

EXISTING PROVISION	PROPOSED REVISION
CHAPTER I	CHAPTER I
THE SECRETARIAT ORGANISATION	MACHINERY OF GOVERNMENT
<p><b>Para 1. <i>The Kerala Government</i></b>, - The executive authority of the State of Kerala is vested in the Governor. It is exercised by the Governor either directly or through the officers subordinate to him in accordance with the Constitution of India. There is a Council of Ministers with the Chief Minister at the head to aid and advice the Governor in the exercise of his functions, except in so far as he is by or under the Constitution required to exercise his functions or any of them in his discretion.</p>	<p><b><i>The Governor.-</i></b> <i>The executive authority of the State of Kerala is vested in the Governor. It is exercised by the Governor either directly or through the officers subordinates to him in accordance with the Constitution of India.</i></p>
<p><b>Para 2. <i>The Ministers</i></b>,-- The allocation of the business of the Government among the Ministers is made by the Governor on the advice of the Chief Minister. The transaction of business is governed by the rules made by the Governor in exercise of the powers conferred by Article 166 of the Constitution of India and the instructions issued thereunder. These rules and instructions are known as the "Rules of business of the Government of Kerala" (Hereinafter referred to as the Rules of Business) and the Government Secretariat Instructions: (Hereinafter referred to as Secretariat Instructions).</p>	<p><b>2. <i>The Council of Ministers</i></b>.- <i>In the exercise of the functions of the Governor, he is aided and advised by a Council of Ministers headed by the Chief Minister, except in so far as he is by or under the Constitution required to exercise his functions or any of them in his discretion.</i></p> <p><i>In actual practice the executive power of the State resides in the Council of Ministers. The Council of Ministers is responsible for shaping the overall policies of the Government in discharging its responsibilities.</i></p> <p><i>The transaction of business is governed by the rules made by the Governor in exercise of the powers conferred by Article 166 of the Constitution of India and the instructions issued there under. These rules and instructions are known as the "Rules of Business of the Government of Kerala" (hereinafter referred to as the Rules of Business) and "The Kerala</i></p>

	<p><b>Government Secretariat Instructions” (hereinafter referred to as Secretariat Instructions).</b></p> <p><b><i>The Rules of Business allocates the business of the Government among its different Departments, which are assigned to the charge of the Ministers by the Governor on the advice of the Chief Minister.</i></b></p>
<p><b>Para 3. The Secretariat.--</b> The Secretariat is mainly concerned in assisting the Cabinet in framing of policies, approval of plans, programmes and activities for the overall development of the State, the work connected with legislation, laying down rules and procedure, financial control, general direction and monitoring and evaluating the work done by the implementing departments/Agencies. The business of the Government is transacted in the following Secretariat Departments:-</p> <ol style="list-style-type: none"> <li>1. Agriculture Department</li> <li>2. Co-operation Department</li> <li>3. Cultural Affairs Department</li> <li>4. Election Department</li> <li>5. Finance Department</li> <li>6. Fisheries and Ports Department</li> <li>7. Food and Civil Supplies Department</li> <li>8. Forests and Wildlife Department</li> <li>9. General Administration Department</li> <li>10. General Education Department</li> <li>11. Health and Family Welfare Department</li> <li>12. Higher Education Department</li> <li>13. Home Department</li> <li>14. Housing Department</li> <li>15. Industries Department</li> <li>16. Irrigation Department</li> <li>17. Labour and Rehabilitation Department</li> <li>18. Law Department</li> <li>19. Local Administration Department</li> <li>20. Personnel and Economic Affairs Department</li> <li>21. Planning and Economic Affairs Department</li> <li>22. Power Department</li> <li>23. Public Works and Transport Department</li> <li>24. Revenue Department</li> <li>25. Rual Development Department</li> <li>26. Scheduled Castes and Scheduled Tribes</li> </ol>	<p><b>3. The Secretariat.--</b> The Secretariat is mainly concerned in assisting the Cabinet in framing of policies, approval of plans, programmes and activities for the overall development of the State, the work connected with legislation, laying down rules and procedure, financial control, general direction and monitoring and evaluating the work done by the implementing departments/Agencies. The business of the Government is transacted in the following Secretariat Departments:-</p> <ol style="list-style-type: none"> <li>1. Agriculture Department</li> <li><b>2. Animal Husbandry Department</b></li> <li><b>3. Backward communities Development Department.</b></li> <li><b>4. Coastal Shipping &amp; inland Navigation Department.</b></li> <li><b>5. Customer Affairs Department.</b></li> <li>6. Co-operation Department</li> <li>7. Cultural Affairs Department</li> <li>8. Election Department</li> <li><b>9. Environment Department</b></li> <li>10. Finance Department</li> <li>11. Fisheries and Ports Department</li> <li>12. Food and Civil Supplies Department</li> <li>13. Forests and Wildlife Department</li> <li>14. General Administration Department</li> <li>15. General Education Department</li> <li>16. Health and Family Welfare Department</li> <li>17. Higher Education Department</li> <li>18. Home Department</li> <li>19. Housing Department</li> <li>20. Industries Department</li> <li><b>21. Information Technology Department</b></li> <li>22. Labour and Rehabilitation Department</li> <li>23. Law Department</li> <li>24. Local Self Government <b>Department.</b></li> <li><b>25. Non-Resident Keralalites Affairs Department.</b></li> </ol>

<p>Development Department</p> <p>27. Science, Technology and Environment Department</p> <p>28. Social Welfare Department</p> <p>29. Stores Purchase Department</p> <p>30. Taxes Department</p> <p>31. Vigilance Department</p> <p>The said business is classified and distributed between the departments of the Secretariat in the manner specified in the Schedule to the "Rules of Business of the Kerala Government"</p>	<p><b>26. Minority Welfare Department.</b></p> <p><b>27. Parliament Affairs Department.</b></p> <p>28. Personnel &amp; Administrative Reforms Department.</p> <p>29. Planning and Economic Affairs Department</p> <p>30. Power Department</p> <p>31. Public Works Department</p> <p>32. Revenue Department</p> <p>33. Scheduled Castes and Scheduled Tribes Development Department</p> <p>34. Science and Technology Department</p> <p><b>35. Social Justice Department.</b></p> <p><b>36. Sports &amp; Youth Affairs Department.</b></p> <p>37. Stores Purchase Department</p> <p>38. Taxes Department</p> <p><b>39. Transport Department</b></p> <p>40. <b>Tourism Department.</b></p> <p>41. Vigilance Department</p> <p><b>42. Water Resource Department.</b></p> <p>The said business is classified and distributed between the departments of the Secretariat in the manner specified in the Schedule to the "Rules of Business of the Kerala Government"</p>
<p><b>Para 4.</b> Each Department of the Secretariat consists of a Secretary to Government, who is the official head of the Department and of such other officers and staff subordinate to him as the government may determine from time to time. When there is more than one Secretary in a Department there shall be a clear division of work. He is Secretary to the Government and not to the Minister in charge of the Department. He is responsible for the careful observance of the Rules of Business and the Secretariat Instructions in the transaction of business in his Department. There are other subordinate staff and officers to aid him in the proper discharge of business. The Department is further divided into sections each of which is under the charge of a Section Officer. The section is the basic unit of administration in the Secretariat.</p> <p>Apart from the general sections dealing with the subjects allotted to them, there will be an Office Section with specified duties to help in the</p>	<p><b>4.</b> Each Department of the Secretariat consists of a Secretary to Government, who is the official head of the Department and of such other officers and staff subordinate to him as the government may determine from time to time. When there is more than one Secretary in a Department there shall be a clear division of work. He is Secretary to the Government and not to the Minister in charge of the Department. He is responsible for the careful observance of the Rules of Business and the Secretariat Instructions in the transaction of business in his Department. There are other subordinate staff and officers to aid him in the proper discharge of business. The Department is further divided into sections each of which is under the charge of a Section Officer. The section is the basic unit of administration in the Secretariat.</p> <p>Apart from the general sections dealing with the subjects allotted to them, there will be an Office Section with specified duties to help in the</p>

<p>discharge of the routine office business of that Department. Similarly there are parliament sections which function chiefly as the nodal sections in respect of matters relating to the legislature.</p>	<p>discharge of the routine office business of that Department. Similarly there are parliament sections which function chiefly as the nodal sections in respect of matters relating to the legislature.</p>
<p><b>Para 5. The Chief Secretary-</b> Special powers and responsibilities- In addition to the duty of seeing to the proper transaction of the regular Secretariat business allotted to him under the Rules of Business, the Chief Secretary has the following special functions:-</p> <ul style="list-style-type: none"> <li>(a) A superintending control over the whole Secretariat.</li> <li>(b) Control over the Staff attached to the Ministers.</li> <li>(c) Business connected with the meetings of the Council of Ministers as laid down in the Rules of Business.</li> <li>(d) Responsibility for all matters not falling within the allotment of subjects assigned to other Secretaries.</li> </ul>	<p><b>5. The Chief Secretary-</b> Special powers and responsibilities- In addition to the duty of seeing to the Proper transaction of the regular Secretariat business allotted to him under the Rules of Business, the Chief Secretary has the following special functions:-</p> <ul style="list-style-type: none"> <li>(a) A superintending control over the whole Secretariat.</li> <li>(b) Control over the Staff attached to the Ministers.</li> <li>(c) Business connected with the meetings of the Council of Ministers as laid down in the Rules of Business.</li> <li>(d) Responsibility for all matters not falling within the allotment of subjects assigned to other Secretaries.</li> </ul>
<p><b>Para 6. Secretary:</b> - The official Head of each department of the Secretariat is the Secretary. The term 'Secretary' denotes Principal Secretary as well as Special Secretary. He is responsible for the careful observance of Rules of Business, provisions of this manual and other instructions laid down in the transaction of Business in his Department. He exercises general supervision of the officers and members of the staff who work under him and is responsible for seeing that the members of the staff perform the duties allotted to them efficiently and expeditiously.</p>	<p><b>6. Secretary:</b> - The official Head of each department of the Secretariat is the Secretary. <b>The term 'Secretary' denotes Additional Chief Secretary as well as Principle Secretary.</b> He is responsible for the careful observance of Rules of Business, provisions of this manual and other instructions laid down in the transaction of Business in his Department. He exercises general supervision of the officers and members of the staff who work under him and is responsible for seeing that the members of the staff perform the duties allotted to them efficiently and expeditiously.</p>
<p><b>Para 7. Additional Secretary/Joint Secretary:</b> - Additional Secretaries and Joint Secretaries occupy a position next to that of Secretary to Government. However in the matter of delegation of powers, they are classified as Head of Departments. In respect of matters specifically allotted to them they exercise the same powers as that of the Secretary and circulate files to Ministers, according to the procedure laid down from time to time. They are competent to represent the Department before Committee of the Legislature also. In the matter of processing</p>	<p><b>7. Special Secretary/Additional Secretary/Joint Secretary:-</b> Additional Secretaries and Joint Secretaries occupy a position next to that of Secretary to Government. However in the matter of delegation of powers, they are classified as Head of Departments. In respect of matters specifically allotted to them they exercise the same powers as that of the Secretary and circulate files to Ministers, according to the procedure laid down from time to time. They are competent to represent the Department before Committee of the Legislature also. In the matter</p>

<p>important communications, and confidential papers they have to take the same level of responsibility as that of the Secretary to Government however in respect of matters of policy, or deviation from existing procedure or practice they shall circulate the files to Ministers through the Secretary in charge of the Department.</p>	<p>of processing important communications, and confidential papers they have to take the same level of responsibility as that of the Secretary to Government however in respect of matters of policy, or deviation from existing procedure or practice they shall circulate the files to Ministers through the Secretary in charge of the Department.</p>
<p><b>Para 8. Deputy Secretary:</b> - The Deputy secretary too occupies a position almost identical to that of a Secretary in regard to subjects allotted to him by the Secretary and in such cases; he can circulate the cases for orders of Ministers or Governor. But in respect of matters of policy and all important matters the case should be circulated only through the Secretary of the Department.</p>	<p><b>8. Deputy Secretary:</b> - The Deputy secretary too occupies a position almost identical to that of a Secretary in regard to subjects allotted to him by the Secretary and in such cases; he can circulate the cases for orders of Ministers or Governor. But in respect of matters of policy and all important matters the case should be circulated only through the Secretary of the Department.</p>
<p><b>Para 9. Under Secretary:-</b> The Under Secretary exercises control over the sections placed in his charge both in regard to the dispatch of business and in regard to discipline. It is his duty to check any tendency to delay and in accordance with the recognized practice attend to all duties assigned to him by the Secretary from time to time.</p> <p>The Under Secretary must periodically inspect the Personal Registers maintained by the Assistants in the sections under his control and see that they are neatly and properly maintained. He must also see that the section officers under him do the same so far as their respective sections are concerned. It is his duty to bring to the notice of the Secretary any serious delay or other irregularity, and any indication that any member of the establishment is obviously unsuited for his work. He must watch incoming reminders and look into the cause of the delays that have evoked them. He must advise the other ministerial officers on difficult or intricate questions, should they seek or need his advice, and he is at liberty to note on any file should he consider it necessary to do so. The responsibility of the Under Secretary extends to the fair copying and dispatch work also. He must examine the Fair Copy and Despatch Register at frequent intervals and see that it is regularly and properly written up and that there is no delay in</p>	<p><b>9. Under Secretary:-</b> The Under Secretary exercises control over the sections placed in his charge both in regard to the dispatch of business and in regard to discipline. It is his duty to check any tendency to delay and in accordance with the recognized practice attend to all duties assigned to him by the Secretary from time to time.</p> <p>The Under Secretary must periodically inspect the Personal Registers maintained by the Assistants in the sections under his control and see that they are neatly and properly maintained. He must also see that the section officers under him do the same so far as their respective sections are concerned. It is his duty to bring to the notice of the Secretary any serious delay or other irregularity, and any indication that any member of the establishment is <b>obviously</b> unsuited for his work. He must watch incoming reminders and look into the cause of the delays that have evoked them. He must advise the other ministerial officers on difficult or intricate questions, should they seek or need his advice, and he is at liberty to note on a file should he consider it necessary to do so. The responsibility of the Under Secretary extends to the fair copying and dispatch work also. He must examine the Fair Copy and Despatch Register at frequent intervals and see that it is regularly and properly written up and that there is no delay in</p>

<p>this branch of work. It is his duty to see that the rules and office orders are strictly obeyed.</p>	<p>this branch of work. It is his duty to see that the rules and office orders are strictly obeyed.</p>
<p><b>Para 10. Section Officer:-</b> The basic administrative unit of a Secretariat Department is the Section and the Section Officer is in charge of it. He is assisted by a certain number of Assistants, Typists, Last Grade Servants and such other staff required for the discharge of the works allotted to him. He is the first line supervisory officer and has to ensure that the staff working under him observe the decorum of office and discharge their duties as per the rules and procedures laid down in the matter. He is responsible for the accuracy of the notes and drafts proceeding from the section. The training of Assistants under him is one of his principal functions. He has to see that his Assistants, Typists and other staff exercise proper attention in work and do not waste time and stationery. Apart from supervising the work of Assistants, it is his primary duty to attend to difficult papers which the Assistants cannot by themselves handle.</p> <p>Even when a seat of Assistant in his section is vacant, he has to ensure that the received papers are registered with the help of other available Assistants and urgent papers are attended to. The notes prepared by the Assistant which contain a summary of the facts of the case, Precedents, provisions of laws or rules etc have to be meticulously scrutinized and they should be supplemented wherever necessary by the Section Officer. The Section Officer has to see that the files put up from his section are properly arranged, flagged and referenced for the quick disposal of those issues by the superiors. In short, the Section Officer has to ensure that the received papers are properly attended to and decisions taken are communicated with the least possible delay. The duty of Section Officer is not over by authenticating the outward communications, but it extends to ensuring their proper dispatch. Wherever statutory time limits are fixed, it must be ensured that they are observed and Section Office should set an example. He maintains discipline in his section and sees to it that his orders or instructions are</p>	<p><b>10. Section Officer:-</b> The basic administrative unit of a Secretariat Department is the Section and the Section Officer is in charge of it. He is assisted by a certain number of Assistants, Typists, Last Grade Servants and such other staff required for the discharge of the works allotted to him. He is the first line supervisory officer and has to ensure that the staff working under him observe the decorum of office and discharge their duties as per the rules and procedures laid down in the matter. He is responsible for the accuracy of the notes and drafts proceeding from the section. The training of Assistants under him is one of his principal functions. He has to see that his Assistants, Typists and other staff exercise proper attention in work and do not waste time and stationery. Apart from supervising the work of Assistants, it is his primary duty to attend to difficult papers which the Assistants cannot by themselves handle.</p> <p>Even when a seat of Assistant in his section is vacant, he has to ensure that the received papers are registered with the help of other available Assistants and urgent papers are attended to. The notes prepared by the Assistant which contain a summary of the facts of the case, Precedents, provisions of laws or rules etc have to be meticulously scrutinized and they should be supplemented wherever necessary by the Section Officer. The Section Officer has to see that the files put up from his section are properly arranged, flagged and referenced for the quick disposal of those issues by the superiors. In short, the Section Officer has to ensure that the received papers are properly attended to and decisions taken are communicated with the least possible delay. The duty of Section Officer is not over by authenticating the outward communications, but it extends to ensuring their proper dispatch. Wherever statutory time limits are fixed, it must be ensured that they are observed and Section Office should set an example. He maintains discipline in his section and sees to it that his orders or instructions are not disputed or disregarded by his Assistants</p>

not disputed or disregarded by his Assistants and other staff under his control. He should ensure that all papers relating to the subjects allotted to his section are promptly accepted and acted upon in that section itself. He/She will have authority to inspect shelves, tables etc whenever found necessary.

While disposing cases, Section Officer has to ensure that the paper has been circulated to the appropriate levels before final communications are issued. Papers marked to Ministers or called for by superior officers should not be disposed of without their knowledge. Omissions, if any, occurring in such submissions should be watched by the Section Officer and the file should be resubmitted. Likewise, when an order or noting by a superior Officer is contrary to the statutory rules or declared policy in the matter or when there is factual inaccuracy this has to be politely brought to the notice of the office in order to ascertain that it is not an unintended deviation.

Section Officer should ensure that the 'tappal' is received in time and attempted to promptly. When files are received with orders, submission of drafts with the least possible delay should be monitored.

It should be ensured that the register, special registers and stock files are maintained as per the office instructions. The registers kept in the section should be neat and tidy and periodical inspections should be conducted as per the inspection schedule from time to time. While conducting such inspection, Section Officer should ensure that the Assistants submit their registers for inspection by superior officers as well, as per the schedule of inspections. Special care should be taken to guard against the missing or loss of papers, registers, reference books etc when the Assistants leave charge, take charge or when the section itself is shifted to new premises.

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***In the case of e-files Section Officer  
Should-***

- i. go through the system generated returns and take suitable action on items requiring attention.***

	<ul style="list-style-type: none"> <li><i>ii. approve the recording of e-file sand their categorization.</i></li> <li><i>iii. review the recorded e-file before archival.</i></li> <li><i>iv. ensuring proper management Of electronic version of Reference books, Office orders, GOs etc in the Knowledge Management System.</i></li> </ul>
<p><b>Para 11. Office Superintendent:-</b> Every Department in the Secretariat is having an office section which receives papers and despatches outward communications. Office Superintendent is in-charge of this Section. Apart from the regular office section attached to the Secretariat Department, there are other sections doing specialized work like reprography, transmission of messages such as telex, teleprinter, fax etc. under the charge of Office Superintendents. Office Superintendent shall be responsible for the prompt receipt and distribution of tapal, indexing, dispatch, procuring and distribution of stationery, transmission of records to Records Branch, maintenance of stamp account and other items of work entrusted to the office section.</p>	<p><b>11. Office Superintendent:-</b> Every Department in the Secretariat is having an office section which receives papers and despatches outward communications. Office Superintendent is in-charge of this Section. Apart from the regular office section attached to the Secretariat Department, there are other sections doing specialized work like reprography, transmission of messages such as telex, teleprinter, fax etc. under the charge of Office Superintendents. Office Superintendent shall be responsible for the prompt receipt and distribution of tapal, indexing, dispatch, procuring and distribution of stationery, transmission of records to Records Branch, maintenance of stamp account and other items of work entrusted to the office section.</p>
<p><b>Para 12. Assistants:-</b>The main duty of Assistants is to process the papers which are allotted to them by the Section Officer. They are guided in their work by the Section Officer. They have to register the papers, maintain the registers prescribed, obtain back-papers, disposals, standing instructions etc. for the processing of cases handled in their seat. They have to prepare notes which should contain a summary of facts, proposals, if any, made by the subordinate offices of Government, rules position in regard to the particular matter under process, standing instructions if any available on the matter etc. The papers will be submitted with a note as aforesaid within 5 days of their receipt in the seat except in time-limit papers. In calculating the time, holidays of all kinds will be excluded. The date will be reckoned with reference to the date stamp affixed by the office section while assigning the current number to the paper. The Assistant will be primarily responsible for any</p>	<p><b>12. Assistant Section Officer/ Assistant Legal Officer/Assistant/Legal Assistant:</b> - The main duty of Assistants is to process the papers which are allotted to them by the Section Officer. They are guided in their work by the Section Officer. They have to register the papers, maintain the registers prescribed, obtain back-papers, disposals, standing instructions etc. for the processing of cases handled in their seat. They have to prepare notes which should contain a summary of facts, proposals, if any, made by the subordinate offices of Government, rules position in regard to the particular matter under process, standing instructions if any available on the matter etc. The papers will be submitted with a note as aforesaid within 3 days of their receipt in the seat except in time-limit papers. In calculating the time, holidays of all kinds will be excluded. The date will be reckoned with reference to the date stamp affixed by the office section while assigning the current number to the</p>



<p>delay in submission of papers. While submitting the files, the Assistant should ensure that they are arranged properly, flagged, referenced and properly page numbered. When files are received back with orders, the drafts for communicating the same should be prepared and submitted to the Section Officer immediately. After approval, the drafts of Government Orders have to be got numbered and fair copied for dispatch. The fair copies should be compared, enclosures etc. added and submitted duly initialed for authentication by the Section Officer or other officer concerned. The outward communication should be promptly given over to the office section for despatch. Special instructions if any in regard to the dispatch has to be carefully observed. Disposed files, have to be docketed and sent to Records, Back files requisitioned from Records have to be promptly returned after use.</p> <p>The Assistant shall be primarily responsible for the safe custody of the files/records in his seat. The Section Officer of each section will draw up a list showing distribution of subjects allotted to the Section among assistants in the Section. He will also assign a number to each Assistant of the Section in addition to the word, words or letters indicating the Section.</p>	<p>paper. The Assistant will be primarily responsible for any delay in submission of papers. While submitting the files, the Assistant should ensure that they are arranged properly, flagged, referenced and properly page numbered. When files are received back with orders, the drafts for communicating the same should be prepared and submitted to the Section Officer immediately. After approval, the drafts of Government Orders have to be got numbered and fair copied for dispatch. The fair copies should be compared, enclosures etc. added and submitted duly initialed for authentication by the Section Officer or other officer concerned. The outward communication should be promptly given over to the office section for despatch. Special instructions if any in regard to the dispatch has to be carefully observed. Disposed files, have to be docketed and sent to Records, Back files requisitioned from Records have to be promptly returned after use.</p> <p>The Assistant shall be primarily responsible for the safe custody of the files/records in his seat. The Section Officer of each section will draw up a list showing distribution of subjects allotted to the Section among assistants in the Section. He will also assign a number to each Assistant of the Section in addition to the word, words or letters indicating the Section.</p> <p><b><i>When the Section officer is on leave or absent from duty on any other ground, the fair copies of communications/remarks in files of other Sections/Departments shall be authenticated by the Senior most Assistant section officer or Assistant legal office of the section. In the case of section where there are no Assistant Section Officers, his power will be exercised by the Senior most Senior Grade Assistant of the Section. While signing/attesting fair copies of Communications or remarks in the file, the designation of the officer should be specified.</i></b></p>
<p><b>Para 13. Confidential Assistants:</b> - Confidential Assistants mainly do shorthand work for the Secretaries or other officers and such other items of work as are entrusted to them from time to time. With a view to tracing out files in circulation, each Confidential Assistant shall</p>	<p><b>13. Personal Secretaries/Confidential Assistants:</b> - <b><i>Personal Secretaries and Confidential Assistants</i></b> mainly do shorthand work for the Secretaries or other officers and such other items of work as are entrusted to them from time to time. With a view to tracing out files in</p>

maintain a register of files in Form No.XV showing details of all the files received by the Officer with whom he is working. The Registers will be submitted to the Officer for inspection as and when required. Fair copying of Confidential papers and of semiofficial communications as required by the Officer, maintenance of records, registers and other papers in the personal custody of the officer, updating of Acts, Manuals, Rules and other instructions in the personal custody of the Officer with reference to communications received from time to time shall be the responsibility of the Confidential Assistant. The Confidential assistant shall also be responsible for passing on papers received by Officers to the Office section immediately under the due acknowledgement.

circulation, each Confidential Assistant shall maintain a register of files in Form No.XV showing details of all the files received by the Officer with whom he is working. The Registers will be submitted to the Officer for inspection as and when required. Fair copying of Confidential papers and of semiofficial communications as required by the Officer, maintenance of records, registers and other papers in the personal custody of the officer, updating of Acts, Manuals, Rules and other instructions in the personal custody of the Officer with reference to communications received from time to time shall be the responsibility of the Confidential Assistant. The Confidential assistant shall also be responsible for passing on papers received by Officers to the Office section immediately under the due acknowledgement.

***In addition he will keep the Officer free from routine nature of work by mailing correspondence, making appointments ,arranging meetings and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. He should be cordial with everyone. Some of the more specific functions are enumerated below:-***

- i. taking dictation and its transcription on the computer.***
- ii. scanning all the physical tappal received by his superior, and putting it into the system, recording it and forwarding it to the functionary to whom it is marked.***
- iii. fixing up of appointments and if necessary cancelling them.***
- iv. screening the telephone calls and them visitors in a tactful manner.***
- v. keeping an accurate list of engagements, meetings etc and reminding the officer sufficiently in advance for keeping them up, carrying out corrections to the officer's reference books and printing fair copies of D O letters to be signed by the officer.***

<p><b>Para 14. Typists:-</b> The Typist attached to a section is responsible for fair copying of all drafts sent to him at once. When the Typists of other sections in the Department happen to be on leave, those Typists on duty in the Department shall fair copy the drafts relating to such sections also under orders of Deputy Secretary/ Under Secretary. The matter typed by him will be compared by the Assistant concerned with the help of the Typist or another Assistant.</p>	<p><b>14. Computer Assistant:-</b> The Computer Assistant attached to a section is responsible for <b>fair copying/taking print out of all drafts</b> sent to him at once. When the Assistant of other sections in the Department happen to be on leave, those Typists on duty in the Department shall fair copy the drafts relating to such sections also under orders of Deputy Secretary/ Under Secretary. The matter typed by him will be compared by the Assistant concerned with the help of the Typist or another Assistant.</p>
<p><b>Para 15. Clerical Assistant and Attender: -</b> The Clerical Assistants and Attenders shall discharge the duties that are entrusted to them by the Office Superintendent or Section Officer under whom they are placed.</p>	<p><b>15. Clerical Assistant and Attender: -</b> The Clerical Assistants and Attenders shall discharge the duties that are entrusted to them by the Office Superintendent or Section Officer under whom they are placed.</p>
<p><b>Para 16. Binders:-</b> The Binders attached to the Office Sections shall stitch the Registers, disposals and such other papers as instructed by the Office Superintendent or any Officer of the Department.</p>	<p><b>16. Binders:-</b> The Binders attached to the Office Sections shall stitch the Registers, disposals and such other papers as instructed by the Office Superintendent or any Officer of the Department</p>
<p><b>Para 17. Peons:-</b> The Last Grade Employees including Peons shall attend to the work assigned to them by the Officer/Sections with whom he/she is attached.</p>	<p><b>17. Office Attendant:-</b> The Last Grade Employees including Office attendants shall attend to the work assigned to them by the Officer/Sections with whom he/she is attached.</p>
<p><b>Para 18. House Keeping:-</b> The House-Keeping Cell in the General Administration Department attends to the allotment of rooms, furniture, telephones and such other basic necessities for the functioning of the office. Sanitation Wing, PABX, Teleprinter Section, Secretariat PWD Wing, Electrical Wing and Secretariat Garden are also under the control of the House-Keeping Cell.</p>	<p><b>18. House Keeping:-</b> The House-Keeping Cell in the General Administration Department attends to the allotment of rooms, furniture, telephones and such other basic necessities for the functioning of the office. Sanitation Wing, <b>PABX, IBMS</b>, Secretariat PWD Wing, <b>Electrical and Electronic Wing</b> and Secretariat Garden are also under the control of the House-Keeping Cell.</p>
<p><b>Para 19. Telex/Teleprinter Section:-</b> The Section receive and transmits telex, teleprinter and Fax , messages to/from the Secretariat as well as from other officers of Government.</p>	<p><b>19. IBMS:-</b> The Section receives and transmits <b>E-mail and Fax messages</b> to/from the Secretariat as well as from other <b>offices</b> of Government.</p>
<p><b>Para 20. Records Branch:-</b> The Records Branch is the repository of all the closed files in the Secretariat. This is under the control of an Under Secretary of the General Administration Department. Section Officers, Attenders and Last Grade Servants are attached to the Branch for the proper upkeep and functioning of this Branch. They supply the disposals requisitioned by Departments and issue copies of public records</p>	<p><b>20. Records Branch:-</b> The Records Branch is the repository of all the closed files in the Secretariat. This is under the control of an Under Secretary of the General Administration Department. Section Officers, Attenders and Last Grade Servants are attached to the Branch for the proper upkeep and functioning of this Branch. They supply the disposals requisitioned by Departments and issue copies of public records as laid down in the</p>

as laid down in the rules relating to such issue.	rules relating to such issue.
<b>Para 21. Accounts Branch:-</b> The Accounts Branch deals with matters connected with the salary and other personal claims of the staff, cash and contingent expenditure of the Secretariat. Other bills pertaining to the office expenses of the Secretariat are also taken care of by this Branch. This Branch is also attached to the General Administration Department.	<b>21. Accounts Branch:-</b> The Accounts Branch deals with matters connected with the salary and other personal claims of the staff, cash and contingent expenditure of the Secretariat. Other bills pertaining to the office expenses of the Secretariat are also taken care of by this Branch. This Branch is also attached to the General Administration Department.
<b>Para 22. Reception Offices:-</b> There is a Chief Reception Officer and Reception Officers in-charge of the different Reception Offices. They function under the control of the Home Department.	<b>22. Visitors Facilitation Centers.-</b> <i>The Chief Liaison Officer in the cadre of Under Secretary has the overall charge of all the facilitation centers. Each center is under the control of a Liaison Officer in the cadre of Section Officer. In addition Assistants, Security staff, Police personnel and Office Attendants are working in the centers.</i> <i>The matters relating to security and police personnel attached to the centers are dealt with in Home Department and with regard to all other matters; the centers are under the control of GA (co-ordination) Department.</i> <i>The centres function from 10AM to 5PM without interval and will be opened at 9.30AM on all working days.</i>
<b>Para 23. Central Agency:-</b> There is a Central Agency functioning under the General Administration Department out of office hours mainly to receive communications out of office hours. The Central Agency also arranges delivery of immediate communications from Secretariat after office hours. Papers received out of office hours by the Central Agency are handled as per standing instructions.	<b>23. Central Agency:-</b> There is a Central Agency functioning under the General Administration Department out of office hours mainly to receive communications out of office hours. The Central Agency also arranges delivery of immediate communications from Secretariat after office hours. Papers received out of office hours by the Central Agency are handled as per standing instructions.
<b>Para 24. Secretariat Central Library:-</b> The Secretariat Central Library is under the charge of a Librarian. It is attached to General Administration Department.	<b>24. Secretariat Central Library:-</b> The Secretariat Central Library is under the charge of a <b>Senior Librarian assisted by Librarians.</b> It is attached to General Administration Department.
<b>Para 25. Security Staff:</b> - The Security Wing is headed by a Chief Security Officer, Assistant Security Officers, Sergeants, Lift Operators Watch and Ward Staff etc. function under the Chief Security Officer. The Security Wing is under the control of Home Department.	<b>25. Security Staff:</b> - The Security Wing is headed by a Chief Security Officer, Assistant Security Officers, Sergeants, Lift Operators Watch and Ward Staff etc. function under the Chief Security Officer. The Security Wing is under the control of Home Department. <b>25A. Chief Minister's Public Grievance Redressal Cell.-</b> <i>The Cell deals with the petitions received by the Chief Minister from individuals,</i>

	<i>organisations, MLAs etc and is under the administrative control of General Administration Department. Sutharyakeralam Programme is implemented through the Cell.</i>
<b>CHAPTER II</b>	<b>CHAPTER II</b>
<b>DEFINITIONS</b>	<b>DEFINITIONS</b>
<p><b>Para 26.</b> The following are the definitions of some of the words and expressions used in the Manual.</p> <ol style="list-style-type: none"> <li>1) <b>“Arising Reference”</b>:- Any reference issued from the office which originates the file is called an “arising reference”.</li> <li>2) <b>“Back file”</b>:-The disposals containing decisions already taken put up for reference to processing of fresh cases are called <b>“backfiles”</b>.</li> <li>3) <b>“Rules of Business”</b>:-“The Rules of Business of the Government of Kerala” made by the Governor of Kerala in exercise of powers conferred by Article 166 of the Constitution of India is referred to as “the Rules of Business”.</li> <li>4) <b>“Case”</b>:- “Case” Consists of the current file, note file and any previous papers and books put up for reference.</li> <li>5) <b>“Circulation”</b>:-The Submission of files to Ministers or to the Governor for information or orders is termed “Circulation”.</li> <li>6) <b>“Constitution”</b>:-“Constitution”means the Constitution of India.</li> <li>7) <b>“Council”</b>:- “Council” means the Council of Ministers constituted under the Article 163 of the Constitution of India and includes a Committee of the Council.</li> <li>8) <b>“Current”</b>:- A communication received in one Department from outside the office or from another Department of the Secretariat which is stamped and numbered in the Department is until disposal, known as “Current”. The number assigned to a current is called a “Current number”.</li> <li>9) <b>“Current File”</b>:- “Current File” is that part of a case consisting of papers received,</li> </ol>	<p><b>26.</b> The following are the definitions of some of the words and expressions used in the Manual.</p> <ol style="list-style-type: none"> <li>1) <b>“Arising Reference”</b>:- Any reference issued from the office which originates the file is called an “arising reference”.</li> <li>2) <b>“Back file”</b>:-The disposals containing decisions already taken put up for reference to processing of fresh cases are called <b>“backfiles”</b>.</li> <li>3) <b>“Rules of Business”</b>:-“The Rules of Business of the Government of Kerala” made by the Governor of Kerala in exercise of powers conferred by Article 166 of the Constitution of India is referred to as “the Rules of Business”.</li> <li>4) <b>“Circulation”</b>:-The Submission of files to Ministers or to the Governor for information or orders is termed “Circulation”.</li> <li>5) <b>“Constitution”</b>:-“Constitution”means the Constitution of India.</li> <li>6) <b>“Council”</b>:- “Council” means the Council of Ministers constituted under the Article 163 of the Constitution of India and includes a Committee of the Council.</li> <li>7) <b>“Current”</b>:- A communication received <i>through post e-mail, fax or otherwise</i> in one Department from outside the office or from another Department of the Secretariat which is stamped and numbered in the Department is until disposal, known as “Current”. The number assigned to a current is called a “Current number”.</li> <li>8) <b>“Current File”</b>:- “Current File” is that part of a case consisting of papers received, drafts of interim references, replies thereto and drafts of final orders issued. It is arranged chronologically from top to</li> </ol>

drafts of interim references, replies thereto and drafts of final orders issued. It is arranged chronologically from top to bottom.

