

PREFACE TO FOURTH EDITION

The third edition of Manual of Office Procedure was published in the year 1969. During these years, the territory, which was earlier known as North East Frontier Agency (NEFA) was reconstituted as Union Territory of Arunachal Pradesh, The third edition was published in the year 1985. The Union Territory of Arunachal Pradesh was declared full fledged state by the State of Arunachal Pradesh Act, 1986 (Act No. 69 of 1986) which received the assent of the President on 24th December, 1986. There have been many procedural revisions necessitating the formulation of a fresh Manual.

2. The Manual is a compendium of common sense rules to guide the Administration. It is meant primarily for the use in the Departments of the Arunachal Pradesh Secretariat. The scope of the Manual is confined chiefly to items of office procedure. New provisions have been inserted in the light of the instructions issued by the Government of India and the Government of Arunachal Pradesh regarding maintenance of records in the personal offices of the Ministers, procedures for transfer of records. Equipment when Ministers demit office, procedure on records management, appointment of records officer, oral instruction on behalf of or from the senior officers /Ministers, correspondence with MPs / MLAs, procedure on handling over charge, external inspection, Arunachal Pradesh Right to Information Rules, 2005, good governance etc. Certain provisions of the old Manual have been omitted as these have since become out-dated. An attempt had been made to make the revised edition concise and clear.

3. The underlying object of the Manual is to ensure administrative efficiency. With the increase in Government activities, the need for maintaining efficiency has become all the more pressing as the nature of the tasks to be performed is more arduous than in the past. One of the basic reasons for the delay in disposal of office work is the number of hierarchical levels through which a file has to

pass before a decision is taken. These hierarchical levels, wherever feasible, must be reduced to ensure speedy disposal. This can be secured through effective decentralization and level jumping.

4. The Administration is not an end in itself. Its primary concern is the satisfaction of its citizens. A citizen judges the performances of the Administration by what he experiences. The Administration has, therefore, to be transparent, responsive and accountable to the needs and aspiration of the citizens. At the same time, the Administration has to exercise utmost care in its management of public funds and public property since the Administration is the repository of the public trust.



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Government of Arunachal Pradesh.

Itanagar the
20th February, 2011.

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CHAPTER—1
INTRODUCTION

1. **Special meanings :-** Special meaning to be attached to some of the terms in the manual are given below :-
 - (1) 'Branch Officer' in relation to a section means the officer who takes the work directly from the section.
 - (2) 'Case' means a current file or a receipt together with other related papers, if any.
 - (3) 'Central receipt and issue section' means a unit within a department consisting of central registry and the central issue section.
 - (4) 'Central registry' means a unit within a department charged with the responsibility of receiving, registering and distributing dak meant for that department and includes functionaries like resident clerk and night duty clerk.
 - (5) 'Classified dak' means dak bearing a security grading.
 - (6) 'Correspondence portion' in relation to a file means the portion containing 'receipts' and office copies of 'issue' pertaining to the file, including self-contained interdepartmental notes but excluding those recorded on the notes portion of the file itself.
 - (7) 'Current file' means a file action on which has not been completed.
 - (8) 'Dak' includes every type of written communication such as letter, telegram interdepartmental note, file, which is received, whether by post or otherwise, in any department for its consideration.
 - (9) 'Dealing hand' means any functionary such as a lower division clerk, an upper division clerk, an assistant, entrusted with initial examination and noting upon cases.

- (10) 'Department' means any of the Department mentioned in Business of Government of Arunachal Pradesh (Allocation) Rules,1988 as amended up to September, 2010.
- (11) 'Departmental instruction' means Instruction issued by a department to Supplement or vary the provisions of the manual of the office procedure.
- (12) 'Departmental Index' means a consolidated index of files opened by different sections of a Department during a year (except those a classified nature or those proposed to be retained for less than 10 years) arranged in a single series in the alphabetical order of the catchwords under which they have been indexed.
- (13) 'Departmental Record Officer (DRO)' means the officer nominated by the records creating agency for overall records management.
- (14) 'Diarist' means a clerk within a section charged with the responsibility inter alia of maintaining the section diary.
- (15) 'Diarising' means registration of receipts in the section diary as well as in the diary register with the Personal Staff of Officers.
- (16) 'Diary number' means the serial number assigned to a receipt in the section diary/Personal Staff of Officers followed by code letters identifying the section diary ('I' for section diary for Govt. of India Receipt and "O" for section diary for other receipts/Officer's designation the year and the abbreviated symbol of the Section e.g. 205-I/2001-O&M or 123/DS(O&M)/2001.
- (17) 'Docketing' means making of entries in the notes portion of a file about serial number assigned to each item of correspondence (whether receipt or issue) for its identification.

- (18) '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.
- (19) '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.
- (20) 'Fresh Receipt (FR)' means any subsequent receipt on a case which brings in additional information to aid the disposal of the paper under consideration.
- (21) '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.
- (22) 'Index slip' means a card or a paper slip displaying the title of the file under catchword followed by a reference to its file number.
- (23) 'Issue' means a communication issued in a case.
- (24) '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.
- (25) 'Note' means the remarks recorded on a case to facilitate its disposal, and includes a précis of previous papers, a statement or an analysis of the question requiring decision, suggestions regarding the course of action and final orders passed thereon.

- (26) 'Notes portion' in relation to a file means the portion containing notes or minutes recorded on a case.
- (27) 'Nodal department' is one which interacts with all other Departments to ensure uniformity in handling specific matters.
- (28) 'Postal dak' means all dak received through Posts and Telegraphs offices.
- (29) 'Ordinary postal dak' means postal dak for which no specific acknowledgement is obtained by the posts and Telegraphs offices.
- (30) 'Paper Under Consideration (PUC)' means a receipt on a case, the consideration of which is the subject matter of the case.
- (31) 'Receipt' means dak after it has been received by the concerned section officer.
- (32) 'Personal staff' includes Private Secretary, Personal Assistant, stenographer, assistant, clerk or any other clerical staff appointed to assist the functionary as well as the personal section of a Minister.
- (33) 'Record Clerk' means a clerk in a section responsible inter alia for typing and maintaining index and for looking after routine aspects of recording work.
- (34) 'Recording' means the process of closing a file after action on all the issues considered thereon has been completed, and includes operation like completing references, removing routine papers, revising the file title, changing the file cover, recording rulings (if any) in the precedent book, categorizing the file and stitching the file.
- (35) 'Reference folder' in relation to a particular subject means a folder containing copies of relevant rules, orders, instruction, etc., arranged in chronological order.

- (36) 'Routine note' means a note of a temporary value or ephemeral importance recorded outside the file e.g., record of casual discussion or a note on a point of secondary importance intend to facilitate consideration of the case by higher officers.
- (37) 'Running summary of facts' in relation to a case means summary of the facts of the case updated from time to time to incorporate significant development as and when they take place. This may be termed 'Self contained Note' if it figures in the notes portion of the file.
- (38) 'Secretariat Offices' are those which are responsible for formulation of the policies of the Government and also for the execution and review of those policies.
- (39) '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 Section Officer and includes 'Cell' 'Unit' and other like terms.
- (40) 'Sectional note' mean a note recorded on only one of the many issue rose in the PUC.
- (41) 'Section Officer' means an officer supervising a section and includes functionaries like superintendent and assistant-in-charge.
- (42) 'Security grading' means security marking 'Confidential', 'Secret' or 'Top Secret' or restricted.
- (43) 'Standing guard file' on a subject means a compilation consisting of the following 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 decision or orders referred to, arranged in chronological order; and
 - (c) model forms of communications to be used at different stages.

- (44) 'Standing note' in relation to a subject means a continuing note explaining, among other things, the history and development of the policy and procedure, designed to serve as:
- (a) a complete background material for review of the existing policy or procedure;
 - (b) a brief for preparing replies to Parliament Question, Assembly Question or notes for supplementaries thereto; and
 - (c) induction or training material.
- (45) 'Standard process sheet' means a standard skeleton note developed for a repetitive item of work, indicating predetermined points of check or aspects to be noted upon.
- (46) 'Urgent dak' means dak marked 'immediate' or 'priority', and includes telegrams, wireless messages, Fax and telex messages etc.

CHAPTER II

CONSTITUTIONAL PROVISIONS

2. Prior to the commencement of the Constitution, the areas which were then called the North East Frontier Agency were administered under the provisions of the Government of India Act 1935. With effect from 26th January, 1950 the Government of Assam was relieved of all the responsibilities for the administration of NEFA and the administration of this area was taken over by the Ministry of External Affairs with the Governor of Assam acting as agent to the President of India under the provisions of the 6th Schedule (Part 'B') of the Constitution of India. The area was bifurcated into five divisions, namely (i) Kameng Frontier Division ; (ii) Subansiri Frontier Division; (iii) Lohit Frontier Division; (iv) Siang Frontier Division; (v) Tirap Frontier Division. The administrative control of NEFA was transferred to the Ministry of Home Affairs with effect from 1st August, 1965. With the transfer of the Territory to the administrative control of the Home Ministry, the above named divisions were also re-designated as districts and the Political Officers who were in charge of the divisions were re-designated as Deputy Commissioners.

3. On 21st January, 1972 the Territory was re-constituted as the Union Territory of Arunachal Pradesh under the provisions of Section 7 of the North Eastern Area Re-organisation Act, 1971. With effect from the same date the President is administering the Territory through an Administrator (then called the Chief Commissioner) appointed under the provisions of Article 259 of the Constitution. An Agency Council also came into being with effect from 21/1/1972 and it was having only advisory functions.

4. On 15th August, 1975 the provisions of the Government of Union Territory Act, 1963 were applied to the Union Territory of Arunachal Pradesh and the former Pradesh Council become the Provisional Legislative Assembly of the Union Territory of Arunachal Pradesh. In place of the Chief Commissioner, the Administrator of the Territory came to be the Lt. Governor. A Council of Ministers was sworn in on 15th August, 1975.
5. On 20th February 1987, the Union Territory of Arunachal Pradesh was reconstituted as State of Arunachal Pradesh comprising the territories which immediately before that day were comprised in the existing Union Territory of Arunachal Pradesh under the provision of Section - 3 of the State of Arunachal Pradesh Act-1986.

CHAPTER III
MACHINERY OF GOVERNMENT

6. **The Governor** :- The executive power of the State formally vests in the Governor and may be exercised by him either directly or through officers subordinate to him, in accordance with the Constitution.
7. **The Council of Ministers** :-
- (1) In exercise of his functions, the Governor is aided and advised by a Council of Ministers headed by the Chief Minister. In actual practice, the executive power of the State resides in the Council of Ministers.
 - (2) The Council of Ministers consists of three categories of Minister, namely :-
 - (a) Cabinet Ministers;
 - (b) Minister of State; and
 - (c) Deputy Ministers.
 - (3) The Cabinet, which consists of Minister of the first category only, is responsible for shaping the overall policies of the Government in discharging its responsibilities. It some times functions through its Committees.
8. (1) The Chief Minister is appointed by the Governor and the other Ministers are appointed by the Governor on the advice of the Chief Minister.

The Governor has made rules -

- (a) for the allocation of business to the Ministers ; and
- (b) These rules are called the Business of the Government of Arunachal Pradesh (Allocation) Rules 1998 amended from time (Appendix-1) and the Government of Arunachal Pradesh (Executive Business Rules, 1987(Appendix-II)).

- (2) The Allocation of Business Rules allocates the business of the Government among its different departments which are assigned to the charge of the Ministers by Governor on the advice of the Chief Minister. In relation to the business allotted to a Minister, these rules also permit the association of another Minister or Deputy Minister to perform such functions as may be specifically assigned to him.
9. The Transaction of Business Rules seeks to define the authority, responsibility and obligations of each department in the matter of disposal of business allotted to it. While providing that the business allotted to a department will be disposed of by, or under the direction of the Minister-in-charge; these rules also specify :
- (a) cases or classes of cases to be submitted to the Governor, the Chief Minister, the Minister or the Council of Minister for prior approval; and
 - (b) the circumstances in which the department primarily concerned the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions, and
 - (c) cases or classes of cases in respect of which prior reference shall be made to the Central Government.

CHAPTER IV SECRETARIAT ORGANISATION

10. Department :-

- (1) The Secretariat is the premier office of the Arunachal Pradesh Administration.
- (2) For convenience and expeditious transaction of business, it is divided into various departments as listed in the Allocation of Business Rules.
- (3) A Department is responsible for the formulation of the policies of the Government within its sphere of responsibility and for the execution and review of these policies.
- (4) A department constitutes the basic unit of the organization although it may be divided further into branches and sections.
- (5) A department is normally headed by a Secretary to the Government who acts as Administrative head of Department and the Principal Adviser to the Minister on all matters of policy and administration within the department.

The Secretary is assisted by Special Secretary/Addl. Secretary/ Joint Secretary/ Deputy Secretary/Under Secretary/other Officers as per strength fixed from time to time and according to working arrangement.

11. With regard to the internal working arrangements each department is to issue its own standing orders laying down the procedure of working and specifying the types of cases which may be disposed of at the level of Secretary and which may be submitted to the Minister etc. as per guidelines given in the Transaction of Business Rules. The level at which final decision of a case is taken will be determined by past practice and evolution of conventions. Within the scope of above

authorization the secretaries should workout further detailed allocation of duties among themselves, i.e. Deputy Secretaries, Under Secretaries or other officers available in the Department. In doing so, endeavour should be made to ensure that there is level jumping wherever possible. For instance, Deputy Secretaries and even Under Secretaries may be authorized to submit certain types of case direct to the Chief Secretary. Similarly, Under Secretaries or even Section Officer may be authorized to submit certain types of case direct to the Secretaries. Deputy Secretaries and Under Secretaries may also be authorized to dispose of certain cases at their own level which do not involve any policy issue.

12. In all matters within the power of the Governor or the Head of the Department, the Officer-in-charge shall invariably consult the Finance Department before issuing any expenditure sanction. In respect of cases having general application and involving detailed work, they may, where necessary consult the Finance Department at the initial stage for determining the principles before the proposal is worked out in details. Financial matters including budgetary and audit matters should also be referred to the Finance Department.
13. **Section** :- A section is generally the lowest organizational unit in a department with a well-defined area of working. It normally consists of Assistants and Clerks supervised by a Section Officer. Initially, handling of cases, including noting and drafting is generally done by Assistant and Clerks who are also known as dealing hands.

CHAPTER V
RECEIPT REGISTRATION AND
DISTRIBUTION OF DAK

14. **Receipt of dak during hours on working days** :- All dak, local and postal, addressed to the Ministers, Chief Secretary, Secretaries and other Officers will be received during office hours by the addressees themselves, Personal Assistants concerned or the Assistant in charge of the Central Registry. Where, immediate/important dak addressed to Ministers/Officers by name is sent through special messenger directly to the addressees themselves it will be received by them or their personal staff.
15. **Receipt of dak outside office hours on working days and Sundays and holidays** :- Outside office hours, dak will be received by the addressees themselves at their residence, if marked immediate and addressed by name. In other cases this will be received by the night duty clerk of the Department concerned if any. If no night duty arrangement exists this will be received by the officer designated by the Department concerned to receive such dak. Communications marked Immediate, when received by the duty Assistant will be sent without delay to the Officer-in-charge of the section concerned. The rest will be kept back for distribution to the sections concerned on the morning of the next working day. If any papers are required to be sent to the residence of any officer, this should be sent in closed covers an acknowledgement should be obtained in the Peon Book. If an officer returns the file received or sends it direct to another officer through the same Peon, he should make an appropriate entry in the Peon Book.
16. **Acknowledgement of dak** :- The receipt of dak, except ordinary postal dak, will be acknowledgement by the recipient signing his name in full in ink with date and designation.

17. Opening of dak :-

- (i) Covers received in ordinary postal dak addresses to any officer by name will be sent to him unopened. If the officer concerned is absent on tour or on leave such covers should be sent to the officer who is looking after his work.
- (ii) Classified communications, e.g. Secret, Confidential, etc, which are not addressed to any officer by name, will be sent to the officer authorized to receive and open such communications. These will be dealt with by him in accordance with the Security Instructions.
- (iii) All other covers will be opened by the addressees themselves, Personal Assistants concerned or the Assistants-in-charge of the Central registry, as the case may be, who initially receives the dak and will check, as far as practicable, the enclosures and make a note on the receipt if any enclosure is missing.

18. Registration of dak :-

- (1) Important and urgent dak will be separated from other dak and dealt with first. All covers, except those addressed to Ministers/Officers by the name or those bearing a security grading will be opened in the Central Registry and entered in the register. On opening dak, Central Registry or any other officer who actually opens it will check enclosure and make a note of any found missing. Each receipt will be stamped with a date stamp as per specimen given below :

Department/Office of.....
Date of receipt.....
C.R.No.....
Branch Diary No.....
Date.....

(2) Every receipt will be registered in the Central Registry and the Branch in a Receipt Register in the form as in Appendix-3. Communications from the Government of India should be entered in a separate Register so that, this may be easily distinguished from the rest of the receipts. In addition, another register in the form as in Appendix-3(A) should be maintained by all Sections for the Communications received from the Govt. of India, except those relating to Parliament Questions.

19. **Perusal of dak by officers and distribution of dak** :- Perusal of Dak by officers and careful scrutiny at dak stage with direction for disposal are essential criteria of efficiency and also important for the prompt disposal of the cases. A Branch Officer will peruse at Dak stage all official Dak received in the Branch.

The Branch Officer will -

- (a) after reading the letters initial and date them in token of his having seen it;
- (b) when he proposes to deal the receipt himself, for instance, parliamentary question, should ask for the file to be put up to him with relevant papers;
- (c) give instructions or indication as to the line of action the office should follow in the disposal of the receipt;
- (d) forward the important receipt to the higher officers which in his opinion should be seen by them at Dak stage;
- (e) he can call the Section Officer or dealing Assistants and give them direction for the disposal of the cases and issue interim replies;
- (f) transfer any paper intended for any other department of the Secretariat and those which prima-facie appear to belong to other Department of the Secretariat to the correct Department;
- (g) dispose of as many receipts as possible at dak stage.

20. **Perusal of dak by Section Officer** :- The Section Officer will go through the dak immediately on receipt from the Officer and will -

- (a) sort out important and priority receipts, telegrams, Fax and reminders. He will determine the priority of action on receipts and mark the priority marking level etc. on the body of the receipt;
- (b) call the dealing assistants and give them directions regarding disposal of the receipts;
- (c) put up the file immediately to the Branch Officer explaining why timely action was not taken in case of reminder;
- (d) mark receipt pertaining to the branch to the dealing assistants according to the subject allotted to each. He will take action on important receipts himself;
- (e) sort out receipts, if any, which are missent to the Department or the subject matter of which does not pertain to it and arrange for their transfer to the Department concerned where necessary, with the orders of the Branch Officer;
- (f) make arrangement for the disposal of urgent receipts during the assistants' absence; and
- (g) hand over the dak to the diarist for diarizing of receipts.

21. **Diarizing of receipts in sections** :-

- (1) Each section will maintain a section diary in the form as given in Appendix-3 in which all in-coming receipts will be entered, except the following:-
 - (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 a separate 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 except the one received first;
 - (d) Post copies of telegrams / messages unless the endorsement contains a message in addition to that contained in the original telegrams / messages;
 - (e) Routine acknowledgements;
 - (f) Casual leave applications;
 - (g) Copies of miscellaneous circulars, office memorandum, extracts etc. circulated by any section for general information (e.g. telephone lists, notice of holidays, tour programme etc);
 - (h) Any other types of receipts which under departmental instructions are not required to be diarized.
 - (i) Communications received from Members of Parliament for which a separate register is maintained for watching their disposal vide Para 123(a)(b).
- (2) The Section Officer will scrutinize the section diaries once a week to see that these are being properly maintained and appended his dated initials in token of scrutiny.

22. **Diarizing of receipts received by officers** :- The personal staff of officers will diarise receipts, received by their officers in the respective personal section diary.

23. **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 Branch Officer for deciding allocation of the disputed receipt.

CHAPTER VI
FUNCTIONS OF SECRETARIAT OFFICERS

24. **Chief Secretary** :- The Chief Secretary is the Principal Officer of the Government responsible for overall control and efficient administration of the State.
25. **Secretary** :- A Secretary to the Government is the Administrative Head of one or more departments. He is the Principal Advisor to the Chief Secretary/Minister on all matters of policy and administration within his department and his responsibility is complete and undivided. He is normally assisted by Special Secretary/Additional Secretary/Joint Secretary, Deputy Secretary, Under Secretary, Section Officer and other subordinate staff. Secretary is responsible for the careful observance of the business rules and Secretariat instructions in the transaction of business in his department. He exercises general supervision and control over the staff under him and he is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt disposal of business in his department. In the absence of the Secretary the next senior most officers will perform the duties.
- (b) **Special Secretary/Additional Secretary/Joint Secretary**:- Special Secretary/Additional Secretary/ Joint Secretary/ may also be placed in independent charge of departments almost akin to that of Secretaries. A Special Secretary/Additional Secretary/Joint Secretary as the case may be is responsible for the careful observance of the business rules and Secretariat instructions in the transaction of business in his department. He exercises general supervision and control over the staff under him and he is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for

the prompt disposal of business in his department. In the absence of the Special Secretary/Additional Secretary/Joint Secretary the next senior most officers will perform the duties.

26. **Deputy Secretary** :- A Deputy Secretary is ordinarily in charge of more than one branch. The duties and responsibilities of Deputy Secretary are ordinarily almost identical with that of Secretary in regard to the subject allotted to him and can put up papers directly to Chief Secretary, as may be authorized under departmental standing orders. He exercises the function of a branch officer when he is placed in charge of a branch or branches both in regard to dispatch of business and discipline. As the Secretary remains responsible for the subject allotted to the Deputy Secretary, the latter consults the Secretary on cases dealing with important questions of principle or any other cases which he considers to be of special importance.
27. (a) **Under Secretary** :- An Under Secretary is in-charge of the Branch in a Ministry/Department consisting of two or more Sections and in respect thereto exercise control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer, he disposes of as many as cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.
- (b) **Branch officer** : The officer-in-charge of a branch is called Branch Officer. He may be of the rank of Under Secretary/Special Officer/Senior Analyst/Research Officer or an Officer equivalent or higher status.
28. **Functions of the Branch officer** :- in-charge of establishment.
- (A) **Office supervision** : To see -
- (i) that the Department is kept clean and tidy;
 - (ii) that the various Sections are kept clear of all unnecessary papers;

- (iii) that the library of the Department is properly maintained;
- (iv) that volumes, compilations and files are returned by the Branches into proper custody as soon as they are no longer required for current work;
- (v) that separate and suitable places are assigned and used by the Branches for reference books, collections, previous papers awaiting return, and all other papers while in their custody;
- (vi) that the tables are not used for storage of papers;
- (vii) that no records of any description are kept on the floor;
- (viii) that no Assistant leaves office until all papers, files, etc., are arranged and put away in an orderly manner;
- (ix) that no Assistants takes any papers away from Secretariat except in special circumstances and only after the written permission of an officer of the Department has been obtained;
- (x) that official papers are protected from rough or careless handling and are kept clean and in good condition; and that files are got repaired at once;
- (xi) that docket sheets are used for cases papers, and that the filing system is followed according to the standing orders;
- (xii) that the Multi Tasking Staff wear the uniform provided to them by Government while on duty, that they are neatly dressed and wear a clean uniform;
- (xiii) that the machines (viz., punches, typewriters, duplicators, Computers, Photostat Machine, Fax, Copier Machine etc.), stationery and postage stamps, supplies by the Government are not misused; and

- (xiv) that an inventory of all articles of dead stock, namely, plant and machinery, furniture and fixtures acquired by purchase or otherwise is maintained in a register. Whenever any new articles are purchased a certificate to the effect that they have been included in the dead stock register should always be given on the relevant contingent bill.

(B) Control over establishment :

- (1) See -
 - (a) that the office staff is regular in attendance Secretary's attention should be called on cases of irregular attendance which appear to require disciplinary action;
 - (b) that office hours are not misused;
 - (c) that there is no malingering among the members of the staff;
 - (d) that previous permission is obtained for absence from office;
 - (e) that due intimation is given of unavoidable absence without permission;
 - (f) that every year a leave forecast is prepared in advance, indicating the amount and kind of leave all non-gazetted staff wish to enjoy, and the date preferred. The period of leave should be arranged in one or more continuous chains, adhering as nearly as possible to the dates preferred by the applicants, in order of seniority but subject to the seasonal requirement of the Department. Preference should be given to requests for leave not exceeding one month;
 - (g) that a standard distribution list showing in abstract the authorized allotment of staff for each class of duties is maintained;.

- (h) that in the absence of any member of the establishment, immediate arrangements are made to distribute his work (which cannot be temporarily held over) among the remaining members of the establishment ;
- (i) that an authorized gradation and distribution list of the establishment of the Department is maintained. Such a list will be prepared half yearly in the prescribed form in the months of January and July of each year;
- (j) that all Service Books and Leave Accounts are kept up-to-date;

29. Functions of the drawing and disbursing officers :-

- (1) The officer who is declared as the Drawing and Disbursing Officer of a Establishment should see that -
 - (i) the contingent register is maintained in the proper proforma. He should check the Register of Contingent Bills in order to ensure that the bills are prepared in time and that the permanent advance from which they are paid is recouped.
 - (ii) check the cash and scrutinize the accounts of the Department;
 - (iii) He should check and sign everyday: -
 - (a) Cash Register.
 - (b) Permanent Advance Register.
 - (c) He should also keep a watch on undisbursed pay or leave salary so that if it remains undisbursed beyond the prescribed period, it is credited into the Treasury.
 - (iv) exercise proper control over the annual grants;
 - (v) see that expenditure in excess of sanctioned grants is not incurred without previous sanction of Government;
 - (vi) watch the progress of expenditure;

- (vii) Report to the Controlling Officer (Secretary of the Department) the contract contingent expenditure incurred by him each month in prescribed form to enable the Controlling Officer to keep a watch over the progress of expenditure.
- (2) Verify -
 - (a) pay order on petty supply bills;
 - (b) disbursement of payments;
- (3) Scrutinize -
 - (a) telephone calls register;
 - (b) daily stamp account of the Issue section;
 - (c) late turn hours register of peons;
 - (d) all accounts and establishment cases submitted by the Office Accountant or Cashier;
 - (e) all cases relating to establishment budget, audit reports, pension cases, audit objections and advances from the General Provident Fund.
- (4) In Departments where cash is received from outsiders, he should sign the official receipts and see that the amounts collected are accounted for properly and credited into the Treasury without delay.

30. Functions of branch officers :-

- (1) to receive visitors and see that their requests, complaints and grievances are attended to;
- (2) to be responsible for prompt disposal of work in the Branch;
- (3) to go through the dak and give directions to office for its disposal;
- (4) to deal with urgent or important receipts himself and to dispose of as many cases as possible on his own initiative and responsibility after discussion with higher officers;
- (5) to keep a watch over timely submission of weekly and monthly arrear lists and other returns and scrutinize them;

- (6) to allocate subjects to Assistants in consultation with the Section Officer.
- (7) to make surprise visits to the Branch to Check attendance and to see that other instructions are correctly observed;
- (8) to inspect the Branch once in three months and submit an inspection note to the Secretary;
- (9) to keep himself acquainted with the moral and conduct of the staff working under him;
- (10) to discuss with the Section Officer from time to time measures necessary to expedite disposal for improvement of business in the Branch;
- (11) to deal with any other work assigned by the higher officers.

31. **Duties of Section Officers** :- the Section Officer is directly in charge of the Branch under him and is responsible to his Branch Officer. His duties are: -

- (1) to see that the Branch is kept neat and tidy and that files, papers etc. are arranged in an orderly manner;
- (2) to see to the maintenance of discipline and punctuality in attendance of the staff in his Branch.
- (3) to see to the training of the staff under him;
- (4) to see that the Attendance register is maintained correctly and submitted to the Branch Officer in due time;
- (5) to maintain an up-to-date distribution list of work among the staff in the Branch and to see that the work of the Branch is uniformly distributed among the staff in the Branch. For distribution of work amongst assistants, he will duly assess the ability of each assistant to handle different kinds of job;
- (6) to make arrangement for the disposal of work entrusted to the staff during their absence.

- (7) to submit to the Branch Officer all receipts and files at dak stage, unless there are instructions to the contrary;
- (8) to keep a careful watch on any hold up in the movements of dak between the branch and higher officers;
- (9) to mark the receipts in the names of Assistants/UDCs in the Branch and to give directions to them for disposal;
- (10) to deal with important or complex receipts or cases himself;
- (11) to scrutinize the notes and drafts of Assistants for correctness and accuracy and add his own remarks or suggestions where necessary before submitting the case to the higher officers;
- (12) to deal with such cases himself as may be required by higher officers;
- (13) to give priority marking on dak, draft, letters etc. and to remove or revise such markings as and when necessary;
- (14) to make a draft for 'issue' after it has been approved;
- (15) to give special instructions, where necessary, on the drafts as to the manner of its issue, e.g. 'By registered Post,' 'Insured Cover' etc.;
- (16) to see that all routine duties, including maintenance of register etc., are carried out promptly and thoroughly;
- (17) to see that all Manual, Rules etc. of the Branch are kept up-to-date by inserting latest correction slips;
- (18) to see that the file numbers for receipts are entered by the staff regularly in their diaries;
- (19) to check the Receipt Register at least once a week;
- (20) to see to the proper maintenance of the following:-
 - (a) Guard File,
 - (b) File Register,

- (c) Receipt Register,
 - (d) Issue Register,
 - (e) Check List of Returns.
- (21) to see that reports and returns are submitted on due dates;
 - (22) to ensure timely submission of fixed date cases, other important cases and papers required by officer by keeping a note in the Engagement List and to keep a watch on progress of action;
 - (23) to ensure that the arrear lists are complied timely and accurately;
 - (24) to inspect regularly the racks and tables of staff at least once a week and satisfy himself that no paper or file actually pending with the staff is excluded from the arrears as shown in the arrear lists;
 - (25) to check that the staff comply with the security instructions and to bring immediately to the notice of his superiors any breach of security regulations;
 - (26) to ensure timely recording of cases and to classify cases into 'A', 'B' or 'C' and arrange their dispatch to the Recording Section, Record Room;
 - (27) to attend to the periodic disposal or destruction of all ephemeral files and papers;
 - (28) to attend to the disposal of all records of the Branch which have crossed the prescribed period of preservation as laid down in chapter XVIII;
 - (29) to examine the list of spare copies and circulars for destructions;
 - (30) to deal with such confidential or other work of the Branch as may be entrusted to him by the Branch Officer or other higher officers.

32. Duties of a dealing hand :-

- (1) to examine promptly all receipts made over to him and:-
 - (a) deal with the receipts according to their priority;
 - (b) check the enclosures and, if any is found short or missing, take action for obtaining the missing papers;
 - (c) to forward receipts or extracts from receipts to other concerned Branches;
 - (d) to make entries in cols 3 to 5 of the Assistants' Diary;
- (2) to collect materials required for taking action on a receipt;
- (3) to open, where necessary, new files for taking action on the receipts, after obtaining orders of the Section Officer;
- (4) to put up a case after examination to the Section Officer on the date required and, where no date is mentioned, not later than 7 (seven) days of its receipt;
- (5) When putting up a case -
 - (a) to see whether all the facts, so far as they are open to check, are correct;
 - (b) to point out any mistake or misstatement of facts;
 - (c) to draw attention, where necessary, to the statutory or customary procedure and to point out the law and rules and where they are to be found;
 - (d) to supply other relevant facts and figures available in the Branch and to put up the standing Guard File or other papers containing precedents or previous decisions of policy;
 - (e) to state the question or questions for consideration and to bring out clearly the points requiring decisions, but to avoid his personal opinion or recommendation;
- (6) to note the file number and the date of disposal against the diary number of a receipt on disposal by him in the Assistant's Diary.

- (7) to prepare and keep up-to-date a 'running summary of facts' or précis on a case where it is considered necessary by the Section Officer or the Branch Officer;
- (8) to consolidate the replies as and when received in cases where many outside offices are consulted;
- (9) to see that -
 - (a) acknowledgements to communications received from Members of Parliament, Legislature, Public Bodies and members of the public are issued promptly, and
 - (b) interim replies are issued if delay is anticipated in sending out final reply;
- (10) to consult the Section Officer or higher officers in cases of doubt for speedy disposal of his work;
- (11) to furnish accurate information in the weekly and monthly arrear lists or other periodical returns on due dates;
- (12) to maintain a Reminder Diary to be examined every morning by him and action taken accordingly;
- (13) to compare the fair copy with the draft and to see that the corrections made in one of the fair copies is made in all the other copies and the original drafts;
- (14) to check the list of periodical returns, both in-coming and out-going, for timely action;
- (15) to take prompt action regarding recording of cases ;
- (16) to maintain his part of the Guard File of important circulars and instructions concerning him;
- (17) to keep all Manual, Acts, Rules etc., with which he is concerned, up-to-date by inserting correction slips as and when received;
- (18) to attend to such other work as he may be assigned by the Section Officer or any higher officer;
- (19) responsible for the files under his charge.

33. Duties of a Diarist :-

- (1) to place all receipts in the 'dak tray' on the Section Officer's table as and when received;
- (2) to submit to officers concerned files and receipts in dak pads for perusal at the dak stage, as directed;
- (3) to bring to the notice of the Section Officer any papers which are not received back from officers to whom the papers were sent for perusal at dak stage;
- (4) to enter all receipts in the Receipt Register (Government of India's letters to be entered in separate Register);
- (5) to distribute the receipts among the staff to whom they have been marked after entering in columns 1 & 2 of the Assistants' Diary;
- (6) to enter file numbers in columns 6 of the Receipt Register against each entry by noting them from the Assistant's Diary;
- (7) to bring to the notice of the Section Officer all entries in the Diary register against which no file numbers could be noted by the Diarist for want of corresponding entries in the Assistants' Diary;
- (8) to be responsible for proper maintenance of : -
 - (a) Diary Register,
 - (b) Movement of files in the File register,
 - (c) Register of File Received un-officially from other Department,
 - (d) Register of Files Issued un-officially to other Departments,
 - (e) Register of Files for Record.
- (9) to issue all postal and local communication promptly through the Issue Branch or Special messengers;

- (10) to make a note of the files sent to record in the File Register, besides a note in the Register of Files for Record ;
- (11) to fill up Column 1-5 of the weekly arrear list and submit it to the Section Officer before evening of Friday or the next working days ;
- (12) to enter the names of all Assistants and Typists in Attendance Register a few days before close of the current month ;
- (13) to total up and carry forward the Casual Leave Account in the Attendance Register and the abstract of late attendance ;
- (14) to do any other work assigned to him by the Section Officer or higher officers, including dealing with routine receipts and files.

34. Duties of a lower division clerk/typist :-

- (i) to type all matters marked to him ;
- (ii) to maintain a Diary in the prescribed form as in Appendix-4 ;
- (iii) to report to the Section Officer of Assistant-in-charge regarding the position of un-finished priority work at the end of the day ;
- (iv) to observe the instructions for the guidance of typists issued from time to time ;
- (v) to observe the instructions of the maintenance of typewriter/Computer issued from time to time ;
- (vi) to compare fair copies as directed by the Section Officer ;
- (vii) to do any other work as may be assigned to him/ her by the Section Officer or higher officers.

35. **Duties of the Nazir** :- The Nazir are in-charge of the Nazareth Section. He works under the direct control of the Branch Officer/ Section Officer in-charge of the Section. His duties and responsibilities as Nazir include the following :

(A) Procurement and supply of forms and stationery article :-

- (I) He is responsible for maintaining adequate stock of forms and stationery articles and their issue to Departments, and officers. For this he will :
 - (a) prepare annual indents for forms and stationery on due dates and submit to the Branch Officer and process further action;
 - (b) maintain accurately stock registers of forms and stationery articles in prescribed forms;
- (II) He is liable for any deficiency in his stock.
- (III) He will purchase only those articles for which previous sanction in writing has been obtained from the competent authority.
- (IV) He will scrutinize any irregular or extravagant demand for supply of such articles and bring the matter to the notice of the Branch Officer.
- (V) Before any article is brought on the stock register, he will satisfy himself about the quality and quantity of the articles.
- (VI) He will ensure that every issue of forms and stationery articles is supported by a written requisition.
- (VII) He will submit every month the stock registers for forms and stationery for inspection by the Branch Officer and annually for annual stock verifications.

(B) Furniture and office equipment :-

- (VIII) He will supply furniture and office equipment (s) to all departments and officers according to the prescribed scales.
- (IX) He is responsible for the custody and due care of the furniture in the Secretariat. He will ensure that carpets in the Secretariat are duly dusted.

- (X) He is responsible for removal of unserviceable furniture and equipment and arranging their disposal by sale.
- (XI) He will check the furniture in the branches, office rooms of officers, Ministers' Chamber, Cells, at least once a year for stock verification. All the furniture, equipments etc. shall be properly numbered and make entry in the inventory register.
- (XII) He will maintain properly the stock registers for furniture and office equipment and submit them monthly to the Branch Officer and also with the results of annual stock verification.

(C) Livery for Multi Tasking Staff :

- (XIII) He will purchase and issue livery and umbrellas etc. to different categories of Multi Tasking Staff according to the prescribed scales of supply. For this, he will -
 - (a) Prepare estimate of issue of liveries to be made in each season and their cost ;
 - (b) Arrange for the purchase of the sanctioned requirements.
- (XIV) He is responsible to maintain stock registers for livery etc.

(D) Control and supervision over Multi Tasking Staff :

- (XV) He is responsible for all service matters relating to the temporary Multi Tasking Staff, including contingency staff, their control and allotment of work.
- (XVI) He will personally supervise the work of Sweepers, Malis and day and night Chowkidar and make surprise check.
- (XVII) He will maintain attendance registers for all categories of staff under his direct control.
- (XVIII) He will check that the Multi Tasking Staff attends Office in their uniform.

(XIX) He will be responsible for the general cleanliness and tidiness of the Secretariat buildings and premises.

(XX) He will check that the Multi Tasking Staff keep the office rooms clean and tidy by removing waste papers etc. and dust them properly.

(E) Miscellaneous :-

(XXI) He will make arrangement, including supply of refreshment at Government cost, for meetings, conferences, etc. held in the Secretariat from time to time.

(XXII) He will ensure regular winding of clocks in the office rooms of gazetted officers and offices.

(XXIII) He will attend to office accommodation for Departments and officers and supervise their shifting from one room or building to another.

36. Duties of Private Secretaries attached to Governor / Chief Minister / Ministers / Parliament Secretaries / Chief Secretary / Commissioners :-

(I) (a) He/She is responsible for the secrecy of the files and other papers received and for their safe return to the officers or Departments concerned and also for the secrecy and safe custody of the records/papers maintained in the personal cells.

(b) He /She is responsible for maintaining discipline among the ministerial and Multi Tasking Staff and will see that staff is kept fully employed.

(II) Correspondence -

(a) Initiate a control system for the dak so that it can be correctly routed to the Departments. He/She should observe care in opening mail, and see that personal and confidential letters are not opened unless otherwise authorized to do so.

(b) He/She should be sure that each envelope is completely emptied and check for enclosures mentioned. He/She should make a note of any commission before passing on the letter to the Governor/Chief Minister/Ministers/Chief Secretary.

