection from the various offices an interim telegraphic reply: should be sent to the Ministry concerned after approval of the Chief Secretary. In case a Parliament Question on, the subject has already been answered" before this fact should be intimated to the Government of India by telegram. No reply to any Parliament Question etc. would be sent without the approval of the Minister/Chief Secretary. It should be mentioned in the, information supplied to the Government of India that it has the approval of the Minister/Chief Secretary.

30. Allocation of Disputed Receipts : If a section feels that it is not concerned with a missent receipt forwarded to it, the same should be brought to the notice of the officer designated by the department for deciding allocation of disputed receipts.

CHAPTER-V

ACTION ON RECEIPTS

31. **Action by dealing hand** :— The dealing hand will—

- (1) go through the receipts and separate urgent receipts from the rest;
- (2) enter the receipts in the assistant's diary (Appendix 5);
- (3) deal with the urgent receipts first;
- (4) check enclosures and, if any is found missing initiate action to obtain it;
- (5) see whether any other section is concerned with any part or aspect of a receipt and, if so, send copies of relevant extracts to that section for necessary action;
- (6) bring the receipt on to a current file if one already exists or open a new file and indicate file No. in column 4 of the assistant's diary;
- (7) file papers in accordance with the instructions on the subject;
- (8) assign the receipt a serial number and page number;
- (9) docket the receipt and reproduce on the notes portion of the file remarks, if any, made by an officer on the receipt ;
- (10) with the help of file registers, indexes, precedent book, standing guard files, reference folders, etc. locate and collect other files or papers, if any, referred to in the receipt, or having a bearing on the issues raised therein;
- (11) identify and examine the issues involved in the case and record a note, as per instructions on the subject;
- (12) arrange and reference papers in the case properly;
- (13) where necessary, attach a label indicating the urgency grading appropriate to the case;
- (14) put up the case to the appropriate higher officer; and
- (15) indicate the date of submission in column 5 of the assistant's diary.

32. **Action by the Superintendent** :— (1) The Superintendent will—

- (a) scrutinise the note of the dealing hand;
- (b) finally dispose of routine cases;
- (c) take intermediate routine action;
- (d) record, where necessary, a note setting out his own comments or suggestions; and
- (e) submit the case to the appropriate higher officer.

(2) What constitutes "routine cases" or "intermediate routine action" in terms of (b) and (c) above will be specified by each department in its departmental instructions.

33. **Examination by Section**:— When the line of action on a receipt is obvious or is based on a clear precedent or practice, or has been indicated by a higher officer, and a communication has to issue, a draft will put up without any elaborate note. In other cases, the section, while putting up a case, will—

- (1) see whether all the statements, so far as they are open to check, are correct;
- (2) point out mistakes, mis-statements, missing data or information, if any;
- (3) draw attention, where necessary, to the statutory or customary procedure and point out the relevant law and rules;

- (4) furnish other relevant data or information available in the department, if any;
- (5) state the questions for consideration and bring out clearly the points requiring decision ;
- (6) draw attention to precedents ;
- (7) evaluate relevant data and information ; and
- (8) suggest, where possible, alternative courses of action for consideration.

34. **Action by Higher Officers:**—Officers above the level of Superintendent will take final action on different classes of cases in accordance with such departmental instructions as may be issued by the department concerned from time to time.

35. **Noting by Branch Officer :**—(i) A Branch Officer will dispose of as many cases as possible on his own responsibility but will take the orders of Secretary or higher officers on cases of an important nature or those involving questions of policy. He should endeavour to reduce the number of cases to be submitted formally to the Secretary by taking his verbal directions.

(ii) Where he has to pass orders or to make recommendations for the consideration of higher officers, he will confine his note to the actual points that should be dealt with by him without attempting to reiterate the ground already covered in the previous notes. When he agrees with the recommendations made in the preceding note. He will merely append his signature.

36. **Running Summary of Facts :**—To facilitate consideration and to obviate repeated recapitulation, a running summary of facts will be prepared and placed on the file in a separate folder labelled as such in every case in which it is evident that such a summary would contribute to its speedy dispersal. This summary will also include the advice or views of other departments consulted in the matter but not opinions of individual officers within a department. It should be kept upto date, whenever further developments take place.

37. **Guidelines for Noting :**—(1) All notes should be concise and to the points.

(2) The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence of notes on the same file, should not be attempted.

(3) When passing orders or making suggestions, an officer will confine his note to the actual points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding note, he will merely append his signature.

(4) Any officer who has to note upon a file on which a running summary of facts is available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.

(5) Unless a running summary of facts is already available on the file or the last note on the file itself serves that purpose, a self-contained summary will be put up with every case submitted to the Minister. Such a summary will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any, consulted in the matter and the point or points on which the orders of the Minister are sought.

(6) If apparent errors of mis-statements in a case have to be pointed out or if an opinion expressed therein has to be criticised, care should be taken to couch the observations in courteous and temperate language free from personal remarks.

(7) When a paper under consideration raise several major points, each requiring detailed examination and orders, each point will be noted upon separately in sectional notes.

(8) Notes and orders will normally be recorded on note sheets.

(9) The dealing hand and the Superintendent will append his initials with date on the left hand below his note. The higher officer will append their signatures on the right hand side of the notes.

38. Noting on Files Received From Other Departments :—(1) If the reference seeks the opinion, ruling or concurrence of the receiving department and requires detailed examination, such examination will normally be done separately through routine notes and only the final result will be recorded on the file by the officer responsible for commenting upon the reference. The officer to whom such a note is submitted will either accept that note or record a note of his own. In the former case, he may direct that the note in question or a specified portion thereof may be reproduced on the main file for communication to the department concerned. In the latter case, he will record a suitable note on the main file itself. In either case, a copy of the note recorded on the main file will be kept on the routine notes for retention in the receiving department before the file is returned to the originating department.

(2) Where the reference requires information of a factual nature or other action based on a clear precedent or practice the dealing hand in the receiving department, may note on the file straightway.

(3) Where a note on a file is recorded by an officer after obtaining the orders of a higher officer, the fact that the views expressed therein have the approval of the latter should be specifically mentioned.

39. Aids to Processing :—To facilitate processing of cases, each section will develop and maintain the following records for important subjects dealt with by it

- (1) standing guard files ;
- (2) standing notes;
- (3) precedent book; ,
- (4) standard process sheets (for repetitive items of works only); and
- (5) reference folders containing copies of circulars etc.

40. Oral discussions :—(1) All points emerging from discussions between two or more officers of the same department and the conclusions reached will be recorded on the relevant file by the officer authorising action.

(2) All discussions/instructions/decisions which the officer recording them considers to be important enough for the purpose, should be got confirmed by all those who have participated in or are responsible for them. This is particularly desirable in cases where the policy of the government is not clear or where some important departure from the prescribed policy is involved or where two or more levels differ on significant issues or the decision itself, though agreed upon by all concerned, is an important one.

41. Channel of Submissions:—Unless otherwise provided for in the departmental instructions, each case will travel upto the appropriate decision-making level through all the intermediate levels in the hierarchy.

42. Examination and progressing of cases in which two or more authorities are consulted :— Where two or more state governments, central departments or other authorities are simultaneously consulted, the examination and, where necessary tabulation of the replies will ordinarily be started as soon as replies begin to arrive and not held over till the receipt of all the replies or the expiry of the target date.

43. Filing Papers:—(1) Papers required to be filed will be punched on the left hand top corner and tagged on to the appropriate part of the file, viz., notes, correspondence, appendix to notes and appendix to correspondence, in chronological order, from left to right, the latest being at the bottom.

(2) Normally, each part of the file will be placed in a separate file cover, where, however, 'notes' and 'correspondence' are not bulky, both may be placed in a single file cover by tagging the correspondence portion on to the right side of the cover and the notes portion on to the left side of the same cover. Similarly, both the appendix to notes and appendix to correspondence may be filed in a single file cover, if they are not bulky.

(3) Routine receipts and issues (e.g. reminders, acknowledgements) and routine notes will not be allowed to clutter up the file. They will be placed below the file in a separate cover and destroyed when they have served their purpose.

(4) When either the 'notes' or the 'correspondence' portion of a file becomes bulky (say, exceeds 100 pages), it will be stitched and marked 'Volume I'. Further papers on the subject will be added to the new volume of the same file, will be marked 'Volume II' and so on.

44. Arrangement of Papers in a Case :—The papers in a case will be arranged in the following order from top downwards :—

- (1) reference books ;
- (2) notes portion of the current file ending with the note for the consideration ;
- (3) running summary of facts ;
- (4) draft for approval, if any ;
- (5) correspondence portion of the current file ending with the latest receipt or issue, as the case may be ;
- (6) appendix to notes and correspondence ;
- (7) standing guard file, standing note or reference folder, if any ;
- (8) other papers, if any, referred to, e.g., extracts of notes or correspondence from other files, copies of orders, resolutions, gazettes, arranged in chronological order, the latest being placed on the top ;
- (9) recorded files, if any, arranged in chronological order, the latest being placed on the top ; and
- (10) routine notes and papers arranged in chronological order and placed in a separate cover.

45. Referencing :—(1) Every page in each part of the file (viz. notes, correspondence, appendix to notes and appendix to correspondence) will be consecutively, numbered in separate series, in pencil, blank intervening pages, if any, will not be numbered.

(2) Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink on the right top corner of its first page.

(3) The paper under consideration on a file will be flagged "PUC" and the latest fresh receipt noted upon, as "F.R.". In no circumstances, will a slip, other than "PUC" and 'F.R.' be attached to any paper in a current file. If there are more than one F.R., they should be flagged separately as "F.R.I, F.R. II" and so on.

(4) In referring to the papers flagged 'PUC' or 'FR..' the relevant page numbers will be quoted invariably in the margin. Other papers in a current file will be referred to by their page numbers only.

(5) Recorded files and other papers put up with the current file will be tagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilation are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip, e.g. 'A'/23.n, 'A'/17.c. and so on.

(6) to facilitate the identification of references to papers contained in other files after the removal of slips, the number of the file referred to will be quoted invariably in the body of the note and the relevant page numbers, together with the alphabetical slip attached thereto, will be indicated in the margin. Similarly, the number and date of orders, notifications and resolutions, and, in the case of acts, rules and regulations, their brief title together with the number of relevant section, rule, paragraph or clause referred to will be quoted in the body of the notes, while the alphabetical slips used, will be indicated in the margin.

(7) Rules or other compilations referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being submitted. The fact of such compilations not having been put up will be indicated in the margin of the notes in pencil.

(8) The reference slip, will be pinned neatly on the inside of the papers sought to be flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible.

46. Linking of Files:—(1) If the issues raised in two or more current files are so inter connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in (2) below. Such linking may also be resorted to if a paper on one current file is required for reference in dealing with another current file, unless a copy of the paper can be conveniently placed on the first file.

(2) When files are to be linked, strings of the file board of the lower file (but not its flaps) will be tied round the upper file and those of the file board or flap of the upper file tied underneath it in a tow out of the way so that each file is intact with all its connected papers properly arranged on its file board or flap.

(3) On receipt back after completion of action, the linked files will be immediately delinked after taking relevant extracts and placing them on the linked files, where necessary.

47. Use of Urgency Gradings:—(1) The two urgency gradings authorised for use on cases are 'Immediate' and 'Priority'.

(2) The label 'Immediate' will be used only in cases requiring prompt attention. The 'Priority' label will be used for cases which though not warranting prompt attention have normally to be given precedence over those not bearing any urgency grading.

(3) The grading of urgency assigned to a case will be reviewed by all concerned at different Stages of its progress and, where necessary revised. This is particularly important for cases proposed to be referred to other departments.

CHAPTER-VI

FORMS OF COMMUNICATION

48. Forms of Written Communications :- 'The different forms of written communications used by a department are described below:—

Each form has a use and, in some cases, a phraseology of its own. Specimens of these forms are given in Appendix 6.

(1) **Letter :-** (a) This form is used for corresponding with foreign governments, Central government, heads of subordinate offices, statutory bodies like the Public Service Commission, public bodies and members of the public generally. A letter begins with the salutation "Sir (s)" or "Dear Sir (s)", as may be appropriate.

(b) Official letters emanating from a department and purporting to convey the views or orders of the Government of Manipur must specifically be expressed to have been written under the directions of government.

(c) In official letters from heads of individual offices such as Superintendent of Police, Director of Agriculture or from individual officers who do not write by direction of Government, but by their own authority the form "I am directed to" is replaced by "I have the honour to".

(2) **Demi-Official Letter :-** (a) This form is generally used in correspondence between government officers for an interchange or communication of opinion or information without the formality of the prescribed procedure. It may also be used when it is desired that a matter should receive personal attention of the individual addressed. Communications to non-officials also can take the form of a demi-official letter.

(b) It is written in the first person in a personal and friendly tone.

(3) **Office Memorandum :-** This form is generally used for corresponding with other departments or in calling for information from or conveying information (not amounting to an order of government) to its employees. It may also be used in corresponding with attached and subordinate offices. It is written in the third person and bears no salutation or subscription except the name and designation of the officer signing it.

4. **Interdepartmental Note :-** (a) This form is generally employed for obtaining the advice, views, concurrence or comments of other departments on a proposal or in seeking clarification of the existing rules, instructions, etc. It may also be used by a department when consulting its attached and subordinate offices and vice versa.

(b) The interdepartmental note may either be recorded on a file referred to another department or may take the form of an independent self-contained note.

5. **Telegram :-** (a) This form is used for communicating with outstation parties in matters demanding prompt attention. The text of the telegram should be as brief as possible. As a rule, no telegram should be issued if an express letter or a letter marked "immediate" or 'priority' can serve the purpose.

(b) Telegrams are of two kinds viz., enclair telegram and cypher/code telegrams. The former are worded in plain language. The latter are expressed in secret language (code or cypher or both) but a combination in the same telegram of figures and letters having a secret meaning is not permitted.

(c) Telegrams, other than cypher and code telegrams, should normally be followed by post copies.

6. **Telex Message** :—In urgent and important matters, departments having telex facilities may send a telex message instead of a telegram in communicating with outstation parties.

7. **Express Letter** :—This form is used in communicating with outstation parties in matters warranting urgent attention at the receiving end but not justifying the expense of a telegram. It is worded exactly like a telegram but transmitted through a post office instead of a telegraph office.

8. **Savingram** :—This form is a coded version of an express letter and is used in overseas communications of a secret nature. It is sent by diplomatic bag or through registered insured mail. In all other respects, it is treated like a cypher/code telegram.

9. **Office Order** :—This form is normally used for issuing instructions meant for internal administration, e.g., grant of regular leave, distribution of work among officers and sections.

10. **Order** :—This form is generally used for issuing certain types of financial sanctions and for communicating government orders in disciplinary cases etc., to the officials concerned.

11. **Notification** :—This form is mostly used in notifying the promulgation of statutory rules and orders, appointments and promotions of gazetted officers etc. through publication in the Gazette.

12. **Resolution** :—This form of communication is used for making public announcement of decisions of government in important matters of policy, e.g., the policy of industrial licensing, appointment of committees or commissions of enquiry. Resolutions are also usually published in the Gazette.

13. **Press Communique/Note** :—This form is used when it is proposed to give wide publicity to a decision of government. A press communique is more formal in character than a press note and is expected to be reproduced intact by the press. A press note, on the other hand, is intended to serve as a hand-out to the press which may edit, compress or enlarge it as deemed fit.

14. **Endorsement** :—This form is used when a paper has to be returned in original to the sender, or the paper in original or its copy sent to another department or office, for information or action. It is also used when a copy of a communication is proposed to be forwarded to parties other than the one to which it is addressed. Normally this form will not be used in communicating copies to other State Governments of Central Government. The appropriate form for such communication should be a letter.

49. Telephonic Communications :—(1) In purely routine matters not warranting a written communication, departments may communicate with local parties over the telephone.

(2) In matters of extreme urgency, departments may communicate with other parties, both local and outstation, over the telephone. Where necessary, such communications may be followed by written communications in the appropriate form.

(3) Resort to telephone trunk calls (including STD calls) will be regulated by departmental instructions.

50. Target date for replies :— In all important matters in which other state governments, departments of the central government or other offices, public bodies or individuals are consulted, time limit for replies may ordinarily be specified. On the expiry of the specified date, orders of the appropriate authority may be obtained whether the parties whose replies have not been received, may be allowed an extension of time whether the matter may be proceeded with without waiting for their replies.

CHAPTER—VII

DRAFTING OF COMMUNICATIONS

51. Procedure for Drafting :- (1) No draft will normally be prepared in simple and straight-forward cases or those of a repetitive nature for which standard forms of communication exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for signature.

(2) When the line of action is obvious and no noting need be done or when noting is necessary but examination of the matter develops a clear line of action, a draft will be put up straight for approval; otherwise, a draft will be put up only after the appropriate officer has indicated or approved the line of action and/or what the contents of the communication should be.

(3) An officer who has formulated his views on a case may either have the fair communication made for his signature and authorise its issue or prepare a draft and submit it to the appropriate officer for approval.

52. General Instructions for Drafting :- (1) A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of misconstruction.

(2) Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition, whether of words, observations or ideas, should be avoided.

(3) Communications of some length or complexity should generally conclude with a summary.

(4) Where appropriate, the subject should be mentioned in communications (including reminders).

(5) The number and date of the last communication in the series, and if this is not from the addressee, his last communication on the subject, should always be referred to. Where it is necessary to refer to more than one communication or a series of communication, this should be done in the margin of the draft.

(6) All drafts put up on a file should bear the file number. When two or more communications are to issue from the same file to the same addressee on the same date, a separate serial number may be inserted before the numeral identifying the year to avoid confusion in reference, e.g. 11/5(1)/54-Est., 8/5(II)/54-Est.

(7) A draft should clearly specify the enclosures which are to accompany the fair copy. In addition, short oblique lines should be drawn at appropriate places in the margin for ready reference by the typist, the comparers and the despatcher. The number of enclosures should also be indicated at the end of the draft on the bottom left of the page, thus "Encl. 3".

(8) If copies of an enclosure referred to in the draft are available and are, therefore, not to be typed, an indication to that effect will be given in the margin of the draft below the relevant oblique line.

(9) If the communication to be despatched by post is important or encloses a valuable document such as an agreement, service book or a cheque it should be sent under registered post, insured cover or postal certificate, as appropriate.

(10) The name, designation and telephone number of the officer, over whose signature the communication is to issue, should invariably be indicated on the draft.

(11) In writing or typing a draft, sufficient space should be left for the margin and between successive lines to admit of additions or interpolation of words, if necessary.

(12) A slip bearing the words "Draft for approval" should be attached to the draft. If two or more drafts are put up on a file, the drafts as well as the slips attached thereto will be marked "D.F.A.I." "D.F.A.II" D.F.A. III and so on.

(13) Drafts which are to issue as "Immediate" or "Priority" will be so marked under the orders of an officer not lower in rank than a Superintendent.

(14) The officer concerned will initial on the draft in token of his approval.

53. Authentication of Government Orders:—(1) All orders and other instruments made and executed in the name of the Governor should be expressed to be made in his name and signed by an officer having regular or ex-officio secretariat status of and above the rank of Under Secretary, or others specifically authorised to authenticate such orders under the Authentication Rules, 1958.

(2) Where the power to make orders, notifications, etc., is conferred by a statute on the State Government, such orders and notifications will bear a reference to the powers delegated.

54. Addressing Communications to Officers by Name:—Normally no communication, other than that of a classified nature or a demi-official letter, should be addressed or marked to an officer by name, unless it is intended that the matter raised therein should receive his personal attention either because of its special nature, urgency or importance, or because some ground has already been covered by personal discussions with him and he would be in a better position to deal with it.

CHAPTER—VIII

ISSUE AND ACTION THE REAFTER

55. Issue of Drafts :—The term “Issue” is used to signify the various stages of action after approval of a draft, namely typing of fair copy, the examination of the typed material, submission of the fair copy for signature and finally the despatch of the communication to the addressee.

56. Marking of Drafts for Issue :—(1) After a draft has been approved, the Superintendent will :—

- (a) examine the draft to see that it is letter-perfect, i.e. all corrections etc. have been properly carried out and that there are no accidental errors ;
 - (b) indicate if a clean copy of the draft is to be made for use as office copy ;
 - (c) specify the number of spare copies required, if any ;
 - (d) ensure that copies of enclosures are attached to the draft where these are available in the section ;
 - (e) give a clear indication on the draft, where a communication is to be despatched by a special messenger on account of its special nature, importance or urgency. If any papers are to be despatched by special Messenger or issued under registered post or under Postal Certificate or as Express Delivery, necessary instructions should be given on the draft while marking it for issue. Cheques, bills, agreements, service books, notices or any other valuable documents should always be sent under registered post, acknowledgement due, and where necessary, under an insured cover.
 - (f) mark the draft for “issue” (if there are more than one draft for issue from the same file, indicate the total number of drafts (e.g. ‘issue 3 drafts’) ;
 - (g) mark the file to the typist of the department for typing the draft etc. and pass on the file to the diarist (for noting movement).
2. The diarist will mark the movement of the file in the file movement register and make suitable entry (E.G. sent to typist on 1.4.77).
3. The typist of the department will enter the draft (files) received by him for typist in the Typist Diary. (Appendix 7).
4. At the end of the day, the typist will submit the diary together with the unfinished typing work to the Superintendent.
5. The Superintendent will (a) arrange for the typing of urgent untyped work outside office hours, where necessary.

(b) take the arrears into account in allocating fresh work on the next working day.

57. General Instructions Regarding Typing :—

1. (i) Drafts marked “Immediate” or “Priority” will be taken up first.
- (ii) Fair copies of all communications will be typed in the appropriate prescribed form of suitable size. Printed forms should be used as far as available.
- (iii) A margin should be left on the left hand side of the front page and on the right on the reverse.
- (iv) Marginal entries, unless they are very small, should be inserted in an indenture which should be demarcated by a line ruled or typed of the top, bottom and the side of the indenture facing the body of the communication.

(v) The name of the officer who is to sign the fair copy should be typed in brackets above his designation. In demi-official letters, however, the designation will not be given.

(vi) Fair copies will be typed with single spacing unless otherwise directed.

(vii) The oblique lines, as also the number of enclosures indicated in the drafts, will be typed at the appropriate places.

(viii) No stencil will ordinarily be out unless more than 16 copies of a paper are required.

(ix) The typist will type his initials with date in the left hand bottom corner of the fair copy, e.g. HCK/13.5.77.

58. **Comparison** :- As soon as he has finished typing the typist will pass on the papers to the dealing hands through the diarist, who will compare and check the fair copies with the draft. The dealing hand will initial (with date) the draft in token of his having checked the fair copies. He will then attach enclosures, if any.

59. **Submission of Fair Copies** :—The dealing U.D.C./L.C.D. will send the fair copies complete with enclosures and the duplicate office copy, if any, together with the approved draft in a signature pad to the officer concerned for his signature. On return of the pad the dealing U.D.C./L.D.C. will see that corrections, if any, made by the officer while signing, are carried out in the other copies.

60. **General Instructions Regarding Despatch** :—(i) The dealing U.D.C./L.D.C. will pass on the signed fair copies together with the draft and the relevant file, if any, to the despatcher (diarist of the section).

(ii) Where for any reason an enclosure has to be sent separately the dealing hand will make a note to that effect on the communication (both fair copy and office copy) and attached a slip to the enclosure indicating the number and date of the communication to which it relates ;

(iii) The despatcher will make sure that the fair copies have been duly signed.

(iv) The despatcher will then send out all the papers to the Central Registry section through a peon book.