**10) "Demi-official Correspondence":-**

Correspondence is called "Demi-Official" when Government Officers correspond with each other or with any member of the public, on administrative or official matters, without the formality of official procedure and with a view to the inter change or communication of opinion or information.

**11) "Department":-** "Department" is a division of the Government Secretariat wherein specified subjects are dealt with.

**12) "Disposal":-** "Disposal" is a statement of the final decision of Government on any matter submitted for information or orders. The cases so disposed and kept are also referred as such.

**13) "Drafting":-** "Drafting" is the preparation of any communication which is proposed to be issued by, on behalf of or under the direction of the Government.

**14) "Enclosure":-** A communication or a statement or a plan, sketch or other document which is attached to or accompanies another communication to supplement or elucidate the point, intention or orders conveyed by such communication is called its "enclosure".

**15) "Flagging":-** It is the process of attaching to the top of papers put up for reference in a case, slips printed with the letters of the alphabet, or Arabic or Roman numerals.

**16) "Legislative Committee":-** The "Legislative Committee" means a Committee which is appointed or elected by the Assembly or nominated by the Speaker and which works under the direction of the Speaker and the report of which is submitted to the Assembly or to the Speaker.

**17) "Linked File":-** When on case has relevance in relation to another case both

bottom.

**9) "Demi-official Correspondence":-**

Correspondence is called "Demi-Official" when Government Officers correspond with each other or with any member of the public, on administrative or official matters, without the formality of official procedure and with a view to the inter change or communication of opinion or information.

**10) "Department":-** "Department" is a division of the Government Secretariat wherein specified subjects are dealt with.

**11) "Disposal/Close":-** "Disposal" is a statement of the final decision of Government on any matter submitted for information or orders. The cases so disposed and kept are also referred as such. *It also means the process of changing the attributes of an electronic file or record so that it is no longer able to accept the addition or alteration of records.*

**12) "Drafting":-** "Drafting" is the preparation of any communication which is proposed to be issued by, on behalf of or under the direction of the Government.

**13) "E-file:- is a file which is in Electronic form.**

**14) E-office-system that provides electronic way of doing work for a public servant which includes the elements like Work Flow Automation, Documents and Knowledge Management and leads to less paper office.**

**15) "Enclosure":-** A communication or a statement or a plan, sketch or other document which is attached to or accompanies another communication to supplement or elucidate the point, intention or orders conveyed by such communication is called its "enclosure".

**16) Facilitation Centre-is a facility normally set up outside the office of Minister/ Department to provide information to the citizens/clients about the programmes, schemes etc as well as status of cases, application etc.**

the cases are submitted together and this process is called "linking of files". The file so submitted along with another file for reference or for orders is known as "linked file"

**18) "Minister":**-Minister means a member of the Council of Ministers constituted under Article 163 of the constitution of India.

**19) "New Case":**- A paper which is not connected with a pending case in the office or one which originates in the office or is started by a Minister or officer of the Secretariat is termed as a "new Case".

**20) "Note":**- A note is written by a Secretariat official to facilitate the disposal of a case. It may contain a précis of previous papers, a statement of the facts reported and proposals made in the current file, the arguments for and against any measure proposed, and suggestions as to the action to be taken.

**21) "Note File":**- "Note File" is that part of the case which contains the notes written by the Secretariat officers and includes unofficial references and replace thereto and a note for Council of Ministers and the decisions of the Council.

**22) "Official correspondence":**- Correspondence is called 'official' when one Government officer, as such, address or is addressed to by another Government Officer or by any public body or private individual, in writing, in accordance with certain fixed rules as to form, matter and procedure and with the intention that such correspondence may be the public record regarding the question discussed.

**23) "Old Case":**-A reply to a reference issued from the office, or a paper which though not a reply of that nature, has for any other reason to be filed with a current already pending in the office is called an 'old case'.

**24) "Put up Papers":**- Means the previous order or other papers connected with or

**17) File-**"File" consists of the current file, note file and any previous papers and books put up for reference and includes e-file.

**18) 'Flagging':**- It is the process of attaching to the top of papers put up for reference in a case, slips printed with the letters of the alphabet, or Arabic or Roman numerals.

**19) Internet-'Internet' is a worldwide system of public computer networks in which users can get information from any other computer.**

**20) Intranet-'Intranet' is a private network with interlinked local area networks using leased lines in the wide area network.**

**21) "Legislative Committee":**-The "Legislative Committee" means a Committee which is appointed or elected by the Assembly or nominated by the Speaker and which works under the direction of the Speaker and the report of which is submitted to the Assembly or to the Speaker.

**22) "Linked File":**- When on case has relevance in relation to another case both the cases are submitted together and this process is called "linking of files". The file so submitted along with another file for reference or for orders is known as "linked file"

**23) "Minister":**-Minister means a member of the Council of Ministers constituted under Article 163 of the constitution of India.

**24) Minute-means a note recorded by the Governor, the CM or a Minister.**

**25) "New File":**- A current paper which is not connected with a pending case in the office or one which originates in the office or is started by a Minister or office of the Secretariat is termed as a "new Case".

**26) "Note":**- A note is written by a Secretariat official to facilitate the disposal of a case. It may contain a précis of previous papers, a statement of the facts reported

bearing on the subject of a current under consideration and put up in the case with the current.

**25) "Reference":-** It is the process of putting up in a case previous correspondence, laws, rules, reports, etc. required for its disposal, flagging them and indicating their presence by references in the margin at the portion of the current file or the note file in which they are mentioned or quoted.

**26) 'Registry':-** A paper is said to be 'registered' when it is given a 'current number' and entered with an abstract in the Personal Register.

**27) "Routine Note":-** Apart from the usual note file, it may become necessary to clarify points of an ephemeral nature and the notes prepared for that purpose is called "routine note". They do not usually go into permanent record. Routine notes of a different kind are utilized in processing inter-departmental references to ensure that only the final opinion arrived at in the Department consulted are communicated to the consulting Department. These notes written in the context of inter-Departmental references are also known as 'routine notes'.

**28) "Secretariat":-** It is the Government Office wherein or through which the Governor or any Minister takes official cognizance of matters relating to the administration of the State.\*

**29) "Secretariat Instructions":-** Secretariat Instructions means "the Kerala Government Secretariat Instructions".

**30) "Section":-** "Section" is a minor division of the Department of the Secretariat consisting of a Section Officer or an Office Superintendent and one or more Assistants or typists under him.

**31) "Tappal":-** All communications received in the office which are official, unofficial or demi-official are until registry, known as 'Tappal'.

and proposals made in the current file, the arguments for and against any measure proposed, and suggestions as to the action to be taken.

**27) "Note File":-** "Note File" is that part of the case which contains the notes written by the Secretariat officers and includes unofficial references and replace thereto and a note for Council of Ministers and the decisions of the Council.

**28) "Officialcorrespondence":-** Correspondence is called 'official' when one Government officer, as such, address or is addressed to by another Government Officer or by any public body or private individual, in writing, in accordance with certain fixed rules as to form, matter and procedure and with the intention that such correspondence may be the public record regarding the question discussed.

**29) 'Old Case':-**A reply to a reference issued from the office, or a paper which though not a reply of that nature, has for any other reason to be filed with a current already pending in the office is called an 'old case'.

**30) "Put up Papers":-** Means the previous order or other papers connected with or bearing on the subject of a current under consideration and put up in the case with the current.

**31) "Reference":-** It is the process of putting up in a case previous correspondence, laws, rules, reports, etc. required for its disposal, flagging them and indicating their presence by references in the margin at the portion of the current file or the note file in which they are mentioned or quoted.

**32) 'Registry':-** A paper is said to be 'registered' when it is given a 'current number' and entered with an abstract in the Personal Register.

**33) "Routine Note":-** Apart from the usual note file, it may become necessary to clarify points of an ephemeral nature and



**32) "Unofficial correspondence":-** When it is proposed to obtain on the note file of a case the concurrence, opinion or remarks of another Department of the Secretariat or of any particular officer of Government, so that such concurrence, opinion or remarks may not form part of the official proceedings, the mode of referring a paper or a case an obtaining a reply is called 'unofficial correspondence'. A note so issued is also known as an unofficial note or U.O. Note.

**33) "Official Language":-** Official Language for purpose of transaction of business in the Secretariat will be that language approved in Kerala Official Language Act 1969 and in the notifications issued by Government from time to time under section 1B of the said Act.

the notes prepared for that purpose is called "routine note". They do not usually go into permanent record. Routine notes of a different kind are utilized in processing inter-departmental references to ensure that only the final opinion arrived at in the Department consulted are communicated to the consulting Department. These notes written in the context of inter-Departmental references are also known as 'routine notes'.

**34) "Secretariat":-** It is the Government Office wherein or through which the Governor or any Minister takes official cognizance of matters relating to the administration of the State.\*

**35) "Secretariat Instructions":-** Secretariat Instructions means "the Kerala Government Secretariat Instructions".

**36) "Section":-**"Section" is a minor division of the Department of the Secretariat consisting of a Section Officer or an Office Superintendent and one or more Assistants or typists under him.

**37) SECWAN-'Secretariat Wide Area Network is a network of computers in close proximity to each other in Secretariat office building**

**38) "Tappal":-** All communications received in the office which are official, unofficial or demi-official are until registry, known as 'Tappal'.

**39) "Unofficial correspondence":-** When it is proposed to obtain on the note file of a case the concurrence, opinion or remarks of another Department of the Secretariat or of any particular officer of Government, so that such concurrence, opinion or remarks may not form part of the official proceedings, the mode of referring a paper or a case an obtaining a reply is called 'unofficial correspondence'. A note so issued is also known as an unofficial note or U.O. Note.

**40) "Video Conference":- a set of interactive telecommunication technologies that**

	<p><i>allow locations to interact via two-way video and audio transmissions simultaneously.</i></p> <p><b>41) Wide Area Network</b> -spans a large geographic area, such as a state or country. WANS often can meet multiple smaller networks such as LANs or MANs (Metro Area Networks)</p>
<b>CHAPTER III</b>	<b>CHAPTER III</b>
<b>THE COURSE OF ACTION ON A PAPER FROM RECEIPT TO DISPOSAL</b>	<b>THE COURSE OF ACTION ON A PAPER FROM RECEIPT TO DISPOSAL</b>
<p><b>Para 27. Receipt of currents:</b> - Incoming papers in the Departments are received by the Office Section. In addition, communications addressed in the name of officers and those received by the officers of Chief Minister and other Ministers are given to the respective Departments for processing. Ordinary communications are opened in the presence of the Office Superintendent. They are date stamped, numbered and distributed to the respective sections as indicated by the distribution of subjects. The papers so stamped and numbered are distributed as 'Tappal"to the concerned sections after perusal by under Secretary or Deputy Secretary in charge of the section so that suitable instructions can be given by the officers. The papers so received are acknowledged by the assistants and registered in the Personal Register."Secret" or "Strictly Confidential "covers are opened by the officers concerned. They are also numbered and processed as in the case of other papers with the exception that they will be handled only by officers who are authorized to handle them. They will not be given down as other routine papers.</p>	<p><b>27. Receipt of currents:</b> - Incoming papers in the Departments are received by the Office Section. In addition, communications addressed in the name of officers and those received by the officers of Chief Minister and other Ministers are given to the respective Departments for processing. Ordinary communications are opened in the presence of the Office Superintendent. They are date stamped, numbered and distributed to the respective sections as indicated by the distribution of subjects. The papers so stamped and numbered are distributed as 'Tappal"to the concerned sections after perusal by under Secretary or Deputy Secretary in charge of the section so that suitable instructions can be given by the officers. The papers so received are acknowledged by the assistants and registered in the Personal Register."Secret" or "Strictly Confidential "covers are opened by the officers concerned. They are also numbered and processed as in the case of other papers with the exception that they will be handled only by officers who are authorized to handle them. They will not be given down as other routine papers.</p> <p><b><i>In the case of e-tapals, it shall be the responsibility of the Office superintendent to scan and register it into the system (in the case the enclosures are missing, he shall take action telephonically or electronically to obtain the enclosures from the sender, preferably in the electronic form) Also, where voluminous books, papers, etc are sent as annexure, the sender may</i></b></p>

	<p><i>be requested to send a soft copy or indicate public website link from where the book etc may be downloaded. To start with, only the first page/cover of the book etc may be scanned. Similarly, while sending letters, only a website link/URL may be provided, to save paper and scanning effort. The functionary in the office section will forward it to the concerned functionary in accordance with the work distribution order. In other cases, the Personal Secretary/Confidential Assistant shall scan it and register it for further directions.</i></p> <p><b>27A. Registration of Tapal:-</b> <i>The tapal will be received by the concerned functionaries either in electronic form or physical form. The tapal which has been received in the physical form has to be converted into electronic form. Thereafter, it will be registered in the electronic form. The system will automatically generate a new current number for every new item of tapal. This current number will be in seriatim for the entire Department. At the time of registration the system will allow the user to categorize the receipts. Also, the scanning of tapal may be done as per the priority markings on the tapal, if any.</i></p>
<p><b>Para 28. Preparation of a case and its processing:</b>  - After registering the papers they are processed by the Assistant. The initial step is to find out whether they relate to any of the pending files. If so, they are added to the concerned file and further action taken. In other cases, they are treated as a fresh case and a new file is opened. The earlier papers which are available in the records are requisitioned and placed at the bottom of the file. Standing instructions, if any, as well as rules or orders having a relevance to the matter are also collected. After all these materials are collected, the Assistant puts up a note containing the summary of the facts, rules of position, if any, to be considered and precedents if any to be looked into. In very simple cases as well as cases of a routine nature, specific suggestions are also made. The papers are arranged in the proper form and put up to the Section Officer. The section Officer scrutinizes the whole file and makes such changes as are considered necessary in the note prepared by the</p>	<p><b>28. Preparation of a case and its processing: -</b>  After registering the papers they are processed by the Assistant. The initial step is to find out whether they relate to any of the pending files. If so, they are added to the concerned file and further action taken. In other cases, they are treated as a fresh case and a new file is opened. The earlier papers which are available in the records are requisitioned and placed at the bottom of the file. Standing instructions, if any, as well as rules or orders having a relevance to the matter are also collected. After all these materials are collected, the Assistant puts up a note containing the summary of the facts, rules of position, if any, to be considered and precedents if any to be looked into. In very simple cases as well as cases of a routine nature, specific suggestions are also made. The papers are arranged in the proper form and put up to the Section Officer. The section Officer scrutinizes the whole file and makes such changes as are considered necessary in the note prepared by the</p>

<p>Assistant and submits it to the next level officer in charge of the section.</p> <p>In cases where Finance, Law or Personnel and Administrative Reforms Department or any other Secretariat Department has to be consulted under the Rules of Business/Secretariat Instructions the case shall be referred to that Department at the level of an officer not below the rank of Deputy Secretary or Under Secretary wherever specifically delegated by general orders, and that Department's view shall also be incorporated in the note put up for orders.</p>	<p>Assistant and submits it to the next level officer in charge of the section.</p> <p>In cases where Finance, Law or Personnel and Administrative Reforms Department or any other Secretariat Department has to be consulted under the Rules of Business/Secretariat Instructions the case shall be referred to that Department at the level of an officer not below the rank of Deputy Secretary or Under Secretary wherever specifically delegated by general orders, and that Department's view shall also be incorporated in the note put up for orders.</p>
<p><b>Para 29. Decisions On Cases:-</b> A case shall be disposed of at the appropriate level according to the Rules of Business and standing instructions issued in the Department under the Rules of Business.</p>	<p><b>29. Decisions On Cases:-</b> A case shall be disposed of at the appropriate level according to the Rules of Business and standing instructions issued in the Department under the Rules of Business.</p>
<p><b>Para 30. Communication of Decisions:-</b> Once a decision is taken on the file at the appropriate level and if requires to be communicated, it is done in the form of Government Order, Notification, letter or any other approved form of correspondence, the draft of which shall be approved as provided in the delegation of powers. Section Officers are authorized to sign fair copies of orders of Government letters and other forms of communication other that letters to Government of India, other State Governments, Supreme Court, high Courts, Election Commission, Secretaries to Rajyasabha, Lokshaba and other State Legislatures, Public Service Commission, Accountant General, Members of Legislative Assembly, Members of Parliament and other higher dignitaries. Letters to Government of India, Public Service Commission, important authorities etc. shall be signed only by an officer not below the rank of Under Secretary.</p>	<p><b>30. Communication of Decisions:-</b> Once a decision is taken on the file at the appropriate level and if requires to be communicated, it is done in the form of Government Order, Notification, letter or any other approved form of correspondence, the draft of which shall be approved as provided in the delegation of powers. Section Officers are authorized to sign fair copies of orders of Government letters and other forms of communication other that letters to Government of India, other State Governments, Supreme Court, high Courts, Election Commission, Secretaries to Rajyasabha, Lokshaba and other State Legislatures, Public Service Commission, Accountant General, Members of Legislative Assembly, Members of Parliament and other higher dignitaries. Letters to Government of India, Public Service Commission, important authorities etc. shall be signed only by an officer not below the rank of Under Secretary.</p>
<p><b>Para 31. Closing of cases:-</b>When no further action remains to be taken, in a file the papers are disposed in the form of records to be kept in the Records Branch for future reference. The disposals have to be certified by Section Officer before transmission to the records branch. This certificate ensures that no further action remains to be taken on the file and that it is not prematurely closed. Section Officers should take</p>	<p><b>31. Closing of cases:-</b>When no further action remains to be taken, in a file the papers are disposed in the form of records to be kept in the Records Branch for future reference. The disposals have to be certified by Section Officer before transmission to the records branch. This certificate ensures that no further action remains to be taken on the file and that it is not prematurely closed. Section Officers should take</p>

particular care to see that no file on which any action is due is passed by them for transmission to Records.	particular care to see that no file on which any action is due is passed by them for transmission to Records.
<b>Para 32. Treatment of cases after disposal:-</b> The disposals are stitched properly and sent to Records for future reference. In important cases requiring reference in future, they are indexed. Every Department publishes the annual index. These indices are utilized by the officers and staff of the Department in order to ascertain whether a particular issue has been considered and disposed earlier.	<b>32. Treatment of cases after disposal:-</b> The disposals are stitched properly and sent to Records for future reference. In important cases requiring reference in future, they are indexed. Every Department publishes the annual index. These indices are utilized by the officers and staff of the Department in order to ascertain whether a particular issue has been considered and disposed earlier.
<b>Para 33. Preservation of Records:-</b> The nature of disposal of a file is decided depending on the requirement of those papers for future reference. They are classified with different periods of preservation and destroyed only on the orders of competent authority. The Secretariat Records form the repository of entire records. Whenever copies of these public records are required by any persons for his personal use, they are made available subject to the rules governing the matter on payment. The procedure for this will be prescribed by Government from time to time.	<b>33. Preservation of Records:-</b> The nature of disposal of a file is decided depending on the requirement of those papers for future reference. They are classified with different periods of preservation and destroyed only on the orders of competent authority. The Secretariat Records form the repository of entire records. Whenever copies of these public records are required by any persons for his personal use, they are made available subject to the rules governing the matter on payment. The procedure for this will be prescribed by Government from time to time.
<b>CHAPTER IV</b>	<b>CHAPTER IV</b>
<b>FUNCTIONS OF OFFICE SECTION</b>	<b>FUNCTIONS OF OFFICE SECTION</b>
<b>Para 34.</b> The Office Section under the charge of an Office Superintendent attends mainly to the receipt of papers, its distribution, dispatch of outward communications, transmission of disposals to Records, up keep of specified registers, procurement and distribution of stationery etc. In the discharge of these duties the Office Superintendent is assisted by supporting staff like Clerical Assistants, Attenders, Peons, Binders etc.	<b>34.</b> The Office Section under the charge of an Office Superintendent attends mainly to the receipt of papers, its distribution, dispatch of outward communications, transmission of disposals to Records, up keep of specified registers, procurement and distribution of stationery etc. In the discharge of these duties the Office Superintendent is assisted by supporting staff like Clerical Assistants, Attenders, Peons, Binders etc.
<b>Para 35. Nature of Tappal:-</b> The Tappal consists of all communications addressed to the officers of the Department or papers received and handed down to the office section by any of the officers or other functionaries of the Government. This includes files and other unofficial references received from other Department of the Secretariat and also	<b>35. Nature of Tappal:-</b> The Tappal consists of all communications addressed to the officers of the Department or papers received and handed down to the office section by any of the officers or other functionaries of the Government. This includes files and other unofficial references received from other Department of the Secretariat and also confidential at certain levels.

<p>confidential at certain levels. The tappal is received by the Office Superintendent or other staff nominated for this purpose.</p>	<p>The tappal is received by the Office Superintendent or other staff nominated for this purpose.</p>
<p><b>Para 36. Tappal Distribution:-</b>All covers other than confidential covers and name covers to the officers are opened in the presence of the Office Superintendent. The papers are then sorted out section-wise. The office section shall keep a copy of the distribution of subjects among the sections in that department for ready reference. The Office Superintendent will submit all communications received from the Government of India. Government of other States. Foreign Embassies in India and Indian Embassies abroad to the Secretaries concerned before they are numbered and sent to the Under Secretary/Deputy Secretary with the Tappal Books. All papers received in the tappal except those of an ephemeral character, such as post copies of telephonic messages, tour programmes of Ministers, enclosures, spare copies and printed copies of indices circulated among sections, are numbered by the peon with the automatic numbering machine or if there is no such machine, by hand, under the supervision of the Tappal Assistant. The responsibility for the proper performance of the numbering work shall be with the Tappal Assistant. The numbering machine imprints the same number twice, once on the paper received and again in the Tappal Distribution Register. Each Department of the Secretariat will have one series or numbers starting with one and continuing consecutively up to the last number reached at the close of the Year. When the papers relating to one section have been numbered, say from 11236 to 11285, the papers of the next section are numbered from 11286 and so on. If the last receipt on that day was numbered 11312, the first receipt on the next day would be numbered 11313. After numbering all papers in this manner it will be submitted to the under Secretary or Deputy Secretary in charge of the concerned section.</p> <p>Before entering the current numbers, letters from Government of India, other state Governments, Legislature Secretariat, Advocate General, Public Service Commission, Accountant General ,</p>	<p><b>36. Tappal Distribution:-</b>All covers other than confidential covers and name covers to the officers are opened in the presence of the Office Superintendent. The papers are then sorted out section-wise. The office section shall keep a copy of the distribution of subjects among the sections in that department for ready reference. The Office Superintendent will submit all communications received from the Government of India. Government of other States. Foreign Embassies in India and Indian Embassies abroad to the Secretaries concerned before they are numbered and sent to the Under Secretary/Deputy Secretary with the Tappal Books. All papers received in the tappal except those of an ephemeral character, such as post copies of telephonic messages, tour programmes of Ministers, enclosures, spare copies and printed copies of indices circulated among sections, are numbered by the peon with the automatic numbering machine or if there is no such machine, by hand, under the supervision of the Tappal Assistant. The responsibility for the proper performance of the numbering work shall be with the Tappal Assistant. The numbering machine imprints the same number twice, once on the paper received and again in the Tappal Distribution Register. Each Department of the Secretariat will have one series or numbers starting with one and continuing consecutively up to the last number reached at the close of the Year. When the papers relating to one section have been numbered, say from 11236 to 11285, the papers of the next section are numbered from 11286 and so on. If the last receipt on that day was numbered 11312, the first receipt on the next day would be numbered 11313. After numbering all papers in this manner it will be submitted to the under Secretary or Deputy Secretary in charge of the concerned section.</p> <p>Before entering the current numbers, letters from Government of India, other state Governments, Legislature Secretariat, Advocate General, Public Service Commission, Accountant</p>

Courts, O.Ps, Petitions and other important papers shall be entered in an inward register kept by the office section in manuscript in the following form:-

1. Number and date of Communication.
2. Subject in Brief.
3. Received from whom.
4. Section to which allotted.

The Under secretary/Deputy Secretary concerned will pass such instructions as are considered necessary on urgent/important papers and send the Tappal to the Section Officers concerned for distribution to the Assistants. The Section Officer will take particular care to note down in his own daily remembrance time limit cases to ensure that they do not get delayed. This should be done before distribution of tappal itself.

He will get the initials of Assistants in the tappal book and ensure that the Tappal are registered in the Personal Registers the same day. In token of having done this he should attest as follows below the last number in the Tappal Book before it is returned to the office section for numbering the next day.

“Verified that the above numbers have been entered in the personal Registers”.

Signature

Section Officer

Date:

On days on which the Section Officer is not present the work of distribution of tappal as well as the function of attestation in the tappal book shall be performed by the senior most Assistant in the Section.

A paper numbered and distributed to one section shall on no account be returned to the office section even if it does not relate to that section. The Section Officer should transfer it to the concerned section, if it relates to another section in the same Department. If it relates to another Department, it may be transferred under orders of Under Secretary or Deputy Secretary. Paper

General , Courts, O.Ps, Petitions and other important papers shall be entered in an inward register kept by the office section in manuscript in the following form:-

1. Number and date of Communication.
2. Subject in Brief.
3. Received from whom.
4. Section to which allotted.

The Under secretary/Deputy Secretary concerned will pass such instructions as are considered necessary on urgent/important papers and send the Tappal to the Section Officers concerned for distribution to the Assistants. The Section Officer will take particular care to note down in his own daily remembrance time limit cases to ensure that they do not get delayed. This should be done before distribution of tappal itself.

He will get the initials of Assistants in the tappal book and ensure that the Tappal are registered in the Personal Registers the same day. In token of having done this he should attest as follows below the last number in the Tappal Book before it is returned to the office section for numbering the next day.

“Verified that the above numbers have been entered in the personal Registers”.

Signature

Section Officer

Date:

On days on which the Section Officer is not present the work of distribution of tappal as well as the function of attestation in the tappal book shall be performed by the senior most Assistant in the Section.