- (c) He/She should see that copies have been marked for the persons to whom they should be sent.
 - (d) He/She should check each letter to see that it is signed.
 - (e) He/She should be sure that all enclosures mentioned in a letter have been sent. He/She should keep a record of mail timetable, postal and telegraphic rates.
 - (f) He/She should see that the inside address corresponds with that on the envelope.
 - (g) He/She should maintain address books, both personal and official, for the officer's correspondence.
- (III) **Filing** : He/She should arrange files which are required to be maintained in the personal cell so that documents can be produced promptly. He/She should ensure the security of confidential files and checks this before leaving the office. He/She should make a periodic check of files and destroy the out-of-date materials after obtaining authority.
- (IV) **Keeping reference books** :- He/She should keep on hand up-to-date reference books such as Telephone Directories, Dictionary, Administrative Directories, Statutes, Manuals, Rules and Regulations and maintain the personal library of Governor/Chief Minister/Ministers/Parliamentary Secretary/Chief Secretary/ Commissioners.
- (V) **Meetings and conferences** :- He/She should maintain a calendar of forthcoming meetings and conferences. He/She should collect the materials which might be required and assist in preparation of the agenda and conference programme. He/She should check that names of persons present and keep an up-to-date list for the distribution of minutes. He/She should ensure that after a meeting the papers or belongings which may have been left are returned to the persons concerned.

VI. Special duties :-

- (a) He/She should see that the Governor/Chief Minister/ Ministers/Parliamentary Secretary/Chief Secretary/ Commissioners office and desk are neat and furnished with necessary supplies.
 - (b) He/She should keep a note where they can be contacted when in or out of station.
 - (c) He should order repairs for machines and other office equipment as necessary.
 - (d) He/She should bring news-worthy items to the notice of the officer.
 - (e) He/She should issue interim acknowledgements.
 - (f) Any other items of work as entrusted i.e. attending telephone, travel arrangements, entrainment Accounts etc.
- VII. Keeping the confidence- He/She should maintain strict confidence about the information received by him during the course of his official duties. He/She must be discreet and loyal and not only be able to keep a secret but should refrain from even hinting about the secrets he knows.

37. Duties of Stenographers in General :-

- (I) The duties of Private Secretaries as given in para 36 will be broadly applicable to all Stenographers irrespective of whether they are called Private Secretary or Senior Personal Assistant or Personal Assistant.
- (II) A Stenographer should know to help his officer in various ways such as maintenance in a methodical manner all secret and personal papers to be retained by him and arranging of meetings, tours etc. This can be achieved by adopting the following :
 - (a) taking dictation in shorthand and its transcription in the best manner possible ;
 - (b) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued ;

(III) **Planning the work :-**

- (a) A Stenographer can be more effective by planning his work. He/She should arrange to confer with his officer for a few minutes preferably at the beginning of each day. He/She should give him agenda for the day which covers urgent matters and routine appointments. He/She should obtain instructions at this time on other matters.
- (b) He/She should make provisions for delays and interruptions in so far as they can be foreseen. He/She should check the officer's agenda before leaving in the evening so that business not transacted may be carried over and attended to early in the next day. He/She should see that equipment and supplies are available for each job and that essential tasks receive priority.

(IV) **Cultivating proper public relation :-**

- (a) He/She should maintain a courteous manner and greet everyone cordially.
- (b) He/She should note the purpose of each appointment so that the officer can be prepared. He/She should arrange the telephone calls and visits according to the instructions given by his officer.

(V) **Telephone habits etc. :-**

- (a) He/She will attend to the telephone call for the Officer as and when so required by him.
- (b) He/She will maintain a Register of STD/ISD Calls of the Officer.
- (c) He/She should answer calls promptly and pleasantly and should identify the office and himself.
- (d) He/She should reply telephone messages promptly and record the name of the caller, the purpose and time of each call.
- (e) He/She should keep a special index of the telephone numbers most frequently required. He/She should arrange for someone to answer the telephone when he is out.

- (f) He/She should keep his personal calls to a minimum.
- (g) He /She should know the correct form of social and other forms of communications.
- (h) He should make notes of special instructions on correspondence given by his officer. He should make sure that the letters are properly set up and that spare copies are clean.

(VI) Travel Arrangements :-

- (a) He/She should prepare the tour programme according to the instructions received by him and issue copies as required.
- (b) He/She should make arrangements with the persons to be contacted or interviewed on tour by letter, telegram, fax, e-mail or telephone.
- (c) He/She should arrange for transport and hotel accommodation in advance of journey.
- (d) He/She should hand over the papers which the officer will require on tour. He should deliver tickets and acknowledgements of hotel reservation etc. together with a copy of the tour programme before the time of departure.

(VII) Miscellaneous :-

- (1) He will type small enclosures to the letter dictated by the officer as and when so required.
- (2) He will maintain a proper Register of important letters/ correspondence which requires follow-up action by the officer.
- (3) During the absence of the officer while on tour, casual leave or otherwise, he will attend office punctually, utilize his time in clearing pending work or any other works specifically given to him by his officer.
- (4) He should know how to handle the dak during the officer's absence and who is authorized to sign in the absence of his officer.

38. Duties of Multitasking staff :-

- (1) As soon as He/She comes to office, He/She should open the windows unless there are instructions to the contrary. He/She should dust the office tables, chairs, almirah, windows, book-shelves, whatnots, file cabinets and other furniture and keep the office rooms clean and tidy.
- (2) He/She should remove all waste papers etc. for disposal as directed by the officer or the Section Officer of the Branch concerned.
- (3) If He/She is attached to an officer-
 - (a) He /She should keep the pencils sharpened, the ink pots filled and put other articles like pincushion, blotting paper holder, pen, scissors, eraser, clips, etc. in their proper places;
 - (b) He/She should put all the above mentioned office articles inside the almirah or table drawer before leaving office;
 - (c) He/She should keep slips of paper within easy reach inside the room for use of his officer and outside for use of the public.
- (4) If He/She is attached to an officer, He/She should not leave before the officer has left. If He/She has to go early, he must take prior permission of his officer or of the Section Officer of the Branch to whom he is attached.
- (5) Before leaving office he/she should switch off all lights, fans and heater, if any, and close the windows.
- (6) He/She should fill up the water jug/glass; filter etc. for use of the officer or staff, as required.
- (7) He/She should assist in any office work as may be required of him.
- (8) He/She should have a general idea about the arrangement for receipt of local and outside dak.

- (9) He/She should know the priority involved in the movement of papers marked 'Urgent' 'Immediate' and 'Priority' and act accordingly.
- (10) He/She should know the location of —
 - (a) Secretariat Departments and Branches and other important offices such as of Heads of Departments, Central Government Offices, etc.
 - (b) Residences of high ranking Government officers, particularly of his Secretary/Special Secretary/ Addl. Secretary/Joint Secretary/ Deputy Secretary, Under Secretary, and Section Officer.
- (11) He/She should know working hours of local Post and Telegraph /Telephone Office, treasury and banks.
- (12) He/She must avoid personal work when he/she is sent out on official work.
- (13) He/She should know the description of stationery articles and various kinds of forms used in the office.
- (14) He/She should be polite and respectful towards all officers and staff.
- (15) He/She should be very courteous and helpful towards members of the public visiting the Secretariat/Department/ Office.
- (16) He/She must always come to office in uniform which should be clean and his appearance should be neat and tidy.

CHAPTER - VII

FILING SYSTEM

39. **Explanation of certain terms regarding filing system often used** :- A 'case' consists of any single transaction of official business on a particular subject. It is comprised of a single 'receipt' or a number of receipts added to it from time to time in the course of its final disposal. A 'File' may consist of a single case or a number of cases regarding a series of transactions on the same subject and to which the same file number is assigned. The 'Title' of a file means the subject allotted to that file. The 'standard list of Titles' means the approved list of titles commonly used in Branch/Department. An 'Index Card' is one on which the number and title of a file are written to facilitate the alphabetical arrangement and tracing of papers on a particular subject. The most important word used in the title of file known as the 'Catch word' from which the originating Department/Office can easily be located.
40. **Constituent of a File/Notes and Correspondence** :- Two main parts of a file are (a) 'Notes' and (b) 'Correspondence'. The former contains notes recorded on a 'Paper under Consideration' or independently on the same subject from time to time. The 'Correspondence' contain all communication received and office copies of out-going communications.

The correspondence part is arranged according to the date of receipt of the correspondence, the earliest communication received being at the top. For convenience, the correspondence will be turned over so that the paper under consideration lies at the top of the correspondence.

When the 'Notes' plus the 'Correspondence' portion of a file becomes bulky (say exceeds 150 pages), it will be kept in a separate cover and marked 'volume- I'. Further action on the subject will be continued on a new volume of the same file, the cover of which will be marked 'volume II' and so on.

41. **Punching of Papers** :- Every paper will be punched on the left hand top corner to the correct gauge (two cms from either side) before it is tagged to the correspondence or notes in chronological order, from left to right.
42. **Docketing** :- Docketing is the process of making entries in the 'Notes' portion of a file about each receipt or issue number and date of the letter and from whom received or to whom issued. A receipt or issue will be docketed between two lines by writing across the page. The receipt will be entered in red ink and issue in blue/black ink. The page number of the communication will be shown just outside the margin.
43. **Opening of new files** :- For each title, a new file will be opened every year, the file of the previous year being closed as soon as possible. If the subject matter of a communication received during the course of a year clearly falls outside the titles in the standard list, a new title should be framed and a file number allotted to it with the approval of the officer concerned, care being taken to see that a new title or file number given to it does not conflict that allotted to a file by any other branch in the Department. The same procedure may be followed if a branch is called upon to deal with a new subject on a new subject not formerly handled by the Department.
44. **Separate file for each distinct subject** :- As a rule, there should be a separate file for each distinct subject. If the subject of a file is too wide or too general, there will be a tendency to place all receipts dealing with different aspects of the matter which apart from making the file unwieldy will impede business. If the issues raised in a receipt or in the notes or in the order passed thereon go beyond the original subject, relevant abstracts should be taken and dealt with separately on a new file which should be indexed in the appropriate manner.
45. **Numbering of files** :-
 - (i) Files are distinguished by index letters indicating the Department and Branch to which they belong and by serial numbers indicating the year in which

they are opened and their serial position in the Register.

For example :- File No.Estt-45/11 indicates that it was 45th file opened in 2011 in the Establishment Branch.

- (ii) The number of the files should be as short as possible. This will reduce expenditure on telegrams as opposed to a long number with so many figures, letters, brackets, oblique e.g. EV-4/A(6)/84.

46. Title of files :-

- (i) Each file should be as far as possible be confined to a single subject and new files should be opened freely. When a letter relates to a subject dealt within two or more existing files, copies of the letter or the relevant extracts should be registered separately and put with each file. When a letter contains matters to be dealt within more than one Branch copies of it or the relevant extracts should be sent to the Branch concerned by the Department or Branch which receives it first. Questions of general nature, which not infrequently arise out of individual cases, should not continue to be dealt within the file of that individual case. Policy files should not be encumbered by individual cases arising out of them.
- (ii) When the notes plus the 'correspondence' portion of a file become bulky (say exceed 150 pages), it will be stitched and marked 'Volume-1. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume-II, and so on.)
- (iii) In volume-II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion will be made in continuity of the last page number in note portion/correspondence portion of the earlier volume.
- (iv) On top of the first page of the note portion in each volume of the file, file number, name of the Ministry/ Department, name of branch/section and subject of the file will be mentioned.

47. **Numbering of pages** :- Blank intervening pages, if any, should not be numbered. Every communication, whether 'Receipt' or 'Issue' together with its enclosures should be kept in the correspondence side properly tagged at the top left corner to the gauge two Cms from either side. The correspondence sheets should be placed one below the other according to chronological order of dates and be given serial numbers in red ink within a small circle on the right top corner. The last letter received being at the top i.e. the paper under consideration should be turned over so that it lies on the top of correspondence portion of the file. The first communication is to be marked serial number 1 and the subsequent ones should bear consecutive serial numbers in a single series. Thus, if a file is opened with a letter containing 5 pages, the letter will be the 1st serial of the file and the next letter whether a 'Receipt' or 'Issue' will be at the sixth page of the file and will be marked as serial 2 and so on, that is each letter in a file will have one serial number irrespective of the pages or enclosures it contains. To avoid confusion between a page number and a serial number, the serial number may be indicated in red ink within a small circle below the page number wherever both the serial number and page number occur.
48. **Un-official files** :- Files received from and issued to other Departments or Offices un-officially should be entered in separate Registers in forms as in Appendix 5 and 6 respectively. A close watch should be kept about their timely return.
49. **Routine notes or papers** :- Notes or casual discussions on points of secondary importance, routine correspondence like reminders, acknowledgements, etc., and notes intended to elucidate minor points of detail which are of an ephemeral nature should not be allowed to clutter up the main file. They should be treated as 'routine' papers and placed below the file in a separate cover and destroyed when they have served their purpose.

50. Filing of official, demi-official and un-official communication :-

- (i) Official and demi-official communications - All official and demi-official communications will be included in the 'correspondence' portion of a file.
- (ii) Un-official communication - Self-contained un-official references and replies thereto should be included in the correspondence portion of the file. A copy or a summary of the un-official reference, together with a copy of the note recorded on the file of the originating Ministry in reply, should be retained, when necessary, and placed in the 'Notes' part of the file.

51. Part file :-

- (i) A part file may be opened only when the main file is not likely to be available for sometime or when it is desired to consult simultaneously other Branches or officers and it is necessary for them to see the paper under consideration and other connected papers. The part file should obviously carry the same file number as the main file indicating at the end of the number the word 'Part I or II' etc. as the case may be, e.g. File No. Estt-45/11 (Part I).
- (ii) A part file should be incorporated with the main file as soon as the latter becomes available. It should be ensured at the time of amalgamation that the correspondence portion of the part file is incorporated in the main file in the chronological order of dates. The noting portion of the part file will, however, find place at the end of the last noting in the main file.
- (iii) Numbering of pages-both noting and correspondence portion of a part file should be done in pencil as the part file is intended to serve a temporary purpose. On amalgamation, the temporary numbers of serials, pages etc. of the part file should be replaced by the chronological numbering of the main file.

52. Transfer, reconstruction and numbering 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 close, to the latter. The department/ section taking over the records will not divide, reclassify or renumber the closed files transferred to it. In case of current files, the endeavour should be closed them at the earliest possible stage and to open new files according to the department's/section's own scheme of classification for dealing with the matter further.

A file will be reconstructed if it is misplaced. The file number and the subject will be obtained from the file register and the copies of correspondence will be sought from the corresponding department. On receipt of all such papers, they will be arranged in chronological order on the file and a self-contained note will be prepared on the basis of the copies of correspondence, and placed on the notes portion of the reconstructed file.

53. **Custodian of current files** :- As soon as a new file is opened, the name of the Assistant responsible for the safe custody of the file should be entered in the appropriate column of the file register opened in the form as in Appendix-7. Names of the Assistants responsible for proper custody of all current files in Branch, Department or Office should be clearly indicated in the register(s). When an Assistant is transferred from a branch, Department or Office or when proper custody of a particular file is transferred from the Assistant to another, name of the new Assistant responsible for the safe custody of the respective file(s) should clearly be indicated in the appropriate column of the register canceling the name of the previous Assistant. It should be the personal responsibility of the Section Officer and the Branch Officer concerned to ensure that names of the Assistants responsible for proper maintenance and custody of all the current files are duly recorded in the appropriate column of the file register(s).
54. **Proper maintenance of current files procedure to be followed** :-
- (a) Every Assistant/UDC of a Branch, Department or office should keep all the files under his charge properly arranged serially and year-wise in a what-not or almirah as the case may be. In addition to the file register maintained in the Branch, Department or Office should

maintain separate record of all his files subject-wise and year-wise.

- (b) Whenever a file is taken out of the place where files are kept serially arranged, a slip in form in Appendix-8 enclosed should be kept in its place. When the file is taken out for submission of a fresh receipt diary number of that receipt and the designation of the officer to whom it is submitted should be clearly recorded in col. 3 of the form in Appendix-8. When a file is taken out for linking it with another file this fact should be clearly indicated in col. 5 of the forms. This should be duly kept in the place of the file until it is received back and kept in proper place. When the file is kept back in its proper place the slip should be taken out and destroyed.
- (c) Every dealing Assistant should check all the current files in his charge every second and fourth Friday (and if any of these days be a holiday, on the following working day) of each month and take proper steps for early return of the files which are out. List of files which are out for a period exceeding one month should be submitted to the notice of higher authority. Name(s) of the office(s) where these files were sent on the officer(s) to whom these were submitted should be indicated in the list.
- (d) Procedure of Handing over charge-Whenever a person leaves Department/Branch on transfer or otherwise the out going official should obtain an acknowledgement for all files, papers, registers and other documents handed over by him to the relieving officials. The responsibility for obtaining the acknowledgement for the files, documents etc. rest with the outgoing official and in case he neglects to do so and if the incoming official denies having received the files, documents etc. in the absence of any other proof to the contrary the released official will be held responsible for the loss of any files, documents etc. A copy of the acknowledgement for all such files, documents etc. which are handed over and taken over and signed by both officials should be submitted to the Branch Officer at the time of handing and taking over. This copy of the acknowledgement should be properly kept in Branch, Department or Office.

- (e) Whenever an official is allowed to proceed on leave the Section Officer /Branch Officer concerned should decide who should lookafter the work of that official during the period of his leave. The official proceeding on leave should hand over all files, records etc. to the relieving official in the same manner as indicated in the preceding sub-paragraph. The same procedure of handing over and taking over charge of all those records should be followed on return of the official from leave.

55. File Register :-

- (i) Each Branch will maintain a File Register Book and File Index in forms as in Appendices 7 and 9 respectively. A record of files during the calendar year and their movement will be recorded in the File Register.
- (ii) Each page of the File Register will be consecutively numbered and this number will be the same as the serial number of the file entered on that particular page e.g. file no.HMB-16/11 will be at page 16 of the File Register of 2011.
- (iii) The first few pages will contain the index to the File Register. They will be thumb-indexed down the side with the letter of the alphabet. It will be maintained alphabetically subject-wise in the following form:-

Subject of file	File No.	Page No. in the file Register	Date of recording
1	2	3	4

- (iv) The catchwords in the index will be carefully selected. Sufficient pages in this form for entering the main and supplementary titles of files likely to be opened in the course of the year will be provided for.

56. Movement of Files :-

- (1) Movement of files should be entered in the column indicated in the pages allotted for each file in the file movement register, as given in Appendix-7(a). Separate registers may be maintained for movement of the files of the department and the files received from other departments/sections.
- (2) When current files are linked as per para 58, the movement of the linked files will be marked in the space allotted in the file movement register for the file with which these are linked and also individually in the space allotted in the file movement register for each of the linked files in the manner illustrated in notes 2 and 3 under appendix-7(a).
- (3) When recorded files are put up with a file, the movement of the recorded files will be marked in the space allotted in the file movement register for the file with which these are put up in the manner illustrated in note 4 under Appendix-7(a). It will also be ensured that the procedure regarding requisitioning of recorded files as laid down in para 179 is observed.
- (4) Movement of files received from other departments/section 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.
- (5) No current file will be issued to other sections except against written requisition after marking its file movement register. The movement of the file should be as per the prescribed channel and should not be allowed to carry any unauthorized person. The files received from other department also be send back as per the prescribed channel and will not be allowed to carry the file by any unauthorized persons.
- (6) Files and other papers marked by the Under Secretary to the other officers, section or departments will be routed through the section for noting their movement.
- (7) When the files are handed over personally by the Under Secretary to other officers, he will inform the section officer accordingly who will ensure that movement of such files is marked in the file movement register.

(8) The personal staff of officers of the rank of Deputy Secretary and above will maintain the movement of papers received by their officers in the respective personal section diary. Movement of any file handed over the personally to a higher officer to the Minister will similarly be noted by the personal staff. Papers/Files marked by them to other departments, however, will be routed through the section concerned, for noting their movements in the file movement register or section diary as appropriate.

57. **Record of movement of classified files** :- The record and movement of confidential files may be kept in the general file register and file index but the record and movement of secret files should be kept in separate File Register and File Index to be maintained for this purpose and retained in the custody of the Section Officer. In Secret Sections, however, such record should be maintained in the General File Register and File Index.

58. **Linking of Files** :-

- (1) Linking of files on which action is in progress will, as far as possible, be avoided. As a general rule this will be done only when the files are inter-connected and orders have to be passed on them simultaneously. In such a case, it will be indicated on a slip pinned on the top file as to which of the linked files are for orders.
- (2) If any paper on a current file is required for reference only in connection with the disposal of another file, relevant extracts will be taken from the former and placed on the latter.
- (3) 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 paper properly arranged on its file-board.

59. **Changing of files** :- All files should be chained or counter-marked, that is to say, the file number of a new volume should be noted on the outer cover of the previous volume dealing with

the same subject. Similarly, number of the previous file as also the cross references should be noted on the outer cover of the new file to ensure that (a) certain facts separately dealt with are not lost sight of and (b) to prevent duplication or taking action without consulting other affected Branches.

60. Referencing and use of slips :-

- (1) Referencing is the process of putting up and referring to connected records, precedents, 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.
- (2) The slip 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 will be spread over the whole width of the file so that every slip is easily visible.
- (3) The slip 'P.U.C.' will be attached to the paper, the consideration of which is the subject matter of the file.
- (4) No slip other than 'P.U.C' will be attached to any paper on a current file. Reference to such a paper will be made by quoting the number of the page in the margin in pencil (e.g. page 6/n page 6/c).
- (5) Not more than one alphabetical slip will be attached to a recorded file or paper put up for reference.
- (6) The slips are merely a temporary convenience for the quick identification of paper and should, therefore, be removed as soon as they have served their purpose.
- (7) To facilitate the identification of references after the removal of slips, the number of the file and its page referred to will be quoted on the body of the note and the number of the letter of the attached slip indicated in the margin, thus :-

In the body of notes	In the margin of notes
(Page 3/n of File No.ABP.12/84	Flag 'G'

- (8) Similarly, a description of the Rules, Regulations, Acts, etc. and the number of the relevant paragraph or clause

referred to will be quoted on the body of the note while the alphabetical letters of the slip and the page number will be indicated in the margin.

- (9) Books or Rules etc., referred to need not be put up on a files if copies are available with the officer to whom a case is submitted. This should, however, be indicated in the margin of the notes in pencil.
- (10) When a book or a copy of rule etc. referred to is required to be put up on a file, it will not be kept inside the file cover but will be placed on top of the flap of the file board just below the string. The reference to the book is made by referring to its page number but no slip is pinned on the book. For facility of reference, however, a slip may be placed between the pages referred to.

61. **Arrangement of papers on a case** :- A case consists of a current file any other files and papers, books etc. put up for reference. The papers on a current case will be placed in the following order from top downwards;-

- (i) Reference books;
- (ii) 'Notes' portion of the current file ending with the note for consideration;
- (iii) Draft for approval, if any;
- (iv) Running summary fact;
- (v) Correspondences' portion of the current file ending with the latest receipt or issue, as the case may be ;
- (vi) Standing Guard File; standing note or reference folder, if any;
- (vii) Other papers referred to (e.g. extracts of notes or correspondence from other files, resolutions, gazettes, etc.) arranged in chronological order, the latest being placed on the top;
- (viii) Record files arranged in chronological order, the latest being placed on the top; and
- (ix) Routine notes or papers placed in a cover in chronological order.

CHAPTER VIII

ACTION ON RECEIPTS: NOTES AND ORDERS

62. **Time limits for dealing with various types of communications** :- All officers and members of the staff should display a spirit of promptitude in the disposal of communications. The following time limits are laid down which should be strictly adhered to in the handling of communications at all levels:-
- (a) Telegram/ Message/Fax message - within 24 hours
 - (b) Parliament/ Assembly Questions. - Far ahead of the date, time mentioned as possible (the procedure for dealing with Parliament/Assembly questions has been Laid down in paragraph 87 of this Manual)
 - (c) Express letter - Within 4 days.
 - (d) Other communications- Within 7 days (or any earlier date as may be indicated by Branch Officer).
63. **Procedure, if time limit cannot be kept** :- If the above time limit cannot be followed in a particular case and where information has to be collected before the communication can be put up, the Secretary or the Head of the department concerned should be invariably appraised of the position and a definite time schedule by which work is to be completed, should be indicated on the file.
64. **Diary of Assistant/ (dealing hand)** :-
- (i) Every Assistant will have a Personal Diary in the form as in Appendix-10. The Branch Diarist will obtain the Diaries from the Assistants and enter in Col. 1 & 2 of the Diaries, the numbers against which the receipts have been entered in the Receipts Register. He will then hand over the Diary to the Assistants together with the receipts. The Assistants will immediately check the receipts with the entries in the Diary and any discrepancies noticed will be rectified in consultation with the Diarist.

- (ii) Each time the Diarist received the Diary back, he will enter in col. 7 of the receipt register the number of the file in which the receipt has been put up. The file reference will have to be entered in Col.4 of the diary by the Dealing Assistant.
65. **Priority indications** :- All Branch Officers and Section Officers should give priority indications on the receipts, where necessary, and should use the prescribed priority levels.
66. **Personal Diary of Officers** :- All Branch Officers and Section Officers will keep a note in their engagement lists or in a similar note book of important receipts requiring prompt action or on which action is required to be completed by a specified date.
67. **Engagement list of the dealing Assistants** :- Dealing Assistants will keep a note in their engagement list or in a similar note book of important receipts requiring prompt action or on which action is required to be completed by a specified date.
68. **Initial examination of receipts by dealing hands** :-
- (i) The dealing hand will sort out the receipts according to priority. The priority receipts will be taken up first.
 - (ii) He will check the enclosures and if any is found short or missing, he will take action for obtaining the missing papers.
 - (iii) If any other Branch is concerned with any part or aspect of a receipt, the dealing hand will send relevant extracts through the Section Officers to the Branch concerned for necessary action.
69. **Collection of relevant materials** :- The office will then collect the materials required for taking action on a receipt. This will ordinarily consist of
- (i) the file on the subject if one already exists
 - (ii) other files or papers, if any, referred to in the receipt.

70. **Bringing a receipt on a file** :- A receipts will be brought on to a current file if it relates to a subject on which a file already exists. If not, it will be necessary to open a new file for initiating action on the receipt if further correspondence is anticipated. The miscellaneous papers may be filed suitably in a miscellaneous file. Before placing a receipt on file, all unnecessary pins and clips will be removed. The receipt will then be docketed and referenced in the manner described in Chapter-VII.

71. **Notes** :-

- (i) 'Notes' are the written remarks recorded on a paper under consideration to facilitate its disposal. They may consists of a précis of previous papers, a statement or an analysis of the question or questions requiring decision, suggestions as to the course of action and orders passed on them.
- (ii) The dealing Assistants will append his initials with the date on the left side just below his note. The Section Officers will also likewise put his dated initials on the left side just below his note or below the note of the Assistant, except when disposing of a paper within his powers in which case he will sign his name in full on the right hand side.
- (iii) In recording the date with initials or signatures appended to notes, the month and the year should also be indicated along with the date.
- (iv) A suitable margin on all sides of the note sheet will be left. Note sheets will preferably be bound in bundles of 150 sheets each by the dealing Assistants, when completed.
- (v) Care should be taken to see that notes submitted to higher officers for orders do not, end at the bottom of a note sheet in such a way as would leave no sufficient space at the bottom for short orders to be passed. A blank note sheet should always be attached to the 'Notes' portion of the file.

72. **Scope and purpose of noting by officer** :- Office notes will cover the following :-

- (i) to see whether all the facts, so far as they are open to check, are correct;
- (ii) to point out any mistakes or misstatements of facts;
- (iii) to draw attention, where necessary, to the statutory or customary procedure and to point out the law and rules and where they are to be found ;
- (iv) to supply other relevant facts and figures available in the Department and to put up the Standing Guard File, if any, or other papers containing precedents or previous decisions ;
- (v) to state the questions for consideration and to bring out clearly the points requiring decision; and
- (vi) to avoid any opinions or comments regarding the action of officers or other Departments and also to avoid noting any personal views on the case.

73. **Instructions regarding noting on cases** :-

- (i) It shall always be assumed that the paper under consideration will be read by the officer to whom it is submitted. The reproduction verbatim or extracts from or paraphrasing of the paper under consideration will not therefore be permitted. A precis of contents of single communication will be made only when it is of great length and complexity.
- (ii) The object of the office note will be to supply in the most concise form the material immediately necessary for the disposal of the case and not to anticipate every question which might conceivably be asked.
- (iii) Facts should be verified so far as they are open to checking and mistakes, if any, pointed out.

- (iv) The note should show more or less in details, according to the complexity and stage of the case, the question for consideration, the circumstances leading up to it and the rules and precedents bearing on it.
- (v) Suggestions should be made but expressions of opinion should be avoided.
- (vi) Routine notes should not be repeated, more or less verbatim, in a number of cases of the same kind.
- (vii) Notes should not be broken up as far as possible into short paragraphs, each dealing with a single point.
- (viii) Long sentences and discursive style should be avoided. Unnecessary expressions such as 'in the connection' 'it may be observed that', 'it may be stated that' etc. should not be used.
- (ix) Notes must be legibly written and shall not be typed unless exceeding in length one page written on half margin.
- (x) Notes and orders will normally be recorded on note sheet in the notes portion of the file and will be serially numbered. Black or blue ink will be used by all categories of staff and officers. **Only an Officer of the level of Secretary to the Government of Arunachal Pradesh and above may use green or red ink in rare cases.**
- (xi) The noting assistant will append his initials with the date on the left below his note. If the note passes through the Section Officers he will put his dated initials with name below the Assistant's. Section Officers will sign his name in full on the right hand side, if he disposes of a paper within the powers delegated to him. The year should invariably be shown, when dating office notes.

- (xii) If the Branch Officer or higher officer has made any remarks on the receipts, these should first be copied out and then the note should follow. No note should be written on the receipt except in very routine matter.
- (xiii) Notes shall not be treated as public documents or be quoted as such, except by the order of Government.

74. Noting by Branch Officer :-

- (i) The Branch Officer will dispose of as many cases as possible on his own responsibility and within the powers delegated to him but will take orders of the higher officer on cases of important nature and invariably on those involving questions of policy. He should endeavor to reduce the number of cases to be submitted formally to the higher officer by taking his verbal directions after discussion. Whenever orders are passed on the basis of such verbal directions or discussions, this should be recorded in his notes.
- (ii) While submitting cases to higher officers, the Branch Officer will confine his note to the actual points or questions requiring a decision without attempting to reiterate the ground already covered in the previous notes. When he agrees with the recommendations or suggestions made in the preceding note, he will merely append his signature.

75. Modification of notes or orders :- Senior Officers should not require any modification in, or replacement of, the notes recorded by their juniors once they have been submitted to them. Instead, the higher officers should record their own notes giving their views on the subjects, where necessary correcting or modifying the facts given in earlier notes. In any cases, the replacement or modification of the notes which have already been recorded on a file, when the file has been further noted upon by others should not be permitted.

76. History of Important cases :- To facilitate easier disposal and to obviate repeated recapitulations of the case at various stages, a self-contained note containing the history of the case should be prepared and placed below the file in a

separate folder marked K.W. It will be the responsibility of the Section Officers to see that a summary of the case is prepared at the earliest appropriate stage in all suitable cases. He should also ensure that the summary is kept up-to-date by making suitable additions with further progress and developments as they occurred.

77. Channel for submission of cases :-

- (a) (i) The Channel for submission of cases will ordinarily be Dealing Assistant, Section Officer, Under Secretary/Branch Officer, Deputy Secretary, Special Secretary/Additional Secretary/Joint Secretary, Secretary, Chief Secretary, Minister, Chief Minister, if movement of the case is necessary up to the stages mentioned above. Selected Assistants may be authorized to submit cases to the Under Secretaries/Branch Officers/Secretary.
- (ii) Section Officers may be permitted to submit certain types of cases direct to Deputy Secretary or Secretary. Similarly, Under Secretaries and Deputy Secretaries may, in specified cases, submit cases to or deal directly with the Chief Secretary.
- (iii) In the absence of the Chief Secretary, Secretaries may submit urgent cases direct to the Minister/Chief Minister.

The aim should be to have a direct and simple channel of submission of cases as far as practicable and thus have the least number of level and shortest possible chain of command. This is also desirable from the point of view of both efficiency and economy. Each level should contribute to the making of the decisions and the contributed value should ultimately determine the continued retention of a level since each additional level distorts objectives and misdirects attention.

- (b) Interchange of notes between officers of the same department and officers located at Headquarter-Interchange of notes between the officers within the same Department and the offices situated at the Headquarters should be avoided as far as practicable. The purpose can be secured by personal discussion between the officers concerned.

- (c) Standing Guard File-A standing Guard file will be prepared for each suitable 'type subject' dealt within a section. It will consist of :-
 - (i) a running summary of the principles and policy relating to the subject. The number and date of decisions or orders referred to in summary will be quoted in margin against each such references.
 - (ii) Full copies of the decisions or orders referred to be placed in chronological order;
 - (iii) Model forms to be used in the issue of orders, notifications, etc.
 - (iv) Whenever a new decision is taken on the subject it will be suitably incorporated in the relevant parts of the standing guard file.

78. (a) Oral discussions :-

- (i) All points emerging from discussions between two or more officers of the same Department and the conclusion reached should be recorded on the relevant file by the officer authorizing action. Similarly, all verbal orders or instructions given by any officer and, where necessary, the circumstances leading to such orders, instructions, should be recorded on the file. 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.

(b) Oral instructions by higher officers :-

- (1) Where an officer is giving direction for taking action in any case in respect of matters on which he or his subordinate has powers to decide, he shall ordinarily do so in writing. If, however, the circumstances of the case are such that there is no time for giving the instructions in writing, he should follow it up by a written confirmation at his earliest.
- (2) An officer shall, in the performance of his official duties, or in the exercise of powers conferred on him, act in his best judgment except when he is acting under instruction

of the official superior. In the latter case, he shall obtain the directions in writing wherever practicable before carrying out the instructions, and where it is not possible to do so, he shall obtain written confirmation of the directions as soon thereafter as possible, if the officer giving the instructions is not his immediate superior but one higher to him in the hierarchy, he shall bring such instruction to the notice of his immediate superior at the earliest.

(c) Oral Instruction on behalf of or from Minister :-

- (1) Whenever a member of the personal staff of a Minister communicates to any officer an oral order on behalf of the Minister, it shall be confirmed by him in writing immediately thereafter.
- (2) If any officer receives oral instructions from the Minister or from the personal staff and the orders are in accordance with the norms, rules, regulations or procedures they should be brought to the notice of the Secretary (or the head of the department where the officer concerned is working in or under a non-secretariat organization).
- (3) If any officer receives oral instructions from the Minister or from his personal staff and the orders are not in accordance with the norms, rules, regulations or procedures, he should seek further clear orders from the Secretary (or the head of the department in case he is working in or under a non-secretariat organization) about the line of action to be taken, stating, clearly that the oral instructions are not in accordance with the rules, regulations, norms or procedures.

(d) Confirmation of oral instructions :-

- (1) if an officer seeks confirmation of an oral instruction given by his superior, the latter should confirm it in writing whenever such confirmation is sought.
- (2) Receipt of communications from junior officers seeking confirmation of oral instruction should be acknowledged by the senior officers or their personal staff, or the personal staff of the Minister, as the case may be.

CHAPTER - IX
INTER DEPARTMENTAL REFERENCES

79. Inter-departmental consultation :-

- (1) Inter-departmental consultation takes the form of inter-departmental notes, inter-departmental meeting or oral discussions.
- (2) In making written inter-departmental references, the following points should be observed:-
 - (a) Inter-departmental references will normally be made under the directions of an officer not below the rank of Under Secretary or as may be provided by the departmental instructions.
 - (b) The points on which the opinion of other departments is sought or which it is desired to bring to their notice should be clearly stated.
 - (c) Where possible, the drafts of the orders proposed to be issued may also be shown to the departments sought to be consulted.

80. Simultaneous consultation :-

- (a) When it is necessary to consult more than one department on a case, such consultation may be effected simultaneously by self-contained inter-departmental notes unless:
 - (i) it involves copying of a large number of documents available on the file ; or
 - (ii) the need for consulting the second department would arise only after the views of the first have become available.
- (b) When such a reference requires concurrence of one or more departments under the Government of Arunachal Pradesh (Transaction of Business) Rules, the following further points should be observed :-

- (i) the originating Department should invariably prescribe a time-limit when calling for comments or concurrence from other departments.
- (ii) In case any of the departments so consulted is not in a position to send its comments/ concurrence within the prescribed time-limit; it should write back promptly, in any case before the prescribed time-limit, and indicate the additional time they would require for furnishing their final reply.
- (c) When such a reference does not require such concurrence under the Rules, the originating department need not wait for the comments of other department beyond the prescribed time-limit, and it should feel free to go ahead with its scheme/proposal without waiting any longer.
- (d) The initiating department should always feel free to recall its file from another Department, to which such a reference has been made on a file, if such a course is required to be adopted for expediting the process of decision-making in the case. Such a decision to recall a file should be taken at a level not lower than that of a branch officer in the originating department.

81. **Oral consultation-Consultation should take place orally :-** Inter-departmental meetings may be held where it is necessary to elicit the opinion of other departments on important cases and arrive at a decision within a limited time. No such meeting will normally be convened except under the orders of an officer not below the level of Secretary. In respect of such meetings, it will be ensured that:-

- (a) the representatives attending the meeting are officers who can take decisions on behalf of their departments;

- (b) an agenda setting up clearly the points for discussion is prepared and sent along with the proposal for holding the meetings, allowing adequate time for the representatives of other departments to prepare themselves for the meeting; and
- (c) a record of discussions is prepared immediately after the meeting and circulated to the other departments concerned, setting out the conclusions reached and indicating the department or departments responsible for taking further action on each conclusion.

82. On occasions, it may be necessary to have oral discussions (including teleconferencing or video conferencing) with officers of other departments, e.g., when :-

- (a) a preliminary discussion between the officers of the departments concerned is likely to help in the disposal of the case;
- (b) it is desirable to reach a preliminary agreement before proceeding further in the matter;
- (c) Inter-departmental noting reveals a difference of opinion between two or more departments; or
- (d) It is proposed to seek only information or advice of the department to be consulted. The result of such oral consultation should be recorded in a single note on the file by the officer of the department to which the case belongs. The note will state clearly the conclusions reached and the reasons thereof. A copy of the note will also be sent to the departments consulted in order that they have a record of the conclusions reached.
- (e) Re-opening of decisions arrived at after proper inter-departmental consultations should normally be avoided. In case adequate grounds exist for re-opening of such issues, it should be settled after a quick re-assessment.

- (f) In case two or more departments persists with their respective viewpoints leading to a dead lock or impasse, such issues should be sorted out by raising the level of consideration to a forum like the Committees of Secretaries headed by the Chief Secretary or the level of Ministers concerned, to arrive at a quick decision without continuing with protracted correspondence/discussion among the disputing departments.
- (g) Nodal Departments which render advice to various departments and do so through different Divisions/ Sections will ensure that the views expressed by them at inter-departmental discussion are consistent, and they are not found deviating from their views on different occasions. The expression of conflicting views by the Different Sections/Divisions of the same Department during such inter departmental discussions should be discouraged.

83. Noting on inter-departmental references :-

- (1) 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.
- (2) 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.
- (3) 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 of the file will be recorded on the 'routine note sheets' or 'buff sheets'.

- (4) The practice of maintaining too many buff sheets or 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 buff sheets or routine note sheets.
- (5) While writing a note in a buff sheets or routine note sheet, the reference to the main file should be made as 6/n, reference to the correspondence pages will be made in a similar manner.
- (6) Un-official 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.
- (7) 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.
- (8) Where an officer deals with such a case himself, he will return it to the Branch for taking note of the proposal and the decision.
- (9) While returning a U.O. reference to original department, it will be marked direct to the officer who made the reference.
- (10) 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 officer will be specifically mentioned. If a proposal or opinion in the originating department has the approval of the Chief Secretary, the department which is consulted should also get the approval of the Chief Secretary if it disagrees or differs.

- (11) When an un-official 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.
- (12) When in a case differences 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 department on the same issue, unless the circumstances have changed since the file was referred to or new facts or arguments have come to light.
- (13) 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.
- (14) 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.