(v) The Central Registry Section will separate the communications to be sent by post from those to be delivered by hand for further processing and the two communications will be entered separately in appropriate registers (Appendixes 8 & 9).

(vi) As far as possible, the Central Registry Section will send out the fair copies to the addressees on the same date. In no case, any outgoing communications will be detained for more than 24 hours.

(vii) The Central Registry Section will enclose communications meant for despatch by post, or those addressed to officers by name, in covers of appropriate size ensuring at the same time that all communications intended for the same addressee are placed in a single cover;

(viii) Use economy slips for all covers except:

(a) those with bulky contents;

(b) those addressed to foreign governments, private bodies and member of the public; and

(c) those intended for despatch under registered or insured covers;

(ix) Where window envelopes are in use, fold the fair communications in such a way that the address typed thereon is visible through the window;

(x) Where other covers are used, write the address and the number of the communication on an economy slip or the cover, as the case may be; and

(xi) Bring to the notice of the Superintendent:

- (a) urgent communications which could not be despatched on the day of their receipt; and
- (b) ordinary communications which could not be despatched even on the day following the day of their receipt.

61. Despatch of Postal Communication :—(1) The despatcher will hand over communications to be sent by post to the daftary, who will :

- (a) separate those to be sent by foreign post from the rest;
- (b) paste the telegrams, if typed on plain paper, over the printed form of telegram supplied by Posts and Telegraphs department and affix service postage stamps of the appropriate value thereon ;
- (c) if a credit deposit account is maintained for issuing telegrams, affix rubber stamp indicating the credit deposit account number assigned to the department in the space provided for affixing postage stamps;
- (d) affix postage stamps of the appropriate value on covers, packets etc., where necessary after weighing them, using ordinary postage stamps for foreign post and service postage stamps for inland post ;
- (e) where postal franking machines are in use, frank the covers etc. instead of affixing postage stamps ;
- (f) stamp the postal covers with a rubber stamp bearing the name of the department, the name and designation of the officer in charge of the central issue section, and the facsimile of his signature ; and
- (g) return the communications to the despatcher;

2. The despatcher will enter particulars of the communications and the value of stamps affixed thereon in the despatch register (Appendix 8).

3. In the case of telegrams, the serial number assigned to them in the despatch register will be noted at a convenient place on the top receipt portion of the printed telegram form to facilitate the linking of the telegram receipts to the relevant entries in the despatch register.

4. Departments despatching registered post exceeding a daily average of 10 should use postal registration books so that the outgoing registered communications could straightway be entered in that book instead of in the despatch register. Each entry in such a book will then be got stamped by the post office.

5. If a communication is to be sent by registered post (acknowledgement due), the number of the communication should be written on the acknowledgement card also so that, when received back, it can be sent to the section concerned.

6. Telegrams should be despatched promptly. Registered and insured articles should be sent to the post office well before the closing hour prescribed for the receipt of such communications. Other communications should be posted at convenient intervals.

7. The expenditure incurred each day on service postage stamps will be totalled up at the end of the day by the despatcher who will record the daily total in the Despatch Register and the Stamp Account Register.

8. Receipts for telegrams and registered and insured letters etc. should be checked carefully by the despatcher, filed properly and preserved for at least six months.

9. The despatcher will date fair copy, office copy and spare copies, if any;

10. The despatcher will affix the stamp "Issued" (after adjusting date) as per specimen given in the margin, on the office copy and initial it;

ISSUED Initials (date)

62. Despatch of Non-Postal Communication :—

1. Non-postal communications should be sorted out according to the location of the addresses, entered in messenger books and handed over to messengers for delivery to the addressees after making necessary entry in Despatch Register for local dak (Appendix 9).

2. Messenger books should be numbered serially and an adequate number of such books allotted to each department/office or several departments/offices grouped conveniently according to their location.

3. Urgent communications should be despatched promptly. The time of despatch should invariably be noted in the messenger book. The recipients should similarly be required to indicate the time of their receipt. Ordinary communications should be despatched at least twice a day at suitable intervals,

4. Only urgent communications will be despatched outside office hours. No communication should be sent to an officer at his residence unless:

- (a) it is of such a nature that action thereon can not wait till the commencement of the next working day ;
- (b) it is marked 'immediate' and addressed to the officer by name; and
- (c) its delivery to the officer's residence has been authorised by the branch officer concerned at the despatching end.

(If the file or a communication is of such urgency that it should reach the addressee that day itself even after office hours, the officer last dealing with the file or authorising the issue of the communication will record specific instructions to that effect. In the absence of such clear instructions the despatcher will not send any papers to the residence of an officer after office hours. Files and papers of such an urgent nature will be marked or addressed to the officer concerned in the receiving Directorate/ office by name).

5. After the communications have been delivered, the despatcher will examine the messenger books to see that all the communications entered therein have been duly acknowledged by the recipients under dated signatures written in ink. Instances where the communications have not been acknowledged will be immediately brought to the notice of the Superintendent of the central issue section for investigation and further suitable action.

6. After issue of fair communications the despatcher will make over office copies, together with drafts and relevant files, if any, to the diarist of the section concerned.

63. Issue of Unofficial Cases :—(i) In the case of departments own files, the Diarist will, before despatch, prepare, in duplicate, a challan. One copy of the challan will be placed on the bottom of case and the other made over to the dealing

Assistant who will mark it for being brought forward on a specified date. The challan will then be kept in place of the file on the suspense shelf.

(ii) In the case of files belonging to other Departments/Sections, the diarist will mark the date of return in, 'remarks' column of the Section Diary.

(iii) Files will then be entered in a peon book and sent to the Despatcher in the Central Registry who will arrange to have it delivered to the addressee and return the peon book to the Section concerned.

64. Service Postage Stamps :—(i) Receipt and custody of Stamps :—The Superintendent in-charge of the Central Registry will obtain its requirements of Service Postage Stamps from the Cashier against requisitions to be made in the form given in Appendix (11). The stamps actually issued by the Cashier will be detailed by him on the reverse of the form and acknowledged by Superintendent.

(ii) **Stamps Account Register :—**The despatcher will maintain an account of the Service Postage Stamps received and expended, in the form given in Appendix (11). Stamps received from the Cashier will be brought on to his register as soon as they are received. The total value of Service Postage Stamps expended every day will be brought on to the register and the balance struck every day. The Superintendent will check the entries made in the register every day and append his dated signatures token of his having done so.

(iii) **Surprise Checks :—**The Superintendent during the course of the day, will make surprise checks of any envelopes ready for despatch by post and verify that not only the stamps affixed therein tally with the entries in the despatch Register, but that the required value has been secured by using the minimum number of stamps of appropriate higher denomination. He will also ensure that minimum possible number of stamps are affixed and sufficient stocks of service postage stamps of higher denominations are always kept.

(iv) The Superintendent will also ensure that sufficient stock of service postage stamps of higher denominations are always kept in hand by the despatcher for this purpose.

65. Ordinary Postage Stamps :—Ordinary postage stamps (and not service postage stamps) should be used for official correspondence and articles sent by foreign post to all foreign and Commonwealth countries. A separate despatch register will be maintained for keeping a record of such issue and an account of the expenditure incurred thereon. The Superintendent in-charge of Central Registry should inspect this register and also exercise a physical check on the balance of stamps available with reference to the entries made in the register.

66. Verifications of Stamps Account :—The Stamps Account Register referred to in above will be inspected once a month by the Under Secretary in-charge of the Central Registry, who will verify the balance of stamps by physical count and note' on the register the result of his inspection. He will also carry out surprise checks to satisfy himself that the registers are properly maintained.

67. Action After Issue :—(1) On receipt of papers after issue, the diarist will :

- (a) Check that the office copies bear the stamp 'issued' ;
- (b) make sure that files and other papers sent with the drafts to the central issue section have been received back;

- (c) make entries about the return of files in the file movement register ;
- (d) place office copies, with drafts, if any, on the relevant files ; and
- (e) pass on the files to the dealing hands concerned.

2. The dealing hand will :

- (a) docket the communication issued ;
- (b) examine whether the case is fit for inclusion in any of the following reports and obtain orders of the appropriate officer ;
 - (i) monthly summary of the principal activities of the department ;
- (c) examine whether the communication issued constitutes final disposal of the paper under consideration, and if so, initiate action to record the file in accordance with the instructions on the subject and ;
- (d) if a reply to the communication issued is to be awaited or further action on the file is to be resumed at a later date, mark the file for being brought forward on that date and pass on the file to the diarist for recording its movement in the file movement register and keeping a note in the reminder diary.

68. **Reference Lists** :—(1) To facilitate quick despatch of papers, the central issue section will maintain the following list and directories :

- (a) residential addresses and telephone numbers of officers and staff of the department;
- (b) departments which have arrangements with the central registry for receipt of dak outside office hours (with name and telephone number of the official in charge) ;
- (c) residential addresses and telephone numbers of officers of other departments designated to receive urgent dak outside office hours ;
- (d) residential addresses and telephone numbers of officers of other departments designated to receive parliamentary and Legislature papers.
- (e) postal addresses of all offices under the department, subordinate offices, autonomous bodies etc. which deal directly with it ;
- (f) telegraphic addresses of Central and state governments and other outstation offices frequently addressed ;
- (g) schedule of postal rates.

2. These lists etc. will be kept upto date and displayed prominently for easy consultation by the despatches the resident clerk and other officials on duty.

CHAPTER - IX

FILING SYSTEM

69. **Filing System** :—A proper filing system is essential for convenient identification, sorting, storage and retrieval of papers.

69.1 Constituents of a File :—

Notes and Correspondence—Two main parts of a file are (a) 'Notes' and (b) 'Correspondence' each one of which is placed in a separate cover in the case of bulky files. The former contains notes recorded on a 'Paper under consideration, if any. The 'Correspondence' contains all communications received, and office copies of outgoing communications.

2. **Filing of Papers** :—Every paper shall be punched at the left hand top corner before it is tagged to the correspondence or notes.

3. Maintenance of a File :—

(i) A single cover will be used for each file which will consist of two distinct portions viz., "Notes" and "Correspondence".

(ii) The 'Notes' portion will be tagged on to the left hand side of the cover. The 'Correspondence' will be filed from top to bottom and the latest communication on a file will be brought on the top while submitting it for orders.

(iii) Record of discussions and the opinions leading to a decision on a subject will constitute the 'Notes'. All Notes (including those recorded by the officers) will be numbered consecutively e.g. Nos. 1,2,3,4,5, etc.

(iv) Incoming and outgoing letters, office memoranda, telegrams etc. will constitute the correspondence which will be numbered serially and docketed on the 'Notes' side of the file at appropriate places.

(v) Notes will be referred to by their numbers e.g. Note-1, Note-2, Note-3 etc. Similarly papers filed on the correspondence side will be referred to by their respective 'Serial Number' which will be written in red ink both on the top of the first page of each incoming and outgoing communication as well as in the docket portion of the Note Sheet.

4. **Docketing** :—Docketing is the process of marking entries in the "Notes" portion of a file about each Serial Number (Receipt or Issue) in the "Correspondence" for its identification. A receipt will be docketed by writing in red ink, across the page, the Serial Number of the Communication followed by its number and date and the designation/name of sender (e.g. Serial No. 4 (Receipt) No. 32/14/52-Plg. dated 28th August, 1959, from the Secretary, Planning Department). An "Issue" will be docketed by entering the Serial No. given to it, followed by the date of its issue and the name and designation of the addressee (e.g. Serial No. 5 (Issue) dated 30th August, 1977 to the Secretary, Planning Department).

The name of the Department and the subject of the file will be given on the top of the first page of the 'Notes' before docketing the first serial.

70. Filing System Based on Subject Classification :—

(1) Each Section will maintain approved lists of :

- (a) standard heads, i.e., main subject headings concerning it ; and
- (b) standard sub-heads i.e. aspects of the main subject headings.

2. The standard heads will bear consecutive serial numbers. No such numbers,, however, will be allotted to standard sub-heads.

3. The lists of standard heads and sub-heads will be reviewed at the beginning of each year and revised, if necessary, with the approval of the Branch officer concerned. The serial numbers once allotted to the standard heads should not ordinarily be changed.

4. Before opening a new file, the dealing hand will ascertain the standard head to which the paper under consideration relates. He will then propose suitable title of the file for the approval of the Superintendent. The title will consist of :

- (a) standard head ;
- (b) sub-head which will be more indicative of the precise subject than the 'head', (where it is necessary to have more than one sub-head in a title, the wider and more abstract should generally precede the narrower and more concrete); and
- (e) a brief content indicating the question or issue under consideration in relation to the standard head and sub-head, and, where necessary, the specific institution, person, place or thing involved.

5. The title should be as brief as possible but should give at a glance sufficient indication of the contents of the file so as to serve as an aid to its identification. It should be articulated, i.e., broken up into components, each consisting of the minimum possible substantive words and expressing an element in the subject matter. Each part will begin with a capital letter and will be separated from the preceding one by a bold dash.

6. As far as possible, there should be a separate file for each distinct aspect of the subject. The title of a file should not be couched in very general or wide terms which might attract large number of receipts on different aspects of the matter, thereby making the file unwieldy.

7. If the issue raised in a fresh receipt or in the note on a current file goes beyond the original scope, a new file may be opened to deal with it, after placing the relevant extracts or copies thereon.

8. Every file will be assigned a file number which will consist of :

- (a) the serial number allotted to the standard head ;
- (b) the serial number of the file opened during the year under the standard head
- (c) the year of opening the file (last two digits only) ;
- (d) an abbreviated symbol identifying the section.

The first three elements in the file number will be separated from one another by a slant stroke and the last two by a dash. Thus, files opened in, say, States Re-organisation section during 1977 under the standard head bearing serial number '3', will be numbered consecutively as 3/1/77-SR, 3/2/77-SR and so on, where 'SR' represents the Section.

71. Instances Where Files Need Be Opened :- Normally, no new files will be opened for dealing with receipts of a purely routine nature (e.g., request for supply of unclassified factual information, notices of holidays, miscellaneous circulars)' which :

(1) can be disposed of straightway by noting the reply on the source received and returning them to the originators ; or

(2) are unlikely to generate further correspondence and therefore can be placed in a miscellaneous file to be destroyed at the end of the year, or placed in the folder of circulars etc. on the subject.

72. Files Register :—A record of files opened during a calendar year will be kept in a file register (Appendix 12) to be maintained by the diarist. A list of approved standard heads along with the serial numbers identifying them should be pasted at the beginning of the register. The pages allotted to the standard heads in the register should also be indicated against each.

73. Part File (1) If the main file on a subject is not likely to be available for sometime and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. This device may also be resorted to where it is desired to consult simultaneously two or more sections or officers and it is necessary for each of them to see the receipt noted upon.

(2) A part file will normally consist of:

- (a) receipt or note dealt with; and
- (b) notes relating thereto.

(3) Where two or more part files are opened, each will be identified by a distinct number, e.g. part file I part file II and so on.

(4) A part file will be incorporated with the main file as soon as possible, duplicate papers, if any, being removed.

74. Transfer, Reconstructions and Renumbering of Files :—Whenever work is transferred from one department/section to another, the former will promptly transfer all the related records including files, both current and closed, to the latter. The department/section taking over the records will not divide, reclassify or renumber the closed files transferred to it. In the case of current files, the endeavour should be to close them at the earliest possible stage and to open new files according to the department/section's own scheme of classification for dealing with the matter further.

75. Movement of Files and other Papers:—(1) Movement of files will be entered in the file movement register (Appendix 13).

(2) Movement of files revived from other department,/sections and other receipts which have not been brought on to a file in the receiving section, will be noted in the 'remarks' column of the section diary.

(3) Files and other papers marked by the Under Secretary to other officers, sections or departments will be routed through the section for noting their movements.

(4) Movement of files passed by Deputy Secretaries and higher officers will be noted by their personal staff in the movement diary (Appendix-14). Papers marked by them to other departments, however, will be routed through the section concerned for noting their movement in the file movement register or section diary, as appropriate.

76. Referencing and Use of Slips :—(i) Referencing is the process of putting up and referring to connected records, procedures, rules, regulations, books or any other paper having a bearing on a case. Such papers will be flagged with alphabetical slips to facilitate their identification.

(ii) The slips will be pinned neatly on the inside of the page. When a number of files or papers on the same case are to be flagged, the slips should be spread over the whole width of the file so that every slip is easily visible.

(iii) Not more than one alphabetical slip should be attached to a recorded file or paper put up for reference.

(iv) It should be remembered that the slips are merely a temporary convenience for the quick identification of papers and should be removed as soon as they have served their purpose. To facilitate the identification of references after the removal of slips, it is necessary that the number of the file referred to should be quoted in the body of the note and the number of relevant page together with the letter of the slip attached thereto indicated in the margin, thus :—

In the body of the notes

F. No. 9/1/57-Police -

In the margin of the note

Flag G/P 3, Notes.

Similarly a description of the Rules, Regulations, Acts, etc. together with the number of the relevant paragraph of clause referred to will always be quoted in the body of the note while in the margin will be indicated the alphabetical letters of the slip and the page number.

(v) Books or Rules etc. referred to need not be put on a file if copies thereof are available with the officer to whom a case is submitted. This should, however, be indicated in the margin of the notes in pencil.

77. Linking of Files :—Linking of files on which action is in progress will, as far as possible, be avoided. As a general rule this will be resorted to only when the files are interconnected and orders have to be passed on them simultaneously. If any papers on a current file are required for reference only in connection with the disposal of another current case, relevant extracts should be taken from the former and placed on the latter.

When files are linked, strings of the file board of the lower file but not its flaps will be tied round the upper file. The strings of the file board or flap of the upper file will be tied underneath it in a bow out of the way. Each file will thus be intact with all its papers properly arranged on its file board.

78. Priority Marking on Files :—(i) The two prescribed priority markings to be used on files and papers are “Immediate” and “Priority”.

(ii) The label “Immediate” should be used only in case of extraordinary urgency requiring instant attention and not merely to attract the attention of an officer to a paper which it is desired should not be overlooked.

(iii) The label “Priority” should be used on papers which should be given precedence over others of ordinary nature to which no priority labels have been attached.

(iv) The priority marking given within a Branch to a file which is being referred unofficially to another Branch should be examined by the Superintendent at the time of issue and removed or revised if necessary.

(v) The priority marking should be used discriminatingly. Officers through whom files pass, should keep an eye on the priority marking affixed to them and revise or remove them if necessary.

(vi) Out-going files or letters marked “Immediate” should issue at once, but in no case should they be sent to the residence of an officer except under specific directions of an officer not below the rank of an Under Secretary.

CHAPTER—X

INDEXING AND RECORDING

79. **Stage of Indexing :-** Files will be indexed as soon as they are opened. However, files of a purely ephemeral nature, which are to be destroyed after a year without formally recording will not be indexed.

80. **Manner of Indexing :-** (1) While opening a new file and proposing a suitable title for it for the approval of the Superintendent the dealing hand will underline :

- (a) the 'index head', i.e. the standard head or the most important catch-word in the standard head which will naturally occur to any official searching for the file and which will determine the position of the relevant index slip in the consolidated index ; and
- (b) the 'index sub-head' i.e. the catch-word or catch-word in the standard sub-heads and/or the 'contents of the title which will give a further and more specific clue to the file under search.

(2) After index heads and sub-heads in the title have been approved by the Superintendent, the record clerk will :

- (a) type out, in duplicate, as many index slips as there are index heads and sub-heads underlined in the title ;
- (b) distinguish the index heads from the sub-heads by typing the former in capital letters ;
- (c) indicate, at the top of the index slips, all the heads and sub-heads mentioned in the title, one below the other, followed by the complete title of the file and the file number, as per specimens in Appendix-15.
- (d) allot a pair of slips to each index head and sub-head by scoring out entries relating to the others as per specimens in Appendix-15.
- (e) arrange the index slips in two sets, one in alphabetical order of the heads/sub-heads for use in the section, and the other in the sequence of file numbers for the use of the compiler of the department index ;
- (f) keep each set of paper index slips in separate spring clip folders for each year and
- (g) indicate the date of indexing on the file cover and initial it in the space provided for the purpose ;

(3) Index slips will normally be typed on good quality paper. In the case of important files requiring frequent and urgent reference, however, card indexes could also be prepared. Even here, the duplicate set meant for incorporation in the departmental index will be typed on good quality paper. Card indexes, where maintained, will be kept according to the alphabetical order of their respective catch-words, in a single series for all the years. Each department will issue departmental instructions specifying the classes of files in respect of which card indexes will be maintained.

(4) To ensure consistency and facilitate consolidation of departmental index, files, relating to parliamentary business will be indexed not only under the appropriate standard heads and sub-heads but also, under the nature of such business, e.g., Parliament questions cut-motions, resolutions, etc.

81. **Custody of Index Slips :—**(1) Index slips will remain in the custody of the record clerk.

(2) After all the files relating to a year have been recorded, the set of index slips in respect of that year meant for use within the section will be neatly stitched and the stitched compilation kept at a convenient place for reference by all concerned.

82. **Compilation of Departmental Index :—**(1) At the end of each year, each section will send the duplicate set of index slips (viz. ; that arranged in the order of file numbers) of files opened during the preceding year- to the compiler of the departmental index.

- (2) Before sending the duplicate set of index slips to the compiler, it should be ensured:
- (a) that index slips in respect of files to be retained for less than 5 years have been removed ;
 - (b) that index slips in respect of files which have not yet been recorded have been reviewed and, where necessary, revised to reflect changes, if any, made in their titles since then ;
- (3) The compiler of the departmental index will :
- (a) edit the index slips by :
 - (i) allowing the full title to appear only on the main index slips, i.e., those indexed under the index heads ; and
 - (ii) scoring out the title on the subsidiary index slips, i.e., those indexed under the index sub-heads and giving a cross reference to the relevant 'index head', as per specimen in Appendix-15.
 - (b) arrange the index slips received from different sections, in alphabetical order in a single series for the department as a whole ; and
 - (c) arrange for the printing or cyclostyling of the consolidated departmental index for each year.

83. **Precedent Book :—**Every section will maintain a precedent book in the prescribed form (Appendix-16) for keeping notes of important rulings and decisions having a precedent value for ready reference. Entries in this record will be made at the earliest opportunity and, in any case, at the stage of recording the file.

84. **Record Retention Schedule :—**(1) To ensure that files are neither prematurely destroyed nor kept for periods longer than necessary, every department will :

- (a) in respect of records connected with accounts, observe the instructions contained in Appendix-13 to the General Financial Rules ;
- (b) in respect of records relating to establishment, personnel and house-keeping matters common to all departments follow the "Schedule of periods of retention for records common to all departments" issued by the Departments.
- (c) in respect of records connected with its substantive, functions, issue departmental retention schedule prescribing the periods for which files dealing with specified subjects should be preserved.
- (d) in respect of records prescribed in this Manual, observe the retention periods specified in Appendix-17.

- (2) The above schedules should be reviewed at least once in 5 years.

85. **Stage of Recording** :—Files should be recorded after action on the issues considered thereon has been completed. However, files of a purely ephemeral nature containing papers of little reference or research value may be destroyed after one year without being formally recorded.

86. **Classification of Records** :—Files may be recorded under any one of the following classes :

(1) Class 'A' meaning "keep and print or microfilm"—This classification will be adopted for :

- (a) files of historical importance ; and
- (b) files which qualify for permanent preservation for administrative purposes and which have to be printed or microfilmed because they contain ;
 - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum ;
 - or
 - (ii) material likely to be required for frequent reference by different parties.

(2) **Class 'B' meaning "keep but do not print or microfilm"** :- 'This class will cover files required for permanent preservation for administrative purposes, but not containing material of the kind mentioned above.