A paper numbered and distributed to one section shall on no account be returned to the office section even if it does not relate to that section. The Section Officer should transfer it to the concerned section, if it relates to another section in the same Department. If it relates to another Department, it may be transferred under orders of Under Secretary or Deputy Secretary. Paper

<p>once transferred from a section to another section of the same department by a Section officer shall not be returned to the same section unless seen by the Under Secretary/Deputy Secretary in charge of the latter section.</p>	<p>once transferred from a section to another section of the same department by a Section officer shall not be returned to the same section unless seen by the Under Secretary/Deputy Secretary in charge of the latter section.</p>
<p><b>Para 37. Numbering and Distribution:-</b> The tappal received in the office section on a particular day after distribution, may be distributed to the sections in the next day. Urgent papers/files should however be distributed on the same day.</p>	<p><b>37. Numbering and Distribution: -</b> The tappal received in the office section on a particular day after distribution, may be distributed to the sections in the next day. Urgent papers/files should however be distributed on the same day</p>
<p><b>Para 38. Unofficial references:-</b> Unofficial references received from other departments of the Secretariat will also be submitted to the officers concerned before they are numbered and distributed to the sections concerned. These files also have to be entered in the manuscript register of received papers maintained by the office section along with other papers received. The numbering will be in the margin of the note file where the note has ended for the time being and the date stamp of the office section will be affixed. A new number will be assigned to the file even if it is having a current number in the Department and is presently received back from another Department.</p>	<p><b>38. Unofficial references:-</b> Unofficial references received from other departments of the Secretariat will also be submitted to the officers concerned before they are numbered and distributed to the sections concerned. These files also have to be entered in the manuscript register of received papers maintained by the office section along with other papers received. The numbering will be in the margin of the note file where the note has ended for the time being and the date stamp of the office section will be affixed. A new number will be assigned to the file even if it is having a current number in the Department and is presently received back from another Department.</p>
<p><b>Para 39. References relating to more than one section:-</b>When a current relates to more than one topic and consequently to more than one section as per the distribution of subjects, it may be given over to the section with which the majority of points or the most important point related to. In deciding the propriety of distribution, the decision of the Under Secretary of Deputy Secretary in charge of the Office Section shall be final. The section receiving such a communication has to communicate extracts or a summary of the points on which action has to be pursued in other sections. General currents, i.e., currents relating to all sections should be taken up by the section specified for dealing with such papers as per the distribution of subjects in the department.</p>	<p><b>39. References relating to more than one section:-</b>When a current relates to more than one topic and consequently to more than one section as per the distribution of subjects, it may be given over to the section with which the majority of points or the most important point related to. In deciding the propriety of distribution, the decision of the Under Secretary of Deputy Secretary in charge of the Office Section shall be final. The section receiving such a communication has to communicate extracts or a summary of the points on which action has to be pursued in other sections. General currents, i.e., currents relating to all sections should be taken up by the section specified for dealing with such papers as per the distribution of subjects in the department.</p>
<p><b>Para 40. Transfer of papers to other departments:-</b>When an office section or an officer receiving a paper is satisfied that the paper relates to another Department as per the</p>	<p><b>40. Transfer of papers to other departments:-</b>When an office section or an officer receiving a paper is satisfied that the paper relates to another Department as per the distribution of subjects</p>



<p>distribution of subjects ordered in the Rules of Business, it shall be immediately forwarded to the office section of the concerned Department,. If a paper happens to be numbered and given over to a section in the department, they may transfer it to the appropriate department under orders of Under Secretary of Deputy Secretary in-charge of the Section.</p>	<p>ordered in the Rules of Business, it shall be immediately forwarded to the office section of the concerned Department,. If a paper happens to be numbered and given over to a section in the department, they may transfer it to the appropriate department under orders of Under Secretary of Deputy Secretary in-charge of the Section.</p>
<p><b>Para 41. Treatment of Valuable enclosures:-</b> Money, cheques and others valuables received as enclosures to communications will be entered by the office Superintendent in the security register in Form No.XVI in Appendix I and delivered to the cash branch of the accounts section for safe custody and acknowledgement obtained in the margin of the communication.</p>	<p><b>41. Treatment of Valuable enclosures:-</b> Money, cheques and others valuables received as enclosures to communications will be entered by the office Superintendent in the security register in Form No.XVI in Appendix I and delivered to the cash branch of the accounts section for safe custody and acknowledgement obtained in the margin of the communication.</p>
<p><b>Para 42. Treatment of stamps affixed on communications:-</b> When communication received contain adhesive stamps they shall be punched by the office section. Though, cancellation of the stamps is the primary responsibility of office section, the Section Officers who receive such communication have to ensure that it is properly done.</p>	<p><b>42. Treatment of stamps affixed on communications:-</b> When communication received contain adhesive stamps they shall be punched by the office section. Though, cancellation of the stamps is the primary responsibility of office section, the Section Officers who receive such communication have to ensure that it is properly done.</p>
<p><b>Para 43. Procedure in respect of telegrams or other messages received out of office hours:-</b> During office hours, messages including telegrams are received by officers and the office sections of different departments. During holidays, the messages are received by the Assistants or Typists put on holiday duty in the office sections. During out of office hours, such communications are received by the Assistant or Typist put on turn duty in the Central Agency. The person receiving such a communication has to go through it carefully and communicate the contents to the officers concerned at the earliest depending upon the urgency of the matter. In other cases, it may be delivered to the concerned office section when it opens the next working day.</p>	<p><b>43. Procedure in respect of fax or other messages received out of office hours:-</b> During office hours, messages including <b>fax or other messages</b> are received by officers and the office sections of different departments. During holidays, the messages are received by the Assistants or <b>Computer Assistants</b> put on holiday duty in the office sections. During out of office hours, such communications are received by the Assistant or <b>Computer Assistants</b> put on turn duty in the Central Agency. The person receiving such a communication has to go through it carefully and communicate the contents to the officers concerned at the earliest depending upon the urgency of the matter. In other cases, it may be delivered to the concerned office section when it opens the next working day.</p>
<p><b>Para 44. Despatch:-</b> Outward communications from the Secretariat are prepared by the sections and signed by officers of the Secretariat are prepared by the sections and signed by officers of the Secretariat Departments. They are entered in the Despatch Register given over to the office</p>	<p><b>44. Despatch:-</b> Outward communications from the Secretariat are prepared by the sections and signed by officers of the Secretariat are prepared by the sections and signed by officers of the Secretariat Departments. They are entered in the Despatch Register given over to the office section</p>

<p>section for dispatch. Despatch by ordinary post shall be done on the same day. Subject to this communications should be dispatched within 24 hours in all cases. However, in the case of telex and teleprinter messages, they are delivered direct to the teleprinter section by the concerned sections and officers. When communications intended for dispatch to other countries are received, the office section should ensure that they are sent on regular postal stamps and not on service stamps. Similarly for the dispatch of communications by Speed Post, the special instructions issued from time to time have to be observed.</p>	<p>for dispatch. Despatch by ordinary post shall be done on the same day. Subject to this communications should be dispatched within 24 hours in all cases. However, in the case of telex and teleprinter messages, <b>fax or other messages</b> they are delivered direct to the '<b>IBM</b>' section by the concerned sections and officers. When communications intended for dispatch to other countries are received, the office section should ensure that they are sent on regular postal stamps and not on service stamps. Similarly for the dispatch of communications by Speed Post, the special instructions issued from time to time have to be observed.</p>
<p><b>Para 45. Transmission of disposals:-</b> The disposals in a section are given over to the office section by the Assistants. They have to be stitched properly and transferred to the Records Branch by the Office Section. Disposals taken from records directly for reference have to be returned by the Assistants direct to the records branch. However, disposals to which new papers are added should be got stitched from the office section before returning them to the records branch. The transmission of these records should be given top priority by the office sections so as to avoid loss of such disposals and dislocation of work.</p>	<p><b>45. Transmission of disposals:-</b> The disposals in a section are given over to the office section by the Assistants. They have to be stitched properly and transferred to the Records Branch by the Office Section. Disposals taken from records directly for reference have to be returned by the Assistants direct to the records branch. However, disposals to which new papers are added should be got stitched from the office section before returning them to the records branch. The transmission of these records should be given top priority by the office sections so as to avoid loss of such disposals and dislocation of work.</p>
<p><b>Para 46. Stationery:-</b> Except in Departments which have authorized the Section Officers to requisition stationery directly, office section shall prepare the annual indent for stationery as well as forms and procure them, maintain the Stock Registers and issue them to the staff and officers as per requirement. Apart from this the confidential Assistants attached to Deputy Secretaries and above shall requisition any additional item from the Stationery Department of Form Stores as per the indents placed by the respective officers. The procurement and supply of stationery shall be done in time so as to facilitate transaction of official business without any hindrance.</p>	<p><b>46. Stationery: -</b> Except in Departments which have authorized the Section Officers to requisition stationery directly, office section shall prepare the annual indent for stationery as well as forms and procure them, maintain the Stock Registers and issue them to the staff and officer as per requirement. Apart from this the <b>Personal Secretary/Confidential Assistant</b> attached to Deputy Secretaries and above shall requisition any additional item from the Stationery Department of Form Stores as per the indents placed by the respective officers. The procurement and supply of stationery shall be done in time so as to facilitate transaction of official business without any hindrance.</p>
<p><b>Para 47. Routine duties:-</b> The office sections shall attend to other routine functions entrusted to them from time to time like the collections and forwarding of periodical return, compilation of</p>	<p><b>47. Routine duties:-</b> The office sections shall attend to other routine functions entrusted to them from time to time like the collections and forwarding of periodical return, compilation of</p>

index etc.	index etc.
<b>CHAPTER V</b>	<b>CHAPTER V</b>
<b>REGISTRY OF PAPERS</b>	<b>REGISTRY OF PAPERS</b>
<p><b>Para 48. Personal Register:-</b>The currents received by each Assistant should be acknowledged in the tappal book and registered in the Personal Register (Form V in Appendix 1) bound volumes of which are supplied to each section to be maintained by the Assistant. Entries must be made neatly in ink. It should not be maintained in loose sheets or in unauthorized notebooks. The names of Section Officer and the Assistant should be written on the fly leaf in each volume. Changes in personnel should be entered with the dates on which the changes took place.</p>	<p><b>48. Personal Register:-</b>The currents received by each Assistant should be acknowledged in the tappal book and registered in the Personal Register (Form V in Appendix 1) bound volumes of which are supplied to each section to be maintained by the Assistant. Entries must be made neatly in ink. It should not be maintained in loose sheets or in unauthorized notebooks. should be written on the fly leaf in each volume. Changes in personnel should be entered with the dates on which the changes took place.</p> <p><b><i>'The currents received by each Assistant should also be entered and processed in the IDEAS Software. All officers of and above the rank of Section Officer should acknowledge and enter transit files through IDEAS Software'</i></b></p> <p><b><i>'Provided that a Personal Register generated in a digital form using an approved software, containing the details prescribed above, will be sufficient compliance of the requirements prescribed above'</i></b></p>
<p><b>Para 49. Special Registers: -</b> When special subjects like application under a scheme etc., are processed in a seat, such papers may be entered in the special registers prescribed for that purpose by the Secretary of the Department.</p>	<p><b>49. Special Registers: -</b> When special subjects like application under a scheme etc., are processed in a seat, such papers may be entered in the special registers prescribed for that purpose by the Secretary of the Department.</p>
<p><b>Para 50. Current to be entered in the register immediately on receipt:-</b> As soon as the papers are received in the section, the Assistant must at once enter them in the personal Register. Any delay or neglect in this matter will be held a very serious dereliction of duty on the part of the Assistant. Section officer should see that all currents received in the section are duly registered in the Personal Registers of those assistants to whom the subjects are allotted. The Registry of papers should be completed on the very day of their receipt. If any seat is vacant or if the Assistant is on leave the Section Officer should get it done by another Assistant in the</p>	<p><b>50. Current to be entered in the register immediately on receipt:-</b> As soon as the papers are received in the section, the Assistant must at once enter them in the personal Register. Any delay or neglect in this matter will be held a very serious dereliction of duty on the part of the Assistant. Section officer should see that all currents received in the section are duly registered in the Personal Registers of those assistants to whom the subjects are allotted. The Registry of papers should be completed on the very day of their receipt. If any seat is vacant or if the Assistant is on leave the Section Officer should get it done by another Assistant in the</p>

<p>section or he himself should register the papers.</p>	<p>section or he himself should register the papers. The Section Officer should ensure that the Assistant to whom the currents have been allotted has acknowledged it in the tappal book. At the close of the day, Section Officer should ensure that the papers have been registered and certify in the tappal book that all the papers have been entered in the personal Registers. The Under Secretary or Deputy Secretary in charge of the section should ensure. The Under Secretary or Deputy Secretary in charge of the section should ensure that this instruction is scrupulously followed by the Assistants and Section Officers.</p> <p><b>50A. Perusal and marking of receipts:-</b>  <b>The receipts shall be received electronically by the Section Officer who will:</b></p> <ul style="list-style-type: none"> <li><i>i. go through the receipts;</i></li> <li><i>ii. forward misdirected receipts to the sections concerned;</i></li> <li><i>iii. separate those which either under the departmental instructions or in his discretion should be seen by higher officers before those are processed and mark those to such officers;</i></li> <li><i>iv. mark to himself such of the remaining receipts as are of a difficult nature or present any special features requiring his personal attention;</i></li> <li><i>v. mark and forward other Receipts to the dealing hands concerned and where necessary indicate urgency grading and give directions regarding line of action;</i></li> <li><i>vi. flag the important receipts requiring prompt action or disposal by a specified date in the system; and</i></li> <li><i>vii. submit the case to the officer who last dealt with it, if it is the one returned by another department.</i></li> <li><i>viii. The section officer will review the status of the receipts every week to ensure prompt action.</i></li> </ul>
<p><b>Para 51. All communications to be registered: -</b> All currents numbered and distributed to the section shall be registered in the Personal Register and then only added to the concerned files. The following categories of papers need not be</p>	<p><b>51. All communications to be registered: -</b> All currents numbered and distributed to the section shall be registered in the Personal Register and then only added to the concerned files. The following categories of papers need not be registered in the Personal Register. They shall be</p>

<p>registered in the Personal Register. They shall be disposed of as indicated below:-</p> <ol style="list-style-type: none"> <li>1. Applications for casual leave from members of the office establishment may be filed separately and kept in the section along with the casual leave register and retained till the expiry of one year following the year, in which they were received.</li> <li>2. Applications for appointment to posts or applications received in response to specific advertisements made by the Government will be registered in a special register kept for the purpose. Such papers shall be handled as per special instructions, if any, given in the matter.</li> <li>3. Any other class of papers which the Under Secretary or other superior officer considers it unnecessary to bring on to the Personal Register.</li> </ol>	<p>disposed of as indicated below:-</p> <ol style="list-style-type: none"> <li>1. Applications for casual leave from members of the office establishment may be filed separately and kept in the section along with the casual leave register and retained till the expiry of one year following the year, in which they were received.</li> <li>2. Applications for appointment to posts or applications received in response to specific advertisements made by the Government will be registered in a special register kept for the purpose. Such papers shall be handled as per special instructions, if any, given in the matter.</li> <li>3. Any other class of papers which the Under Secretary or other superior officer considers it unnecessary to bring on to the Personal Register.</li> </ol>
<p><b>Para 52. Number of entries on a page:-</b> The number of entries on each page of the register shall ordinarily be three. A line in red ink should be drawn across the page after each entry. Insertion between two entries of a fresh entry should not be made except with the initials of the Section Officer.</p> <p>In case of an entry relating to a current on which a circular reference is likely to be issued or protracted correspondence is anticipated, adequate space, if necessary a full page, should be allotted to admit of the stages etc. being entered clearly and neatly.</p> <p>If the space so allotted proves inadequate, slips should be pasted along the page for making additional entries.</p> <p>The rule that the number of entries on each page of the Personal Register should ordinarily be three need be followed only in the case of currents which originate new files. Currents relating to old cases i.e., Pre-numbers may be registered as closely as possible in a page so that the number of volumes of the Personal Registers can be reduced.</p>	<p><b>52. Number of entries on a page:-</b> The number of entries on each page of the register shall ordinarily be three. A line in red ink should be drawn across the page after each entry. Insertion between two entries of a fresh entry should not be made except with the initials of the Section Officer.</p> <p>In case of an entry relating to a current on which a circular reference is likely to be issued or protracted correspondence is anticipated, adequate space, if necessary a full page, should be allotted to admit of the stages etc. being entered clearly and neatly.</p> <p>If the space so allotted proves inadequate, slips should be pasted along the page for making additional entries.</p> <p>The rule that the number of entries on each page of the Personal Register should ordinarily be three need be followed only in the case of currents which originate new files. Currents relating to old cases i.e., Pre-numbers may be registered as closely as possible in a page so that the number of volumes of the Personal Registers can be reduced.</p>
<p><b>Para 53. Method of registry of papers:-</b> Papers are registered in the order of the numbers stamped on them; these are called current numbers or</p>	<p><b>53. Method of registry of papers:-</b> Papers are registered in the order of the numbers stamped on them; these are called current numbers or</p>

briefly, 'C.Nos.'	briefly, 'C.Nos.'
<b>Para 54. Titles to be brief an accurate (Column 4 of register):-</b> The title to be entered in column 4 shall be as brief as possible, just sufficient to convey generally the subject of the paper. It should be framed and arranged exactly as an indexed title (See Chapter XII Indexing and purports). It is the duty of the Section Officer to check the accuracy of the titles, when he examines the personal register.	<b>54. Titles to be brief an accurate (Column 4 of register):-</b> The title to be entered in column 4 shall be as brief as possible, just sufficient to convey generally the subject of the paper. It should be framed and arranged exactly as an indexed title (See Chapter XII Indexing and purports). It is the duty of the Section Officer to check the accuracy of the titles, when he examines the personal register.
<b>Para 55. Entry in column 5 of currents sent by one Officer through one or more other officers:-</b> In registering a current submitted to Government by one officer through one or more other officers, it is sufficient to enter the designation of the officer from whom it is actually received and also the number and date of his communication.	<b>55. Entry in column 5 of register sent by one Officer through one or more other officers:-</b> In registering a current submitted to Government by one officer through one or more other officers, it is sufficient to enter the designation of the officer from whom it is actually received and also the number and date of his communication.
<b>Para 56. Entry of dates of submission of Cases to officers and return (columns 7 and 8 of register):-</b> Whenever a paper is submitted by the Section Officer or Assistant to a Gazetted Officer of the fact and the date of submission should be entered in column 7 and its return in column 8. The Section officer is responsible for ensuring that this is done by his Assistants. When a paper is submitted to an officer through one or more other sections the fact should be noted in column 7. The actual submission of the paper to the officer should be watched to check delays.	<b>56. Entry of dates of submission of Cases to officers and return (columns 7 and 8 of register):-</b> Whenever a paper is submitted by the Assistant to a Gazetted Officer of the fact and the date of submission should be entered in column 7 and its return in column 8. The Section officer is responsible for ensuring that this is done by his Assistants. When a paper is submitted to an officer through one or more other sections the fact should be noted in column 7. The actual submission of the paper to the officer should be watched to check delays.
<b>Para 57. Numbering and entry of references or final disposals (Columns 9, 10 and 11):-</b> When an intermediate reference or a final disposal is issued in the form of memorandum, telegram letter, endorsement or demi-official, it will be numbered with the current number originating the case, the year to which it relates and a sub number [ e.g., Letter No.1084/A1/95/General Administration (Services-A), dated 01/01/1995] by the subject Assistant, the same number and date being given if the same reference or final disposal issues to one or more officers. He will at the same time fill in columns 9, 10 and 11 of the personal register in the case of references.	<b>57. Numbering and entry of references or final disposals (Columns 9, 10 and 11):-</b> When an intermediate reference or a final disposal is issued in the form of memorandum, telegram letter, endorsement or demi-official, it will be numbered with the current number originating the case, the year to which it relates and a sub number [ e.g., Letter No.1084/A1/95/General Administration (Services-A), dated 01/01/1995] by the subject Assistant, the same number and date being given if the same reference or final disposal issues to one or more officers. He will at the same time fill in columns 9, 10 and 11 of the personal register in the case of references.
<b>Para 58. Entry of nature of references Abbreviations(column 9):-</b> The nature of the reference issued will be noted in column 9 of the register, the letter 'L' being adopted for	<b>58. Entry of nature of references Abbreviations(column 9):-</b> The nature of the reference issued will be noted in column 9 of the register, the letter 'L' being adopted for

<p>letter, 'O.M.' or 'M' for Office memorandum, 'U.O.' for Un-Official 'D.O.' for Demi-Official, 'T.M.' for Telephonic Message, 'Telgm', for telegram and 'Remi.' for reminder.</p>	<p>letter, 'O.M.' or 'M' for Office memorandum, 'U.O.' for Un-Official 'D.O.' for Demi-Official, 'T.M.' for Telephonic Message, Remi.' for reminder, <b>'FM' for Fax Messages and "EM" for e-mail messages.</b></p>
<p><b>Para 59. Entry of reminders:-</b> Reminders issued should be entered in red ink in columns 9,10 and 11 and reminders received should be similarly entered in columns 12,13 and 14 of the personal register. Against each item the date of next reminder should be indicated in pencil in column 15.</p>	<p><b>59. Entry of reminders:-</b> Reminders issued should be entered in red ink in columns 9,10 and 11 and reminders received should be similarly entered in columns 12,13 and 14 of the personal register. Against each item the date of next reminder should be indicated in pencil in column 15.</p>
<p><b>Para 60. Entry of replies to references and currents to be added to old case (Columns 12, 13 and 14):-</b> Replies to references previously issued an papers which, though not of the nature of replies to previous references, have for any other reasons, to be files with old cases will be registered in their turn, the new current number being entered in column 2 and the old current number in column 4. All currents whether they are registered for the first time or registered and carried over to previous currents should be given a serial number in the personal register. The current number and date of receipt, origin and outside number and dater of such communications should be entered, without any purport in columns 12, 13 and 14 against the previous current number. In the case of Pre-number currents when registered, the details in columns 5 and 6 need not be entered. But the details relating to them should be entered in columns 13 and 14 against the pre-number.</p>	<p><b>60. Entry of replies to references and currents to be added to old case (Columns 12, 13 and 14):-</b> Replies to references previously issued an papers which, though not of the nature of replies to previous references, have for any other reasons, to be files with old cases will be registered in their turn, the new current number being entered in column 2 and the old current number in column 4. All currents whether they are registered for the first time or registered and carried over to previous currents should be given a serial number in the personal register. The current number and date of receipt, origin and outside number and dater of such communications should be entered, without any purport in columns 12, 13 and 14 against the previous current number. In the case of Pre-number currents when registered, the details in columns 5 and 6 need not be entered. But the details relating to them should be entered in columns 13 and 14 against the pre-number.</p>
<p><b>Para 61. Closing of currents in personal register (Column 15):-</b> If the disposal final its nature, number and date will be entered in red ink in the last column of the personal register. For example when a file is closed by an order or letter in the ordinary or routine series, the number and date of disposal will appear in that column. A similar entry will be made when the closure is in the form of an endorsement, memorandum, telegram, demi-official or unofficial. If a paper is returned in original with an endorsement, the fact should be indicated and dated in the last column of the register. The current number in</p>	<p><b>61. Closing of currents in personal register (Column 15):-</b> If the disposal final its nature, number and date will be entered in red ink in the last column of the personal register. For example when a file is closed by an order or letter in the ordinary or routine series, the number and date of disposal will appear in that column. A similar entry will be made when the closure is in the form of an endorsement, memorandum, <b>fax and e-mail</b>, demi-official or unofficial. If a paper is returned in original with an endorsement, the fact should be indicated and dated in the last column of the register. The current number in</p>

<p>column 2 of the register should be ringed off in red ink as soon as it is finally disposed of.</p>	<p>column 2 of the register should be ringed off in red ink as soon as it is finally disposed of.</p>
<p><b>Para 62. Treatment of papers wrongly addressed:-</b> If a paper is wrongly addressed to one department of the Secretariat, it must be immediately transferred to the concerned department under orders of Under Secretary of Deputy Secretary. When the paper relates to another section of the same department, such transfer may be effected by the Section Officer. Papers once transferred by a Section Officer should not be returned to his section except under the orders of superior officers. Papers with time limit or containing important matters should not be delayed while effecting such transfers.</p>	<p><b>62. Treatment of papers wrongly addressed:</b> - If a paper is wrongly addressed to one department of the Secretariat, it must be immediately transferred to the concerned department under orders of Under Secretary of Deputy Secretary. When the paper relates to another section of the same department, such transfer may be effected by the Section Officer. Papers once transferred by a Section Officer should not be returned to his section except under the orders of superior officers. Papers with time limit or containing important matters should not be delayed while effecting such transfers.</p> <p><b><i>'If a section officer feels that his section is not concerned with a misdirected receipt forwarded to his section, the same should be brought to the notice of the Under Secretary concerned for deciding allocation of disputed receipt.</i></b></p>
	<p><b>CHAPTER VA</b></p>
	<p><b>ACTION ON RECEIPT OF CURRENT</b></p>
	<p><b>General Principles.-</b>  <b>Action on receipt of current will be so organized that it results in speedy and correct decision making process. Certain general principles to be observed in this regard are as follows:-</b></p> <ol style="list-style-type: none"> <li><b>i. Action shall be initiated on all currents keeping in view the priority requirements.</b></li> <li><b>ii. Least possible time will be taken for process and disposal of cases.</b></li> <li><b>iii. While disposing of cases, an officer will aim at optimizing the quality as well as the quantity of work performed by him.</b></li> </ol> <p><b>Action by Assistant.-</b>  <b>The Assistant will</b></p> <ol style="list-style-type: none"> <li><b>i. go through the currents and ensure that the currents with urgency are dealt with first;</b></li> <li><b>ii. check enclosures/attachments and if any found missing ,initiate action to obtain electronic copy of all such enclosures/attachments</b></li> </ol>



	<ul style="list-style-type: none"> <li><i>iii. move the current to an e-file</i> <i>(a) if an e-file exists for this current, add it to the existing e-file.</i> <i>(b) In case such an e-file does not exist, an e-file will be created in the system.</i></li> <li><i>iv. Reproduce remarks on the notes portion of the e-file, if any, made by an officer on the current;</i></li> <li><i>v. with the help of Knowledge Management, and collaboration/interaction tools in the system, search and link other e-files or documents, if any, referred to in the current or having a bearing on the issues raised therein.</i></li> <li><i>vi. identify and examine the issues involved in the current and record a note.</i></li> <li><i>vii. point out mistakes, incorrect statements, missing data or information, if any</i></li> <li><i>viii. draw attention, if necessary, to the statutory or customary procedure and point out the relevant Act and rules; furnish other relevant data or information available in the department, if any;</i></li> <li><i>ix. state the questions for consideration and bring out clearly the points requiring decision;</i></li> <li><i>x. draw attention to precedents;</i></li> <li><i>xi. evaluate relevant data and information;</i></li> <li><i>xii. suggest, where possible, alternative courses of action for consideration</i></li> <li><i>xiii. submit the case to the appropriate higher officer</i></li> <li><i>xiv. add meta data such as due-date, priority and noting on the e-file</i></li> </ul>
<b>CHAPTER VI</b>	<b>CHAPTER VI</b>
<b>REFERENCING AND ARRANGEMENT OF FILES</b>	<b>REFERENCING AND ARRANGEMENT OF FILES</b>
<p><b>Para 63. Security of currents with reference to correspondence rules:-</b> After the papers received by an Assistant are registered, he should scrutinize them to see that the communication conforms to the rules of correspondence as laid down in Chapter X of this Manual as well as the rules of correspondence contained in the manual</p>	<p><b>63. Security of currents with reference to correspondence rules:-</b> After the papers received by an Assistant are registered, he should scrutinize them to see that the communication conforms to the rules of correspondence as laid down in Chapter X of this Manual as well as the rules of correspondence contained in the manual</p>

<p>followed by the officer who makes the correspondence. In cases where these are not followed, it should be submitted to the Under Secretary in charge of the section for orders to return it. When communications without proper authentication happens to be received, they shall be returned under the signature orders of Section Officer in charge of the section.</p>	<p>followed by the officer who makes the correspondence. In cases where these are not followed, it should be submitted to the Under Secretary in charge of the section for orders to return it. When communications without proper authentication happens to be received, they shall be returned under the signature orders of Section Officer in charge of the section.</p>
<p><b>Para 64. Treatment of communications in different sizes of paper:</b> - The usual size of paper utilized in the files of Secretariat is that of foolscap paper. When communications are received in very small paper, thin paper of papers of unusual size, they have to be pasted on papers foolscap size, folded in foolscap size etc., so as to make it convenient for handling. Thick volumes of books received along with communications should be kept secure with the correspondence portion of the file, In order to facilitate easy reference, they may be flagged and put up at the bottom of the file but should not be left out while the file is stitched for transmission to records.</p>	<p><b>64. Treatment of communications in different sizes of paper:</b> - The usual size of paper utilized in the files of Secretariat is that of foolscap paper. When communications are received in very small paper, thin paper of papers of unusual size, they have to be pasted on papers foolscap size, folded in foolscap size etc., so as to make it convenient for handling. Thick volumes of books received along with communications should be kept secure with the correspondence portion of the file, In order to facilitate easy reference, they may be flagged and put up at the bottom of the file but should not be left out while the file is stitched for transmission to records.</p>
<p><b>Para 65. Communications in illegible handwriting:-</b> When communications illegible handwriting are submitted in files, officers of and above the grade Deputy Secretaries may instruct the Assistants to put up typed copies of such communications.</p>	<p><b>65. Communications in illegible handwriting:-</b> When communications illegible handwriting are submitted in files, officers of and above the grade Deputy Secretaries may instruct the Assistants to put up typed copies of such communications.</p>
<p><b>Para 66. Tagging of currents and arrangements of enclosures:-</b> Except in the case of bulky papers, all the stitches of thread are cut off and the communication and the enclosures are arranged in the current file chronologically. The papers may be punched at the left side top corner at about an inch inside from the top as well as left sides. A tag may be passed through the hole so that the pages may be turned freely and read conveniently. Papers must be tagged in a tidy manner and the punching should not be done with the pointed end of the tag. The enclosures must be checked carefully with reference to the communication and omissions, if any should be reported to the sender of the communication. While receiving reports on papers forwarded from the Secretariat, it must be ensured that the papers so forwarded are received back intact.</p>	<p><b>66. Tagging of currents and arrangements of enclosures:-</b> Except in the case of bulky papers, all the stitches of thread are cut off and the communication and the enclosures are arranged in the current file chronologically. The papers may be punched at the left side top corner at about an inch inside from the top as well as left sides. A tag may be passed through the hole so that the pages may be turned freely and read conveniently. Papers must be tagged in a tidy manner and the punching should not be done with the pointed end of the tag. The enclosures must be checked carefully with reference to the communication and omissions, if any should be reported to the sender of the communication. While receiving reports on papers forwarded from the Secretariat, it must be ensured that the papers so forwarded are received back intact.</p>

<p>The enclosures so received back should be added to the appropriate place of the current file from where it was removed for dispatch.</p>	<p>The enclosures so received back should be added to the appropriate place of the current file from where it was removed for dispatch.</p>
<p><b>Para 67. Adding currents to a case-Use of facing sheets and slips:</b> - A paper relating to a pending case will be added to the current file or note file and a new current which does not relate to any case pending in the section shall be processed as a new case. It will be added to a fly leaf indicating that it is a current file. The notes newly commenced will also be added to a fly leaf indicating that it is a note file. As far as possible, only printed fly leaf has to be used. When routine notes are newly written up in a case under inter-departmental or inter-section reference that shall be added to fly leaf to indicate that it is a routine note. <b>The pads in which files are submitted do not bear any marking</b> to indicate the priority of processing. For this, printed slips carrying inscriptions like 'urgent', 'Immediate', 'Time Limit', 'Action Today', 'Cabinet Case', 'Assembly', 'Interpellation' etc., may be securely attached to the folding leaf of the pad.</p>	<p><b>67. Adding currents to a case-Use of facing sheets and slips:</b> - A paper relating to a pending case will be added to the current file or note file and a new current which does not relate to any case pending in the section shall be processed as a new case. It will be added to a fly leaf indicating that it is a current file. The notes newly commenced will also be added to a fly leaf indicating that it is a note file. As far as possible, only printed fly leaf has to be used. When routine notes are newly written up in a case under inter-departmental or inter-section reference that shall be added to fly leaf to indicate that it is a routine note to indicate the priority of processing. For this, printed slips carrying inscriptions like 'urgent', 'Immediate', 'Time Limit', 'Action Today', 'Cabinet Case', 'Assembly', 'Interpellation' etc., may be securely attached to the folding leaf of the pad.</p>
<p><b>Para 68. Numbering of currents and notes:-</b> The Currents received are chronologically arranged from the top to the bottom. They should be serially numbered in ink on both sides of the pages. Blank pages should also be numbered. Likewise, the note files are also serially numbered in ink on both sides. Apart from this, this the file number, seat number, year of the file and the abbreviations used in respect of the Department should be neatly written in ink at the left hand margin of every note sheet. The paragraphs of a note file should be consecutively numbered till it is finally disposed of.</p>	<p><b>68. Numbering of currents and notes:-</b> The Currents received are chronologically arranged from the top to the <b>bottom</b>. They should be serially numbered in ink on both sides of the pages. Blank pages should also be numbered. Likewise, the note files are also serially numbered in ink on both sides. Apart from this, this the file number, seat number, year of the file and the abbreviations used in respect of the Department should be neatly written in ink at the left hand margin of every note sheet. The paragraphs of a note file should be consecutively numbered till it is finally disposed of.</p>
<p><b>Para 69. Translation of Papers:-</b> Communications received in Malayalam are invariably to be replied in that language. In respect of Assembly questions received in Tamil and Kannada, which are the approved minority languages of the State, they are got translated by the Law Department.</p>	<p><b>69. Translation of Papers:- Assembly questions received in Tamil and Kannada, which are the approved minority languages of the State, shall be got translated by the Law Department.</b></p>
<p><b>Para 70. Reference to outside officers:-</b> After a paper has been registered and before it is noted upon, it should be considered whether remarks</p>	<p><b>70. Reference to outside officers:</b> - After a paper has been registered and before it is noted upon, it should be considered whether remarks of any</p>

<p>of any other officer has to be obtained before commencing consideration of that matter. If so, the paper may be referred to such office for their remarks at the earliest opportunity. Protracted correspondence and reference for remarks intermittently or in installments should be avoided. While these remarks are awaited, the collection of back papers, standing orders, precedents etc., should be completed so that the case can be acted upon soon on receipt of the reply.</p>	<p>other officer has to be obtained before commencing consideration of that matter. If so, the paper may be referred to such office for their remarks at the earliest opportunity. Protracted correspondence and reference for remarks <b>in piecemeal</b>. While these remarks are awaited, the collection of back papers, standing orders, precedents etc., should be completed so that the case can be acted upon soon on receipt of the reply.</p>
<p><b>Para71. Referencing-Collection of papers and books of reference:-</b> after a current has been registered and the steps mentioned in the preceding paragraphs taken, the Assistant will study it and see whether any previous papers of books of reference are required. He should check both his index and his Personal Register in order to trace such papers. It is of great importance to put up previous correspondence bearing materially on points in the paper under disposal. The putting up of relevant previous papers will obviate issue of inconsistent orders and possible wastage of time, for example, in making reference to some other officer which could have been avoided if the previous papers had been traced and put up.</p> <p>Every paper quoted by its number and date in current and its enclosures should be put up. If it is a file which has been previously disposed of it can be obtained from the records. If it is the dispatch number of another office, its disposal can be found out by consulting the Personal Register. If no papers are quoted in the current and a similar case has previously been disposed of, the precedent should be put up. If a paper is referred to only by its subject, indices under the appropriate heads must be consulted for precedents,. Stock files maintained in the section will also help sometimes in getting relevant papers, but the submission of stock files should be avoided. When bulky volumes are referred to and the passages in them bearing on the point or points at issue are not long, typed extracts of such passages and not the volumes themselves shall be put up.</p>	<p><b>Para71. Referencing-Collection of papers and books of reference:-</b> after a current has been registered and the steps mentioned in the preceding paragraphs taken, the Assistant will study it and see whether any previous papers of books of reference are required. He should check both his index and his Personal Register in order to trace such papers. It is of great importance to put up previous correspondence bearing materially on points in the paper under disposal. The putting up of relevant previous papers will obviate issue of inconsistent orders and possible wastage of time, for example, in making reference to some other officer which could have been avoided if the previous papers had been traced and put up.</p> <p>Every paper quoted by its number and date in current and its enclosures should be put up. If it is a file which has been previously disposed of it can be obtained from the records. If it is the dispatch number of another office, its disposal can be found out by consulting the Personal Register. If no papers are quoted in the current and a similar case has previously been disposed of, the precedent should be put up. If a paper is referred to only by its subject, indices under the appropriate heads must be consulted for precedents,. Stock files maintained in the section will also help sometimes in getting relevant papers, but the submission of stock files should be avoided. When bulky volumes are referred to and the passages in them bearing on the point or points at issue are not long, typed extracts of such passages and not the volumes themselves shall be put up.</p>