Examples : - If Home Department wants to consult General Administration, Finance, Judicial Department and Administrative Reforms Department in the respective order, the file will be marked as follows :

G.A.	(General Administration Department)
F.D.	(Finance Department)
Law & Jud	(Law & Judicial Department)
AR	(Administrative Reforms)

84. Return of inter-departmental references :-

- (1) when an un-official reference is disposed of, the office is responsible for separating its papers and returning the papers of the originating department.
- (2) The department which is consulted will, while returning the case to the originating department, indicate the names of its branches which were consulted before arriving at the decision.

- (3) The copies of papers referred to in a note of the department which is consulted will be enclosed with the disposed of un-official reference and a list of them will be indicated.
- (4) 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.

85. Orders on inter-departmental references :-

- (1) 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 be issued from a department other than that of origin, the case will be sent back un-officially with relevant papers, to the originating department for transfer officially to other department.
- (2) When to dispose of a case orders from more than one department are necessary, it will be started in such an order that orders in regard to the point not dealt with will be issued separately by the other department concerned. The latter department will be consulted before issue of such an order.

86. Orders where finance department consulted :- An order or instruction issued with prior concurrence of Finance Department should include a paragraph as below :

"This issues with the concurrence of the Finance Department vide their U.O. reference No.....dated....."

CHAPTER - X

INSTRUCTIONS ABOUT HANDLING PARLIAMENT/ ASSEMBLY QUESTIONS

87. (i) Every Branch Officer/Head of Department must realize that answers to Parliament/Assembly Questions are of the greatest concern to Government, and, therefore, replies to them must be furnished properly and in time in order that the Government is not put in an embarrassing position at any stage.
- (ii) With regard to the handling of Parliament/Assembly Questions, it is difficult to give detailed instructions covering all situations. The following general instructions must, however, be borne in mind by all officers concerned :
- (a) Immediately on receipt of a communication regarding a Parliament/Assembly Question, the officer concerned will arrange to have necessary entries made about the question in a Register in the form as in Appendix -11 or 12 maintained for the purpose by his personal Assistants/Stenographer.
 - (b) The officer concerned will carefully note the date by which the answer to the question is due. It may also be noted that the Ministry is required to put up the draft answer of a Question to the Minister concerned four days ahead of the date, when the question is to be replied to on the floor of the House. Endeavour, should, therefore, be made to supply information at least ten days in advance of the date the answer to the question is due in the Lok Sabha/Rajya Sabha. While calling for material, if the Ministry sets a date by which the reply is to reach it, the material should normally be dispatched six days in advance of the scheduled date.

- (c) If adequate time is not available to follow the procedure set out above, reply to a question should be sent by telegram and the note for supplementary with the post copy by "Express Delivery" within 24 hours. At times, it may be necessary to send even notes for supplementaries by telegram/Fax/e-mail. If circumstances warrants, material may even have to be given on phone.
- (d) In case, information regarding a Parliament/Assembly Question has to be collected from Districts and it is not possible to follow the procedure indicated at (b) and (c) above, the matter should be brought to the notice of the Secretary concerned and an interim reply sent to the Ministry/Assembly Secretariat with the approval of the Secretary.
- (e) All Heads of Departments and Branch Officers, other than the Secretaries or Deputy Secretaries, will also maintain registers similar to that mentioned at (a) above and enter therein all questions, which are forwarded to them for draft reply. The registers for Parliament/ Assembly Questions should be checked by the Branch Officer/Head of Department concerned every day when Parliament/Assembly is in Session and twice a week, when not in Session, to ensure the progress made in furnishing material to the Ministry/ Assembly Secretariat.
- (f) These registers will also give a consolidated picture of the answers given by the Heads of departments and by the Administration as a whole, during a particular period.
- (g) Movements of files regarding Parliament/Assembly Questions should be by special messengers, and officers should, where time is short, move the files personally.

- (g) All drafting of answer to Parliament/Assembly Questions should be by officers to save time. The normally channel of submission of papers moving from the Assistant-Section Officer - Branch Officer/ Head of department should not apply in the case of Parliament/Assembly Questions.
- (h) Every file containing Parliament /Assembly Question will be a special labels

(Parliament Question) or Assembly Question.

IMMEDIATE

IMMEDIATE

- (i) In all circumstances, Secretaries, Branch Officers/ Heads of Departments should use all possible discretion to ensure speedy dispatch of replies to Parliament/Assembly Questions to the Ministry concerned/Assembly Secretariat.
- (j) In preparing a draft reply, parts of the questions should be reproduced and draft replies set out in parallel columns for easy reference. In the case of Starred Questions, a Note for Supplementaries should be added furnishing such further information as may be required for answering Supplementary Questions likely to be asked. The draft reply should be as precise, unambiguous and complete as possible, and particular care should be exercised in avoiding expressions, which are liable to be construed as evasive or which imply an under-taking to furnish further information unless it is clearly intended to make such a promise.
- (k) In case, replies are to be sent by telegrams/Fax/e-mail/ Questions should not be reproduced and answer should be brief and clear.
- (l) While collecting information necessary for drafting a reply to a question or preparing the material for the

possible Supplementaries thereto, careful attention should be given to the nature of the information to be collected and the authority, who should be addressed for the purpose. Only the information, which is not available with the Secretariat or the Heads of Departments, should be collected from the Districts concerned.

- (m) All Heads of Departments and Branch Officers will note that they would be personally responsible for handling Parliament/Assembly Questions properly. Any attempt to show grounds that the Head of Department was away on tour will not be an adequate answer.
- (n) In regard to Assembly Questions the special instructions issued by the Government from time to time may also be followed for submission of replies, supply of spare copies etc.

CHAPTER - XI
DRAFTING

88. Draft-when to be prepared :-

- (i) when the line of action on a case is obvious, a draft should be put up without obtaining orders.
- (ii) In case where a note is considered necessary but approval is anticipated, a draft may be submitted simultaneously with the note.
- (iii) In other cases, a draft will be prepared after orders have been passed by a competent officer.
- (iv) A Branch Officer or a higher officer may at his discretion himself prepare draft and authorize its issue or submit it to the next higher officer for approval.

89. Wording of a draft :-

- (i) A draft should convey the exact intention of the order passed. The language used should be clear, concise and incapable of misconstructions. Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetitions, whether of words, expressions or ideas should be avoided. Communications of some length or complexity should generally conclude with summary.
- (ii) The various forms of communication and the circumstance in which they should be made use of are described in chapter XII.

90. General instructions regarding drafting :-

- (i) Drafts should, as a rule, be written or typed on separate sheets. Sufficient space should be left between successive lines so as to admit of a word or a phrase being inserted, if necessary.

- (ii) The names of persons or designation of the officers or groups of officers to whom a draft is to issue should be filled in before submitting it for approval. Whenever all the officers included under one group in the distribution list are to be addressed simultaneously, the widest possible collective designation should be adopted. Care must be taken not to include officers who are not really concerned and in cases of doubt, orders should be taken. The officer, to whom the draft is submitted, will give attention to this point and check any tendency to indiscriminate distribution.
- (iii) The number and date of the communication replied to or of the last communication in a series of correspondence of the same subject should be referred to facilitate the linking of the correspondence or papers in the receiving office. The endorsement on a communication should also refer to the last communication on the subject received from or send to the office to which the endorsement is addressed. Care should, however, be taken to avoid quoting references, unless they are likely to be of real assistance to the officer addressed and the meaning cannot equally well be expressed, in plain language. When it is necessary to refer to more than one communication or a series of communications this should be mentioned invariably in all communications including reminders and demi official letters.
- (iv) Orders should, as far as possible, be self contained and not be conveyed in terms of communications typed or printed in the preamble.
- (v) The copies of correspondence contained in a preamble of a resolution or Memorandum should be strictly limited to what is necessary to enable the proper understanding of the order passed, and only

the relevant extracts of the documents referred to should be re-produced. All drafts should be carefully edited to prevent the printing or typing of any unnecessary matter.

- (vi) Enclosures intended to accompany a communication or an order should always be entered on its draft with sufficient particulars. To draw the attention of the typist the comparer and the dispatcher, diagonal strokes be made in the margin. The number of enclosures should also be indicated at the end of the draft at the left bottom of the page, thus "Enclosures Nos."
- (vii) All drafts put up on a file should bear the number of the file. When two or more letters, memoranda, etc. are to issue from the same file on the same date the serial number should also be given to addition in order to avoid confusion in reference.
- (viii) A communication addressed to a Government officer or department should bear the name and designation of the officer sending the communication; while a communication addressed to a non-official person or body should bear only the designation of the officer.
- (ix) In communications addressed to the Public Service Commission, the name of the officer signing the communication should be typed below his signature also.
- (x) In the drafts of the letters, circulars, etc. which are to issue, the priority if any assigned to the case should be indicated by the words "Emergency", "Immediate" or "Urgent" as the case may be, written on the left hand top corner of the draft and underlined.
- (xi) A slip bearing the words "draft for approval" should be attached to the draft. If two or more drafts are put up on a case, the drafts as well as the 'draft for approval' slips will be numbered "DFA-I", "DFA-II", "DFA-III" and so on.

91. **Standard skeleton drafts** :- For communications of repetitive nature, approved standard skeleton form should be drawn up and cyclostyled or printed. They may be submitted to the officer concerned with a fair copy for signature.
92. **Addressing communications to officers by name** :- No communication other than a demi-official letter or an unofficial reference will be addressed or marked to an officer by name, unless it is intended that the matter raised therein should receive the personal attention of the officer concerned, either because of its special urgency/importance or because some ground has already been covered by personal discussion and the officer to whom the paper is being marked would be in a position to record his views or decisions straightaway. When a paper is so far marked to an officer by name, reminders, etc, pertaining thereto should also be sent to the same officer (or to his successor) by name.
93. **Priority and security marking on drafts** :- The drafts of all communications with priority or security marking will be so marked on the top right-hand corner under of Section Officer or higher officer.

CHAPTER - XII
FORMS AND PROCEDURE OF COMMUNICATION AND
RULES GOVERNING THEIR USE

94. **Forms of correspondence** :- Communications issuing from the Government or any other office should be in one or the other of the following forms :-

- (1) Letter
- (2) Demi-official letter
- (3) Office Memorandum
- (4) Un-Official Memorandum/Note
- (5) Endorsement
- (6) Notification
- (7) Press communication/Note
- (8) Telegram/Wireless Message
- (9) Express letter
- (10) Telephone
- (11) Fax facility
- (12) Registered post/Registered AD
- (13) Speed post
- (14) Office order
- (15) Order
- (16) Resolution
- (17) Circular
- (18) Advertisement
- (19) E-mail

95. **Letter** :-

- (i) A letter is the most common form in all formal communications to the Government of India, State Government, attached and subordinate offices, Associations, public bodies and also individuals.

- (ii) A letter is composed of the following parts : -
 - (a) Letter head bearing the name of the Administration/Office
 - (b) Number & date of communication.
 - (c) Name and/or designation of the addressee.
 - (d) Subject.
 - (e) Reference, where possible.
 - (f) Salutation.
 - (g) Main text.
 - (h) Subscription.
 - (i) Signature & designation of the originator.
- (iii) Official letters emanating from the Secretariat and purporting to convey the views and orders of the Government must specifically be expressed to have been written under the direction of the Government. In such cases the form 'I am directed etc' should be used. In other cases, all letters emanating from heads of individual offices, such as Deputy Commissioner and Head of Department etc or from the individual officers who do not write by direction of any other superior officer but on their own authority, the form 'I have the honour to etc' should be used.
- (iv) Letters addressed to official authorities should begin with the salutation 'Sir' and those addressed to non-official individuals or groups of individuals with 'Dear Sir'/ 'Sir'. Those addressed to Firms should begin with the salutation 'Dear Sirs' or 'Gentleman'. All official letters should be terminated with the subscription 'Yours faithfully' followed by the signature and designation of the person signing the letter.

96. Demi-official letters :-

- (i) This form is used in correspondence between Government officers for interchange of communication or information or action without the formality of the prescribed procedure and also when it is desired that a matter should receive the personal attention of the addressee or when it is intended to bring to the personal notice of an officer a case on which action has been unusually delayed despite official reminders.

- (ii) A demi-official communication is addressed personally to an officer by name. The salutation and the subscription varies according to the personal relation between the initiating officer and the addressee. Generally, the salutation 'My dear/ 'Dear' and the subscription 'Yours Sincerely' are used.
97. **Office Memorandum** :- This form is generally used for correspondence between the branches of the secretariat, between the Secretariat and head of departments stationed in the same place. This form is also used in replying to petitioners, applications for appointment, acknowledgement receipt of communications and for conveying information not amounting to an order of the Administration to subordinate authorities. It is written in the third person and bears no salutation or subscription except the signature and designation of the officer signing it. The name and/or designation of the officer whom the communication is addressed are shown below the signature on the left hand side of the page.
98. **Unofficial references/Inter departmental references** :- Unofficial references can be made in two different ways viz.
- (i) By sending a file itself with a note recorded thereon bringing out the precise point of reference.
 - (ii) By sending a self-contained note or memorandum. This form is generally used between the branches of the Secretariat or between a branch of the Secretariat and a head of department for obtaining views, comments, ruling or clarifications on a proposal, application and/or interpretation of rules, instruction and subscription is not used in this form.
99. **Endorsement** :-
- (i) This form is used when a paper is returned in original to the sender or is referred to any other Branch/ Section or subordinate offices for information, remarks or disposal, or where a copy of the communication is to be forwarded to others in addition to the original addressee. In the last case, the endorsement may be in the following form-copy (with a copy of the letter under reply-where

applicable) is forwarded for information /for information and guidance/ for necessary action/for favour of an early compliance etc.

- (ii) This form is also used where financial sanctions or orders issued by the Government/Administration or other sanctioning authorities are communicated to Audit etc.

100. **Notification** :- This form is mostly used for notifying the promulgation of statutory rules and orders, delegation of powers ,appointment, promotions leave and transfer of Gazetted Officers etc. through publication in the Gazette of Arunachal Pradesh.

101. **Press communiqué or Press note** :- Press communiqué or press Note is issued when it is intended to give wide publicity to a decision of the Government Administration or any other important events. Press communiqué is more formal in character than Press Note and will be reproduced intact by the Press Note in the other hand, is intended to serve as handout to the Press which they may edit, compress or enlarge as they may choose.

102. **Telegrams and Wireless message** :-

- (a) When to be initiated : Telegrams and wireless messages should be originated with great care and discrimination keeping in view the inescapability, public interest and the expenditure involved. Telegrams or wireless message should not be resorted to if a letter subscribed with the appropriate priority marking or an Express letter can serve the purpose.
- (b) To check and reduce the expenditure on the issue of telegrams the following instructions should however be strictly adhered to :
 - (i) All telegrams should be properly checked to cut out un-necessary words.
 - (ii) Telegrams should not be issued which can be avoided by issue of Express letters.
 - (iii) Copies of all telegrams issued which are below Rs. 100/- should be circulated to the respective Secretaries/Head of Departments concerned for perusal and check on avoidable expenditure.

- (iv) All telegrams above ₹ 100/- should be approved by the Secretary/Head of Departments concerned before issue.
- (v) No telegrams should be issued without the prior approval from the Branch Officer.
- (vi) No telegram relating to personal matters, such as leave, drawal of pay etc should be issued on Government account and wherever such telegrams are required to be dispatched on Government account, the charge thereof should be recovered from the employee concerned and deposited to the Government Treasury under appropriate head of account.

TEXT :- The text of the message should be concise, abridged and articles and expressions like "Shri, please, kindly, regards etc" should be avoided.

103. **Kind of Telegrams & Wireless Messages** :- Telegrams & Wireless messages are of two kinds viz.

- (i) "Enclair" messages which are worded in plain language and sent direct to the Telegraph office/ Wireless office, and
 - (ii) "Cypher and Code" messages which relates to matters of 'Secret' and 'Confidential' nature and are therefore sent 'Code' or 'Cypher'. These are transmitted through and cleared by the Cipher section. These kinds of messages are to be prepared in duplicate in the same way as the 'Enclair' messages but the word 'In code' should be written on the top of the messages. The faired and signed copies should then be sent to the Cypher section, in duplicate, which, after clearing the messages will return the office copy to the branch or section concerned.
- (a) **Telegrams** :- There are priority indications authorized for use in the Administration, viz. Most Immediate/ Immediate etc. Their use is regulated by the rules issued by the Postal Department which also specify the officers to use those priority grading.

- (b) **Wireless Messages** :- The following are the priority indication Authorized for use in wireless messages. The circumstances which normally justify their use and the officers authorized to use the priority indications are indicated below :-

Degree of priority	Circumstances in which to be normally used	Officers authorized to use.
(i) Most Immediate	For reports of any large political or Administrative disturbances which must be reported to the authorities concerned at once. For certain emergency situation such as airlifting or treatment instructions of seriously sick or incapacitated individuals, distress resulting from flood or other calamities, break out of an epidemic, destruction of accommodation and such like of circumstances.	Chief Secretary/ Secretaries and Deputy Secretaries/ Deputy Commissioners/ Additional- Deputy Commissioners.
(ii) Operational Immediate.	For amplifying initial reports of emergency situation reported vide(i) above for demanding rations in acute shortage or any other facilities to ally distress. For reporting situations which less urgent than those warranting the use of precedence most Immediate. Also for reports on urgent Administrative matters which cannot await delay for more than a day.	Deputy Commissioners and Additional Deputy Commissioners/ Assistant Commissioners and other administrative officers in Independent charge of Administrative Centres/post.
(iii) Immediate.	For reports on urgent Administrative matters which cannot be delayed for more than three days and for airdropping reports.	Heads of Major Departments and Deputy Secretaries.
(iv) Important	For reports on Administrative matters requiring action within 7 days.	Under Secretaries/ Heads of Major/Minor Departments/ Staff officers of Heads of Major/Minor Department.

- (c) In exceptional circumstances a priority grading authorized for use by any particular officer may be used by junior officer but he will report his action to his superior stating the circumstances and will be held personally responsible for justifying his action.
- (d) The above priority indications and procedure, will also apply while making Telephone Trunk Calls.
- (e) Post copies : All Telegrams and Wireless messages, except those sent in Cipher or Code, should be followed by post copies. Post copies of messages sent in 'Cypher' or 'Code' should never be sent to addresses as in case of enclair messages. Paraphrased versions of such code message may, however, be sent to the addressee, if necessary.
- (f) Repeat of Message : A message addressed to one officer should not be repeated to another officer of the same office. For instance when a message is addressed to the Chief Secretary on a supply matter, it is not necessary to repeat it to Secretary (S&T) / Secretary (Finance) etc, because all the copies of the message will be taken over by the same officer responsible for handling of the subject matter in question. A message addressed to one officer can be repeated to another officer only when separate action by each addressee is contemplated.

104. **Express letter** :- An Express letter should be worded like a telegram and should be given the same priority by the recipient. This form should be used as freely as possible in place of telegrams and wireless except in cases of real urgency.

105. **Telephonic communication** :-

- (1) Appropriate use of the medium of telephone may be made by departments for intra and inter-departmental consultation and for communication of information between parties situated locally.
- (2) In matters of urgency, departments may communicate with out-station offices also over the telephone.

- (3) The provisions of Para.103 (a) also apply to official trunk calls.
- (4) Telephonic communications, wherever necessary, may be followed by written communications by way of confirmation.
- (5) Resort to ISD/STD and STD calls will be regulated by departmental instructions.

A record of trunk calls should always be made in the Telephone STD call slips book in the form given below :-

- (1) Name and designation of officer.....
- (2) Date of Trunk Call.....
- (3) Number of Telephone used.....
- (4) Name and address of the person called.....
- (5) Telephone No. called.....
- (6) Priority of call.....
- (7) Whether official or private.....
- (8) Duration of the call.....
- (9) Signature.....

106. **Fax facility** :- In urgent and important matters(including legal and financial messages), departments may use fax facilities to send messages wherever available.

Offices not connected through fax but having telex facilities, may send urgent and important messages through telex instead of a telegram in communicating with out-station offices.

107. **Registered Post/Registered AD** :- This method of delivery is used in communicating with offices to ensure receipt of the communication and in the case of Registered AD an acknowledgement of the delivery is also received by the issuing office.

108. **Speed Post** :- This method of delivery is used to ensure quick receipt of messages warranting urgent attention at the receiving end and an acknowledgement of the delivery is also received by the issuing office.

109. **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, appointments and transfers, etc.
110. **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.
111. **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 published in the Gazette of Arunachal Pradesh.
112. **Circular** :- This form is used when important and urgent external communications received or important and urgent decisions taken internally have to be circulated within a department for information and compliance by a large number of employees.
113. **Advertisement** :- This form is used for communicating with the general public to create awareness and may take the form of audio-visual or written communication.
114. **E-mail** :- This is a paperless form of communication to be used by department having computer facilities supported by internet or intranet connectivity and can be widely used for subjects where legal or financial implications are not involved.

Apart from the different forms of communication mentioned above, the following are also used as mode of communications:-

- (i) Manuals of Procedure.
- (ii) Committees and Conferences.
- (iii) Handing and taking over charges reports.
- (iv) Handing over notes and briefing.

CHAPTER - XIII
PROCEDURE OF CORRESPONDENCE

115. Form, arrangement & content of communications :-

- (1) the paper on which communication are made shall be 13 inches in length generally and 8.5 inches in width; In case where wider paper is found necessary, the width shall be multiple of 8.5 inches. Enclosures shall be on paper of similar quality and size except where there is special cause to the contrary. (e.g. in the case of a sketch, plan or original enclosures). Exactness of width is necessary to prevent files papers from being torn.
- (2) Papers shall be added and created as little as possible. Lengthy communication, or those accompanied by large files or numerous enclosures, shall be sent through the post (unfolded) between the card-boards. Envelope intended for flat files shall on no account be used for enclosing communications of less than twelve sheets of foolscap.
- (3) Plans, maps, etc, which would be damaged by folding, shall be dispatched in tubes or cases. Each plan or map should be provided with a thick inside wrapper in addition to the outer wrapper-not necessary of the length of the plan or the map-indicating clearly the office from which it is sent and the number and date of the letter to which it forms an enclosure.
- (4) When enclosures cannot be attached to the communication to which they are enclosures, and are sent to Government in a separate packet, a sheet shall be attached at the top of the file of enclosures by the tag, giving the number and date of communication to which they refer and the officer from whom it is used. If this cannot be done, the number, date and the name of officer should be entered on an inner wrapper round the enclosure of file of enclosures.

- (5) Separate letters shall be written on distinct subjects.
- (6) Care shall be taken not to raise general question or to apply for specific orders in periodical reports.
- (7) When application is made for financial sanction of any sort the code or written authority shall, wherever possible, be quoted.
- (8) Such previous correspondence as has taken place on the same subject shall be quoted by date and number, adding the department if the paper quoted is a Government order. In addressing the Government subordinate officers shall always quote the numbers and dates of Government orders, where such have been communicated to them, in preference to quoting their own letters included in those orders.
- (9) Every letter should be carefully punctuated, the paragraphs should be numbered, and the fair copy made as complete as possible and ready for the press. Marginal notes and entries which entail much trouble in printing should be avoided as far as possible.

A note shall be made as follows in red at the foot of all important letters that are likely to be printed or of orders on which it is essential that a large number of spare copies than usual should be supplied :-

"It is requested that..... spare copies of the order or this letter may be furnished".

- (10) Covers containing official correspondence which is not of a confidential nature shall be addressed to the officer for whom they are intended by his official designation only and without the addition of his name.
- (11) Demi official covers should ordinarily be addressed to the officer for whom they are intended both by his name and by his official designation. Should the officer addressed by name have vacated his appointment, his

successor should open such covers and deal with the communications enclosed if he is competent to do so. If not competent, he should return them to the sender with intimation to that effect and should treat any information thus obtained as confidential. Demi-official communications which are intended to be opened by the addressee and by no one else should be enclosed in covers addressed to him by name only, his official designation being omitted. If he has vacated an appointment and they are delivered to his successor they should be forwarded to him directly, if his address is known and, if not, returned to the sender.

- (12) All letters sent by Government officers in their official capacity in reply to communications of any kind received from private individuals or associations shall be dispatched by service paid.
- (13) Service postage stamp should not be used for personal letters conveying official information in response to a private communication. Proper care should be taken not to use service postage stamps in excess of the actual requirement.

116. Correspondence with the Government :-

- (1) The list of subjects allotted to the different departments is given in Appendix-I. All communications meant for the Government should ordinarily be addressed to the Secretary concerned. Whenever the matter bears importance or whenever it is considered that the Chief Secretary should see the case immediately, the communications may be addressed to the Chief Secretary. It should, not be necessary in that case to send separate copies of the same communication to the secretary or any other officer of the Secretariat.
- (2) Routine types of correspondence such as matters relating to stationery, forms, typewriters, computers, equipments etc may be addressed to the concerned Branch Officer instead of Secretary (GA). The idea is that according to the level of the officer concerned, disposal of cases can be made more expeditious.

- (3) Classified communications (Top Secret, Secret and Confidential) should be addressed to the officers concerned by name according to the instructions contained in Chapter- XVI.
- (4) It should also be ensured that correspondence addressed to a particular Secretary or Officer of the Secretariat is not repeated to any other officer unless it is very necessary. The same procedure should be followed in the matter of initiating telegrams or wireless messages or fax messages or e-mail.
- (5) Communications on matters initially addressed to the Secretariat etc. on policy/routine subjects can be addressed to the Chief Secretary only when action has been unusually delayed and it is considered that attention of the Chief Secretary should be drawn to expedite decision.
- (6) Communications on important matters and especially those involving schemes, new service matters, grants of special pay, honours and awards or any other important matter involving financial implication should normally be issued over the signature of the Deputy Commissioner/ Head of Department. In the absence of the Deputy Commissioner/Head of Department, such communication can be signed by any other officer duly authorized on this behalf, in which case, the name and designation of the officer, signing for the Deputy Commissioner/ Head of Department, should be clearly written indicating specifically that the communication issues with the approval of the Deputy Commissioner/Head of Department.

117. Acknowledgement of Communications :-

- (1) Instructions for the guidance of the Government departments.

Every citizen in a democratic welfare State has a right to make enquiries, requests, complaints etc. and is entitled to answer and an answer from the person in the best position to answer. The administration consists of human beings, who have to deal with human beings. This human aspect should always be borne in mind.

- (a) All communications, especially those from members of Parliament and State Legislature, recognized Associations, Public bodies, responsible members of the public and tribal people of Arunachal Pradesh which cannot be answered promptly, should ordinarily be acknowledged suitably and an interim reply be sent indicating the position of the case. In other case, the standard form No. S-49 should be used for such acknowledgement. Communications to Members of Parliament/MLAs should ordinarily be issued with the approval of the Chief Secretary.
- (b) All applications from private or non-official persons or bodies as well as from officers not in the service of Government which are received direct by a Government department should at once be acknowledged with an intimation that they will be considered.
- (c) When a person forwards an application by a messenger with a delivery book, the entry in the book or form should be signed by the Receipt Clerk so that the person sending the application may be satisfied that the application has been delivered appropriately by the messenger. Formal acknowledgement letters should be issued in such cases also.
- (d) When a department which receives an application, the subject matter of which pertains to another department, the department which first received the application should acknowledge it before transferring it to the department concerned for disposal, intimating at the same time to the applicant that the applications has been transferred to a particular department and that he should address all further correspondence in the matter to the department to which his application is transferred. If the applicant continues to address his communications on the same matter to the original department without giving sufficient reasons, such communications should be disregarded.

118. Classes of applications should not be acknowledged :-

- (a) Applications by telegrams, other than those on subjects of general public interest received from public bodies or recognized associations.
- (b) Applications once acknowledged and returned to the applicants under the rules which are received back after compliance with the rules.
- (c) Applications received in response to advertisement by the Government for admission into public service.
- (d) Applications against orders already declared to be final.
- (e) Applications should be read carefully and dealt with promptly, expeditiously and satisfactorily. If delay in their disposal is likely to occur, the applicants should be informed accordingly and given an indication when a reply can be expected. It should be borne in mind that every Government servant is a servant of the public and that the public have a right to expect courtesy and care in the disposal of applications for advice and assistance.
- (f) Applications should be labeled "Urgent" by an authority not below the rank of a Branch Officer. The Branch Officer should himself supervise the disposal of the case at every stage and should see that no avoidable delay occurs.
- (g) If any matter is required to be seen and considered by more than one department of the Secretariat, the papers should not be tossed for several days or weeks from one department to another, but they should be disposed of within a week ordinarily by discussions between Secretaries or Deputy Secretaries.

119. Level of Signing Communications/ Files Etc. :- A convention should be built up, according to which, there should be a level of signing communications, files etc. For

instance, if a Deputy Commissioner writes to the Chief Secretary or a Secretary, reply should be sent by the Chief Secretary or Secretary as a rule. This, of course, will vary according to the importance of the subject. Communications on routine matters can, of course, be signed by junior officers. Similarly, all letters to the Government of India on important matters should normally be signed by the Chief Secretary as a general rule. Ordinarily or routine communications may be signed by Deputy Secretaries or Under Secretaries.

120. **Authentication of Government Orders :-**

(i) **All Government orders and sanctions which are to be issued in the name of the Governor should be authenticated by the Chief Secretary or the Secretary concerned. Such orders can then be communicated to Audit and others concerned over the signature of the authenticators, Joint Secretaries or Deputy Secretaries or Under Secretaries.**

(ii) **All orders and sanctions which are to be issued in the name of the Chief Secretary may be authenticated and communicated to Audit and others concerned by the Secretaries, Joint Secretaries, Deputy Secretaries or Under Secretaries.**

121. **Subject Matter :-** In order to facilitate tracing of the relevant correspondence in the case under reference by the office addressed, the subject matter of the correspondence should invariably be quoted in all official and demi-official communication.

122. **Procedure or Communication of Government's Decision to Subordinate Officers :-** All decisions taken on secretariat files are decisions of the Government, and if an executive officer is to be informed of a decision, a self-contained letter should be written to him, in which, all the points dealt with in the noting should be covered. Extracts of noting in the files should on no more communicate to the officer concerned.

123. (a) **Correspondence with Members of Parliament/
State Legislature :-**

1. Communications received from Members of Parliament/ State Legislature should be attended to promptly.
2. Where a communication is addressed to a Minister, it should as far as practicable, be replied to by the Minister himself. In other cases, a reply should normally be issued over the signature of an officer not below the rank of Secretary;
3. Where, however, communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions /Branch in-charge in a Ministry/Department/Organisation it should be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In Policy matters, however, the officer should have prior consultation with higher authorities before sending a reply. It should, however, be ensured that minimum level at which such replies are sent to Members of Parliament is that of Under Secretary and that also in letter form only ;
4. Normally information sought by a Member should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the Houses of Parliament/Assembly.
5. As far as possible, in corresponding with Members of Parliament /State Legislature, pre-printed or cyclostyled replies should be avoided ;
6. In case a reference from an ex-member of Parliament/ Member of Legislative Assembly is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of the Ministry/Department. In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases.

However, the minimum level at which reply could be sent should be that of an Under Secretary and that too in letter form only.

(b) Prompt response to letter received

- (1) Each communication received from the Member of Parliament/Member of Legislative Assembly, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- (2) Where -
 - (i) delay is anticipated in sending a final reply, or
 - (ii) information has to be obtained from another Ministry or another office, an interim reply will be sent within a month (from the date of receipt) indicating the possible date by which a final reply can be given.
- (3) If any such communication is wrongly addressed to a department, it will be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.
- (4) Where the request of a member of the public cannot be acceded to for any reason, reasons for not acceding to such a request should be given.
- (5) As far as possible, request from members of the public, should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient.

124. Watch on disposal of communications received from Members of Parliament :-

- (1) The personal section of each Under Secretary/Deputy Secretary/Joint Secretary (if the Under Secretary submits cases direct to Secretary/Joint Secretary) will maintain a separate register of communications received

from Members of Parliament/ State Legislature in the form given in Appendix-13. The serial number at which a letter is entered in this register will be prominently marked on that letter together with its date of registration e.g.

125/JS/(P) MP

20-03-2002.

- (2) To keep a special watch on speedy disposal of communications received from Members of Parliament, each section will;
 - (a) Maintain a register as in form in Appendix 14; and
 - (b) Mark out prominently those communications finally disposed of by rounding off the serial numbers of the register in red ink.
- (3) If for any reason an M.P's /MLA's letter is received by a section without being registered in the Personal section of the Joint Secretary/Director, immediate steps will be taken to get it registered there;
- (4) On the first working day of each month, each section will submit the register along with the report in form at Appendix-15 to the Under Secretary/Deputy Secretary. The report with remarks of the Under Secretary/Deputy Secretary will be submitted to the Joint Secretary/ Deputy Secretary and register will be returned to the section.
- (5) The personal section of the Joint Secretary/ Deputy Secretary/ Under Secretary will check whether all the Communications entered in its register figure in the reports sent by the sections.

If any discrepancy is found, it should be reconciled. Thereafter, the report will be submitted to the Joint Secretary/Deputy Secretary/ Under Secretary for scrutiny and for such other action as he may consider appropriate.

CHAPTER - XIV
TYPING, COMPARISON AND GENERAL
INSTRUCTION ON DESPATCH

125. **General instruction regarding typing :-**

- (i) Drafts marked 'Immediate' or 'priority' will be taken up first. Fair copies of all official letters should generally be typed in the standard letter Form No.S.185.
- (ii) A margin of 4 c.m. should be left on the left side of the front page and on the right hand side of reverse. All typing should be in single space including the cutting of stencils unless otherwise specifically indicated by the Branch Officer or Section Officer.
- (iii) The name of the officer, who is to sign the fair copy, should be typed in brackets above his designation. In Demi-official letters, the designation will not be given below his signature. The name and designation, in such cases, will appear on the left hand corner of the D.O. letter form and only the name should be typed in brackets below the space for signature. The name and address of the addressee should be typed at the bottom left hand corner.
- (iv) The Typist should type his initials with the date on the left bottom corner of the fair copy e.g. JC/1.9.85. When the manuscript draft is retained as office copy, the Typist should put his dated initials on the left bottom corner of the last page of the draft.
- (v) When more than 16 copies are required a stencil should be cut.

126. **Comparison of fair copies :-** As soon as the typing work is finished, the Typist should pass on the file with the draft and fair copies to the Section Officer or Head Typist, who in turn, will pass it to the Dealing Assistant, who will compare and check the fair copies with the draft. The comparer

will put his dated initial on the fair copies (except D.O. letters) just below the designation of the officer signing the fair copies. In case of D.O. letters, the comparer should put his dated initial on the office copy only in the same manner as official communication.

127. **Special precautions for checking financial statements and enclosures** :- The Assistant who compare fair copies are primarily responsible for comparing the figures etc. in statement framing enclosures to the proceedings, letters etc. of the Finance or other department. The drafting sections, should however also check before dispatch that the enclosures are in order and that figures, plus or minus signs etc, have been accurately copied.

Fair copies of all enclosures to Government orders, official letters, Memorandum, endorsements etc. issued by departments of the Secretariat should be authenticated by the Section Officer of the Section concerned.

128. **Signature on fair copies** :-

- (i) The Dealing Assistant will then put the fair copies complete with enclosures along with the approved draft in a Signature pad to the officer concerned for his signature. Officers will give signature pads the highest priority. Private Secretaries, Senior Personal Assistants and Personal Assistants attached to officers should treat the Pads moving up and down as 'Immediate'.
- (ii) On return of the pad, the Dealing Assistant will see that the fair copies have been signed by the officer and that correction, if any, made by the officer are copied out in all copies.

He will then pass on the signed fair copies together with the draft and relevant files, if any, to the dispatcher for issue.

129. **General instructions regarding despatch** :-

- (i) The Assistant in-charge of the issue section is responsible for general accuracy of the work of the branch.
- (ii) On receipt of fair copies of the letters for issue, he will carefully examine each letter and see that the fair copies

have been duly signed and that the enclosures if any are complete. If any commissions or omissions are discovered, he will correct them in consultation with the Section Officer of the branch concerned before these are despatched. He will then himself enter them or pass them to the dispatcher to enter them in the issue Register in the form as in Appendix-16.

- (iii) The despatcher should ensure that as far as possible all the faired and signed letters etc. are despatched on the same date of receipt in the section. In no case he will detain any out-going communication for more than 24 hours without the prior permission of the Section Officer.
- (iv) He will write the word 'Issued' at the bottom left corner of the office copy under his dated initials.
- (v) He will also ensure :-
 - (a) that as far as possible, all communications intended for the same addressees are placed in a single cover;
 - (b) that covers of suitable size only are used;
 - (c) that economy slips are used for all covers which do not contain secret or confidential communications. These slips should not be used for covers required to be sent by registered post or when these are addressed to members of the public or private bodies;
 - (d) That the number and date of the communications in the cover are written on each cover.
- (vi) In case of communications sent by registered post, acknowledgement, the number and date of the communications should also be written on acknowledgement card so that the card, when received back, can be easily identified for being kept in the relevant file.

- (vii) Receipts for telegram and registered letters should be checked carefully by the despatcher. These should be filed properly and preserved in the issue section for at least six month.
 - (viii) After issue of the faired communications the despatcher will return the office copy together with the relevant file, to the Section Officer of the branch concerned after making an entry in the diary to be maintained for the purpose.
 - (ix) Telegrams and letters marked 'Immediate' should be entered in Red-ink to distinguished them from the rest for immediate action.
130. **Despatch of local dak** :- The despatcher will enter the communication intended for local delivery by hand in a separate issue Register in the same form as in Appendix-16.
131. **Peon book** :-
- (i) All communications to be dispatched by hand should be entered by the despatcher in the Peon Book. To facilitate quick delivery of papers there may be separate Peon Book for each group of addresses arranged according to locality. For instance, there may be one Peon Book for the offices located in 'E' sector, one for the 'Raj Nivas' sector and so on.
 - (ii) After the dak has been delivered, the despatcher will examine the Peon Books to see that all communications entered there in have been duly acknowledged by the addresses with their dated signature against them.
132. **Dispatch of immediate and priority dak** :-
- (i) Immediate papers received by the despatcher during office hours should be sent to the addresses at once.
 - (ii) If a file or communication is of such urgency that it should reach the addressee the same day even after office hours, the officer last dealing with the file or

authorizing the issue of 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 the addressee after office hours. If the papers/files are of such importance or priority nature and are not likely to reach their destination before the closing hours, these should be sent to the Night Duty Assistant for dispatch on the same working day to the residence of the officers concerned.

133. **Dispatch of non-priority dak** :- Non-priority local dak will be cleared at suitable intervals in a day which should be so planned that the last batch of out-going communications would normally be delivered to the addressee before the closing hours of the day. Rush towards the end of the day is always to be avoided. Papers received in the issue section after the dispatch of the last batch of dak, may be held over for delivery on the next working day if there are no urgent/immediate communications.
134. **Dispatch of graded communications** :- There is special instructions for despatches of graded communications vide Chapter-XVI which should be strictly followed.
135. **Service postage Stamp** :- The Assistant in-charge of the Issue section will obtain his requirement of service postage stamps from the Cashier against requisition.
136. **Stamp account Register** :- The despatcher will maintain an account of service postage stamps received and utilized in the form as at Appendix-17.
137. **Verification of Stamp account** :- The Stamp account register will be verified once a month by the Section Officer of the section concerned to see that the actual balance of stamps in hand tallies with the closing balance in the Register.

CHAPTER - XV

REMINDER SYSTEM

138. **Follow up of cases** :- Proper follow up of cases are necessary for expeditious disposal of cases and for this it is essential to follow the system indicated below for issuing reminders at regular intervals.
139. **Issue of reminders and proper maintenance of office record** :- Reminders are to be issued as a matter of routine. There cannot obviously be any hard and fast rule about the periodicity of issuing reminders. This will vary mostly according to the subject matter of the communication and the assessment of time by which a reply may be expected. Reminders should be numbered as 1st , 2nd, 3rd and issued under the signature of the officer who originated the case or any officer of the Branch/Department.
140. **Periodicity of reminder**
- (a) The periodicity will be as follows : -
- First Reminder - After one month of the date of issue of the original communication.
- Second Reminder - Fortnightly after issue of the 1st Reminder.
- Subsequent Reminder - Fortnightly after issue of the last Reminder.
- (b) The standardized Form. S-10 should generally be used for this purpose.
- (c) If no reply is received after issue of three reminders, this should be brought to the notice of the Secretary

who may remind through a D.O. letter. If no reply is received after issue of five reminders, the matter should be brought to the notice of the Chief Secretary for further suitable action.