(3) Class 'C' meaning "keep for specified period only" This class will include files of secondary importance and having reference value for a limited period not exceeding 10 years.

87. **Procedure for Recording** :— (1) After action on a file has been completed, the dealing hand will :

- (a) state the fact of completion of action on the file ;
- (b) suggest the appropriate classification of record vide para and in the case of class 'C' files, also specify the retention period and the year of review ;
- (c) where necessary, revise the title of the file so that it describes adequately the contents at that stage ;
- (d) if the title has been revised, underline the catch words under which the title should be indexed ;
- (e) indicate on the file cover whether any of the decisions contained in the file is or not to be noted in the precedent book by scoring out the entry not applicable
- (f) indicate the changes, if any, to be incorporated in the standing guard file;
- (g) remove from the main file, routine papers;
- (h) in respect of class 'A' files proposed to be printed, edit the file and suggest the number of copies to be printed;
- (i) complete all reference and, in particular, mark previous and later references on the subject, on the file cover;
- (j) initial the entries on the file cover; and
- (k) submit the file to the Superintendent.

(2) After satisfying himself that no action is pending on the file, the Superintendent will:—

- (a) approve or modify the action proposed in (b) to (g) of sub-para (1);
- (b) ensure that action in respect of (h) and (i) of sub-para (1) has been taken;
- (c) sign on the notes portion and initial entries on the file cover;
- (d) if the file is proposed to be recorded under class 'A' obtain the approval of the branch officer; and
- (e) pass on the file to the record clerk.

(3) **The record clerk will :—**

- (a) complete columns 4 and 5 of the file register and, where necessary, correct the entry in column 2 thereof;
- (b) enter the file number in column 2 of the register for watching progress of recording (Appendix 18);
- (c) enter class 'C' files proposed to be retained for not more than 3 years in the record review register (Appendix 19);
- (d) write the word 'recorded' prominently in red ink, across the entries in the file movement register;
- (e) ink page numbers and other references (except references of alphabetical slips) made in pencil;
- (f) indicate the year of review on the file cover in respect of class 'C' files;
- (g) prepare fresh cover, where necessary, with all the entries already made thereon;
- (h) where necessary, prepare fresh index slips and substitute them for the corresponding slips initially prepared;
- (i) from the set of index slips meant for the compiler of the departmental index, remove the index slips of files proposed to be retained for less than 5 years, and tick mark those for files to be retained longer; and
- (j) hand over the file to the daftary after putting the initials at the appropriate place on the file cover;

(4) The daftary will repair the damaged papers, if any stitch the file and submit it to the Superintendent.

(5) After satisfying himself that the file has been properly recorded the Superintendent will sign the outer cover and return the file to the record clerk.

(6) The record clerk will enter the file number in column 4 of the register at Appendix 18 and mark it over to the daftary for being kept in the bundle of recorded files.

88. Custody of Records :—(1) Recorded files will be kept serially arranged in the sections concerned for not more than 3 calendar years. Thereafter they will be transferred to the departmental record room. For locating files due for such transfer, the register at Appendix 18 will be consulted.

(2) In the event of transfer of work from one section to another, the relevant files also will be transferred, after being listed in duplicate in the form at Appendix 20. One copy of this list will be retained by the section taking over the files for its record and the other acknowledged and returned to the section transferring them.

(3) Files transferred by a section to the departmental record room will be accompanied by a list of files (Appendix 20) in duplicate. The departmental record room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other, duly signed, to the section concerned. In the record room, these lists will be kept section-wise in separate file covers.

(4) The departmental record room will maintain a record review register in which a few pages will be allotted for each future year. Class 'C' files marked for review in a particular year will be entered in the pages earmarked for that year in the register.

89. Review and weeding of records :—(1) No file other than ephemera files will be weeded out without first reviewing its contents.

(2) A class 'C' file will be reviewed on the expiry of the specified retention period, and depending on the merits of the case, will be ;

- (a) weeded out ; or
- (b) retained for a further period not exceeding 10 years from the year of its closing, at the end of which it will be weeded out without any further review; or
- (c) upgraded to class 'B' with the approval of the branch officers.

(3) Class 'A' and class 'B' files will be reviewed on attaining the 25th year of their life. In these reviews, the need for revising the original classification of class 'B' files may also be considered.

(4) The year of review of class 'C' files will be reckoned with reference to the year of their closing and that for class 'A' and class 'B' files with reference to the year of their creation.

(5) Beginning in January each year, the record clerk will consult the record review register and submit files due for review in the preceding year to the Superintendent, after scoring out the relevant entries in that register. Similarly, the departmental record room will send to the sections concerned files due for review in the preceding year together with a list of files, in the form at Appendix 21.

(6) Files received for review will be examined by, or under the directions of the Superintendent concerned and those no longer required will be marked for destruction. Other files may be marked for further retention.

(7) After review, the files will be made over to the record clerk who will return them to the departmental record room along with the list except in the case of less than 3 years old files which will be restored to the sectional record.

(8) The departmental record room will :—

- (i) destroy those files marked for destruction, after completing column 4 of the list of files (Appendix 20) ;
- (ii) restore the rest, i.e., those marked for further retention to the departmental record stacks after making the required entries in the record review register in the case of class 'C' files.

(9) Records not falling within the category of files, e.g. publications, spare copies of circulars, orders, will also be subjected to periodic reviews at suitable intervals and those no longer needed, should be weeded out. To facilitate such reviews each section will maintain a register in the form at Appendix 22.

90 Records maintained by officers and their personal staff :—Each department may issue departmental instructions to regulate the review and weeding out of records maintained by officers and their personal staff.

Requisitioning of records :—(1) No recorded file will be issued from the sectional or departmental records except against a signed requisition in the form at Appendix 22 'A'.

(2) The requisition will be kept in the place of the file issued.

(3) If the requisition file is one that has been microfilmed or printed, normally a microfilmed or printed copy and not the original will be issued to the requisitioning department.

(4) If a requisitioned file initially obtained for being put up in one case is subsequently put up on another, a fresh requisition should be given to the section daftary or sent to the departmental record room.

(5) On return, the requisitioned file will be restored to its place and the requisition returned to the section/official concerned.

(6) Files obtained by section from the departmental record room will normally be returned within 3 months. If they are not received back within this period, the departmental record room will remind the section concerned. For this purpose, the record room will maintain a simple register for keeping a record of the files issued to the various sections each month. A similar register will be maintained by each section as a record of files borrowed from it by other sections."

CHAPTER—XI

CHECKS ON DELAYS

91. Weekly arrear statement (1) On the last working day of every week, each dealing hand will:—

- (a) prepare a weekly arrear statements in the form at Appendix 23 ;
- (b) give particulars of receipts/cases pending with him for more than 7 days in the form at Appendix 24 and ;
- (c) send the two statements to the diarist ;

(2) The Superintendent will also prepare similar statements in respect of receipts/cases required to be dealt with by him and pass them on to the diarist.

(3) The diarist will consolidate the individual 'weekly arrear statements in the form at Appendix 25 and submit the consolidated statement together with the individual statements mentioned in (a) and (b) of sub-para (1) above to the Superintendent on the morning of the first working day of the following week. The individual statements of each dealing hand will be kept in a separate folder.

(4) The Superintendent will :-

- (a) check the individual and consolidated arrear statements for their completeness and accuracy;
- (b) scrutinise the statements of receipts/cases which are more than one week old;
- (c) give his remarks or instructions, where necessary; and
- (d) submit the statements to the branch officer.

(5) The branch officer will watch the progress of work in the section and, where necessary, give suitable directions for expeditious handling of delayed receipts/ cases.

(6) On receipt back in the section, the folders containing individual arrear statements will be made over to the dealing hands concerned for taking necessary action on the remarks, if any, of the Superintendent/branch officer and using the form for preparing the arrear statement for the next week.

92. Monthly statement of cases pending disposal for over a month :-

(1) Every section will prepare, each month, a statement indicating briefly the position of each case pending disposal for over a month.

(2) On the last working day of each month, the diarist will :-

- (a) go through the case sheets (Appendix 26) of pending cases for the preceding month and indicate the latest position of each case including therein in column 2 of the statement;
- (b) prepare fresh case sheets for cases opened during the preceding month but not yet finally disposed of, by completing columns 1 and 2 of the form and;
- (c) hand over the case sheets to the dealing hands concerned.

(3) The dealing hand will :-

- (a) scrutinise entries in the first two columns of the case sheets;

- (b) draw a red line across case sheets of cases that have been finally disposed of or transferred to call book;
 - (c) complete column 4 of other case sheets; and
 - (d) return the case sheets to the diarist by the 2nd of the month following that to which the statement relates.
- (4) **The diarist will :—**
- (a) remove the case sheets of files that have been finally disposed of or transferred to call book for being kept in a separate folder;
 - (b) arrange the remaining case sheets in chronological order of the dates of the commencement of cases, the latest being on top;
 - (c) place the case sheets in a file cover marked "Monthly statement of cases pending disposal for over a month";
 - (d) prepare in duplicate a numerical abstract in the form at Appendix 27; and
 - (e) submit the monthly statement and the two copies of the numerical abstract to the Superintendent by the 3rd of the month.
- (5) **The Superintendent will :—**
- (a) scrutinise the case sheets and where necessary, add his remarks;
 - (b) check the numerical abstract for accuracy;
 - (c) submit the monthly statement and one copy of the numerical abstract, with a brief forwarding note, to the branch officer by the 5th of the month; and
 - (d) send the second copy of the numerical abstract to the Administrative . Reforms Department.
- (6) Unless otherwise provided in the departmental instructions, the monthly statement together with the numerical abstract will go up to the Secretary through all intermediate officers. Each of these officers may :—
- (a) add such remarks as he would like to make about the latest position of a case and reasons for delay, particularly in respect of cases pending with him; and
 - (b) in suitable cases, give directions or make suggestions for expeditious disposal.
- (7) The Secretary may bring any case included in the monthly statement to the specific notice of higher Officers or Minister, either through submission of the monthly statement itself or otherwise, as deemed fit.
- (8) **The Administrative Reforms Department will :—**
- (a) post the figures in the numerical abstract, in the form at Appendix 28 and return the abstract to the section concerned;
 - (b) prepare the consolidated statement for the department as a whole by totalling the columns vertically in the form at Appendix-28 ;
 - (c) analyse the trend of disposal of cases; and
 - (d) bring to the notice of the Director, Administrative Reforms Department, any significant trends.

93. **Call book:—**(!) If a current case has reached a stage when no action can or need be taken to expedite its disposal for at least 6 months (e.g. cases held up

in law courts), it may be transferred to the call book (Appendix 29 with the approval of an officer not below the rank of Under Secretary.

(2) Closed cases in which a review is contemplated after a period of 6 months or more may also be included in the call book.

(3) Cases transferred to call book vide sub-para (1) above, will be excluded from the monthly statement of pending cases till they are reopened vide sub-para (4) below.

(4) When a case included in the call book becomes ripe for action or if action has to be restarted as a sequel to an unexpected development, e.g. receipt of a communication from the party concerned earlier than expected, it will be revived and its progress watched in the usual way through the monthly statement of pending cases. The date of commencement of such reopened case, however, will be the date of occurrence of the development or that of the first note leading to the reopening of the case.

(5) The Superintendent will scrutinise the call book in the last week of every month to see that the cases which become ripe for further action during the following month are brought forward and action initiated on due dates. The call book will be submitted to the branch officer once a quarter, i.e. during the months of January, April, July and October. He will satisfy himself that no case on which action could have been taken suffers by its inclusion in the call book and, in suitable cases, give directions for the action to be taken.

94. Monthly progress reports of recording and review of files:- (1) On the first working day of each month, the record clerk will prepare, in duplicate, progress of reports on the recording and review of files for the preceding month, in the forms at Appendixes 30 and 31 and submit them, together with the following records, to the Superintendent;

- (a) register for watching the progress of recording (Appendix 18),
- (b) record review register (Appendix 19) and
- (c) lists of files received for review (Appendix 21).

(2) The Superintendent will check the two statements, submit, one copy of the report to the branch officer and send the other to the Administrative Reforms Department.

(3) The Administrative Reforms Department will :-

- (a) post the figures in the forms at Appendixes 32 and 33 and return the reports to the section concerned;
- (b) prepare the consolidated statement for the department as a whole by vertically totalling the columns in the form at Appendixes 32 and 33.
- (c) watch the progress of recording and review work generally; and
- (d) bring to the notice of the Director, Administrative Reforms Department any significant trends in the matter.

95. Reminder diary :- (1) The diarist will maintain a reminder diary in which he will enter, date-wise, all cases marked for suspense or reminder and required to be brought forward on specified dates. Challans of files referred to other section/ departments will also be similarly entered.

(2) Every morning the diarist will:—

- (a) examine the reminder diary;
- (b) get hold of the files and challans, marked for that date;
- (c) send the files and challans to the dealing hands concerned after scoring off the relevant entries in the diary; and
- (d) if any file entered in the diary for that date is not available, report the fact to the dealing hand concerned.

96. Watch on disposal of communications received from members of Parliament/Legislature :- (1) To enable each Joint Secretary/Director in a department to keep a special watch on speedy disposal of communications received from the members of Legislature/Parliament and addressed to a minister or secretary, the personal staff attached to him will—

- (a) maintain a register in the form at Appendix 34;
- (b) mark out prominently those communications finally disposed of, by rounding off the relevant serial numbers of the register in red ink; and
- (c) submit the register twice a month, say on the 1st and the 15th of each month, to the Joint Secretary/Director for scrutiny and such other action as he may consider appropriate.

(2) The concerned sections will also each maintain a similar register for keeping a special watch on the speedy disposal of communications received from the members of Legislature/Parliament.

97. Check-list of periodical reports :- (1) To ensure timely receipt, preparation and despatch of periodical reports, each section will maintain two check-lists, one for incoming reports, and the other for outgoing reports, in the forms at Appendixes 35 and 36. All periodical reports will be listed in column 2 of the appropriate check-list in the order of their frequency, weekly reports being entered first, fortnightly reports next, and so on.

(2) The check-list will be prepared at the commencement of each year, approved by the Superintendent shown to the branch officer and displayed prominently on the wall.

(3) The Superintendent will go through the check-lists once a week to plan action on items requiring attention during the next week or so. After a periodical report has been received or despatched the relevant entry in the date column of the appropriate check-list will be rounded off in red ink.

98. Responsibility for expeditious disposal of work :- (1) The primary responsibility for expeditious disposal of work and timely submission of arrear and disposal statements rests with the Superintendent. To this end, he will inspect the section diary and the assistant's diaries, and take such other action as may be necessary to ensure;

- (a) that no paper on file has been overlooked; and
- (b) that no receipt or case actually pending with the dealing hand has been excluded from the relevant arrear statement.

(2) The branch officer also will keep a close watch on the progress of work in the sections under his control. In particular, he will ensure that the prescribed arrear and disposal statements are submitted punctually and regularly.

CHAPTER—XII

INSPECTIONS

99. **Purpose and periodicity :-** Each section in a department will be inspected once a year to see to what extent the provisions of this manual and the instructions issued thereunder are being followed. Questionnaires at Appendixes 37 and 38 will be used for this purpose.

100. **Inspecting authorities :-** As far as possible, the inspection of a section will be conducted by an officer of or above the rank of Under Secretary who does not handle any part of the section's work.

101. **Inspection programme :-** (1) The Administrative Reforms Department will draw up in advance, every quarter, for the approval of the Chief Secretary, a programme of inspections of sections to be undertaken during the following quarter, indicating the names of the inspecting officers and the months in which the inspections would be carried out.

102. **Inspection report :-** (1) The inspecting officer will present his report to the branch officer concerned, endorsing a copy each to Superintendent concerned and the Director, Administrative Reforms Department.

(2) The Superintendent will take necessary action to rectify the defects pointed out in the inspection report and submit a compliance report to the branch officer within 3 months, endorsing a copy to the Director, Administrative Reforms Department.

(3) The higher levels to which the inspection reports and the compliance reports should be submitted, will be governed by departmental instructions.

(4) The Director, Administrative Reforms will report, the significant points, if any, emerging from the inspection reports, to the concerned secretary the deficiencies noticed in the existing procedures.

(a) suggestions received for improvement of procedures common to all departments, together with his comments thereon ; and

(b) any other points of general application emerging from the inspections.

103. **Supplementary inspections :-** (1) Apart from the annual general inspection, departmental instructions may prescribe supplementary inspections for all or any of the sections, with special reference to the nature of their work.

(2) Surprise inspections may be organised in accordance with such instructions as the secretary may lay down.

CHAPTER—XIII

INTER-DEPARTMENTAL AND OTHER REFERENCES

104. The various forms of communications have been explained in detail in Chapter VI.

Inter-departmental communications can be in writing (official and unofficial) and also by oral consultations.

105. Written reference :- When it is necessary to consult another department before is use of orders on a case, a reference may be made either by sending the file unofficially or by a self-contained unofficial note. When the file is sent, the point or points on which opinion of the other Department is sought or which it is desired, to be brought to its notice, will be clearly stated in a single note. Where necessary,, the drafts of the orders proposed to be issued may also be given. All routine notes and other papers, except those which should be retained on the file, will be removed before the file is sent.

106. Simultaneous consultation:- When it is necessary to consult more than one Department on a case, such consultation will ordinarily take place simultaneously by self-contained unofficial notes. This will not, however, be done in cases involving a large number of documents to be sent or where the occasions for consulting the second department will not arise until the views of the first department are known. Also, sometimes, the file may be sent to one Department while other Departments are consulted simultaneously by a self-contained unofficial note.

107. Oral consultation:-

Consultation should take place orally

- (a) When it is necessary that a preliminary agreement should be reached before proceeding further in the matter.
- (b) When a difference of opinion has been disclosed between the concerned Departments ; and
- (c) When it is proposed to seek information or advice of the Department which can more conveniently be done by oral consultation.

107.1. Such meetings will be convened and attended by officers of the appropriate level who can take decisions on behalf of their Departments.

107.2. An agenda setting out clearly the points for discussion will normally be prepared and sent with the proposal for holding the meeting, allowing reasonably sufficient time for the participants to prepare themselves for the meeting.

107.3. A record of the discussion in brief will be prepared immediately after the meeting and circulated to the participants setting out the decisions and the Department or officer responsible for taking action on each decision.

108. Officers authorised to refer files to other Departments:- A file will be referred by on Department to another by the direction of on officer not below the rank of Branch Officer except in cases where a Superintendent is competent to dispose of cases at his own level. The Higher officers may specify by office orders cases or classes of cases on which their orders should or should not be obtained before they are referred to another Department.

109. Noting on inter-departmental references :- Inter-departmental references broadly fall under two categories, namely—

- (a) Cases where reference is merely for ascertaining factual information ; and
- (b) cases in which the reference seeks concurrence, opinion or a ruling from the Department referred to.

109. 1. A case should not ordinarily be sent for perusal to another Department whose connection with the question at issue is remote and interest likely to be small.

109.2. In cases falling under (a), the receiving Department may note the required information on the file itself. In cases falling under (b) the general Rule to be followed is that any examination and noting will take place off the file and only the final result will be recorded on the file. All notes off the file will be recorded on the 'routine note- sheets'.

109.3. The practice of maintaining too many routine sheets on which the proposals of other departments are noted should be discouraged. On subjects on which frequent references are received from other Departments, files should be opened instead of routine note-sheets.

109.4. While writing a note in a routine note-sheet, the reference to the main file should be made as 6/n main file and to the routine note may be made as 6/n R.N. The reference to the correspondence pages will be made in a similar manner.

109.5. Unofficial references to all Departments will ordinarily be marked direct to the Branch officer in the Department to be consulted. The name of the Branch to be consulted will be specified.

109.6. The Branch officer or higher officer will see that as far as possible, all such references are disposed of by him direct and that only those which cannot be disposed of by him without reference to material available in the Branch are sent to the Branch. Even in such cases, he will discuss with the subordinate staff, so that time required for recording the decision is reduced.

Where an officer deals with such a case himself, 4ie will return it to the Branch for taking note of the proposal and the decision.

While returning a U.O. reference to original Department, it will be marked direct to the officer who made the reference.

109.7. Where a note on a file disagreeing to a proposal or opinion is returned by an officer after obtaining the orders of a higher officer the fact that the views have the approval of such officers will be specifically mentioned. If a proposal or opinion in the originating department has the approval of the Minister, the Department which is consulted should also get the approval of its Minister if it disagrees or differs.

109.8. When an unofficial reference is received in continuation of the previous reference, the discussion will be taken up from the point reached in the previous reference. Further, notes will be confined to the fresh points if any raised by the originating Department.

109.9. When in a case difference of opinion between the Departments is disclosed, further noting should as far as possible be substituted by personal discussion. The aim should be to avoid more than two notes by the originating departments on the same issue unless the circumstances have changed since the file was referred to or new facts or arguments have come to light.

109.10. If a second reference to a Department becomes necessary, the case will normally be marked to the Secretary of the department concerned so that further noting by the office on the main file may be avoided.

109.11. If a file is marked for more than one Department by the originating Department, the file will be circulated among the Departments marked for consultation in the order prescribed by the originating Department.

*Example :—*If a Department wants to consult Appointment (Home), Finance and Law Departments in the respective order, the file will be marked as follows :-

Home Department

Finance Department

Law Department

109.12. The Department which is consulted will return the file to the originating Department. In case of any difference of opinion between the originating Department and the Department consulted, the file will be put up to the officer under whose orders it was circulated. In case of no difference of opinion between the originating Department and the Department which was consulted, the file will be marked by the Superintendent to the next Department in the order indicated by the officer.

110. Return of inter-departmental references :-

When an unofficial reference is disposed of, the office is responsible for separating its papers and returning the papers of the originating Department.

110.1. The Department which is consulted will, while returning the case to the originating Department, indicate the name's of its branches which were consulted before arriving at the decision.

110.2. The copies of papers referred to in a note of the Department which is consulted will be enclosed with the disposal of unofficial reference and a list of them will be indicated.

110.3. The name and designation of the officer signing a note will be legibly written or typed or stamped with a rubber stamp below his dated signature.

111. Orders on inter-departmental reference :-

Except in cases covered by special orders, when a question has been referred to two or more departments the final orders of Government will be issued from the originating Department. If it is decided, however, in the course of discussion that orders should issue from a Department other than that of origin, the case will be sent back unofficially with relevant papers, to the originating Department for transfer officially to the other Department.

111.1. When to dispose of a case orders from more than one Department are necessary, it will be stated in such an order that orders in regard to the point dealt with will be issued separately by the other Department concerned. The latter Department will be consulted before issue of such an order.

112. Confidential character of notes :—

Notes written in one Department and sent to another will be treated as confidential and will not be referred to any outside authority without the general or specific consent of the Department which was consulted.

112.1. Where the general consent has been given under sub-paragraph above, such consent will not be construed to apply to cases in which papers bear security marking or to cases in which the officer to whom the notes are referred is personally affected or in which his official conduct is under consideration.

113. **Issue of reminders for the return of files:**—Reminders should be regularly issued for the return of files and papers which have been sent out of the Department unofficially and which have not been returned within a reasonable time. Such reminders on receipt shall be submitted to the Under Secretary with a note explaining the reasons for the delay.

114. **Unofficial references to officers outside the Secretariat:**—The following Rules apply *MUTATIS MUTANDIS* to unofficial references to officers outside the Secretariat, but ordinarily such references should be made by a self-contained unofficial memo, and where this is not possible or appropriate, relevant extracts from the files should only be sent. In cases where it is necessary in order to avoid delay to refer a file to a head of a Department or an officer outside the Secretariat, the orders of the Secretary must be obtained. The Secretary, before passing orders in the matter, should satisfy himself that papers and notes, not intended to be sent outside the Secretariat or which for any reason ought not to be forwarded, are removed from the files before they are sent outside the Secretariat, especially papers or discussions which should not be seen by the head of a Department or officers concerned or which contain reflections on him or his subordinates.