<p><b>Para 72. Reference to authorities quoted "Flagging":-</b> The No. and date of disposal of every paper quoted in the current will be noted on the margin of the current or note. Every disposal file put up for reference to which references is actually made in the current or notes must be flagged. No flag must be attached to the current or note files themselves. References to these will be made by quoting the number of the page. Maps and statements will be flagged. Flags will be attached to the brown paper jacket of the file and note to any of the papers in the file. As far as possible, flags should be arranged in alphabetical order from top to bottom and in such a way as readily to catch the eye. Thus if flag 'A' is affixed to the top file, flag 'B' will be affixed to the one next below it and so on. They will also be so arranged that one flag does not cover another. There must only be one flag on each file put up for reference. Care must be taken not to use more than one flag bearing the same letter or number on the same occasion.</p>	<p><b>72. Reference to authorities quoted "Flagging":-</b> The No. and date of disposal of every paper quoted in the current will be noted on the margin of the current or note. Every disposal file put up for reference to which references is actually made in the current or notes must be flagged. No flag must be attached to the current or note files themselves. References to these will be made by quoting the number of the page. Maps and statements will be flagged. Flags will be attached to the brown paper jacket of the file and note to any of the papers in the file. As far as possible, flags should be arranged in alphabetical order from top to bottom and in such a way as readily to catch the eye. Thus if flag 'A' is affixed to the top file, flag 'B' will be affixed to the one next below it and so on. They will also be so arranged that one flag does not cover another. There must only be one flag on each file put up for reference. Care must be taken not to use more than one flag bearing the same letter or number on the same occasion.</p>
<p><b>Para 73. Use of pins and stapler pins:</b> - When two or more papers are pinned together, the sharp end of the pin should not be left free at the top. It should be pierced again to rest between sheets of paper. While stapling papers, care must be taken to avoid damages to photos or such other enclosures, which are attached to the current.</p>	<p><b>73. Use of pins and stapler pins:</b> - When two or more papers are pinned together, the sharp end of the pin should not be left free at the top. It should be pierced again to rest between sheets of paper. While stapling papers, care must be taken to avoid <b>damage</b> to photos or such other enclosures, which are attached to the current.</p>
<p><b>Para 74. Care of papers put up:-</b> Particular care should be taken in handling old records. Whenever it is seen that a sheet is torn or is loosely stitched, it should be got repaired before submission.</p>	<p><b>74. Care of papers put up:-</b> Particular care should be taken in handling old records. Whenever it is seen that a sheet is torn or is loosely stitched, it should be got repaired before submission.</p>
<p><b>Para 75. Arrangement of cases:</b> - After the required references have been obtained the papers in as case will be arranged in three parts Viz. (i) Current file (ii) Note File and (iii) Put up papers. The Current file contains all the currents received pertaining to that particular case and approved drafts and office copies of outward communications issued in the course of processing it. The note file contains the notes prepared by the officers who process the case and it shall run continuously as a single note with paragraphs numbered consecutively in the</p>	<p><b>75. Arrangement of files:</b> - After the required references have been obtained the papers in as file will be arranged in three parts Viz. (i) Current file (ii) Note File and (iii) Put up papers. The Current file contains all the currents received pertaining to that particular file and approved drafts and office copies of outward communications issued in the course of processing it. The note file contains the notes prepared by the officers who process the file and it shall run continuously as a single note with paragraphs numbered consecutively in the order</p>

<p>order in which they were written. Put up papers include bulky references, back files, copies of standing instructions or any other material referenced and utilized for the processing of the case. The current file and Note file shall be maintained separately with distinct facing sheets and tagged separately. Put up papers shall be neatly kept at the bottom of the file.</p>	<p>in which they were written. Put up papers include bulky references, back files, copies of standing instructions or any other material referenced and utilized for the processing of the file. The current file and Note file shall be maintained separately with distinct facing sheets and tagged separately. Put up papers shall be neatly kept at the bottom of the file.</p>
<p><b>Para 76. Reference to books:</b> - When proceedings, volumes or books are put up the portion of the volume or book referred to should be marked with tape or a slip of paper and not flagged. Whenever a book is referred to, the number of the relevant page, paragraph, clause, etc., should be quoted. If a book or Act not included in the list of books with the officers is referred to, it should be put up with the file. Such books and Acts will be placed above the flap of the file and not underneath and tide with the tape of the file bound containing the case.</p>	<p><b>76. Reference to books:</b> - When proceedings, volumes or books are put up the portion of the volume or book referred to should be marked with tape or a slip of paper and not flagged. Whenever a book is referred to, the number of the relevant page, paragraph, clause, etc., should be quoted. If a book or Act not included in the list of books with the officers is referred to, it should be put up with the file. Such books and Acts will be placed above the flap of the file and not underneath and <b>tied</b> with the tape of the file bound containing the case.</p>
<p><b>Para 77. Referencing Note Files:-</b> All references to authorities quoted in a note shall, as far as possible be made in the body of the note at the end of each sentence within brackets, the number or letter borne by the flag attached to each alone be noted in the margine in pencil. For every statement made in the note, except expression of opinion, an authority must be cited. If such an authority is to be found in the current file, the page at which it is found and the number of the relevant paragraph on such page should be noted. When it is contained in a previous disposal, the number and the date of such disposal, the number of the page in the file, the number of the paragraph which contains the relevant information will all be noted, the flag being indicated in the margine. When Legislative enactments are referred to they shall be quoted by their appropriate short titles as given in the list of Acts, Proclamations or Ordinances together with the number and year of enactment.</p>	<p><b>77. Referencing Note Files:-</b> All references to authorities quoted in a note shall, as far as possible be made in the body of the note at the end of each sentence within brackets, the number or letter borne by the flag attached to each alone be noted in the <b>margin</b> in pencil. For every statement made in the note, except expression of opinion, an authority must be cited. If such an authority is to be found in the current file, the page at which it is found and the number of the relevant paragraph on such page should be noted. When it is contained in a previous disposal, the number and the date of such disposal, the number of the page in the file, the number of the paragraph which contains the relevant information will all be noted, the flag being indicated in the margin. When Legislative enactments are referred to they shall be quoted by their appropriate short titles as given in the list of Acts, Proclamations or Ordinances together with the number and year of enactment.</p>
<p><b>Para 78. Linking of Files:-</b> When it is necessary to refer any one file to a paper in another file that has not been disposed of, the two files will be linked, that is , the file put up for reference will be put under the other file and the strings of the</p>	<p><b>78. Linking of Files:-</b> When it is necessary to refer any one file to a paper in another file that has not been disposed of, the two files will be linked, that is , the file put up for reference will be put under the other file and the strings of the lower</p>

<p>lower file, but not its flaps, will be tied round the upper file. Strings of the upper file will be tied underneath it in a bow-out-of-the-way so that there may not be trouble of untying and retying two sides of strings. Each file will thus be tagged with its note file, current file and reference file, properly arranged in its own pad. The two pads must not be put together at the bottom with the contents of the two files mixed together above them.</p>	<p>file, but not its flaps, will be tied round the upper file. Strings of the upper file will be tied underneath it in a bow-out-of-the-way so that there may not be trouble of untying and retying two sides of strings. Each file will thus be tagged with its note file, current file and reference file, properly arranged in its own pad. The two pads must not be put together at the bottom with the contents of the two files mixed together above them.</p>
<p><b>Para 79. Restrictions on linking of files:-</b> Files are not to be linked unnecessarily or merely because they deal with similar cases, but only when it is absolutely necessary to refer to a paper in one file in disposing of the other, or when the orders passed in one apply to the other. Where a linked file is referred to in a case, the reference should invariably give the current number and department of that file so that it could easily be identified after it had been detached. If the linked file is disposed of finally in a Government Order or otherwise while the main case yet remains unclosed, the disposal number of the linked file should invariably be entered. If the disposal is put up in the main case, necessary alterations in the references should be made. On no account should a pending file be flagged and put up for reference in a case. Where a reference to it is absolutely necessary, it should be linked. In most cases, an extract of the relevant portion should prove to be sufficient.</p> <p>If in a linked file, further action remains to be taken or arises to be taken, on no account should it be deferred because the file happens to be linked with another case. If both belong to the same section, action on both should be taken simultaneously. If, however, a linked file belongs to another section or department it should be detached and sent to it without delay under the orders of the Deputy or under Secretary as the case may be.</p> <p>Where the principal case and the linked file bear on the same issue and a single disposal could be put up on both the files, they should, wherever possible, be combined and dealt with as a single case after making necessary alterations to references, page numbers etc.</p>	<p><b>79. Restrictions on linking of files:-</b> Files are not to be linked unnecessarily or merely because they deal with similar <b>files</b>, but only when it is absolutely necessary to refer to a paper in one file in disposing of the other, or when the orders passed in one apply to the other. Where a linked file is referred to in a case, the reference should invariably give the current number and department of that file so that it could easily be identified after it had been detached. If the linked file is disposed of finally in a Government Order or otherwise while the main case yet remains unclosed, the disposal number of the linked file should invariably be entered. If the disposal is put up in the main case, necessary alterations in the references should be made. On no account should a pending file be flagged and put up for reference in a case. Where a reference to it is absolutely necessary, it should be linked. In most cases, an extract of the relevant portion <b>will</b> be sufficient.</p> <p>If in a linked file, further action remains to be taken or arises to be taken, on no account should it be deferred because the file happens to be linked with another case. If both belong to the same section, action on both should be taken simultaneously. If, however, a linked file belongs to another section or department it should be detached and sent to it without delay under the orders of the Deputy or under Secretary as the case may be.</p> <p>Where the principal case and the linked file bear on the same issue and a single disposal could be put up on both the files, they should, wherever possible, be combined and dealt with as a single case after making necessary <b>alteration</b> to references, page numbers etc.</p>

<p><b>Para 80. Routine Note:-</b>When routine notes are written so as to form an opinion on the file of another department or section that should be kept as a different part of the file with distinct fly leaves. It should not be tagged on to the note file of the department in which the file originated. While submitting the files with such a routine note, the routine note should be placed on top of all the other parts of the file detailed above.</p>	<p><b>80. Routine Note:-</b>When routine notes are written so as to form an opinion on the file of another department or section that should be kept as a different part of the file with distinct fly leaves. It should not be tagged on to the note file of the department in which the file originated. While submitting the files with such a routine note, the routine note should be placed on top of all the other parts of the file detailed above.</p>
<p><b>Para 81. Arrangement of drafts:-</b> When files are submitted for the approval of drafts, the fact should be mentioned as the last entry in the note file and the draft as such should be put above the current file and below the note file. When more than one draft is submitted for approval, the drafts so submitted should be numbered. When the draft itself is a statement or voluminous running into pages, a flag with the inscriptions 'Draft for Approval' or in short 'DFA' should be attached to the left hand corner of the draft. After approval and issue, the draft so submitted should be added to the respective part of the file.</p>	<p><b>81. Arrangement of drafts:-</b> When files are submitted for the approval of drafts, the fact should be mentioned as the last entry in the note file and the draft as such should be put above the current file and below the note file. When more than one draft is submitted for approval, the drafts so submitted should be numbered. When the draft itself is a statement or voluminous running into pages, a flag with the inscriptions 'Draft for Approval' or in short 'DFA' should be attached to the left hand corner of the draft. After approval and issue, the draft so submitted should be added to the respective part of the file.</p>
<p><b>CHAPTER VII</b></p>	<p><b>CHAPTER VII</b></p>
<p><b>DEALING WITH CASES AND NOTING</b></p>	<p><b>DEALING WITH CASES AND NOTING</b></p>
<p><b>Para 82. Originating a Note:-</b> The note shall generally be originated by the Assistant. In difficult or very important cases, the Section Officer may either originate the note himself or the notes prepared by the Assistant may be edited and recast. In other cases also the Section Officer may originate the notes if he so desires. Notes shall be written or typewritten only on paper of foolscap size leaving ¼<sup>th</sup> margin. The margin on the first side of the paper shall be at the left hand side and the margin on the other side of the paper should be on the right hand side. This is to ensure easy reading of papers even after stitching of the disposal. In arising cases. the officers or Ministers concerned may originate the note.</p>	<p><b>82. Originating a Note: -</b> The note shall generally be originated by the Assistant. In difficult or very important cases, the Section Officer may either originate the note himself or the notes prepared by the Assistant may be edited and recast. In other cases also the Section Officer may originate the notes if he so desires. Notes shall be written or typewritten only on paper of foolscap size leaving ¼<sup>th</sup> margin. The margin on the first side of the paper shall be at the left hand side and the margin on the other side of the paper should be on the right hand side. This is to ensure easy reading of papers even after stitching of the disposal. In arising cases. the officers or Ministers concerned may originate the note.</p>
<p><b>Para 83. Object and contents of a Note:-</b> The aim of a note should be to present in the most intelligible, condensed and convenient form with the facts of the case to be dealt with, including</p>	<p><b>83. Object and contents of a Note:-</b> The aim of a note should be to present in the most intelligible, condensed and convenient form the facts of the case to be dealt with, including where necessary,</p>



where necessary, its past history, the points for decision, useful precedents and the material provisions of the law or rules governing it, supported by full references to the current file or to previous correspondence, and to Acts or other official publications, enabling every fact stated to be verified and every authority cited to be consulted in original. The Section and the Under Secretary or Deputy Secretary must satisfy themselves that proposals submitted to Government do not offend either the provisions of any statute or those of any rule whether statutory or executive, that calculations are accurate and the facts stated correct. In cases of importance, Precedents or decisions in analogous cases should be referred to, especially if they are in conflict with the proposals under consideration, in order both to secure a reasonable degree of continuity and consistency and to obviate the waste of time involved in reiterated discussions of identical or similar points.

its past history, the points for decision, useful precedents and the material provisions of the law or rules governing it, supported by full references to the current file or to previous correspondence, and to Acts or other official publications, enabling every fact stated to be verified and every authority cited to be consulted in original. The Section and the Under Secretary or Deputy Secretary must satisfy themselves that proposals submitted to Government do not offend either the provisions of any statute or those of any rule whether statutory or executive, that calculations are accurate and the facts stated correct. In cases of importance, Precedents or decisions in analogous cases should be referred to, especially if they are in conflict with the proposals under consideration, in order both to secure a reasonable degree of continuity and consistency and to obviate the waste of time involved in reiterated discussions of identical or similar points.

**83A. General Guidelines for noting:-**

- i. all notes shall be concise and to the point and as far as possible lengthy notes shall be avoided.***
- ii. the verbatim reproduction of extracts from or paraphrasing of the current under consideration or any other part of correspondence or notes on the same file/e-file, should also be avoided***
- iii. When passing orders or making suggestions, an officer will confine his note to the points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding note, he will merely append his/her signature.***
- iv. Any officer who has to note upon a file/e-file on which a running summary of facts is available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his/her own note***
- v. Relevant rule or instruction will be linked with the e-file and attention to it will be drawn in the note***
- vi. Unless a running summary of facts is***

	<p><i>already available on the file/ e-file or the last note on the file/ e-file itself serves that purpose, a self-contained note will be sent, where necessary, with an e-file submitted to the Minister. Such a note will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any, consulted in the matter and the point or points on which the orders of the Minister are sought</i></p> <p><i>vii. If apparent errors or incorrect statements in a file have to be pointed out or if an opinion expressed therein has to be criticized, care should be taken to couch the observations in courteous and temperate language free from personal remarks.</i></p> <p><i>viii. A note will be divided into serially numbered paragraphs of easy size. The first paragraph will give an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and make recommendations for action.</i></p>
<p><b>Para 84. Notes not intended to reproduce matter in the Current File:-</b> A note should not merely reproduce the matter in the current file, still less should it expand it. It should, of course, supply deficiencies or omissions and correct any error or explain any ambiguity in the current, and draw attention to points on which full information may be necessary before orders can be passed. If a report is full accurate and clear, a short note summarizing the salient points on which orders should be passed will be sufficient.</p> <p>It is not necessary to set forth afresh any summary of facts or discussion of principles which already exists in an adequate form in any previous file. It will be sufficient in such a case to draw attention to the previous file, and then add such fresh matter as may be required, but great care should be taken not to overlook any new points. It may be sufficient simply to refer to the notes in the previous file, but it should be carefully verified to see whether there are any fresh points raised in the later communication,</p>	<p><b>84. Notes not intended to reproduce matter in the Current File:-</b> A note should not merely reproduce the matter in the current file, still less should it expand it. It should, of course, supply deficiencies or omissions and correct any error or explain any ambiguity in the current, and draw attention to points on which full information may be necessary before orders can be passed. If a report is full, accurate and clear, a short note summarizing the salient points on which orders should be passed will be sufficient.</p> <p>It is not necessary to set forth afresh any summary of facts or discussion of principles which already exists in an adequate form in any previous file. It will be sufficient in such a case to draw attention to the previous file, and then add such fresh matter as may be required, but great care should be taken not to overlook any new points. <b><i>It may be sufficient simply to refer to the notes in the previous file, but if there are any fresh points raised in the later communication, they should be noted on.</i></b></p>

and if there are they should be noted on.	
<p><b>Para 85. Method of Noting:-</b> Notes should not be written on the current itself except in very simple ones . Notes shall be written or typewritten on paper of foolscap size with one-third margin prescribed for the purpose and on both sides of the paper, blank sheets being added before submission to officers or before circulation. No note shall be written in the margin unless it is very brief. When an officer writes a question in the margin of a note, the reply to it has to be written in continuation of the note and not in the margin. The officer’s questions will be copied out afresh at the end of the note and the answer written below the copy, or the letters A,B,C, etc., will be written boldly against each question and the answers marked with the corresponding letter entries written at the end of the note. If the officer writes any questions on the drafts or current, they will be similarly dealt with, and the answers written in continuation of the note and if a note file has not been opened already one will be opened for the purpose. A note should not be concluded at the end of a page. Sufficient space is to be left at the end of the notes for further noting and orders.</p>	<p><b>85. Method of Noting: -</b> Notes should not be written on the current itself except in very simple ones . Notes shall be written or typewritten on paper of foolscap size with one-third margin prescribed for the purpose and on both sides of the paper, blank sheets being added before submission to officers or before circulation. No note shall be written in the margin unless it is very brief. When an officer writes a question in the margin of a note, the reply to it has to be written in continuation of the note and not in the margin. The officer’s questions will be copied out afresh at the end of the note and the answer written below the copy, or the letters A,B,C, etc., will be written boldly against each question and the answers marked with the corresponding letter entries written at the end of the note .If the officer writes any questions on the drafts or current, they will be similarly dealt with, and the answers written in continuation of the note and if a note file has not been opened already one will be opened for the purpose. A note should not be concluded at the end of a page. Sufficient space is to be left at the end of the notes for further noting and orders.</p>
<p><b>Para 86. Authentication of notes:-</b> While preparing the notes, the Assistant or officers who prepare them should invariably authenticate the notes. The Assistants and Section Officer should authenticate the note with a dated initial close to the margin where the notes are prepared by them or passed by them comes to an end. Officers of and above the rank of Under Secretary should put their full signature and affix their seal to indicate the designation, while submitting files to higher authorities, No note should end at the end of a page. When the notes are approved and sent down by the officers, they may, however, put in their dated initials only.</p>	<p><b>86. Authentication of notes:-</b> While preparing the notes, the Assistant or officers who prepare them should invariably authenticate the notes. The Assistants and Section Officer should authenticate the note with a dated initial close to the margin where the notes are prepared by them or passed by them comes to an end. Officers of and above the rank of Under Secretary should put their full signature and affix their seal to indicate the designation, while submitting files to higher authorities, No note should end at the end of a page. When the notes are approved and sent down by the officers, they may, however, put in their dated initials only.</p>
<p><b>Para 87. Precis of contents when to be written:-</b> “When files are to be circulated to Ministers or Governor a summarizing note giving a full view of the proposal under consideration should be put up. In cases where other departments concerned have been consulted on the proposals their views have also to be extracted in the</p>	<p><b>87. Precis of contents when to be written:-</b>When files are to be circulated to Ministers or Governor a summarizing note giving a full view of the proposal under consideration should be put up. In cases where other departments concerned have been consulted on the proposals their views have also to be extracted in the summarizing</p>

<p>summarizing note. In other cases also, if the issue dealt with is of a complex nature, officers may direct submission of consolidated notes. A note shall always indicate clearly the points for decision.</p>	<p>note. In other cases also, if the issue dealt with is of a complex nature, officers may direct submission of consolidated notes. A note shall always indicate clearly the points for decision.</p>
<p><b>Para 88. Only one note to be submitted by the office in each case:-</b> Not more than one note shall be submitted by the office on each case, or on each point for orders where the notes are divided into parts. The Section Officer of the section may rewrite or modify the Assistant's note if he cannot accept it, and the Under Secretary may do likewise if he cannot accept the Section Officer's note. While revising or modifying the notes it shall be written up as a continuation to the notes already added to the note file. The earlier notes should not be destroyed or taken out of the file.</p>	<p><b>88. Only one note to be submitted by the office in each case:-</b> Not more than one note shall be submitted by the office on each case, or on each point for orders where the notes are divided into parts. The Section Officer of the section may rewrite or modify the Assistant's note if he cannot accept it, and the Under Secretary may do likewise if he cannot accept the Section Officer's note. While revising or modifying the notes it shall be written up as a continuation to the notes already added to the note file. The earlier notes should not be destroyed or taken out of the file.</p>
<p><b>Para 89. Question for consideration always to be pointed out:-</b> In some cases perusal of the paper under consideration will be sufficient and nothing is required beyond a brief suggestion for action. When a note is required, it should be a statement of the case showing, more or less in detail according to the importance and stage of the case, the question for consideration, the circumstances leading to it, the rules and the precedents bearing on it and suggestions for action.</p>	<p><b>89. Question for consideration always to be pointed out:-</b> In some cases perusal of the paper under consideration will be sufficient and nothing is required beyond a brief suggestion for action. When a note is required, it should be a statement of the case showing, more or less in detail according to the importance and stage of the case, the question for consideration, the circumstances leading to it, the rules and the precedents bearing on it and suggestions for action.</p>
<p><b>Para 90. Sectional Notes:-</b> When there are, in a case, several points for orders which, in the opinion of the Secretary, can be more conveniently dealt with separately than in a continuous note, or a Minister directs by a general or special order that such a course should be adopted in any case or class of cases submitted or to be submitted to him, each point shall be separately noted on, the Secretary, nothing after the office note, on each point and space being left after the Secretary's note in each case for the Minister to note. While the notes on each point should begin on a fresh sheet of paper, such separate notes may, if necessary, be preceded by notes dealing with the subject as a whole and not with the individual points for orders, e.g. with matters of principle.</p>	<p><b>90. Sectional Notes:-</b> When there are, in a case, several points for orders which, in the opinion of the Secretary, can be more conveniently dealt with separately than in a continuous note, or a Minister directs by a general or special order that such a course should be adopted in any case or class of cases submitted or to be submitted to him, each point shall be separately noted on, the Secretary, <b>noting</b> after the office note, on each point and space being left after the Secretary's note in each case for the Minister to note. While the notes on each point should begin on a fresh sheet of paper, such separate notes may, if necessary, be preceded by notes dealing with the subject as a whole and not with the individual points for orders, e.g. with matters of principle.</p>
<p><b>Para 91. Scope of further noting in a case:-</b> It may be observed that as each note written in</p>	<p><b>91. Scope of further noting in a case: -</b> It may be observed that as each note written in succession</p>

<p>succession of the first office note is intended to advance the case a step towards its disposal, it is evident that its province should be restricted to such an end. It should not, as is often done, repeat the facts and arguments already summarized in the office note unless the latter is inaccurate, too diffuse or unmethodical. Unnecessary noting should be studiously avoided.</p>	<p>of the first office note is intended to advance the case a step towards its disposal, it is evident that its province should be restricted to such an end. It should not, as is often done, repeat the facts and arguments already summarized in the office note unless the latter is inaccurate, too diffuse or unmethodical. Unnecessary nothing should be studiously avoided.</p>
<p><b>Para 92. Cases in which suggestion have to be indicated:-</b> The Assistants and Section Officers may offer opinions and suggestions in cases which are specifically founded on statutes, rules, precedents or declared policies. In other cases, it shall be the function of higher officials to indicate the course of action to be pursued. When inter-departmental references are under-taken and the opinion given by the latter department is added which varies the suggestion of the former department, further noting on the new suggestion shall be undertaken by officers of and above the level of Under Secretaries.</p>	<p><b>92. Cases in which suggestion have to be indicated:-</b> The Assistants and Section Officers may offer options and suggestions in cases which are specifically founded on statutes, rules, precedents or declared policies. In other cases, it shall be the function of higher officials to indicate the course of action to be pursued. When inter-departmental references are under-taken and the opinion given by the latter department is added which varies the suggestion of the former department, further noting on the new suggestion shall be undertaken by officers of and above the level of Under Secretaries.</p>
<p><b>Para 93. Avoidance of cumulative noting:-</b> Among different officers dealing with a case within a department, cumulative noting should be avoided as far as possible. This can be secured by oral discussions between the officers concerned.</p>	<p><b>93. Avoidance of cumulative noting:-</b> Among different officers dealing with a case within a department, cumulative noting should be avoided as far as possible. This can be secured by oral discussions between the officers concerned.</p>
<p><b>Para 94. Time limit to be fixed for receipt of replies to intermediate references:-</b> When an intermediate reference is issued, a definite time limit for receipt of replies should be specified in the reference and on the expiry of that period the papers should be put up to the Secretary concerned who should decide whether to wait for replies which are still due, to issue further reminders or to proceed to disposal. Unless in any case it is specially necessary to wait for all the replies, the papers should be disposed of without further delay.</p>	<p><b>94. Time limit to be fixed for receipt of replies to intermediate references:-</b> When an intermediate reference is issued, a definite time limit for receipt of replies should be specified in the reference and on the expiry of that period the papers should be put up to the Secretary concerned who should decide whether to wait for replies which are still due, to issue further reminders or to proceed to disposal. Unless in any case it is especially necessary to wait for all the replies, the papers should be disposed of without further delay.</p>
<p><b>Para 95. Notes and orders of Ministers and Governor:</b> - Notes and orders of the Ministers, notes and decisions of the Council and orders of the Governor shall not be reproduced to offices outside the Secretariat. They shall be communicated only in the form of approved correspondence and not extracted as such in the</p>	<p><b>95. Notes and orders of Ministers and Governor:-</b> Notes and orders of the Ministers, notes and decisions of the Council and orders of the Governor shall not be reproduced to offices outside the Secretariat. They shall be communicated only in the form of approved correspondence and not extracted as such in the</p>

communications.	communications.
<b>Para 96. Notes written by other departments:-</b> The notes written by other departments by way of opinion, advice or concurrence shall not be communicated as such of offices outside the Secretariat.	<b>96. Notes written by other departments:-</b> The notes written by other departments by way of opinion, advice or concurrence shall not be communicated as such of offices outside the Secretariat.
<b>Para 97. Noting by Heads of Departments:-</b> In order to achieve speedy disposal of case in matters of importance, the Secretaries to Government may allow Head of Departments to note in the Secretariat files when they feel that it would expedite decisions making. In such circumstances, the file shall be given over to the Head of Department by Secretaries in charge of the Department and received back by the Secretaries themselves. Other officers should not be permitted to mark files indiscriminately to the Heads of Departments unless such Head of Departments occupies an ex-officio position with definite allotment of Secretariat functions.	<b>97. Noting by Heads of Departments:-</b> In order to achieve speedy disposal of case in matters of importance, the Secretaries to Government may allow Head of Departments to note in the Secretariat files when they feel that it would expedite <b>decision</b> making. In such circumstances, the file shall be given over to the Head of Department by Secretaries in charge of the Department and received back by the Secretaries themselves. Other officers should not be permitted to mark files indiscriminately to the Heads of Departments unless such Head of Departments occupies an ex-officio position with definite allotment of Secretariat functions.
<b>Para 98. Proposals in the form of notes:-</b> When important matters on which high level discussions are already undertaken, as in the case of preparation of Project profiles, Plan Budget, specific schemes tec., in which the Heads of Departments had participated and had formed a consensus with the Secretary in charge of the department or the Minister they may submit the proposals in the form of notes to be processed further in the Secretariat a sits continuation. Reference material of any, required for processing the file may be put up as back papers for reference and referenced and flagged as per instructions contained in Chapter VI. Such notes may be marked direct to the Secretariat Officers of the levels of Deputy Secretary, Joint Secretary or Additional Secretary. Such papers may on receipt be handled by the officers receiving them and they have to submit the file to Secretary and Ministers after scrutinizing the contents of the file.	<b>98. Proposals in the form of notes:-</b> When important matters on which high level discussions are already undertaken, as in the case of preparation of Project profiles, Plan Budget, specific schemes tec., in which the Heads of Departments had participated and had formed a consensus with the Secretary in charge of the department or the Minister they may submit the proposals in the form of notes to be processed further in the Secretariat a sits continuation. Reference material of any, required for processing the file may be put up as back papers for reference and referenced and flagged as per instructions contained in Chapter VI. Such notes may be marked direct to the Secretariat Officers of the levels of Deputy Secretary, Joint Secretary or Additional Secretary. Such papers may on receipt be handled by the officers receiving them and they have to submit the file to Secretary and Ministers after scrutinizing the contents of the file.
<b>Para 99. In what cases drafts may be put up with notes for Orders:-</b> In simple cases, and whenever it is obvious what course should be adopted, a draft may be put up at the same time as that note is submitted for orders. Even in fairly complicated cases, this may sometimes be done,	<b>99. In what cases drafts may be put up with notes for Orders:-</b> In simple cases, and whenever it is obvious what course should be adopted, a draft may be put up at the same time as that note is submitted for orders. Even in fairly complicated cases, this may sometimes be done,

<p>especially if the draft is one asking for further information. The Minister of the Secretary may pass the draft, modify it or amplify it, If he requires further information from the office, he will ask for it. If the Minister or the Secretary is likely to find the draft not self-explanatory, there should be a note to explain it.</p>	<p>especially if the draft is one asking for further information. The Minister of the Secretary may pass the draft, modify it or amplify it, If he requires further information from the office, he will ask for it. If the Minister or the Secretary is likely to find the draft not self-explanatory, there should be a note to explain it.</p>
<p><b>Para 100. Notes for the Council of Ministers:-</b> The instructions contained in the Business Rules shall be followed.</p>	<p><b>100. Notes for the Council of Ministers:-</b> The instructions contained in the Business Rules shall be followed.</p>
<p><b>Para 101. Routine Notes:-</b> all notes written in a file which are not directly relevant to the subject matter of that file should be treated as routine notes which will not be entered into the general note, as for example, notes in connection with an officer's requisition for further information from the office. Routine note should be resorted to so as to minimize noting on the main note file.</p>	<p><b>101. Routine Notes:-</b> all notes written in a file which are not directly relevant to the subject matter of that file should be treated as routine notes which will not be entered into the general note, as for example, notes in connection with an officer's requisition for further information from the office. Routine note should be resorted to so as to minimize noting on the main note file.</p>

**Para 102. Opening of a fresh file for a separate subject arising out of a current file:-** When, in the course of dealing with a subject, any fresh subject arises which it is desirable to deal with separately, extracts should be taken of the parts of the current file and note file relating to the fresh subject and with these a separate file should be started. A note should be made in the office note of the main file to the effect that a fresh file has been opened and its current number should also be noted. This will probably be necessary whenever the original title of the current file no longer correctly describes the actual subject under correspondence and not otherwise.

The general principles laid down in regard to indexing apply to such cases as much as to correspondence originating in an outside reference. It must be numbered as a new case and registered.

When action in a file is not complete after the issue of one or more G.Os. the original (office copy) of the order or orders should be detached from the file and each order should be docketed separately the main file being closed only after action is complete. The following entry should be made on the docket.

“For further papers, see G.O.Ms/Rt.No.....  
Department dated.....”

**102. Opening of a fresh file for a separate subject arising out of a current file:-** When, in the course of dealing with a subject, any fresh subject arises which it is desirable to deal with separately, **extracts** should be taken of the parts of the current file and note file relating to the fresh subject and with these a separate file should be started. A note should be made in the office note of the main file to the effect that a fresh file has been opened and its current number should also be noted. This will probably be necessary whenever the original title of the current file no longer correctly describes the actual subject under correspondence and not otherwise.

The general principles laid down in regard to indexing apply to such cases as much as to correspondence originating in an outside reference. It must be numbered as a new case and registered.

When action in a file is not complete after the issue of one or more G.Os. the original (office copy) of the order or orders should be detached from the file and each order should be docketed separately the main file being closed only after action is complete. The following entry should be made on the docket.

“For further papers, see G.O.Ms/Rt.No.....  
Department dated.....”

**Para 103. Concluding instructions to be recorded:**  
- While concluding the action in a file, the note should indicate the period upto which the particular disposal has to be retained. If no such instruction is recorded, it will be presumed that the period of preservation expected is only that which is generally indicated in the particular series of disposals.