- (d) No file sent un-officially to another branch or department should be allowed to remain out for over a fortnight. Reminders should be issued every week thereafter until the file is received back. The diarist should examine the file register every week and issue reminders where necessary. The standardized form (S-10) may also be used for this.

CHAPTER - XVI
SECURITY OF OFFICIAL INFORMATION AND
DOCUMENTS

141. **Unauthorized communication of official information :-**
Unless authorized by general or specific orders, no official will communicate to another official or a non-official, any information or document(s) which has come into his possession in the course of his official duties.
142. **Treatment of classified papers :-**
- (1) The provision contained in this manual apply primarily to unclassified papers. In handling classified papers, the official concerned will have to exercise, special care and follow the provision under 'Departmental Security Instructions' issued by the Government of Arunachal Pradesh :
 - (a) a separate set of registers and other records (e.g. dak register, section diary, file register, file movement register, precedent book, Index slips, various arrears and disposal statements, electronic media, floppies, CDs, etc.) is maintained by section officer himself ; and
 - (b) the recording of such files and their review is also undertaken by him personally, keeping in view the provision under the Departmental Security Instructions.
 - (2) Every classified file will be reviewed once in five years for declassification. A classified file fit for permanent preservation will be transferred to the State Archives/ Central Record Room.
143. **Confidential character of notes/files :-**
- (1) The notes portion of a file referred by a department to another will be treated as confidential and will not be referred to any authority outside the secretariat and attached offices without the general or specific consent of the department to which the file belongs. If the information is in the electronic form, it will be handled by the authorized official only.

- (2) Where the general consent has been obtained under sub-para (1) above such consent will, however, exclude classified files or to files in which the officer to whom the file is supposed to be referred or shown, is personally affected or in which his official conduct is under consideration.
- (3) For the purpose of attending meetings/discussion outside Office, an officer not below the level of Section Officer may carry confidential papers/files in a special circumstance with the written authorization of Special Secretary/Additional Secretary/Joint Secretary/Secretary concerned. The authorization will be produced by the officer on demand.

144. **Communication of Information to the press :-**

- (1) Official information to the press and other news media, i.e. radio and television will normally be communicated through the Directorate of Information and Public Relation.
- (2) Only Ministers, Chief Secretary, Secretaries and other officers specially authorized in this behalf may give information or be accessible to the representative of the press. Any other official, if approached by a representative of press, will direct him to the Directorate of Information and Public Relation or will seek the permission of the Secretary to the Department before meeting the press.
- (3) Whenever it is proposed to release official information the press, or to hold a press conference or press briefing, or to give publicity to an official report, resolution or any other publication, the department concerned will consult the accredited information officer in advance. The accredited information officer will meet the authorized officials from time to time and collect information worthy of publicity.
- (4) Detailed procedure in respect of matters mentioned in this para, as laid down by the Department of Information and Public Relation should be followed.

145. **Use of restrictive classification for printed reports etc :-**

- (1) The restrictive classification 'For official use only' will not be assigned to any printed report, pamphlet or compilation unless it contain information which it would not be desirable in the public interest to disclose. In doubtful cases, the test that may be usefully applied is whether the publication, whose circulation is proposed to restrict to official use only, is such that, the Minister would be justified in refusing to lay it before the Assembly.
- (2) No official publication (including in electronic form) will be marked 'For official use only' except with the prior approval of the branch officer, who will obtain the orders of the Secretary or Minister in doubtful cases.

146. **Maintenance and Handling of Personal File of Officers and Staff :-**

- (1) Personal files of all officers and staff should be maintained by, and dealt with in the department/branch responsible for dealing with the relevant establishment cases.
- (2) Officers and staff should be forbidden from maintaining their personal files or to deal with their personal cases. Personal files and notings therein should be treated as "Confidential" and the officers and staff concerned should not have access to their personal files.
- (3) Government servants are also forbidden from quoting in their appeals representations etc, Government Circulars including those marked "Secret", notes and other information from files, which they are ordinarily not expected to have seen or to have retained. Communication of such documents etc to and their retention by unauthorized persons are not only improper but also involves contravention of the relevant provision of the Conduct Rules and Section 5 of the Official Secret Act, 1923.

147. **Responsibility of the Branch Officers, Section Officers and other Officers :-**

- (1) It is the duty of all officers to keep themselves acquainted with the moral and conduct of the staff working under them. In addition to this general responsibility the Branch Officers have a special responsibility, for ensuring by frequent surprise checks and visits to office rooms, that instructions laid down from time to time for the maintenance of security in the Secretariat are fully understood and complied with by all persons working in the Sections in their charge. It will be the duty of the Section Officer to bring immediately to the notice of their superior officers any cases in which members of their Sections offend against security regulations or are guilty of misconduct of such a nature as to give rise to doubts regarding their reliability from the security point of view.
- (2) It is also the duty of all Government servants to bring immediately to the notice of their superior officers any breach of security regulations in general, and in particular, any disclosures to TOP SECRET OR SECRET information of which they may obtain knowledge.

148. **Classification and Grading :-** There are the following four types of security classifications and a document bearing any of these security classifications is known as a classified :

- (a) **Top Secret :-** This 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 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 of persons concerned.

- (b) **Secret** :- This marking is reserved for papers which are of a nature that their disclosure to persons other than those whose duties are to have knowledge of them would cause administrative embarrassment or difficulty or internal breach of peace and amity or injury to the interest and prestige of the Government or would be of advantage to a foreign nation or enemy. This is the highest classification ordinarily used for every important matter.
- (c) **Confidential** : - This marking is reserved for papers containing information the unauthorized disclosure of which not endangering national security would be prejudicial to the interest of the nation or any Government activity of individuals that would cause administrative embarrassment or difficulty or be of advantage to a foreign national. Most papers relating to individuals come under this category.
- (d) **Personal** : - This grading is reserved for communication to a non-official or member of the public when it is desired to make it clear that the information contained therein should not be published. The words 'not for publications' is generally added.
- (e) There is general tendency to give a document a higher security classification than it deserves. This imposes on every one who handles such documents, unnecessary burden of taking various precautions. At the same time, fixing too low a classification may cause undesirable disclosure of the contents of the document. Care must therefore be taken in fixing the classification. 'Top Secret' grading should be fixed only by an officer who is authorized to deal with 'top secret' documents. The same officer or his superior only may subsequently downgrade this classification.
- (f) The document as a whole will bear the highest security grading that any particular part of it may deserve. The grading of the file must be that of the highest graded document therein.
- (g) Each officer of the rank of an Under Secretary or above in department or office should check up that a classified

document coming to him bears the appropriate security classification and down-grade or up-grade the classification if he is convinced that an officer lower in rank to him had over -graded or under-graded it.

149. (a) **Bound Books** :- Books which are permanently and securely bound should have the security classification printed or stamped, but not typed, on the front and back covers, the titles page as well as on all papers and on any insertions, such as maps or illustrations of a classified nature.
- (b) **Documents in Files** :- Other than those which are classified as Top Secret, all classified documents in a file including the file cover and all forms of signals are to be marked with the security classifications. But in the notes portion of a file and in any document on the correspondence portion consisting of more than one page, only the first page need be marked with the security classification. In the case of Top secret documents whether forming part of the notes or the correspondence portion of a file, security classification is to be marked both at the top and the bottom of each sheet.
150. **Instructions regarding Classified Documents** :- The detailed instructions regarding security grading of classified documents, responsibility of Government servants in connection with such documents, their treatment, custody and movement and other connected matters are contained in a separate booklet and instructions issued by the Government from time to time and accordingly be followed with the strictest care and attention.
151. **Treatment of papers Regarding Appointments & Postings** :- All correspondence dealing with appointments and postings is treated as confidential and dealt with as far as possible by the gazetted officers of the Secretariat.
152. **Treatment of punishment and Appeal Cases** :- When the case of any officer is put up to Government for punishment or a previous punishment comes up on appeal; the case should invariably be treated as confidential.

153. **Treatment of Papers Relating to Matters of "News Value"** :- Case relating to matters of "News value" should be treated as confidential.

154. **Dispatch of classified Documents** :-

- (i) The following procedure should be followed, when addressing covers containing Top Secret/Secret/Confidential communications/documents, etc :-
 - (a) Two covers-an inner and an outer-should be used.
 - (b) The inner cover should be a new one and should be marked with security classification (in red ink) in the top centre **and addressed by name** to the officer concerned.
 - (c) Care shall be taken that envelopes are not over-loaded or of poor quality. If the documents to be included are likely to be too heavy for an envelope, they will be made into a parcel, or the envelope will be tied with string.

N.B. :- Restricted letters etc. should be enclosed in a single envelope.

- (d) The classification "Restricted" must **not** be written on the cover.
- (ii) The following procedure should be followed for despatching classified documents/communications by post: -
 - (a) **Confidential/Restricted Communication, Documents etc** :- The cover should be registered if considered necessary, by the originator.
 - (b) **Secret Communications etc** :- The cover should be registered and may be "acknowledged due" if considered necessary, by the originator.
 - (c) **Top Secret Communications etc** :- The cover should be insured for a sum not exceeding ₹ 100/- as the circumstances warrant.

CHAPTER - XVII
TIME LIMIT : CHECKS ON DELAYS

155. **Time Limits :-** Time limits will be fixed for disposal of as many types of cases as possible handled in the department as per the time limit prescribed at para-62 in chapter-VIII. As a general rule, no official shall keep a case pending with him/her for more than seven working days unless higher limits have been prescribed for more than seven working days unless for specific types of cases through departmental instructions. In case of a case remaining with an official for more than the stipulated time-limit, an explanation for keeping it shall be recorded in the note portion by him/her. The system of exception reporting will be introduced to monitor the disposal of receipts.
156. **Duties of Senior Officers :-** Decision taking officers should not only consider the cases which come up before them but should ensure that proper priorities are assigned in respect of each matter coming within their jurisdiction. Their duty to check delays and arrears are two-fold, viz.,
- (1) to ensure proper processing of papers already received in the Secretariat Departments, and
 - (2) to ensure that reports called for from the subordinate offices are not delayed unduly or without just and proper reason.
157. **Handling of Public/Staff Grievances :-**
- (1) All officers of the level of Deputy Secretary and above will redress public grievances pertaining to the divisions under their charge. They will view public grievances with sympathy and make special efforts to decide on such cases expeditiously.
 - (2) Each Department of the Government will set up Internal Grievance Redress Machinery for public as well as staff.
 - (3) A senior officer of the level of Joint Secretary/Deputy Secretary or above should be designated as Joint

Secretary/ Deputy Secretary of Public Grievances. An officer of the level of Deputy Secretary/ Under Secretary of Public Grievances should be designated as the Staff Grievance Officer.

- (4) The name, designation, room number, telephone number, etc., of the Deputy Secretary/Under Secretary of Grievances should be displayed prominently at the reception and some other convenient place in the office building of Department so that the public are made fully aware of it.
- (5) Every Wednesday of the week should be observed strictly as a meetingless day. The Joint Secretary/ Deputy Secretary of the Grievances and other officers of the level of Dy. Secretary and above should remain in their offices during specified hours (1000 hours to 1300 hours) on every Wednesday to receive and hear grievances of the members of the public.
- (6) The receptionists, security personnel and multi tasking staff will be given suitable instructions about the meeting-less day so as to allow the members of the public to meet the officers on that day with prior appointment.
- (7) A locked complaint box will be placed at the Reception for convenient registration of complaints by members of the public which must be opened by the designated officer at regular intervals.
- (8) In the interest of expeditious disposal of grievances, the Joint Secretary/Deputy Secretary of Grievances will be empowered to call for papers/documents of cases pending for more than three months and take decisions with the approval of the Secretary of the Department.
- (9) (a) Each grievance petition will be acknowledged within 15 days. Even if no action is warranted on a petition, a reply intimating the stand of the organization must be sent to the petitioner.

- (b) Time limits will be fixed for disposal of various types of public/staff grievances which are handled in the department with due regard to the minimum time needed for each type, through departmental instructions.
 - (c) While sending replies communicating final decision rejecting a grievance petition, the reason or the rule(s) under which it has been rejected will be communicated to the petitioner along with details of the appellate authority, wherever applicable.
- (10) Departments will analyze grievances received by them with a view to identifying the major grievances prone areas and devising corrective measures so as to reduce the scope of recurrence of grievances. Assistance of the Department of Administrative Reforms may be obtained to study these areas for improvement.
 - (11) Publicity will be given about the grievance redress machinery in the Departments.
 - (12) The feedback mechanism and the monitoring system for grievance redress will be strengthened, in view of the time limits fixed as per sub-para (9) above. Departments will also ensure timely submission of reports/ returns about the redress of grievances to the Department of Administrative Reforms and Public Grievances.
 - (13) The machinery and work relating to public grievances and the statistics relating to receipt/disposal of public grievances shall form a part of the Annual Action Plan and the Annual Administrative Report of the Department.
 - (14) (a) All public grievances received directly or through MPs/VIPs/Department of Administrative Reforms e-mail, etc, will be registered and processed in the computerized Public Grievance Redress and Monitoring System (PGRAMS). Action to acknowledge and dispose of the grievances according to time norms fixed will be taken. Acknowledgement will contain registration number of the grievance.

(b) The progress and final disposal of the grievance will be indicated in PGRAMS so that the petitioner can access the information through Internet.

(15) The record of grievances will be retained in the computer for one year after the date of final disposal of the grievances.

158. **Weekly Arrear Statement :-**

(1) A Weekly Arrear Statement is intended to give a statistical picture of the number of receipts and cases dealt by each assistant during the week together with detailed analysis of the number of pending receipts with him for over a week. This enables the Section Officer, Branch Officer and other higher officers to keep a watch on the progress of disposal of work in the branch and to take suitable steps to expedite action on delayed cases. A regular attendance is imperative from the point of office discipline and efficient working of a branch the Weekly Arrear Statement will give a correct view of the attendance in the branch to the officers.

(2) The weekly Arrear Statement will be prepared every week in the form as given in Appendix-18. The statement will be filled in by every dealing hand in the form as in Appendix-18 on the last working day of every week.

The particulars of receipts/cases in hand, pending for more than seven days will be indicated in a statement in the form at Appendix-19. It should be consolidated by the Diarist and placed on the table of Section Officer. The Section Officer will fill in Columns 10 & 11 of the Arrear Statement and scrutinize carefully specially, the details of receipts pending over seven days, give his remarks or instructions where necessary and submit the statement to the Branch Officer.

(3) 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. On receipt back in the section, the file

containing the Arrear Statement will be circulated to the dealing hands concerned for taking necessary action on the remarks, if any, of the Section Officer/ Branch officer.

159. **Monthly Arrear Statement :-**

- (1) Every section will prepare at the end of each month a statement indicating the disposal of cases during the month and position of each case pending disposal for over a month. The Monthly Arrear Statement will then be prepared in the form as given at Appendix-20. The particulars of receipts/cases which are pending for more than a month will be given in a statement in the form at Appendix-19. In addition, particulars of receipts/cases pending with the Section Officer / Branch Officers/Higher Officer/other sections and departments will also be given in the statement in the form at Appendix-22. Thus the Monthly Arrear Statement will consist of Appendix-18, 19 ,20 and 21.
- (2) The Section Officer will scrutinize the Monthly Arrear Statement, where necessary add his remarks and submit it to the Branch Officer/Secretary. The Branch Officer/Secretary may add such remarks as they would like to make about the latest position of a case or give suitable directions or suggestions for expeditious disposal. The Monthly Arrear Statement will then be endorsed to Administrative Reforms Department which will keep note of the number of cases disposed of, pending etc. and return the file to the originating department. The Administrative Reforms Department will analyze the trend of disposal of cases and bring to the notice of the Secretary, any significant trend.

160. **Reminder diary :-**

- (1) Every dealing hand shall maintain a Reminder Diary in the form at Appendix-23 in which he will enter date-wise: -
 - (a) all cases which have been marked for resubmission on a particular date;

- (b) cases on which reminders are to be issued on specified dates; and
- (c) case which have been referred un-officially to other departments and the return of which is awaited.

161. **List of periodical reports and returns :-**

- (1) To ensure punctual receipt, preparation and dispatch of periodical reports and returns each branch will maintain two checks lists, one for outward returns and the other for incoming returns.

The forms in which the two checks lists will be maintained are given in Appendix-24 and Appendix-25 respectively.

- (2) The check list for outward returns will, as far as possible be prepared, in duplicate for all returns on a single sheet and will be signed by the Branch Officer. Entries will be made in chronological order, according to periodicity, fortnightly returns being entered first, monthly returns next and so on. In respect of each fortnightly return specified in Column 1, two sets of parallel entries will be made in Columns 2-17 in two consecutive rows. One copy of check list will be put up in the office room and the other in the room of the Branch Officer. It will be prepared afresh for a calendar year. The Dealing Assistant will be responsible for making entries in both the copies.
- (3) The weekly returns in the Secretariat are very few and, therefore, may be included in the same check list as mentioned above. But in case of large number of weekly returns they may be included in a separate check list.
- (4) The Section Officer will go through the check list every week or frequently as may be necessary and take suitable action on items requiring attention during the next week or so.
- (5) The check list for inward returns will be maintained on the relevant file for each inward returns. As soon as returns (for a particular period) begin to come in, necessary entries will be made in the check list under

the appropriate columns. Where a returns has not been received from an officer on due date and consequently a reminder has been issued, an entry e.g.R-9/9 will be made, in respect of reminder issued on 9th September.

- (6) Recurring items like Arrear lists on which action has to be completed by a particular date but which may not involve the sending or receipt of a return will not be included in these check lists.

162. **Call Book :-**

- (1) 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-26) with the approval of an officer not below the level of Branch Officer/ Divisional Head.
- (2) Closed cases in which a review is contemplated after a period of 6 month 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 mentioned vide Para.159 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 cases, 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 Section Officer will scrutinize 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/ Divisional Head 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.
163. **Suit Register:** A suit Register in Appendix :- 27 should be maintained in every section to facilitate prompt action on files relating to suits and writs. It should be kept in the custody of Section Officer and written up by all the assistants concerned. A Register in manuscript should be maintained by the office section to facilitate tracing of papers received in connection with suits and writs. This should be written up by person engaged in distribution of dak under the supervision of the Section Officer.
164. **Register of references from and to Government of India which are pending :-** Every branch should maintain a register in the form as in Appendix-28 showing references sent to the Government of India and another register as in Appendix-29 showing references received from Government of India which is not finally disposed of. All departments should prepare a quarterly statement of cases pending with the Government of India and submit it in the prescribed form to Administrative Reforms Department for consolidation and pursuing with the Ministries.
165. **References pending with the Finance Department :-** A list of references, if any, which are pending with the Finance Department for more than three weeks should be drawn up every fortnight and such consolidation list from each department should be sent to Finance Department every fortnight.

CHAPTER - XVIII
RECORDS MANAGEMENT

166. **Activities involved in records management :-**
- (1) Records management covers the activities concerning recording, retention, retrieval and weeding out.
 - (2) Each record creating agency will nominate a Departmental Records Officer (DRO) who is not below the level of a Section Officer for overall records management.
167. **Stage of recording :-** Files should be recorded after action on the issues considered thereon has been completed. However, files of a purely ephemeral nature (such as casual leave records or circulars of temporary nature) containing papers of little reference or research value may be destroyed after one year without being formally recorded.
168. **Procedure for recording :-**
- (1) Action for Recording : After action on the issue(s) considered on the file has been completed, the dealing hand/ initiating officer, in consultation with his supervisory officer, should close and record the file in the manner prescribed below :-
 - (a) Indicate the appropriate category of record (vide Para. 169 below) and in the case of category 'C', also specify the retention period and the year of destruction on the file cover;
 - (b) Where necessary, revise the title of the file so that it describes adequately the contents at that stage;
 - (c) Get the file indexed (vide Para.171 below) unless it is to be retained for less than 10 years from the date of closing;

- (d) Extract from the file, copies of important decisions, documents, etc., as are considered useful for future reference and add them to the standing guard file/precedent book;
 - (e) Remove from the file all superfluous papers such as reminders acknowledgements, routine slips, working-sheets, rough drafts, surplus copies, etc., and destroy them;
 - (f) Complete all references and, in particular, mark previous and later references on the subject on the file cover;
 - (g) Pass on the file to the record clerk;
- (2) **Action on Recorded Files:** The record clerk will thereafter :
- (a) Complete Columns (4) and (5) of the file register and correct the entry in Column (2) where necessary;
 - (b) Enter the file number in Column (2) of the register for watching progress of recording (Appendix-30);
 - (c) Write the word 'recorded' prominently in red ink (make suitable entries in computer environment), across the entries in the file movement register;
 - (d) Indicate page numbers and other references (except references to alphabetical slips) in ink which were earlier made in pencil;
 - (e) Indicate the year of review on the file cover in respect of category 'C' files;
 - (f) Prepare fresh covers, where necessary, with all the entries already made thereon; and
 - (g) Hand over the file to the daftry/peon.

- (3) The daftry/peon will repair the damaged papers, if any, stitch the file and, show it to the record clerk for making entries in the register for watching progress of recording (Appendix-30) before keeping it in the bundle of recorded files.
169. **Categorization of records** :- Files may be recorded under any one of the following categories :
- (1) *Category 'A' meaning 'keep and microfilm'*. - This categorization will be adopted for:
- (a) Files which qualify for permanent preservation for administrative purposes (vide Part 'A' of Appendix-31) and which have to be 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.
- (b) files of historical importance such as those listed in Part 'B' of Appendix-31
- (2) *Category 'B' meaning 'keep but do not microfilm'*;- This category will cover files required for permanent preservation for administrative purposes, such as those listed in Part 'A' of Appendix-31. It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-Para. (1) (a) above and therefore need not be microfilmed.
- (3) *Category 'C' meaning 'keep for specified period only'*;- This category will include files of secondary importance and having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years, it will be upgraded to 'B' category.

170. **Stage of indexing** :- Files will be indexed at the time of their recording only those files which are categorized as 'A' and 'B' (vide Para. 169) will be indexed.

171. **Manner of indexing** :-

- (1) While preparing a file for record (vide Para. 169), the dealing hand or the desk assistant will underline:
 - (a) The 'index head', i.e., the standard head or the most important catchword 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-words in the standard sub-heads and / or the 'content' of the title which will give a further and more specific clue to the file under search.
- (2) Where the functional filing system is followed, files need not be indexed under the basic, primary, secondary and tertiary heads for which the classification scheme itself will provide the master index. However, such files will have to be indexed under the catch-words used in the content part of the title which falls outside the standardized headings.
- (3) After index heads and sub-heads in the title have been approved by the section officer/ the Record Clerk/ Assistant 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 title, one below the other, followed by the complete title of the file and the file number, as per specimens in Appendix-32;

- (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-32;
 - (e) arrange the index slips in two sets, one in alphabetical order of the head / sub-head for use in the section, and the other in the sequence of file numbers for the use of the compiler of the departmental index;
 - (f) keep each set of a 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.
- (4) 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 an alphabetical order of their respective catch-words, in a single series for all the years. Each department will issue departmental instructions specifying the categories of files in respect of which card indexes will be maintained.
- (5) 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-motion, resolutions, etc.

172. **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 (viz, that arranged in alphabetical order) will be neatly stitched and the stitched compilation kept at a convenient place for reference by all concerned.

173. **Compilation of departmental index :-**

- (1) The index slips pertaining to files relating to a year will be sent to the compiler of the departmental index one year after the close of the year to which they relate. If some files of that year still remain current even at the time of sending the index slips as envisaged above, the dealing hand with the approval of the section officer will prepare index slips in respect of such files as are likely to be retained for 10 years or more from the date of recording. These will also be added to the set of slips being sent to the compiler of the departmental index.
- (2) 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-32** ;
 - (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.

NOTE :- In a computerized environment, indexing will facilitate easy retrieval.

174. **Precedent Book :-** Every section will maintain a precedent book in the prescribed form (Appendix-33) for keeping note 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.

175. **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 record common to all departments' issued by the Department of Administrative Reforms.
 - (c) in respect of records prescribed in this Manual, observe the retention periods specified in Appendix-34; and
 - (d) in respect of record connected with its substantive functions, issue a departmental retention schedule prescribing the periods for which files dealing with specified subjects should be preserved in consultation with the Central Record Room.
- (2) The above schedules should be reviewed at least once in 5 years.

176. **Custody of records :-**

- (1) Recorded files will be kept serially arranged in the sections concerned for not more than one year, after which they will be transferred to the departmental record room. For files due for such transfer the register at appendix-34 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-35. 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-35) 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 (Appendix-36) 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.
- (5) Files surviving the review undertaken on their attaining the 25th year of life (vide Para. 177(3)) will be stamped prominently as 'transferred to State archives' and retired to the Central Record Room. Files transferred to the Central Record Room will be accompanied by a list (in triplicate), one copy of which will be returned by the Central Record Room, duly signed, to the departmental record room.
- (6) Record rooms will be properly ventilated, with adequate lighting and fire-safety equipment and avoid exposure to moisture. The records will be arranged serially section-wise and will be regularly dusted. For proper preservation the records will be periodically fumigated and moth-balls will be used.
- (7) In a computerized environment, it would be useful to maintain list of records in electronic form, in the Departmental Record Room.

177. **Review and weeding of records :-**

- (1) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient ground warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of branch officer/ divisional head concerned. Retention after a review will

be for a period not exceeding ten years, including the period already retained. If a file was originally retained for a period of 10 years, any further retention will require up-gradation of the category.

- (2) Category 'A' and Category 'B' files will be reviewed on attaining the 25th year of their life in consultation with the Central Record Room. In these reviews, the need for revising the original categorization of Category 'B' files may also be considered.
- (3) The year of review of category 'C' files be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening,
- (4) Beginning in January each year, the departmental record room will send to the sections / concerned the files due for review in that year, together with a list of files in the form at **Appendix-37**, in four lots - in January, April, July and September.
- (5)
 - (i) Files received for review will be examined by, or under the direction of the Section Officer or the desk functionary concerned and those files which are no longer required will be marked for destruction. Other files may be marked for further retention vide sub-paras (2) & (3). It may, however, be ensured that in case an inquiry has been initiated departmentally or by a Commission of Inquiry or as a result of Court proceedings having a bearing on the subject matter contained in the files / document concerned or the files/documents which are required in connection with the implementation of order/judgment of any court of law, such files/ document will not be destroyed, even if, such files/documents have completed their prescribed life as per the Record Retention Schedule.
 - (ii) Files/documents referred to above may be, destroyed only after submission of the Report by the Commission or completion of inquiry or

implementation of the judgement/order of the court(s), with the approval of the concerned Joint Secretary/Head of the Department. In case the implementation of the court order has been challenged/appealed against either by the Government or by the applicant in a higher court, the concerned files/documents will not be weeded until such time the appeal/challenge is considered and finally decided. In such cases the limitation period prescribed for appeals should also be kept in mind.

- (6) After review, the record clerk/desk assistant will make entries of revised categorization/retention period in the file registers and return them to the departmental record room along with the list (Appendix-37) after completing Column (3) thereof.
- (7) The departmental record room, under the supervision of Departmental Record Officer (DRO), will:
 - (a) transfer category 'A' and category 'B' files surviving the review undertaken at the 25th year of their life vide sub-Para (3) above, to the Central Record Room/Archives.
 - (b) in the case of other files :
 - (i) destroy those marked for destruction, after completing Column (4) of the list of files (appendix-35) ; and
 - (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 category 'C' files ;
- (8) Records not falling within the definition of file, e.g., publications, spare copies of circulars, orders, etc., 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-38**.

- (9) Considering the urgency to reduce the volume of records now being retained without any significant need for their retention, the following measures may be taken in the Ministries/Departments :-
- (a) A special drive may be launched every 6 months to record/ review all old files and to weed out those no longer needed. The results of such special drives will be sent to the Department of Administrative Reforms in the pro form as shown in **Appendix-39** ;
 - (b) Each Under Secretary/ Head of Offices may review every quarter the state of indexing/recording/review/weeding out of files in his wing and allot time bound tasks towards this and to the members of the staff ;
 - (c) Inspecting Officers may be asked to pay special attention to the stage of Records Management in the sections as well as the Departmental Record Rooms during their inspections.
- (10) The following manner of Weeding/Destruction of records will be adopted :-
- (a) Routine files/records will be manually torn into small pieces and disposed.
 - (b) Classified files/records will be destroyed by use of shredder, and
 - (c) Secret files/ records will also be incinerated after being shredded as per provision under 'Departmental Security Instructions' issued by the Ministry of Home Affairs.
178. **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.

179. **Requisitioning of records :-**

- (1) No recorded file will be issued from the sectional, departmental or Archival records except against a signed requisition in form prescribed under Public Records Act, 2010 in the case of Archival Records and in the form at Appendix-40 in the case of other records.
- (2) Requisitions for files belonging to other departments and in the custody of the Central Record Room will be got endorsed by the department concerned before they are sent to the Central Record Room/ Archives. If the requisitioned file happens to be a confidential one, the Central Record Room/ Archives will not supply the file direct to the requisitioning department but route it through the department to which it belongs.
- (3) The requisition will be kept in the place of the file issued.
- (4) If the requisitioned 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.
- (5) 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 daftry or sent to the departmental record room or the Central Record Room, as the case may be, for replacing the original requisition which will be returned to the office concerned. In the case of records obtained from the Central Record Room, the fresh requisition slip will be prominently marked 'changed slip'.
- (6) On return, the requisitioned file will be restored to its place and the requisition returned to the Section/official concerned.
- (7) Files obtained by a 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 various sections each month. A similar register will be maintained by each section as a record of files borrowed from it by other sections.

- (8) Files obtained by a department from Central Record Room will not normally be retained for more than 6 months except with the latter's specific knowledge and consent.

EXTRACTS FROM 'NOTES ON OFFICE PROCEDURE' RECORDS

Records are tools of management, memory of an organization and source of information. The effectiveness of decisions which ultimately reflects the image of the organization and efficiency of its operations is dependent on the quality of its resources and information which is provided by the records.

- (1) **What constitutes Records** :- All papers, books, maps, photographs or other documentary material regardless of their physical form or characteristics created within or received by an organization form records. In brief, records constitute means of preserving information for future use.
- (2) **How records are created** :- The creation of records in any organization takes place during the process of its activities/ operations. The records in Government offices are created because of the following factors :
 - (a) **External Activities** :- These take the shape of all communications received from outside.
 - (b) **Internal Activities** :- These take the shape of written communications conveying information/ decision from all level of authorities and analysis of various reports/returns etc.
 - (c) **Mini Records** :- These show the essential of original documents and take the shape of running summary of facts, standing notes and standing guard files etc. These save officers' time and help in taking quick decisions.

- (3) Why it is necessary to retain records:-It becomes necessary to retain records -
- (i) for planning and scheduling Government's activities as information required for this purpose cannot be retained by human memory ;
 - (ii) retention of record is a legal requirement in certain cases ;
 - (iii) for fixing responsibility for matters coming before Audit and assembly, and its Committees and other Public Bodies ;
 - (iv) for historical value ;
 - (v) for ensuring element of rationality ;
 - (vi) to make available needed facts, figures, correspondence, etc., for future planning ;
 - (vii) to ensure continuity in administration ;
 - (viii) to ensure impartial treatment to all citizens ;
 - (ix) to ensure that tax-payers' interests are protected at all times and that there is no irregularity in financial transactions ; and
 - (x) for providing evidence in cases of disputes.

(4) **Problem of Records :-**

1. In view of the proliferation of Government activities in all spheres, the paper record has multiplied manifold and has increased beyond all proportion. To give an idea of the immensity of the problem, one may go through the report of the Tara Chand Committee on Archival Legislation of 1960, in which the total accumulation of Government Departments and Organizations had been estimated about 40 and 136 linear miles of shelving respectively, the total being 11 times the size of the National Archives Repository, which has 16 miles shelves. The annual consumption of file covers by all

the departments of the Government of Arunachal Pradesh had been estimated at lakhs. A proper check on the growth of records is, therefore, essential right from the stage of creation.

2. *Objectives and principles of sound Record Management :-* In order that the Record Management should be effective, the records should serve the following objectives :
- (i) They should serve some useful purpose lest they become waste.
 - (ii) The Records should be kept in such a way that they should be capable of being retrieved quickly.
 - (iii) There should be control on the growth of record at its inception itself.
 - (iv) Records should neither be prematurely destroyed nor retained for a longer period.
 - (v) Records must be kept systematically arranged so that there should be no delay in their location.
 - (vi) There should be constant weeding and review of the records so that the cost of maintenance of records is kept to the minimum.
- (5) **Control on size of records** :- There should be control on the growth of record at its inception so that its size remains manageable.
- (6) **Retention of records** : Not printed.
- (7) **Systematic arrangement of records** :- The records must be kept systematically to ensure that there is no delay in their location. Functional Filing System allows for better arrangement and easy location. In addition to this, the following requirements should be complied with to ensure that no unnecessary time is wasted in the location of the record.

- (i) Records transferred by a Section to the Departmental Record Room should be accompanied by the list of files in duplicate to enable the Record Room to verify the correctness of files transferred; after the list has been verified, one copy of the list would be kept in the Departmental Record Room and other will be returned to Section. In the event of dispute, list will serve as evidence whether a particular file has been transferred to the Record Room or not.
- (ii) Recorded files will be issued from the Section, Departmental or Central Record Room only against requisition slip. The requisition will be in form O&M 65 in case of Central Record Room and in the form Appendix-40 of the Manual of Office Procedure in the case of other records. The requisition will be kept in the place of file issued. If a requisitioned file initially obtained for being put up in one case, is subsequently put up with another file, a fresh requisition should be given to the Section Daftry or sent to the Departmental Record Room or the Central Record Room/ Archives as the case may be, to ensure that there is no delay in locating the correct movement of recorded file. In the case of records obtained from the Central Record Room/Archives the fresh requisition slip should be marked 'Change Slip'.
- (iii) Files obtained by a Section from the Departmental Record Room should normally be returned within 3 months. If they are not received back within 3 months, the Departmental Record Room will remind the Section concerned to ensure that file is not mixed up and that the Section is aware that the file is with them so that there is no delay in location in case it is required subsequently. For the purpose of issuing reminders, the Record

Room will maintain a simple register for keeping 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 section.

- (iv) Files obtained by a Department from the Central Record Room will not normally be retained for more than six months except with the specific knowledge and consent of the Central Record Room/Archives. This will keep both Department and Central Record Room/Archives informed of the movement of the record so that its location is not lost sight of.

In order to ensure that the cost of maintenance of record is reasonable, it is necessary that the size of records should not occupy more than 10% of the total area allotted to a particular Department. The details of procedure regarding review and weeding are contained in Para 166 and 167 of Manual of Office Procedure.

180. Summary of Practices for Preservation and Maintenance of Records :-

(1) Prevention of decay and rot :-

- (a) Dampness, stagnant air, sunlight, and hot and dry climate bring about the deterioration of records. Deleterious influences of these agents can be minimized by avoiding rooms which are damp, improperly ventilated and dark. A dry, well ventilated and suitably lighted room is needed for proper keeping of records.
- (b) Since stagnant air favour the growth of mild dew which is injurious to paper and other records materials, through air circulation in every part of the record room is essential. Cross ventilation, provision of adequate number of electric fans and a few exhaust fans will facilitate air circulation in a record room.

- (c) Exposure of records to direct sunlight will make paper yellow and brittle. Exposures of records, even if damp, to direct sunlight should be avoided. Similarly records should not be exposed to direct heat.
- (d) Accumulation of dust among records is unhygienic and favours the growth of mildew. Regular dusting of records is necessary for keeping them in a tidy condition. The ideal method of dusting records will be the use of electrically operated vacuum cleaners.

(2) **Precautions against insect attacks :-**

- (a) Breeding of insects in a record room is facilitated if there are dark and dingy places like cracks, crevices and loose joints in floor and walls. Attending to such minor defects in the room as soon as they are noticed eliminates the possibility of insects hiding in those places. Presence of edibles in the record room may attract insects and as such they should not be allowed in it.
- (b) Periodic use of insecticidal powders like DDT, or spray insecticides like 'Pip' or 'Flit' at places frequented by insects, i.e. dark corners, walls beneath and at the back of racks and almirah, is a good precautionary measure to prevent insect infestation of records. While using such liquids care should, however, be taken that the books and records on the shelves are not directly sprayed upon since these liquids might stain or damage the records.
- (c) For fumigation of record rooms, only those fumigants which do not have any deleterious effect on paper and other record materials should be used. Commercial fumigants which have not been so tested should not be used for fumigation of record rooms.

Naphthalene is a good deterrent to insects, and be kept among records on shelves. Naphthalene bricks weighing nearly $\frac{1}{2}$ kg each are available commercially and may be placed on shelves at a distance of every 1.5-2 meters.

- (d) Silver-fish which often damage the paper etc. are found on walls which are usually damp. If the records are kept in contact with damp walls, they will not only be dampened, but are likely to be damaged by silver-fish. Contact of records should not be allowed to lean against walls. Use of book-ends of suitable size should be made to keep the bundles at the ends erect.
 - (e) In order to avoid contact of records with the walls, racks should be installed at least 15 cm. away from the wall. Keeping racks and almirah away from the wall also helps cleaning of cobwebs etc. from the wall and facilitates maintenance of tidy conditions.
 - (f) In case of infestation of record rooms with white ants, not only records but wooden shelves also are equally prone to damage. Therefore, as soon as any infestation is observed in a room all wooden racks should be isolated from the infested ground. Painting of the legs of racks and almirah with crude creosote diluted with kerosene oil (1:2) or keeping their legs in bowls containing creosote oil safeguards the racks, almirahs and the records stored there against white-ant damage. Because of susceptibility of wood to decay by wet or dry rot, use of steel shelves is recommended in a record office.
- (3) **Safeguard against damage in storage :-**
- (a) Storage of documents in strong cardboard carton boxes provides the best condition for preservation. Since such boxes are not very easily available, records may be kept tied in bundles between two pieces of 5 plywood boards. These boards are not attacked by insects and are very strong. The plywood boards used for forming a bundle should be at least 2.5.c.m.larger than the size of the files so that there is no folding of the edges of the files when they are tied into bundles.
 - (b) For keeping the thickness of a bundle uniform, it is necessary that the stitched part of one half of it is kept in opposite direction to the other half. The bundle should be tied near both ends with uniform pressure.

- (c) The bundles should be kept on the shelves preferably in horizontal position. If they are kept vertically, care should be taken to see that they rest on plywood edges and that there is no folding or curving of the edges of the files.
 - (d) The bundles should always be lifted from the shelves lightly and should never be pulled or dragged out from their places. A depth of 30 cms. is recommended for normal bundles. Outsized bundles should be bifurcated into two bundles of convenient size.
 - (e) All minor folds or tears in the papers of a file should be immediately attended to. Damaged covers should be replaced by new ones. For all repair work binder's paste (starch paste) or dextrin paste should be used. Gum and glue should never be used for repair or mending. Stotch tape or commercially transparent sheets in which adhesive is incorporated during manufacture should never be used for mending tears, etc, since the adhesive may subsequently decompose and damage the paper. A general principle of record repair is that nothing should be done which cannot be undone.
- (4) **Precaution against fire in a record room** :- Use of match-stick or open flame of any accidentally results in fire. Smoking should be strictly prohibited in a record room and lighting of match stick or carrying an open flame should be banned.