Files which are sent outside the Secretariat must always be sent in closed covers addressed to officers by name.

115. **Sending of files to Subordinate Officers:**—(i) Except in cases of emergency, references to Officers outside the Secretariat should be made through the Department to which an Officer is Subordinate. A Department should not, however, send to Subordinate Officers files belonging to another Department without its consent.

(ii) Reference to the Law Secretary may be made direct.

116. **File reference to Officers outside the Secretariat:**—If a file reference is made to an Officer outside the Secretariat the officer concerned must return it without delay in closed cover addressed by name to the Officer of the Department who sent the case to him. If he cannot record his opinion within the time required or, if no fixed time is mentioned, he should return the file within ten days. He is required to deal personally with cases upon which he is consulted and should not refer such files to his subordinate Officer. Only one note should be recorded on the file over the signature of the Officer himself which should be full and legible, there being no note by his office on the file itself.

117. **Orders according gazetted rank to officers:**—No proposed order according gazetted rank to any Officer or class of Officers shall be issued until the opinion of the Service Department has been obtained.

117.1. When a report relating to any matter of political or administrative importance is received in any Department other than the Chief Secretary's Branch the receiving Department should at once send a copy to the Chief Secretary's Branch. The Chief Secretary's Branch, when it is addressed direct by a local Officer, should forward a copy to the Department which ordinarily deals with the matter.

118. Reference to the Finance Department :—

1. **Consultation with the Finance Department:**—Subject to any specified orders of delegations provided for in the Delegation of Financial Powers Rules, 1958, or in any other codes or Rules issued on the authority of the Government of India, no Department shall, without previous consultation with the Finance Department, authorise any orders which, either immediately or by their repercussion, will affect the finances of the State.

2. **Sanction of the Finance Department necessary for making provision in the budget for any charges:**—The fact that provision has been made in the budget for a charge in no way removes the necessity for obtaining the express sanction of the Finance Department unless such sanction has been previously accorded.

3. **Diversion of provisions for particular objects and expenditure against anticipated savings:**—Except with the previous consent of the Finance Department, no provision which has been sanctioned for expenditure on any object may be expended on any other object involving recurring expenditure, and no expenditure may be incurred against anticipated savings in the budget.

4. **Cases of expenditure that need not be referred to the Finance Department:**—In accordance with the powers of delegation, Departments if the Secretariat are authorised to incur expenditure without reference to Finance Department in the following cases :—

(i) In all instances of expenditure of non-recurring nature which is under the administrative control of the Department concerned, provided that specific budget provision has been made on this account, or the expenditure can be met from a lump provision for charges of the same nature under the same minor head of account, such as 'Purchase of stores' and 'Purchase of books'.

5. **Procedure for consulting the Finance Department :**—When an application for expenditure which is not covered by any existing sanction or does not fall within the provisions of the preceding Rule is received in any Department of the Secretariat the Procedure for obtaining and according sanction shall be as follows :—

- (a) The application shall first be considered on its merits by the administrative Department concerned.
- (b) If such Department (hereafter called the initiating Department) considers that the expenditure should be incurred it shall indicate how the expenditure is to be met and send the file to the Finance Department enquiring whether that Department has got any objection.
- (c) If the Finance Department has no objection it shall record its opinion to that effect on the file and shall then return the file to the initiating Department. If the Finance Department considers it necessary, it may at the same time ask to see in draft the orders which it is proposed to issue. In such cases the orders shall not issue until they have been approved in draft by the- Finance Department.
- (d) If on receipt of a file under (b) above, the Finance Department has any objection to the expenditure in question being incurred, either wholly or in part, it shall record its objection on the file and shall return the file to the initiating Department.
- (e) On return of the file under (d) above, the initiating Department, if it still considers that the proposed expenditure should be incurred, may bring the case before the Chief Secretary for consideration.

6. Care to be taken in making references:- (i) To a great extent delay can be minimised if a case receives thorough examination in the administrative department, before it is referred to the Finance Department.

(ii) Very often when cases are referred to Finance Department, they experience difficulty in finding out on what point their concurrence or advice is sought. Sometimes one has to read through pages of notings and correspondence to ascertain these points. This throws an altogether unfair burden on Finance Department. If administrative Department present their case before Finance Department in a complete self-contained note fully referred and stating explicitly the points on which Finance Department's concurrence or advice is sought, it should be possible for Finance Department to deal with the case expeditiously. This may conveniently Government in the note of the Secretary or Under Secretary on which orders to be done are taken in the administrative Department.

(iii) Complete papers including relevant precedents, if any, should invariably be put up. Where files are not readily available or required elsewhere relevant extracts should be taken and put up.

(iv) When a new scheme is referred to Finance Department for concurrence, the objectives of the scheme should be clearly stated and the policy of the Department explained. A detailed statement of cost, including the staff and provision for allowances, contingencies, etc., proposed should be placed in the file accompanied by an explanatory note, explaining each item of the statement and showing the details of the calculations on which the provision suggested for various items of contingencies, allowances, etc., is based and justifying the additional staff proposed and why the existing staff cannot take up the work. It should also be stated whether the scheme falls under an existing budget head or a new head has to be opened. Very often scales of pay are suggested for the staff under new scheme without consideration of the prevailing scales in the Department or, where there are no such posts, of comparable posts under other departments. Where a Department has four different institutions of the same kind additional staff is frequently proposed for one without comparing the staff provided in the other institutions and without explaining why the particular institution needs to be treated differently. This only leads to further references to the Departments concerned. Generally, it will be helpful if the qualification expected of an incumbent of a post are stated in justification of the scale of pay proposed. Very often higher scales of pay are suggested on the ground that staff will not be available on the existing scales, whereas the requirements could probably be met in many cases by grant of advance increments. If these alternatives are not fully examined before the case is referred to Finance Department, it necessarily leads to further references and delay in disposal. The more fully a case is explained the more quickly Finance Department can advise.

(v) Sometimes cases are quite unnecessarily referred to Finance Department, where powers have been delegated to the administrative Departments. A reference to the lists of delegation of Financial Powers Rules and other rules will save many needless reference and consequent delays.

(vi) There is a general ignorance of the budget procedure and insufficient attention is paid to the budget programme which holds up the work a great deal. The U.D.C. of other Departments can freely consult the Budget U.D.C. of the Finance Department. Unless the Budget procedure is correctly understood and followed by Departments and controlling officers, there is bound to be delay all round in disposal of cases.

7. **Endersements to be marked 'Consulted unofficially':-** In every case where a copy of an order is forwarded to the Finance Department, it will, if the Finance Department has been consulted before the issue of the order, be marked 'Consulted unofficially'.

8. **Communication to the Finance Department of orders affecting Budget heads of Revenue:-** Whenever an order is issued by an administrative Department of the Secretariat, which will have the effect of raising the revenue under any budget head, a copy of the order should be communicated to the Finance Department, which will keep it in the Departmental file of the budget head to which it pertains, and see, when the estimate for the ensuing year comes under review, whether adequate provision for the increase has been made.

9. **Reference of cases to the Finance Department involving Interpretation of code and rules:-** Except where otherwise provided, orders passed under codes, rules, regulations, or well recognised custom, or in conformity with a sanctioned scale of charges (neither adding to it nor modifying it) are issued direct by the administrative Department concerned without communication to the Finance Department. But questions involving the interpretation of the rules in the financial codes and regulations and their bearing on any case must be referred to the Finance Department.

The file referred to the Finance Department should clearly bring out points on which advice or concurrence is sought. Administrative Departments should first satisfy themselves regarding the soundness of the proposals made by the Head of Department and only then refer the case to the Finance Department. The sanction in draft should be shown to Finance Department.

119. References to Law Secretary:-

1. Consultation with Law Secretary:—When any Department requires advice on any legal matter, the Law Secretary may be consulted and reference may be made in accordance with the instruction laid in the Rules of Business of the Government of Manipur. In the following cases however, the Law Secretary should be consulted in the first instance:—

- (a) Proposal to file an appeal against an order of acquittal.
- (b) Proposal to withdraw a criminal prosecution in any Court.
- (c) Proposal to sanction the prosecution of any person for an offence under the Indian Penal Code or under any other Penal Statute.
- (d) Proposal to reimburse an officer of Government with reasonable costs of his defence in any civil or criminal proceedings brought against him for acts done in the discharge of his official duties.
- (e) Proposal to engage or depute special lawyers in a civil or criminal case brought, by or against the Government.

Explanation :- For the purpose of this clause, the expression 'special lawyers' will include Government Law Officers, whether of the High Court or of the District Courts, when employed in a case outside the High Court or outside their District, as the case may be.

- (f) Proposal to file a case in the Gauhati High Court or in the Supreme Court invoking the aid of its extraordinary original jurisdiction whether Civil or Criminal.

2. **Notice threatening a Civil Suit against the State :-**

(i) When any Department of the Administration receives summons from any Court or a notice under Section 80 of the Civil Procedure Code from or on behalf of any party threatening a Civil Suit against the State, the summons or the notice should be sent in original to the Law Secretary. A concise statement of facts should be supplied to the Law Secretary when papers are sent to him.

(ii) Summons or notices in the name of any officer in a Department of the Administration should be acknowledged and returned direct to the Court concerned, and its counterpart with enclosures, if any, should at the same time be forwarded to the Law Secretary for advice whether to contest, defend or compromise with the help of the local Law Officer.

(iii) If the case be pending in the Gauhati High Court, the Government Advocate should be contacted direct by the Officer concerned after obtaining orders of the Law Department and Administrative Department concerned and necessary papers and instructions should be sent to him. If the case be pending in the Supreme Court or in any other State, the Law Secretary should be consulted as to the Procedure to be followed in such cases.

3. **Examination of the draft lease, agreement or contract by Law Secretary:-**

(i) Whenever a Department of the Administration requires advice on the drafting of any lease, agreement or contract, it should prepare a provisional draft bringing out the subject matter and the intention of the parties and forward to the Law Department a clean typed copy of the draft in duplicate for examination and advice in accordance with the instruction laid in the Rules of Business of the Manipur.

(ii) To ensure expenditure disposal and early return of files, every reference either to the Law Secretary should be accompanied by a concise and clear statement of facts and relevant papers duly referenced. Unnecessary files or papers must be removed from the files sent to either, lest they might get mixed up and lost. In legal matters there is the risk of the bar of limitation and, therefore, expedition, is imperative.

(iii) Whenever any Department of the Government receives a summons or a letter of request from any Court for the production of any paper before the Court, it must send the papers called for, if available, through a responsible Assistant, with a petition to the Court claiming privilege if such papers are likely to come under the Category of privileged documents. Provided that all such requisitions must be examined first by the Law Department to determine the legality and nature of documents and it must be cleared by the Law Department before reference to the Government Advocate. All petitions and submissions to the Court should be made by the Government Advocate after duly cleared by the Law Department in the manner aforesaid.

4. **Drafting of an affidavit by Government :-** Whenever a Department of the Administration has an affidavit to be drafted and sworn, it should contact direct the Government Advocate.

5. **Sanction of Law Secretary in conducting Civil Suits :-** For the conduct of all Civil Suits, appeals and revisions by or on behalf of the Government, the sanction of the Law Secretary is essential and the same must be obtained.

6. **Requisition of papers from the Court records :-** No Department of Government should call from any Court records of any pending or disposed of cases except in accordance with the provisions of law.

7. **Communication of legal Opinion to private parties :-** No opinion of the legal advisers of Government should be communicated to any private party without special sanction and without special reasons. When such an opinion forms the basis of the decision of the Government upon an application or reference from a private person, the terms of the opinion may be adopted in the orders, but should not be referred to as the opinion of the law officers.

CHAPTER—XIV

STATIONERY, FORMS, FURNITURE AND OFFICE EQUIPMENT

120. An important form of economy in a Government Office is the economy in the use of stationery and other articles required for day to day use. For paper and other stationery, a scale of consumption as laid down by the Printing and Stationery Department should be followed. This scale lays down guiding principle and it is possible to reduce the consumption to a quantity less than that indicated in the scale. All items may not be required in an office or may be required in less quantity and therefore, to that extent the consumption of that items can be reduced.

121. **Stationery :-** The annual indents for stationery will be sent by all the departments and offices to the Secretariat (Under Secretary/Dy. Secretary, Stationery), which should reach him before February each year. The Secretary (Stationery & Printing) will forward the consolidated indent to the D.G.S. & D., New Delhi, on or before November each year. Indents must ordinarily cover the requirement of each indenting office/officer, for a year. The issue of stationery will be stopped for a period of a week once a year for stock taking as notified. Indents received during this period will not be compiled with unless the demand is urgent or of an exceptional nature.

121.1. For other stationery articles, purchase of which is not covered by D.G.S. & D., may be procured by Stationery & Printing Department on competitive basis under rules.

122. **Supplementary and emergent indents :-** The submission of supplementary and emergent indents shall be strictly supervised, and such indents should only be submitted in exceptional cases which should be fully explained. The Under Secretary/ Dy. Secretary, (Stationery) has the right to withhold the compliance of such indents and to request the department concerned to obtain the sanction of the Secretary of the Controlling Department.

123. **Defective indents :-** Indents received in the wrong form will not be accepted and will be returned unexecuted by the Secretariat (Under Secretary/Dy. Secretary, Stationery) endorsed "Returned for submission in proper form".

Incomplete Indents :-

- (a) Indents received from unauthorised officers.
- (b) Indents not countersigned where counter-signature is required by the rules.
- (c) Failure to fill in the strength of the office staff where required in the form.
- (d) Failure to fill in quantity on hand or value of the articles indented for where required in the form.
- (e) Failure to indicate the number of typewriter or duplicator in use.

124. **Standard scale:-** For the convenience of the indenting officers in preparing their indents the standard scale of supply of important articles may be had from Secretariat Stationery Branch. If an indent exceeds the sanctioned scale, the Secretariat will reduce the articles indented for to within the admissible limits.

125. **Expensive articles:-** Indenting offices should not normally indent unnecessarily expensive articles.

126. **Substitution of articles** :—The Secretariat (Stationery Branch) reserves the right to substitute an article when the one indented for is out of stock or when some cheaper article is found to be sufficiently good for the purpose.

127. **Lapse of allotment** :—The value of articles included in a particular year's indent but not supplied during the year will not be carried forward to the next year.

128. **Local purchase** :—The articles of stationery are purchased under rules regulating the purchase of stationery as given in G.F.R. Vol. II Appendix-8 Item 40 and Delegation of Financial Powers to Head of Departments/Offices of Manipur. When shortage in supplies occur Departments and Offices should get nonavailability certificate from the Secretariat Stationery Branch and get their minimum urgent requirement from local market on competitive basis within the financial limit.

129. **Supply and distribution of stationery** :—On receipt of the stores from any source, the Secretariat Stationery Branch will keep a reserve stock for meeting urgent requirements and will distribute stationery to all offices proportionate to their requirements according to scale.

129.1. Any ad hoc demand of Stationery items may be placed on Under/ Deputy Secretary, (Printing) through ordinary slips which may be sent through peons. The Stationery Branch of Secretariat will issue such articles against the annual requirements of the indent, if available.

130. **Receipt of supplies** :—Every supply of stationery shall immediately on receipt be entered into the proper stock Register and issues therefrom regularly posted. The balance of stock in hand should be carried forward at the end of each month and the stock Register shall be examined and verified by Superintendent of each Department at the beginning of every month.

130.1. **Receipt by U.D.Cs./L.D.Cs. of Articles supplied to them** :- Receipts for durable articles, when supplied to U.D.Cs shall be given by them to the Superintendent of the Department concerned, and each U.D.C/L.D.C. shall personally be responsible for the articles made over to him, and shall make good losses for which he is reasonably responsible. Upon the transfer of U.D.C./L.D.C., the articles should be made over to his successor, whose receipt shall be taken. The following are among durable articles :-

Rollers, Ink-stands, Ink-pots, hones, scissors, paper-weights, rubbers pen-knives, gumpots strops, paper-cutters.

TYPEWRITERS, COPYING AND OTHER MACHINES

131. **Sanction Required** :—The Chief Secretary is competent to sanction the purchase of typewriters, copying and other machines for use in various Departments of the Government of Manipur subject to the following conditions :—

- (a) Budget provision exists for making the purchase or expenditure can be met by valid reappropriation, and
- (b) The purchases are made through the Stationery & Printing Department of Secretariat.
- (c) Approved by the Economy Board.

All sanctions for such purchases are to be sought for through the Secretary concerned.

132. Conditions of supply:- Departments of the Secretariat should thereafter send an indent to the Under Secretary. A copy of the sanction letter should also be sent to him. The list of the approved typewriters and price list and description of the machines may be had from the Secretariat Stationery Branch. Indenting offices should state in their indent whether the articles indented for are required to replace the old machines or in addition to the existing stock. In the former case the machines cannot (it is pointed out) be obtained unless the old ones are condemned through the Stationery and Printing Department.

FORMS

133. Printing of Forms:- Except standard and standardised forms no special forms will be printed unless they have been approved by the Administration and given a serial number of the office or Department concerned. The final set up of a form and quality of paper to be used will be decided by the sanctioning authority.

134. Indent for Forms:- Every indent for forms should be sent to the Under Secretary/Dy. Secretary (Printing) accompanied by, in the case of nonstandard Forms, sample copies. If the required form have not been approved and printed sample is not available, a clear typed script or manuscript copy in working size should be sent with indent. A single indent should be prepared separately for standard and special forms should be submitted by each Department to cover its annual requirement of all forms. Only in very special circumstances will the supplementary indents be accepted. Indenting officers will from time to time suggest amalgamation of forms whenever possible and paper of matric size should be used. Departments and offices should whenever possible consolidate indents of various offices attached or subordinate to them.

LIVERIES

135. Purchase of Liveries:- All offices/departments in Manipur will furnish to the Under Secretary/Dy. Secretary (Printing) their estimated requirements of Summer and Winter liveries for the period upto the end of March of every year by the 25th of September of each year. On receipt of the requirements the Under Secretary/Dy. Secretary (Printing) will call for tenders for supply of these liveries separately for materials and sewing charge and accept the most economical rates on which purchase may be made direct by the departments/offices. Under Secretary/Dy. Secretary (Printing) may also place indents on the D.G.S. & D. for the cloth and other items of liveries wherever required under the rules. The approved rates are not to be interpreted by any departmental officer as imparting any authority to make purchases in excess of their financial power and sanctioned scale.

135.1. Proposals for sanction of livery :- All Departments/Offices should furnish to the Secretary concerned sufficient justification for the proposals accompanied by full particulars. The prescribed life of each livery should be clearly indicated and it should be stated whether the proposed issues are due for issue. Scale of liveries etc. should be governed by the standing orders on the subject. A statement showing the sanctioned scale of liveries to class IV servants and their life is given in Annexure B.

135.2. Use of old and new uniforms :- Liveries supplied to the peons etc. remain the property of Government so long as fresh supplies have not become due and have not been made. The Department concerned should recover the articles in case of dismissals, removal or termination of service in the intervening period.

135.3. Liveries to Temporary Peons :- Temporary peons working with the Officers should be provided with both hot and cold weather liveries on the scale as admissible to permanent peons irrespective of the terms of their appointment. If the appointment be for less than a year, the liveries supplied to the orderly peons should be taken back at the time of discharge.

Temporary office peons who have already served for a period of one year and are likely to serve for a further period of not less than a year should be provided with liveries as are allowed to permanent peons.

Temporary office peons appointed for short periods or against leave vacancies should not be provided either with hot or cold weather liveries.

135.4. Replacement of lost articles:- Peons will be liable to make good the cost of any articles lost or rendered unserviceable through their own carelessness. Any deficiency in livery must immediately be made good.

135.5. Supply of lost articles :- Umbrellas may be supplied to the peons under the following rules :-

- (i) One umbrella may be supplied to each peon every two years at Government expenses.
- (ii) Umbrellas will be replaced when worn out at an interval of not less than two years. These may be replaced when lost or rendered useless for no fault of the peon concerned before the expiry of that period. If the loss or damage is due to the fault of the peon, the umbrellas shall be replaced at his expenses.
- (iii) Before going on leave, or otherwise vacating his post each peon must return for the use of his substitute the umbrella given to him.

136. Supply of furniture :-—The scale of furniture as laid down for different grade of officers must not be exceeded without the sanction of the Finance Department. Articles once supplied are not to be replaced until they have been condemned by the Secretary or other higher officers. Condemned articles will be sold by auction by the Department concerned.

(ii) A stock-register of all articles of furniture including non-perishable office equipment in use in each Department should be maintained in the following form.

REGISTER OF FURNITURE ETC.

.....Department

Sl. No.	Date of purchase		Name and number of articles		Price
1	2		3		4
Number assigned to each article		To whom supplied	Signature of attesting Officer		Remarks
5		6	7		8

CHARCOAL

137. Purchase of Charcoal :- The Departmental officers will furnish by the 25th of September to the Under Secretary (S.A.) their estimated requirement of charcoal during the ensuing winter. On receipt of this requirement Under Secretary, (S.A.) will arrange to call for tenders and arrange for acceptance of rates at which charcoal will be sold to any Government Department upto a specific date.

CHAPTER—XV

MANIPUR SECRETARIAT LIBRARY

138. Charge of the Library :—The Manipur Secretariat Library is in the Secretariat Administration Department and the Superintendent/Librarian is in-charge of the office. The Library is open during office hours 10 a.m. to 4.30 p.m. during all working days of the week. The keys will be kept in the charge of the Superintendent/Librarian or, in his absence with the Joint Secretary, Secretariat Administration.

139. Use of Library :- Although the Library is intended mainly for the use of the Secretariat, it may also be used by other offices of the Manipur Government, provided their requisitions are made through the head of the office.

140. Admittance to the Library:- Secretariat staff and of other offices of the Government of Manipur, Lecturers, Professors of Colleges, Research Scholars of Universities who wish to consult books in the Library will be allowed to do so if authorised by a written order from a gazetted officer or Superintendent/Head Clerk of their Department.

141. Supply of Books to the Library:- New books are acquired in the Library as per suggestions received from the Departments and, from individual Officers. These suggestions are at the first instance, checked up by the Superintendent against the existing stock of books of the Library and a final list is prepared for approval. The Superintendent/Librarian may also suggest new titles or alternative titles to be included in the list.

142. Treatment of Books:- All books received in the Library will be stamped with a receipt stamp on the verso of the title page to show the date and the accession number and the class number in which they are kept, and will also be stamped with the Library seal on the title page and on every hundred page and also on every plate, if there be any.

143. Cataloguing :- Books retained in the Library will be catalogued and labelled with their proper numbers. Before any books are entered in the Library catalogue, the Superintendent/Librarian in charge will examine them, and will bring to notice such books as appear unsuitable for the Library. The Superintendent/ Librarian will decide whether they should be kept or not.

143.1. Revision of the Catalogue:- The Library catalogue will be maintained in Cards in Cabinet and will be supplemented by a quarterly list of additions and thereafter by a yearly cumulation. The Superintendent/Librarian will be responsible for keeping the catalogue upto date.

144. Surplus copies of Books not to be kept :- Generally not more than two copies of any book will be kept in the Library, but more copies of the same book could be kept if there are specific instruction from a particular Department. No obsolete additions of books of which later editions are in the Library will be kept, except in the case of Government publications of which more copies of the obsolete edition will be kept for use by the Departments. The Librarian will use his discretion in the case of books of a specially valuable nature.