**103. Concluding instructions to be recorded: -** While concluding the action in a file, the note should indicate the period upto which the particular disposal has to be retained. If no such instruction is recorded, it will be presumed that the period of preservation expected is only that which is generally indicated in the particular series of disposals.

**103A. Modification of orders:- where a final decision already taken/ communicated to a party**



	<p><i>is found later on to have been given on a mistaken ground or wrong facts or wrong interpretation of rules due to misunderstanding, then it has to be corrected by a fresh decision by withdrawing the earlier decision. Such a withdrawal should be permitted only after obtaining the approval of a higher level officer than the one who took the original decision. The reasons for the reversal or modification of the earlier decision should be duly recorded.</i></p> <p><b>103 B. Standard Process Sheet:-</b> For dealing with cases of repetitive nature, depending upon the work of the Department, standard process sheets will be devised by the respective Departments and will be prescribed through Departmental instructions and shall be made available in the system.</p> <p><b>103C. Precedent Book:-</b> For keeping note of important rulings and decisions having a precedent value for ready reference, every section shall maintain a precedent book updated from time to time both in the physical form and in the Knowledge Management System of e-office. (Appendix I form xxii)</p>
<b>CHAPTER VIII</b>	<b>CHAPTER VIII</b>
<b>DEALING WITH INTER DEPARTMENTAL REFERENCES</b>	<b>DEALING WITH INTER DEPARTMENTAL REFERENCES</b>
<p><b>Para 104. Provisions of Rules of Business and Secretariat Instructions to be followed:-</b> Inter-departmental references of files become necessary when the proposal requires clearance, concurrence, advice or opinion of other Department or sections as required by the Rules of Business or the Secretariat Instructions. As far as possible, every department should dispose of the cases allotted to them without making unnecessary references either to outside officers or to other departments of the Secretariat. Such references have to be limited to cases requiring consultation with other Departments under Rules of Business or Secretariat Instructions.</p>	<p><b>104. Provisions of Rules of Business and Secretariat Instructions to be followed:-</b> Inter-departmental references of files become necessary when the proposal requires clearance, concurrence, advice or opinion of other Department or sections as required by the Rules of Business or the Secretariat Instructions. As far as possible, every department should dispose of the cases allotted to them without making unnecessary references either to outside officers or to other departments of the Secretariat. Such references have to be limited to cases requiring consultation with other Departments under Rules of Business or Secretariat Instructions.</p>
<p><b>Para 105 Files to be marked by officers of and above the rank of Deputy Secretary:-</b> Files requiring concurrence, advice or clearance have</p>	<p><b>105 Files to be marked by officers of and above the rank of Deputy Secretary:-</b> Files requiring concurrence, advice or clearance have to me</p>

<p>to me marked to other departments such as Finance, Law, P &amp; ARD etc., only by officers of and above the rank of Deputy Secretary, where specifically delegated such power under general orders, by Under Secretary. It should not merely contain the statement of facts of the proposal received from the outside office. It should contain a definite proposal tentatively arrived at by the department concerned for the opinion or clearance of the latter department. The consultations have to be made<sup>3</sup> before circulating the file to the Minister in charge of the Department.</p>	<p>marked to other departments such as Finance, Law, P &amp; ARD etc., only by officers of and above the rank of Deputy Secretary, where specifically delegated such power under general orders, by Under Secretary. It should not merely contain the statement of facts of the proposal received from the outside office. It should contain a definite proposal tentatively arrived at by the department concerned for the opinion or clearance of the latter department. The consultations have to be made<sup>3</sup> before circulating the file to the Minister in charge of the Department.</p>
<p><b>Para 106. When subject relates to more than one department:-</b> Inter departmental references are mandatory when the subject of a case concerns more than one department. No order shall be issued nor shall the case be laid before the Council of Ministers until it has been considered by all the departments concerned. The requirement of such consultaion shall not be deemed to have been satisfied merely by reason of the fact that a case was seen by a particular department at a certain stage. It is absolutely necessary that the proposal indicated for orders should have been brought to the consideration of all the departments concerned and any material alteration at a late stage would require a subsequent consideration.</p>	<p><b>106. When subject relates to more than one department:-</b> Inter departmental references are mandatory when the subject of a case concerns more than one department. No order shall be issued nor shall the case be laid before the Council of Ministers until it has been considered by all the departments concerned. The requirement of such consultation shall not be deemed to have been satisfied merely by reason of the fact that a case was seen by a particular department at a certain stage. It is absolutely necessary that the proposal indicated for orders should have been brought to the consideration of all the departments concerned and any material alteration at a late stage would require a subsequent consideration.</p>
<p><b>Para 107. Perusal of papers by Secretary:-</b> A Secretary in charge of a department may ask to see papers belonging to any department, other than the Finance Department, General Administration (Special/SS/SC) Department, Vigilance Department and Personnel and Administrative Reforms Departments, if such papers are required for the disposal of a case in his department. But such request should not be made to see papers regarding anti-corruption enquiries. The request by a Secretary for reference to papers of other departments shall be handled under the general or special orders of the Minister in charge of the latter department, In respect of the papers relating to Finance Department, perusal of such papers by the Secretaries in charge of other departments shall be restricted only to matters relating to the</p>	<p><b>107. Perusal of papers by Secretary:-</b> A Secretary in charge of a department may ask to see papers belonging to any department, other than the Finance Department, General Administration (Special /Secret Section/Strictly Confidential) Department, Vigilance Department and Personnel and Administrative Reforms Departments, if such papers are required for the disposal of a case in his department. But such request should not be made to see papers regarding anti-corruption enquiries. The request by a Secretary for reference to papers of other departments shall be handled under the general or special orders of the Minister in charge of the latter department, In respect of the papers relating to Finance Department, perusal of such papers by the Secretaries in charge of other departments shall be restricted only to matters</p>

financial affairs of the State.	relating to the financial affairs of the State.
<p><b>Para 108. Relaxation of Rules:-</b> Cases involving relaxation of Service Rules or orders relating to qualifications for appointment, test to be passed, promotion etc., and other cases, where the administrative department feel any doubt about the interpretation or application on such rules or orders, should be sent to the advice section of Personnel and Administrative Reforms Department. Relaxation of statutory rules or orders is made only in rare cases of undoubted personal hardship. Proposals for relaxation of rules, should be examined in the light of guidelines issued in the matter and relevant rules and orders and definite recommendation is made in respect of the action proposed. In such cases, the advice tendered by Personnel and Administrative Reforms Department should be scrupulously followed. However, if any deviation is found necessary, opinion tendered by the advice sections may be overruled only under the orders of Chief Minister. In such cases, the proposal for overruling the advice should be routed through the Chief Secretary.</p>	<p><b>108. Relaxation of Rules:-</b> Cases involving relaxation of Service Rules or orders relating to qualifications for appointment, test to be passed, promotion etc., and other cases, where the administrative department feel any doubt about the interpretation or application <b>of</b> such rules or orders, should be sent to the advice section of Personnel and Administrative Reforms Department. Relaxation of statutory rules or orders is made only in rare cases of undoubted personal hardship. Proposals for relaxation of rules, should be examined in the light of guidelines issued in the matter and relevant rules and orders and definite recommendation is made in respect of the action proposed. In such cases, the advice tendered by Personnel and Administrative Reforms Department should be scrupulously followed. However, if any deviation is found necessary, opinion tendered by the advice sections may be overruled only under the orders of Chief Minister. In such cases, the proposal for overruling the advice should be routed through the Chief Secretary.</p>
<p><b>Para 109. Financial matters:-</b> In respect of matters affecting the finances of the State, as classified from time to time in the Rules of Business, Finance Department shall be consulted except where specific delegations are given to the Administrative Departments under Rule 10 of the Rules of Business.</p>	<p><b>109. Financial matters:-</b> In respect of matters affecting the finances of the State, as classified from time to time in the Rules of Business, Finance Department shall be consulted except where specific delegations are given to the Administrative Departments under Rule 10 of the Rules of Business.</p>
<p><b>Para 110. When to consult Finance Department:-</b> Consultation with Finance Department should not be resorted to as a matter of course. It may be done in all cases relating to matters which concern the finance of the State. Apart from this, there are situations requiring consultation with Finance Department in respect of matters specified under Kerala Service Rules, Financial Code, or Treasury Code as well. In addition, consultation becomes necessary in matters specifically undertaken by them such as pay revision, etc. While forwarding proposals to Finance Department for concurrence, the proposal should be specific. In matters requiring advice or opinion, the point for such advice has to be specifically brought out.</p>	<p><b>110. When to consult Finance Department:-</b> Consultation with Finance Department should not be resorted to as a matter of course. It may be done in all cases relating to matters which concern the finance of the State. Apart from this, there are situations requiring consultation with Finance Department in respect of matters specified under Kerala Service Rules, Financial Code, or Treasury Code as well. In addition, consultation becomes necessary in matters specifically undertaken by them such as pay revision, etc. While forwarding proposals to Finance Department for concurrence, the proposal should be specific. In matters requiring advice or opinion, the point for such advice has to be specifically brought out.</p>

<p><b>Para 111. Consultation with P&amp; A.R. Department:-</b> Consultations with Personnel and Administrative Reforms Department are two-fold. They are (a) matters relating to Administrative set up, and (b) matters relating to the various services and service rules. All Departments of the Secretariat including Law and Finance shall consult the P&amp;A.R. Department in respect of all proposals for change in the Administrative set up (structure) and functions of Government. This includes request for study of the set-up and suggestion for improvements. In deciding delegation of powers to officers either administrative or financial, the opinion of Personnel and Administrative Reforms Department has to be invariably obtained.</p> <p>In respect of cases involving interpretation of service rules or orders, the opinion of Personnel and Administrative Reforms Department has to be obtained. The advice so tendered shall be scrupulously followed in order to achieve consistency and Co-ordination between various establishment sections of the Departments. General instructions in this regard shall also emanate from the advice sections or rules section. The administrative departments handling service matters have to report any significant developments handling service matters have to report any significant development based on a Council decision or a judgment of the High Court or Supreme Court to the Personnel and Administrative Reforms Department for initiating further action so as to streamline the rules in line with such exposition of the rule made by the Council or the Courts.</p>	<p><b>111. Consultation with P&amp; A.R. Department:-</b> Consultations with Personnel and Administrative Reforms Department are two-fold. They are (a) matters relating to Administrative set up, and (b) matters relating to the various services and service rules. All Departments of the Secretariat including Law and Finance shall consult the P&amp;A.R. Department in respect of all proposals for change in the Administrative set up (structure) and functions of Government. This includes request for study of the set-up and suggestion for improvements. In deciding delegation of powers to officers either administrative or financial, the opinion of Personnel and Administrative Reforms Department has to be invariably obtained.</p> <p>In respect of cases involving interpretation of service rules or orders, the opinion of Personnel and Administrative Reforms Department has to be obtained. The advice so tendered shall be scrupulously followed in order to achieve consistency and Co-ordination between various establishment sections of the Departments. General instructions in this regard shall also emanate from the advice sections or rules section. The administrative departments handling service matters have to report any significant developments handling service matters have to report any significant development based on a Council decision or a judgment of the High Court or Supreme Court to the Personnel and Administrative Reforms Department for initiating further action so as to streamline the rules in line with such exposition of the rule made by the Council or the Courts.</p>
<p><b>Para 112. Law Department:-</b> The functions of the Law Department can be broadly classified into legislative as well as advisory. Inter-departmental references pertain mainly to the advisory aspect. Whenever interpretation of a statue, statutory rule or judgment of a Court becomes necessary the opinion of the Law Department shall be obtained. While forwarding such files, the specific point on which advice is sought has to be indicated. in addition, the draft notifications to be issued under various statues,</p>	<p><b>112. Law Department:-</b> The functions of the Law Department can be broadly classified into legislative as well as advisory. Inter-departmental references pertain mainly to the advisory aspect. Whenever interpretation of a statue, statutory rule or judgment of a Court becomes necessary the opinion of the Law Department shall be obtained. While forwarding such files, the specific point on which advice is sought has to be indicated. in addition, the draft notifications to be issued under various statues,</p>

<p>statement of facts and the legal instruments have to be got scrutinized by Law Department Letters seeking opinion of the Advocate General also have to be got Scrutinized by Law Department.</p>	<p>statement of facts and the legal instruments have to be got scrutinized by Law Department Letters seeking opinion of the Advocate General also have to be got Scrutinized by Law Department.</p>
<p><b>Para 113. Scrutiny of drafts by other Departments:</b> - The instructions regarding scrutiny of drafts by other departments prescribed by Rules of Business as well as Secretariat Instructions have to be scrupulously followed. Whenever statutory notifications are to be issued, their, drafts have to be got scrutinized by Law Department as indicated in Para 112. In addition, there are other stipulations like scrutiny by the Personnel and Administrative Reforms Department, drafts of notifications proposed to be issued under Kerala Public Service Act and letters proposed to be issued to the Public Service Commission. Such requirement should in no case be overlooked. However, drafts of notifications of a routine nature with no material change of form from the earlier notification like appointment orders etc. need not be sent to Law Departments by simply altering the name, date etc. of the incumbents in Departments for their fresh scrutiny. They may be issued by the concerned departments by simply altering the name, date etc. of the incumbents in respect of whom the notifications are issued.</p>	<p><b>113. Scrutiny of drafts by other Departments:</b> - The instructions regarding scrutiny of drafts by other departments prescribed by Rules of Business as well as Secretariat Instructions have to be scrupulously followed. Whenever statutory notifications are to be issued, their, drafts have to be got scrutinized by Law Department as indicated in Para 112. In addition, there are other stipulations like scrutiny by the Personnel and Administrative Reforms Department, drafts of notifications proposed to be issued under Kerala Public Service Act and letters proposed to be issued to the Public Service Commission. Such requirement should in no case be overlooked. However, drafts of notifications of a routine nature with no material change of form from the earlier notification like appointment orders etc. need not be sent to Law Departments by simply altering the name, date etc. of the incumbents in Departments for their fresh scrutiny. They may be issued by the concerned departments by simply altering the name, date etc. of the incumbents in respect of whom the notifications are issued.</p>
<p><b>Para 114. Consultation with Public Works Department:-</b> In all matters relating to constructions except in Departments which have their own full-fledged internal machinery to undertake such constructions, fixing of rent for buildings at a rate higher than that allowed by Public Works Department by general orders and other aspects concerning the Public Works Department by general orders and other aspects concerning the Public Works Department, they shall be invariably consulted.</p>	<p><b>114. Consultation with Public Works Department:-</b> In all matters relating to constructions except in Departments which have their own full-fledged internal machinery to undertake such constructions, fixing of rent for buildings at a rate higher than that allowed by Public Works Department by general orders and other aspects concerning the Public Works Department by general orders and other aspects concerning the Public Works Department, they shall be invariably consulted.</p>
<p><b>Para 115. Consultation with Revenue Department:-</b> Revenue Department has to be consulted in all matters relating to land acquisition, except where authorized by general orders land assignment, cases involving land reforms and excess land etc . In respect of stay of Revenue Recovery proceedings, Revenue</p>	<p><b>115. Consultation with Revenue Department:-</b> Revenue Department has to be consulted in all matters relating to land acquisition, except where authorized by general orders land assignment, cases involving land reforms and excess land etc . In respect of stay of Revenue Recovery proceedings, Revenue Department shall be</p>

<p>Department shall be invariably consulted. Stay orders relating to revenue recovery proceedings may be issued only through Revenue Department and such files have to be forwarded to them for further action.</p>	<p>invariably consulted. Stay orders relating to revenue recovery proceedings may be issued only through Revenue Department and such files have to be forwarded to them for further action.</p> <p><b>115A. Consultation with Environment Department:-</b><i>The Departments of the Secretariat shall invariably obtain the remarks of the Environment Department on all proposals/projects that are related to or are likely to affect the Environment/Environmental Components. The Environment Department shall have representation in the Committees being constituted by Government for overseeing, monitoring, review or any other matter connected with such proposals/projects.</i></p>
<p><b>Para 116. Consultation with Planning &amp; Economic Affairs Department:-</b> In respect of matters connected with the preparation and implementation of Plan Schemes, the opinion of Planning and Economic Affairs Department has to be obtained. Such consultation is not required in respect of on going schemes. Any deviation of instructions issued by Bureau of Public Enterprise attached to the Planning and Economic Affairs Department by the public sector undertakings will be allowed by the concerned administrative departments only in consultation with Planning and Economic Affairs Department.</p>	<p><b>116. Consultation with Planning &amp; Economic Affairs Department:-</b> In respect of matters connected with the preparation and implementation of Plan Schemes, the opinion of Planning and Economic Affairs Department has to be obtained. Such consultation is not required in respect of on going schemes. Any deviation of instructions issued by Bureau of Public Enterprise attached to the Planning and Economic Affairs Department by the public sector undertakings will be allowed by the concerned administrative departments only in consultation with Planning and Economic Affairs Department.</p>
<p><b>Para 117. Consultation with Vigilance Department:-</b> Wherever consultation with Vigilance Department is mandatory it has to be strictly observed. Enquiry reports of the Director of Vigilance Investigation are at times forwarded by the Vigilance Department for departmental action. Such cases will be finally decided by the concerned administrative department only after consulting the Vigilance Department.</p>	<p><b>117. Consultation with Vigilance Department:-</b> Wherever consultation with Vigilance Department is mandatory it has to be strictly observed. Enquiry reports of the Director of Vigilance Investigation are at times forwarded by the Vigilance Department for departmental action. Such cases will be finally decided by the concerned administrative department only after consulting the Vigilance Department.</p>
<p><b>Para 118. Procedure for inter-departmental reference:</b> - The files of the concerned department properly referenced and arranged with all material shall be made over to the office section of the department which is proposed to be consulted. It shall be processed like any other current received by the department. Noting by</p>	<p><b>118. Procedure for inter-departmental reference:</b> - The files of the concerned department properly referenced and arranged with all material shall be made over to the office section of the department which is proposed to be consulted. It shall be processed like any other current received by the department. Noting by the latter</p>

<p>the latter department may be done in a routine note and departmental deliberations of the department consulted need not find a place in the main file. In such cases only the final opinion of the department shall be endorsed on the main file forwarded for reference. Such endorsement in the main file shall be authenticated by the Section Officer of the latter department in such a way that the receiving department will be in a position to understand the level at which such an opinion is arrived at. For example, authentication may be above the words 'for Deputy Secretary, for Joint Secretary, for Secretary etc', If remarks are made over, after obtaining orders of the Minister in charge of the latter department, the fact may be specifically included in the concluding part of the remarks.</p> <p>When files are received by the officers of the departments directly, they shall be processed in the same manner as in the case of departmental files with the exception that the files shall be returned by the officer himself to the officer who marked the file.</p>	<p>department may be done in a routine note and departmental deliberations of the department consulted need not find a place in the main file. In such cases only the final opinion of the department shall be endorsed on the main file forwarded for reference. Such endorsement in the main file shall be authenticated by the Section Officer of the latter department in such a way that the receiving department will be in a position to understand the level at which such an opinion is arrived at. For example, authentication may be above the words 'for Deputy Secretary, for Joint Secretary, for Secretary etc', If remarks are made over, after obtaining orders of the Minister in charge of the latter department, the fact may be specifically included in the concluding part of the remarks.</p> <p>When files are received by the officers of the departments directly, they shall be processed in the same manner as in the case of departmental files with the exception that the files shall be returned by the officer himself to the officer who marked the file.</p>
<p><b>Para 119. Disposal of routine notes and preparation of stock files:-</b> Routine notes utilized for tendering advice by the Finance Minister Department, Law Department and Advice sections of the Personnel and Administrative Reforms Department form a distinct class of papers. They shall not be made available to any other department because the other departments are to process their files based only on the final remarks tendered. Once the remarks are authenticated and the file returned, the fact will be recorded in the routine note and the entries in the Personal Registers are closed. The routine notes are kept in the concerned Sections as such and they are utilized to process the same case if it is again referred back. While handling the subsequent references the current number last assigned on the file shall form the file number of the routine note. They shall be arranged and kept in the section in order in which they are numbered.</p> <p>Whenever new rules come into existence of a new stand is taken in the matter of tendering advice, the extract of such advice shall be typed</p>	<p><b>119. Disposal of routine notes and preparation of stock files: -</b> Routine notes utilized for tendering advice by the Finance Minister Department, Law Department and Advice sections of the Personnel and Administrative Reforms Department form a distinct class of papers. They shall not be made available to any other department because the other departments are to process their files based only on the final remarks tendered. Once the remarks are authenticated and the file returned, the fact will be recorded in the routine note and the entries in the Personal Registers are closed. The routine notes are kept in the concerned Sections as such and they are utilized to process the same case if it is again referred back. While handling the subsequent references the current number last assigned on the file shall form the file number of the routine note. They shall be arranged and kept in the section in order in which they are numbered.</p> <p>Whenever new rules come into existence of a new stand is taken in the matter of tendering advice, the extract of such advice shall be typed out and kept up in the stock file of the concerned</p>

<p>out and kept up in the stock file of the concerned section. This is to ensure continuity and consistency of advice. Thus the stock file makes it easy to refer to the file in which a particular stand is initially adopted. While extracting the remarks for stock file, care must be taken to mention the number of routine note as well as the number of the current file relating to the other department. This is with a view to ascertaining the decision taken by the other Department. Copies of final orders issued by the administrative departments, on the basis of advice tendered, may be added to the concerned routine notes and the fact recorded in the stock file, if an extract of the notes are kept there.</p>	<p>section. This is to ensure continuity and consistency of advice. Thus the stock file makes it easy to refer to the file in which a particular stand is initially adopted. While extracting the remarks for stock file, care must be taken to mention the number of routine note as well as the number of the current file relating to the other department. This is with a view to ascertaining the decision taken by the other Department. Copies of final orders issued by the administrative departments, on the basis of advice tendered, may be added to the concerned routine notes and the fact recorded in the stock file, if an extract of the notes are kept there.</p>
<p><b>CHAPTER IX</b></p>	<p><b>CHAPTER IX</b></p>
<p><b>DRAFTING, FORMS OF CORRESPONDENCE AND DESPATCH</b></p>	<p><b>DRAFTING, FORMS OF CORRESPONDENCE AND DESPATCH</b></p>
<p><b>A. Drafting</b></p>	<p><b>A. Drafting</b></p>
<p><b>Para 120. Contents of Drafts:-</b> The draft prepared for the purpose of communicating a decision taken in a case should contain clear and unambiguous statement of the decision as well as direction, if any, for compliance by the persons receiving such communication. It should be written in precise and unambiguous language using the common terminology that is used for official correspondence. The basic requirement of a good draft is clarity of contents and brevity.</p>	<p><b>120. Contents of Drafts:-</b> The draft prepared for the purpose of communicating a decision taken in a case should contain clear and unambiguous statement of the decision as well as direction, if any, for compliance by the persons receiving such communication. It should be written in precise and unambiguous language using the common terminology that is used for official correspondence. <b><i>A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of misconstruction. Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition whether of words, observations or ideas, should be avoided. Official communications emanating from a Department and purporting to convey the views or orders of the Government must specifically be expressed to have been written under the directions of Government.</i></b> The basic requirement of a good draft is clarity of contents and brevity.</p>
<p><b>Para 121. Preparation of drafts:</b> - Generally drafts are prepared only after obtaining orders in the note file. But in simple cases and whenever it is obvious drafts are submitted immediately on</p>	<p><b>121. Preparation of drafts:</b> - Generally drafts are prepared only after obtaining orders in the note file. But in simple cases and whenever it is obvious drafts are submitted immediately on</p>



<p>receipt of the current without taking prior orders in note file. Where ever the draft is put up along with a current file and note file, it should bear a slip to indicate that it is a draft for approval or in short 'DFA'. When there are more than one draft, it should be serially numbered and indicated as such. In the note file, the officers should indicate which all drafts have been approved and which are returned without approval.</p>	<p>receipt of the current without taking prior orders in note file. Where ever the draft is put up along with a current file and note file, it should bear a slip to indicate that it is a draft for approval or in short 'DFA'. When there are more than one draft, it should be serially numbered and indicated as such. In the note file, the officers should indicate which all drafts have been approved and which are returned without approval.</p>
<p><b>Para 122. Drafts to be written on separate sheets:-</b> While preparing a draft it should be prepared on a separate sheet of paper. Draft may not be written on the current or note file itself, 1/3 margin should be left on the paper and while typing, it should be typed in double line spacing so as to facilitate corrections, if any, by officers.</p>	<p><b>122. Drafts to be written on separate sheets:-</b> While preparing a draft it should be prepared on a separate sheet of paper. Draft may not be written on the current or note file itself, 1/3 margin should be left on the paper and while typing, it should be typed in double line spacing so as to facilitate corrections, if any, by officers.</p>
<p><b>Para 123. Drafts to be complete and brief:-</b>Orders should be so drafted as to be complete in themselves and accordingly, whether issued in print or otherwise, they should not include anything more than is necessary to enable the receiver to comprehend fully the bearing of the order. Where ever relevant the genesis of an order and antecedent correspondence should be included in the draft.</p>	<p><b>123. Drafts to be complete and brief:-</b>Orders should be so drafted as to be complete in themselves and accordingly, whether issued in print or otherwise, they should not include anything more than is necessary to enable the receiver to comprehend fully the bearing of the order. Where ever relevant the genesis of an order and antecedent correspondence should be included in the draft.</p>
<p><b>Para 124. Enclosures to be minimized:-</b> The rule that every communication should, as far as possible, be complete in themselves is to be strictly observed. However, in respect of important matters, if it can be better understood from the copies of earlier communications, they may be enclosed for reference. The points or orders to be complied with should form part of the main body of the communication.</p>	<p><b>124. Enclosures to be minimized:-</b> The rule that every communication should, as far as possible, be complete in themselves is to be strictly observed. However, in respect of important matters, if it can be better understood from the copies of earlier communications, they may be enclosed for reference. The points or orders to be complied with should form part of the main body of the communication.</p>
<p><b>Para 125. Keeping of office copy in files:-</b> All approved drafts bearing the signature of the office approving it shall be kept in the current file. When the communication contain extracts of passages so marked in the draft or when the draft itself is having a number of corrections, which may not help easy reading, a typewritten carbon copy of the communication finally issued shall be kept in the file. This will not do away with the necessity of keeping the approved draft in the current file. When communications are actually issued by cyclostyling or printing, such copies may invariably be added to the file to help</p>	<p><b>125. Keeping of office copy in files:-</b> All approved drafts bearing the signature of the office approving it shall be kept in the current file. When the communication contain extracts of passages so marked in the draft or when the draft itself is having a number of corrections, which may not help easy reading, a typewritten carbon copy of the communication finally issued shall be kept in the file. This will not do away with the necessity of keeping the approved draft in the current file. When communications are actually issued by cyclostyling or printing, such copies may invariably be added to the file to help</p>

<p>easy tracing of copies whenever required subsequently. There are communications like routine reminders, acknowledgement card etc, of which there is no necessity to keep copies, the dispatch of which will be evident from the entries in the personal register, dispatch or transit register. Instead of copies, reminders should be indicated in the Office copy of the original communication in red ink.</p>	<p>easy tracing of copies whenever required subsequently. There are communications like routine reminders, acknowledgement card etc, of which there is no necessity to keep copies, the dispatch of which will be evident from the entries in the personal register, dispatch or transit register. Instead of copies, reminders should be indicated in the Office copy of the original communication in red ink.</p>
<p><b>Para 126. Communication of general rulings and orders in particular case:-</b> In process of handling a particular case, situations may arise wherein Government take some general decisions which will have to be communicated to a number of offices for further guidance or compliance. In such circumstances, the decision relating to the particular case may be issued individually and the general instruction may be issued separately.</p>	<p><b>126. Communication of general rulings and orders in particular case:-</b> In process of handling a particular case, situations may arise wherein Government take some general decisions which will have to be communicated to a number of offices for further guidance or compliance. In such circumstances, the decision relating to the particular case may be issued individually and the general instruction may be issued separately.</p>
<p><b>Para 127. Economy of copying communications:-</b> Whenever possible the office copy, and fair copy may be prepared together. When there are a large number of addresses to whom the communication has to be sent, sufficient number of copies may be made out after the draft is approved. While submitting such drafts, it is desirable to indicate the number of copies required for such transmission.</p>	<p><b>127. Economy of copying communications:-</b> Whenever possible the office copy, and fair copy may be prepared together. When there are a large number of addresses to whom the communication has to be sent, sufficient number of copies may be made out after the draft is approved. While submitting such drafts, it is desirable to indicate the number of copies required for such transmission.</p>
<p><b>Para 128. Unnecessary references and piece-meal references:-</b> No reference should be made to a subordinate officer or to anyone else which is not absolutely necessary. No information should be called for from a subordinate officer, or from anyone else, which could be gathered from the records in the Secretariat. Such unnecessary references may be avoided by carefully consulting the index and tracings and examining the previous correspondence. Moreover, when a reference has to be made, great care should be taken to see that it is complete. A common and very serious fault and a frequent cause of delay, is to call for information piece-meal, that is, after one reference has been answered a second is made which should have been embodied in the first communication itself. The Deputy Secretary or Under Secretary and the Section Officer should see that such unnecessary and incomplete references are avoided.</p>	<p><b>128. Unnecessary references and piece-meal references:-</b> No reference should be made to a subordinate officer or to anyone else which is not absolutely necessary. No information should be called for from a subordinate officer, or from anyone else, which could be gathered from the records in the Secretariat. Such unnecessary references may be avoided by carefully consulting the index and tracings and examining the previous correspondence. Moreover, when a reference has to be made, great care should be taken to see that it is complete. A common and very serious fault and a frequent cause of delay, is to call for information piece-meal, that is, after one reference has been answered a second is made which should have been embodied in the first communication itself. The Deputy Secretary or Under Secretary and the Section Officer should see that such unnecessary and incomplete references are avoided.</p>

<p><b>Para 129. Preparation of endorsements:</b> - Wherever endorsements are prepared on the papers which have to be forwarded in original, it may be done in such a way that it is ready for the signature of the officer competent to sign it.</p>	<p><b>129. Preparation of endorsements:</b> - Wherever endorsements are prepared on the papers which have to be forwarded in original, it may be done in such a way that it is ready for the signature of the officer competent to sign it.</p>
<p><b>Para 130. Drafting of Telegrams, Teleprinter messages, Telex and Fax:-</b>Drafts or Telegrams, teleprinter messages, Telex and Fax should be brief. While communicating these messages, care should be taken to dispatch a post copy of communication for confirmation of the message already sent. Particulars of the sender should be indicated in the body of the message.</p>	<p><b>130. Drafting of Fax and E-mail messages:-</b> <b>Drafts of Fax and E-mail messages should be brief. While communicating Fax message care should be taken to dispatch a post copy for confirmation of the message.</b></p>
<p><b>Para 131. Communication of orders to petitioners:-</b> When a petition is rejected, reasons for the rejection should, always be given in the Draft Order, unless it has been specifically directed that they should not be given. Care should, however, be taken to ensure that the replies are not such as would involve Government in controversies. When an order passed by the Minister or the Secretary has to be communicated to a petitioner, it will be sufficient to give the purport of the order, or so much of the text as may bear immediately on the petitioner's representation. The full text, of the order should never be communicated, much less the whole correspondence embodied in the proceedings. Petitions and communications from private parties received in the Secretariat should be acknowledged immediately on receipt. In the case of petitions, communications etc., received in person, an acknowledgement should be given to the party then and there by the recipient in case the petitioner requests for a receipt. In the case of private persons, organization etc., copies of the order issued shall be sent direct to them instead of through the Head of the Department. Where an order has been communicated direct by Government to the person concerned, this should be clear from the endorsements so that the Head of the Department may not communicate it again to the same person. The reply sent to the applicants or petitioners should deal succinctly with all the issues raised and the reasons why certain decisions have been taken.</p>	<p><b>131. Communication of orders to petitioners:-</b> When a petition is rejected, reasons for the rejection should, always be given in the Draft Order, unless it has been specifically directed that they should not be given. Care should, however, be taken to ensure that the replies are not such as would involve Government in controversies. When an order passed by the Minister or the Secretary has to be communicated to a petitioner, it will be sufficient to give the purport of the order, or so much of the text as may bear immediately on the petitioner's representation. The full text, of the order should never be communicated, much less the whole correspondence embodied in the proceedings. Petitions and communications from private parties received in the Secretariat should be acknowledged immediately on receipt. In the case of petitions, communications etc., received in person, an acknowledgement should be given to the party then and there by the recipient in case the petitioner requests for a receipt. In the case of private persons, organization etc., copies of the order issued shall be sent direct to them instead of through the Head of the Department. Where an order has been communicated direct by Government to the person concerned, this should be clear from the endorsements so that the Head of the Department may not communicate it again to the same person. The reply sent to the applicants or petitioners should deal succinctly with all the issues raised and the reasons why certain decisions have been taken.</p>