Record room should be provided with adequate fire fighting equipment. Carbon dioxide (Gas type) fire extinguishers are suitable for record rooms and should be placed at convenient places.

Entry of personnel in the record room should be restricted.

Windows and ventilators should be covered with wire net frames to safeguards against any sabotage or pilferage.

CHAPTER - XIX
INSPECTIONS

181. Purpose of inspection :-

- (1) The purpose of inspection is
 - (i) to find out the state of affairs existing in each unit;
 - (ii) to see whether the prescribed procedure and instructions are understood properly and followed intelligently;
 - (iii) to find out whether proper attention is being paid to quality of their duties; and
 - (iv) to test the soundness and utility of the procedures and to get reliable data for planning improvements. Each Department will also inspect once a year attached and subordinate offices under their administrative control through their designated senior officers. Questionnaire at Appendices - 41 will be used.
- (2) The Record Rooms in the Department will be inspected in association with the Archives/Central Record Room once a year. Appendix - 42 will be used for this purpose.
- (3) In addition to the information mentioned at sub - Paras (1) and (2), the Administration/Establishment sections will also generate information in the form given at Appendix - 43 which will be updated monthly and will be used by the Department as a tool of Management Information System.

182. Periodicity of inspection :-

- (1) The periodicity of inspections to be carried out by various officers is as follows :

Secretariat :

- | | | |
|--------------------------------------|---|-------------|
| (i) Secretary | - | once a year |
| (ii) Deputy Secretary | - | half yearly |
| (iii) Under Secretary/Branch officer | - | quarterly |
| (iv) Section officer | - | Monthly |

Offices of Deputy Commissioners/Additional Deputy Commissioners :

- | | |
|--|--|
| Head quarter office of the Deputy Commissioner/Additional Deputy Commissioner. | - once a year by the Deputy Commissioner/Additional Deputy Commissioner. |
| Sub-Divisions and Circle offices | - once a year by the Deputy Commissioner/Additional Deputy Commissioner. |
| Branches of Deputy Commissioner's/Additional deputy Commissioner's Office. | - quarterly by the Branch officer. |

Heads of Departments :

- | | |
|--|--|
| Head quarter office | - once a year by the head of the department. |
| District offices | - once a year by the Head of the department |
| Subordinate offices of the Development departments | - quarterly by the Heads of offices |

- (2) In all departments/offices at least a quarterly inspection should be carried out by the Branch officer/Head of office and reports submitted to the next higher authority. The officers are however; free to carry out inspections of their respective departments more often at their discretion.
- (3) Besides carrying out the inspection as suggested above, the inspecting officer other than the Section Officer of the Branch should take up analytical case studies of, say, half a dozen files and critically examine the course of action revealed by those file so as to bring out information on the following, amongst other similar matters :-

- (a) Whether at all stages of the case matters were dealt with as speedy as Possible;
- (b) Whether there was any unnecessary noting;
- (c) Whether references made to other departments or references received from the other departments in connection with the case were unduly delayed;
- (d) Whether different persons dealing with the file could have exercised more responsibility appropriate to their levels;
- (e) Whether routine matters of the type dealt with in the file could not be disposed of at lower level; and
- (f) Whether any other procedural faults have been observed which from a common sense point of view could have been rectified for more expeditious and efficient dispatch business.

INSPECTION OF ADMINISTRATIVE REFORMS DEPARTMENT

183. The Department of Administrative Reforms will also undertake a study in Department/Attached subordinate offices/ Directorates/DC offices and other field offices each year for sharing ideas and experiences in the field of establishments, Administration, Public Grievances redress, Audit and O&M for mutual benefit.
184. **Inspection Programme :**
- (1) The Work Study Unit of the Administrative Reforms Department will draw up in advance every year, for the approval of the Secretary, a monthly Programme of inspection of Sections/Offices to be undertaken during following year, including the names of the inspecting officers and the months in which the inspections would be carried out.
 - (2) The Programme will also include a few Sections/Offices to be inspected by the officer in charge of the Work Study Unit.

- (3) The Work Study Unit will also arrange for a joint inspection of record by an officer of the Department and a representative of the Archives/Central Record room, besides the officer in charge of Work Study Unit. Questionnaire 42 will be used for this purpose.
- (4) The information generated in the form at Appendix-41 and 42 for the entire department will be consolidated by the Work Study Unit. The information culled from the above will then be submitted to the Secretary of the Department in the form given at Appendix-44 (executive Summary) every quarter to facilitate monitoring the key issues.
- (5) At the end of every quarter, the Work Study Unit will submit to the Secretary, a report indicating whether the Programme of Inspection for the previous quarter was carried out.

185. **Inspection Report :-**

- (1) The inspecting officer will present his report to the higher officer concerned endorsing a copy of each to the Divisional Head, Head of the Department, the O&M Officer and the Section Officer concerned. In the case of record room, a copy of the inspection report will also be endorsed to the State Archives/Central Record Room.
- (2) The Section Officer/Branch Officer will take necessary action to rectify the defects pointed out in the inspection report and submit a compliance report to his superior within 15 days, endorsing a copy to the Divisional Head, Head of the Department and the O&M Officer.
- (3) The higher level to which the inspection reports and the compliance reports should be submitted will be governed by departmental instructions.
- (4) The O&M Officer will report the significant points, if any, emerging from the inspection reports to the Secretary. In addition he will bring to the notice of the Secretary to the Department of Administrative Reforms by 30th of the April each year.

- (a) number of sections/unit/office during the preceding financial year.;
- (b) name of the attached/subordinate offices inspected;
- (c) deficiencies noticed in the existing procedures;
- (d) suggestions received for improvement of procedures common to all departments, together with his comments thereon; and
- (e) any other points of general application emerging from the inspections.

186. Supplementary inspections :-

- (1) Apart from the annual general inspections prescribed in paragraph 182 above, departmental instructions may prescribe for supplementary inspection for a or any of the sections/offices with special reference to their nature of work.
- (2) Surprise inspection may be organized in accordance with such instructions as the Secretary/Head of the Department may lay down.

CHAPTER - XX
MISCELLANEOUS

187. Maintenance of records in the personal offices of Ministers :-

- (a) Following records will be maintained by the personal offices of Ministers :
 - (i) A diary register in the form at Appendix-3 to enter particulars of reference received in the office and also to record their disposal.
 - (ii) A dispatch register in the form at Appendix-16 to show the letters issued from the personal offices.
 - (iii) File movement diary in the form at Appendix-45; and
 - (iv) Folders containing office copies of orders issued by the Ministers/Private Secretaries, serially numbered.

The above records will be in addition to files and folders for papers of secret nature connected with the Cabinet meetings, etc and a separate diary maintained for these. Ministers may prescribe additional folders, registers, etc if necessary, as for instance for Assembly debates, personal speeches made by them etc. The personal staff will also maintain such other registers as prescribed in the Manual of Offices Procedure or other wise from time to time, e.g., STD register, overtime register, etc.

- (b) Instructions issued by the Secretary to Cabinet in the 'Rules of Procedure in regard to the proceedings of the Cabinet', and in the Departmental Security Instructions shall be followed so far as maintenance of classified documents is concerned.
- (c) The personal section shall prepare at the end of every month a list of files pending with the Minister which will be submitted to PS who will suitably remind the Minister for the disposal.

- (d) As soon as an officer leaves file or any paper with the Minister for seeking his orders, or for any other purpose, informally, PA/PS to that officer will report the brief particulars of file, etc., to the PS to minister in the format at Appendix -46. PS to Minister will on receipt of these particulars, satisfy himself that such a file has been received by the Minister and watch its further movement.
- (e) It shall be the specific responsibility of the Private Secretary or whosoever may be the seniormost officer in the Ministry to ensure that the instructions are observed.

188. Procedure for transfer of records/equipments when Ministers demit the office :-

- (a) The instructions laid down by the Secretary to Cabinet in the Rules of Procedure in regard to the proceedings of Cabinet will be followed so far as transfer of records pertaining to Cabinet meetings are concerned. As regards other classified documents and papers, the procedure prescribed in the departmental security instruction will be followed. As per this instruction, copies of classified papers should be passed on to the appropriate authority. In case of doubt as to whom these papers should be transferred, the Private Secretary to Minister will transfer such papers to the Secretary to the department.

The Secretary may in turn pass on all these papers to the Joint Secretary or Deputy Secretary or Under Secretary as the case may be for safe custody. These papers will be handed over to the succeeding Minister as soon as he takes over the office.

- (b) In so far as equipments etc supplied for the offices of the Ministers, the Private Secretary should ensure that these are handed over to the succeeding Minister or these are returned to the Officer-in-charge of the Nazareth section.

- (c) The Nazareth section will verify the equipments, furniture fittings etc. and ensure the availability and correctness of the assets against the receipt slip showing the conditions and availability of the asset. If any loss or damage of articles found, they should bring to the notice of the Secretary, Secretariat Administration Department for necessary action. Soon after verification of the assets/equipments/fittings, the Nazareth section shall lock the room and keep the asset in safe custody till transfer of the items to the new occupant. No transfer of articles from one room to another with out prior permission of the Secretary, Secretariat Administration shall be done.
- (d) Records like file, registers, diaries and other papers shall also be taken over by the Under Secretary, Nazarat from the Private Secretary and keep in his custody till the next Private Secretary of the succeeding Minister takes over the charge to whom they may then be handed over.
- (e) The entire records need not physically be taken over by the Under Secretary but a list of records and papers left by the relinquishing Private Secretary to Minister may be available by the latter to Under Secretary, the records themselves being kept under lock and key in room generally occupied by the Private Secretary to Minister. The Under Secretary or his section will, however, check that all the records are there in the almirah (s) as mentioned in the list.

APPENDIX - 1

[Vide Para 8 (i) (c)]

NOTIFICATION

The 26th May, 1998

No. GA(A)-25/96.— In exercise of the powers conferred, by clause (3) of the Article 166 of the Constitution of India, the Governor of Arunachal Pradesh is pleased to make the following rules, namely :

1. (a) These rules may be called the Business of the Government of Arunachal Pradesh (Allocation) Rules, 1998.
(b) They shall come into force with immediate effect.
2. Definition: In these rules, unless the context otherwise requires.
 - (a) "Article" means as Article of the Constitution of India;
 - (b) "Cabinet" means the Committee of the Council consisting of Ministers as appointed as such by the Governor;
 - (c) "Chief Minister" means Minister appointed as such by the Governor under Article 164(1) of the Constitution;
 - (d) "Constitution" means Constitution of India;
 - (e) "Council" means the Council of Minister constituted under Article 163 of the Constitution;
 - (f) "Department" means the department of the Government of Arunachal Pradesh as specified in the Schedule;
 - (g) "Government" means the Government of Arunachal Pradesh;

- (h) "Governor" means the Governor of the State of Arunachal Pradesh ;
- (i) "Minister" means a Minister appointed as such by the Governor and includes a Minister of State and Deputy Minister;
- (j) "Secretary" means a Secretary in a Department of the Government of Arunachal Pradesh and includes the Chief Secretary, Commissioner, Special Secretary, Joint Secretary, Deputy Secretary and Under Secretary ;
- (k) "Schedule" means the schedule appended to these rules.

3. **Allocation of subjects to departments etc.** :- The entire business of the Government shall be transacted in the Department (all of which are hereinafter referred to as "Departments") specified in the Schedule and shall be classified and distributed between those Departments as laid down therein.

Provided that the Governor may, from time to time, make such additions to, or modification in, the list of business allotted to a Department as he thinks fit.

4. Amendment of the Arunachal Pradesh Rules of Executive Business, 1987 :

In the Arunachal Pradesh Rules of Executive Business, 1987, for the existing rule 4, the following rule shall be substituted, namely :-

"4" The business of the Government shall be transacted in its different departments, Allocation of subjects among the department shall be as set out in the Schedule appended in (Allocation) Rules, 1998."

5. **Repeal** : The Business of the Government of Arunachal Pradesh (Allocation) Rules, 1975, is hereby repealed.

THE SCHEDULE

(See Rule 3)

I. AGRICULTURE DEPARTMENT

- (i) Agricultural production, Seeds Multiplication Farms and Seed Testing, Including Seed (Control) Order, 1983.
- (ii) Agricultural Extension and Gram Sevak Training and Farmers Training Centre.
- (iii) Agricultural Census and Statistics.
- (iv) Agricultural Information Services.
- (v) Plant Protection.
- (vi) Farm Machinery and Implements.
- (vii) Demonstration Farm Trials, and Adoptive Research.
- (viii) Marketing of Agricultural Produce and State Agricultural Marketing Board, Implementation of Agricultural Marketing Act, 1989.
- * (ix) Post Harvest Management of Agricultural and Horticultural Corps i.e. marketing and processing and promotion of fruit based Industries.
- (x) Plasticsulture in Agriculture.
- (xi) High Yielding variety programmes, oilseeds and pulse programme, Intensive Rice Cultivation Programme, (Technology Mission on Oil seeds And pulse).
- (xii) National Watershed Development Programme in Rainfed Areas, and in Shifting cultivation area.
- (xiii) Agriculture Jhum Cultivation - Improvement, control and Conversion to Permanent.
- (xiv) Commercial crops Development Schemes like Potato, Ginger, Chilly, Turmeric, Onion, Sugarcane, other Root and Tuber crops.

* Substituted by the 11th Amendment Rules, 2001 vide Notification No .GA(A)-40/98 dated 14-06-2001.

- (xv) Manures and all kind of fertilizers (organic/inorganic and bio) to be used in Agriculture, Fertilizer (control) order, 1985, including Fertilizer (Control Order), 1983, Insecticides Control Order, 1987.
- (xvi) Soil Testing and Soil health.
- (xvii) Acquisition and deployment on subsidized hiring rate of power driven machineries, like tractor, dozers, power tillers, pumping sets etc., for agricultural and allied purposes, and for departmental use when idle.
- ** (xviii) Vegetables productions and vegetables seeds productions.

2. *ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT

A. Animal Husbandry

- (i) Extension and Training.
- (ii) Cattle and Buffalo Development.
- (iii) Poultry Development.
- (iv) Sheep, Goat and wool Development.
- (v) Piggery Development.
- (vi) Other livestock Development.
- (vii) Conservation and Development of Indigenous livestock.
- (viii) Livestock Census.
- (ix) Frozen Semen Technology and Artificial Insemination.
- (x) Upgradation/improvement of domestic animal.
- (xi) Feed and Fodder Development.

** Added by the 4th Amendment Rules, 1999 vide Notification No.GA(A)-40/98 dated 8-12-1999.

* Substituted by the 7th Amendment with entries thereunder vide Notification No. GA (A)-40/98 dated 24-02-000.

B. Veterinary

- (i) Diagnosis and treatment of diseased animal/ birds.
- (ii) prevention and control of livestock and poultry diseases.
- (iii) Prevention against the cruelty of animal and birds.
- (iv) Prevention and Control of Zoonotic diseases.

C. Dairy Development

- (i) Enhance the milk production.
- (ii) Processing of milk and milk products.
- (iii) Collection and marketing of milk and milk products.
- (iv) Organisation of Dairy Co-operative Society through integrated Dairy Development Programme.
- (v) Imparting training on dairy management.

3. CULTURAL AFFAIRS DEPARTMENT

- (i) Preservation of artistic works like wood carving, painting wearing etc.
- (ii) Artistic performance like song, dances, drama etc.
- (iii) Conduct of traditional festivals.
- (iv) Inter-State Cultural Exchanges.
- (v) "See Your Own Country" - Cultural Tour of India.
- (vi) Conduct and participation of Zonal Cultural Festivals.
- (vii) Contact with North East Zonal Cultural Centre.
- (viii) Construction of traditional cultural institutions like Gompas, Deres, Maongs etc.
- (ix) Creation/Establishment of infrastructure of Art and Cultural Department.
- (x) Seminars on traditional culture.
- (xi) Maintenance of Community Halls and maintenance of Cultural Complex of the State.
- (xii) Procurement of traditional costumes.

- (xiii) Publication/Printing on traditional cultural aspects of the tribes.
- (xiv) Documentation of audio-visual cassettes and photographs.
- (xv) Correspondence with Sangeet Natak Academics of Government of India.
- (xvi) Protection of indigenous tribal faith, customs, and photographs.
- (xvii) Promotion of fine arts.
- (xviii) Open air theatres in rural areas and theatres in the State Capital.
- (xix) Procurement and publication of rare manuscripts.

A. Library

- (i) Setting up, Organization and management of Library Services in the State including mobile libraries.
- (ii) Implementation of Legislation or Library Acts to support Library and Information System.
- (iii) To support the National Literacy Programme of the Education Department.
- (iv) To avail Assistance from Raja Ram Mohan Roy Library Foundation an Autonomous organization functioning under the auspices of Ministry of Human Resource Development, Government of India.
- (v) To promote and support the National Policy of Adult Education Programme by providing Reading Materials and other Library facilities.
- (vi) To assist guide & entertain Research Scholars/ Academician.
- (vii) To preserve manuscripts and Reading Materials out of print and rare books.
- (viii) To organize Library Book exhibitions, Seminars and conduct competition among children.

B. Research

- (i) Maintenance of ancient and historical monuments and record.
- (ii) Management of museums and archives.
- (iii) Research on indigenous tribes anthropology.

C. Gazetteers

- (i) Matters pertaining to preparation and publication of gazetteers.

4. CIVIL SUPPLIES AND CONSUMER AFFAIRS DEPARTMENT

***A. Food and Civil Supplies.**

- (i) Implementation of Public Distribution System in Arunachal Pradesh.
- (ii) Obtaining state allocation of rice, wheat levy sugar, Iodized Salt, edible oil, POL products, Iron and Steel, soft Coke/coal and controlled cloth from Govt. of India and Sub allocation to Districts.
- (iii) Liaison with Ministries of Civil Supplies, Food, Petroleum, Coal, Iron and Steel etc. of Government of India for various matters relating to State allocations, procurement etc. of various controlled commodities.
- (iv) Liaison with FCI, Railway and Salt Commissioner and IOC, etc for timely release of allotted State quota.
- (v) Fixation of retail selling rate of different controlled commodities on the basis of central issue price fixed by Government of India from time to time.
- (vi) Obtaining approval of carriage rates for different routes in the different routes in the district from FCI for HTS.
- (vii) Food grains, levy sugar, I/salt etc.
- (viii) Petroleum Products.
- (ix) Iron and Steel
- (x) Soft Coke/Coal.

* Substituted by the 26th Amendment Rule, 2008 vide Notification No. GA(A)-25/98 (Vol-I) dated 3-03-2008.

- (xi) Controlled cloth.
- (xii) Enforcement of Essential Commodities Act, 1955 and other Controlled orders issued by the Government of India and State Government from time to time, including prevention of black marketing.
- (xiii) Establishment of storage facilities at District Head quarters/Public Distribution Centers and all other vulnerable locations.
- (xiv) Replacement of CPO by PDs in a phased manner with the extension of road network in the State.
- (xv) All establishment matter of officials of Civil Supplies Department.
- (xvi) Trade and Commerce in, and Supply & Distribution of food grains.
- (xvii) Implementation of LTS Scheme and Monitoring.
- (xviii) Air lifting operations.
- (xix) Monitoring of open market price of various essential commodities.
- (xx) Controlling authority of establishment and all other relating to D. R. C, Office, Calcutta, Guwahati, Shillong, Tezpur, Mohanbari and Lilabari including Guest House Calcutta and Guwahati.
- (xxi) Implementation of the Essential Commodities Act, 1980 including prevention of black marketing.

***B. Legal Metrology and Consumer Affairs.**

- (i) Standardization of Metric System in the State.
- (ii) Administration of Enforcement of 1976, Act. No.60 of 1976, Central Act, (Enacted by the Parliament).
- (iii) Approval of models of Weights, measures, weighing & measuring instrument manufactured in the State and recommendation of models manufactured in the country as a whole.

* Substituted by the 26th Amendment Rule, 2008 vide Notification No. GA(A)-25/98 (Vol-I) dated 3-03-2008.

- (iv) To regulate the inter-state trade and commerce of packaged commodities.
- (v) Verification and stamping of weights and measures used in course of inter state trade and commerce.
- (vi) Verification of Special seal used for inter-state calibration of tank lorries carrying petroleum products and chemical products.
- (vii) To recommend the licence for Importer/export of weights and measures manufactured in the State.
- (viii) Enforcement of the packaged commodity rules 1977 including amendments for sale, distribution or any commercial transaction on packaged commodities.
- (ix) Determination of quantity, potency, tolerance etc. of the packaged commodities sold by volumes number, weights of measure.
- (x) Enforcement of standard of weights and Measures Act 1985 in the State.
- (xi) Registration of packers/manufacturers of packaged commodities within the state.
- (xii) Registration of users of weights and measures.
- (xii) Appointment, Administration of Enforcement Officers/ Official in the State.
- (xiv) Determination of local jurisdictions of all Inspector-ates, Asstt. Controllers.
- (xv) Procurement, verification and custody of working standards, secondary standards including verification and stamping of all weights and measures etc.
- (xvi) Issue of licence to all manufacturers, repairers and dealers of weights and measures and verification, maintenance of all records and documents.
- (xvii) To regulate the use of non-standard, false and unstamped weights and measures.

- (xviii) To cause search, raids, seizures, forfeiture of and surprise checks on fraudulent use of weights and measures.
- (xix) Provision with regard to sale of any items by heaps, quantity or number.
- (xx) Approval to Compounding of offence committed in respect of weights, measures, weighing and measuring instruments.
- (xxi) Sanction for cognizance of offence for trial in the Courts of 1st Class Magistrate.
- (xxii) Framing and amendment of State rules in accordance with the enforcement Acts entrusted with the Department.
- (xxiii) Arrangement for Summary trial of the offences on certain cases.
- (xxiv) Realization of fees and fines to be credited to Government account.
- (xxv) Administration and enforcement of Consumer protection Act, 1986.
- (xxvi) Establishment of three tier quasi-judicial bodies viz. State Council, State Commission District Fora for redressal of consumer disputes.
- (xxvii) Rendering of financial assistance to voluntary consumer organisation of and NGOS registered in State and working for consumer, interests and regulate the consumer welfare fund and created in the State.
- (xxviii) Organisations working group, seminar, workshop, world consumer programmes including publicity and propaganda necessary for creating awareness amongst consumers and general people.
- (xxix) Nomination of members (judicial and non-judicial) and official, non-official in three quasi-judicial bodies and in National Council.
- (xxx) Training of enforcement officers and non-judicial members and members of voluntary organisation.

- (xxxix) Raising of voluntary organisations throughout the State and imparting guidance to them.
- (xxxii) Implementation of quality control orders of the Bureau of Indian standards as Nodal Department.
- (xxxiii) Enforcement and administration of BIS Act 1986.
- (xxxiv) Formation of State level monitoring committee on quality control.
- (xxxv) Issue of Licence for manufacture of weights and measures under standard of weights and measures Act 1985 in the State.

5. CO-OPERATION DEPARTMENT.

All matters relating to :

- (i) Promotion of Co-operative Movement.
- (ii) Co-operative Extension Programme.
- (iii) Enactment and enforcement of Co-operative Act, 1978 and Rules, 1982.
- (iv) Organization, registration, inspection, supervision, monitoring & auditing of Co-operative Societies.
- (v) Government financial assistance to Co-operative Societies in the shape of loan, subsidy and share capital participation.
- (vi) Implementation and monitoring of all Government Schemes including NCDC relating to Co-operative Movement and providing Policy support.
- (vii) Implementation of credit policy of Government through Arunachal Pradesh State Co-operative Apex Bank and other Co-operative Institutions.
- (viii) To develop marketing and processing of Agri/Horti Produces, Handloom and Handicraft, Procurement and Distribution of essential commodities.
- (ix) Ensuring proper utilization of Government investments in Co-operative sector and recovery thereof.
- (x) Realization of Audit fee and dividend due to Government from Co-operative Societies.

- (xi) Re-organization, amalgamation, rehabilitation and liquidation of Co-operative Societies.
- (xii) Liaison and intersection with various concerned Government Departments and national level co-operative institutions including NCDC, RBI, NCCT etc.
- (xiii) Establishment matters of the Department of co-operation.

6. DISTRICT ADMINISTRATION DEPARTMENT

- (i) Matters relating to district administration.
- (ii) Reorganization of Districts, Subdivisions, Circles and declaration of their boundaries.
- (iii) Matters relating to Auxiliary Labour Corps (ALCS) and animal transport in districts.
- (iv) Establishments of Divisional Commissioners.
- (v) Empowering divisional Commissioners, DCs, SDO and Circle Officers with judicial, executive and financial powers.
- (vi) Monitoring their activities and issue of guidelines.
- *(vii) Payment of 'POSSA' Compensation to the Tribal Chiefs of Bomdila and Tawang.
- *(viii) Scrutiny of TA/LTC/MR bills of DCs and ADCs.
- ** (ix) Indian Stamp Act, 1899 and Rules made thereunder.
- (x) Indian Registration Act, 1908.
- (xi) Procurement of Non-Judicial Stamp and Distribution thereof.
- *** (xii) Matter relating to purchase and replacement of vehicles in respect of District Administration.

* Added by the 2nd Amendment Rules, 1999 vide Notification No.GA (A)-40/98 dated 21st June, 1999.

** Added by the 16th Amendment Rules, 2003 vide Notification No.GA (A)-25/98 dated 31st December, 2003.

*** Added by the 21st Amendment (to the Schedule) Rules, 2005 vide Notification No.GA (A)-40/98 (PT) dated 14th April, 2005.

7. EDUCATION DEPARTMENT.

A. Directorate of School Education.

- (i) Pre-Primary, Elementary and Basic Education.
- (ii) Middle, Secondary and Higher Secondary Education.
- (iii) Libraries of Educational Institutions.
- (iv) Stipend/Scholarships and loans for general Education up to Higher Secondary level.
- (v) Administration of Educational Institutions under this sector.
- (vi) Approval of School text books.
- (vii) Development and propagation of Hindi.
- (viii) Trusts and charitable endowments for educational purposes.
- (ix) Incentive Schemes.
- (x) National Cadet Corps (NCC) and Auxiliary Cadet Corps (ACC).
- (xi) Scouts and Guides.
- ****(xii) Omitted
- ****(xiii) Omitted
- ***** (xiv) Establishment matters relating to Physical to Training Instructors.
- (xv) Science Seminar and the exhibitions and conduct of National Talent Search Examination.
- (xvi) Teacher's Training/Orientation programmes.
- (xvii) Appointment of all categories of teachers and other non-Gazetted staff under the school Education.
- (xviii) Social Education and Adult Education including National Literacy Mission.

B. Directorate of Higher and Technical Education.

- (i) College Education.
- (ii) Expansion, development and propagation of Technical and professional Education (other than Medical Education).

**** Omitted by the 6th Amendment Rules, 2000 vide Notification No. GA (A)-25/98 dated 19th February, 2000.

***** Added by the 22nd Amendment Rules, 2005 vide Notification No. GA (A)-25/98 dated 25th November, 2005.

- (iii) Stipend/Scholarships and loans for Higher Education including Technical Education.
- (iv) Administration of Educational Institutions under this sector.
- (v) Matters relating to Arunachal University.
- (vi) Matters relating to conduct of Joint Entrance Examination and allotment of Seats to Technical and Professional Courses including Medical, Engineering Agriculture, Horticulture, Pisciculture etc. against Arunachal Pradesh quota.
- (vii) National Service Scheme.
- (viii) Matters relating to nomination of students to Engineering Institutions.

8. ELECTION

- (i) Conduct of elections to Parliament and State Legislative Assembly.
- (ii) Election petitions and tribunals.
- (iii) All correspondence with Election Commission of India.
- (iv) Delimitation of constituencies.
- (v) Revision/Preparation of Electoral Rolls.
- (vi) Work relating to Photo Identity Card (PIC)
- (vii) Reference to requirement of staff and action to be taken thereon *vis-a-vis* communication from the Election Commission.

9. ENVIRONMENT AND FOREST DEPARTMENT.

A. Forest

- (i) Conservation and Management of Forests and their bio-diversity.
- (ii) Forest Administration.
- (iii) Administration of Forest acts, their enforcement and Forest Policies viz.
 - (a) Assam Forest Regulation, 1891 and rules made thereunder.
 - (b) Arunachal Pradesh Anchal and Village Forest Reserves (Constitution and Maintenance) Act, 1975 as amended up to date and Rules made thereunder.

- (c) Indian Forest Act, 1927.
- (d) Forest (Conservation) Act, 1980 as amended during 1988 and rules made thereunder.
- (iv) Forestry Research and matters relating to STATE FOREST RESEARCH INSTITUTE.
- (v) Forest Based Industries.
- (vi) Development of wastelands including social Forestry and Integrated Afforestation and Eco-development and other allied matters.
- (vii) Forest protection including rising of a Forest Protection Force its creation and Administration.
- (viii) Orchids-their Preservation, development and cultivation etc.
- (ix) Conservation and development of Medicinal and Aromatic Plants etc.
- (x) Construction of Roads in the forests and Buildings of the Forest Department.
- (xi) Public Garden Parks.

B. Wild Life

- (i) Conservation and development of Wild life.
- (ii) Administration of Wildlife (Protection) Act, 1972 as amended upto date and rules made thereunder.
- (iii) Matters relating to CITES, IUCN, Central Zoo Authority, WWP, IBWL, and other allied matters.
- (iv) Management of Zoo(s) and other parks and gardens.

C. Environment

- (i) All matters relating to conservation and development of environment and control of pollution.
- (ii) Enforcement and Administration of relevant Acts and Rules in the field of environment and pollution viz.
 - (a) Environment (Protection) Act, 1986 and Rules in the field of environment and pollution viz.

- (b) The water (prevention and control of pollution) Act, 1974 as amended up to 1988 and Rules made thereunder.
 - (c) The Air (prevention and control of pollution) Act, 1981 as amended in 1987 and Rules made thereunder.
 - (d) The water (prevention and control of pollution) cess Act, 1977 as amended up to 1991 and Rules made thereunder.
 - (iii) Constitution of the State Pollution Control Board, Administration and Management of its business.
 - (iv) Matters relating to Paryavaran Vahini, National Environment Awareness Campaign, International Day for preservation of ozone layer, Earth Day, World Environment Day and other allied matters.
 - (v) State Environmental Council.
- D. Public Sector Undertaking.**
- (i) All matters relating to Administration and Management of Arunachal Pradesh Forest Corporation Ltd.
 - (ii) Arunachal Pradesh Medicinal and Aromatic Plants Development Corporation.
- E. Forest Personnel**
- * (i) All matters relating to recruitment, promotions, service conditions, transfer and postings, pension cases and all service matters relating to :
 - (ii) Indian Forest Service of AGMU cadre posted in the State.
 - (iii) Arunachal Pradesh Forest Service.
 - (iv) Subordinate Executive Forest Service (Forest Rangers, Deputy Forest Rangers, Foresters, Forest Guards, Forest Watchers etc.) Including scientists under the Department of Environment and Forest.
 - (v) All ex-cadre gazetted and non-Gazetted post including scientist under this department of Environment & Forests.

* Words 'Service Rules and Regulations' omitted by the 18th Amendment Rules, 2004 vide Notification No.GA(A) 40/98 dated 5th August, 2004.

- (vi) Preparation of Civil lists of various categories of Officers and Staff of services referred to in item (I) above and periodical cadre review of IFS and APSFS.
- (vii) Training and career development of the Officers of Indian Forest Service, State Forest Service including subordinate executive Forest Staff, Scientists and other Gazetted and non-Gazetted Officials.

10. **FINANCE DEPARTMENT**

A. Finance

- (i) Preparation and compilation of Budget Estimates. Revised estimates & Supplementary Grants.
- (ii) Administration of the consolidated fund and contingency fund of the State.
- (iii) Control of Expenditure and economy measures.
- (iv) Audit and Accounts.
- (v) All matters relating to Banks and Banking institutions.
- (vi) Matters relating to creation of posts, fixation of pay and grants-in-aid.
- (vii) Financing of Five Years Plans and expenditure sanctions relating to Plan and Non-Plan Schemes of all departments.
- (viii) Loans and Advances.
- (ix) Exercise of financial powers delegated by the Governor in case where such powers have not been specifically delegated to other departments and authorities.
- (x) Scales of pay and allowances, revision etc.
- (xi) Reports of the Comptroller and Auditor General and laying it before the Assembly.
- (xii) Delegation of financial and cognate powers, honorarium, fees etc.
- (xiii) Advice on all matters relating to Pay and Allowances, Pension and General Financial Administration.
- (xiv) Codification of financial rules and regulations.

- (xv) Framing of financial rules, F.R. and S.R. etc.
- (xvi) Small Savings Scheme.
- (xvii) Matters relating to Finance Commission, State borrowings, negotiated loans & External funding.
- (xviii) Matters relating to Public Accounts Committee.
- (xix) Government Companies, Corporations loans, Guarantee etc.
- (xx) Policy matters/rules relating to pension.
- (xxi) Ways and Means.
- (xxii) Annual receipts and disbursements for the purpose of State Government.
- (xxiii) Scrutiny of state legislation having financial implication.
- (xxiv) Pay Commission.
- (xxv) Assessment of Plan Resources.
- (xxvi) All matters relating to Audit Reports.
- (xxvii) All matters relating to Arunachal Pradesh State Lotteries.
- (xxviii) Matters relating to capital restructuring proposals of State Public Sector Undertakings.
- * { (xxix) Assessing potential tax and non-tax revenues, initiating measures to augment such revenues and monitoring their realizations.
- (xxx) All taxes and duties other than excise duty on alcohol and narcotics.

B. Accounts and Treasury

- (i) All matters relating to Accounts service.
- (ii) Matters relating to General Provident Fund.
- (iii) Finalization and issue of Pension, family pension, retiring gratuity, death gratuity, commutation etc.
- (iv) Authorization of benefit under GIS.
- (v) Maintenance of loans and advances, accounts and matters related thereof.

* Substituted and added by the 14th Amendment, Ruels, 2002 issued vide Notification No. GA (A)-40/98 dated 13-06-2002.

- (vi) Internal audit of all Government Departments.
 - (vii) Matters relating to Treasury Administration.
 - (viii) Checking of fixation of pay on revision of pay scale.
 - ** { (ix) Indian stamp Act, 1899 and Rules made thereunder.
 - (x) Indian Registration Act, 1908.
 - (xi) Procurement of non-judicial stamp and distribution thereof.
- *** Excise, Taxation, Stamps and Registration. Omitted along with entries

11. FISHERIES DEPARTMENT

- (i) Development of Fish Culture.
- (ii) Fish and Seeds Production.
- (iii) Fisheries extension Scheme.
- (iv) Fisheries Survey, Research and Statistics.
- (v) Marketing of Fishery produce.
- (vi) Transfer of technology to Fish Culturists.
- (vii) Loans to Fish Farmers.
- (viii) Conservation and management of natural fishery resources under the control of the Department.
- (ix) Transfer of Fish farms/ponds created as fishery co-operative Societies controlled by the co-operative Department for better management and Sustainability.
- (x) Transfer of Fishery rights in the USF and other areas controlled by other Department like General Administration/Forest Department and thereby Revision of

** Omitted by the Sixteenth Amendment Rules, 2003 vide Notification No.GA (A)-25/98 dated 31-12-2003.

*** Omitted by the 3rd Amendment Rules 1999 vide Notification No.GA (A)-25/98 dated 12-10-1999.

existing norms in the deposit of revenue and also for horizontal expansion of fishery activities in such areas.

- (xi) Enactment of Fishery legislation.
- (xii) Creation of Fishery ponds in the educational Institution and other recognized/registered Societies extending of technical assistance.

12. **MINES**

- (i) All matters relating to Mines and Minerals.
- (ii) Development and utilization of Mines and Minerals.
- (iii) Grant of Licences or lease for exploitation of Mining/ Mineral Resources, in consultation with Finance Department.
- (iv) Grant of Concession; assessment and collection of royalty; fee; and Minerals etc.
- (v) Grant of Certificate of approval for mining/survey of Mining etc.
- (v) All matters relating to Geological Survey to be made by the State or by the Geological Survey of India.
- (vii) All matters pertaining to Arunachal Pradesh MDTC.
- (viii) Administration of relevant Acts and Rules.

13. **HEALTH AND FAMILY WELFARE DEPARTMENT**

- (i) Medical and Public Health Administration.
- (ii) Setting up of Hospitals, Dispensaries and Health Centers and their Administration.
- (iii) Medical Training.
- (iv) Para Medical Training.
- (v) All matter relating to Health Services.
- (vi) Drugs control Act and Rules there under, Prevention of food Adulteration Act, 1954.
- (vii) Medical Attendance rules.

- (viii) Control of Epidemics including Leprosy, .T.B, Malaria, Aids, Goiter, Blindness, Small Pox and such other diseases.
- (ix) Implementation of all Health Service Schemes.
- (x) Family Welfare, maternity and child welfare.
- (xi) Assistance from UNICEF, UNDP, WHO, World Bank and other International Agencies for Medical and Public Health Programme.
- (xii) Selection of candidates for MBBS/ MDS/ BSC/ BDS/ GNM/B. Pharm/BHNS Training/ANM Training including in service training.
- (xiii) Immunization.

14. **DEPARTMENT OF HOME AND INTERSTATE BORDER AFFAIRS**

- (i) Police Administration.
- (ii) Preventive Detention/TADA.
- (iii) Internal Security and Security of VIPs.
- (iv) Coordination with Army, CRPF, IAF, Assam Rifles etc.
- (v) Issue of Arms Licence.
- (vi) Inter State Boundary.
- (vii) SSB and Home Guards.
- (viii) Jail/Prison Administration.
- (ix) International Boundary.
- (x) Civil and Military Liaison.
- (xi) Law and Order matters in general.
- (xii) Indian Police Service and State Police Service.
- (xiii) Local Intelligence and Secret Service Fund.
- (xiv) Matters relating to the illegal activities of under-underground organisation.
- (xv) All matters relating to Chakma/Hajongs/Bhutanees/ Tibetan refugees Settlement/deportation.

- (xvi) Field firing range and Notification thereof.
- (xvii) Issue of Government of India's instruction regarding Flag Code of India.
- (xviii) Matters relating to Inter State Council.
- (ixx) Prosecution.
- (xx) Centre State relations.
- (xxi) Violation of human rights.
- (xxii) Administration of major criminal Act and Rules framed there under.
- (xxiii) Matters relating to Restricted Area Permit for foreign tourists.

15. HORTICULTURE DEPARTMENT

- (i) Horticulture Development and extension.
- (ii) Fruit crops development.
- (iii) Fruit preservation, cold storage, warehouse etc.
- (iv) Horticulture Loan.
- (v) Horticulture and ornamental gardens.
- (vi) Spices development.
- (vii) Mushroom development
- (viii) Floriculture and orchid cultivation
- (ix) Aromatic and medicinal plants.
- (x) Plasticulture in Horticulture/Green/Poly Houses Mulching and Drip Irrigation.
- (xi) Horticultural education/training including College of Horticulture & Forestry.
- (xii) Horticulture Farm/Nurseries.
- (xiii) Plantation crops.
- (xiv) Shifting Cultivation.
- *(xv) (Omitted)

* Omitted by the 11th Amendment Rules, 2001 vide Notification No. GA (A)-40/98 dated 14-6-2001.

- (xvi) Horticulture extension holding Farmers Training Centers in Horticulture.
- (xvii) Externally funded Horticulture programmes and projects.
- (xviii) Tissue Culture
- *(xix) Technology mission for integrated Development of Horticulture

16. INDUSTRIES DEPARTMENT

- (i) Major/Medium scale Industries.
- (ii) Promotion of Small Scale Industries
- (iii) Industrial Estates/Growth Centers/District Industries Centre.
- (iv) Marketing Exhibition and Trade Fair matters relating to.
- (v) Grant of Industrial and Financial assistance.
- (vi) All matters pertaining to APIDFC and its subsidiaries.
- (vii) Tea & Coffee processing Industries.
- (viii) Matter relating to Factories/Boilers etc.
- (ix) Industrial Training Programme.
- (x) Apprenticeship Training Programme.
- (xi) Matter relating to P.M Rozgar Yojana.
- (xii) Matter relating to industries under 20 point programme on IDP.
- (xiii) Matter relating to industrial investment subsidy/ transport subsidy.
- (xiv) Foreign investment wing.
- (xv) Formulation of industrial policy.
- (xvi) Technology upgradation, including setting up of common facility centers.
- ** (xvii) Food Processing Industries.
- *** (xviii) Nodal Department of the State Level Public Enterprises (SLPEs)/ corporations for compilation of datas.