145. Procedure in sending Books to the Library:- The Library should not be used as a repository of useless or surplus copies of books. A certificate, signed

by the Superintendent should accompany books sent to the Library stating that they are useful for reference purpose, and that their deposit has been authorised by the Head of the Department or Directorate concerned.

146. Periodicals to be kept in Library:- Each Department of Directorate should prepare a list of such periodicals and Journals relating to subjects dealt with by it as it may deem desirable to keep in the Library for reference purposes, and should arrange for their regular supply and also for the supply, on the requisition of the Librarian, of any missing copies. Stray copies of other periodicals should not be sent to the Library.

Each Department or Directorate should also arrange for the regular supply and also for the supply on the requisition of the Superintendent Librarian of any missing copies, of its departmental reports, rules, orders and other publications, both saleable and non-saleable. Similar publications received from other State Governments should also be sent to the Librarian as soon as they are done with.

147. Disposal of surplus Books:- The Superintendent/Librarian will submit, when required, a list of useless and surplus copies of books for orders as to their disposal.

148. Register of Books Received:- A register of books, reports, returns, etc., received in the Library will be maintained in Form A. Serial publications are to be entered first in the progress slips and thereafter in the register when bound into volumes.

148.1. Register of Books issued:- A register of books, reports, etc., issued from the library will be kept in Form B entries being made in it as each book is issued.

148.2. Form of requisition for Books :- Requisitions for books from the Library will be made in Form C and will contain the following information :-

- (1) Author, title of book and call No.
 - (2) Purpose for which it is required and if it is to be put with a case, the file No. of that case.
 - (3) Signature (in full) of the borrower.
 - (4) Name of the Department or Directorate.
 - (5) Date of requisition.
- (For each book a separate requisition slip is to be used).

148.3. By whom the Requisition is to be signed :- (i) The requisition for books for official use should be countersigned by a Gazetted Officer in case of Directorates, and by a Superintendent in case of Departments of the Secretariat. A receipt will be taken on the requisition slips for the books issued.

(ii) The duplicate copy of any book will not be issued to any Department or Directorate except in special circumstances when the matter is immediate, but the book should be returned at the earliest opportunity and immediately if demanded by any other Department or Directorate. A duplicate copy will be issued in the same manner as stated in sub-para (1).

148.4. Disposal of Requisition Slips:- One-half of the requisition slip shall be kept in the place of the book removed, and the other half which Bears the borrower's, receipt shall be kept on the charging tray and this portion will be returned when the book is received back and restored in position. The date of return will, at the same time, entered in the issue register against the entry of the book.

149. Issue of Reminders for return of Books :- (1) Books should be returned as soon as done with. Ordinarily, no book will be allowed to be kept for more than a fortnight, and reminders will be sent every fortnight, and if a book is not returned after three reminders, D.O. Letter will be sent to the Department concerned and if still the book is not returned the fact will be reported to the Under Secretary and Joint Secretary, Secretariat Administration Department for necessary action.

(2) It will be the duty of the Superintendent to see that books obtained from the Library are not unduly detained, and that no pins are used for marking references in Library books, and they will be held responsible for ensuring that the books are returned as soon as done with. A register will be maintained in each Department or Directorate in Form D in which will be entered the names of all books obtained from the Library and the dates of their receipt and return. The Superintendent/Librarian will communicate to Superintendent concerned for entry in the Register, the names of books taken direct by the officers. The Register will be submitted to the Under Secretary, Secretariat Administration every Monday for his inspection.

(3) The Register will be preserved in the Department or Directorate for a period of three years after it has been filled in.

150. Responsibility for damage to books :- The Department, office, or officer concerned will be responsible, for any damage done to books issued to it or him, and for their replacement in case of loss.

151. Inspection of Library :- The Library will be inspected quarterly by the Under Secretary of the Secretariat Administration Department in the course of his usual office inspection.

152. Librarian responsible for loss of Books and for keeping Books tidy :- The Superintendent/Librarian will be held responsible for the loss of books from the Library. The Librarian will promptly report the loss of any book. The Librarian will also see that the books are regularly and properly dusted and kept tidy, and that the precautions laid down for their preservation from damp, insects, etc. are carried out.

153. Preservation of Newspapers, Gazettes and other Periodicals :- Normally, newspapers are received from the Ministers or Officers after long intervals and these are kept in the Library for a period of two year, and thereafter these are auctioned. But in certain cases important newspapers or those for which there are specific instructions for their retention are kept in the library as per requirement. One complete set of the "Gazette of India" and the "Manipur Gazette" and other Official Gazettes received in the Library will be preserved in bound volumes. If any papers necessary to complete the sets in the Library are found wanting the Superintendent/ Librarian will promptly bring the fact to the notice of the Under Secretary, Secretariat Administration Department in order that the missing copies may be purchased, the charge being paid from the Secretariat contingent grant. He will also see that the journals, gazettes and other periodicals received in the Library from several Departments are complete, and will apply to the Departments concerned for numbers that are wanting unless already reported as retained for official use.

154. Report of breach of instructions:- The Superintendent/Librarian will report to the Under Secretary of the Secretariat Administration Department any infringement of these instructions.

FORM - A

Register of Books, Returns, etc., received in the Library

Date of receipt	Serial No.	Author of Book	Title of Book received	From whom received	Publisher	Date of publication	Price of book	Call number	Date of withdrawal from the stock	Remarks
1	2	3	4	5	6	7	8	9	10	11

FORM - B

Register of Books, Returns, etc., received in the Library

Date of issue	Serial No.	Author of Book	Title of Book	Call number	To whom issued		Reminders issued		Date of return	Remarks
					Name of the borrower	Section	Number	Date		
1	2	3	4	5	6		7		8	9

FORM - C

Call No. Date of issue

Requisition for Book

Author.....

Title.....

Name (in full)

Department (office).....

Countersigned by

Intended for.....

if put up with any file, note file number

Received by me.

(Signature and date)

Manipur Secretariate

Manipur Secretariate

FORM - C

Call No. Date of issue

Requisition for Book

Author.....

Title.....

Name (in full)

Department (office).....

Countersigned by

Intended for.....

if put up with any file, note file number

Received by me.

(Signature and date)

FORM - D

Register of Books, etc., obtained on loan from Manipur Secretariat Library
(This is to be submitted to the Suprintendent every Monday)

Serial No.	Date of receipt in the Department or office.	Title of books etc.	Name of indenting Officer	Why obtained. (Hero to be noted such information as would lead to the tracing of the book. When put up with any file, the file No. to be noted).	Signature of the person to whom the book etc., is made over.	Date of return. (Books shall be returned as soon as done with. Ordinarily no book will be allowed to be kept for more than a fortnight).	Receipt of Librarian or Issuing Officer. (The signed requisition slip kept in the Library for the book loaned out, will be returned as such receipt).

CHAPTER -XVI

DEPARTMENTAL SECURITY INSTRUCTIONS CONFIDENTIAL

Meaning :

155. 'Security' means the state of being safe. It also means protection from leakage of information and espionage.

Necessity :

156. In a government office, the records and the documents which are handled,, the information that is received and the decisions which are taken are often of great importance and interest to the country as a whole may even to the whole world.

156.1. If certain types of information or decisions involving high policy, are known to interested persons or groups, it might -

- (a) endanger the very security of the country.
- (b) cause serious injury to the interests or prestige of the nation.
- (c) cause serious embarrassment to Government or an individual ; and
- (d) be of great advantage to foreign nations especially those which are hostile to our country.

157. **Unauthorised communication of information :-** Rule 11 of the Central Civil Services (conduct) Rules, 1964, provides that no government servant shall, except in accordance with any general or special order of the government or in the performance in good faith of the duties assigned to him, communicate directly or indirectly, any official document or any part thereof or information to any government servant or any other person to whom he is not authorised to communicate such document or information.

158. **Responsibility :-** It is the responsibility and direct concern of every government servant, in whatever capacity he is employed, to safeguard the security of all classified information and papers to which he has access in the course of his official duties or which come into his possession in any other way. It is his duty to bring immediately to the notice of his superior officer, or the officer responsible for security in his department, any breach of security regulations in general and, in particular, any disclosure of classified information, either deliberately or inadvertently, of which breach or disclosure he may have knowledge.

No public office can function effectively if there is no guarantee of security in respect of its files, records and registers. It is the collective responsibility of all the officials working in the Government to protect its records and documents from being stolen, interpolated or damaged.

159. **Official Secrets Act 1923 :-** It is a criminal offence under the Indian Official Secrets Act 1923 :-

- (a) to possess or communicate, without proper authority, classified information or document.
- (b) to receive any such information or document with the knowledge or with reasonable ground for the belief that it is communicated in contraventions of the orders.
- (c) to attempt to commit or abet the commission of an offence as aforesaid.

159.1. All communications received in a Department as well as the papers connected therewith are to be regarded as confidential as far as the public and Government employees other than those who are required to handle them in the course of their duties are concerned. Government servants are prohibited from communicating or making any reference, direct or indirect, to any information acquired by them in the course of their official duties to unauthorised persons.

160. Classification and definition :

(i) **These are the following four types of security gradings :-**

- (a) Top Secret.
- (b) Secret.
- (c) Confidential.
- (d) Personal-Not for publication.

160.1. "A document bearing any of these security classification is known as classified document".

161. Definition :-

161.1. 'Top Secret' grading is reserved for papers containing information of such a vital nature that, for reasons of national security, it must not be disclosed to any one for whom it is not essential to have knowledge of it for the proper performance of his duty. Such papers include references to current or future military operations, intending movements or dispositions of armed forces, shaping of secret methods of war, matters of high international and internal political policy, ciphers and reports derived from secret sources of intelligence. The distribution of papers having 'Top Secret' classification must be limited to the minimum number of persons concerned, and in such cases it will be safer to err on the side of security.

161.2. **Secret :-** This marking is reserved for papers containing information, the unauthorised disclosure of which would endanger national security, cause serious injury to the interests or prestige of the nation or serious embarrassment to Government or would be of great advantage to a foreign nation.

Note. This classification would be used for highly important matters and is the highest classification ordinarily used.

161.3. **Confidential:-** This marking is reserved for papers containing information unauthorised disclosure of which while not endangering national security, would be prejudicial to the interests of the nation or any Government activity or individual or would cause administrative embarrassment or difficulty or be of an advantage to a foreign nation.

Note :- Most matters will, on proper analysis, be classified to higher than Confidential'.

161.4. **Personal-Not for publication :-** This marking is reserved for communications to the members of the public when it is desired to make it clear that those communications or the information contained therein should not be published.

162. Fixation of security grading :-

162.1. There is a general tendency to give a document a higher security classification than it deserves. This imposes on every one, who handles such documents, the burden of taking the various precautions which are in fact unnecessary. Therefore,

great care must be taken in actually fixing the classification. At the same time fixing too low a classification may cause disclosure of the contents of the document and this may injure national interests beyond repair.

163. Treatment of confidential papers :-

163.1. A confidential paper is intended for the perusal of a limited number of persons who have direct concern with the subject matter contained in that paper. A paper marked 'Confidential' should be addressed to an officer by name and should be opened by the addressee or in his absence by an officer performing his duties.

163.2. A confidential paper may be sent for issue to the ordinary despatch section provided that is first placed in a sealed cover by the section from which it emanates.

163.3. A confidential paper should normally be sent for typing to the secret Issue Section where such a section exists, otherwise it will be taken personally to the typing section by an Assistant who will bring back the draft, typed copies and the used carbon papers to the section dealing with the confidential paper.

Treatment of secret papers :

163.4. Secret papers are intended for the perusal of officers to whom they are addressed and a limited number of other persons whose duty it is to deal with the subject contained in that paper. A secret paper should be addressed to an officer by name and should be opened by the addressee or by an officer doing his work in his absence. In no case should a secret cover be opened by an officer lower in rank than an Under Secretary.

163.5. A strict account of the number of the copies prepared of a secret document should be kept and each copy must be accounted for at all times.

163.6. All drafts, rough notes and other routine papers which are no longer required must be invariably destroyed by burning.

163.7. Spare copies of cyclostyled material, cypher telegrams etc. must be kept separate from the file in a safe in the personal custody of the Superintendent who will maintain an account of them in a separate register.

163.8. The Superintendent will check and weed out his stock of spare copies at frequent intervals and shall, with the Branch Officer's permission destroy any papers whose further retention is considered unnecessary. The destruction should be done in the presence of the Superintendent and a note to that effect kept in the register of spare copies. (Used stencils should be treated as spare copies of Secret Documents).

164. Secret issue section :-

164.1. In all Departments where there is a considerable amount of Secret Typing, comparing and despatch work, a separate secret issue section should be maintained.

164.2. If the work of secret issue is not enough to require maintenance of a separate section, all such work should be done by the stenographer in his room. In such cases, the Branch Officer in charge will perform the duties which a Superintendent does in a Secret Issue Section.

164.3. Each typist should indicate the number of copies made. Superintendent should check that the number of copies recorded is correct. He will also ensure that unauthorised extra copies of secret papers have not been made and taken away for unauthorised purposes.

164.4. A secret paper sent for typing to Secret Issue Section should be taken by hand either by the Superintendent or sent in a locked secret box, or in a double sealed cover. The Superintendent will ensure that Secret papers sent to and received by secret issue section are complete.

164.5. Unless it is absolutely necessary, the entire file must not be sent to a secret issue section and only such papers as are actually needed should be removed from the file and sent for typing.

164.6. Both the Superintendent concerned and the Superintendent of secret issue section should ensure that no carbon papers, rough papers or extra copies are left lying loose anywhere.

164.7. Work for issue should be accepted at the window. Peons bringing the work should not be allowed to enter the section premises.

165. Movement of Classified Documents :-

165.1. All classified documents, unless carried by an officer by hand must be sent from one room to another in the same office in locked office boxes.

165.2. There should be separate boxes to deal with Top Secret and Secret Papers. Top Secret and Secret Papers should not be mixed. Confidential papers may be sent in boxes carrying secret papers.

165.3 Under no circumstances should a classified document be carried loose in the hands of peons.

165.4. Secret and confidential communications can be sent in a peon book duly sealed and the recipient should sign his name in full and in ink.

166. Transmission by post :-

166.1. All classified documents when sent by post must invariably be sent in double covers. The inner cover should be sealed and addressed by name to the officer whom it is intended and the number should be mentioned on that cover. The outer cover should bear the name and official designation and rank of the despatching officer. It should not bear the security classification.

166.2. Top Secret Papers must invariably be sent by insured post and secret and confidential papers by registered A.D. Post.

166.3. A confidential paper may however be despatched in a single cover addressed by name and marked 'Confidential'.

166.4. Economy labels should not be used on inner cover containing classified papers but may be used on outer covers.

167. Despatch outside India :- All classified documents to be despatched outside India should be sent by diplomatic bag.

168. Security Duty :- An Assistant or clerk will be put on security duty every day in rotation by entering his name in a register. He will be responsible for the performance of the following duties :-

- (i) He will not leave the section during lunch and will be responsible for safe custody of documents kept on the tables.

- (ii) After office hours, he will check that all classified documents are locked in almirah, arrange the sweeping of the rooms in his presence, and have the section properly looked in his presence before leaving. He will see that doors and windows are properly closed.
- (iii) He will place the keys in an envelope, seal it, handover the keys in the Central Registry and take signature for them.
- (iv) He will come to office earlier next morning, sign the register and collect the sealed envelope containing the keys after checking that there has been no tampering.

169. Shorthand note books :—

169.1. Any shorthand note book, tape etc., which has been used to record classified material should be treated as classified document.

169.2. Stenographic Note Books should be serially numbered and will be issued to Stenographers by the Deputy Secretary (Admn.) by noting the Serial No. of the Note Book against their name in a register. The stenographer after completing the work, shall return it to the officer under whom he works. The Officer concerned will destroy the note book and send a certificate to that effect to Under Secretary (Admn.) who will make a note in the stenographic note book register.

169.3. A separate shorthand note book should be used for top secret correspondence. The same procedure will be followed for its treatment and destruction as in the case of other stenographic note books used for classified work.

170. Custody of keys :

170.1. Care should be taken to ensure safety of keys and to prevent their falling in the hands of unauthorised persons even for a short period which is sufficient to make a duplicate.

170.2. The number of keys of secret and top secret boxes should be reduced to the minimum.

170.3. As far as possible, "Office Keys" should not be taken out of office.

170.4. They should not be carried loose in pocket or boxes and should be put in a ring.

170.5. These should not be marked or labelled so that in case of loss, the finder may not realise their importance.

170.6. Keys not in use should be kept secure in "Key-board" under guard.

170.7. A key register should be maintained in which signature should be obtained when keys are issued or deposited.

170.8. Duplicate keys should be kept in a locked box in safe custody. A register of duplicate keys should be maintained and the box should be regularly inspected and its contents checked against the register.

170.9. The loss of a key should be reported immediately to the Security Officer of the Department and the lock concerned should be changed.

170.10. If the key of a circulation box is lost, locks of all boxes in the set should be changed. Even if the key is subsequently recovered, the locks should still be changed, unless it is established beyond doubt that there was no opportunity for an unauthorised person to make a duplicate.

171. Personal Security :-

171.1. It is necessary to see that all chances of an unreliable person finding a position in a Secret Branch should be eliminated.

The following precautions should be observed in this connection :-

- (i) Thorough pre-verification of persons to be employed in Secret Sections should be made before any person is actually employed in such Section.
- (ii) No temporary transfer of a person, whose character and antecedents etc., have not been verified, should be posted to a Secret Section.
- (iii) As far as possible only permanent and quasi-permanent employees should be posted in Secret Sections.

171.2. The Superintendent and the Branch Officer should keep a close watch on the behaviour of every employee in a Secret Section and any suspicion behaviour should be thoroughly looked into.

172. Reasons for Security Violations :- The following are main reasons for security violations :

- (i) Igoism—to impress the hearers of one's own importance ;
- (ii) Faith or Affiliation—when anyone has faith in anybody or affiliation with any political party.
- (iii) Monetary Gain—for the sake of some monetary benefit ;
- (iv) Ignorance—Talking things without understanding or knowing when to part with information and to whome to give it.
- (v) Carelessness—Loose talks, tendency to be talkative and to gossip.

173. Custody of classified papers in an Officer's room :- Classified papers should not be left lying about in an Officer's room during his absence. He must ensure that whenever he leaves his desk, all classified documents are locked in cup-boards of which the keys must be with him. It is not sufficient to lock the door of the room concerned and leave classified documents open in the room.

174. Handing over of classified documents on vacation of a post :- An officer having classified documents in his charge, on vacation of his post whether on transfer or on retirement, will have to hand over both the list and the papers to his successor obtaining the necessary receipt. In case no relief is posted at that time, all such documents under the custody of the last holder will be handled over by him before departure to his immediate official superior and he will obtain a receipt in token of this delivery.

CHAPTER—XVII

REFERENCE TO THE PUBLIC SERVICE COMMISSION

175. **Responsibility for reference :-** The Secretary or a Joint Secretary in charge of Department is responsible for ascertaining whether a reference to the Public Service Commission is according to the Manipur Public Service Commission (Exemption from consultation) Regulations 1972, necessary in any case which occurs in his Department.

176. **Method of reference :-** All reference to the Commission will be made direct by the Administrative Department concerned in the form of an official letter together with necessary proforma, if there is any prescribe with which all relevant papers or copies of papers should be forwarded. Secretariat note files should on no account form part of the records sent the Commission.

After receipt of the reference, the Public Service Commission may ask for such more information, documents etc. as they consider necessary in the processing of the cases. It is the duty of the Department concerned to expedite furnishing of those information, materials etc. as quickly as possible.

177. **Reference affecting general service questions or involving financial consideration :-** No reference to the Commission may be made in regard to matters affecting general service questions or involving financial considerations save after consultation with the Finance Department.

178. **Action on the advice of the Commission :-** When the Department concerned has received the recommendations of the Commission, it will take necessary action on the recommendation promptly. Generally the department concerned should proceed according to the recommendation of the Commission but there may be occasion when the department concerned like with sufficient cause and justification to deviate from the recommendation of the Commission. In that case action as indicated at para 5 below is to be taken.

178.1. Where the Public Service Commission have been consulted in regard to any matter, the recommendation made by the Commission should not be departed from unless in the opinion of the Minister concerned exceptional circumstances exist which in the public interest require such a departure. In such case the reasons for holding this opinion should be communicated to the Commission by the Department concerned and the Commission given an opportunity of justifying their recommendation. On receipt of the observation of the Commission, if any, their recommendation should be considered afresh by the Department concerned. If even after such consideration the Minister-in-charge is still of the opinion that the recommendation made by the Commission should not be accepted, the case should be referred with a self-contained summary to the Chief Minister. The case should thereafter be submitted to the Cabinet for consideration. Final orders should be issued by the Department concerned in accordance with the decision reached by the Cabinet. The action taken on the recommendation of the Commission will be communicated to the Commission in due course by the Department concerned.

179. Communication of action taken on the advice of the Commission :- The Commission will be informed of the action taken on their recommendations in all cases that have been or may be referred to them ; ordinarily an endorsement forwarding copies of communications in which orders are conveyed, recommendations are made or other action taken on matters referred to them will be forwarded to the Secretary.

180. Questions in the legislature relating to the Commission:- (1) Questions in the Legislature relating to the Commission or information to be obtained from it will be dealt with by the Department of Personnel, but any question relating to the action taken by a Department on a recommendation of the Commission will be dealt with by the Department concerned.

(2) The Commission will be consulted in respect of any criticism of its action proposed for inclusion in an answer to a question.

(3) An answer furnishing information obtained from the Commission will be in the following form :-

“By courtesy of the Public Service Commission I am able to supply the information asked for by the Honourable Member”.

181. Amendment of Public Service Commission Regulations:- It is the duty of the Department and personnel and Administrative Reforms to see that the Commission is consulted and its view obtained on any proposal to amend the regulation applicable to it.

182. Relaxation of regulation or statutory roles:- When it is proposed to relax the provision of any rule or regulation relating to any matter with regard to which consultation with the Commission is obligatory, the Department concerned will consult the Commission beforehand.

183. Supply of information by Commission:- The Commission will as a matter of courtesy supply to Ministers when occasion arises any information at its disposal in connection with number of applications received by it from candidates seeking appointment to Government service. But the procedure and process adopted by the Commission cannot be asked for and supplied.

184. Annual Report of Commission:- According to Article 323 of the constitution the Commission will present annually to the Governor a report as to the work done by the Commission during the year and the Governor shall, on receipt of such report, cause a copy thereof together with a memorandum explaining in respect of the cases, if any, where the advice of the Commission was not accepted, the reasons for such non-acceptance to be laid before the Legislature. Each Department should prepare a memorandum containing the statement of the cases, if any, where the recommendations of the Public Service Commission were not accepted during the year under report giving the reasons for such non-acceptance in each case and clarifications where the report reflects irregularities on the part of the Department and send the memorandum to the Department of Personnel and Administrative Reforms Department. The Department of Personnel and Administrative Reforms should take steps for presenting a consolidated memorandum before the Legislature together with the report on the working of the Public Service Commission.

185. Appointments made without reference to the Commission :- A quarterly statement of appointments required to be made in consultation with the Commission but actually made without such consultation should be sent to the Commission by each Department.

CHAPTER—XVIII

DISPOSAL OF ADDRESSES PRESENTED TO THE GOVERNOR**186. Receipt of and preparation of replies to, Addresses :-**

(1) Request for permission to present an address to the Governor are dealt with by the Special Secretary to the Governor in direct communication with the local officers, or at the headquarters of Government.