<p>While drafting the replies, it should be ensured that no scope is left for misinterpretation of the communication. For example, when a reply is given on the decision to decline a subsequent request by a petitioner, it should not be worded that his request cannot be considered. In such circumstances, the petitioner will again come forward either before Government or before the Court requesting for a reconsideration of his case. The reply should be specific and should embody the fact that it has been considered and declined by Government. While doing so, there should not be any reference in the communication as to the level of officer or Minister who has taken such a decision. Reply should go as the decision of Government.</p>	<p>While drafting the replies, it should be ensured that no scope is left for misinterpretation of the communication. For example, when a reply is given on the decision to decline a subsequent request by a petitioner, it should not be worded that his request cannot be considered. In such circumstances, the petitioner will again come forward either before Government or before the Court requesting for a reconsideration of his case. The reply should be specific and should embody the fact that it has been considered and declined by Government. While doing so, there should not be any reference in the communication as to the level of officer or Minister who has taken such a decision. Reply should go as the decision of Government.</p>
<p><b>Para 132. Nature of disposal to be indicated on drafts:-</b> When a draft is prepared and put up for approval, it should conform to one of the approved forms of correspondence. It should clearly indicate the nature of disposal of the case, so that a subsequent reference can be made easily. Moreover, this aspect is to be specially borne in mind by officers approving the draft to ensure the period of preservation that is expected in the matter.</p>	<p><b>132. Nature of disposal to be indicated on drafts:-</b> When a draft is prepared and put up for approval, it should conform to one of the approved forms of correspondence. It should clearly indicate the nature of disposal of the case, so that a subsequent reference can be made easily. Moreover, this aspect is to be specially borne in mind by officers approving the draft to ensure the period of preservation that is expected in the matter.</p>
<p><b>Para 133. Amounts noted in drafts to be written in words:</b> - In communications, which are of the nature of authorizations of payments of be made, the amounts should be clearly expressed in words as well as in figures.</p>	<p><b>133. Amounts noted in drafts to be written in words:</b> - In communications, which are of the nature of authorizations of payments of be made, the amounts should be clearly expressed in words as well as in figures.</p>
<p><b>Para 134. Approved drafts and its filling:-</b> As already indicated in para 125 all drafts approved for issue should find a place in the current file. When drafts prepared and passed by officers are subsequently rejected or superseded by fresh drafts, they have to be kept in the file at the bottom till the file is disposed of.</p>	<p><b>134. Approved drafts and its filling:-</b> As already indicated in para 125 all drafts approved for issue should find a place in the current file. When drafts prepared and passed by officers are subsequently rejected or superseded by fresh drafts, they have to be kept in the file at the bottom till the file is disposed of.</p>
<p><b>B. Forms of Correspondence</b></p>	<p><b>B. Forms of Correspondence</b></p>
<p><b>Para 135. The approved forms of correspondence:-</b> The approved forms of correspondence arising from the Secretariat are indicated below:-</p> <ol style="list-style-type: none"> <li>1. Letter</li> <li>2. Memorandum</li> <li>3. Office Order</li> </ol>	<p><b>135. The approved forms of correspondence:-</b> The approved forms of correspondence arising from the Secretariat are indicated below:-</p> <ol style="list-style-type: none"> <li>1. Letter</li> <li>2. Memorandum</li> <li>3. Office Order</li> </ol>

<ol style="list-style-type: none"> <li>4. Circular</li> <li>5. Government Order (routine series)</li> <li>6. Government Order (ordinary series) <ol style="list-style-type: none"> <li>(a) Manuscript</li> <li>(b) Printed</li> </ol> </li> <li>7. Proceedings</li> <li>8. Endorsement</li> <li>9. Demi-Official letter</li> <li>10. Un-official Note (U.O.Note)</li> <li>11. Telegram/Teleprinter/Telex/Fax</li> <li>12. Notification.</li> </ol> <p>The basic outline of the various forms of communication detailed above is given as Appendix II.</p>	<ol style="list-style-type: none"> <li>4. Circular</li> <li>5. Government Order (routine series)</li> <li>6. Government Order (ordinary series) <ol style="list-style-type: none"> <li>a) Manuscript</li> <li>b) Printed</li> </ol> </li> <li>7. Proceedings</li> <li>8. Endorsement</li> <li>9. Demi-Official letter</li> <li>10. Un-official Note (U.O.Note)</li> <li>11. Teleprinter/Telex/Fax/E-mail</li> <li>12. Notification.</li> </ol> <p>The basic outline of the various forms of communication detailed above is given as Appendix II.</p>
<p><b>Para 136. Forms of address and subscription of letters:-</b>The prefix 'Shri'/ Srimathi shall be used as the form of address in all official correspondence. The form of salutation of letters issued from the Secretariat should be 'Sir'/Madam and the subscriptions to all letters should be 'yours faithfully'. In respect of D.O. letters the form of salutation shall depend on the rank of addressees and the subscription to all the D.O. letters should be 'yours sincerely'.</p>	<p><b>136. Forms of address and subscription of letters:-</b>The prefix 'Shri'/ Srimathi shall be used as the form of address in all official correspondence. The form of salutation of letters issued from the Secretariat should be 'Sir'/Madam and the subscriptions to all letters should be 'yours faithfully'. In respect of D.O. letters the form of salutation shall depend on the rank of addressees and the subscription to all the D.O. letters should be 'yours sincerely'.</p>
<p><b>Para 137. Contents of communications:-</b> The letter form is used in majority of communications. Letters should go in the name of Secretary to Government. Memorandum form is used when specified communications are issued to subordinates working within the Secretariat, charge memos and show cause notices are also issued in this form. Office order is used to lay down the distribution of subjects, procedural matters and such other aspects requiring compliance by the office and reference over a long period of time. Circular form is used to communicate important instructions of a standing nature. Government order form in the routine series as well as in the ordinary series is adopted to communicate final orders of Government on any matter. When the matter so communicated is a matter of policy, it is classified as ordinary series. Depending on the number of communications required with reference to the addresses, it is again classified as manuscript or printed. The form of proceedings</p>	<p><b>137. Contents of communications: -</b> The letter form is used in majority of communications. Letters should go in the name of Secretary to Government. Memorandum form is used when specified communications are issued to subordinates working within the Secretariat, charge memos and show cause notices are also issued in this form. Office order is used to lay down the distribution of subjects, procedural matters and such other aspects requiring compliance by the office and reference over a long period of time. Circular form is used to communicate important instructions of a standing nature. Government order form in the routine series as well as in the ordinary series is adopted to communicate final orders of Government on any matter. When the matter so communicated is a matter of policy, it is classified as ordinary series. Depending on the number of communications required with reference to the addresses, it is again classified as manuscript or printed. The form of proceedings</p>

<p>is used to convey decisions taken by authorities specified by Government to discharge the duties vested in them in exercise of any provision of a specific statute. Endorsement used when a paper is returned in original or to pass on the paper to a lower office for disposal when they are competent to dispose it. Demi-official form is used to communicate the stand of Government in an informal way or when it is desired that the matter should receive the personal attention of the individual addressed. It should not be resorted to as a routine communication. Unofficial notes or references are used to convey the opinion to another department or to seek the advice of another department. Telegram/Teleprinter/Telex or Fax forms are used wherever urgency is involved in such communication. Notification form is used to issued certain statutory rules and orders or for notifying certain decision, statutory rules etc., in the Gazette.</p>	<p>is used to convey decisions taken by authorities specified by Government to discharge the duties vested in them in exercise of any provision of a specific statute. Endorsement used when a paper is returned in original or to pass on the paper to a lower office for disposal when they are competent to dispose it. Demi-official form is used to communicate the stand of Government in an informal way or when it is desired that the matter should receive the personal attention of the individual addressed. It should not be resorted to as a routine communication. Unofficial notes or references are used to convey the opinion to another department or to seek the advice of another department. <b>E-mail /Fax</b> forms are used wherever urgency is involved in such communication. Notification form is used to issue certain statutory rules and orders or for notifying certain decision, statutory rules etc., in the Gazette.</p> <p><b>137A Drafting of Demi-Official letters:-</b></p> <ol style="list-style-type: none"> <li><b>i. Demi-Official form is used to communicate the stand of Government in an informal way or when it is desired that the matter should receive the personal attention of the individual addressed.</b></li> <li><b>ii. As the objective of writing a Demi-Official letter is to invite the personal attention of the addressee, the style of writing should be direct, personal and friendly. More usage of active voice is to be preferred.</b></li> <li><b>iii. A Demi-Official letter should preferably not exceed one page. If the message to be conveyed is lengthy, it is better to condense it into one page in a few small paragraphs in a manner that holds the interest of the addressee.</b></li> </ol>
<p><b>C. Despatch</b></p>	<p><b>C. Despatch</b></p>
<p><b>Para 138. General:</b> - The work of fair copying, examining papers (confidential and non-confidential) and dispatch of each department is</p>	<p><b>138. General:</b> - The work of fair copying, examining papers (confidential and non-confidential) and dispatch of each department is</p>

<p>done in the respective departments. The fair copying and examining of papers is done by the respective sections and Officers and the communication in the final form are made over to the office section for dispatch. Despatch is done by the office section of each department in a centralized manner.</p>	<p>done in the respective departments. The fair copying and examining of papers is done by the respective sections and Officers and the communication in the final form are made over to the office section for dispatch. Despatch is done by the office section of each department in a centralized manner.</p>
<p><b>Para 139. General rules regarding copying:-</b> The following general rules regarding copying will be observed by the typists:-</p> <ol style="list-style-type: none"> <li>1) Before a typist begins to copy a paper for issue, he shall verify and ensure that it has been approved for issue and bears the initials of the officer who approved it.</li> <li>2) All Government Orders, Memoranda, Letters, endorsements, etc., except those issued in roneo should be typed in forms printed with the Kerala State Emblem.</li> <li>3) Any fair copy extending over more than one page shall be typewritten on both sides of the paper unless otherwise instructed</li> <li>4) All copies must be made neatly and legibly.</li> <li>5) Copying must be done with care, erasers and correction being avoided; Interlineations should not be made, especially in 'letters'</li> <li>6) In copying the first words of a separate item in the preamble to a proceedings and the first word of every paragraph in a communication to be issued, a five or six letter space should be left between the word and the prescribed margin.</li> <li>7) The margin to be left blank should be on the left-hand side of the front page and right-hand side of the back page of a sheet of paper. The margin may be encroached upon only if statements have to be copied in the body of a communication and are too big to be typed on the portion on which the communication is copied.</li> <li>8) Marginal entries, unless they are very small, should be inserted by an indenture made on the side on which the communication is copied and should be</li> </ol>	<p><b>139. General rules regarding copying:-</b> The following general rules regarding copying will be observed by the <b>Computer Assistants:-</b></p> <ol style="list-style-type: none"> <li>1) Before a <b>Computer Assistants</b> begins to copy a paper for issue, he shall verify and ensure that it has been approved for issue and bears the initials of the officer who approved it.</li> <li>2) All Government Orders, Memoranda, Letters, endorsements, etc., except those issued in roneo should be typed in forms printed with the Kerala State Emblem.</li> <li>3) Any fair copy extending over more than one page shall be typewritten on both sides of the paper unless otherwise instructed</li> <li>4) All copies must be made neatly and legibly.</li> <li>5) Copying must be done with care, erasers and correction being avoided; Interlineations should not be made, especially in 'letters'</li> <li>6) In copying the first words of a separate item in the preamble to a proceedings and the first word of every paragraph in a communication to be issued, a five or six letter space should be left between the word and the prescribed margin.</li> <li>7) The margin to be left blank should be on the left-hand side of the front page and right-hand side of the back page of a sheet of paper. The margin may be encroached upon only if statements have to be copied in the body of a communication and are too big to be typed on the portion on which the communication is copied.</li> <li>8) Marginal entries, unless they are vey small, should be inserted by an indenture made on the side on which the</li> </ol>

separated from such communication by three lines ruled or typed on the top, bottom and the side facing the body of the communication.

- 9) All fair copies should be typed with single spacing.
- 10) In forms of correspondence in which designation of the office sending the communication has to be typed underneath his signature, the name of the department need not be typed, if that is printed, embossed or typed at the top of the paper.
- 11) In official correspondence, if the designation of an officer is typed, his officiating status (if he is an officiating officer) should not be indicated by the word "officiating" before the designation.
- 12) If there are enclosures to accompany a communication they should be indicated by an oblique line in the margin against the paragraph in which they are referred to and the word enclosure/enclosures typed at the bottom
- 13) Copies should be made on the smallest sheet consistent with the dignity and requirements of the communication. The appropriate form, where one has been prescribed, should be used.
- 14) The typist should invariably type his initials with date at the left-hand corner at the end of the fair copy.
- 15) Drafts of letters should be kept as office copies and carbon copies should be made only when the draft has been so extensively altered as to make it necessary to have a clean copy.
- 16) The typist attached to each section shall keep a register in manuscript indicating the number of communication and the number of lines typed, so as to enable an assessment of the workload. The number of communications pending to be typed should also be noted at the end for each day. This shall be chronologically done and checked by the concerned Section Officer on the last working day of the

communication is copied and should be separated from such communication by three lines ruled or typed on the top, bottom and the side facing the body of the communication.

- 9) All fair copies should be typed with single spacing.
- 10) In forms of correspondence in which designation of the office sending the communication has to be typed underneath his signature, the name of the department need not be typed, if that is printed, embossed or typed at the top of the paper.
- 11) In official correspondence, if the designation of an officer is typed, his officiating status (if he is an officiating officer) should not be indicated by the word "officiating" before the designation.
- 12) If there are enclosures to accompany a communication they should be indicated by an oblique line in the margin against the paragraph in which they are referred to and the word enclosure/enclosures typed at the bottom
- 13) Copies should be made on the smallest sheet consistent with the dignity and requirements of the communication. The appropriate form, where one has been prescribed, should be used.
- 14) The Computer Assistant should invariably type his initials with date at the left-hand corner at the end of the fair copy.
- 15) Drafts of letters should be kept as office copies and carbon copies should be made only when the draft has been so extensively altered as to make it necessary to have a clean copy.
- 16) The Computer Assistant attached to each section shall keep a register in manuscript indicating the number of communication and the number of lines typed, so as to enable an assessment of the workload. The number of communications pending to be typed should also be noted at the end for each day. This shall be



<p>week.</p>	<p>chronologically done and checked by the concerned Section Officer on the last working day of the week.</p>
<p><b>Para 140. Despatch instructions:-</b> When drafts are put up for approval, special instructions for dispatch, if any, may be specifically recorded in the margin of the draft by the Assistant preparing the communication or by the officer approving it. Such special instructions shall include dispatch by special messenger; dispatch by hand, dispatch by registered post, number of enclosures (either original or copies) etc. While forwarding the communication for dispatch to the office section, these instructions also have to be passed on so as to enable them to comply with it. Compliance of dispatch instructions by the office section is the primary responsibility of the office Superintendent.</p>	<p><b>140. Despatch instructions:-</b> When drafts are put up for approval, special instructions for dispatch, if any, may be specifically recorded in the margin of the draft by the Assistant preparing the communication or by the officer approving it. Such special instructions shall include dispatch by special messenger; dispatch by hand, dispatch by registered post, number of enclosures (either original or copies) etc. While forwarding the communication for dispatch to the office section, these instructions also have to be passed on so as to enable them to comply with it. Compliance of dispatch instructions by the office section is the primary responsibility of the office Superintendent.</p> <p><b>140 A. Communication through e-Office:-</b>  <i>For Departments which are inter-connected on the e-office system, after issuing the communication, the system will also cause a simultaneous e-mail alert to be sent to the addressee(s) to keep the latter informed of the fact that a communication on the subject under question has been sent and the latter may kindly look into it at the earliest so as to expedite a reply etc. An e-mail alert would also be sent to the sender to intimate him that the file has finally been despatched.</i></p>
<p><b>Para 141. Observance of time limit:-</b> Wherever time limit is indicated for dispatch, it should be observed. In all other cases, it must be ensured that no paper for dispatch is retained in the office section for more than 24 hours. All communications received before 4pm on a working day shall be dispatched the same day. The date of receipt by the office section shall be as revealed by the dispatch register through which the communication is made over to the office section. Office section shall in no event refuse to take a communication so made over. If required so, communications for dispatch have</p>	<p><b>141. Observance of time limit:-</b> Wherever time limit is indicated for dispatch, it should be observed. In all other cases, it must be ensured that no paper for dispatch is retained in the office section for more than 24 hours. All communications received before 4pm on a working date shall be dispatched the same day. The day of receipt by the office section shall be as revealed by the dispatch register through which the communication is made over to the office section. Office section shall in no event refuse to take a communication so made over. If required so, communications for dispatch have to be taken</p>

<p>to be taken over by a dated initial with time of receipt.</p>	<p>over by a dated initial with time of receipt.</p>
<p><b>Para 142. Despatch of Telegrams:-</b> When the telegrams are made over for transmission, the superscription "State Express", "Most Immediate", should be correctly entered in accordance with the nature of the communication. It should be prepared and made over to the office section on the appropriate form,, inland or foreign as the case may be and telegraphic address made use of as far as possible. The post copies of telegrams for dispatch should be separately indicated to avoid duplication of transmission. The telegrams given to the office section for transmission should be dispatched immediately on receipt and should not be kept along till the closing hours of the office.</p> <p>Teleprinter, Telex and Fax messages shall be transmitted to the teleprinter section by the concerned sections directly and not through office section.</p>	<p><b>142. Despatch of Fax and E-mail messages:-</b><i>Fax and E-mail messages shall be transmitted to the IBMS section by the concerned sections directly and not through office section.</i></p>
<p><b>Para 143. One envelope for all communications for same officer:-</b> If there are several papers for issue to the same officer on the same day, they shall be enclosed in one envelope. The details as to the number and date of each paper should be noted in the local delivery tappal book or the postal dispatch register, as the case may be. Subject to this condition, postings of article in post Officers should be spread over the whole day so as to avoid pressure of work at the last minute before the final clearance of the mail.</p>	<p><b>143. One envelope for all communications for same officer:</b> - If there are several papers for issue to the same officer on the same day, they shall be enclosed in one envelope. The details as to the number and date of each paper should be noted in the local delivery tappal book or the postal dispatch register, as the case may be. Subject to this condition, postings of article in post Officers should be spread over the whole day so as to avoid pressure of work at the last minute before the final clearance of the mail.</p>
<p><b>Para 144. Transmission by posts:-</b>All official articles whether the postage is prepaid or not shall bear the superscription."On India Government Service" or "On Service "and this shall be supported by the signature and official designation (to be entered at the lower left-hand corner of the article) of the officer who sends the article or the section officer concerned or the dispatching Assistant. Service stamps affixed to an article which does not bear the above superscription and not supported by the signature and official designation of the sender will not be recognized by the Post Office in payment of postage.</p>	<p><b>144. Transmission by posts:-</b>All official articles whether the postage is prepaid or not shall bear the superscription."On India Government Service" or "On Service "and this shall be supported by the signature and official designation (to be entered at the lower left-hand corner of the article) of the officer who sends the article or the section officer concerned or the dispatching Assistant. Service stamps affixed to an article which does not bear the above superscription and not supported by the signature and official designation of the sender will not be recognized by the Post Office in payment of postage.</p>

<p><b>Para 145. Checking of Postal receipts for registered articles:-</b> The despatcher should see that correct receipts have been obtained from the Post Office in respect of registered articles and to this end he should then and there collect the postal receipts from the peons through whom the articles were sent to the post office and initial them before they are filed. He should at once bring any omission or mistake to the notice of the Office Superintendent in charge of the Despatch Branch, who will take necessary action for its rectification.</p>	<p><b>145. Checking of Postal receipts for registered articles:-</b> The despatcher should see that correct receipts have been obtained from the Post Office in respect of registered articles and to this end he should then and there collect the postal receipts from the peons through whom the articles were sent to the post office and initial them before they are filed. He should at once bring any omission or mistake to the notice of the Office Superintendent in charge of the Despatch Branch, who will take necessary action for its rectification.</p>
<p><b>Para 146. Despatch of communications within the Secretariat:</b> - Communications addressed to various functionaries of the Secretariat are not routed through the office section. They are given directly to the officers through a transit register by the concerned sections. Wherever the Secretariat Offices are spread out in other buildings, the dispatch instructions specially prescribed for those departments have to be observed. When the communications or files are taken out of the Secretariat campus for transmission to another officer, they shall be securely transmitted only in envelopes or file covers.</p>	<p><b>146. Despatch of communications within the Secretariat:</b> - Communications addressed to various functionaries of the Secretariat are not routed through the office section. They are given directly to the officers through a transit register by the concerned sections. Wherever the Secretariat Offices are spread out in other buildings, the dispatch instructions specially prescribed for those departments have to be observed. When the communications or files are taken out of the Secretariat campus for transmission to another officer, they shall be securely transmitted only in envelopes or file covers.</p>
<p><b>Para 147. Method of enclosing papers in envelopes:-</b> When more than ten foolscap sheets (or their equivalent) are to be dispatched in an envelope to the same addressee, the foolscap papers will be folded once lengthwise, when ten or less foolscap sheets (or their equivalent) are to be sent, the foolscap sheets should be folded twice breadth wise; the papers as folded should be put in the smallest sized envelope that will conveniently hold them when so folded; the enclosing of papers in an unnecessarily large envelope, besides involving wastage as regards both stationery and postage, renders the packet liable to damage in transit. Demi-official letters which do not contain bulky enclosures should be sent in the envelopes specially intended for these. Enclosures such as maps, sketches and plans which cannot be easily folded in book form or are liable to be damaged by folding must be detached from the file and sent separately, the fact being so stated in the margin of the</p>	<p><b>147. Method of enclosing papers in envelopes:-</b> When more than ten foolscap sheets (or their equivalent) are to be dispatched in an envelope to the same addressee, the foolscap papers will be folded once lengthwise, when ten or less foolscap sheets (or their equivalent) are to be sent, the foolscap sheets should be folded twice breadth wise; the papers as folded should be put in the smallest sized envelope that will conveniently hold them when so folded; the enclosing of papers in an unnecessarily large envelope, besides involving wastage as regards both stationery and postage, renders the packet liable to damage in transit. Demi-official letters which do not contain bulky enclosures should be sent in the envelopes specially intended for these. Enclosures such as maps, sketches and plans which cannot be easily folded in book form or are liable to be damaged by folding must be detached from the file and sent separately, the fact being so stated in the margin of the</p>

<p>communication in the proper place. Very bulky files which cannot conveniently be folded as suggested above may be sent unfolded.</p>	<p>communication in the proper place. Very bulky files which cannot conveniently be folded as suggested above may be sent unfolded.</p>
<p><b>Para 148. Use of wax cloth while packing:-</b> Papers which on account of their bulk will not go into envelopes should be securely packed in thin or thick paper when they are intended for local or postal delivery. When they are packed in whether proof sheets, such sheets may be used only as the inter-covering and not as a substitute of paper packing.</p>	<p><b>148. Use of wax cloth while packing:-</b> Papers which on account of their bulk will not go into envelopes should be securely packed in thin or thick paper when they are intended for local or postal delivery. When they are packed in <b>weather</b> proof sheets, such sheets may be used only as the inter-covering and not as a substitute of paper packing.</p>
<p><b>Para 149. Use of special envelopes and economy label:-</b> When the communications are intended for distant destinations, they have to be enclosed in buff cartridge envelopes and such other thick envelopes to avoid damage in transit. In order to secure economy in the stationery, covers may be closed with Economy labels and address entries made only on such labels. Use of such Economy labels should not be resorted to in respect of bulky envelopes, registered envelopes and envelopes given for transmission through speed post.</p>	<p><b>149. Use of special envelopes and economy label:-</b> When the communications are intended for distant destinations, they have to be enclosed in buff cartridge envelopes and such other thick envelopes to avoid damage in transit. In order to secure economy in the stationery, covers may be closed with Economy labels and address entries made only on such labels. Use of such Economy labels should not be resorted to in respect of bulky envelopes, registered envelopes and envelopes given for transmission through speed post.</p>
<p><b>Para 150.contents not to be noted on covers or labels:-</b>Outward communications are despatched in covers, with or without economy label. The contents of the letter should not be written on the label of flap of the covers. The covers shall only be numbered for local delivery. The number of communications enclosed in the cover, may be noted in a separate sheet of paper when there is more than one letter in the cover and enclosed in the cover so that the receiving office can cross-check the receipt of all the communications. The number or contents of the communications shall not be written on the covers or economy labels. However, the urgency, time limit etc., and matter requiring personal attention of the officer should be so indicated on the outer cover itself. Confidential papers may be marked confidential and despatched only in double sealed covers bearing the name and designation of the addressee. The entry 'confidential' need be there only in the inner cover.</p>	<p><b>150. contents not to be noted on covers or labels:-</b> Outward communications are despatched in covers, with or without economy label. The contents of the letter should not be written on the label of flap of the covers. The covers shall only be numbered for local delivery. The number of communications enclosed in the cover, may be noted in a separate sheet of paper when there is more than one letter in the cover and enclosed in the cover so that the receiving office can cross-check the receipt of all the communications. The number or contents of the communications shall not be written on the covers or economy labels. However, the urgency, time limit etc., and matter requiring personal attention of the officer should be so indicated on the outer cover itself. Confidential papers may be marked confidential and despatched only in double sealed covers bearing the name and designation of the addressee. The entry 'confidential' need be there only in the inner cover.</p>
<p><b>Para 151. Addressing the covers and packets:-</b> The covers and packets in general may be addressed to the respective officers only by</p>	<p><b>151. Addressing the covers and packets:-</b> The covers and packets in general may be addressed to the respective officers only by designation of</p>

<p>designation of the receiving officer. Whenever the communication is specifically addressed in the name of the officer or when the communication itself is a demi-official letter, or of a confidential nature such communications may be enclosed only in covers bearing the name and address of the officer concerned.</p>	<p>the receiving officer. Whenever the communication is specifically addressed in the name of the officer or when the communication itself is a demi-official letter, or of a confidential nature such communications may be enclosed only in covers bearing the name and address of the officer concerned.</p>
<p><b>Para 152. Local delivery procedure:-</b> Papers intended for local delivery which are not "urgent" will be put in pigeon holes of the almirah where one hole is allotted for each head of a department. Such papers will be cleared once daily in the evening. Each office section of the Secretariat will hand over before 5pm everyday the covers and packets intended for each Head of the Department to the office section of the Secretariat Department to which the Head of the Department is administratively subordinate. Thus for eg:- all the Departments (other than P.W.D.) will deliver the covers intended for Chief Engineer, P.W.D to the office section of the Public Works Department so that the tappal peon from the Chief Engineer's Office need call only at the office section of the Public Works Department to take delivery of the covers and packets intended for his office.</p>	<p><b>152. Local delivery procedure:-</b> Papers intended for local delivery which are not "urgent" will be put in pigeon holes of the almirah where one hole is allotted for each head of a department. Such papers will be cleared once daily in the evening. Each office section of the Secretariat will hand over before 5pm everyday the covers and packets intended for each Head of the Department to the office section of the Secretariat Department to which the Head of the Department is administratively subordinate. Thus for eg:- all the Departments (other than P.W.D.) will deliver the covers intended for Chief Engineer, P.W.D to the office section of the Public Works Department so that the tappal peon from the Chief Engineer's Office need call only at the office section of the Public Works Department to take delivery of the covers and packets intended for his office.</p> <p><b><i>Papers included for local delivery to the offices of Government Press, Accountant General, N A B A R D and other Government/ Semi- Government institutions etc. which are adjacent to the Secretariat shall be delivered directly by the peons attached to the Despatch section of the concerned Department for avoiding postal expense and inordinate delay.</i></b></p>
<p><b>Para 153. Despatch of valuables:-</b> valuables intended for dispatch will be put in envelopes or packets and sealed in the presence of the Office Superintendent, who will be responsible for the contents of the packet. The sealed cover should be separately entrusted to the messenger on proper acknowledgement and a list or description of the valuables should be enclosed in the packet and another copy of the list or description should be sent separately with an appropriate letter or memorandum intimating</p>	<p><b>153. Despatch of valuables:-</b> valuables intended for dispatch will be put in envelopes or packets and sealed in the presence of the Office Superintendent, who will be responsible for the contents of the packet. The sealed cover should be separately entrusted to the messenger on proper acknowledgement and a list or description of the valuables should be enclosed in the packet and another copy of the list or description should be sent separately with an appropriate letter or memorandum intimating</p>

<p>the dispatch of the valuables. Letters or packets containing valuables sent by post should be registered/ insured and the receipts for registered letters etc., will be carefully filed or pasted in registers specially kept up for that purpose.</p>	<p>the dispatch of the valuables. Letters or packets containing valuables sent by post should be registered/ insured and the receipts for registered letters etc., will be carefully filed or pasted in registers specially kept up for that purpose.</p>
<p><b>Para 154. Despatch by special messengers:-</b> Letters intended for despatch by special messengers shall be handed over to the office section concerned with an entry in the despatch register containing the date and time of such delivery. The Office Superintendent shall arrange despatch through special messenger; This may be done either by employing the cycle peon attached to the office section or through the motor cycle orderly or any other means of transport depending on the instructions issued from time to time. While despatching such communications, the bearer shall be entrusted with a local delivery book containing the correct address to which it has to be delivered and the time of despatch from office. The office receiving the communication has also to record the time of its receipt to ensure prompt delivery. Need for this should be indicated against the entry in the local delivery book. Such communications may be sent to the residence or any other place where the officer, for whom the communications are to be delivered urgently, is available.</p>	<p><b>154. Despatch by special messengers:-</b> Letters intended for dispatch by special messengers shall be handed over to the office section concerned with an entry in the despatch register containing the date and time of such delivery. The Office Superintendent shall arrange dispatch through special messenger; This may be done either by employing the cycle peon attached to the office section or through the motor cycle orderly or any other means of transport depending on the instructions issued from time to time. While despatching such communications, the bearer shall be entrusted with a local delivery book containing the correct address to which it has to be delivered and the time of despatch from office. The office receiving the communication has also to record the time of its receipt to ensure prompt delivery. Need for this should be indicated against the entry in the local delivery book. Such communications may be sent to the residence or any other place where the officer, for whom the communications are to be delivered urgently, is available.</p>
<p><b>Para 155. Postage Charges-maintenance and check of stamp account:-</b> A simple daily account of stamps spent should be maintained. The Office Superintendents should check it daily with account of stamps used and the stock of stamps in hand. He should see that there is no unnecessary wastage.</p>	<p><b>155. Postage Charges-maintenance and check of stamp account:-</b> A simple daily account of stamps spent should be maintained. The Office Superintendents should check it daily with account of stamps used and the stock of stamps in hand. He should see that there is no unnecessary wastage.</p>
<p><b>Para 156. Stamps of highest denomination to be used in making up postage charges:-</b> Care should be taken to minimize the number of stamps by using stamps of the highest possible denominations in each case instead of a large number of stamps of low value. Apart from the needless expenditure which is incurred on account of manufacturing charges, the practice of use of many stamps of low value when a relatively small number of stamps of higher denominations would suffice is open to serious</p>	<p><b>156. Stamps of highest denomination to be used in making up postage charges:-</b> Care should be taken to minimize the number of stamps by using stamps of the highest possible denominations in each case instead of a large number of stamps of low value. Apart from the needless expenditure which is incurred on account of manufacturing charges, the practice of use of many stamps of low value when a relatively small number of stamps of higher denominations would suffice is open to serious</p>

objection from the postal point of view. Some of the numerous stamps affixed may escape cancellation and may afterwards be used improperly, while the necessity for cancelling such stamp imposes an unnecessary burden on the postal officials. It is also difficult for these officials to check, with rapidity which is essential in practice the adequacy of the stamps affixed.	objection from the postal point of view. Some of the numerous stamps affixed may escape cancellation and may afterwards be used improperly, while the necessity for cancelling such stamp imposes an unnecessary burden on the postal officials. It is also difficult for these officials to check, with rapidity which is essential in practice the adequacy of the stamps affixed.
<b>Para 157. Service Stamps not to be used for foreign countries:-</b> Service postage stamps should not be used for packets, etc., intended for authorities in foreign countries. Ordinary postage stamps should be brought and affixed in all such cases.	<b>157. Service Stamps not to be used for foreign countries:-</b> Service postage stamps should not be used for packets, etc., intended for authorities in foreign countries. Ordinary postage stamps should be brought and affixed in all such cases.
<b>Para 158. Mailing List:-</b> The office sections should always maintain a correct and up-to-date list of all Secretaries to Government. Heads of Departments, the Members of the Legislature, and the parliament, and the Chief Executives of the Public Sector Undertakings and all the Secretariat Officers of the concerned department. In all other cases, the communications may be handed over to the office section for dispatch only with full postal address to which it has to be despatched.	<b>158. Mailing List:-</b> The office sections should always maintain a correct and up-to-date list of all Secretaries to Government. Heads of Departments, the Members of the Legislature, and the parliament, and the Chief Executives of the Public Sector Undertakings and all the Secretariat Officers of the concerned department. In all other cases, the communications may be handed over to the office section for dispatch only with full postal address to which it has to be despatched.
<b>Para 159. Despatch by Speed Post:-</b> Communications to be dispatched by Speed post has to be sent as per the instructions issued from time to time.	<b>159. Despatch by Speed Post:-</b> Communications to be dispatched by Speed post has to be sent as per the instructions issued from time to time.