* Added by the 13th Amendment Rules, 2002 issued vide Notification No.GA (A) - 40/98 dated 22nd April, 2002.

** Added by the 28th Amendment Rules, 2008 vide Notification No. GA(A)-25/98 Vol-I 1st December, 2008.

*** Added by the 31st Amendment Rules, 2009 vide Notification No. GA(A)-25/98 Vol-I dated 23rd July, 2009.

17. INFORMATION, PUBLIC RELATIONS AND PRINTING DEPARTMENT

***A. Information and Public Relations**

- (i) All matter relating to general publicity, policy and programme of the State Government.
- (ii) Film projection/field publicity.
- (iii) Publication of documentary films and photo service.
- (iv) Publication of Arunachal review periodical and other all publicly materials etc.
- (v) Exhibitions.
- (vi) Press Relations and Feed back services.
- (vii) Issue of Government advertisement and implementation of State Advertising Policy/Guidelines.
- (viii) Maintenance of community listening sets and community viewing (TV) sets.
- (ix) Opening of information centers.
- (x) Media liaison with Air/Doordharshan and other publicity agencies.

****B. Printing**

- (i) All matters relating to printing.
- (ii) All matters relating to Stationeris in regards to printing activites.
- (iii) Publication of all type of Government Gazette.

* Substituted by Amendment Rules, 2010, vide Notification No. GA (A)-25/98 Vol-I dated 20th September, 2010.

** Substituted by Amendment Rules, 2010, vide Notification No. GA (A)-25/98 Vol-I dated 20th September, 2010.

***18. WATER RESOURCES DEPARTMENT**

- (i) Nodal department for Water Resources Management. Survey and Investigation of Major water resources in the State and Planning for its utilisation.
- (ii) Construction operation and Maintenance of Major, Medium and Minor irrigation works.
- (iii) Flood Control and construction of flood protection works and maintenancet thereof including Training of rivers.
- (iv) Command Area Development and related works.
- (v) Land protection for Agricultural purpose.
- (vi) Watershed Management.
- (vii) Construction of development buildings/approach roads to irrigation and flood control department's complexes.
- (viii) Plasticsulture in Irrigation.
- (ix) Establishment participatory organizations in Irrigation Management with particular reference to Command Area Development.
- (x) Exploitation of ground water irrigation. Acquisition and deployment of pump sets, drilling machines, rigs for irrigation purposes.
- (xi) Pricing of irrigation water, Evaluation of mechanism for self managed Command areas.
- ** (xii) River Basin Management (RBM)
- ** (xiii) Liaisoning with the Arunachal Pradesh Water Resources Regulatory Authority (APWRRRA).

* Substituted by the 23rd Amendment Rules, 2006 vide Notification No. GA (A)-25/98 dated 17th Novermber, 2006.

** Added by 25th Amendment Rules, 2007 vide Notification No. GA (A)-25/98 dated 10th August, 2007.

19. **LABOUR AND EMPLOYMENT DEPARTMENT**

A. **Labour**

- (i) Enforcement of labour laws (about 30 Acts applicable to Arunachal Pradesh.
- (ii) Fixation/revision of minimum wages payable to various categories of workers in scheduled employment under minimum wages Act 1948.
- (iii) Implementation of National Programme on child labour.
- (iv) Management of industrial disputes.
- (v) Certification of standing orders under the industrial employment (S.O) Act, 1948.
- (vi) Workers participation in management.
- (vii) Workers Education programme.
- (viii) Statutory and non statutory welfare scheme for industrial commercial and agricultural workers.
- (ix) Employees State Insurance Scheme.
- (x) Implementation of the wages boards recommendations for working and non working journalists.
- (xi) State child and women labour cell.
- (xii) Matters relating to ILC/SLC/labour Minister's conference/Regional labour ministers' conference.
- (xiii) I.L.O conventions/ratification, meeting etc.
- (xiv) All matters relating to agricultural labour.
- (xv) Labour statistics.
- (xvi) All matter relating to Trade Unions
- (xvii) Annual/half yearly/quarterly/monthly labour reports/returns.
- (xviii) Legislation on shops and commercial establishments
- (xix) Registration of establishments and licencing of contractors under CL (R&A) Act and ISMW Act.
- (xx) Matter relating to workmen's compensation under workers group insurance.

- (xxi) National Commission for women
- (xxii) National Commission on rural Labour.
- (xxiii) Eradication of Slavery and child labour.
- (xxiv) Supreme Court and other Court cases in respect of labour.

B. Employment

- (i) Employment Exchange.
- (ii) Employment market information programme.
- (iii) Enforcement of EE (CNV) Act, 1959.
- (iv) Manpower studies and surveys.
- (v) Vocational guidance and employment Counseling.
- (vi) Registration, Sponsoring and placement of job seekers.
- (vii) Employment statistics-Bi-annual/Annual/Half yearly/quarterly and monthly reports/return.

20. LAND MANAGEMENT DEPARTMENT

- (i) Processing of land allotment case in respect of Government Department.
- (ii) Private parties obtaining Government approval to land allocation in the district towns.
- (iii) All matters relating to land records and settlement of land.
- (iv) Policy decision on fixing rates of premium/lease/rent and land value of Government land.
- (v) Processing cases for exemption of lease rent etc.
- (vi) Processing of land acquisition cases for defence, BRTF, IOC, AIR etc.
- (vii) Submission of reports to government regarding collection of revenue.
- (viii) Issue of notification for land acquisition cases and their publishing in Gazette and news papers.
- (ix) Guidance to district authorities for acquisition cases.

- (x) Correspondence with defence estate officers, Army Authorities and other organisations regarding their land cases.
- (xi) Survey of land and preparation of maps etc. of Government land throughout Arunachal Pradesh.
- (xii) Finalisation of Arunachal Pradesh (Land Settlement and Land Reforms) Bills for its enactment.
- (xiii) To initiate work for traverse and cadastral survey after the enactment with a view to preparation of land records
- (xiv) Strengthening Revenue Administration and updating of Land Records.
- (xv) Issue of land possession certificate and procedure thereof

21. **LAW, LEGISLATIVE AND JUSTICE DEPARTMENT**

A. **Justice**

- (i) Administration of justice, including vesting of judicial powers on officers of the Government.
- (ii) Matters relating to the establishment of separate High Court/Permanent/Circuit Bench of High Court for Arunachal Pradesh and to coordinate with High Court at Guwahati.
- (iii) Supervision of government litigation before all courts including the Administrative Tribunals (Central and State/s).
- (iv) Proposal for filling suits and appeals on behalf of the Government, vetting of written statements/affidavits and counter Affidavits and such other related documents.
- (v) Matters relating to appointment of Advocate General, Senior and Junior Government Advocates, Panel Advocates, Public Prosecutor in the Guwahati High Court and engagement of Senior Advocates and preparation Panel Advocates for Supreme Court for the State of Arunachal Pradesh.

- (vi) Preparation of panel of lawyers for conducting cases before all the Courts within the State other than High Court.
- (vii) Processing and payment of bills of Government Counsel, coordinate with Secretary (General Administration).
- (viii) Approval for engagement of lawyers, other than Government, counsels by Deptts.
- (ix) Centrally sponsored schemes for up gradation of judiciary in Arunachal Pradesh.
- (x) All such other matters relating to the judicial administration pendency/disposal of cases before various courts in Arunachal Pradesh and all matters Incidental thereto.

B. Law

- (i) Advice on legal matters and interpretation of laws.
- (ii) Action in respect of codification of laws including customary laws and reference to Law Research Cell, Guwahati.
- (iii) Arunachal Pradesh Code Preparation/printing.
- (iv) Law Library.
- (v) Matters relating to Arunachal Pradesh Legal Service and law department Manual.
- (vi) All other incidental matters relating to law including examination of Law Commission's Reports.
- (vii) Matters relating to legal aid under section 304 of the Criminal Code.

C. Legislative

- (i) Vetting of Bills, statutory Rules/Orders/Legal documents/ Regulations/Notifications etc.
- (ii) Assent to Bills passed by the Assembly and reservation of Bills for the consideration of the President.
- (iii) Republication of Central Acts and Bills.

(iv) Drafting of all official bills and ordinances etc. introduction before the Assembly and such other follow up actions.

(v) All other incidental Legislative matters.

22. **PARLIAMENTARY AFFAIRS DEPARTMENT**

- (i) The proposal to initiate date of summoning/ proration of Session of Legislative Assembly.
- (ii) Planning and Co-ordination of Legislative and other official business of the House.
- (iii) Functioning/Appointment of Members to consultative Committee in various Department.
- (iv) Follow up of Assurance given by Ministers in Legislative Assembly.
- * (v) Government stand on private Members Bills and Resolutions.
- (vi) Salaries, allowances and pensions of Members of Legislative Assembly.
- (vii) Advice to Ministers on procedural and other Parliamentary matters.
- (viii) Organisation of Youth Parliament Competition in schools/colleges through out the state.
- (ix) Appointment of Government Chief Whip and Deputy Chief Whip.
- ** (x) Appointment of Parliamentary Secretaries and their salary and allowances etc.

* Inserted by the 17th Amendment Rules, 2004 vide Notification No. GA (A)-40/98 dated 3rd July, 2004.

** Added by the 27th Amendment Rules, 2008 vide Notification No. GA (A)-25/98 Vol-I dated 7th November, 2008.

- (xi) Appointment of Leader of Opposition in the State Legislature and his/her salaries and Allowances etc.
- (xii) Facilities and amenities of MPs and Ex-MLAs.
- (xiii) Correspondences on All India Whip Conference with the Ministry of Parliamentary Affairs, Government of India, New Delhi.
- (xiv) Foreign tour of Legislators and Officers of Parliamentary Affairs Department.
- (xv) Matters relating to salaries and allowances of the Council of Ministers, Speaker and Deputy Speaker.
- (xvi) Correspondence regarding enhancement of salaries and allowances of the Council of Ministers.

23. PERSONNEL, ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT

A. Personnel

- (i) Personnel Policies.
- (ii) State Civil list.
- (iii) All matters relating to recruitment, promotions, service conditions, service rules and regulations, transfer and posting, pension cases and all service matter relating.
 - (a) I.A.S
 - (b) I.F.A.S
 - (c) Arunachal Pradesh Civil Service.
 - (d) Ex-cadre Gazetted posts.
 - (e) Arunachal Pradesh Secretariat Services.
 - (f) Training and career development of officers of all India Services.
- (iv) Recruitment to APCS/APSS and related matters, promotion of APCS to IAS, Transfer and posting of above officers and their pension cases ; appointment; under Secretaries of APSS.

- (v) Periodical cadre review - IAS and APCS officers etc., fixation of seniority, Court proceedings.
- (vi) Matters relating to service Associations, re-organization etc.
- (vii) Reference from other departments on establishment matter.

B. Administrative Reforms.

- (i) All policy matters relating to recruitment, promotions, service conditions, prescription of educational qualifications etc.
- (ii) Preparation/Revision of office Manuals.
- (iii) Devising new methods and procedures for improvement in the standard of administration.
- (iv) Studies in specific aspects of administration.
- (v) Work studies for assessing requirement of staff in various departments.
- (vi) Quality control in offices.
- (vii) Clearance of proposals for creation of posts.
- (viii) Re-organization of departments/office.
- (ix) Checks on delays.
- (x) Chief Secretaries conferences.
- (xi) Secretaries meetings.
- (xii) Matters relating to office Inspection.
- (xiii) Clearance of RRS/Service Rules of all Departments and issue of general instructions on the subject.
- (xiv) Collection and scrutiny of Monthly arrear statements.
- (xv) All matters relating to Public Service Commission.
- (xvi) Matters relating to reservation in service inspect of SC/ST.
- *(xvii) Matters relating to public grievances.

* Added by the 8th Amendment Rules, 2000 vide Notification No. GA (A)-40/98 dated 31st July, 2000.

C. Training

- (i) All matters relating to Administrative Training Institute.
- (ii) Matters relating to inspecting of Training for ministerial staff and officers to middle level on office procedure and Rules.
- (iii) Judicial Training at NEJOTI
- (iv) Induction/Foundation and others Training Programme for APCS Officers.
- (v) Issue-based Training Programme for various categories of Officers.
- (vi) Deputation of Officers to various Training Centers including abroad.
- (vii) Training Co-ordination.

* General Administration and }
Secretariat Administration. } Omitted.

D. Protocol

- (i) Visits of the VIP/VVIP.
- (ii) State Guests (Rules and Orders).
- (iii) Table of precedence of the State Government.
- (iv) Reservation of Rooms in the State Guest House.
- (v) Maintenance and Upkeep of the State Guest House.
- (vi) Preparation of Protocol Manuals.

24. PLANNING, PROGRAMME IMPLEMENTATION, MONITORING, EVALUATION, ECONOMIC AND STATISTICS DEPARTMENT.

A. Planning

- (i) Formulation of Planning objective and priorities.
- (ii) Preparation of Five Year Plans, Annual Plans and other Development Plans like NEC etc.
- (iii) Mid Term appraisal of Five Year Plans/Annual Plans.
- (iv) Intra/Inter sectoral adjustment of outlay.

* Omitted alongwith entries by the 2nd Amendment Rules, 1993 vide Notification No. GA (A)-40/98 dated 21st June, 1999.

- (v) Plan Coordination.
- (vi) Micro Level Planning/Untied Fund.
- (vii) Servicing of State Development Council/State Planning Board.
- (viii) Matters relating to MPLADS.

B. Programme Implementation, Monitoring and Evaluation

- * (i) Monitoring/Review of Implementation of State Plan Scheme/NEC Schemes and Centrally Sponsored Schemes including the Border Area Development Programme.
- (ii) Monitoring of Twenty Point programme/Basic Minimum Services.
- (iii) Evaluation studies/Field visits.

C. Economics and Statistics

- (i) All matters relating to Economics and Statistics.
- (ii) Collection, compilation and dissemination of core Statistical information in the shape of returns and annual publication both State and District level like "Statistical abstract of Arunachal Pradesh and district Statistical Hand Book" "Socio Economic Review and district Socio Economic Review" etc.
- (iii) Collection of both Primary and Secondary data and conduct of ad hoc surveys and type studies for estimation of state and district Domestic product (income) and release of Annual Report.

* Substituted by the 11th Amendment Rules, 2001 vide Notification No. GA(A)-40/98 dated 14-06-2001.

* Omitted by the 19th Amendment to the Schedule Rules, 2004 vide Notification No. GA(A)-40/98 dated 09-08-2004.

* The words "including the Border Area Development Programme" added by the 20th Amendment Rules, 2004 vide Notification No. GA(A)-25/98 dated 01-12-2004.

- (iv) Estimation of Capital Formation/Consumption and release thereof.
- (v) Analysis of state Budget for annual Publication like "Budget in Brief" and purpose classification of Budget.
- (vi) Implementation of Registration of Birth and Death Act, 1969 for issue of Birth/Death Certificates, Chief Registrar birth and death and publication of Annual Reports.
- (vii) Construction of Consumer Price Index of the State and release of Periodical price Bulletins.
- (viii) Collection and compilation of data for annual projection of demand and availability of various categories of Manpower in the State and annual Publication of reports thereof besides annual Census of Government employees.
- (ix) Conduct of Annual survey of Industries in Arunachal Pradesh for construction of Index for Industrial Production (IIP) and publication of reports thereof.
- (x) Collection and compilation of block level statistics and publication thereof.
- (xi) To provide training facilities for lower level Statistical Personal of Different Departments of State Government and arrange for Higher Institutional Training outside the State for statistical professionals.
- (xii) Conduct of National Sample Survey both Central and State Samples and Tabulation/Publication of Reports for State Samples.
- (xiii) Quinquennial conduct of central scheme of "Economic Census" in the state.
- (xiv) Nodal Agency on behalf of the State government in conduct of decennial population Census in the State and publication of Reports thereof.
- (xv) And such other matters not specified above.

***D. Development Branch**

(i) All matters relating to appointment/promotion of Group 'A' & 'B' officers of Animal Husbandry and Veterinary/Agriculture/Cooperation/Economics and Statistics/Fisheries/Horticulture Departments.

(ii) All Establishment matters including transfer/posting of Group 'A' and 'B' officers of Animal Husbandry and Veterinary/Agriculture/Cooperation/Economics and Statistics/Fisheries/Horticulture Departments.

(iii) Schemes works allocated to Animal Husbandry and Veterinary/Agriculture/Cooperation/Economics and Statistics/Fisheries/Horticulture Departments.

(iv) All matters related to court cases of Animal Husbandry and Veterinary/Agriculture/Cooperation/Economics and Statistics/Fisheries/Horticulture Departments.

25. POLITICAL, CABINET AFFAIRS AND VIGILANCE DEPARTMENT

A. Political

- (i) Foreigners.
- (ii) Passport.
- (iii) Citizenship.
- (iv) Honours and Awards.
- (v) Missionary Activities.
- (vi) Official Language.
- (vii) Matters relating to Innerlines Regulations.
- (viii) Custody and maintenance of property returns. ACRs and Confidential dossiers of Gazetted officers.
- (ix) Matters relating to Enquiry Commission.

* Inserted by the 30th Amendment Rules, 2009 vide Notification No. GA(A)-25/98 Vol-I dated 18-06-2009.

- (x) Pension cases of Freedom fighters.
- (xi) State Awards/Gallantry Awards.
- (xii) State Integration Council.

B. Cabinet Affairs

- (i) Assumption of office by the Governor.
- (ii) Appointment and resignation of Ministers.
- (iii) Secretarial assistance to the Cabinet and Cabinet Committees.
- (iv) Rules of Business.
- (v) Issue of standing orders of Chief Minister/Ministers.

***C. Vigilance**

- (i) State Vigilance Commission.
- (ii) Supervision of the work of Vigilance Officers.
- (iii) All matters relating to disciplinary cases against IAS/IPS/IFS and all categories of officers and staff of Government of Arunachal Pradesh.
- (iv) General advice to all departments in processing of departmental enquiries.
- (v) Appeal in respect of vigilance cases to be heard by the Chief Secretary and the Governor.
- (vi) Enquiry relating to complaints of corruption against Government servants received by the Government.
- (vii) Vigilance clearance in respect of Gazetted Officers/ staff due for promotion, confirmation and crossing of efficiency bar, sanction of pension and extension of service re-employment etc. of gazetted Government employees.
- (viii) Collection/receiving information about corruption of Government employees.
- (ix) Causing investigation either by staff of vigilance or through the departments on the basis of the merit of the information.

* Vigilance and Public Grievances as existed earlier has been amended as Vigilance vide Notification No. GA(A)-40/98 dated 31-07-2000.

- (x) Entrusting cases of allegation about corruption to the CBI through the department of P&AR.
- (xi) Maintaining liaison between the CBI and Administrative departments.
- (xii) Preparation of returns for submission to MHA as and when called for.
- (xiii) Vigilance campaign.
- *(xiv) Omitted.

26. POWER AND NON-CONVENTIONAL ENERGY RESOURCES DEPARTMENT

****A. Power (Electrical)**

- (i) Administration and Enforcement of the Indian Electricity Act, 1910 (9 of 1910) and the Electricity (Supply) Act, 1948 (54 of 1948).
- (ii) Generation, transmission, distribution and sale and licensing of electrical energy including levy of electricity duty or cess, in consultation with the Power Regulatory Commissions..
- (iii) All matters pertaining to rural electrification of villages.
- (iv) State Electricity board(s).
- (v) All matters relating to Power Engineering services.
- (vi) Electrification and maintenance of internal electrical installations in all residential/non-residential buildings constructed by the Public Works Department.

* Omitted by the 8th Amendment Rules, 2000 vide Notification No.GA (A)-40/98 dated 31-07-2000.

** Substituted/Added by the Fifteenth Amendment Rules 2003 vide Notification No.GA (A)-40/98 dated 29-10-2003.

***B. Power (Civil).**

- (i) Development, construction and all matters relating to all hydro-electric and gas based power projects.
- (ii) Construction and maintenance of office/residential buildings of the Department.
- (iii) All matters relating to Civil Engineering Services of the Department.

***C. Non-Conventional Energy Resources**

- (i) Propagation of new and renewable sources of Energy technologies and devices. These includes:
 - (a) Biomass, Improved chullas, Solar Photovoltaic, Solar Thermal Energy Applications, and Wind Energy .
 - (b) Power from various biomass sources and solar photovoltaics.
- (ii) All programmes related to non-conventional and renewable sources of energy including energy from urban and industrial wastes and animal power.
- (iii) Research projects for the development and commercialisation of new and emerging renewable energy, alternate fuels for surface transportation etc.
- (iv) Integrated Rural Energy Programmes (IPREP).
- (v) All the matters pertaining to Arunachal Pradesh Energy Development Agency (APEDA).
- (vi) Stand alone micro hydro project upto 1000 KW capacity.
- (vii) Construction of Micro Hydel Project upto 100 KW capacity.

27. PUBLIC HEALTH ENGINEERING AND WATER SUPPLY DEPARTMENT.

- (i) Rural Sanitation Programme.
- (ii) Rural Water Supply (MNP, ARWSP).
- (iii) Community Ground Water Resources for Rural Water Supply.

** Substituted/Added by the Fifteenth Amendment Rules, 2003 vide Notification No. GA(A)-40/98 dated 29th October, 2003.

- (iv) Water Filtration and Treatment.
- (v) Planning and execution of Sewerage system including treatment Plants in Urban areas.
- (vi) Construction and maintenance of departmental buildings.
- (vii) Urban Water Supply Systems, including lagging and maintenance of distribution lines, Storage Tanks.
- (viii) Evaluation of participatory mechanism in maintaining Rural Water Supply Systems.
- (ix) Organizing workshop, campaigns on use of safe drinking water including supply of disinfectants in rural areas.

28. **PUBLIC WORKS DEPARTMENT**

- (i) Construction and maintenance of Roads and Bridges (except rural roads, bridges as there and porter tracks).
- (ii) Construction and maintenance of Government buildings (institutional/office and residential) in the State Capital Complex and other Admn. HQ, except that of Power, PHE, PWD, IFC office residential buildings.
- (iii) Construction and maintenance in the Raj Bhawan.
- (iv) Management under PWD Codes and Rules.
- (v) Deposit works for construction of other Government Departments/public autonomous bodies/non-governmental Organisations.
- (vi) Rules for the occupation of IBs located in various places in Arunachal Pradesh provided these were constructed by Public Works Department.
- (vii) Construction and maintenance of Helipads.
- *(viii) Construction and maintenance of Circuit Houses and IBs, maintenance and administration of Arunachal Bhavan in New Delhi.

** Substituted by the 11th Amendment Rules, 2001 vide Notification No. GA(A)-40/98 dated 14th June, 2001.

29. RELIEF AND REHABILITATION DEPARTMENT

- (i) Rehabilitation Schemes for Ex-serviceman.
- (ii) General Welfare of Ex-serviceman and their departments.
- (iii) All matters relating to relief measures for natural calamity.
- (iv) Submission of memorandum to Government of India for financial assistance for restoration of damages and to render relief measures to the victims of natural calamities and calamities of rare severity.
- (v) Sub-allocation of fund under CRF to the districts for rendering relief measures.
- (vi) Collection of reports and returns from districts on damages caused by natural calamities and for disbursement of relief amount.
- (vii) Maintenance of CRF and NCFR and submission of accounts to Government of India.
- (viii) Holding of periodical meeting of steering Committee and State Level Relief Committee.
- (ix) Fixation and revision of norms from time to time for items charitable to CRF.
- (x) Operation of Control Room during the period of natural calamity.
- (xi) Issue of instructions and guide-lines to district Administration for rendering relief to victims of natural calamity.
- (xii) Holding of periodical meetings of State Managing Committee for Administration of Special Fund for Re-construction and Rehabilitation of Ex-serviceman.
- (xiii) Maintenance of Special fund and Flag Day Fund.
- (xiv) Sponsoring of Officers for undergoing short-course training on management of disaster like flood/ earthquake and drought etc. organized in different institutions inside the country and abroad.

30. RURAL DEVELOPMENT AND PANCHAYATI RAJ DEPARTMENT.

A. Rural Development.

- (i) Community Development Programme including Model Village Scheme.
- (ii) Integrated Rural Development Programmes (IPDP)
- (iii) Training of Rural Youth for Self- Employment including assistance to Rural Artisans under the scheme of Improved Tool-Kits to Rural Artisans (TRYSEM).
- (iv) Development of Women and Children in Rural Areas - all associated activities for economic upliftment of rural women and promotion of supportive social services (DWCRA).
- (v) Council for Advancement of Peoples Action and Rural Technology-all associated matters (CAPART).
- (vi) All matters relating to Rural Development Blocks including organization and involvement of the NGOs and traditional democratic institutions in development.
- (vii) Jawahar Rozgar Yojna with all its components (JRY).
- (viii) Employment Assurance Scheme including Watershed Development Projects (EAS).
- (ix) Indira Awas Yojna.
- (x) Million Wells Scheme.
- (xi) Matters relating to training of Rural Development personnel at NIRD, Hyderabad and Guwahati and other training institutions.
- (xii) Matters relating to State Institute of Rural Development.
- (xiii) Community Based Convergent Services - Integration of the programmes of various departments at the Block level or through Area Approach.
- (xiv) Central Scheme on Wastelands Development in non-forest areas through DRDAs and or NGOs.

- (xv) Ganga Kalyan Yojna.
- (xvi) Any other Block level scheme(s) for economic and social development of the people as may be introduced from time to time by the Government of India in the Ministry of Rural Development or by the State Government.

B. Panchayat Raj

- (i) Drafting of Bill and its enactment based on the constitutional provisions as well as amended provision, if any, made from time to time by the Government of India concerning the Panchayati Raj bodies.
- (ii) Drafting and finalising of various Rules viz, preparation of Voters list, conduct of election, delimitation of Panchayati Raj Constituencies and amendment thereof, if any, required from time to time.
- * (iii) All matters relating to State Election Commission and Finance Commission for Panchayati Raj.
- (iv) Grants-in-aid to Panchayati Raj Institutions as per recommendation of the Finance Commission.
- (v) All action for conduct of election of Panchayati Raj bodies.
- (vi) Audit of Panchayati Raj Institution/Fund through the local audit as well as by the AG audit.
- (vii) Inspection of Panchayati Raj Institutions.
- (viii) Delimitation of boundaries of Zilla Parishad, Anchal Samitees and on Panchayats.
- (ix) Implementation of Rural Development Schemes through the Panchayati Raj Bodies.

* Substituted by the 24th Amendment Rule, 2007 vide Notification No. GA(A)-25/98 Vol-I dated 23rd February, 2007.

31. **RURAL WORKS DEPARTMENT**

A. Rural Link Road

- (i) Construction of rural (village) link roads including formation cutting, WBM black topping etc.
- (ii) Construction of porter/mule track, C.C. pavements and C.C. steps in rural areas etc.
- (iii) Construction of suspension bridges, RCC bridges, culvert, timber bridges, C.C. drains etc.
- (iv) Acquisition, use and maintenance of T and P's and machineries like bulldozer, road roller, excavator etc.
- (v) Maintenance of all above mentioned works.

B. Soil and Water Conservation

- (i) All sorts of land development activities.
- (ii) All sorts of land protection activities for protecting agricultural and village lands by adopting suitable engineering measures and other vegetative measures, in the hill slopes as well as in plain areas.
- (iii) Plantation works along the RLRs and regeneration of forests in construction areas of the department.
- (iv) Acquisition and deployment on subsidised hiring rate of power driven machineries, like tractor, dozers, power tillers, pumping sets etc., for agricultural and allied purposes, and for departmental use when idle.
- (v) All sorts of Soil survey works and testing of soil and waters sample etc. preparation and publication of demographic datas and information.
- (vi) Training programme for field level departmental functionaries as well as farmers/villagers.
- (vii) Various types of activities under State Land Use Board.
- (viii) Maintenance of all assets of above mentioned works.

C. Rural Housing

- (i) Providing construction assistance to economically weaker section of S/T people of the state by way of distribution of C.G.I sheets for covering a portion of the roof free of cost.
- (ii) Construction and maintenance of staging huts.

D. Building

- (i) Construction of residential and non residential buildings for own department.
- (ii) Construction of residential and non-residential buildings of other sister department including district establishment.
- (iii) Maintenance of building.

E. Other Activities

- (i) Deposit work
- (ii) Untied fund
- (iii) MPLAD Fund.
- (iv) NE Fund.
- (v) Voluntary Organization.
- (vi) Any other fund from any resources.
- (vii) Any other specialized works of district administration of other departments in rural areas of Arunachal Pradesh.

32. SOCIAL WELFARE, WOMEN AND CHILD DEVELOPMENT DEPARTMENT

- (i) Integrated Child Development Services Schemes (ICDS).
- (ii) Special Nutrition programme (SNP).
- (iii) Mahila Samridhi Yojana (MSY).
- (iv) National Adolescent Girl Schemes.

- (v) Social Security Measures.
- (vi) State Social Welfare Advisory Board.
- (vii) Social Education.
- (viii) Social Welfare Policy.
- (ix) Assistance to Voluntary Welfare Organisations.
- (x) Juvenile delinquency and their care programme.
- (xi) Welfare of Old and Infirm persons/grants of old age pension.
- (xii) Welfare and Rehabilitation of mentally retarded children.
- (xiii) Child Welfare/Women Welfare.
- (xiv) Welfare and rehabilitation of physically handicapped, blind and deaf and dumb children.
- (xv) All matters relating to Social Welfare Board.
- (xvi) Schemes relating to Tribal development.
- (xvii) Welfare of SC/ST and Minorities.
- (xviii) National Social Assistance programme (NSAP).
- (xix) Indira Mahila Yojana (IMY).
- (xx) Creche programme.
- (xxi) Establishment and running of the Homes for Handicapped.
- (xxii) Minority Commission.
- (xxiii) Matter relating to Minorities.
- (xxiv) Construction of Women and Child Development Training Centre at Itanagar.
- (xxv) Maintenance of Mahila Mandal in ICDS cover project.
- (xxvi) Short Stay Home.
- (xxvii) Freedom fighters.

***33. INFORMATION TECHNOLOGY AND SCIENCE AND TECHNOLOGY**

- (i) All matters related to Information Technology development in the State.
- (ii) All matters related to Scientific and technical development in the State.
- (iii) All matters pertaining to State Council for Science and Technology.
- (iv) All matters pertaining to State Remote Sensing Application Centre.
- (v) State Land Use Board.

34. TEXTILE AND HANDICRAFTS DEPARTMENT

- (i) Cottage Industries
- (ii) Khadi and Village industries.
- (iii) Handlooms and Handicrafts.
- (iv) Matter relating to craft centers and emporiums.
- (v) Matter relating to sericulture development including scheme/projects sponsored under this sector by NEC central silk board.
- (vi) Marketing, Exhibition and craft mela.
- (vii) All matter relating to formation of handloom and handicrafts development corporation/board.
- (viii) All matter relating to Research and Design Centre, Doimukh.
- (ix) All matter relating to Registration of handloom and handicrafts Co-operative Societies in Arunachal Pradesh.

* Substituted by the Ninth Amendment Rules, 2000 vide Notification No. GA(A)-40/98 dated 11th December, 2000.

- (x) All matter relating to implementation of handloom development centre/quality dyeing units and other central sponsored scheme under Development Commissioner (Handloom) and Development Commissioner (Handicraft), Government of India.
- (xi) All matters relating to Rural Industries Centre.

35. TOURISM DEPARTMENT

- (i) All matters relating to development of Tourism.
- (ii) Professional Training like hotel management courses, Tourism and travel management professional training courses inside outside.
- (iii) Development of tourism infrastructural facilities like Tourist Lodges, Tourist Huts, Cafetria, Motels, Inns, Dhavas, View points, Hawa ghars lakes, ropeways etc.
- (iv) Facilitation to investment in tourism sector.
- * (v) Development of adventure tourism such as trekking, river rafting, para sailing, ballooning, angling and wild life tourism.

36. TRADE AND COMMERCE DEPARTMENT

- (i) Issue of Trading Licence.
- (ii) Facilitation to border trade and foreign trade.
- (iii) Development and expansion of export production particularly of plantation crops, orchids and flowers, handloom and handicraft.
- (iv) Creation of infrastructure for export commodities including export processing zones.
- * (v) Omitted.

* Omitted by the 20th Amendment Rules, 2004 vide Notification No. GA(A)-25/98 dated 1st December, 2004.

37. TRANSPORT AND CIVIL AVIATION

- (i) Arunachal Pradesh Motor Vehicles Act, 1988 and Arunachal Pradesh Rules 1991 (Regulations).
- (ii) Matter pertaining to Directorate of Transport.
- (iii) Matter pertaining to State Transport.
- (iv) Maintenance and procurement of transport vehicles of Secretariat pool.
- (v) Matter relating to Motor Vehicle workshop.
- (vi) Allotment of Cars and Scooters.
- (vii) Matter relating to condemnation of Vehicles.
- (viii) Matters relating to Regional Transport Authority.
- (ix) Permits and fixation of fares.
- (x) Matters relating to State Transport Authority.
- (xi) Matter relating to licences/taxation of vehicles.
- (xii) Matter relating to purchase, replacement maintenance repairs and POL expenditure of vehicles in respect of Council of Ministries and Secretariat Administration.
- *(xiii) Omitted.
- (xiv) All matter relating to Inland Water Transport.
- (xv) Booking and Reservation of Railway tickets and construction of Railway lines and correspondence thereof.
- (xvi) Courier services and communication flights.
- (xvii) Carriage of passengers and good by air in the state
- (xviii) Policy on setting up of helipads, airports, air landing grounds etc.
- (xix) Agricultural aviation.

* Omitted by the 21st Amendment Rules, 2005 vide Notification No. GA(A)-40/98 (Pt.) dated 14th April, 2005.

38. URBAN DEVELOPMENT, MUNICIPAL ADMINISTRATION AND GOVERNMENT ESTATES

- (i) Matter relating to selection of sites for various Government offices/institution within the town.
- (ii) Matter relating to Town and Country Planning.
- (iii) Schemes and activities related to Urban Basic Services for poor (U.B.S.P).
- (iv) Scheme of Nehru Rozgar Yojana (NRY).
 - (a) Urban Micro Enterprise and Training .
 - (b) Urban Wage Employment.
 - (c) Urban Housing and Shelter Upgradation.
- (v) Prime Minister's Integrated Urban Poverty Eradication Programme (PMIUPEP).
- (vi) Schemes and activities related to Urban Development for estimating/execution etc.
- (vii) Integrated small town development schemes.
- (viii) Housing Shelter for low income groups.
- (ix) Matters relating to administration of municipal laws and by laws.
- (x) Urban Sanitation.
- (xi) Matter relating to information and elections of Municipal Boards, Municipal Committee, Town Area committee and other forms of municipalities for town and urban areas.
- (xii) Dissolution and supersession of Municipal committee and Boards and appointment of administrators/ Executive Committees/Boards.
- (xiii) Matter to Municipal Acts and Rules.
- (xiv) Matter relating to 74th Constitutional Amendment Act.
- (xv) Matters relating to financial resources of the Municipalities and Town Area Committee/Boards

- (xvi) Matters relating to interpretation of Municipal Acts and rules. Supervision and Administration with regard to enforcement of such Acts and Rules and all Municipal functions/duties.
- (xvii) Control and maintenance of public streets, municipal roads.
- (xviii) Lighting and watering on public streets.
- (xix) Clearing of public streets, places, sewers.
- (xx) Regulation of offensive, dangerous and obnoxious trades calling or practices.
- (xxi) Removing obstructions and projections in public streets, bridges and other public places.
- (xxii) Naming of streets and sectors.
- (xxiii) Planting and maintenance of road side and other trees.
- (xxiv) All matter relating to public health and sanitation under Municipal administration.
- (xxv) Augmentation of financial resources of Municipal Boards and Town Committees.
- (xxvi) District Urban Development Agencies and State Urban Development Authority.
- (xxvii) Allotment and management of government estates in the capital town.

39. YOUTH AFFAIRS AND SPORTS DEPARTMENT

- (i) Financial provision for implementation of youth parliament schemes.
- (ii) Nehru Yuvak Kendras and Bal Kendras.
- (iii) Construction of playgrounds/sports complex.
- (iv) State Sports Council.
- (v) District Sports Association and other sports Associations.
- (vi) Rural Sports.
- (vii) Expedition/Adventure Programmes for youth.

- (viii) Sports Schools.
 - (ix) Participation of State team/individual in regional/national/international sports, games and youth activities programmes.
 - (x) All scheme of sports and youth activities not covered by Department of Education.
 - * (xi) Establishment matters relating to Coaches.
 - ** {
 - (xii) All matters relating to school sports except NSS, NCC, ACC and Scouts/Guides.
 - (xiii) Matters relating to All India Civil Services Tournament.
- ***40. General Administration Department**
- (i) Budget in respect of Grant No.-3-Council of Ministers.
 - (ii) Discretionary Grants of Council of Ministers.
 - (iii) Payment of Entertainment, Hospitality Expenses, Telephone, Telegram, Electricity and water Charges, News Papers Bill etc. in respect of council of Ministers.
 - (iv) Payment of Excess Air baggage bills in respect of of Council of Ministers.
 - ****(v) Omitted
 - (vi) Payment of bills in connection with presentation to VIP/VVIP out of Council of Ministers fund.
 - (vii) Tour abroad of Chief Ministers and Ministers.
 - (viii) Matters relating to post and Telegraphs Department and Telecommunications.

* Substituted by the 22nd Amendment Rules, 2005 vide Notification No. GA(A)-25/98 dated 25th November, 2005.

** Added by the 6th Amendment Rules, 2000 vide Notification No. GA(A)-25/98 dated 19th February, 2000.

*** Included by the 2nd Amendment Rules, 1999 vide Notification No. GA(A)-40/98 dated 21st June, 1999.

**** Omitted by the 27th Amendment Rules, 2008 vide Notification No. GA(A)-25/98 Vol-I dated 7th November, 2008.

- (ix) Matters relating to installation of Telephones in respect of Secretariat Officers as well as Council of Ministers.
- (x) Payment of bills on Telephone, Telegram, Electric Charges, WT, News Papers, News Scan of the Offices and Officers of the Secretariat.
- (xi) Budget in respect of Grant No. 10 Other General Social, Community Services.
- (xii) All correspondence relating to the Secretariat Building at Shillong.
- (xiii) Matters relating to Celebrations of Republic Day, Independence Day, Statehood Day and other National important Days and issue of instructions thereof.
- (xiv) Annual Administration Report.
- (xv) Rules of Executive business.
- (xvi) Allocation of Business Rules and creation of New Departments.
- (xvii) Miscellaneous matters which are not allotted to any other Departments.
- (xviii) Establishment matter of Resident Commissioner, New Delhi.

***41. Secretariat Administration Department**

- (A) (i) All service matters relating to Secretariat Ministerial staff, Stenographers, and other categories of non-Gazetted posts.
- (ii) Establishment matters of Group B posts of the Secretariat.
- (iii) Establishment matters of Group D staff of the Arunachal Pradesh Secretariat.

* Added by the 2nd Amendment Rules, 1999 vide Notification No. GA(A)-40/98 dated 21st June, 1999.