(2) The Special Secretary to the Governor will arrange to obtain information and advice from Departments upon all matters in the finally approved address for which they are responsible, and specify a date by which the replies to his reference is required. Should any difficulty be anticipated in supplying the reply by the date specified, the fact should be brought to the notice of the Special Secretary to the Governor as early as possible. Unless the request is for information only, the reply of the Department should be submitted through the Minister.

(3) If an address contains a request for assistance, the Secretary of the Department should include in his note information regarding the policy of Government in such cases and should submit through the Minister a statement as to the specific intentions of the Department. If assistance is recommended, he should state the nature of such assistance vis-a-vis the availability of funds.

(4) Immediately after receipt of the papers, the Secretary in each Department will cause notes to be prepared paragraph by paragraph upon any point or points raised in the address with which his Department is concerned and will forward them to the Special Secretary to the Governor with a summary embodying his suggestions with regard to the appropriate line of reply. A clean copy of the notes and summary, typed on one side of the paper only, should be placed on the file and will be abstracted by the Special Secretary to the Governor.

187. Departmental action to implement assurances and undertakings given by the Governor :- After a reply has been given to an address, the Special Secretary to the Governor will forward a copy of the reply to each of the Secretaries of the Departments and draw attention to any point or points on which Departmental action has to be taken to implement any assurances or undertakings given by the Governor. The Secretary of a Department concerned will forthwith proceed to take action accordingly and he will show the final decision in each case to the Special Secretary to the Governor.

CHAPTER—XIX
CABINET PROCEDURE

188. Circulation of Cases :

188. (1) Before a case reaches the stage of circulation, whether under Rule 14 or under Rule 16 of the Rules of Business, the administrative Department must :—

- (a) prepare matured proposals with conclusions as regards the departmental policy, if a question of policy is involved, and work out in detail the administrative aspects of the proposals explaining precisely the objects of the proposals and the probable consequences and implications of cost ;
- (b) consult all other departments of Government which may be administratively affected by the proposals, and (in particular), the Finance Department if such consultation becomes necessary within the meaning of Proviso to Rule 14 of the Rules of Business ;
- (c) modify the proposals in accordance with the views of the Departments so consulted, in so far as such views are acceptable to the administrative Department, or if such modification is not practicable, reduce the outstanding differences to a minimum, the reasons for such differences being clearly defined.

(2) After the completion of the processes described in the preceding Sub-section, the administrative Department will obtain the orders of the Chief Minister either for circulation for opinion under Rule 16 or for taking the case to the Cabinet under Rule 14, as the case may be, and when orders are received for taking the case to the Cabinet ; the Administrative Department will inform the Cabinet Secretary, indicating the meeting of the Cabinet at which it is desired that the case should be taken.

(3) The Administrative Department will also send to the Cabinet Secretary the required number of copies of the memorandum embodying the result of the examination of the case on the lines indicated in Sub-section (1) and indicating with sufficient precision the salient facts of the case, the points for decision and the Department's recommendations thereon with all relevant papers that may be necessary for the proper understanding of the case.

An illustration of the headings under which the Cabinet memorandum should be drawn up is given below, but the headings are only suggestive and not exhaustive;

- I. Subject for discussion.
- II. Salient facts of the case and the Department's proposals with the financial implications of each.
- III. Views of the Finance Department, if any (to be quoted verbatim) and the administrative Department's comments thereon, if any.
- IV. Points for decision numbered serially, if more than one.

(4) For the purpose of supplying to the Cabinet Secretary and preservation in the office of the Administrative Department; the following number of copies of the Cabinet memorandum will be prepared :

- For each Minister—1 copy ;
- For Secretary to Governor—2 copies ;
- For Chief Secretary—1 copy ;
- For Cabinet Secretary—2 copies ;
- For Finance Department (if necessary)—1 copy ;
- For department's use—5 copies (minimum).

The required number of copies of the Cabinet memorandum should be sent to the Cabinet Secretary with a forwarding notice so as to reach him at least two days before the meeting of the Cabinet at which it is desired that the subject should be taken up.

189. Preparation of Agenda :- (1) The Cabinet Secretary will obtain the orders of the Chief Minister as to which subjects should be entered in the agenda for the next forthcoming meeting. On receipt of such orders he will take steps immediately for the preparation of the agenda in accordance with such orders and for the circulation of copies thereof to all Ministers and the Secretary to the Governor.

(2) This procedure will be normally followed in the case of all business coming before the Cabinet but any urgent or emergent matter may be included in the agenda on special instructions of the Chief Minister which must be obtained by the Department concerned and reported to the Cabinet Secretary for necessary action.

Note:- Ordinarily the agenda and the connected papers will be circulated on the Second day before the day fixed for such meeting, so that the papers reach the Ministers and others concerned at least two clear days before the date of such meeting as required under Rule 22(A) of the Rules of Business of the Government of Manipur. It is only in the case of emergency that the Chief Minister can curtail the said period.

190. Circulation of papers for consideration in Cabinet :-

(1) A case which has been ordered by the Chief Minister to be circulated to Ministers under Rule 16 of the Rules of Business must be dealt with as expeditiously as possible at all its stages. All papers to be read in that connection should be prepared as laid down in Section 1 and should be accompanied by the Departmental file, properly arranged and referenced, before circulation. At the same time the Administrative Department will take orders from the Chief Minister as to the order in which the case should be circulated to the Ministers in turn.

(2) When the circulation has been completed and the Chief Minister thinks that a discussion at a meeting of the Cabinet is necessary, the Administrative Department will thereafter follow the procedure laid down in the foregoing Section for taking a case to the Cabinet.

191. Recording of Proceedings and Decision :-—The following procedure will be followed in recording the proceedings of the meetings of the Cabinet and the decision of the Cabinet in individual cases.

(1) The Cabinet Secretary shall be present at each meeting of the Cabinet and suitably record the decisions reached with brief explanatory notes wherever necessary.

(2) A type draft of the decisions so recorded will be prepared by him and after necessary corrections have been made by the Chief Minister (or the Presiding Minister, as the case may be) and signed by him, the decisions will be sent to the Department concerned (relating to their Departments only), duly authenticated by the Chief Minister (or the Presiding Minister as the case may be). Two copies of the full proceedings will also be prepared by the Cabinet Secretary for authentication by Chief Minister. While one authenticated copy of the full proceedings of the meeting will be forwarded by the Cabinet Secretary to the Governor for his information and for record in the Governor's Secretariat, the other copy of the full proceedings signed by the Chief Minister be retained in the Cabinet Secretariat for record.

192. **Sub-Committee :-** When any matter is referred by the Cabinet to a Sub-Committee of the Cabinet, the Departmental Secretary concerned (or any officer nominated by him not below the rank of a Deputy Secretary) will take steps to summon, in consultation with the members of the Sub-Committee, one or more meetings of the Sub-Committee for the consideration of the matter. He will also prepare a report after the members of the Sub-Committee have concluded their consideration of the subject. When the report, subject to any alterations as may be made therein has been finally agreed upon, it will be signed by the members of the Sub-Committee and will thereafter be dealt with in the same way as an original Cabinet memorandum, in accordance with the procedure laid down in Section 1(2) and (3) and subsequent Sections.

Where a matter has been referred to a Cabinet Sub-Committee for disposal without any direction to report to the Cabinet again, the Department will take necessary action on the Sub-Committee's report straightway but a copy of the report will be sent to the Cabinet Secretary for information and for completing the records of the case in his Secretariat.

193. **Mention Cases :-** When the administrative Department, instead of bringing forward a substantial question for decision by the Cabinet, desires to have any matter brought to the notice of the Cabinet for information and to have it mentioned at any meeting of the Cabinet, the procedure laid down in the preceding Section will also apply *mutatis mutandis* except that it will not be necessary to prepare the memorandum in the elaborate manner laid down above. Only the salient facts of the case desired to be brought to the notice of the Cabinet will be recorded with sufficient precision.

194. **Decision in Cases raised for the first time :-** When any matter is raised for the first time by the Chief Minister or any other Minister at any meeting of the Cabinet without any memorandum and other papers being previously circulated and a decision is reached thereon, the procedure laid down above will apply for the subsequent disposal of the matter.

195. **Presence of the Chief Secretary at Cabinet Meetings :-** Except when the Chief Secretary is himself the Cabinet Secretary, he will be present at all meetings of the Cabinet unless otherwise directed by the Chief Minister or the Presiding Minister.

CHAPTER-XX

PROCEDURE TO BE OBSERVED FOR ANSWERING QUESTIONS IN THE LEGISLATIVE ASSEMBLY

196. (1) **Procedure for dealing with questions :-** The following procedure will be observed in dealing with a question from the House of the Manipur Legislature which does not wholly or partly refer to a matter or matters falling within the portfolio of the Minister to whom it is addressed :-

- (a) If the subject-matter of the question does not concern the receiving department it will be returned to the Assembly Secretariat for necessary action.
- (b) If part only of the subject-matter of the question concerns the receiving department, an answer will be furnished in respect of the portion concerning that department and the remainder will be returned to the Assembly Secretariat, as the case may be, for necessary action.
- (c) In returning the whole or part of the question to the Assembly Secretariat the receiving department will indicate, if possible, the department or departments to which the question or part thereof relates.
- (2) If the question is not returned in accordance with Sub-section (1)(a), an answer will be prepared subject to the following general directions :-
 - (a) Questions on receipt will be submitted direct to the Secretary.
 - (b) Questions involving disproportionate labour and expense will be disposed of at once with the approval of the Minister and stereotyped answer prepared.
 - (c) In cases other than those referred to in clause (b) the Secretary will give immediate directions as to the nature of the enquiries to be made or materials to be collected.
 - (d) When the preparation of an answer involves the collection of information from departments, heads of departments of local officers, Form E, will be used. The letter will be rubber-stamped : Assembly question due for answer on (date) "and the envelope rubber-stamped : Assembly Question due for answer on (date). To be opened immediately by the senior officer present in the absence of the addressee." The envelope should be addressed to the head of the department office, etc., by name.
 - (e) Draft replies will be submitted to the Chief Minister for approval in the case of all questions.
 - (i) concerning any matter in which the responsibility of the Central Government or another State Government is involved : or
 - (ii) in dealing with which any matter arises which under any provision is required to be submitted to the Governor or to the Chief Minister.
 - (f) Replies to other questions will be disposed of by the Minister-in-charge, such questions as he may direct being brought to the notice of the Chief Minister.

- (g) Draft replies to Assembly questions should be submitted direct to the Minister in order that the replies may be sent to the Secretary to the Legislative Assembly before the expiry of the period of notice laid down under the Rules of Procedure and Conduct of Business in the Manipur Legislative Assembly, i.e., at least 2 days before the due date for answer in the House.
- (h) As soon as the answer has been finally approved by the appropriate authority 12 typed copies of the question and of the reply thereto will be forwarded to the Secretary of the House concerned. The administrative department will correctly state the name of the department and of the Minister replying, in copies of answers sent to the Secretary of the House for delivery.
- (i) Before an answer to a question for oral reply in due for delivery in the House, a draft note furnishing necessary materials relating to possible supplementary questions that may be put after the delivery of the answer on the floor of the House should be prepared and submitted to the Minister along with the file containing the answer. Copies of supplementary questions and answers should be similarly furnished if considered necessary.
- (j) Copies of answers actually delivered in the House will be furnished to the District Officer, or the Head of the Department concerned, if they ask for them or if the administrative department considers this course to be desirable or indirectly necessary to give effect to the answer or assurance given or that the answer should be communicated for future guidance or information. Copies of supplementary questions and answers should be similarly furnished if considered necessary.

197. Form of Answer to Questions :- Replies to questions when delivered by a Minister will ordinarily be in the first person singular and the term "Government" will be used only in reference to a decision of Government as a whole. If a Parliamentary Secretary replies to a question in the House of the Legislature for a Minister, the expression "The Hon'ble Minister" or "My Hon'ble Friend" will be used.

198. Short Notice Questions :- According to Rule of Procedure and Conduct of Business in the Manipur Legislative Assembly the consent of the Minister-in-charge of the Department concerned is required to a short notice question. If short notice is refused by the Minister the question does not lapse. It should be treated as an ordinary question, in which case an answer must be given and is due on the date following the period of notice calculated from the day on which it was received in the House.

199. Register of Questions and Undertakings :- (1) Each department will maintain a register of questions in Form F containing a simple sessional record showing the progress made in the preparation of the reply to each questions.

(2) The Superintendent will be responsible for the maintenance of the register and for securing the prompt submission of materials on which answers to questions are to be framed and for the despatch of the answers after approval by the Minister. The register will be submitted at intervals of not more than two days to the Under Secretary, for inspection and submission to Secretary, if necessary.

(3) Each department will also maintain a register in which undertakings given by the Minister in reply to questions or in any other connection the Legislature will be entered and this register will be examined at least once a month by an Under Secretary to see that necessary action is being taken by the department to implement the undertakings.

200. Procedure for dealing with Resolutions :- (1) Every resolution on receipt from the House will be examined by the administrative department, to see whether the whole or any part thereof is liable to objection under the Rules of Procedure and Conduct of Business in Manipur Legislative Assembly.

(2) Unless the Secretary or the Minister directs any resolution to be examined in advance no action will be taken until the printed lists of resolutions are received and their relative precedence is known. The line of reply will than be prepared for those resolutions which have some chance of reaching discussion.

(3) When an intimation is received that a resolution will be given precedence under the Rules of Procedure and Conduct of Business in the Manipur Legislative Assemble it will be examined to see whether the three days notice required under those Rules has been given and if not, the orders of the Minister will be obtained whether he agrees to accept shorter notice.

(4) After a resolution has been examined in the Administrative Department and duly considered by the Minister-in-charge, it shall be submitted to the Chief Minister with a view to obtaining his orders for bringing it up for consideration at a meeting of the Cabinet. When there is no sufficient time to place the matter before the Cabinet the Chief Minister's order will be taken as to the attitude Government should adopt in the Legislature in relation to that resolution.

(5) The following procedure will be observed in dealing with a resolution from the House of the Manipur Legislature which does not wholly or partly refer to a matter or matters with which the receiving department is concerned :

- (a) If the subject-matter of the resolution does not concern the receiving department it will be transferred to the appropriate department for necessary action.
- (b) If part only of the subject-matter of the resolution concerns the receiving department, that department will at once send copies of the resolution to the other departments concerned, but the department primarily concerned with the subject-matter of the resolution will take the necessary action as in Sub-section

201. Action to resolution passed :- When an intimation is received that a resolution has been passed by the House, the administrative department will obtain the orders of the Minister as to the action to be taken thereon.

FORM - E

IMMEDIATE

GOVERNMENT OF MANIPUR

..... Department

Assembly/Question

No..... Date

IMPHAL

Herewith two copies of a question (starred/unstarred) to be asked by
at the current session of the Manipur Legislative Assembly. Please furnish materials for
reply in half-margin, retaining one copy for office use. A separate letter is not required ; the
number of your reply, date, and signature may be noted below. Comments, if any, may be
added.

Secretary

To

.....

A copy of the answer given is required/not required.

Reply No.....

Signature.....

Date.....

Designation.....

Question	Answer

FORM - F

Register of Assembly Questions.

1. Nos.-
2. Serial No. of question, departmental file No. and subject-matter :-
3. Date of which reply is due -
4. Date of receipt in the department concerned -
5. Dates and particulars of intermediate references -
6. Date of receipt of reports called for -
7. Date of submission to Secretary -
8. Date of submission to the Minister -
9. Date of receipt from the Minister -
10. Date of despatch of answer to the House -
11. Remarks. -

CHAPTER - XXI

CHANNEL OF CORRESPONDENCE BETWEEN THE LEGISLATURE AND THE EXECUTIVE

202. Channel of correspondence :- (1) All the communications, which involve action to be taken by the Government in his relation to the House of the State Legislature under any of the provisions, of the Constitution of India or the Rules framed thereunder should be addressed by the Secretary to the Manipur Legislative Assembly to the Secretary of the Governor. The reply to such communications will be given by the Secretary of the Governor or the Secretary of the appropriate Department of Government, as the Government may in any particular case direct.

(2) In case of Bills or amendment requiring the previous sanction of the President or Governor, the Channel of communication will be from the Secretary to the Assembly, through the Secretary (Law Department) to Secretary to the Governor.

(3) In regard to Administrative and Financial matters concerning the State Legislature in which the Legislature Secretariat requires advice or concurrence, the Secretary to the Legislature will circulate the file or send Memorandum direct to the Secretary to the Administrative Department concerned and latter will return the file or send reply in a memorandum as the case may be to the Secretary to the Legislature along with the advice or views.

(4) In regard to other matters, the Secretary to the Assembly will address the Secretary to Government in the Department concerned and the latter will also communicate with him.

Illustration:- (a) The Secretary to the Assembly may address the Finance Department or the Public Works Department direct on matters which do not involve any question of policy or any expenditure beyond the latter's power of sanction, e.g. may address the Finance Department in regard to the details of the Budget or the Public Works Department in regard to technical matters relating to the maintenance of the Legislature Buildings.

(b) The Secretary to the Assembly will correspond with the Department concerned in regard to questions, resolutions, motions or Bills in respect of which notices are received from the private members of the Assembly.

203. Method of Correspondence :- The method of correspondence between the Secretary to the Manipur Legislative Assembly and the Secretary to the Governor or the Secretary to a Department of Government will be by letter or memorandum, and not by transmission of files.

204. Disposal of Communications addressed direct to Secretary to Governor:- Communications addressed by the Secretary to the Manipur Legislative Assembly to the Secretary to the Governor direct, involving action to be taken by the Governor in his capacity as the Head of the State Executive, will be forwarded by the Secretary to the Governor to the appropriate Department of Government for disposal, and the Departments concerned will send their replies direct to the Secretary to the Manipur Legislative Assembly.

205. **Disposal of communications regarding previous sanction to Private Member's Bills:-** In dealing with communication regarding the previous sanction of the President or Governor to the Bills of private members of the Legislature, the Secretary in the Law Department will obtain the views of the administrative Department concerned as to the desirability or otherwise of the previous sanction of the President or Governor being accorded to the introduction of the Bill. The Secretary in the Law Department will send his file, in original, to the Administrative Department, and the letter will submit without delay, after recording its opinion purely from a technical point of view, without going into the question of the policy of Government towards the Bill during its passage through the Legislature or other aspects of the Bill which should be considered separately when a copy of the Bill is received in the Department under the Rules of Procedure of the House. The Law Department will also record its technical opinion on the provisions of the Bill and will forward the file direct to the Secretary to the Governor. Both the administrative Department and the Law Department should avoid placing in the file routine or purely intermediate notes. The files should be treated as immediate in both the Departments.

CHAPTER - XXII

APPENDICES

APPENDIX - I
CENTRAL REGISTRY : DAK REGISTER
[(Vide para 24(6))]

Date.....

Serial No.	Particulars of dak received		From whom received	To whom sent	Remarks
	Number	Date			
1	2	3	4	5	6

APPENDIX - 2
CENTRAL REGISTRY : INVOICE REGISTER
[(Vide para 25(1))]

Department..... Section.....

Date	C.R. Nos. of dak sent	Number of items of dak		Total	Signature of receiver
		Registered in dak register	not registered in dak register		
1	2	3	4	5	6

APPENDIX - 3
SECTION DIARY
[(Vide para 27(1))]

Date.....

Serial No.	Number and date of receipt		From whom	Brief subject	To whom marked	File No.	Remarks
	Number	Date					
1	2	3	4	5	6	7	8

INSTRUCTIONS

1. Columns 1-6 will be filled at the stage of diarising, i.e. before the receipts are made over to the dealing hands.
2. Column 7 will be filled on the basis of entries in column 4 of the assistant's diary. For this purpose, the diarist will collect and consult the assistant's diaries periodically, say once a week.
3. Movement of receipts marked to officers for perusal will be indicated in Column 8.

APPENDIX - 4
OFFICERS MOVEMENT DIARY
[(Vide para 29 (3))]

Diary Nos. of receipts removed for	
Processing	Submission to higher officers (to be specified)

APPENDIX - 5
ASSISTANT'S DIARY
[(*Vide para 31 (2)*)]

Serial No.	Diary No. or File No.	Subject	File No.	Date of submission
---------------	-----------------------	---------	----------	--------------------

Date

INSTRUCTIONS

1. Column 2 should show 'diary number' or 'File number' according as the paper marked to a dealing hand is a 'receipt' or a come-back case.
2. Column 3 and 4 need be filled only in respect of diary numbers.
3. Column 3 need show only catchwords sufficient to enable the dealing hand to recall the case.
4. The date on which receipt/files are received by the dealing hand should be entered in red ink across the page above the entries to be made for the day.

APPENDIX - 6
SPECIMEN FORMS OF COMMUNICATION
[(Vide para 28)]

(1) Letter (with endorsement)

No.....
 GOVERNMENT OF MANIPUR
 Department of
 (..... Vibhag)
 Imphal, the

To

SUBJECT

Sir,

*With reference to your letter No dated
 I am directed to say that

Yours faithfully

**Sd/- (A.B.C.)
 Under Secretary to the
 Government of Manipur
 Tele : No.....

(Endorsement)

No Imphal, the

Copy forwarded for information/necessary action to :

- (1)
- (2)

(A.B.C.)
 Under Secretary to the
 Government of Manipur
 Tele : No.....

* Other alternative form of the introductory phrases commonly used are :-

- (i) In continuation of my/this Department's letter No dated.....
- (ii) With reference to the Correspondence resting/ending, with your/this Department's letter
 No dated

** To be typed on copies intended for (1) and (2) referred to in the endorsement.

APPENDIX-6 Contd.

(Vide para 48)

(2) Demi-Official letter

XYZ

Deputy Secretary

Tele : No.

D.O. No.....

Government of Manipur.

Department of.....

(..... Vibhag)

Imphal, the

My dear/Dear Shri

We propose to draw up a model scheme for

A copy of the outline prepared in this connection is enclosed.

I should be grateful if you would let me have your comments as soon as possible. I may add that we intend circulating the draft scheme formally to all departments in due course for their comments.

With regards,

Yours sincerely,

(X.Y.Z.)

A.B.C.

Deputy Secretary,

Department of

(..... Vibhag)

Imphal.

APPENDIX-6 Contd.

(Vide para 48)

(3) Office Memorandum

Specimen - I

No.....
 GOVERNMENT OF MANIPUR
 Department of
 (.....)
 Imphal, the
 OFFICE MEMORANDUM

SUBJECT :

The undersigned is directed to refer to this department's/the Department of
O.M. No..... dated
 and to say that

(A.B.C.)

Under Secretary to the Govt. of Manipur.

Tele : No.....

To

The Department of
 (..... Vibhag)
 Imphal.

(3) Office Memorandum

Specimen II

No.....
 GOVERNMENT OF MANIPUR
 Department of.....
 (..... Vibhag)
 Imphal, the
 OFFICE MEMORANDUM

SUBJECT :

Reference this Department O.M. No..... dated.....
 2. Doubts have been expressed whether the provisions of also apply to
 It is hereby clarified that

(A.B.C.)

Under Secretary to the Govt. of Manipur.

Tele : No.....

To

The Department of.....
 (..... Vibhag)
 Imphal.

APPENDIX-6 Contd.

(Vide para 48)

(4) Inter-departmental note

GOVERNMENT OF MANIPUR

Department of

(..... Vibhag)

SUBJECT :

The present rules regulating the issue of identify cards provide inter alia that

2. A question has now arisen whether

3.

4.

5. This department will be grateful for the advice of the Department Legal Affairs on the issued raised in para 4 above.

(X.Y.Z.)

Deputy Secretary

Tele : No.....