## CHAPTER X

### RULES OF CORRESPONDENCE AND CHANNELS OF COMMUNICATION

Rules of Correspondence	Rules of Correspondence
<b>Para 160. Importance of Communication:-</b> Communications with other offices and individuals are resorted to in order to gather information in the decision taking process as well as to communicate final decisions of Government on any specified matter. Functionally Communications can be broadly classified into (1) intermediate communications and (2) final orders. Intermediate communications include correspondence intended to gather details and reports regarding	<b>160. Importance of Communication:-</b> Communications with other offices and individuals are resorted to in order to gather information in the decision taking process as well as to communicate final decisions of Government on any specified matter. Functionally Communications can be broadly classified into (1) intermediate communications and (2) final orders. Intermediate communications include correspondence intended to gather details and reports regarding

## CHAPTER X

### RULES OF CORRESPONDENCE AND CHANNELS OF COMMUNICATION

<p>a matter under process. It also includes interim directions of Government pending final orders. The communications are issued in any of the approved forms prescribed in para 135.</p>	<p>a matter under process. It also includes interim directions of Government pending final orders. The communications are issued in any of the approved forms prescribed in para 135.</p>
<p><b>Para 161. Letter Form:-</b> When it is proposed to address the following persons or institutions, the letter form should invariably be used. Whether a communication may be issued to them will depend on the practice adopted, rules of protocol, order of precedence and standing instructions, if any, issued from time to time:-</p> <ul style="list-style-type: none"> <li>(a) a higher authority.</li> <li>(b) another Government</li> <li>(c) the Judges of the High Court of Judicature.</li> <li>(d) the speaker of the Legislative Assembly</li> <li>(e) Members of Parliament and Members of Legislative Assembly</li> <li>(f) the public Service Commission</li> <li>(g) members of the Revenue Board.</li> <li>(h) an officer not in the administrative control of the Government of the Kerala State.</li> <li>(i) the Vice-Chancellor or the Registrar of a University.</li> <li>(j) a non-official or a non-official association or society of distinction.</li> <li>(k) Advocate General</li> <li>(l) Vigilance Commission, and other Commissions.</li> <li>(m) All correspondence of Government whether it be to non-officials or subordinates shall be in the form of letters. When any information or opinion has to be obtained from a subordinate officer by an official reference letter form shall be used. In some cases, the letter may include intermediate orders of Government eg:- When an officer is authorised to proceed on leave in anticipation of formal orders which will be issued on receipt of eligibility report from the Accountant General</li> </ul>	<p><b>161. Letter Form:-</b> When it is proposed to address the following persons or institutions, the letter form should invariably be used. Whether a communication may be issued to them will depend on the practice adopted, rules of protocol, order of precedence and standing instructions, if any, issued from time to time:-</p> <ul style="list-style-type: none"> <li>(a) a higher authority.</li> <li>(b) another Government</li> <li>(c) the Judges of the High Court of Judicature.</li> <li>(d) the speaker of the Legislative Assembly</li> <li>(e) Members of Parliament and Members of Legislative Assembly</li> <li>(f) the public Service Commission</li> <li>(g) an officer not in the administrative control of the Government of the Kerala State.</li> <li>(h) the Vice-Chancellor or the Registrar of a University.</li> <li>(i) a non-official or a non-official association or society of distinction.</li> <li>(j) Advocate General</li> <li>(k) Vigilance Commission and other Commissions.</li> <li>(l) All correspondence of Government whether it be to non-officials or subordinates shall be in the form of letters. When any information or opinion has to be obtained from a subordinate officer by an official reference letter form shall be used. In some cases, the letter may include intermediate orders of Government eg:- When an officer is authorised to proceed on leave in anticipation of formal orders which will be issued on receipt of eligibility report from the Accountant General</li> </ul>
<p><b>Para 162. Communications to non-officials and petitioners:-</b>When the decision taken on a petition is communicated to the concerned Government Officer, it need not necessarily be</p>	<p><b>162. Communications to non-officials and petitioners:-</b>When the decision taken on a petition is communicated to the concerned Government Officer, it need not necessarily be</p>



<p>copied to the petitioner or any non-official. Only a letter explaining the decision of Government alone need be sent to the petitioners in such cases.</p>	<p>copied to the petitioner or any non-official. Only a letter explaining the decision of Government alone need be sent to the petitioners in such cases.</p> <p><b>However every Government Servant shall, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act 2005. (Nothing stated above shall be construed as permitting communication of classified information in an unauthorized manner or for improper gains to a Government Servant or others)</b></p>
<p><b>Para 163. Government Orders and Circulars:</b> - When final decisions of Government are communicated, they have to be embodied in the form of Government Order or Circular. Statutory notification are also classified as Government Orders for the purpose of correspondence. When a Government Order does not contain a statement that it is issued as per the order or direction of the Governor, it should be subscribed as 'By order of the Governor'. As all executive actions of Government are undertaken in the name of Governor an order will be <i>ab initio</i> void if this indication is not provided.</p>	<p><b>163. Government Orders and Circulars:</b> - When final decisions of Government are communicated, they have to be embodied in the form of Government Order or Circular. Statutory notifications are also classified as Government Orders for the purpose of correspondence. When a Government Order does not contain a statement that it is issued as per the order or direction of the Governor, it should be subscribed as 'By order of the Governor'. As all executive actions of Government are undertaken in the name of Governor an order will be <i>ab initio</i> void if this indication is not provided.</p>
<p><b>Para 164. Demi official communications:-</b> It should be restricted to circumstances requiring communication of ideas or gathering of information without the formality of official correspondence. D.O. letters or its extracts should not be quoted in other formal communications of Government.</p>	<p><b>164. Demi official communications:-</b> It should be restricted to circumstances requiring communication of ideas or gathering of information without the formality of official correspondence. D.O. letters or its extracts should not be quoted in other formal communications of Government.</p>
<p><b>Para 165. Adherence to rules of correspondence:</b> - All communications emanating from the Secretariat as well as those received by the various functionaries of the Secretariat should conform to the rules of correspondence. Communications received from subordinate offices which do not conform to such norms should be returned to them immediately for rectification.</p>	<p><b>165. Adherence to rules of correspondence:-</b> All communications emanating from the Secretariat as well as those received by the various functionaries of the Secretariat should conform to the rules of correspondence. Communications received from subordinate offices which do not conform to such norms should be returned to them immediately for rectification.</p>
<p><b>Para 166. Communications to the High Court:</b> - Communications of an ordinary or routine nature intended for the High Court should be</p>	<p><b>166. Communications to the High Court:</b> - Communications of an ordinary or routine nature intended for the High Court should be</p>

addressed to the Registrar in the usual form. Only such communications as are very important and require the personal attention of the Chief Justice should be sent to him and in such cases they should be sent in the form of a letter addressed to "His Lordship "by name.	addressed to the Registrar in the usual form. Only such communications as are very important and require the personal attention of the Chief Justice should be sent to him and in such cases they should be sent in the form of a letter addressed to "His Lordship "by name.
<b>Para 167. Communications to the High Court:-</b> communications to the Legislature Secretariat should be addressed to the Secretary, Legislative Assembly in letter form.	<b>167. Communications to the High Court:-</b> communications to the Legislature Secretariat should be addressed to the Secretary, Legislative Assembly in letter form.
<b>Para 168. Communications to Panchayaths: -</b> Communications to Panchayaths will be addressed to the President of the concerned Panchayath.	<b>168. Communications to Panchayaths: -</b> Communications to Panchayaths will be addressed to the President of the concerned Panchayath.
<b>Para 169. Communications to the University: -</b> Communications to the Vice-Chancellor of the University should be in letter form. Important communications need alone be addressed to the Vice-Chancellor. When Government proceedings are communicated, they should be sent to the Registrar with a covering letter.	<b>169. Communications to the University: -</b> Communications to the Vice-Chancellor of the University should be in letter form. Important communications need alone be addressed to the Vice-Chancellor. When Government proceedings are communicated, they should be sent to the Registrar with a covering letter.
<b>Para 170. Communications to Corporation and Municipalities: -</b> Communications will be addressed to Mayor/Chairman.	<b>170. Communications to Corporation and Municipalities: -</b> Communications will be addressed to Mayor/Chairman.
<b>Para 171. Communications to the Public Service Commission, Vigilance Commission and the Revenue Board: -</b> Official communications intended for the Public Service Commission should be addressed to the Secretary to the Public Service Commission. Similarly, official communications intended for the Revenue Board should be addressed to the Secretary of the Board.	<b>171. Communications to the Public Service Commission: - Official communications intended for the Public Service Commission should be addressed to the Secretary to the Public Service Commission.</b>
<b>Para 172. Wording of Communications:-</b> Whatever be the' form in which communications are issued, it should not contain statements of personal opinion, save in the case of D.O. letters, except when that is a report relating to the personal assessment of a particular issue or person. Formal communication should contain only statements which should form part of a public record.	<b>172. Wording of Communications:-</b> Whatever be the' form in which communications are issued, it should not contain statements of personal opinion, save in the case of D.O. letters, except when that is a report relating to the personal assessment of a particular issue or person. Formal communication should contain only statements which should form part of a public record.
<b>Para 173. Address entries: -</b> All addresses shall be entered in fair copies of the communications. But in respect of replies to the petitioners, only the address of the petitioner need be entered in the copy communicated to him.	<b>173. Address entries: -</b> All addresses shall be entered in fair copies of the communications. But in respect of replies to the petitioners, only the address of the petitioner need be entered in the copy communicated to him.

<p><b>Para 174. Assembly Questions:-</b> In communicating the answers to questions in the Legislature, the words 'Kerala Legislature' and the number of question together with indication whether it is starred or unstarred and date of posting the question for answer in the house should be noted in the top of the answer. The names of M.L.As. who asked the question have to be entered on the left hand side below the above entries in the same order in which the names are given in the list of printed questions and the name and designation of the Minister concerned have to be given on the right hand side against the names of Member/Members of Legislative Assembly. Fair copies of answers should be signed by Section Officer, when it is received back with the approval of the Minister. Copies of the answers should be given to the Legislature Secretariat before the due date of answer.</p> <p>All the copies should be legible and the person authenticating will be personally responsible for transmission of illegible or uncorrected copies. In respect of starred questions Section Officer concerned should ensure that the file relating to it is sent to Ministers' office under proper acknowledgement sufficiently early. When final answers are given during the recess of the Legislature, copies of such answers have to be forwarded to all the M.L.As. who raised the question.</p>	<p><b>174. Assembly Questions:-</b> In communicating the answers to questions in the Legislature, the words 'Kerala Legislature' and the number of question together with indication whether it is starred or unstarred and date of posting the question for answer in the house should be noted in the top of the answer. The names of M.L.As. Who asked the question have to be entered on the left hand side below the above entries in the same order in which the names are given in the list of printed questions and the name and designation of the Minister concerned have to be given on the right hand side against the names of Member/Members of Legislative Assembly. Fair copies of answers should be signed by Section Officer, when it is received back with the approval of the Minister. Copies of the answers should be given to the Legislature Secretariat before the due date of answer.</p> <p>All the copies should be legible and the person authenticating will be personally responsible for transmission of illegible or uncorrected copies. In respect of starred questions Section Officer concerned should ensure that the file relating to it is sent to Ministers' office under proper acknowledgement sufficiently early. When final answers are given during the recess of the Legislature, copies of such answers have to be forwarded to all the M.L.As. who raised the question.</p>
<p><b>Para 175. Authentication of communications: -</b></p> <p>(1) The Government Order shall be subscribed with the words 'By Order of the Governor' and the name and designation of the highest officer approving the draft either on the draft itself or in the notes should be indicated. Copy should be communicated with the signature of Section Officer with the indication 'Forwarded/by order'. Similar authentication should be made on communications like memorandum, office order, circulars, endorsements and U.O. notes.</p> <p>(2) Letter form should be indicative of the officer approving it and it should be signed by the specified officer. When it is signed by Section Officer it should be so indicated 'Approved for issue'. When the letter is signed by officers below</p>	<p><b>175. Authentication of communications: -</b> (1) The Government Order shall be subscribed with the words 'By Order of the Governor' and the name and designation of the highest officer approving the draft either on the draft itself or in the notes should be indicated. Copy should be communicated with the signature <b>of Section Officer/Assistant Section Officer/Assistant Legal Officer/Senior Grade Assistant</b> with the indication 'Forwarded/by order'. Similar authentication should be made on communications like memorandum, office order, circulars, endorsements and U.O. notes.</p> <p>(2) Letter form should be indicative of the officer approving it and it should be signed by the specified officer. When it is signed by <b>Section</b></p>

<p>the rank of Secretaries, they have to sign it 'For Secretary to Government'.</p> <p>(3) When Proceedings are issued by the specified authorities notified by Government under various statutes, if not issued in the form of Government Order; need not contain the words 'By order of the Governor'. The name, designation and the nature of authority vested should be clearly indicated in the communications and it should be issued under the signature of Section Officer indicating 'forwarded by order'.</p>	<p><b>Officer/Assistant Section Officer/Assistant Legal Officer/Senior Grade Assistant</b> it should be so indicated 'Approved for issue'. When the letter is signed by officers below the rank of Secretaries, they have to sign it 'For Secretary to Government'.</p> <p>(3) When Proceedings are issued by the specified authorities notified by Government under various statutes, if not issued in the form of Government Order; need not contain the words 'By order of the Governor'. The name, designation and the nature of authority vested should be clearly indicated in the communications and it should be issued under the signature of <b>Section Officer/Assistant Section Officer/Assistant Legal Officer/Senior Grade Assistant</b> indicating 'forwarded by order'.</p>
<p><b>Para 176. Signing of fair copies Special cases:-</b></p> <ul style="list-style-type: none"> <li><b>i.</b> Copies of proceedings criticising the head of a department to whom they are sent should be signed by the Secretary of the department concerned unless otherwise directed.</li> <li><b>ii.</b> Special care should be taken in respect of signature on copies of proceedings issued under legal provisions to be filed in courts of Law (eg:- prosecution orders under the Indian Penal Code, or the Arms Act or the Explosives Act)</li> <li><b>iii.</b> Copies of orders, conveying financial sanction (including amendments to Service Rules or orders having financial implication) intended for communication to the Accountant General through the Finance Department should be signed in ink. Government Orders bearing cyclostyled signatures will not be admitted in audit.</li> <li><b>iv.</b> All cases of promotions, transfers, appointments and postings of Gazetted Officers should be promptly intimated to the Accountant General.</li> <li><b>v.</b> Replies to the Members of Parliament and members of Legislative Assembly should be given by Officers at appropriate levels as specified below:- <ul style="list-style-type: none"> <li>1) In the case of D.O.letters and other</li> </ul> </li> </ul>	<p><b>176. Signing of fair copies Special cases:-</b></p> <ul style="list-style-type: none"> <li><b>i.</b> Copies of proceedings criticising the head of a department to whom they are sent should be signed by the Secretary of the department concerned unless otherwise directed.</li> <li><b>ii.</b> Special care should be taken in respect of signature on copies of proceedings issued under legal provisions to be filed in courts of Law (eg:- prosecution orders under the Indian Penal Code, or the Arms Act or the Explosives Act)</li> <li><b>iii.</b> Copies of orders, conveying financial sanction (including amendments to Service Rules or orders having financial implication) intended for communication to the Accountant General through the Finance Department should be signed in ink. Government Orders bearing cyclostyled signatures will not be admitted in audit.</li> <li><b>iv.</b> All cases of promotions, transfers, appointments and postings of Gazetted Officers should be promptly intimated to the Accountant General.</li> <li><b>v.</b> Replies to the Members of Parliament and Members of Legislative Assembly should be given by Officers at</li> </ul>

letters addressed to any officer by name received from a Member of Parliament or a Member of Legislative Assembly, replies will be issued over the signature of an Officer to whom the communication was addressed.

- 2) In the case of other official letters received in the Secretariat, from members of Parliament and Legislative Assembly, replies will be issued over the signature of an Officer not below the rank of Joint Secretary.
- 3) In cases where the letter from a Member of Parliament or a Member of Legislative Assembly has resulted in the issue of any Government Order, a copy of the Government Order will be communicated to the Member of Parliament or the Member of the Legislative Assembly together with a covering letter signed by an Officer specified in sub-Para 1 and 2 above.

**vi.** Wherever copies of communications are forwarded to the addresses mentioned in Para 161, it should be invariably forwarded with a covering letter. Copies as such should not be marked for communication. The covering letters as well as other letters should be authenticated only by officers authorized for that purpose by standing instructions.

**vii.** When a copy of a proceeding of Government is communicated to the Registrar of the High Court, Public Service Commission, Vigilance Commission another State Government or Administration, the Government of India or any of the Indian Missions abroad, it should be sent with a covering letters signed by Under Secretary, for and on behalf of Secretary to Government. The copy of the proceedings communicated with the covering letter

appropriate levels as specified below:-

1. In the case of D.O. letters and other letters addressed to any officer by name received from a Member of Parliament or a Member of Legislative Assembly, the reply will be issued over the signature of the Officer to whom the communication was addressed.
2. In the case of other official letters received in the Secretariat, from members of Parliament and Legislative Assembly, replies will be issued over the signature of an Officer not below the rank of Joint Secretary.
3. In cases where the letter from a Member of Parliament or a Member of Legislative Assembly has resulted in the issue of any Government Order, a copy of the Government Order will be communicated to the Member of Parliament or the Member of the Legislative Assembly together with a covering letter signed by an Officer specified in sub-Para 1 and 2 above.

**vi.** Wherever copies of communications are forwarded to the addresses mentioned in Para 161, it should be invariably forwarded with a covering letter. Copies as such should not be marked for communication. The covering letters as well as other letters should be authenticated only by officers authorized for that purpose by standing instructions.

**vii.** When a copy of a proceeding of Government is communicated to the Registrar of the High Court, Public Service Commission, Vigilance

<p>should also be authenticated.</p> <p><b>viii.</b> The Communications in respect of disciplinary proceedings have to be signed by the disciplinary authority himself and should not be authenticated for and on behalf of him.</p>	<p>Commission another State Government or Administration, the Government of India or any of the Indian Missions abroad, it should be sent with a covering letters signed by Under Secretary, for and on behalf of Secretary to Government.</p> <p><b>viii.</b> The copy of the proceedings communicated with the covering letter should also be authenticated.</p> <p><b>ix.</b> The Communications in respect of disciplinary proceedings have to be signed by the disciplinary authority himself and should not be authenticated for and on behalf of him.</p>
<p><b>Para 177. Use of Office Seal:</b> - All communications issued from the Secretariat should bear either the emblem of the Government of Kerala or the common seal of the Department kept under the custody of the Office Superintendent. Communications which do not bear any of these authentications should not be forwarded to any outside office or person.</p>	<p><b>177. Use of Office Seal:</b> - All communications issued from the Secretariat should bear either the emblem of the Government of Kerala or the common seal of the Department kept under the custody of the Office Superintendent. Communications which do not bear any of these authentications should not be forwarded to any outside office or person.</p>
<p style="text-align: center;"><b>CHAPTER XI</b></p>	<p style="text-align: center;"><b>CHAPTER XI</b></p>
<p style="text-align: center;"><b>CIRCULATION</b></p>	<p style="text-align: center;"><b>CIRCULATION</b></p>
<p><b>A. General Instructions</b></p>	<p><b>A. General Instructions</b></p>
<p><b>Para 178. Points to be observed by Officers Ordering Circulation:-</b>The circulation of cases is ordered by the Secretaries and other officers authorised to do so, in accordance with the Rules of Business and the Secretariat Instructions, Circulation is the final stage of processing a case and hence it may be ordered only after all other stages of processing a case is over. If the matter under consideration relates to the subjects allotted to more than one department or requires the clearance or consultation with the advisory sections or Finance Department or Law Department etc., those formally ties have to be completed before the case is circulated. A circulating note should be summarizing one</p>	<p><b>178. Points to be observed by Officers Ordering Circulation:-</b>The circulation of cases is ordered by the Secretaries and other officers authorised to do so, in accordance with the Rules of Business and the Secretariat Instructions, Circulation is the final stage of processing a case and hence it may be ordered only after all other stages of processing a case is over. If the matter under consideration relates to the subjects allotted to more than one department or requires the clearance or consultation with the advisory sections or Finance Department or Law Department etc., those formally ties have to be completed before the case is circulated. A <b>circulation</b> note should be a summarizing one</p>

<p>explaining the rules position, precedents if any, existing practice, proposed changes etc. In all cases, points for orders have to be specifically spelt out.</p> <p>In respect of cases requiring decision by the Council of Ministers the Council notes are prepared after obtaining orders of the concerned Minister and Chief Minister. Drafts of the Council notes should be routed through the Chief Secretary to the Minister concerned for approval.</p>	<p>explaining the rules position, precedents if any, existing practice, proposed changes etc. In all cases, points for orders have to be specifically spelt out.</p> <p>In respect of cases requiring decision by the Council of Ministers the Council notes are prepared after obtaining orders of the <b>Minister concerned</b> and Chief Minister. Drafts of the Council notes should be routed through the Chief Secretary to the Minister concerned for approval.</p>
<p><b>Para 179. Order of Circulation:-</b>The order of circulation of a file will be as follows:-</p> <ol style="list-style-type: none"> <li>(a) The Minister in-charge.</li> <li>(b) The Finance Minister, if the case requires consultation with Finance Department and Finance Department has not agreed to the proposal or suggested circulation to Minister(Finance).</li> <li>(c) Other Ministers.</li> <li>(d) The Chief Minister, and</li> <li>(e) The Governor.</li> </ol> <p>The levels of circulation will depend on the nature of the issue involved and the instructions contained in the Rules of Business.</p>	<p><b>179. Order of Circulation:-</b>The order of circulation of a file will be as follows:-</p> <ol style="list-style-type: none"> <li>(a) The Minister in-charge.</li> <li>(b) The Finance Minister, if the case requires consultation with Finance Department and Finance Department has not agreed to the proposal or suggested circulation to Minister(Finance).</li> <li>(c) Other Ministers.</li> <li>(d) The Chief Minister, and</li> <li>(e) The Governor.</li> </ol> <p>The levels of circulation will depend on the nature of the issue involved and the instructions contained in the Rules of Business.</p>
<p><b>Para 180. Check on delays in circulation:-</b> The file under submission will bear indication regarding time limit if any, involved in the disposal of the matter. The Confidential Assistant attached to the officer circulating the file shall keep a register of files handled by the officer and time limit, if any, will be noted there while circulating the file.</p> <p>Non-receipt of the file with orders within the time limit stipulated should be brought to the notice of the officer who ordered circulation. The concerned section also should watch return of the files within the time limits, if any, in which action has to be completed. The Officer circulating the the file should keep close liaison with the personal staff of the Ministers to see that urgent papers are not delayed while under circulation.</p>	<p><b>180. Check on delays in circulation:-</b> The file under submission will bear indication regarding time limit if any, involved in the disposal of the matter. The <b>Personal Secretary</b>/Confidential Assistant attached to the officer circulating the file shall keep a register of files handled by the officer and time limit, if any, will be noted there while circulating the file.</p> <p>Non-receipt of the file with orders within the time limits stipulated should be brought to the notice of the officer who ordered circulation. The concerned section also should watch return of the files within the time limits, if any, in which action has to be completed. The Officer circulating the file should keep close liaison with the personal staff of the Ministers to see that urgent papers are not delayed while under circulation.</p>
<p><b>Para 181. Section officers duty in watching immediate files in circulation:-</b> The Section Officer concerned shall bring the fact of non-receipt of the files under circulation to the</p>	<p><b>181. Section officers duty in watching immediate files in circulation: -</b> The Section Officer concerned shall bring the fact of non-receipt of the files under circulation to the officers who</p>

<p>officers who ordered circulation. Notes indicating the time limit for final disposal of such cases may be submitted to the officer who circulated the file, who in turn will forward it to the Private Secretary to the Minister concerned to expedite return of the file.</p>	<p>ordered circulation. Notes indicating the time limit for final disposal of such cases may be submitted to the officer who circulated the file, who in turn will forward it to the Private Secretary to the Minister concerned to expedite return of the file.</p>
<p><b>Para 182. Circulation of Confidential Files:</b> - Important Confidential files should be circulated only in file covers or boxes to be opened only by the addressee. Returning of such files to the officer circulating them should also be like-wise. Important files may be circulated in confidential boxes.</p>	<p><b>182. Circulation of Confidential Files:</b> - Important Confidential files should be circulated only in file covers or boxes to be opened only by the addressee. Returning of such files to the officer circulating them should also be like-wise. Important files may be circulated in confidential boxes.</p>
<p><b>B. Procedure in circulation</b></p>	<p><b>B. Procedure in circulation</b></p>
<p><b>Para 183. Acknowledgement of cases:-</b> Whenever files are circulated to the Ministers or Governor, it shall be done only under acknowledgement except in cases where they are handed over personally by the officers competent to circulate such files. Return of files so circulated shall also be only under acknowledgement.</p>	<p><b>183. Acknowledgement of cases:-</b> Whenever files are circulated to the Ministers or Governor, it shall be done only under acknowledgement except in cases where they are handed over personally by the officers competent to circulate such files. Return of files so circulated shall also be only under acknowledgement.</p>
<p><b>Para 184. Circulation of cases to the Governor:-</b> Cases intended for the Governor are to be sent to the Governor's Secretary.</p>	<p><b>184. Circulation of cases to the Governor:-</b> Cases intended for the Governor are to be sent to the Governor's Secretary.</p>
<p><b>Para 185. Responsibility of Officers of Ministers in observing order of circulation:-</b> When cases are circulated to more than one Minister they shall be passed on direct to the next Minister and should come back to the officer circulating it only after the last Minister has seen the case. The Private Secretaries to Ministers will be responsible for seeing that every case is sent on in circulation in the order in which it is marked and returned to the officer circulating it as soon as the Minister concerned has dealt with it. This applies to all classes of cases.</p>	<p><b>185. Responsibility of Officers of Ministers in observing order of circulation:-</b> When cases are circulated to more than one Minister they shall be passed on direct to the next Minister and should come back to the officer circulating it only after the last Minister has seen the case. The Private Secretaries to Ministers will be responsible for seeing that every case is sent on in circulation in the order in which it is marked and returned to the officer circulating it as soon as the Minister concerned has dealt with it. This applies to all classes of cases.</p>
<p><b>Para 186. Papers marked for circulation to be circulated on the same day:-</b> The papers marked for circulation should be circulated on the same day by the officers who order circulation. Its return also has to be watched by the Confidential Assistants attached to the officer ordering circulation. The officers competent to order circulation should submit every fortnight a list of cases pending with the Minister for more than</p>	<p><b>186. Papers marked for circulation to be circulated on the same day:-</b> The papers marked for circulation should be circulated on the same day by the officers who order circulation. Its return also has to be watched by the <b>Personal Secretary</b>/Confidential Assistants attached to the officer ordering circulation. The officers competent to order circulation should submit every fortnight a list of cases pending with the</p>



<p>two weeks to the Secretary in charge of the department. A consolidated list of these files may be sent over to the Private Secretary concerned to ensure prompt return of those files. The secretary in charge of a department may, however, delegate this function to one of the senior officers of the department.</p>	<p>Minister for more than two weeks to the Secretary in charge of the department. A consolidated list of these files may be sent over to the Private Secretary concerned to ensure prompt return of those files. The secretary in charge of a department may, however, delegate this function to one of the senior officers of the department.</p>
<p><b>C. Procedure on return from circulation</b></p>	<p><b>C. Procedure on return from circulation</b></p>
<p><b>Para 187. Treatment of cases returned from Circulation:-</b>The files shall be returned to the Secretariat department only through the office of the Secretary in-charge of the department, even if such files are circulated of the Minister by other officers authorized to do so. After a perusal of orders by the Secretary, the files so returned may be given on the same day to the officer who ordered circulation. Final communications based on the orders passed on such files may be prepared and issued by the Department concerned.</p>	<p><b>187. Treatment of cases returned from Circulation:-</b>The files shall be returned to the Secretariat department only through the office of the Secretary in-charge of the department, even if such files are circulated of the Minister by other officers authorized to do so. After a perusal of orders by the Secretary, the files so returned may be given on the same day to the officer who ordered circulation. Final <b>communications</b> based on the orders passed on such files may be prepared and issued by the Department concerned.</p>
<p><b>Para 188. Interruption of circulation to supply information called for by a minister:-</b> When a Minister wants any information from the office on a case marked for circulation to more than one Minister or to the Governor, the further circulation will cease until the information is supplied. In such cases, the file will be returned to the officer who circulated the case after the names of the other Ministers or the Governor's Secretary have been scored out.</p> <p>When, in a case marked for circulation to more than one Minister or to the Governor, a minister passes orders which are not in accordance with the orders suggested in the noting, further circulation should invariably be interrupted and the file will be returned to the Secretary or other officer who directed the circulation.</p>	<p><b>188. Interruption of circulation to supply information called for by a Minister:-</b> When a Minister wants any information from the office on a case marked for circulation to more than one Minister or to the Governor, the further circulation will cease until the information is supplied. In such cases, the file will be returned to the officer who circulated the case after the names of the other Ministers or the Governor's Secretary have been scored out.</p> <p>When, in a case marked for circulation to more than one Minister or to the Governor, a Minister passes orders which are not in accordance with the orders suggested in the noting, further circulation should invariably be interrupted and the file will be returned to the Secretary or other officer who directed the circulation.</p>
<p><b>Para 189. Miscellaneous instructions to Confidential Assistants:-</b></p> <ul style="list-style-type: none"> <li><b>i.</b> When a linked file is attached to a case sent in circulation the fact should, invariably be noted in the circulation register mentioning the current number of the linked file.</li> <li><b>ii.</b> When valuable books or other documents are put up in a case sent in circulation the</li> </ul>	<p><b>189. Miscellaneous instructions to Personal Secretary/Confidential Assistants:-</b></p> <ul style="list-style-type: none"> <li><b>i.</b> When a linked file is attached to a case sent in circulation the fact should, invariably be noted in the circulation register mentioning the current number of the linked file.</li> <li><b>ii.</b> When valuable books or other documents are put up in a case sent in</li> </ul>

<p>confidential assistant should, note the fact briefly in the Circulation Register. If any such book or document is not received back when the file returns from circulation, the Confidential Assistant of the officer ordering circulation should, when returning the case to the section concerned, note down that the book or document has not been received back with the case from circulation. The section will take such action as may be necessary to trace out the book or document.</p>	<p>circulation the confidential assistant should, note the fact briefly in the Circulation Register. If any such book or document is not received back when the file returns from circulation, the <b>Personal Secretary</b> Confidential Assistant of the officer ordering circulation should, when returning the case to the section concerned, note down that the book or document has not been received back with the case from circulation. The section will take such action as may be necessary to trace out the book or document.</p>
<p><b>D. Procedure relating to disposal of cases by the Council of Ministers</b></p>	<p><b>D. Procedure relating to disposal of cases by the Council of Ministers</b></p>
<p><b>Para 190.</b></p> <p>i. <b>Decision of Council-When necessary:-</b> In the Rules of Business, a list of items requiring decision at the Council level is specifically made out. In all such cases, final decision of Government has to be taken by placing the matter before the Council of Ministers. In addition, the Chief Minister may require any case to be placed before the Council considering its importance.</p> <p>ii. <b>Preparation of Note for the Council of Ministers-Responsibility for Watching movement:</b> - Immediately on receipt of the Chief Minister's orders for placing a case before the Council of Ministers, a Memorandum indicating all the salient facts of the case and the points for decision shall be prepared and circulated to the Chief Secretary to Government for approval. The Note for the Council of Ministers shall be in both Malayalam and English. The Note for the Council shall be prepared only by an officer of the rank of Deputy Secretary and above. Secretaries to Government concerned shall be</p>	<p><b>190.</b></p> <p>i. <b>Decision of Council-When necessary:-</b> In the Rules of Business, a list of items requiring decision at the Council level is specifically made out. In all such cases, final decision of Government has to be taken by placing the matter before the Council of Ministers. In addition, the Chief Minister may require any case to be placed before the Council considering its importance.</p> <p>ii. <b>Preparation of Note for the Council of Ministers-Responsibility for Watching movement:</b> - Immediately on receipt of the Chief Minister's orders for placing a case before the Council of Ministers, a Memorandum indicating all the salient facts of the case and the points for decision shall be prepared and circulated to the Chief Secretary to Government for approval. The Note for the Council of Ministers shall be in both Malayalam and English. The Note for the Council shall be prepared only by an officer of the rank of Deputy Secretary and above. Secretaries to Government concerned shall be</p>

responsible for the contents and accuracy of the Council Note. In the case of classified files, the officer preparing the Note shall not the number, subject and other relevant details of the file together with date of Chief Minister's orders in a Register to be maintained specially for such files. It will be the responsibility of the officers concerned to watch the movement of the file until the final disposal of the case by the Council of Ministers.