- (iv) Custody and maintenance of confidential dossiers of Non-Gazetted official of Secretariat.
- (v) Pension cases of all staff dealt with SAD.
- (vi) Departmental Enquires/DPCs.
- (vii) Maintenance of old record.
- (viii) Identity cards.
- (ix) Central issue/Pouch/Courier arrangements.
- B. (i) Office Accommodation for Secretariat Departments.
- (ii) Maintenance of Secretariat Building & Premises.
- (iii) All matters relating to procurement of Stationery, office equipments for Secretariat.
- (iv) Arrangements for holding Conference in the Secretariat.
- (v) All matters relating to Secretariat Staff Canteen.
- C. (i) Preparation of Pay and Allowances and other bills in respect of officers and staff of the Secretariat including Ministers.
- (ii) Disbursement of Pay and Allowances etc.
- (iii) Maintenance of all records connected with bills, cash-books etc.
- (iv) Preparation of budget in respect of Secretariat.
- (v) Reconciliation of Accounts in respect of SAD.
- (vi) Maintenance of GPF account of Group D staff and pass book etc. for other categories.
- (vii) Service postage stamps.
- (viii) Audit objections.
- (ix) Control of expenditure.
- (x) Matters relating to PAC pertaining to Secretariat establishment.
- (xi) Matters relating to Insurance Schemes/Salary Saving Schemes etc.

***42. EXCISE AND NARCOTICS DEPARTMENT**

- (i) Arunachal Pradesh Excise Act, 1993 and Rules made thereunder.
- (ii) All matters relating to Narcotics.
- (iii) The societies Registration (Extension to Arunachal Pradesh) Act, 1978.

** $\left. \begin{array}{l} \text{(iv)} \\ \text{(v)} \\ \text{(vi)} \end{array} \right\}$ Omitted.

* Substituted by the 14th Amendment Rules, 2002 vide Notification No. GA-40/98 dated 13th June, 2002.

** Omitted by the 10th Amendment Rules, 2000 vide Notification No. GA(A)-25/98 dated 15th December, 2000.

S. K. Agnihotri,
Chief Secretary to the
Government of Arunachal Pradesh,
Itanagar.

APPENDIX - 2
(Vide Para 8(1) (c))

**ARUNACHAL PRADESH RULES OF
EXECUTIVE BUSINESS, 1987**

The 9th April 1987

No. GA-10/87.- In exercise of the powers conferred by Clauses (2) and (3) of Article 166 of the Constitution of India and in supersession of all the previous rules and orders issued on the subject, the Governor of Arunachal Pradesh is pleased to make the following rules, namely :-

1. These Rules may be called the Arunachal Pradesh Rules of Executive Business, 1987.
2. In these Rules unless the context otherwise requires :
 - (a) "Article" means an Article of the Constitution of India;
 - (b) "Cabinet" means the committee of the Council consisting of the Ministers as appointed as such by the Governor;
 - (c) "Chief Minister" means Minister appointed as such by the Governor under Article 164 (1) of the Constitution;
 - (d) "Chief Secretary" means the Chief Secretary to the Government of Arunachal Pradesh;
 - (e) "Constitution" means the Constitution of India;
 - (f) "Council" means the Council of Ministers constituted under Article 163 of the Constitution;
 - (g) "Department" means the department of the Government of Arunachal Pradesh as specified in the Government of Arunachal Pradesh (Allocation) Rules, 1975 (as notified from time to time).

- (h) "Government" means the Government of Arunachal Pradesh;
 - (i) Governor means the Governor of the state of Arunachal Pradesh;
 - (j) "Minister" means a Minister appointed as such by the Governor and includes a Minister of State and Deputy Minister ;
 - (k) "Secretary" means a Secretary to the Government of Arunachal Pradesh and includes Chief Secretary, Additional Chief Secretary, Special Secretary, Joint Secretary, Deputy Secretary and a Under Secretary; and
 - (l) "Schedule" means the schedule appended to these Rules.
3. The Arunachal Pradesh Interpretation and General Clauses Act, 1982 applies for the interpretation of these Rules as it applies for the interpretation of a local Act.

PART - I

A. ALLOCATION AND DISPOSAL OF BUSINESS

4. The business of the Government shall be transacted in its different departments. Allocation of subjects among the departments shall continue to be as set out in the Government of Arunachal Pradesh (Allocation) Rules, 1975 (as notified from time to time) until new Rules are prescribed.
5. The Governor shall, on the advice of the Chief Minister allot among the Ministers the business of the Government by assigning one or more departments to the charge of a Minister ;
- Provided that nothing in this Rule shall prevent the assigning of one department to the charge of more than one Minister.
6. Each department of the Secretariat shall consist of the Secretary to the Government who shall be the head of that department and of such other government servant as the State Government may determine ;

Provided that :

- (i) more than one department may be placed in charge of the same Secretary;
 - (ii) The work of a department may be divided between two or more Secretaries.
7. The Council shall be collectively responsible for all executive orders issued in the name of the Governor in accordance with these rules whether such orders are authorized by an individual Minister on a matter pertaining to his portfolio as the result of discussion at a meeting of the Council or of the Cabinet or otherwise.
8. Subject to the orders of the Chief Minister under Rule 14, all cases referred to in the Schedule to these rules shall be brought before the Cabinet in accordance with the provisions of the rules contained in Part-II.
9. Without prejudice to the provisions of Rule 7, the Minister in charge of a department shall be primarily responsible for the disposal of the business appertaining to that department.
10. (1) No department shall without previous consultation with the Finance Department authorize any orders (other than orders issued under an Act or Rules made thereunder, or pursuant to any general or specific delegation made by the Finance Department) which :-
- (a) either immediately or by their repercussion will affect the finance of the State or which in particular -
 - (i) Involve any grant of land or assessment of revenue or concession, grant, lease or licence of mineral or forest right or right to water, power or any easement or privilege in respect of such concession;
 - (ii) In any way involve any relinquishment of revenue; or
 - (b) relate to the number or grading of cadre or posts or the emoluments or other conditions of service of cadre or posts ;

- (c) involve the addition of a post in the public service or the variation of emoluments of any post;
 - (d) involve the sanction of an allowance or special or personal pay for any post or class of posts or to any employee of the Government of the State ;
 - (e) involve an expenditure for which no provision has been made in the Appropriation Act or which is in excess of the provision made in the Act.
- (2) No proposal which requires the previous consultation with the Finance Department under these rules, but in which the Finance Department has not concurred, may be proceeded with unless a decision to that effect has been taken by the Cabinet.
 - (3) No re-appropriation shall be made by any department other than the Finance Department except in accordance with such general delegation as the Finance department may have made.
 - (4) Except to the extent that power may have been delegated to the department under rules approved by the Finance Department, every order of an administrative department conveying a sanction to be enforced in audit shall be communicated to the audit authorities by the administrative department with endorsement on the order that the order is issued with the concurrence of the Finance department.
 - (5) Nothing in this rule shall be construed as authorizing any department including the Finance Department to make re-appropriation from one grant specified in the Appropriation Act to another such grant or from a charged Appropriation to a votable Appropriation.
11. All orders or instruments made or executed by or on behalf of the Government shall be expressed to be made or executed in the name of the Governor of Arunachal Pradesh.

12. Every order or instrument of the Government shall be expressed to be made in the name of the Governor and shall be signed by any of the officers namely, Chief Secretary, Additional Chief Secretary, Special Secretary, Secretary, Joint Secretary, Deputy Secretary, Under Secretary of the Government of Arunachal Pradesh or such other officer as may be specifically empowered by the Governor in that behalf.

PART - II
PROCEDURE OF THE CABINET

13. The Chief Secretary shall be the Secretary to the Cabinet and another officer shall be designated to be the Joint Secretary to the Cabinet. In the absence of both the Chief Secretary and the Joint Secretary to the Cabinet the Chief Minister may appoint for this purpose any other Secretary to function as the Secretary to the Cabinet.
14. All cases referred to as in the schedule shall, after consideration by the Minister be sent to the Secretary with a view to obtaining orders of the Chief Minister for circulation of the case under Rule 16 or for bringing it for consideration at a meeting of the Cabinet.
15. The cases referred to in the schedule shall be brought before the Cabinet by the direction of the :
 - (i) Chief Minister, or
 - (ii) Minister in charge of the case with the consent of the Chief Minister , or
 - (iii) Governor under Article 167 (C):

Provided that no case in regard to which Finance Department is required to be consulted under Rule 10, shall, in an emergency under the direction of the Chief Minister, be discussed by the Cabinet unless the Finance Minister is ready for its consideration.

16. (1) The Chief Minister may direct that any case referred to in the schedule may, instead of being brought up for discussion at a meeting of the Cabinet, be circulated to the Ministers for opinion and if all the Ministers are unanimous and the Chief Minister thinks that a discussion at a meeting of the Cabinet is unnecessary, the case shall be decided without such discussion. If the Ministers are not unanimous or if the Chief Minister thinks that a discussion at a meeting is necessary, the case shall be discussed at a meeting of the Cabinet.
 - (2) If it is decided to circulate for opinion any case to the Ministers, copies of all papers relating to such case which are circulated among the Ministers shall simultaneously be sent to the Governor.
17. (1) In cases which are circulated for opinion under Rule-16, the Chief Minister may direct if the matters be urgent that if any Minister fails to communicate his opinion to the Secretary to the Cabinet by a date to be specified by him in the memorandum for circulation, it shall be assumed that he has accepted the recommendations contained therein.
 - (2) If the Ministers have accepted the recommendation contained in the memorandum for circulation or the date by which they were required to communicate their opinion has expired, the Secretary to the Cabinet shall submit the case to the Chief Minister. If the Chief Minister accepts the recommendation and if he has no observation to make, he shall return the case to the Secretary to the Cabinet, who will communicate the same to the Secretary concerned who will thereafter take steps to issue necessary orders.
18. When it has been decided to bring a case before the Cabinet, the department to which the case pertains shall, unless the

Chief Minister otherwise directs, prepare a memorandum indicating with sufficient precision the salient facts of the case and the points for decision. Such memorandum and such other papers as are necessary to enable the case to be disposed of shall be circulated to the Ministers. Copies of the memorandum and other papers shall at the same time be sent to the Governor.

19. In cases which concerned more Minister than one, the Ministers shall attempt by previous discussion to arrive at an agreement. If an agreement is reached, the memorandum referred to in Rules 17 and 18 shall contain the joint recommendations of the Ministers and if no agreement is reached, the memorandum shall state the points of difference and the recommendation of each of the Ministers concerned.
20. (1) The Cabinet shall meet at such place and time as the Chief Minister may direct.
 - (2) After an agenda paper showing the cases to be discussed at a meeting of the Cabinet has been approved by the Chief Minister, copies thereof together with copies of such memoranda as have not been circulated, shall be sent by the Secretary to the Cabinet to the Chief Minister and other Ministers so as to reach them two clear days before the date of such meeting. The Chief Minister may, in the case of emergency, curtail the said period of two days. Copies of the agenda and the memoranda shall at the same time be sent to the Governor.
 - (3) Except with the permission of the Chief Minister, no case shall be placed on the agenda of a meeting unless papers relating thereto have been circulated as required by rules.
 - (4) If any Minister is on tour, the agenda paper shall be forward to the Secretary in the department concerned

who, if he considers that the discussion of any case should await the return of the Minister, may request the Secretary to the Cabinet to take the order of the Chief Minister for postponement of the discussion of the case until the return of the Minister.

- (5) The Chief Minister or, in his absence, any other Minister nominated by him shall preside over a meeting of the Cabinet.
 - (6) The Secretary to the Cabinet shall attend the meeting of the Cabinet and shall prepare a record of the decisions. He shall forward a copy of such a record after approval by the Chief Minister or by any other Minister presiding over the meeting to the Chief Minister, the other Cabinet Ministers and the Governor.
21. (1) When a case has been decided by the Cabinet after discussion at a meeting, the Minister concerned shall take action to give effect to the decision. If, however, any deviation is proposed to be made from that decision, the case shall be submitted to the Chief Minister by the Minister concerned and the Chief Minister shall direct that the case be brought before the Cabinet for reconsideration, save in an emergent situation where further action on it will be taken according to such direction as the Chief Minister may deem fit to make. The Secretary of the department concerned will in each such case, cause to be supplied to the Secretary to the Cabinet such documents as the latter may require to enable him to maintain the record of the case.
- (2) The record of the case to be maintained by the Secretary to the Cabinet shall consist of copies of all papers circulated and records prepared under the aforesaid rules and sub-rule (1) of this rule.

PART - III
DEPARTMENTAL DISPOSAL OF BUSINESS
A - GENERAL

22. Except as otherwise provided by any other rules, cases shall ordinarily be disposed of by or under the authority of the Minister incharge of the department who may, by means of standing orders, give such directions as he thinks fit for the disposal of cases in the department. Copies of such standing orders shall be sent to the Governor and the Chief Minister.
23. Whenever any other department is consulted, such reference shall be accompanied by the statement of facts of the case and the point or points on which the comments of the department is desired.
24. (1) A Secretary shall consult other departments where such consultation is required under the rules.
- (2) If such a matter is placed before the Minister, the views of the departments consulted shall be brought specifically to the notice of the Minister.
- (3) In a case where the Secretary has taken the orders of his Minister before consulting the other departments, the advice of the other departments shall be brought to the notice of the Minister before finalization of the orders if the advice is not in conformity with the orders of the Minister
25. When the subject of a case concerns neither more than one department nor order shall be issued nor shall the case be laid before the Cabinet until it has been considered by all the departments concerned unless the case is one of extreme urgency.
26. If the departments concerned are not in agreement regarding the case dealt with under Rule 25, the Minister in charge of the department may, if he wishes to proceed with the case, direct that the case be submitted to the Chief Minister for orders for laying the case before the Cabinet.

27. (1) A Secretary may ask to see the papers in any other department, with the concurrence of the Secretary of that department, if these are required for the disposal of a case in his department.
- (2) A Minister may, through the Minister concerned, send for any paper from any department for his information, if he is of opinion that those papers may have relevance to any subjects under his charge.
- (3) No paper under disposal shall be sent to any Minister until it had been seen by the Minister in charge of the department to which it pertains.
- (4) The Chief Secretary may on the orders of the Chief Minister or of any Minister or of his own motion ask to see papers relating to any case in any department and any such request by him shall be complied with by the Secretary of the department concerned.
- (5) The Chief Secretary may, after examination of the case, submit it for orders of the Minister in charge or of the Chief Minister through the Minister in charge.
28. (1) The Chief Minister may call for records of any case relating to any department.
- (2) The Chief Minister may, in consultation with the Minister in charge of the department, pass such orders in any case as he considers necessary or may direct that the matter shall be placed before the Cabinet.
- (3) The Chief Minister may pass orders in a case relating to any department when the case is referred to him by the Minister in charge of the department.
- (4) The Chief Minister, in the absence of the Minister in charge of the department may in a matter of urgent public importance relating to any department, pass such orders as he considers necessary or expedient.

29. If a question arises as to the department to which a case pertains the matter shall be referred for the decision of the Chief Secretary who will, if necessary, obtain the orders of the Chief Minister.
30. All communications received from the Government of India (including those from the Prime Minister and other Ministers of the Union) other than those of routine or unimportant character, shall, as soon as possible after receipt be submitted by the Secretary of the department to the Minister in charge and to the Chief Minister and the Governor for information.
31. Any matter likely to bring the State Government into controversy with the Government of India or with any other State Government or the neighbouring countries shall as soon as possible of such a controversy is seen, be brought to the notice of the Minister in charge, the Chief Minister and the Governor.
32. The following classes of cases shall be submitted to the Chief Minister before the issue of orders :-
 - (a) Proposal for the grant of pardon, reprieve, respite or remission of punishment or for the suspension, remission or commutation of a sentence;
 - (b) Cases raising questions of major policy and cases of administrative importance;
 - (c) Cases which affect or are likely to affect the peace and tranquility of the State;
 - (d) Proposals for awarding punishment or dismissal or removal or compulsory retirement from service invoking the provisions of Art.311 (2) (c) of the Constitution;
 - (e) Important cases which affect or are likely to affect the interest of Schedule Castes, Schedule Tribes and any other Backward Classes;

- (f) Cases which affect the relations of the State Government with the Government of India and the Supreme Court or the High Court;
 - (g) Constitution of an Advisory Board under Art.22(4)(a) for the detention of Persons without trial;
 - (h) Proposals for the appointment and posting of the officers of all Group 'A' and equivalent including the non officials treated at par with Group-'A' Officers and proposals for award of any penalties for such Officers;
 - (i) Any communication from the Election Commission, specially with reference to its requirements as to staff and action proposed to be taken thereon;
 - (j) Any proposal for institution or withdrawal of a prosecution by Government against the advice tendered by the Law Department;
 - (k) Any departure from these rules which comes to the notice of the Chief Secretary or the Secretary of any Department;
 - (l) Cases pertaining to the Governor's personal establishment and Raj Bhavan matters;
 - (m) Proposal for the appointment of Chairman and Members of the State Public Service Commission;
 - (n) Cases relating to any dispute regarding the payment of a share of royalty accruing from mines and minerals;
 - (o) Appointment, resignation and removal of the Advocate General.
33. The following classes of cases shall be submitted by the Secretary of the department concerned, with the approval of his Minister and the Chief Minister to the Governor before the issue of orders :
- (a) Proposal for pardon or commutation of capital sentences;
 - (b) Proposal for the appointment of Chairman and Members of the State Public Service Commission;

- (c) Cases relating to any dispute regarding the payment of a share of royalty accruing from mines and minerals;
- (d) Cases relating to the application of Acts of Parliament or of the State Legislature;
- (e) Any departure from these rules which comes to the notice of the Chief Secretary or the Secretary of any department;
- (f) Cases pertaining to the Governor's personal establishment and Raj Bhavan matters;
- (g) Cases of administrative importance as the Chief Minister might consider necessary;
- (h) Appointment and resignation of the Chief Minister and other Ministers of the State;
- (i) Governor's address and message to the Legislative Assembly;
- (j) Bills passed by the Legislative Assembly for the Governor's assent;
- (k) Promulgation and withdrawals of ordinances;
- (l) Cases which affect or are likely to affect the peace and tranquility of the State;
- (m) Cases which affect or are likely to affect the interest of Scheduled Castes, Scheduled Tribes and Back-ward Classes;
- (n) Cases which affect the relation of the State Government with the Government of India, any other State Government, neighboring countries, the Supreme Court or the High Court;
- (o) Appointment, resignation and removal of the Advocate General;

- (p) Summoning, prorogation or dissolution of the State Assembly;
- (q) Disqualification of members of the State Assembly.

B. CHIEF SECRETARY AND SECRETARIES

- 34. (1) The Chief Secretary shall be kept apprised of all important decision by various departments and his guidance shall be sought in all important issues of policy.
 - (2) The Chief Secretary is the head of the administrative machinery and his mediation shall be sought as far as practicable in cases which involve participation of many departments or where there is difference of opinion between Secretaries.
 - (3) All memorials presented by Government servants to the Governor shall be sent with the comments of the administrative department to the Chief Secretary, who will submit them for orders of the Governor through the Chief Minister.
35. The Secretary of the department concerned is in each case responsible for the proper transaction of business and the careful observance of these rules and when he considers that there has been any material departure from them he shall personally bring the matter to the notice of the Chief Secretary and the Minister in charge. In case of difference of opinion with the Secretary, the Minister in charge shall refer the case to the Chief Minister for directions, after obtaining views of the Chief Secretary.

C. FINANCE DEPARTMENT

36. The Finance Department shall be consulted before the issue of orders upon all proposals which affect the finances of the State and in particular :-
- (a) Proposals to add any post or abolish any post from the public service or to vary the emoluments of any post ;

- (b) Proposals to sanction an allowance or special or personal pay for any post or class of posts or to any Government servant.
 - (c) Proposals involving abandonment of revenue or involving expenditure for which no provision has been made in the Appropriation Act.
37. The views of the Finance Department shall be brought on the permanent record of the department to which the case pertains and shall form part of the case.
38. (1) The Finance Minister may call for any papers in a case in which any of the matters referred to in rules 10 and 36 are involved and the department to whom the request is addressed shall supply the papers.
- (2) On receipt of papers called for under sub-rule (1), the Finance Minister may require the department to submit the papers to the Council along with his comments.
- (3) The Finance department may make rules to govern financial procedure in general in all departments and transactions of other departments with the finance department.

D. LAW DEPARTMENT

39. Except as hereinafter provided the Law Department is not, in respect of legislation, an originating or initiating department and its proper function is to put into technical shape the project of legislation of which the policy has been approved and every proposal to initiate legislation shall be considered in, and if necessary transferred to, the department to which the subject matter of the legislation related and the necessity for legislation and all matters of substance to be embodied in the Bill shall be discussed and, subject to Rule 8, settled in such department.
40. Proposals to initiate legislation shall be treated as a case and shall be disposed of accordingly :

Provided that the case shall not be submitted to the Chief Minister until the department concerned has consulted the Law Department as to :-

- (i) the need for the proposed legislation from a legal point of view;
 - (ii) the competence of the State Legislature to enact the measure proposed;
 - (iii) the requirements of the Constitution as to obtaining the previous sanction of the President of India thereto; and
 - (iv) the consistency of the proposed measures with the provisions of the Constitution and in particular those relating to the Fundamental Rights.
41. If legislation is decided upon by the Minister in charge, the department will, if the legislation involves expenditure from the Consolidated Fund of the State, prepare in consultation with the Finance Department a financial memorandum. The papers shall then be sent to the law Department requesting to draft the Bill accordingly.
 42. The Law Department shall thereafter prepare a Draft Bill and return the case to the department concerned.
 43. The administrative department will obtain the opinion of such offices and bodies as it deems necessary on the Draft Bill and submit the opinion received with a copy of the Draft Bill to the Minister in charge.
 44. If the Draft Bill is approved by the Minister in charge, it shall be circulated to the other Ministers and a copy supplied to the Governor and unless the Chief Minister directs otherwise the draft shall be brought before a meeting of the Council.
 45. If it is decided to proceed with the Bill, with or without amendments, the originating department shall send the case to the Law Department requesting it to prepare a final draft of the Bill.

46. The Law Department shall then finalise the draft and send a Draft Bill to the originating department indicating at the same time the sanctions, if any, required for the Bill. If any provisions in the Bill involving expenditure from the Consolidated Fund of the State are modified in the finalised draft, the department shall send the finalised draft bill to the Finance Department for revising, if necessary the financial memorandum.
47. The originating department will then transfer the final Draft Bill to the Law Department with the instructions of Government thereon, including instructions as to its introduction in the Legislative Assembly and with copies of such papers underlying the Bill as should be communicated to the Legislative Assembly. After such transfer the Bill shall be deemed to pertain to the Law Department.
48. Notwithstanding anything contained in Rule 40 measures designed solely to codify and consolidate existing enactments and legislations of a formal character such as repealing and amending Bills may be initiated in the Law Department ;

Provided that the Law Department shall send a copy of the Draft bill to the department which is concerned with the subject matter for consideration as an administrative measure and the department to which it is sent shall forthwith make such enquiries as it thinks fit and shall send to the law Department its opinion thereon together with a copy of every communication received by them on the subject.

49. (1) Whenever a private Member of the State Legislature gives notice of this intention to move for leave to introduce a Bill, the Law Department shall forthwith send a copy of Bill and the statement of objects and Reasons for information to the Chief Minister and to the department to which the case pertains.
- (2) The Bill shall be dealt with as a case by the Department in the first instance, where it shall be considered in its technical aspects, such as need for previous sanction of

the President of India and the competence of the State Legislature to enact the measure and then forward with its opinion to the department to which the case pertains.

- (3) If any provisions of such Bill involved expenditure from the consolidated fund of the State, the department shall, before it is circulated, prepare in consultation with the Finance department the financial memorandum in respect of the Bill.

50. The provisions of rule 48 shall apply as far as may be to amendments of substance recommended by the Select Committee and also to all amendments, notice of which is given by Members in the State Legislature for being moved during the consideration of Bill in the Legislature.

51. (1) When a bill has been passed by the Legislative Assembly it shall be examined in the Department concerned and the Law Department shall then present to the Governor either for his assent or reservation for the consideration of the President of India whenever necessary.

- (2) Where the Governor directs that the Bill should be reserved for the consideration of the President of India or returned to the Legislature with a message, necessary action in that behalf shall be taken by the Secretary to the administrative department concerned and the Law secretary.

- (3) After obtaining the assent of the Governor or the President of India as the case may be, the Law Department shall take steps for the publication of the Bill in the Official Gazette as Act of the Legislature.

52. Whenever it is proposed in any department other than the Law department :

- (1) to issue a statutory rule, notification or order; or
 - (2) to sanction under statutory power the issue of any rule, bye-law, notification or order by a subordinate authority;
- or

- (3) to submit to the Central Government any draft statutory rule, notification or order for issue by them.

The draft shall be referred to the Law Department for opinion and for revision where necessary.

53. (1) All administrative department shall consult the Law Department on -
- (a) the construction of statutes, Acts regulations and statutory rules, orders and notification;
 - (b) any general legal principles arising out of any case; and (c) the institution or withdrawal of any prosecution at the instance of any Administrative department.
- (2) Every such reference shall be accompanied by a statement of the facts of the case and the point or points on which the advice of the Law Department is desired.

SCHEDULE
(See Rules 8 and 14)

1. Proposals for the appointment /removal of the Advocate General or for determining or varying the remuneration payable to him.
2. Proposals for the appointment of the Chief Secretary to the Government of Arunachal Pradesh.
3. Proposals for the appointment of the Chairman, Public Service Commission, Arunachal Pradesh.
4. Proposals to summon, prorogue or dissolve the legislature of the State.
5. Proposals for the making or amending rules regulating the recruitment and conditions of service of :-
 - a) Officers and servants of the High Court under Article 229, provisos to clauses (1) and (2);

- b) Persons appointed to the Public Service Commission and posts in connection with the Commission, (Provisos to Article 309).
6. Decision on questions arising as to whether the Member of a House of the Legislature of the State has become subject to any disqualification under Article 191 and any proposal to refer such questions for the opinion of the Election Commission and proposal to recover or to waive recovery of the penalty due under Article 193.
 7. The Annual Financial Statements to be laid before the Legislature and demands for supplementary, additional or excess grants.
 8. Any proposal involving any action for appointments, dismissal, removal or suspension of a member of the Public Service Commission.
 9. Proposals for making or amending regulations under Article 318 or under the proviso to clause (3) of Article 320.
 10. Report of the Public Service Commission on its work Article 323 (2) and any action proposed to be taken with reference thereto.
 11. Proposals for legislation including the issue of ordinance under Article 213 of the Constitution.
 12. Proposals for the imposition of a new tax or any change in the method of assessment or the pitch of any existing tax or land revenue or irrigation rates or for the raising of loan on the security of revenues of the State for giving of a guarantee by the Government of the State.
 13. Any proposal which affects the finances of the State which has not the consent of the Finance Minister.
 14. Any proposal for re-appropriation to which the consent of the Finance Minister is required and has been withheld.

15. Proposals involving the alienation either temporary or permanent, or of sale, grant, or lease of Government property exceeding Rs.1 lakh in value or the abandonment or reduction of revenues exceeding that amount except when such alienation, sale, grant, or lease of Government property is in accordance with the rules or with a general scheme already approved by the Cabinet.
16. Proposals involving any major policy or practice.
17. Proposals to vary or reverse a decision previously taken by the Cabinet.
18. Any proposal for the institution or withdrawal of a prosecution, suit or other court proceedings by Government against the advice tendered by the law department.
19. Proposals involving any important alteration in the conditions of service of the Members of any All India Service or the State Service or in the method of recruitment to the service or post to which appointment is made by the Governor.
20. Report of the Committees or Commissions of Inquiry appointed by the Government on its own initiative or in pursuance of a resolution passed by the legislature.
21. Proposals to act otherwise than in accordance with the advice of the Public Service Commission.
22. Proposals which adversely affect the operation of the policy laid down by the Central Government.
23. Cases required by the Chief Minister to be brought before the Cabinet.
24. The annual audit review of the finances of the State and the report of the Public Accounts Committee.

APPENDIX - 3
Receipt Register
(Vide Para - 18(2))

Consecutive No.	Date of receipt	From whom received	No. & date of Letter	Subject in brief	Initial of Assistant to whom made over	File No. of which dealt with
1	2	3	4	5	6	7

APPENDIX - 3 (A)
Register of Communications from Government of India
(Vide Para - 18(2))

Sl. No.	Letter No & Date (original reference only, interim replies and reminders to be entered into Cols. 5&6 respectively)	To whom addressed	Subject in brief	Whether reply received, if interim reply position to be recorded	Reminder No. and date 1. 2. 3.	Inspection by head of office	Remarks by secretary
1	2	3	4	5	6	7	8

**APPENDIX - 4
Typist's Diary
(Vide Para 34(ii))**

Date of receipt	Letter No.	No. of lines typed & nature of typing	Date of typing	Pending letters awaiting typing	Remarks
1	2	3	4	5	6

**APPENDIX - 5
Register of Files received
Unofficially from other Departments
(Vide Para 48)**

Consecutive No. of the register	From whom received	File No.	Title of the file	Date of the receipt	Movement of file	Date of return
1	2	3	4	5	6	7

APPENDIX - 6
Register of Files Issued
Unofficially to other Departments
(Vide Para - 48)

Consecutive No.	File No.	Brief subject	Deptt. to which sent with date	Reminders with date	Date of return
1	2	3	4	5	6

APPENDIX - 7
File Register
(Vide Para - 53)

Connected files	Date for reminders to issue	Date of opening the file with the name of Assistant	Date of recording	Movement of the main file	Movement of part files, if any		
					Part-I	Part-II	Part-III
1	2	3	4	5	6	7	8

APPENDIX - 7 (a)
FILE MOVEMENT REGISTER
(Vide Para 56)

Date	Conse- cutive No.	File No.	Subject	Linked File No.	Recorded file No.	Details of endorsement		Remarks
						To whom	Date	
1	2	3	4	5	6	7	8	9

Notes:- (1) Movement will be marked by indicating the officer, section or department to which the file has been sent with date sending below it, e.g.

DS(Home)	Secy(Home)
-----	-----
5.9.2011	25.9.2011

(2) Movements of the linked files will be marked in the space allotted in the file movement register for the file with which these are linked as illustrated below :-

File No

DS(Home)	Linked files

5.9.2011	1. F.No..... 2. F.No.....

(3) In the space allotted for each of the linked files in the file movement register, the movement will be marked as illustrated below :-

File No.-----

DS(Home)	Linked with File No.....

5.9.2011	

(4) In the space allotted in the file movement register for the file with which recorded files have been put up, the movement will be marked as illustrated below:

File No-----

DS(Home)	

5.9.2011	with recorded Files:-
	1. F.No-----
	2. F. No-----

APPENDIX - 8
Form of slip to be kept when file is taken out
(Vide Para - 54(b))

Sl. No.	File No.	Brief Subject	Purpose for which the file has been taken out	Date on which taken out	In case the file is a link file with any other file the number of that file and its heading	Signature of the Assistant
1	2	3	4	5	6	7

APPENDIX - 9
File Index
(Vide Para - 55)

Subject of file	File No.	Page number in File register	Date of recording
1	2	3	4

APPENDIX - 10
Assistant's Diary
(Vide Para - 64)

Sl. No.	Diary No. or File No.	Subject	File No.	Date of Submission
1	2	3	4	5

1. Col.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. Cols.3 & 4 need be filled in respect of diary numbers.
3. Col. 3 need show only catch words sufficient to enable the dealing hand to recall the case.
4. The date on which receipts files are received by the dealing hand should be entered the red ink across the page above the entries to be made for the day.

APPENDIX - 11
Register of Parliament Questions
[Vide Para - 87 (ii) (a)]

Sl. No.	Subject matter of Parliament question	Received from	Date of receipt	Communi-cation No.	Date of answer of question in Parliament	Date set if any, for Admn. to give reply	Movement of file relating to Parliament question	Date of final dispatch of answer by the Admn/ deptt.
1	2	3	4	5	6	7	8	9

Note: Indicate this way "CE"
1.7.85.

Which will mean referred to Chief Engineer on 1.7.85.

APPENDIX - 12
Register of Assembly Questions
[Vide Para - 87 (ii) (a)]

Sl. No.	Subject matter of Parliament question	Received from	Date of receipt	Communication No.	Date of answer of question in Parliament	Date set if any, for Admn. to give reply	Movement of file relating to Parliament question	Date of final dispatch of answer by the Admn/ deptt.
1	2	3	4	5	6	7	8	9

APPENDIX - 13
[vide para-124(1)]

REGISTER FOR KEEPING A WATCH ON THE DISPOSAL OF COMMUNICATION RECEIVED FROM MEMBERS OF PARLIAMENT/MEMBERS OF LEGISLATIVE ASSEMBLY/

(To be maintained by personal sections of Secretary/Joint Secretary/ Deputy Secretary/Under secretary)

Sl. No.	Diary No. & Date	No. and date of Communication	Name of M.P./M.L.A	To whom addressed	Brief subject	Section/Desk concerned	Remarks.
1	2	3	4	5	6	7	8

APPEDIX - 14
[vide para124 (2)(a)]
REGISTER KEEPING A WATCH ON THE DISPOSAL OF
COMMUNICATIONS RECEIVED FROM MEMBERS OF
PARLIAMENT

(To be maintained by Sections)

Name of Section.

Sl. No.	Diary No. & Date	Secretary/ JS/DS/ US Diary No.	No.& date of Comm-unication	Name of M.P./ M.L.A	To whom addressed	subject	Date of acknow-ledge-ment	File No.	Date of interim reply	Date of reply	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

APPENDIX - 15
[vide para124(4)]
PARTICULARS OF M.PS./MLAS LETTERS PENDING FOR
OVER A FORTNIGHT

SL. No.	Name of M.P.	Date of which pending	Brief subjects	Reasons for delay	Remarks of Branch Officer/ Deputy Secretary/ Joint Secretary/	Action taken on the remarks in column(6)
1	2	3	4	5	6	7

APPENDIX - 16
Issue Register
(Vide Para 129 (ii))

Date	Consecutive No. of the register	To whom addressed	Subject in brief	Where placed (office reference number)	Value of stamps affixed
1	2	3	4	5	6

APPENDIX - 17
Service postage stamps account register
(Vide Para - 136)

Date	Value of stamps in hand at the commencement of the day	Value of stamps if any received during the day	Total value of stamps in hand (Col.2 plus Col.3)	Value of stamps used during the day (vide Col. 6 of the Dispatch register for postal daks)	Balance at the close of day (Col. 4 minus Col. 5)	Signature of the section officer	Remarks
1	2	3	4	5	6	7	8
	Rs.....P.	Rs.....P.	Rs.....P.	Rs.....P.	Rs.....P.		

APPENDIX - 18
Weekly Arrear Statement
(Vide Para 158 (2))

Name of Section/Branch Departmentweekending

Sl. No.	Name of dealing hand	Number of receipts/cases				In hand			Attendance		
		B/F from Previous week	Received during the week	Total of Cols. 3 & 4	Dealt with during the week	Less than a week	Over one week	Total of Cols. 7 & 8	Regular (say yes or No)	Irregular (Indicate No. of days late attendance during the week)	Initial of Assistants
1	2	3	4	5	6	7	8	9	10	11	12

Signature of Branch officer

APPENDIX - 19
(Vide Para 158(2))

Statement showing particulars of receipt/cases in hand more than 7 days

Name of Section: -

Week ending: -

Sl. No.	Name of dealing hand	Diary No/ file No.	Date from which pending	Brief subject	Reasons for delay	Signature of dealing hand	Remarks of Section officer/branch Officer	Action taken on remarks in Col.8
1	2	3	4	5	6	7	8	9

APPENDIX - 20
(Vide Para 159 (1))

Monthly Arrear Statement

Name of Section/Branch/Department Month ending

Sl. No. of dealing hand	Name	Number of receipts/cases				In hand			Attendance		
		B/F from Previous month	Received during the month	Total of Cols. 3 & 4.	Dealt with during the month	Less than a month	Over one month	Total of Cols. 7 & 8	Regular (say yes or No)	Irregular (Indicate No. of days late attendance during the month)	Initial of dealing hand
1	2	3	4	5	6	7	8	9	10	11	12
	Total										

Signature of Branch officer

APPENDIX - 21
(Vide Para 159(1))

Statement showing particulars of receipt/cases in hand more than one month

Name of Section: _____ month ending: _____

Sl. No.	Name of Dealing hand	Diary No./ File No.	Date from which pending	Brief subject	Reasons for delay	Signature of dealing hand	Remarks of superintendent/Branch Officer	Action taken on remarks in Col. 8.
1	2	3	4	5	6	7	8	9

APPENDIX - 22
Statement showing particulars of receipt/cases pending with
Section Officer/Branch Officer/Higher Officer/
other Sections & Departments.
(Vide Para 159 (1))

With whom pending	Diary No./ File No.	Brief subject	Date from which pending	Reasons for delay	Remarks (Reminders issued may also be shown here)
1	2	3	4	5	6
1. Section Officer 2. Under Secretary/ Branch Officers. 3. Deputy Secretaries 4. Secretary 5. Other Sections/ Departments.					

APPENDIX - 23
Reminder Diary
(Vide Para 160)

To whom communication sent	Subject in brief	No. and date of communication/ File No.	Reminders due date or due date for submission	Remarks and dates of reminders actually issued.
1	2	3	4	5

- Note: - (1) First reminder to issue after one month except in fixed date cases where reminders can issue earlier depending upon the urgency of the matter.
(2) After every entry in Col. 1 to 4 enough space may be left to kept note of reminders actually issued.
(3) A common register can be maintained for each section so that the Superintendent or Branch in-charge can have an effective check on the timely issue of reminders.

**APPENDIX - 24
(Vide Para 161(1))**

Check list of outgoing periodical returns **Branch.....**

Section Officer

Gazetted Officer-in-charge

Sl. No.	Name of return	To whom due	Due date	Authority	ACTUAL DATE OF SUBMISSION											
					January	February	March	April	May	June	July	August	September	October	November	December
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

- Note: 1. The returns will be placed in different groups under Col. 2 according to their periodicity, Placing the returns with higher periodicity above those with less periodicity.
2. Col. 4 "due date" will show the date on which the returns is due e.g. in the case of a particular Annual Return due on 1st July, the entry will be 1/7.
3. Col. 5 will indicate the authority under which the return has been prescribed such as the paragraph from the Manual or relevant rule or instruction.
4. Cols. 6 to 13 will show the date under the particular month at which the return is actually submitted e.g. if the return mentioned in Note 2 is submitted on 7th July, figure 7 will be entered under Col. 12 for the month of July.

**APPENDIX - 25
(Vide Para 161)**

List of incoming periodical returns

Section Officer

Gazetted Officer-in-charge

Sl. No.	Name of return To whom due	Due date	Authority	ACTUAL DATE OF SUBMISSION												
				January	February	March	April	May	June	July	August	September	October	November	December	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

- Note: 1. The returns will be placed in different groups under Col. 2 according to their periodicity, Placing the returns with higher periodicity above those with less periodicity.
2. Col. 4 "due date" will show the date on which the returns is due e.g. in the case of a particular Annual Return due on 1st July, the entry will be 1/7.
3. Col. 5 will indicate the authority under which the return has been prescribed such as the paragraph from the Manual or relevant rule or instruction.
4. Cols. 6 to 13 will show the date under the particular month at which the return is actually submitted e.g. if the return mentioned in Note 2 is submitted on 7th July, figure 7 will be entered under Col. 12 for the month of July.