Department of Legal Affairs (Vidhi Karya Vibhag)

Department (..... Vibhag) I.D. No..... dated

(5) En Clair Telegram :

TELEGRAM

STATE

*EXPRESS

£ DCOMAH

BOMBAY

No..... @REOLET/RYLET JULY TENTH STOP EXPEDITE
BUDGET
PROPOSALS STOP FINANCE PRESSING HARD

£HOMEX

NOT TO BE TELEGRAPHED

(A.B.C)

Under Secretary to the Govt.
of Manipur.

Department of

(..... Vibhag)

No.....

Imphal, the.....

Copy by post in confirmation.

(X.Y.Z.)

For Under Secretariat to the Govt.
of Manipur.

To

The Director of Census Operations,
Maharashtra Sachivalaya, Bombay.

*Where necessary

.. Telegraphic address of addressee/sender.

@Stands for "Reference our letter/Reference your letter"

APPENDIX-6 Contd.*(Vide para 48)*

(6) Express letter :

No.....
 GOVERNMENT OF MANIPUR
 Department of
 (..... Vibhag)

Imphal, the

To

SUBJECT :

REFERENCE THIS DEPARTMENT NUMBER
 DATED AS MATTER HAS TO BE REFERRED TO U.P.S.C.
 FOR CONCURRENCE BEFORE THE END OF CURRENT MONTH ; PLEASE
 EXPEDITE REPLY.

(A.B.C.)

Under Secretary to the Govt. of
 Manipur.

Note :- The forms of telex message and savingram will be similar to those of telegram and
 express letter, respectively.

(7) Office order

Specimen- I

No
 GOVERNMENT OF MANIPUR
 Department of
 (..... Vibhag)

Imphal, the 1977

OFFICE ORDER

Shri X.Y.Z., a permanent lower division clerk in this department is granted earned leave
 for days from to with
 permission to prefix a public holiday, to the leave.

2. It is certified that Shri X.Y.Z. is likely, on the expiry of this leave, to return to duty at
 the station from which he proceeded on leave.

(A.B.C)

Under Secretary to the Govt.
 of Manipur.

Copy to :

1. Office order file.
2. Cashier.
3. Section concerned.
4. Shri X.Y.Z.

APPENDIX-6 Contd.*(Vide para 48)*

(7) Office order :

Specimen-II

No.....
 GOVERNMENT OF MANIPUR
 Department of
 (..... Vibhag)
 Imphal, the..... 1977

OFFICE ORDER

It has been decided to transfer the work relating to from
 section to section.

(A.B.C)
 Under Secretary to the Govt.
 of Manipur

(8) Order :

Specimen-I

No.....
 GOVERNMENT OF MANIPUR
 Department of
 (..... Vibhag)
 Imphal, the..... 1977

ORDER

Sanction of the President is accorded under Rule 10 of the Delegation of Financial Powers Rules, to the write-off of irrecoverable loss of Rs. 2000.00/- (Rupees two thousand) only being the value of the following articles belonging to this department.

- (1)
- (2)

(A.B.C)
 Under Secretary to the Govt.
 of Manipur

Copy forwarded to :

1. The Accountant General, Manipur, Imphal.
2. Internal Finance Section.
3. Cash Section.

APPENDIX-6 Contd.*(Vide para 48)*

(8) Order :

Specimen-II

No.....
 GOVERNMENT OF MANIPUR
 Department of
 (..... Vibhag)
 Imphal, the..... 1977

ORDER

Shri a lower division clerk in the Department of is hereby informed that it is proposed to take action against him under Rule of

2. Shri is hereby given an opportunity to make such representation as he may wish to make against the proposal.

3.

4.

(D.E.F.)
 Deputy Secretary to the Govt.
 of Manipur.

To

Shri.....

(9) Notification :

Specimen-I

(To be published in the Gazette of Manipur, Part I Section 2)

GOVERNMENT OF MANIPUR
 Department of
 (..... Vibhag)

Imphal, the..... 1977.

NOTIFICATION

No..... Shri X.Y.Z., Under Secretary in the Department of is appointed to officiate as Deputy Secretary in that Department vide Shri transferred to the Department of

(A.B.C.)
 Joint Secretary to the Govt.
 of Manipur

To

The Manager,
 Government Press, Manipur,
 Imphal.

No.
 *Copy forwarded for information to :

Imphal, the 1977.

- (1)
- (2)
- (3)

(D.E.F.)
 Under Secretary to the Govt.
 of Manipur.

APPENDIX-6 Contd.*(Vide para 48)*

(9) Notification :

Specimen-II

[To be published in the Gazette of Manipur, Part II, Section 3, Sub-Section (ii)]

GOVERNMENT OF MANIPUR
 Department of
 (..... Vibhag)
 Imphal, the..... 1977.

NOTIFICATION

No. S.O..... In exercise of the powers
 conferred by Section 4 of the Supply and Prices Goods Act, 1950 (LXX of 1950
 the Central Government hereby fix the following schedule of maximum
 price
 (No.....)

(A.B.C.)
 Secretary to the Govt.
 of Manipur.

To

The Manager,
 Government Press
 Manipur, Imphal.

* Endorsement should be typed on all copies except the one intended for the press.

(10) Resolution :

(To be published in the Gazette of Manipur, Part I Section 2)

No.....
 GOVERNMENT OF MANIPUR
 Department of
 Imphal, the..... 1977.

RESOLUTION

The Government of Manipur have had under consideration the question of further improving the efficiency of the departments and services concerned with the Collection of revenue. As a first step in that direction, the Governor has been pleased under the powers vested in him by proviso to Article 309 of the Constitution of India, to decide that a Class I State Service to be known as "State Revenue Service" should be constituted with effect from

(A.B.C.)
 Secretary to the Government
 of Manipur

ORDER -

Ordered that a copy of the resolution be communicated to
 Ordered also that the resolution be published in the Gazette for general information.

(A.B.C.)
 Secretary to the Government
 of Manipur.

To

The Manager,
 Government Press,
 Manipur, Imphal.

APPENDIX-6 Contd.*(Vide para 48)*

(II) Press communique/note :

Not to be published or broadcast before a.m/p.m. on.....
..... day, the 1977.**PRESS COMMUNIQUE/NOTE**

In response to public demand, the Government of India have appointed a commission to go into the problem of and make suitable recommendations to the Government.

2. The Commission will consist to Shri as Chairman and the following as members :

- 1.
- 2.
- 3.

3. In making its recommendations, the Commission is expected to give consideration to the following matters :

- (a)
- (b)
- (c)

4. The Commission is expected to submit its report to the Government by

.....
Department of
(..... Vibhag)
Imphal, the

No

Forwarded to the Principal Information Officer, Press Information Bureau, Government of India, New Delhi, for issuing the communique and giving it wide publicity.

(A.B.C.)

Joint Secretary to the Govt. of Manipur.

(12) Endorsement :

No.....
GOVERNMENT OF MANIPUR
Department of
(..... Vibhag)
Imphal, the 1977.

A copy of the undermentioned papers is forwarded to for information and necessary action.

(A.B.C.)

Under Secretary to the Government of Manipur

Tele : No.

List of papers forwarded

- (1)
- (2)
- (3)

Note :- The above is a specimen of endorsement as an independent form of communication. There can, however, be endorsement below other forms of communications also, e.g., letter, notification.

APPENDIX-7
TYPIST DIARY
[(Vide para 56 (3))]

Date	File No. or Draft No.	Date of which typed	Remarks
1	2	3	4

Date :

APPENDIX-8
DESPATCH REGISTER FOR POSTAL MAIL ONLY
[(Vide para 60 (iv))]

Number

Date

Serial No.	Number of the communication	Addressee	Value of stamps affixed
1	2	3	4

INSTRUCTIONS

1. Separate registers will be maintained for (a) foreign post (b) telegrams and (c) other inland post.
2. Entries in column 4 will be totalled up at the end of the day and the total indicated in red ink.

APPENDIX-9
DESPATCH REGISTER FOR DAK SENT LOCALLY BY HAND
[(Vide para 60 (iv))]

Sl. No	Number of the Communication	Name/designation of the Addressee	Peon Book No.

Date :

APPENDIX-10
SERVICE POSTAGE STAMPS ACCOUNTS REGISTER
 [(Vide para 64 (i))]

Date	Value of stamps in hand at the commencement of the day	Value of stamps received from Cashier	Total value of stamps in hand (Col. 2 plus col. 3)	Signature of the in-charge	Remarks
1	2	3	4	5	6

APPENDIX-11
STAMPS ACCOUNT REGISTER
 [(Vide para 64 (ii))]

Date	Value of stamps			Balance at close of the day (cols. 2+3 - 4)	Signature of	
	in hand	received during the day	used during the day		Despatcher	Supdt.
1	2	3	4	5	6	7

INSTRUCTIONS

1. Separate registers should be maintained for (a) ordinary postage stamps and (b) service postage stamps.
2. Column 2 will repeat the figure in column 5 of the previous day.
3. In the case of ordinary postage stamps, column 4 should reproduce the daily total struck in the despatch register for foreign dak. In the case of service postage stamps this column should represent the sum of the daily totals struck in :
 - (a) despatch register for telegrams,
 - (b) despatch register for inland post, and
 - (c) postal registration books.

APPENDIX-12
FILE REGISTER
[(Vide para 72)]

STANDARD HEADING STANDARD HEAD NO

File No.	Subject	Date of		Classification (and year of review)	Remarks
		Opening	Closing		
1	2	3	4	5	6

INSTRUCTIONS

1. Entries in column 1-3 will be made at the time of opening files and those in columns 4 and 5 at the time of recording and reviewing them.

2. Year of review in column 5 is required to be indicated only in the case of class 'C' files.

3. If as a result of the review, a file is marked for further retention, the year of the next review will be worked out and indicated in column 5.

4. When a file is transferred to the departmental record room or to another section/department, the fact of such transfer and the relevant date will be indicated in column 6 - e.g.

F.D.	H.D.
6-1-76,	7-2-76

Similarly, when the file is marked for destruction, an entry regarding the fact and the year of destruction will be made in this column.

APPENDIX-13**FILE REGISTER**[(*Vide para 75 (i)*)]

File No. Subject :-	File No. Subject :-
File No. Subject :-	File No. Subject :-

Note :- Movement will be marked by indicating the officer, section or department to which the file has been sent with date of sending below it, e.g.

<u>DC(N)</u>	<u>HD</u>
8-7-76,	1-10-76

APPENDIX-14**MOVEMENT DIARY**

(to be maintained by the personal staff of Deputy Secretaries and higher officers)

[(*Vide para 75 (4)*)]

File No.	Date of receipt	To whom sent	When sent
1	2	3	4

APPENDIX-15

EXAMPLES OF TITLES OF FILES AND INDEX SLIPS

[(*Vide para* 80 (2) (c))]

A- Titles with index heads and sub-heads distinguished

Serial No.	Title of file	Typed index slips
1.	STRIKES - Coalmines-Singbhum collieries, Dhanbad-Report regarding Strikes-Coalmines-Singbhum collieries, Dhanbad, - Report regarding. F.3/2/71-LRI.	STRIKES Coalmines Singbhum, collieries Dhanbad
2.	IMPORT LICENSING - Capital goods-Public Sector Undertakings-Application from Heavy Electricals, Bhopal	IMPORT LICENSING Capital goods Public Sector Undertakings Heavy Electricals Import licensing - Capital goods-Public Sector Undertakings-Application from Heavy Electricals, Bhopal. F.4/17/71-Imp.
3.	FAMILY PLANNING - Vasectomy operations- Financial and other incentives for popularising.	FAMILY PLANNING Vasectomy Incentives Family planning- Vasectomy operations-Financial and other incentives for popularising. F.7/3/71-FPI

APPENDIX-15 - Contd.**EXAMPLES OF TITLES OF FILES AND INDEX SLIPS**

[(Vide para 80 (2)(c)]

B - Index slips as they will appear before they are included in the folders :**EXAMPLE - I**

First slip

STRIKES
 Coalmines
 *Singbhum
 *Dhanbad

Strikes-Coalmines-Singbhum collieries, Dhanbad-Report regarding
 F.3/2/71-LRI

Second slip

*STRIKES
 Coalmines
 *Singbhum
 *Dhanbad

Strikes-Coalmines-Singbhum collieries, Dhanbad-Report regarding

F.3/2/71-LRI

Third slip

*STRIKES
 Coalmines
 *Singbhum
 Dhanbad

Strikes-Coalmines-Singbhum collieries, Dhanbad-Report regarding

F.3/2/71-LRI

Forth slip

*STRIKES
 *Coalmines
 *Singbhum
 Dhanbad

Strikes-Coalmines-Singbhum collieries, Dhanbad-Report regarding

F.3/2/71-LRI

APPENDIX-15 - Contd.**EXAMPLES OF TITLES OF FILES AND INDEX SLIPS**[(*Vide para 80 (2) (c)*)]**B - Index slips as they will appear before they are included in the folders :****.....EXAMPLE - 2.....****First slip**

FAMILY PLANNING

*Vasectomy

*Incentives

Family planning-Vasectomy operations- Financial and other incentives for popularising.
F.7/3/71-FPI**Second slip**

*FAMILY PLANNING

Vasectomy

*Incentives

Family planning-Vasectomy operations- Financial and other incentives for popularising.
F.7/3/71-FPI**Third slip**

*FAMILY PLANNING

*Vasectomy

Incentives

Family planning-Vasectomy operations- Financial and other incentives for popularising.
F.7/3/71-FPI

*To be struck out.

APPENDIX-15 - Contd.**EXAMPLES OF TITLES OF FILES AND INDEX SLIPS**[(*Vide para 80 (2) (c)*)]**C - Index slips as they will appear in the departmental index**

Main index slip	Subsidiary index
STRIKE - Coalmines-Singhum collieries, Dhanbad Report regarding	1. Coalmines See "STRIKES" F. 3/2/71-LRI 2. Singbhum collieries see "STRIKES" F.3/2/71-LRI
FAMILY PLANNING Vasectomy operations Financial and other incentives for popularising.	1. Vasectomy See "FAMILY PLANNING" F.3/71-FPI 2. Incentives see "FAMILY PLANNING" F. 7/3/71-FPI

APPENDIX—16
PRECEDENT BOOK
(Vide para 83)

Heading

Decision or ruling in brief

File No.

INSTRUCTIONS

1. Entries in this book will be made under the appropriate standard heads and Sub-heads arranged in alphabetical order.
2. The pages of the book will be numbered serially and a few pages allotted to each standardised heading under which entries are to be made vide 1 above. At the- beginning of the book will be pasted or written a list of such headings and pages allotted to each.

APPENDIX—17
RETENTION SCHEDULE FOR RECORDS PRESCRIBED IN THE
MANUAL OF OFFICE PROCEDURE

[*Vide para 84 (I)(d)*]

SI. No.	Description of record	Retention period (years)
1	2	3
1.	Dak register	1
2.	Invoice.....	1
3.	Section diary.....	3
4.	Movement slip of receipt.....	To be destroyed after the relevant receipts have been received in the section concerned.
5.	Assistant diary.....	1
6.	Standing guard file.....	Permanent. The earlier version of these records will normally be weeded out as soon as the revised version becomes available.
7.	Standing note.....	
8.	Issue diary.....	1
9.	Despatch register.....	5
10.	Postal registration books.....	5
11.	Receipts of telegrams.....	1
12.	Messenger Book.....	1
13.	Stamps account register.....	6
14.	Weekly statement of cases disposed of without reference to minister.....	1
15.	File register.....	10
16.	File movement register.....	1
17.	Movement diary for personal staff.....	1
18.	Index slips.....	5 years or till printed departmental index become available, whichever is later.
19.	Consolidated departmental index.....	Permanent
20.	Precedent book	Permanent
21.	Register for watching the progress of recording.....	3
22.	List of files transferred to :	
	(a) departmental record room.....	25
23.	Record review register.....	1
24.	List of files received for review.....	1

APPENDIX—17—Concl'd.

RETENTION SCHEDULE FOR RECORDS PRESCRIBED IN THE
MANUAL OF OFFICE PROCEDURE

[Vide para 84 (1)(d)]

Sl. No.	Description of records	Retention period (years)
1	2	3
25.	Register of spare copies of publication, circulars, orders etc.....	1
26.	Record requisition slip	To be destroyed after the requisitioned file has been returned to the Record Room.
27.	Record requisition card	To be destroyed after all the space for entries has been used and the last file requisitioned has been returned to the sectional / departmental records.
28.	Weekly arrear statement.....	1
29.	Case sheets of cases pending disposal for over a month.....	1
30.	Numerical abstract of cases pending disposal for over a month.....	1
31.	Consolidated numerical abstract of cases pending disposal for over a month in the various sections of the department.....	3
32.	Call book.....	1
33.	Monthly progress report on recording of files.....	1
34.	Reminder diary.....	1
35.	Register for keeping a watch on communications received from M.P.s'M.L.As.....	1
36.	Check-list for periodical reports.....	1
37.	Inspection reports.....	1 year after the date of next inspection.

Note.—The retention period will be reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register wherein certain entries are still current, e.g., file movement register where certain files entered therein have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries will first be transferred to the new register and the old register weeded out thereafter.

APPENDIX—18
REGISTER FOR WATCHING THE PROGRESS OF RECORDING
[*Vide para 87 (3)(A)*]

Section..... Month and year.....

File marked for record during the month		File recorded during the month	
Serial No.	File No. No.	Serial No.	File No.
1	2	3	4
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12.		12	
13		13	
1.4		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20		20	

APPENDIX—19
RECORD REVIEW REGISTER
[*Vide para 87 (3)(c)*]

Department..... Year of review.....

File No.	File No.	File No.	File No.
----------	----------	----------	----------

Note.—This register will be maintained for class “C” files only.

APPENDIX—20**LIST OF FILES TRANSFERRED TO DEPARTMENTAL RECORD****ROOM/SECTION**

[Vide para 88(2)]

Department..... Section.....

Serial No.	File No.	Classification and year of review	Date of actual destruction
1	2	3	4

APPENDIX—21**LIST OF FILES DUE FOR REVIEW**

[Vide para 89(5)]

SI. No.	File No.	Instructions of reviewing authority
1	2	3

INSTRUCTION

1. The departmental record room will prepare this list in triplicate by completing columns 1 and 2 only.
2. The section responsible for review will sign one copy of the list and return it to the departmental record room by way of acknowledgement, retaining the other two copies.
3. After review, the section concerned will complete column 3 of the list in both the copies by indicating :
 - (a) the work 'keep' in the case of files proposed to be retained indefinitely ;
 - (b) the letter 'W' in the case of files desired to be weeded out ;
 - (c) the precise year of weeding, in the case of class 'C' files proposed to be retained for a further period not exceeding 10 years from the date of their closing.
4. Both the copies of the list should accompany the files returned to the departmental record room which will sign one copy and return it to the section concerned by way of acknowledgement.

APPENDIX—22
REGISTER OF SPARE COPIES OF PUBLICATION,
CIRCULARS, ORDERS, ETC.

[*Vide para 89(9)*]

SI. No.	Particulars of document	No. of spare copies available	Remarks
1	2	3	4

INSTRUCTIONS

1. The register will be essentially in the form of a list of documents i.e. publications, circulars, orders etc. if the number of publications involved is large, the register may be maintained in two parts—one for publications and the other for circulars, orders etc.
2. In column 2 will be indicated the title of the publication or number and date circulars etc.
3. As far as possible, circulars, orders etc. will be entered in chronological order.
4. The number of spare copies of documents available may be ascertained at a convenient interval, say once a year, for, being indicated in column 3, If spare copies of a document are found to have been exhausted or are weeded out, the relevant entry may be scored out in red ink or chalk. The register need not be re-written except when absolutely necessary.

APPENDIX—22A
RECORD REQUISITION CARD

[*Vide para 90(1)*]

Date	File No. requisitioned	File No. or Diary No. with which to be put up	Requisi- tioning official/ section	Signature of requis- itioning official	Date of return	Initials of records custodian
1	2	3	4	5	6	7

INSTRUCTIONS

1. The form will be printed on stiff paper of the thickness roughly of the file cover but of a colour of distinct from that normally used for file covers.
2. Where it is not possible to indicate the file or diary No. of the paper with which the requisitioned file is to be put up in column 3 should indicate briefly the purpose for which and/or officer for whom the requisitioned file is required.

APPENDIX—23
WEEKLY ARREAR STATEMENT

[Vide para 91(1)(a)]

Section.....				Name of dealing hand.....			
Week ending	Number of cases/receipts						
	B.F. from Previous week	Received during the week	Total cols. 2 and 3	Dealt with during the week	In hand		Initials of dealing hand
					Tota	Over 7 days	
1	2	3	4	5	6	7	8

INSTRUCTIONS

1. Column 2 will repeat the figure shown in column 6 in respect of the preceding week.
2. Column 3 of the statement will also include 'come-back' cases and will represent the total number of receipts and cases as entered in the assistant's diary for the week under report.
3. The figure in column 5 can be ascertained by scanning through entries in column 4 of the assistant's diary in respect of receipts and cases :
 - (a) received during the week under report and the preceding week ;
 - (b) included in the statement of more than one-week-old receipts/cases sub-mitted with the arrears statement for the preceding week.
4. Column 6 will represent the difference between columns 4 and 5.
5. The same form will be used to give a running account of the state of work, week by week, for the whole year.

APPENDIX—24
STATEMENT SHOWING PARTICULARS OF RECEIPTS/CASES IN HAND
FOR MORE THAN 7 DAYS

[Vide para 91(1)(b)]

Number of dealing hand.....				week ending.....	
Diary No.	Date from which pending	Brief Subject	Reason for delay	Remarks of Supdt./higher officer	Action taken on remarks in col. 5.
1	2	3	4	5	6

APPENDIX—25
WEEKLY ARREAR STATEMENT
(Consolidated form for the section as a whole)
[Vide para 91(1)(3)]

Name of section.....							
Week ending	Number of cases/receipts						Initials of supdt.
	B.F. from Previous week	Received during the week	Total cols. 2 and 3	Dealt with during the week	In hand		
					Tota	Over 7 days	
1	2	3	4	5	6	7	8

APPENDIX—26
CASE SHEET
[Vide para 92(2)(a)]

File/Diary No..... Subject.....

Date of commencement.....

Month ending	With whom pending and since when	Reasons for delay	Remarks of U. S. and higher officer
1	2	3	4

INSTRUCTIONS

1. A separate sheet will be maintained for each case.
2. The statement will cover not only originating section's own files but also files received by it from other sections/departments and other P.U.Cs. for which no file has been opened. The last two categories of cases will be identified by their %diary numbers.
3. The date of commencement of a case will normally be the date of receipt of the PUC and can be ascertained from the file register in the case of originating section's own files and from the section diary or assistant's diary, in other cases.
4. Entries in column 2 will be made on the basis of entries in the file movement register/section diary.

APPENDIX- 27
NUMERICAL ABSTRACT OF CASES PENDING DISPOSAL FOR OVER A MONTH
[*Vide para 92(4)(d)*]

Section.....							Year.....	
As on the last day of	Number of cases (other than those transferred to call book) pending disposal						Number of cases transferred to call book	Initials of Supdt.
	Between 1 & 3 months	Between 3 & 6 months	Between 6 months & one year	Between 1 & 2 years	Over 2 years	Total of cols. 2-6		
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								

APPENDIX - 28

CONSOLIDATED NUMERICAL ABSTRACT OF CASES PENDING DISPOSAL FOR OVER A MONTH

[*Vide para 92 (8) (a)*]

Department.....

Month ending.....

Section	Number of cases (other than those transferred to call book) pending disposal						Number of cases transferred to call book	Variation from previous month	
	Between 1 & 3 months	Between 3 & 6 month	Between 6 months & 1 year	Between 1 and 2 years	Over 2 years	Total of cols. 2 - 6		In case of col. 7	In the case col. 8
1	2	3	4	5	6	7	8	9	10

APPENDIX - 29

CALL BOOK

[*Vide para 93 (1)*]

Sl. no.	File No.	Date of commencement of file	Subject	Reason why no further action can be taken for over six months	Date on which action is to be restarted	Remarks of B.O. at the time of review	Date of restarting
1	2	3	4	5	6	7	8

APPENDIX - 30
MONTHLY PROGRESS REPORT ON RECORDING OF FILES
[Vide para 94(1)]

Section :

Month ending	Number of files				Initials	
	B.F. from Previous months	Marked for record during the month	Recording during the month	Remaining to be recorded at the end of the month (col. 2+3-4)	Record clerk	Supdt.
1	2	3	4	5	6	7

INSTRUCTIONS

1. Column 2 will repeat the figure in column 5 for the preceding month.
2. Columns 3 and 4 will be filled on the basis of the register for watching the progress of recording.

APPENDIX - 31

MONTHLY PROGRESS REPORT ON RECORDING OF FILES

[*Vide para* 94(1)]

Section :

[illegible]

INSTRUCTIONS

1. Column 2 will repeat the figure in column 5 for the preceding month.
2. Columns 3 and 4 will be filled on the basis of the record review register and lists of files received for review.

APPENDIX - 32

CONSOLIDATED MONTHLY PROGRESS REPORT ON RECORDING OF FILES

[Vide para 94(3)(a)]

Section : Month ending.....

Month ending	Number of files				Variation of col. 5 from col. 2
	B.F. from Previous months	Marked for record during the month	Recording during the month	Remaining to be recorded at the end of the month (col. 2+3-4)	
1	2	3	4	5	6

APPENDIX - 33
CONSOLIDATED MONTHLY PROGRESS REPORT ON RECORDING OF FILES
[Vide para 94(3)(a)]

Section :

Month ending.....

Month ending	Number of files				Variation of col. 5. from col. 2
	B.F. from Previous months	Received for review during the month	Reviewed during the month	Remaining to be recorded at the end of the month (col. 2+3-4)	
1	2	3	4	5	6

APPENDIX - 34

REGISTER FOR KEEPING A WATCH ON THE DISPOSAL OF COMMUNICATIONS RECEIVED FROM MEMBERS OF PALIAMENT/ASSEMBLT

[*Vide para 96(1)(a)*]

Sl.No.	No. and date of communication	Name of M.P./ M.L.A.	Subject	Section Concerned	Date of acknowledge ment	File No. interim reply	Date of final reply	Date of	Remarks
1	2	3	4	5	6	7	8	9	10

APPENDIX - 35

CHECK LIST FOR WATCHING RECEIPT OF INCOMING PERIODICAL REPORTS FOR THE YEAR.....

[*Vide para 97(1)*]

Department

Section.....

Sl.	Title of the report	Periodicity	Due date of receipt											
			jan	Feb.	Mar.	Apr.	May	Jne	July	Aug.	Sept.	Oct.	Nov.	Dec.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

INSTRUCTIONS

1. If the periodicity of a report is more than a month, the prescribed date (s) will be shown under the appropriate month only.
For example, if a quarterly report is due on 15th of Jan., April, July and October only cols. 4, 7, 10 and 13 will be filled
2. If a report is to be received oftener than once a month, two or more entries depending on the frequency of the report will be made in column 4 to 15. This, for instance, a fortnightly report will require two entries to be made under each month.

APPENDIX - 36

CHECK LIST FOR WATCHING DESPATCH OF INCOMING PERIODICAL REPORTS FOR THE YEAR..... [Vide para 97(1)]

Department			Section.....											
Sl.	Title of the report	Periodicity	Due date of despatch											
			jan	Feb.	Mar.	Apr.	May	Jne	July	Aug.	Sept.	Oct.	Nov.	Dec.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

INSTRUCTIONS

1. If the periodicity of a report is more than a month, the prescribed date (s) will be shown under the appropriate month only. For example, if a quarterly report is due on 15th of Jan., April, July and October only cols. 4, 7, 10 and 13 will be filled
2. If a report is to be despatched oftener than once a month, two or more entries depending on the frequency of the report will be made in column 4 to 15. This, for instance, a fortnightly report will require two entries to be made under each month.

APPENDIX—37**INSPECTION QUESTIONNAIRE FOR CENTRAL REGISTRY SECTION***(Vide par a 99)*

Department of

Date of present inspection.....Date of last inspection.....

PART—I—FACTUAL DATA TO BE FURNISHED BY SUPDT.**A—Staff position**

Superintendent, Asstt. U.D.C. L.D.C. Others

(to be specified)

1. Staff strength :
 - (1) Present
 - (a) sanctioned
 - (b) actual
 - (2) At the time of last inspection
 - (a) sanctioned
 - (b) actual
2. Development of staff on :
 - (a) receipt of dak
 - (b) opening and stamping of dak
 - (c) marking of dak
 - (d) sorting of dak
 - (e) registration of dak
 - (f) distribution of dak and
preparation of invoices
 - (g) night duty arrangements
 - (i) for receipt, registration & distribution of dak

B—State of work

3.
 - (1) Total number of Departments
 - (2) Number of sections catered to for
centralised :
 - (a) receipt of dak
 - (b) despatch
4. Average daily volume of dak :
 - (a) received
 - (b) registered
5. Average daily number of :
 - (1) drafts/cases received for issue
 - (2) telegrams issued
 - (3) other communications despatched :
 - (a) by registered/insured post
 - (b) by ordinary post
 - (c) otherwise, through messengers.

APPENDIX— 37 — Contd.

(Vide para 99)

6. Average number of communications received per day by resident clerk/night duty clerk which were :
 - (a) distributed to officers/staff on late duty on office on the same day.
 - (b) sent to officer's residences ;
 - (c) held over for distribution on the next working day.
7. Average number of drafts received per day by the resident clerk/night duty clerk for issue outside office hours.
8. Normal hours of distribution of ordinary dak among sections.

(Signature of Superintendent)

PART-11—INSPECTING OFFICER'S REPORT

A—Detailed observations on compliance with procedural instructions

1. Are the following (a) maintained ? (b) up to date ? (c) Handy ?

- (1) Alphabetical index of subjects dealt with in each section of the department.
- (2) List of residential addresses and telephone numbers of officers and staff of the department.
- (3) List of officers designated by other departments to receive dak outside office hours and their residential addresses.
- (4) List of telegraphic address of state governments and other outstation offices frequently addressed.
- (5) Residential address and telephone numbers of officers of other departments designated to receive parliamentary Assembly papers.
- (6) Postal addresses of all offices under it (attached offices, subordinate offices, autonomous bodies etc.) which deal direct with the departments.
- (7) Official Directory.
- (8) Schedule of postal rates.

APPENDIX—37—Contd.

(Vide para 99)

2. Dak registers :
 - (1) Number maintained ?
 - (2) Basis of distribution.
 - (3) Basis rational ? If not, improvement needed.
 - (4) Neat and tidy ?
 - (5) Entries complete ?
3. Invoices :
 - (1) Signed by recipients ?
 - (2) Filed properly ?
4. Processing of dak :

Examine a sample of 50 items of dak entered in invoices, but awaiting distribution and indicate the number :

 - (1) not date-stamped.
 - (2) not bearing indentifying code of the dak register.
 - (3) not marked correctly.
 - (4) received :
 - (a) on the previous working day
 - (b) two working days earlier
 - (c) 3 or more working days earlier.
5. Issue diary :
 - (1) Neat and tidy ?
 - (2) Scrutinised by Supdt. daily ?
 - (3) Examine a sample of 50 more than one month old entries and indicate the number (if any) or :
 - (i) incomplete entries ;
 - (ii) drafts returned to section after issue :
 - (a) within 2 working days of their receipt ;
 - (b) within 3 to 5 working days ;
 - (c) over 5 days.
6. Despatch :
 - (1) Examine a sample of 50 communications ready for despatch and indicate the number (if any) where :
 - (i) covers actually used ;
 - (ii) covers needlessly used ;

APPENDIX—31—Contd.

(Videpara (9))

- (iii) covers used were not of appropriate size ;
 - (iv) economy slips, although required, not used ;
 - (v) addresses written :
 - (a) not neat/clear ;
 - (b) not complete ;
 - (vi) window envelopes used but addresses not visible through the window ;
 - (vii) an unduly large number of stamps of smaller denomination used ;
 - (viii) covers meant for despatch under service postage stamps not franked with facsimile impression of the signature of the officer in charge ;
 - (ix) covers marked for despatch by registered A.D. with A.D. cards not being reference No. of the communication ;
 - (x) the reference No. of telegrams ready for despatch not indicated in the receipt portions of the telegrams.
2. Receipts for telegrams, registered and insured covers filed properly ?
 3. Take a sample of 5 office copies of the communication issued by the resident clerk/night duty clerk after the closing hours on the previous day and state the number (if any) that could have been held over for issue till the next working day.
7. Despatch register :
- (1) Separate despatch registers maintained for :
 - (i) telegrams ?
 - (ii) inland post ?
 - (iii) foreign post ?
 - (2) Neat and tidy ?
 - (3) Value of stamps totalled :
 - (i) daily ?
 - (ii) correctly ?
 - (4) Postal registration books used for registered post ?

APPENDIX—37—Contd.

(Vide para 99)

8. Stamps account register :
 - (1) Separate registers maintained :
 - (a) for ordinary postage stamps ?
 - (b) for service postage stamps ?
 - (2) Totals from the despatch registers and postal registration book posted :
 - (a) daily ?
 - (b) correctly ?
 - (3) Scrutinised by Superintendent daily ?
 - (4) inspected by the branch officer every month ?
 - (5) Stock of stamps available tallies with the balance shown in the balance shown in the registers ?
9. Messenger books :
 - (1) Number of books in use ?
 - (2) Numbered serially ?
 - (3) Basis of allocation ?
 - (4) Allocation rational ?
 - (5) Time of despatch of urgent communications indicated ?
10. General remarks :
 - (1) Adequacy and condition of furniture
 - (2) Seating arrangement
 - (3) Working conditions including lighting, ventilation, etc.

B—Summing up

11. Brief re-capitulation of defects or shortcomings noticed.
12. Suggestions for improvements :
 - (a) by the inspecting officer
 - (b) received from the section staff together with the comments of the inspecting officer thereon.
13. A general assessment of performance of the section including a comparative appraisal with particular reference to the picture revealed during the last inspection.

Date.....

Signature of inspecting
officer

Designation.....

APPENDIX—38
INSPECTION QUESTIONNAIRE
(FOR SECTIONS OTHER THAN CENTRAL REGISTRY SECTION)
(Vide para 99)

Department :

Section :

Date of present inspection :

Date of last inspection :

PART-I—FACTUAL DATA TO BE FURNISHED BY SUPERINTENDENT

A—Staff strength

Superintendent, Asstt. U.D.C., L.D.C.

Others (to be specified)

1. Present
 - (a) sanctioned
 - (b) actual
 2. At the time of last inspection
 - (a) sanctioned
 - (b) actual
-

B—State of work

during preceding
12 months

during 12 months
preceding last
inspection

1. No. of receipts received.
2. No. of files opened.
3. No. of files marked for record.
4. No. of files recorded.
5. No. of files received for review :
 - (a) from within the sectional records.
 - (b) from the departmental record room.
 - (d) total
6. No. of files reviewed.
7. No. of files weeded out/ marked for weeding.
8. No. of files marked for further retention.

APPENDIX—38—Contd.*(Vide para 99)*

9. Number of cases pending disposal for :

At the end of the month preceding
the date of the

Present inspection	last inspection
-----------------------	--------------------

- (a) 1 to 6 months
(b) 6 to 12 months
(c) 1 to 2 years
(d) over 2 years
10. Number of Parliamentary/Assembly assurances pending for :
(a) 1 to 3 months
(b) 3 to 6 months
(c) over 6 months
11. No. of closed files remaining to be recorded.
12. No. of recorded files remaining to be reviewed.
13. Files to be transferred to the departmental record room :
(a) number
(b) years involved

C—Aids to work

- *1. List guard files maintained.
*2. List reference folders maintained.
*3. List acts, rules, and other reference books maintained.
*4. List standing notes maintained.

(Signature of Superintendent)

APPENDIX—38—*Contd.*

PART-II—INSPECTING OFFICER'S REPORT

*(Vide para 99)***A—Detailed observations on compliance with procedural instructions**

1. Aids to work :

(1) Are the following : maintained ? neat & tidy ? up to date ?

- (i) List of subjects allotted to the department/section
- (ii) List showing distribution of work among the dealing hands of the section.
- (iii) Guard files
- (iv) Reference folders
- (v) Reference Books
- (vi) Standing notes
- (vii) Precedent book

(2) Specify guard files, reference folders, reference books or standing notes, if any, which the section is not maintaining but ought to maintain.

2. Maintenance of register :

(1) Section diary :

- (i) Neat and tidy ?
- (ii) How often inspected by Superintendent.
- (iii) Examine a sample of 20 more-than-one-month-old entries and state the number of receipts (if any) :
 - (a) needlessly diarised ;
 - (b) diarised after a lapse of 15 days but not distinguished from the rest ;
 - (c) where subject entered, imprinted/not clear ;
 - (d) where column regarding the No. not filed ;
 - (e) missent ;
 - (f) transferred to the sections concerned more than 3 days after diarisation.

APPENDIX—38—Contd.

(Vide para 99)

(2) Assistant's diary :

- (i) Neat and tidy ?
- (ii) How often scrutinised by Superintendent ?
- (iii) With reference to the sample of 20 entries from the section diary taken vide (1) (ii) above, indicate the number (if any) :
 - (a) not entered in the assistant's diary ;
 - (b) entered but not under the appropriate date ;
 - (c) where file Nos. as shown in section diary and assistant's diary do not tally.
- (iv) Take a sample of 10 current files belonging to different dealing hands, indentify ones come-back stage in each file and state with reference to the assistant's diaries the number (if any) :
 - (a) not entered in the assistant's diary ;
 - (b) entered but not under the appropriate date ;
 - (c) where date of submission not correctly entered.

(3) File register :

- (i) Neat and tidy ?
- (ii) Examine a sample of IS files (including some recently closed) and relevant entries in the file register and. indicate the number (if any) where ;
 - (a) date of commencement :
 - (aa) not shown in file register
 - (bb) shown but incorrectly
 - (b) date of closing :
 - (aa) not shown
 - (bb) shown but incorrectly
 - (c) year of review for class 'C' files :
 - (aa) not shown
 - (bb) shown but incorrectly

APPENDIX—38—Contd.

(Vide para 99)

- (4) File movement register :
Take a sample of 20 current files (10 from different dealing hands, 2 each from the Supdt. and the branch officer and the remaining 6 from suspense), and state by reference to the register, the number of files in respect of which the last movement has not been correctly marked.
- (5) Register for watching progress of recording :
 - (i) Take a sample of 10 files marked for record but not yet recorded, and indicate the number (if any) :
 - (a) not included in the register ;
 - (b) included but not under the appropriate month.
 - (ii) Examine a sample of 10 files shown in the register as recorded and indicate number (if any) :
 - (a) not actually recorded ;
 - (b) recorded but not in the month in which it is shown to have been recorded ;
 - (c) to be retained for three years or less but not included in the record review register.
- (6) Register for recorded files issued to other sections :
 - (i) Maintained properly ?
 - (ii) Sections concerned reminded regularly for return of files ?
3. Opening, numbering and indexing of files :
 - (1) State files numbering system followed.
 - (2) List of standard heads and sub-heads :
 - (i) maintained ?
 - (ii) reviewed actually ?
 - (3) Any changes in serial numbers assigned to standard heads during the current year from those adopted for the previous year ?

APPENDIX—38— *Contd.**(Vide para 99)*

- (4) Examine a sample of 10 current files opened during the year and indicate the number (if any) :
 - (i) not opened under appropriate heads ;
 - (ii) needlessly opened ;
 - (iii) dealing with two or more distinct or remotely related matters for which separate files ought to have been opened ;
 - (iv) having titles :
 - (a) too wide/general ;
 - (b) unduly lengthy ;
 - (c) not expressive of the precise subject matter dealt with ;
 - (v) not indexed ;
 - (vi) indexed, but not under the appropriate heads.
 - (5) Index slip of current year and previous years :
 - (i) two sets maintained ?
 - (ii) arranged properly ?
 - (iii) kept securely ?
 - (6) Index slips of earlier years :
 - (a) stitched neatly ?
 - (b) the latest year for which index slips sent to the compiler of departmental index.
4. Submission and processing of cases :
- (1) Take a sample of-5 current cases ready for submission to branch or higher officers or returned by such officers, and state the number (if any) where :
 - (i) files in a bad state of repair ;
 - (ii) papers not properly punched ;
 - (iii) bulky material not placed in appendix to correspondence or notes ;
 - (iv) number of pages contained in a single volume of a file for exceed 100 ;
 - (v) earlier volumes of files not stitched properly ;

APPENDIX—38—Contd.

(Vide para 99)

- (vi) referencing and page numbering incomplete or incorrect ;
- (vii) papers on the case not arranged properly ;
- (viii) communications received from M.Ps./M.L.A.s recognised associations or important public bodies :
 - (a) not acknowledged within one week
 - (b) not replied to within one month
- (2) Examine 10 drafts from amongst those marked for type or received back after issue and state the number, if any, where :
 - (i) drafts had been needlessly prepared ;
 - (ii) file had been needlessly sent with the draft to the central issue section ;
 - (iii) subject not mentioned ;
 - (iv) reference number and date of the latest communication on the subject not indicated ;
 - (v) enclosures not clearly marked ;
 - (vi) name, designation and telephone number of the signatory not indicated.

5. Recording :

- (1) Retention schedule for records relating to substantive work of the section ;
 - (i) drawn up ?
 - (ii) reviewed every 5 years ?
 - (iii) year of last review ?
- (2) Examine a sample of 10 recently recorded cases and state the number where :
 - (i) there is avoidable time-lag between final disposal and initiation of action to close the case ;
 - (ii) papers not properly arranged or referenced ;
 - (iii) previous and later references not indicated on the file cover ;
 - (iv) routine and ephemeral papers not removed ;

APPENDIX—38—*Contd.**(Vide para 99)*

- (v) title revised but corresponding index slips not revised ;
 - (vi) titles not revised to reflect its contents at the closing stage ;
 - (vii) classification and retention period marked not appropriate ;
 - (viii) index slips of files marked for retention for less than 5 years not removed from the set of index slips meant for compiler of annual index ;
 - (ix) important decision taken but not for being noted in the precedent book.
 - (x) approval of branch officer to recording files under class 'A' not obtained ;
 - (xi) not properly repaired or stitched ;
 - (xii) important decisions marked for being noted in precedent book but actually not noted.
- (3) Custody and requisition of recorded files :
- (i) Recorded files :
 - (a) arranged properly ?
 - (b) stacked neatly ?
 - (c) dusted regularly ?
 - (ii) Take a sample of 5 recorded files put up with current cases, examine appropriate bundles of recorded files, and indicate the number (if any) of the requisition cards/slips ;
 - (a) not found at the appropriate place in the bundle of recorded files ;
 - (b) not indicating the current file/ diary No. with which put up or the purpose for which and/ or the officer for whom requisition file required.

APPENDIX—38—Contd.

(Vide para 99)

- (4) Review records p
 - (i) Examine a sample of 5 files reviewed and indicate the number (if any) where :
 - (a) further retention marked not justified ;
 - (b) approval of branch officer not obtained to the upgrading of class 'C' files to class 'B'.
 - (ii) Examine a sample of 5 entries in the register of spare copies of publications, circulars, orders and indicate the documents :
 - (a) which could be weeded out ; or
 - (b) number of spare copies of which could be reduced.
- 6. Checks on delays :
 - (1) Weekly arrear statement :
 - (i) Inspect consolidated statement for any 5 weeks prior to the date of inspection to find out the number not submitted on due dates.
 - (ii) Inspect individual statements prepared by dealing hands for any single week and indicate the number (if any) where the figures shown in columns 3 and 5 do not correspond with the entries in the respective assistant's diaries.
 - (iii) Locate in each assistant's diary a receipt submitted after a lapse of more than 15 days, and check whether it was included in the statement showing particulars of more than 7 days old receipts/cases submitted with appropriate weekly statement.
 - (2) Monthly statement of cases pending disposal for over a month :
 - (i) Inspect the file(s) relating to the submission of monthly statement for 12 months preceding the date of inspection to find the number (if any) :
 - (a) not submitted by the due date ;
 - (b) submitted late by more than a week.

APPENDIX—38—Contd.

(Vide para 99)

- (ii) Select a sample of 10 more than 2 months old current files from the file register and indicate the number (if any) :
 - (a) not included in the statement for the last month ;
 - (b) included in the statement but "date of commencement" or position (i.e., "with whom and since when") not correctly indicated.
- (iii) Compare the numerical abstract of pending cases for the previous month with the corresponding monthly statement and indicate discrepancies, if any, noticed.
- (3) Monthly progress report of recording :
Inspect reports for 12 months preceding the date of inspection and indicate the number :
 - (a) not submitted by due date ;
 - (b) submitted late by more than one week ;
 - (c) where figures in columns 3 and 4 do not tally with those in columns 1 & 3 respectively of the register mentioned in serial No. 2(5).
- (4) Call book :
 - (i) Neat and tidy ?
 - (ii) Reviewed regularly by all concerned ?
- (5) Reminder diary :
Take a sample of 10 files from suspense and indicate the number :
 - (i) not entered in the reminder diary under the appropriate date (with reference to the latest 'B.F.' date) ;
 - (ii) not brought forward within 3 days of the due date (with reference to an earlier B. F. entry and file movement register).
- (6) Check-lists of incoming and outgoing periodical reports :
 - (i) Up to date ?

APPENDIX—38—*Contd.*(*Vide para 99*)

- (ii) Number of reports:
 - (a) due during the month preceding the date of inspection;
 - (b) not received/despached by due dates;
 - (c) not yet received/despached.
- (iii) Take one delayed incoming and outgoing report each, examine the relevant files and state whether all possible action was taken to expedite the receipt/despatch of the report.
- (7) Important receipts :
 - (i) Superintendent keeping a special watch ?
 - (ii) How?
 - (iii) Method adopted adequate?

C-Security of official information and Documents:

1. Classified files and papers (other than those in hand) kept in locked almirahs?
2. Separate record (e.g. section diary, file register, index slips) maintained in respect of secret papers (unless the section itself is designated as secret or top secret)?
3. Register of spare copies of secret documents kept to account for the number prepared, issued and in hand?
4. Any instances of violation of prescribed instructions for treatment and safeguarding of secret/top secret papers and information?
5. Examine a sample of 3 published official papers, pamphlets, compilations etc. issued and state the number (if any) marked "For official use only" without the previous approval of Deputy Secretary or higher officer.

D-Vigilance against malpractices

1. Is the nature of work/state of affairs in the section such as to warrant a thorough probe from vigilance angle ?
2. If so, on what lines?

APPENDIX—38—Concl'd.

(Vide para 99)

E-Summing up

- *1. Brief recapitulation of defects or shortcomings noticed and any other comments which inspecting officer may have to make.
- *2. A general assessment of the performance of the section including a comparative appraisal with particular reference to the picture revealed during the last inspection.
- *3. Suggestions for improvement:
 - (a) made by inspecting officer;
 - (b) received from the staff of the section together with comments of the inspecting officer thereon.

Signature of inspecting officer
Designation.....

Date

*Attach continuation sheet, where necessary.