**APPENDIX - 26
CALL BOOK
(Vide para-162(1))**

Sl. No.	File number	Date of commencement of file	Subject	Reason for why no further action can be taken for over six month	Date on which action is to be restarted	Remarks of Branch officer at the time of review	Date of restarting
1	2	3	4	5	6	7	8

**APPENDIX - 27
(Suit Register)
(Vide Para-163)**

Sl No.	Os/op/wa/slp No. & Year & Court	petitioner	respondent	File no.	Prayer in brief	Due date for submitting Statement of facts.	Date of furnishing Statement of facts.	Nature of disposal with number and date.	File Number and date of filing /signing affidavit or counter affidavit	File No. and date of filing of replication if any	Result of OS/OP/WA/SLP	File No. and date of receipt of copy of judgement	Last date for filing appeal	*whether appeal has been preferred,if so note appeal No. and date.	Remarks**
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Note:- (i) In case appeal is preferred, it may be recorded as fresh case.
(ii) Indication regarding follow up action (with corresponding file number) may also be made in this column.

APPENDIX - 28
(Vide Para164)

**STATEMENT SHOWING POSITION OF GOVERNMENT
REFERENCE PENDING WITH THE GOVERNMENT OF INDIA**
Department _____

Sl. No.	Letter		Subject	Name of the Ministry of the Government of India with whom pending	Date by which reply is expected	Date of reminders sent	Remarks by officers, if any
	Name	Date					
1	2	3	4	5	6	7	8

APPENDIX - 29
(Vide Para 164)

**Statement showing the position of the Government of India
references pending in the department as on _____**
Department _____

Sl. No.	Name of the Ministry and the number and the date of the Govt. of India's letter.			Subject	Date of receipt in the Deptt. and the File No.	Date by which reply is due	Stages of disposal, other Deptt. officers with whom references is pending	Reasons for the pendency	Date of reminders issued	Directions of the officer for further disposal.
	No.	Date	Name of ministry of the Govt. of India							
1	2	3	4	5	6	7	8	9	10	11

APPENDIX - 30

**REGISTER FOR WATCHING THE PROGRESS OF RECORDING
(Vide Para 168 (2) (b) and (3))**

Section **Month and Year**

Files marked for record During the month		Files recorded during the month	
Sl.No.	File No.	Sl.No.	File No.
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.	
14.		14.	
15.		15.	
16.		16.	
17.		17.	
18.		18.	
19.		19.	
20.		20.	

APPENDIX - 31
(vide para 169 (2))

**ILLUSTRATIVE LIST OF RECORDS FIT FOR PERMANENT PRESERVATION
BECAUSE OF (A) THEIR VALUE FOR ADMINISTRATIVE PURPOSES, AND (B)
THEIR HISTORICAL IMPORTANCE**

A. Records of value for administrative purposes.

Papers of the following categories will normally be among those required to be kept indefinitely for administration's use:-

1. Papers containing evidence of rights or obligations of or against the Government, eg. Title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions etc.
2. Papers relating to major policy decisions, including those relating to the preparation of legislation.
3. Papers regarding constitution, functions and working of important committees, working groups, etc.
4. Papers providing lasting precedents for important procedures, e.g., administrative memoranda, historical reports and summaries, legal opinions on important matters.
5. Papers concerning rules, regulations, departmental guides or instructions of general application.
6. Papers relating to salient features of organization and staffing of Government departments and offices.
7. Papers relating to important litigation or 'causes celebres' in which the administration was involved.

B. Records of Historical importance.

Much of the material likely to be preserved for administrative purposes will be of interest for research purpose as well; but papers of the following categories should be specially considered as of value to historians:

1. Papers relating to the origin of a department or agency of Government; how it was organized; how it functioned; and (if defunct) how and why it was dissolved.
2. Data about what the department/agency accomplished (Samples by way of illustration may be enough; but the need for such samples may be dispensed with where published annual reports are available).

3. Papers relating to a change of policy. This is not always easy to recognize, but watch should be kept for (a) summary for a Minister, (b) the appointment of a departmental or inter departmental committee or working group, and (c) note for the Cabinet or a Cabinet Committee. Generally there should be a conscious effort to preserve all such papers, including those reflecting conflicting points of view. In the case of inter departmental committees; however, it is important that complete set of papers be kept only by the departments mainly concerned- usually the one providing secretariat.
4. Papers relating to the implementation of a change of policy, including a complete set of instructions to execute agencies et. and relevant forms.
5. Papers relating to well known public or international event or cause caliber, or to other events which gave rise to interest or controversy on the national plane.
6. Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.
7. Papers cited in or noted as consulted in connection, official publications.
8. Papers relating to the more important aspects of scientific or technical research and development.
9. Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.
10. Papers relating to obsolete, activities or investigations, or to abortive scheme in important fields.
11. Any other specific category or records which, according to the departmental instructions issued in consultation with the Central Record Room , have to be treated as genuine source of information on any aspect of history- political, social, economic, etc, or are considered to be of biographical or antiquarian interest.

APPENDIX - 32

EXAMPLE OF TITLES OF FILES AND INDEX SLIPS

(Vide Para 171(3) (c),(d) and 173(a) (ii)

A. Titles with index heads and sub-heads distinguished.

Sl. No.	Title of File	Typed index slips
1.	STRIKES-Coalmines-	STRIKES
	Singhbhum Collieries, Dhanbad- Report regarding	Coalmines Singhbhum Collieries Dhanbad Strikes-Coalmines- Singhbhum Collieries, Dhanbad -Report Regarding
2.	IMPORT LICENSING- Capital Goods - Public Sector Undertakings- Application from Heavy Electricals, Bhopal	F.3/2/96-LRI IMPORT LICENSING Capital Goods Public Sector Undertakings Heavy Electricals Import licensing-Capital Goods- Public Sector Undertakings-Application From Heavy Electrical, Bhopal F.4/17/96-IMP
3.	FAMILY PLANNING - Vasectomy operations- Financial and other Incentives for popularizing	FAMILY PLANNING Vasectomy Incentives Family planning-Vasectomy Operations-Financial and other Incentives for popularizing. F.7/3/96-FPI

B. Index slip as they will appear before they are included in folders.

EXAMPLE 1

First slip

STRIKE

- Coalmines
- Singbhum
- Dhanbad

Strikes-Coalmines-Singbhum Collieries, Dhanbad-----Report
F.3/2/96-LRI

Second slip

STRIKE

- Coal mines
- Singbhum
- Dhanbad

**APPENDIX - 33
PRECEDENT BOOK
(Vide Para 174)**

Heading

Decision or ruling in brief	File No.	Page No.	Date.

INSTRUCTION

1. Entries in this book will be made under the appropriate standard-heads and sub-heads arranged in an alphabetical order. Where functional filing system is followed, entries will be made under the appropriate basic, primary, secondary and tertiary heads.
2. The pages of the book will be numbered serially and a few pages allotted to each standardized heading under which entries are to be made vide 1 above .At the beginning , the book will be pasted or written a list of such headings and pages allotted to each.

APPENDIX - 34
(vide para -175 (1) (c))

**RETENTION SCHEDULE FOR RECORDS PRESCRIBED IN THE
MANUAL OF OFFICE PROCEDURE.**

Sl. No.	Description of record	Retention period (years)
1.	Dak Register Invoice	1 1
2.	Section Diary Movement slip of receipts	3 To be destroyed after the relevant receipts have been received in the section concerned.
3.	Assistant's diary	1
4.	Standing guard files Standing note Distribution chart Typist's diary	Permanent. The earlier version of these records will normally be weeded out as soon as the revised version becomes available.
5.	Issue diary Despatch Register	1 5
6.	Section Despatch Register Postal Registration books	5 5
7.	Receipts of telegrams A Register of daily abstract of stamps used	1 5
8.	Messenger book Stamps account register	1 5
9.	Weekly statement of cases disposed of without reference to Minister	1

Sl. No.	Description of record		Retention period (years)
10.			
11.			
11(a)			
12.			
13.			
14.			
15.			
16.			
17.			
18.	File Register File Movement register		Permanent 1
19.	Register for watching the progress of recording		3
20.	Index slips Consolidated departmental index Precedent book		5 years or till printed departmental index becomes available, whichever is later. Permanent

Sl. No.	Description of record		Retention period (years)
21.	List of files transferred to- (a) Departmental record room (b) National Archives Record review register		25 Permanent 21
22.	List of files received for review		1
23.	Register of spare copies of publication, circulars, orders, etc. Record requisition slip		1 To be destroyed after the requisitioned file has been returned to the State Archives.
24.	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.
25.	Weekly arrear statement, Case sheets of cases pending disposal over a month		1
26.	Numerical abstract of cases pending disposal for over a month		1
27.			
28.			

Sl. No.	Description of record		Retention period (years)
29.			
30.			
31.			
32.			
33.	Consolidated numerical abstract of cases pending disposal for over a month in the various sections of the department. Call book Monthly progress report on recording of files		3 3 1
34.	Reminder diary Register for keeping a watch on communications received from M.Ps		1 1
35.	Register of Parliamentary assurances Check lists for periodical		1 1
36.	Inspection reports.		1 year after the date of next inspection.

APPENDIX - 35

(Vide Para 176 (2) and (3))

**LIST OF FILES TRANSFERRED TO ARCHIVES/CENTRAL
RECORD ROOM OF /DEPARTMENTAL RECORD ROOMS/
SECTIONS**

Ministry/Department of _____ Section _____

Sl. No.	File No.	Subject	Classification and year of review	Date of actual destruction
1	2	3	4	5

APPENDIX - 36

RECORD REVIEW REGISTER.

Vide para 176 (4)

Ministry/Department of _____ Year of review _____

File No.	File No.	File No.	File No.

Note :- This register will be maintained for class "C" files only.

APPENDIX - 37
LIST OF FILES DUE FOR REVIEW
(Vide Para.177 (4) and (6))

Sl.No. (1)	File No. (2)	Instruction of reviewing authority. (3)

INSTRUCTIONS

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 word "keep" in the case of the files proposed to be retained indefinitely.
 - (b) The letter "W" in the case of files desired to be weeded out ; and
 - (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.

Note :- This register will be maintained for class "C" files only.

APPENDIX - 38
REGISTER OF SPARE COPIES OF PUBLICATIONS,
CIRCULARS, ORDERS, ETC.
(Vide Para.177 (8))

Sl.No.	Particulars of documents	No. of spare copies available.	Remarks.
(1)	(2)	(3)	(4)

INSTRUCTIONS

- (1) The register will be essentially in the form of a list of document, i.e., publications, circulars, orders, etc. If the number of publication involved is large, 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 of 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 convenient interval say once a year, for being indicated in Column (3). If spare copies of a documents 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 rewritten except when absolutely necessary.

APPENDIX - 39
RESULT OF SPECIAL DRIVE CONDUCTED ON RECORDS
MANAGEMENT.
(Vide Para.177(9)(a))

Ministry/Department of _____ Period of special drive
 From _____ to _____

Number of files recorded	Number of files indexed	Number of files reviewed	Number of files weeded out	Number of files yet to be			Number of files sent to departmental record room	Number of files sent to State Archives/ Central Record Room	Remarks.
				Record- ed	Review- ed	Weeded out			
1	2	3	4	5	6	7	8	9	10

APPENDIX - 40
RECORD REQUISITION CARD
[Vide Para.179(1)]

Date	File No. requisitioned	File No. or Diary No. with which to be put up	Requisitioning official/ Section	Signature of requisitioning official	Date of return	Initials of Record Custodian
(1)	(2)	(3)	(4)	(5)	(6)	(7)

INSTRUCTIONS

1. The forms will be pointed on stiff paper of the thickness roughly of the file cover but of colour-distinct from that normally used for file cover.
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. Column(3) should indicate briefly the purpose for which and/or officer for whom the requisitioned file is required.

APPENDIX - 41
(Vide Para-181(1))
INSPECTION OF QUESTIONNAIRE ON ORGANISATION AND
METHODS (O&M)
(To be filled by all Sections/office/Unit)

Ministry/Department	For quarter ending
Office/Section	

PART - 1

Factual Data to be furnished by SO/BO

1. Subjects allotted to Section/Branch/Unit, in brief :
2. (a) Number of Receipts received -- --
- (b) Number of New Files opened -- --
- (c) *Registers and folders*
 - (i) Whether Sections Diary Register, Assistant Diary, Despatch Register, File Register, File Movement Register, Call Book, Guard File Reference folders, Precedence book, Subject Distribution Chart, Reminder diary, Register for communication from MPs/MLAs, Register for Parliamentary assurance etc. are being maintained and kept neat and tidy.
 - (ii) Registers/folders not being maintained along with the Reasons
- (a) *Consolidation of Orders and Review of Rules/Manuals, etc.*
 - (i) Whether orders /instructions are being consolidated, if so, details of consolidation of orders made during the year
 - (ii) Whether there is any regular mechanism for Undertaking revision of old rules, regulation, manual, etc.
 - (iii) Details of rules, r egulations, manuals, etc. revised/updated during the year.

(b) *Work Environment*

- (i) Whether work environment in office is congenial keeping in view general cleanliness, seating arrangement etc.
- (ii) If not,specify the areas of deficiency and action being taken to improve the same

(c) *Items of work which have been computerized.*

3. *Staff Strength*

Sl. No.	Name of Post/Grade	Sanctioned	In position	Number of vacancies and date from which vacant	Cause of vacancy (Transfer, retirement, death, long leave, etc)	Remarks
1	2	3	4	5	6	7

4. *Rotation of Staff(Details of persons working in the same section/unit for more than five years)*

Sl. No.	Name and Designation of the employees	Name of section/Seat in which working	Date from which working	Whether his/her case of transfer was considered	Justification for such restriction
1	2	3	4	5	6

5. *Training of Staff*

Group	Number of person in Section/ Unit	Number of person who have undergone in-service training during the year	Number of person who require short terms training (i.e up to 3 months in work related jobs)	Number of person who require long -term training (i.e more than 3 months) in work related jobs	Area of training (please indicate) (i) Office procedure (ii) Computer (iii) Finance/Audit (iv) Statistics/Research (v) Management (vi) Other specialized Fields (vii) Any other (specify)	Remarks
1	2	3	4	5	6	7

6. *Punctuality :*

- (i) Is attendance Register maintained properly (please specify, Manual or Electronic)
- (ii) Is the Attendance marked showing the time of Arrival of late comers
- (iii) Is Attendance Register checked by an Officer Daily
- (iv) Is forfeiture of casual leave, etc. done as per Instructions
- (v) Whether surprise visits conducted by Senior officers? If so, frequency per month.

7. *Security of Official documents :*

- (i) Whether classified files and papers (other than those in hand) are being kept in locked almirahs ?
- (ii) Whether spare record (e.g. section diary, file Register, Index slip) is being maintained in respect of secret papers (unless the section itself is designated as secret or top secret) ?
- (iii) Whether any instances of violation of prescribed Instructions for treatment and safeguarding of secret/top secret Papers/information have come to notice, and, if so, action taken thereon
- (iv) Whether a periodical review is done to de-classify the Existing classified documents and if so, the result thereof

8. *Processing Submission and Monitoring of Cases :*

(a) *Processing and submission of papers (Take a sample 5 current cases at draft stage)*

- (i) Number of cases, which were properly referred flagged and enclosures clearly marked
- (ii) Whether name, designation, complete address and Telephone number of the signatory were marked
- (iii) Number of files which were found neat and tidy
- (iv) Extent of computerization of file movement/tracking of papers.

(b) *Monitoring of pending cases:*

- (i) Whether Weekly/Monthly statement of pending cases are being submitted on due dates
- (ii) Number of Pending Cases

Upto one month	Between 1 to 3 months	Between 3 to 12 months	Over 1 year	Total
(1)	(2)	(3)	(4)	(5)

- (iii) Whether cases pending over a month are being Brought to the notice of concerned joint Secretary or higher officers

8. **Records Management:**

- (a)
 - (i) Number of files due for recording
 - (ii) Number of files recorded
 - (iii) Number of files pending for recording
- (b)
 - (i) Number of files due for recording
 - (ii) Number of files reviewed
 - (iii) Number of files pending for review
 - (iv) Number of files marked for further retention After review and its percentage to (ii) above.
- (c)
 - (i) Number of files weeded out
 - (ii) Whether proper record has been maintained of such files
- (d) Whether Index Slips prepared for recorded files Alphabetically
- (e)
 - (i) Number of files sent to Departmental Record room
 - (ii) Number of files sent to Archives/Central Record room
- (f)
 - (i) Whether Retention Schedule for records has been Drawn up relating to sustentative work.
 - (ii) If yes, whether the schedule is reviewed every 5 years

10. Pending references from M.Ps /MLAs and other VIPs:

Number of references			
Brought forward (1)	Received during the year (2)	Total disposed (3)	Number of references (4)

Number of references pending for disposal (from date of receipt)					Out of pending reference number of cases in which acknowledgement/ interim reply has been sent	Reason for pendency of cases over one year (in each case)
Less than 3 months	Between 3 to 6 months	Between 6 to 12 months	Over one year	Total		
(5)	(6)	(7)	(8)	(9)	(10)	(11)

**11. (a) Matters related to the Assembly
(Pending Assurance given in the Assembly)**

Sl. No.	Assembly Question No. and date on which replied	Number of Assurance given	Date on which the extended period expired	Assurance pending for	Reasons for non-fulfilment	Present status
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**11. (b) Direction of Assembly Committees
(Pending Compliance)**

Sl. No.	Name of the Committee	Date on which directions given	Nature of direction	Date by which directions are to be complied	Present status of compliance
(1)	(2)	(3)	(4)	(5)	(6)

12. (a) Disposal of representations from the staff :
(Number of Representatives)

Brought forward	Received during the year	Total	Number of representation disposed of
(1)	(2)	(3)	(4)

Number of representations pending for disposal						
Less than 3 months	Between 3 to 6 months	Between 6 to 12 months	Over one year	Total pending	Reason for pendency for cases over six months	Broad nature of Representations
(5)	(6)	(7)	(8)	(9)	(10)	(11)

12. (b) Disposal of Complaints of Women
Employees regarding Harassment :

Number of complaints

Brought forward	Received during the year	Total	Number of complaints disposed	Number of pending Complaints
(1)	(2)	(3)	(4)	(5)

Details of each pending Complaints

Number of women employee(s)	Date of receipt of Complaint	Whether any hearing has taken place, If so, date there of	Whether the matter was discussed in the Committee/Cell set up to look into such complaints	Present status
(6)	(7)	(8)	(9)	(10)

12. (c) Disposal of Complaint of SC/ST Employees :

Number of Complaints				
Brought forward	Received during the year	Total	Number of Complaints disposed	Number of pending Complaints.
(1)	(2)	(3)	(4)	(5)

Details of pending Complaints.				
Name of the SC/ST employees	Date of receipt of complaints	Nature of complaints	Whether any hearing has taken place and if so, date thereof	Present status
6	7	8	9	10

13. Mechanism of public Grievances and Transparency:

- (i) Whether a Senior Officer has been appointed as the Director of Public Grievances
- (ii) whether office has been empowered to pursue the matters represented to pursue the matters represented and liaise with all branches and sections
- (iii) Whether a day of the week has been earmarked for attending to public grievances by senior officers
- (iv) Whether a complaint box has been placed at the reception
- (v) Have suitable arrangements been made for visitors for lodging their complaints ?
- (vi) Have information and Facilitation Counters been opened
- (vii) Has a complaint Register been opened and are the complaints being entered therein?
- (viii) Has time frame been fixed for disposal of complaints ?

- (ix) Does Head of Office/Department review the action taken for redressal of Public Grievances ?
- (x) Whether release of information to the public on department's Activities is taking place through :-
 - (a) Book-lets
 - (b) Information and Facilitation Counters
 - (c) Internet

14. 15. Disposal of Petitions from the Public :

Number of Petitions			
Brought forward	Received during the year	Total	Number of petitions disposed
(1)	(2)	(3)	(4)

Number of petitions pending for Disposal (from date of receipt)						
Less than 3 months	Between 3 to 6 months	Between 6 to 12 months	Over one year	Total pending	Reasons for pendency of cases over six months	Broad nature of Petitions received.
(5)	(6)	(7)	(8)	(9)	(10)	(11)

16. Maintenance of office Support Systems

(a) Equipments/ Machines (Like Typewriters, Computers, etc)

Equipment	Whether in working order	If not in working order, date from which not working	Action taken for repairing the fault	Whether the number of equipments provided are adequate vis-à-vis staff/workload.
1	2	3	4	5

(b) Furniture

Action taken for replacing the old furniture by modular furniture.....

17. Scheme(s) of Awards for Suggestions.

- I. Whether any 'Scheme of Cash Awards to the Staff/Public is' in operation for suggesting innovative ideas/new methods/procedures/techniques for improving the efficiency and productivity of the Organization.... ..
- II. Number of suggestions made by the Staff and Public separately during the year
- III. Whether any of the suggestions were accepted for implementation and, if so, details of awardees and their suggestions

18. Inspection of Attached /Subordinate offices.

(Details of inspections conducted by the head of the department/Senior Officers during the year)

Name of office inspected	Date(s) of Inspection	Name and designation of officers who conducted the inspection	Suggestions/ Recommendations/ Defects pointed out (in brief)	How many suggestions/ recommendations have been implemented	Suggestions/ Recommendations not so far implemented and reasons therefore	Remarks
1	2	3	4	5	6	7

19. Implementation of Suggestions/Recommendations of last Inspection:

- I. Have all the suggestions/recommendations/defects pointed out in the previous inspection been implemented/ rectified?
- II. If not, specific reasons for not implementing the same in each case.

20. Brief recapitulation of defects or shortcomings noticed and any other comments which inspecting Officer (s) may have to make:

Signature of the Inspecting Officer

(Name and Designation)

APPENDIX - 42
INSPECTION QUESTIONNAIRE FOR DEPARTMENTAL
RECORD ROOM
[Vide Para.181(2)]

Ministry/Department

Date of present Inspection

Date of last Inspection

PART - 1
General
Personal Data

1. Factual data to be furnished by S.O/Asstt/UDC in-charge of Record Room
S.O or equivalent grade like Asstt. UDC/LDC Daftry Activist
Sanctioned strength
Actual deployment at the time of inspection

2. Physical conditions of the Record Room :
- I. Location such as, e.g., Basement/
Ground Floor/Other floors
 - II. Area occupied by records
 - III. Area occupied by staff
 - IV. Total Area:
 - Is there sufficient space in the Record Room for further accrual and storage of records?
 - V. Number of shelves:
 - (a) Steel
 - (b) Wooden

- VI. Mode of keeping the record :
- (a) Are the files kept in bundles withplywood/cardboard or in carton boxes?
 - (b) If in bundles, how they are kept (horizontal/vertical) ?
 - (c) Are the bundles properly labeled indicating their contents ?
- VII. Are there proper ventilation and lighting arrangements?
- VIII. Are there security arrangements against fire hazards, theft and pilferage?
- IX. Is there enough space for reception and consultation of record?
- X. Does the Record Room have gangways?
- XI. Whether naphthalene bricks/balls are being used/ If not, what are the other arrangements for satisfactory preservation of record(e.g spray of insecticides like DDT, Pip and Flit , etc)
- XII. Is vacuum cleaner being used for Record Room? If not, state the arrangements for proper dusting and cleaning?.....
- XIII. Whether records are being fumigated periodically?
- XIV. What arrangements exists for mending and repair of records? What materials are used for mending and repair work? [(Para.98(3)).....
- XV. General condition of cleanliness and proper stacking of files, etc.....

PART - II

Record-keeping and their periodical review/appraisal

Number of records: Wherever possible please furnish the information for inclusive years (i.e. oldest and the latest year).

- (i) Total number of record (indicating the oldest and the latest on the date of inspection) :
 - (a) Files
 - (b) Registers
 - (c) Other records like Maps/Charts/ Drawings/Audio-visual.
- (ii) Total number of records which are more than 25 years old at the time of inspection
 - (a) Files
 - (b) Registers
 - (c) Other records like Maps/Charts/ Drawings/Audio-Visual
- (iii) If the Record Room is also accepting classified records the arrangement for their safe custody.....
- (iv) Security arrangement for inspection of Secret Record Room where they exist
- (v) Whether all the files due for review have been sent to respective sections?
- (vi) Number of 'C' category records sent for review to respective sections during the last year
- (vii) Number of records reviewed during the last year

- viii) Number of records lying unreviewed in different sections
- (ix) Number of records marked for further retention by concerned sections and sent to departmental record room
- (x) Percentage of files marked 'Keep' to total files reviewed and whether it is excessive ?
- (xi) In case further review is called for (if excessive percentage has been marked for retention), number of files checked and advice or measure suggested for improvement.....

Weeding out :

- (xii) Number of files/records marked for weeding out during the year
- (xiii) Whether the records marked for weeding out have been destroyed? If not, when it is proposed to destroy them?

Transfer :

- (xiv) Number of more than 25 years old files appraised by the State Archives of A. P. during the last year.
- (xiv) Whether the files recommended for retention by State Archives of A. P. have been transferred to that organization? If not, give reasons

Retention Schedule :

- (xv) State if the Retention Schedule for substantive records has been compiled. If not, when it is proposed to be compiled?

PART - III
Maintenance

1. Files:

Please take a sample of 20 files at random and examine

- (i) Whether the files have been properly recorded and classified into 'A', 'B' and 'C' categories? Has the retention period of 'C' category files has been distinctly indicated?
- (ii) Whether they have been stitched properly?
- (iii) Number of files not found at appropriate places in bundle of recorded files.....
- (iv) Are the requisition slips kept in proper places in bundles? If not, state reasons
- (v) Number of files lying on the ground. If so, indicate number and reasons therefore
- (vi) Whether files opened under functional and conventional filing system are kept separately and arranged section-wise, chronologically in a serial order ?

2. Register :

Whether the following registers are being maintained properly and entries are up-to-date:-

- (i) Record Issue Register
- (ii) Record Review Register
- (iii) Accession Register
- (iv) Record Transfer Register

PART - IV
Indexing

- (i) Has the departmental index been compiled in the consolidated form?
- (ii) What type of finding aid (reference Aids/Information retrieval) sets are available in the Record Room ?

PART - V
Inspecting Officers' Report

- (i) Additional Functions, if any, being performed by the Departmental Record Room
- (ii) General Remarks of the Inspecting Officers about the State of Record Room/Archives
- (iii) Recapitulation of defects or shortcomings noticed and any other Comments which Inspecting Officers may have to make.
- (iv) General Remarks, if any

Signature of the Inspecting Officers with date.

One copy of the Inspection Report may be forwarded to the State Archives /Central Record Room/AR department for their information and record [Para.181].

APPENDIX - 43

MANAGEMENT INFORMATION SYSTEM (MIS)
 (To be filled by Establishment/Administration)
 [Vide Para.181(3)]

Ministry/Department..... Date of last Inspection.....
 Office/Section..... Date of Present Inspection.....

1. Position of Vacant Posts :

Sl. No.	Name of post/grade	Sanctioned	In position	Number of vacancies and date from which vacant	Vacancies arisen under		
					Direct Recruit (DR)	Promotion	Transfer/ deputation
1	2	3	4	5	6	7	8

In case of DR, date on which vacancy sent to APPSC/SB, etc, and the present status.	In case of promotion, action taken for holding DPC meeting and the present status	In case of Transfer/ Deputation, action taken for circulation/ advertisement of post and the present status	Remarks
9	10	11	12

2. Promotional Aspects :

Sl. No.	Name of Post/ Grade	Number of employees who have been working in the same post /grade on regular basis for			Reasons for not getting promotion	If not, the date of cadre review	Whether restructuring/ quinquennial cadre review of different posts/grades have conducted, wherever applicable.	Reasons for not doing restructuring periodical cadre-review	Re- marks
		10-15 yrs.	15-20 yrs.	More than 20 yrs.					
1	2	3	4	5	6	7	8	9	10

3. (a) Ad hoc promotion:

Sl. No.	Name of post/ Grade	Number of <i>adhoc</i> promotees	Reasons for resorting to <i>adhoc</i> promotion	Date of promotion	Level of authority whose approval was obtained	Whether the concurrence of DoAR, etc., was obtained for continued promotions beyond one year
1	2	3	4	5	6	7

3. (b) Details of requests received for Appointments made on Compassionate Grounds :

Sl. No.	Name and designation of Government servant(s) expired, while in service	Date of death	Date of receipt of application from dependant	Relationship with the Government servant to whom appointment was given/ to be given	Post and Pay scale for which appointment was made/ to be made	Date of appointment	In case pending reasons for delay
1	2	3	4	5	6	7	8

4. Completion of Probation:

Details of cases in which satisfactory completion of probation has not been declared :

Sl. No.	Name of Post/ Grade	Number of the probationers	Number of cases in which probation period has been extended	Number of cases of termination of service during probation period, if any	Number of remaining cases	Reasons for delays in each category
1	2	3	4	5	6	7

5. Recruitment Rules (RRs) for the Posts.

Posts for which RRs to be finalized	Whether action has been initiated, If so, the present status	Reasons for delay in finalization of RRs	Posts for which RRs have not been reviewed / modified as per instructions	Reasons for non-review in each case.
1	2	3	4	5

6. Maintenance of Service Books :

(a) Take a sample of 10 service books and note the following:

Are Service Books available for all categories of staff?	Whether Service Books are complete and upto date	Are nomination forms duly filed in and attached?	Are records of Leave, LTC CGEGIS, HBA, annual increments etc, maintained ?	Has verification of service been done particularly for officials retiring in next five years ?	Whether Service Books have been shown to the persons concerned every year ?
1	2	3	4	5	6

(b) Where Service Books are not complete, whether Any special drive was undertaken and if so, the Results thereof :

7. (a) Details of Pending Disciplinary Cases :

In case of Pending Disciplinary Cases.

Sl. No.	Name & Designation of delinquent officer	Nature of alleged misconduct (MINOR or MAJOR)	Date of receipt of complaint/ cognizance of the office	Proceedings initiated with date, i.e., date of issue of formal charge sheet	Date of initiation of enquiry	Date of submission of report by the Inquiry Officer	Whether APPSC/ Vigilance Department was consulted	Present status of the case
1	2	3	4	5	6	7	8	9

7. (b) Details of Pending Review/Appeal Cases :

Sl.No.	Name & designation of delinquent official	Nature of penalty imposed	Date of receipt of appeal/review application	Present Status
1	2	3	4	5

8. Number of Vigilance Cases Pending :

Group-A : _____ Group-B _____

Group-C : _____ Group-D _____

9. Number of Suspension cases pending :

Group	Number of Cases Pending	Whether Charge-sheet served within 3 months, if not reasons thereof
1	2	3
Group-A Group-B Group-C Group-D		

10. Review for Premature Retirement (Under FR 56(J))

Group/Post	Number of cases ripe for review	Number of cases actually reviewed	Number of cases recommended for continuance in service	Number of cases recommended for premature retirement	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Group-A Group-B Group-C Group-D					

11. Details of Cases where Pension and pensionary Benefits have not been settled:

(a) Pending Cases for settlement of pensionary Benefits, etc. to persons Retired on Superannuation/Voluntarily:

Sl. No.	Name & Designation of employee	Date of retirement on superannuation/voluntarily	Nature of pensionary benefits to be settled like pension, CGEGIS and encashment of leave (specify each item separately)	Whether advance action like NOC from the Date of Estates, filling of forms for family details , nomination of bank, verification of qualifying service, forwarding of Form-7 & pension calculation sheet was taken as per schedule.
(1)	(2)	(3)	(4)	(5)

If not, reasons for delay in each item	Any other reason for which pensionary benefits were not settled	Present status	Whether anticipatory pension sanctioned in respect of long pending case.
(6)	(7)	(8)	(9)

(b) Pending Cases for Settlement of Pensionary Benefits, etc., to Persons Died in Harness in the officer :

Sl. No.	Name & Designation of employee	Date of Death	Date of sanction of immediate relief	Date of receipt of application along with death certificate and other papers for sanction of family pension	Date of sanction of family pension	Details of non-settlement of claims like DCRG, PF, CGEIS, encashment of leave, Deposit Link Insurance	Specify the reasons for non-settlement of each item
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

12. Court Cases : (Pendency may be taken from the date of filing the petition/application in CAT/Court).

(a) Number of Court Cases pending for :

Less than 6 months	Between 6 months to 1 year	Between 1 to 2 years	Over 2 years	Total
(1)	(2)	(3)	(4)	(5)

(b) Details of Pending Court Cases

Petition/OA No. with date	Name of Court/Bench of CAT	Major issues involved	Date on which Counter Affidavit was filed	Date of filing subsequent affidavits, if any	Present status of the case
(1)	(2)	(3)	(4)	(5)	(6)

(c) Status of Implementation of Court Judgments.

Petition/OA No. with date	Name of Court/Bench of CAT	Date of Judgement	Time frame, if any, given by Court for implementation	Major issues involved
(1)	(2)	(3)	(4)	(5)

Whether the appeal/review application against the judgment has been filed by Government/individual, if so, the date thereof.	Status of the appeal/review application	If not appeal, etc., has been filed, present status of action taken to implement the judgment	Reasons for delay in implementing the judgment	Whether any contempt petition has been filed for delay in implementation or against the manner of implementation of the judgment
(6)	(7)	(8)	(9)	(10)

13. Delegation of Powers by the Head of Department /Senior Officers :

- (i) Whether the Administrative /Financial Powers have been delegated to Subordinate Offices/ Officers.
- (ii) If so, the order numbers and date vide which such powers were delegate ;
- (iii) Whether delegated powers are being exercised.

14. Maintenance of Advance Registers and Cash Book : (Take a sample of five registers)

- (a) (i) Whether registers for long - term advances and short-term advances being maintained properly.
- (ii) Whether entries of all advances like GPF, HBA, Scooter/Car advances are made in the pay book Register.
- (iii) Are these registers being submitted to officers.
- (iv) Whether proper account of the Imprest money is being maintained.

- (b) (i) Is the Cash-Book being maintained as per rules/ instructions.
- (ii) Are all the receipts and payments entered daily in the Cash-Book?
- (iii) Is physical verification of Cash in Hand done once in a month by the officers.

15. (a) Audit Objections:

- (i) Is internal Audit being done every year?
- (ii) Date of last visit of external Audit Team

(b) Details of pending Audit Objections:

Sl. No.	Number of pending Audit Paras, brought to notice by Audit Team	Number of Audit Paras, having financial implications	Number of cases of mis-appropriation/ embezzlement, if any	Number of Audit Paras, in brief	Pending Audit Paras, in brief	Reasons for delay in taking corrective action (parawise)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

16. **Vehicle-wise details of Petrol/Diesel consumption:**
(Month- wise consumption during the year may be given)

Make of vehicle	Registration Number	Whether the Log Book is maintained properly	Actual consumption of Petrol/Diesel	Excess, if any, over the prescribed ceiling of consumption	Whether excess consumption was got regularized with IFD's approval	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

US/Branch Officer(Admn/Estt)

(Signature)

To

Head Office/Head of Deptt./O&M Unit/AR Deptt.

APPENDIX - 44
EXECUTIVE SUMMARY FOR SECRETARY
(To be prepared by Work study unit/O&M Unit)
(vide para 184(4))

Ministry/Department _____
 Report for the Quarter ending _____

1. Position of Vacant Posts ;

Sl. No.	Name of post/Grade	Sanctioned	In position	Number of vacancies arisen over 3 months			
				Between 3 to 6 months	Between 6 to 12 months	Over 1 year	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Vacancies arisen under			In case of DR, date on which vacancy sent to APPSC/SB etc., and the present status	In case of Promotion, action taken for holding DPC meeting and the present status	In case of Transfer/Deputation, action taken for circulation/ advertisement of post and the present status	Remarks
Direct Recruit (DR)	Promotion	Transfer/ Deputation				
(9)	(10)	(11)	(12)	(13)	(14)	(15)

2. (a) Details of pending Disciplinary Cases.

Sl. No.	Name & Designation of delinquent official	Nature of alleged misconduct	Date of receipt of complaint/ cognizance of the offence	Proceedings initiated with date, i.e., date of issue of formal charge sheet	In case of major penalties proceedings			Present status of the case
					Date of initiation of Enquiry	Date of submission of report by the Inquiry officer	Whether APPSC/ Vig. was consulted	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(3) Details of Vigilance Cases :

Sl. No.	Name of delinquent employee	Nature of alleged misconduct	Whether PE/RC has been initiated by CBI/Vig./SIC	Date of receipt of report from CBI/Vig./SIC	Whether prima facie case established	Whether sanction for prosecution obtained by CBI/Vig. from the competent authority.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

In case of Gazetted employee, whether CVC was consulted and if so, the date thereof.	Whether the delinquent official has been suspended and if so, the date of suspension	Whether prosecution has been launched and if yes, the date of filing of charge-sheet in Court	Remarks.
(8)	(9)	(10)	(11)

4. (a) Details of Pending Court Cases (Pendency may be taken from the date of filing the petition/application in CAT/Court) :

Petition/OA Number with date	Name of Court/Bench of CAT	Major issues involved	Date on which counter affidavit was filed	Date of filing subsequent affidavits, if any	Present status of the case
(1)	(2)	(3)	(4)	(5)	(6)

(b) Status of Implementation of Court Judgments.

Petition/OA No. with date	Name of Court/Bench of CAT	Date of Judgment	Time-frame, if any given by Court for implementation	Major issues involved
(1)	(2)	(3)	(4)	(5)

Whether the appeal/review application against the judgment has been filed by Government/ individual, if so, the date thereof	Status of the appeal/ review application	If no appeal, etc., has been filed, present status of action taken to implement the judgment	Reasons for delay in implementing the judgment	Whether any contempt petition has been filed for delay in implementation or against the manner of implementation of the judgment
(6)	(7)	(8)	(9)	(10)

5. Pending References from M.Ps, MLA sand other V.I.Ps.

Number of references Brought forward	Received during the year	Total	Number of references disposed
(1)	(2)	(3)	(4)

Number of references pending for disposal (from date of receipt)					Out of pending references number of cases in which acknowledgement/ interim reply has been sent	Reasons for pendency of cases over one year (in each case)
Less than 3 months	Between 3 to 6 months	Between 6 to 12 months	Over one year	Total Pending		
(5)	(6)	(7)	(8)	(9)	(10)	(11)

6. (a) Matters relating to the Assembly : (Pending assurances given in the Assembly).

Sl. No.	Parliament Question No. and date on which replied	Number of Assurances given	Date on which the extended period expires	Assurance pending for			Reasons for non-fulfillment	Present status
				Less than 6 months	Between 6 to 12 months	More than One year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(b) Direction of Assembly Committees Pending Compliance :

Sl.No.	Name of the Committee	Date on which directions given	Nature of directions	Date by which directions are to be complied	Present status of compliance
(1)	(2)	(3)	(4)	(5)	(6)

7. Details of Pending Audit Objections:

Sl. No.	Number of pending audit paras brought to notice by Audit Team	Number of audit paras having financial implications	Number of cases lot mis-appropriation/ embezzlement, if any	Number of audit paras. Pending action	Pending audit paras, in brief	Reasons for delay in taking corrective action (para-wise)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

8. Disposal of Petitions from the Public :

Brought forward the quarter	Number of Petitions		Number of Petitions disposed
	Received during	Total	
(1)	(2)	(3)	(4)

Number of Petitions pending for disposal (from date of receipt)					Reasons for pendency of cases over six months	Broad nature of Petitions received
Less than 3 months	Between 3 to 6 months	Between 6 to 12 months	Over one year	Total pending		
(5)	(6)	(7)	(8)	(9)	(10)	(11)

9. Details of any other aspect(s) which need the attention of the Secretary /head of office (may be added as Annexure).

APPENDIX - 45
(Vide Para 187 (1) (iii))

File Movement Diary to be maintained by the personal offices of the Ministers.

Sl. No.	File Number	Subject	From whom received and date	To whom sent and date
1	2	3	4	5

APPENDIX - 46
PARTICULARS OF THE FILES GIVEN INFORMALLY
TO MINISTER
(Vide Para 187(d))

File Number	Brief Subject	Designation of the officer who handed over the file	Date	Initial of PS to Minister
(1)	(2)	(3)	(4)	(5)

Note:- This shall be prepared in duplicate. While the original is hand over to P.S. to Minister, who will initial the duplicate in token of having received these particulars, the duplicate will be kept by PA/PS to the Officer concerned, till the file in question is received back from the Minister.