- iii. **Contents of the Notes for the Council of Ministers:-** The note for the council of Ministers should be precise, self contained and must include all the relevant facts of the case. Appendices are to be avoided as far as possible. In most cases a summary of the relevant noting by Secretaries, Chief Secretary and Ministers, in as brief a manner as possible, indicating also the history of the case, precedents and connected files may suffice. However, while submitting proposals for amendments to Special Rules, etc., the exact nature of the changes proposed in the existing rules should be clearly spelt out and the relevant rules must necessarily be extracted in toto as an Annexure, to enable the verification of amendments proposed in terms of the relevant roles.

At the time of finalizing the Note for the Council, the secretary to Government will ensure that cases which require a reference to Finance Department are formally referred to that Department as required under the Rules of Business and the Secretariat Instructions. The fact whether the case requires consultation with the Finance Department under the

responsible for the contents and accuracy of the Council Note. In the case of classified files, the officer preparing the Note shall **note** the number, subject and other relevant details of the file together with date of Chief Minister's orders in a Register to be maintained specially for such files. It will be the responsibility of the officers concerned to watch the movement of the file until the final disposal of the case by the Council of Ministers.

- iii. **Contents of the Notes for the Council of Ministers:-** The note for the council of Ministers should be precise, self contained and must include all the relevant facts of the case. Appendices are to be avoided as far as possible. In most cases a summary of the relevant noting by Secretaries, Chief Secretary and Ministers, in as brief a manner as possible, indicating also the history of the case, precedents and connected files may suffice. However, while submitting proposals for amendments to Special Rules, etc., the exact nature of the changes proposed in the existing rules should be clearly spelt out and the relevant rules must necessarily be extracted in toto as an Annexure, to enable the verification of amendments proposed in terms of the relevant **rules**.

At the time of finalizing the Note for the Council, the secretary to Government will ensure that cases which require a reference to Finance Department are formally referred to that Department as required under the Rules of Business and the Secretariat Instructions. The fact whether the case requires consultation with the Finance Department under the Rules and whether such consultation has

Rules and whether such consultation has taken place should also be clearly indicated in the Note. In cases where Finance Department has disagree or has agreed with certain modifications, the views of Finance Department should be furnished in full in the Note for the Council of Ministers. Similarly in cases where consultation with the other departments concerned is required, the fact of consultation as well as their remarks should be incorporated in the Note for the Council

iv. **Points for decision in the Note:-** Every Note for the Council should end with a paragraph containing "points for Decision" by the Council of Ministers, listed one below the other, in sub paragraphs. It is to be ensured that no point raised in the Note file is left out in the points for decision.

v. **Approval of the Note for the Council:-** The Note for the Council of Ministers should be submitted to the Minister concerned through the Chief Secretary who is the Secretary to the Council for approval. All officers should authentic the draft notes for the Council of Ministers as well, as soon as they approve them.

vi. **Details regarding copies required:-** Note for the Council of Ministers need not be signed by any one. As soon as the Note is approved, the Department should arrange to furnish 35 copies of the Note in Malayalam and 2 copies English together with the file to the General Administration (SC) Department for inclusion in the Agenda and distribution to the Ministers and the Governor.

vii. **Security Classification:-** It is not necessary to classify all Cabinet files.

taken place should also be clearly indicated in the Note. In cases where Finance Department has disagree or has agreed with certain modifications, the views of Finance Department should be furnished in full in the Note for the Council of Ministers. Similarly in cases where consultation with the other departments concerned is required, the fact of consultation as well as their remarks should be incorporated in the Note for the Council

iv. **Points for decision in the Note:-** Every Note for the Council should end with a paragraph containing "points for Decision" by the Council of Ministers, listed one below the other, in sub paragraphs. It is to be ensured that no point raised in the Note file is left out in the points for decision.

v. **Approval of the Note for the Council:-** The Note for the Council of Ministers should be submitted to the Minister concerned through the Chief Secretary who is the Secretary to the Council for approval. All officers should **authenticate** the draft notes for the Council of Ministers as well, as soon as they approve them.

vi. **Details regarding copies required:-** Note for the Council of Ministers need not be signed by any one. As soon as the Note is approved, the Department should arrange to furnish 35 copies of the Note in Malayalam and 2 copies English together with the file to the General Administration (SC) Department for inclusion in the Agenda and distribution to the Ministers and the Governor.

vii. **Security Classification:-** It is not necessary to classify all Cabinet files. Whether a particular file should be

Whether a particular file should be treated as 'Secret' or not will be decided by the Secretary of the Department concerned when he marks it to the Chief Secretary. Once the Secretary decides that a Cabinet case has to be treated 'Secret' the movement of the file thereafter should only be in sealed covers or in Boxes. Notes for the Council in such cases should be prepared by the Deputy Secretary concerned or an Officer authorized by the Secretary in the case of cabinet files marked 'Secret' in the Administrative Secretariat and the Law Department, the stenciling and taking copies of the Notes for the council of Ministers should be done only in the Secret Section of the General Administration Department. In respect of such files in the Finance Department, the work will be done in the Secret Section of the Finance Department. The fair copies of the Notes for the Council of Ministers should be numbered.

The Under Secretary/Deputy Secretary, General Administration (SC) Department should keep all 'Secret' Cabinet files in a separate safe container.

- viii. Facing Sheet:-** Each note for the Council of Ministers shall contain a Facing Sheet as indicated below:-  
 GOVERNMENT OF KERALA  
 (.....Ministry)  
**COUNCIL OF MINISTERS**
- 1) File No.
  - 2) Department
  - 3) Subject
  - 4) Name of deputy/Joint/Additional Secretary
  - 5) Name of Secretary

treated as 'Secret' or not will be decided by the Secretary of the Department concerned when he marks it to the Chief Secretary. Once the Secretary decides that a Cabinet case has to be treated 'Secret' the movement of the file thereafter should only be in sealed covers or in Boxes. Notes for the Council in such cases should be prepared by the Deputy Secretary concerned or an Officer authorized by in the case of cabinet files marked 'Secret' in the Administrative Secretariat and the Law Department, the stenciling and taking copies of the Notes for the council of Ministers should be done only in the Secret Section of the General Administration Department. In respect of such files in the Finance Department, the work will be done in the Secret Section of the Finance Department. The fair copies of the Notes for the Council of Ministers should be numbered.

The Under Secretary/Deputy Secretary, General Administration (SC) Department should keep all 'Secret' Cabinet files in a separate safe container.

- viii. Facing Sheet:-** Each note for the Council of Ministers shall contain a Facing Sheet as indicated below:  
**GOVERNMENT OF KERALA**  
 (.....Ministry)  
**NOTE FOR THE COUNCIL OF MINISTERS**
1. File No.
  2. Department
  3. Subject
  4. ***Date of Chief minister's order for placing before council***
  5. ***Does the case involve financial commitments/ implications and if***

- 6) Name of Chief Secretary
- 7) Name of Minister concerned
- 8) Does the case involve financial commitments/implications and if so, has the Finance Department been consulted and their remarks incorporated in the Note for the Council?
- 9) Are any other departments concerned with the case and if so, have they been consulted and their remarks incorporated in the Note for the Council?
- 10) Date of Chief Minister's orders.
- 11) Date of draft Note for the Council approved by the Secretary.
- 12) Date of draft Note for the Council approved by the Chief Secretary
- 13) date of draft Note for the Council approved by the Minister concerned
- 14) Date of submission of fair copies
- 15) Date of communication of the decision
- 16) Number of Government order communicating the decision.

Items 1 to 14 must be filled up at the time of giving the fair copies. The remaining items will be filled up when communicating the orders

- ix. **Communication of decisions:** - It is important to ensure that the decisions of the Council of Ministers are communicated on the same day as they reach the Secretary concerned. The draft of the Government order communicating the decision must be approved by the secretary of the Department concerned in all cases and in the absence of the Secretary by the Chief Secretary. Delays

*so, has the Finance Department been consulted and their remarks incorporated in the Note for the Council?*

6. *Are any other Departments concerned with the case and if so, have been consulted and their remarks incorporated in the Note for the Council?*
7. *Name of deputy/Joint/Additional/Special Secretary who submitted the Draft Note*
8. *Name of Secretary who approved the Draft Note*
9. *Date of approval of the Draft Note for the council by the Secretary*
10. *Name of Chief Secretary who approved the Draft Note*
11. *Date of approval of the Draft Note for the Council by the chief Secretary*
12. *Name of Minister who approved the Draft Note*
13. *Date of approval of the Draft Note for the Council by the Minister*
14. *Date of submission of fair copies*
15. *Date of decision by the Council of Ministers*
16. *Number and date of the G.O/letter communicating the decision.*

Facing sheet of the Draft Council Note should also be put up along with the Draft Council Note after filling up Sl.Nos. 1 to 9 when it is submitted to the Secretary for approval. Subsequent entries at Sl. Nos 10 to 14 will be entered on receipt back of the file after approval of the Draft Note.

The name to be entered at Sl.Nos. 8, 10 and 12 are of those who approved the

in the fair copying and dispatching sections are to be avoided. The General Administration (SC) Department shall watch the follow up action of Cabinet decisions.

Note:- In respect of decisions of Council of Ministers or Chief Minister referring Case(s) to Cabinet Sub Committee(s), separate government Orders constituting the Committee(s) need not to be issued. The Secretaries concerned will assist the Chief Secretary to convey meetings of the Cabinet sub committee and the recommendations of the sub Committee(s) will be submitted to the council as supplementary note to the earlier note where a report is called for by the council. Where the Sub committees are authorized to take decisions, the decisions of the Sub committees will be recorded by the Chief Secretary in duplicate and after approval by the Minister concerned and the Chief Minister, an authenticated copy will be sent to the department/departments concerned for further action after retaining one copy in General Administration(SC) Department for purpose of record.

x. **Copies of Government Orders:-** Copies of the Government Orders Communicating Decisions should be sent promptly to:-

(a) The General Administration (SC) Department indicating the item number of the case and the date of decision, for filing along with the Council decisions: and

(b) The Office of the Minister dealing with the subject, for the information of the Minister.

These Government Orders must be sent to the above two addresses in 'Envelopes' superscribed "Cabinet Decisions-Government

Draft Note for the Council

ix. **Communication of decisions:** - It is important to ensure that the decisions of the Council of Ministers are communicated on the same day as they reach the Secretary concerned. The draft of the Government order communicating the decision must be approved by the secretary of the Department concerned in all cases and in the absence of the Secretary by the Chief Secretary. Delays in the fair copying and despatching sections are to be avoided. The General Administration (SC) Department shall watch the follow up action of Cabinet decisions.

Note:- In respect of decisions of Council of Ministers or Chief Minister referring Case(s) to Cabinet Sub Committee(s), separate government Orders constituting the Committee(s) need not to be issued. The Secretaries concerned will assist the Chief Secretary to convey meetings of the Cabinet sub committee and the recommendations of the sub Committee(s) will be submitted to the council as supplementary note to the earlier note where a report is called for by the council. Where the Sub committees are authorized to take decisions, the decisions of the Sub committees will be recorded by the Chief Secretary in duplicate and after approval by the Minister concerned and the Chief Minister, an authenticated copy will be sent to the department/departments concerned for further action after retaining one copy in General Administration (SC) Department for purpose of record.

x. **Copies of Government Orders:-** Copies of the Government Orders Communicating Decisions should be sent promptly to:-

Orders" separate delivery books may be maintained by the Officers concerned for distributing orders on Cabinet files marked 'Secret'.

- xi. **Extracting decisions of the Council:-** Immediately after proceedings of the Council of Ministers are approved by the Chief Minister, the Chief Secretary will arrange to send, duly signed, extracts of the Decisions to the Secretary of the Department for further action. Such decisions need not be put up again to the Ministers for their information since the Council minutes are sent to Ministers by Chief Secretary for custody. The decisions of the Council are Secret documents and copies of the decisions of the Council shall on no account, be extracted without the permission of the Chief Secretary and forwarded to any outside office. Council decisions shall be communicated only in the form of Government Orders.
- xii. **Time limit for preparing Note for the Council: -** The draft Note for the Council should be prepared within three days of the receipt of the file with the orders of the Chief Minister and sent to the Chief Secretary for approval. Copies must be taken the same day after it is received from the Chief Secretary after approval. It should be ensured that copies of the Note for the Council of Ministers furnished to the General Administration (SC) Department for circulation to Ministers and Governor are neat and legible.
- xiii. **Unnecessary reference after decisions:-** Unnecessary references to Departments or Offices, without carrying out the decisions of the Council of Ministers

- a) The General Administration (SC) Department indicating the item number of the case and the date of decision, for filing along with the Council decisions: and
- b) The Office of the Minister dealing with the subject, for the information of the Minister.  
These Government Orders must be sent to the above two addresses in 'Envelopes' superscribed "Cabinet Decisions-Government Orders." Separate delivery books may be maintained by the Officers concerned for distributing orders on Cabinet files marked 'Secret'.

- xi. **Extracting decisions of the Council:-** Immediately after proceedings of the Council of Ministers are approved by the Chief Minister, the Chief Secretary will arrange to send, duly signed, extracts of the Decisions to the Secretary of the Department for further action. Such decisions need not be put up again to the Ministers for their information since the Council minutes are sent to Ministers by Chief Secretary for custody. The decisions of the Council are Secret documents and copies of the decisions of the Council shall on no account, be extracted without the permission of the Chief Secretary and forwarded to any outside office. Council decisions shall be communicated only in the form of Government Orders.
- xii. **Time limit for preparing Note for the Council: -** The draft Note for the Council should be prepared within three days of the receipt of the file with the orders of the Chief Minister and sent to the Chief Secretary for approval. Copies must be taken the same day after it is received



<p>should be avoided, since the required consultations with other Departments are to be made while processing a case and not after Council decisions. If the Department feels that the matter should be seen by the Finance Department or any other Department the file must be sent to such Departments after issue of orders. In cases where a Department may have pertinent submission to make on any particular decision of the Council, the Secretary/Additional Secretary of the Department must take the file personally to the Chief Secretary for clarification.</p> <p>xiv. <b>Yearly Statistics:-</b> At the end of each year a consolidated list of files disposed of by the Council of Ministers must be prepared by each Department for submission to the Chief Secretary by the 15<sup>th</sup> of January.</p> <p>xv. <b>Bound copy of list and Notes of Council files:-</b> One copy of the list of Council files disposed of during the year together with their notes and Council decisions as well as the relevant Government Orders issued should be bound and kept in the personal custody of the Secretary of the Department and shown as accountable documents while handling over charge.</p> <p>xvi. <b>Special marking for Cabinet files:-</b> Council files should be marked as such to attract the attention of the officers and to facilitate early approval the Chief Minister and other Ministers.</p> <p>xvii. <b>Disposal of papers connected with the meetings of the Council of Ministers by the Minister's Office:-</b> Notes on all the items in the Agenda for the Council of Ministers which have been disposed of till the 1<sup>st</sup> of July every year should be listed out and sent to the General</p>	<p>from the Chief Secretary after approval. It should be ensured that copies of the Note for the Council of Ministers furnished to the General Administration (SC) Department for circulation to Ministers and Governor are neat and legible.</p> <p>xiii. <b>Unnecessary reference after decisions:-</b> Unnecessary reference after decisions:- Unnecessary references to Departments or Offices, without carrying out the decisions of the Council of Ministers should be avoided, consultations with other Departments are to be made while processing a case and not after Council decisions . If the Department feels that the matter should be seen by the Finance Department or any other Department the file must be sent to such Departments after issue of orders. In cases where a Department may have pertinent submission to make on any particular decision of the Council, the Secretary/Additional Secretary of the Department must take the file personally to the Chief Secretary for clarification.</p> <p>xiv. <b>Yearly Statistics:-</b> At the end of each year a consolidated list of files disposed of by the Council of Ministers must be prepared by each Department for submission to the Chief Secretary by the 15<sup>th</sup> of January.</p> <p>xv. <b>Bound copy of list and Notes of Council files:-</b> One copy of the list of Council files disposed of during the year together with their notes and Council decisions as well as the relevant Government Orders issued should be bound and kept in the personal custody of the Secretary of the Department and shown as accountable documents while handling over charge.</p> <p>xvi. <b>Special marking for Cabinet files:-</b></p>
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<p>Administration(SC) Department for destruction.</p>	<p>Council files should be marked as such to attract the attention of the officers and to facilitate early approval the Chief Minister and other Ministers.</p> <p>xvii. <b>Disposal of papers connected with the meetings of the Council of Ministers by the Minister's Office:-</b> Notes on all the items in the Agenda for the Council of Ministers which have been disposed of till the 1<sup>st</sup> of July every year should be listed out and sent to the General Administration(SC) Department for destruction.</p>
<p style="text-align: center;"><b>CHAPTER XII</b></p>	<p style="text-align: center;"><b>CHAPTER XII</b></p>
<p style="text-align: center;"><b>INDEXING AND PURPORTS</b></p>	<p style="text-align: center;"><b>INDEXING AND PURPORTS</b></p>
<p><b>Para 191. Object of index is two-fold:-</b>The object of the indices is two-fold. In the first place, they are intended to keep Secretaries, Ministers and the Governor informed of the orders that have been passed, but have not been seen by them. Secondly, they are intended to enable one to trace the papers containing the orders passed on any particular subject.</p>	<p><b>191. Object of index is two-fold:-</b>The object of the indices is two-fold. In the first place, they are intended to keep Secretaries, Ministers and the Governor informed of the orders that have been passed, but have not been seen by them. Secondly, they are intended to enable one to trace the papers containing the orders passed on any particular subject.</p>
<p><b>Para 192. Title and head defined:-</b> The entry in the Index relating to an individual paper is called "Title". The important word that is placed first in the title, by which its alphabetical position in the index is determined and on which primarily depends the possibility of finding the title, is called the "Head".</p>	<p><b>192. Title and head defined:-</b> The entry in the Index relating to an individual paper is called "Title". The important word that is placed first in the title, by which its alphabetical position in the index is determined and on which primarily depends the possibility of finding the title, is called the "Head".</p>
<p><b>Para 193. Head must be obvious and distinctive:-</b> A list of titles and heads are drawn and shown as Appendix IV to the manual. The list is not exhaustive, but indicates the way in which titles have to be drawn up in individual cases. The first thing to do when writing an index title is to select the head. It must be a word that will naturally occur to anyone who wants the papers. It should be brief and should clearly indicate the nature of the paper general words like petitions,</p>	<p><b>193. Head must be obvious and distinctive:-</b> A list of titles and heads are drawn and shown as Appendix IV to the manual. The list is not exhaustive, but indicates the way in which titles have to be drawn up in individual cases. The first thing to do when writing an index title is to select the head. It must be a word that will naturally occur to anyone who wants the papers. It should be brief and should clearly indicate the nature of the paper general words like petitions,</p>

<p>resolutions, should not be used because they do not indicate the subject when searched in the index.</p>	<p>resolutions, should not be used because they do not indicate the subject when searched in the index.</p>
<p><b>Para 194. Consistency in Use:-</b>In Selecting the headings, the most important aspect to be borne in mind is consistency in use. Even if the heads are badly chosen so long as there is consistency in their use, less mischief will be done than if they are in themselves better chosen, but paper relating to the same subject are indexed sometimes under one head and some times under another. The officers who approve the draft as well as index titles on tabling slips should ensure that the purpose is not lost sight of while selecting the titles.</p>	<p><b>194. Consistency in Use:-</b>In Selecting the headings, the most important aspect to be borne in mind is consistency in use. Even if the heads are badly chosen so long as there is consistency in their use, less mischief will be done than if they are in themselves better chosen, but paper relating to the same subject are indexed sometimes under one head and some times under another. The officers who approve the draft as well as index titles on tabling slips should ensure that the purpose is not lost sight of while selecting the titles.</p>
<p><b>Para 195. Local Classification:</b> - Local classification should be introduced where possible. For instance, after the head or sub-head should come the name of a district or of a municipality. After the name of a district should come the name of the Taluk, and after the name of the Taluk that of the village. These names should be arranged in strictly alphabetical order. The districts should be arranged alphabetically. Under the name of each district the names of the Taluk should be arranged in alphabetical order and under the name of each Taluk the names of the villages should be arranged in alphabetical order where the subject matter lends itself to such a classification.</p>	<p><b>195. Local Classification:</b> - Local classification should be introduced where possible. For instance, after the head or sub-head should come the name of a district or of a municipality. After the name of a district should come the name of the Taluk, and after the name of the Taluk that of the village. These names should be arranged in strictly alphabetical order. The districts should be arranged alphabetically. Under the name of each district the names of the Taluk should be arranged in alphabetical order and under the name of each Taluk the names of the villages should be arranged in alphabetical order where the subject matter lends itself to such a classification.</p>
<p><b>Para 196. Personal papers:-</b></p> <ol style="list-style-type: none"> <li>1. Personal papers relating to officials should be indexed under the name of the officer concerned. A proper title would be, eg.'Subrahmanya Ayyar, D. Sub-Magistrate-Reduced'. 'Subrahmanya Ayyar' would be indexed under 'S' and 'Subrahmanya Ayyar, A' would come before 'Subrahmanya Ayyar, D'.</li> <li>2. In cases where a personal paper contains useful discussions on any general Question or has any unique feature about it, it would be useful to cross-reference, the disposal under the appropriate head and sub-head.</li> <li>3. All matters relating to individual officers need not necessarily be treated as</li> </ol>	<p><b>196. Personal papers:-</b></p> <ol style="list-style-type: none"> <li>1. Personal papers relating to officials should be indexed under the name of the officer concerned. A proper title would be, eg.'Subrahmanya Ayyar, D. Sub-Magistrate-Reduced'. 'Subrahmanya Ayyar' would be indexed under 'S' and 'Subrahmanya Ayyar, A' would come before 'Subrahmanya Ayyar, D'.</li> <li>2. In cases where a personal paper contains useful discussions on any general Question or has any unique feature about it, it would be useful to cross-reference, the disposal under the appropriate head and sub-head.</li> <li>3. All matters relating to individual officers need not necessarily be treated as</li> </ol>

<p>'Confidential'. Where, however, the circumstance of the case require that it should be kept confidential, the title for the index should be so framed as not to reveal any matter which is confidential.</p>	<p>'Confidential'. Where, however, the circumstance of the case require that it should be kept confidential, the title for the index should be so framed as not to reveal any matter which is confidential.</p>
<p><b>Para 197. Suits and Writs:-</b> While indexing papers relating to writ petitions and suits, it should bear an indication to the number and year of the case so as to facilitate tracing of the papers when the number or date of the case alone happens to figure in the paper for which it is searched. The case title should be incorporated in the index as far as possible to facilitate location of papers when it is referred to by the name of contesting parties alone. The prefixes like O.P.Writ appeal, Original Suit etc., should be invariably marked along with the case number. These abbreviations will be arranged in alphabetical order and under each the suits will be arranged according to their years and numbers.</p>	<p><b>197. Suits and Writs:-</b> While indexing papers relating to writ petitions and suits, it should bear an indication to the number and year of the case so as to facilitate tracing of the papers when the number or date of the case alone happens to figure in the paper for which it is searched. The case title should be incorporated in the index as far as possible to facilitate location of papers when it is referred to by the name of contesting parties alone. The prefixes like O.P.Writ appeal, Original Suit etc., should be invariably marked along with the case number. These abbreviations will be arranged in alphabetical order and under each the suits will be arranged according to their years and numbers.</p>
<p><b>Para 198. Wording and articulation:-</b> The title must consists mainly of substantives and adjectives(Where indispensable). Participles and minor parts of speech should be excluded as far as possible. In order that the strict alphabetical arrangement may be practicable it is essential that the title should be articulated or broken up into members, each consisting of as few words as possible and each expressing an element in the subject matter. Each member will begin letters with a capital letter, which will help to determine the alphabetical order and should be separated from the members preceding and succeeding it by a bold dash It is of no use to try to put too much into a single title. The tittle must indicate clearly but briefly one main subject of the order.</p>	<p><b>198. Wording and articulation:-</b> The title must consists mainly of substantives and adjectives(Where indispensable). Participles and minor parts of speech should be excluded as far as possible. In order that the strict alphabetical arrangement may be practicable it is essential that the title should be articulated or broken up into members, each consisting of as few words as possible and each expressing an element in the subject matter. Each member will begin letters with a capital letter, which will help to determine the alphabetical order and should be separated from the member preceding and succeeding it by a bold dash It is of no use to try to put too much into a single title. The tittle must indicate clearly but briefly one main subject of the order.</p>

<p><b>Para 199. Two or more titles when necessary cross reference:-</b> If an order deals with more than one subject, two or more complete titles under different heads may be necessary. But the same title must not be repeated under more than one head, either in its entirety or partially. Instead of this were a subject falls under more than one head, and it seems useful to index it under each head but there is no need for distinct title under each head, a cross reference or cross-references must be used that is, the complete title will be printed under one head, while against the other heads will be printed merely 'see so and so' (mentioning the former head). The same cross-reference must never be repeated.</p>	<p><b>199. Two or more titles when necessary cross reference:-</b> If an order deals with more than one subject, two or more complete titles under different heads may be necessary. But the same title must not be repeated under more than one head, either in its entirety or partially. Instead of this were a subject falls under more than one head, and it seems useful to index it under each head but there is no need for distinct title under each head, a cross reference or cross-references must be used that is, the complete title will be printed under one head, while against the other heads will be printed merely 'see so and so' (mentioning the former head). The same cross-reference must never be repeated.</p>
<p><b>Para 200. Indexing of orders of other departments:</b> - When an order of another department is indexed in a department, the title under which the order has already been indexed is usually adopted. If necessary, it may be prefixed with a main head which will be more convenient for tracing the paper from the point of the department in which it is indexed. The number, the date of the order and the name of the department will be printed in italics in the index.</p>	<p><b>200. Indexing of orders of other departments:</b> - When an order of another department is indexed in a department, the title under which the order has already been indexed is usually adopted. If necessary, it may be prefixed with a main head which will be more convenient for tracing the paper from the point of the department in which it is indexed. The number, the date of the order and the name of the department will be printed in italics in the index.</p>
<p><b>Para 201. Consolidation of titles:-</b> The same words must never be used over and over again in successive titles of various orders should be grouped together and the common word should be shown as a side heading only. When the tabling slips relating to papers recorded as G.O.(MS) are indexed the words 'papers recorded' should be clearly indicated in the index title. This is to ensure that on subsequent dates, no request for copies of those orders will come forward from any quarters. When such disposals relate to issue of communications in the form of circulars, U.O. Notes or Memoranda, the specific nature of communication should be clear from the index title so as to facilitate tracing of such communications.</p>	<p><b>201. Consolidation of titles:-</b> The same words must never be used over and over again in successive titles of various orders should be grouped together and the common word should be shown as a side heading only. When the tabling slips relating to papers recorded as G.O. (MS) are indexed the words 'papers recorded' should be clearly indicated in the index title. This is to ensure that on subsequent dates, no request for copies of those orders will come forward from any quarters. When such disposals relate to issue of communications in the form of circulars, U.O. Notes or Memoranda, the specific nature of communication should be clear from the index title so as to facilitate tracing of such communications.</p>

<p><b>Para 202. Indexing of orders arising from legislative proceedings:-</b> When the answers to assembly interpellations, resolutions coming up in the Assembly etc., result in the issuance of any order or instruction by the Secretariat Departments, they should be classified under a side heading 'Legislative Assembly'. At the same time cross-reference may, if necessary, be made under any other heads under which the subject of which should figure in, in the index. However, it is unnecessary to add the words 'papers recorded' at the end of the title of a question or resolution in the legislature, if the concerned file did not result in any other disposal.</p>	<p><b>202. Indexing of orders arising from legislative proceedings:-</b> When the answers to assembly <b>interpellations</b>, resolutions coming up in the Assembly etc., result in the issuance of any order or instruction by the Secretariat Departments, they should be classified under a side heading 'Legislative Assembly'. At the same time cross-reference may, if necessary, be made under any other heads under which the subject of which should figure in, in the index. However, it is unnecessary to add the words 'papers recorded' at the end of the title of a question or resolution in the legislature, if the concerned file did not result in any other disposal.</p>
<p><b>Para 203 System of Indexing:-</b> The system of indexing which obtains in the Secretariat is the 'slip index' system. Indices are compiled strictly in alphabetical order of the index headings.</p>	<p><b>203 System of Indexing:-</b> The system of indexing which obtains in the Secretariat is the 'slip index' system. Indices are compiled strictly in alphabetical order of the index headings.</p>
<p><b>Para 204. Consolidation and submission of Index:</b> - In the Secretariat, a consolidated fortnightly index is prepared by the P &amp; A.R. Department collecting information from all the other departments of the Secretariat. The consolidated fortnightly index is to be prepared and submitted to all the Secretaries, Chief Secretary, all the Ministers, Chief Minister and the Governor.</p>	<p><b>204. Consolidation and submission of Index:</b> - In the Secretariat, a consolidated fortnightly index is prepared by the P &amp; A.R. Department collecting information from all the other departments of the Secretariat. The consolidated fortnightly index is to be prepared and submitted to all the Secretaries, Chief Secretary, all the Ministers, Chief Minister and the Governor.</p>
<p><b>Para 205. Annual Index:</b> - Annual index is prepared by the office section attached to each department in respect of all the orders issued from that department. It is printed department-wise and circulated to all the officers and sections of the Secretariat. Copies are submitted to all the Ministers, Chief Minister and Governor also. This is kept for reference to identify precedents whenever cases come up for consideration. Spare records copies are kept by the records branch.</p>	<p><b>205. Annual Index:</b> - Annual index is prepared by the office section attached to each department in respect of all the orders issued from that department. It is printed department-wise and circulated to all the officers and sections of the Secretariat. Copies are submitted to all the Ministers, Chief Minister and Governor also. This is kept for reference to identify precedents whenever cases come up for consideration. Spare records copies are kept by the records branch.</p>
<p><b>Para 206. Custody of index:-</b> All the officers and sections of the Secretariat shall keep the index supplied to them for reference. It should be supplied only for official use. The spare copies shall be kept in the records branch of Secretariat. They are not intended to be supplied even to Head of Departments or any other subordinate offices.</p>	<p><b>206. Custody of index:-</b> All the officers and sections of the Secretariat shall keep the index supplied to them for reference. It should be supplied only for official use. The spare copies shall be kept in the records branch of Secretariat. They are not intended to be supplied even to Head of Departments or any other subordinate offices.</p>

CHAPTER XIII	CHAPTER III
<b>TREATMENT OF CASES AFTER DISPOSAL</b>	<b>TREATMENT OF CASES AFTER DISPOSAL</b>
<p><b>Para 207. All cases should be closed as disposals:</b>  - When papers are received and registered in the Personal Registrar, they are either added to the existing current files or processed as a new case. There will be an open entry in the Personal Register in respect of every new case. When action in any case is over, the entries in the Personal Register are closed with appropriating indication in the last column of the Personal Register. The nature of the disposal and the way in which the papers are kept away have to be clearly revealed by such entries. The general rule is that their should be corresponding disposal to every such entry expect in cases, where the disposed papers are added to any of the back files. The assistant who is primarily responsible for the custody of files, is equally responsible for the proper accounting of the disposals as well.</p>	<p><b>207. All cases should be closed as disposals: -</b>  When papers are received and registered in the Personal Registrar, they are either added to the existing current files or processed as a new case. There will be an open entry in the Personal Register in respect of every new case. When action in any case is over, the entries in the Personal Register are closed with appropriating indication in the last column of the Personal Register. The nature of the disposal and the way in which the papers are kept away have to be clearly revealed by such entries. The general rule is that their should be corresponding disposal to every such entry expect in cases, where the disposed papers are added to any of the back files. The assistant who is primarily responsible for the custody of files, is equally responsible for the proper accounting of the disposals as well.</p>
<p><b>Para 208. Classification of records:-</b> Disposed files are broadly classified into four groups. They are (1) Office Orders, (2) Government Order (ordinary series), (3) Government Order (routine series) and (4) Lodged papers. The nature of disposal is decided while approving the draft or closing the file. When more than one communication is issued from the same file, the file should be classified as the disposal to be retained for the longest period. The period of preservation of records will be determined with reference to the instructions relating to destruction of records by the records branch.</p>	<p><b>208. Classification of records:-</b> Disposed files are broadly classified into four groups. They are (1) Office Orders, (2) Government Order (ordinary series), (3) Government Order (routine series) and (4) Lodged papers. The nature of disposal is decided while approving the draft or closing the file. When more than one communication is issued from the same file, the file should be classified as the disposal to be retained for the longest period. The period of preservation of records will be determined with reference to the instructions relating to destruction of records by the records branch</p>
<p><b>Para 209. How to account for the disposals:-</b> As indicated in para 207, every entry relating to a new case in the Personal Register should have a corresponding disposal when the case is closed in the Personal Register. The disposals accruing in the section shall be handed over to the office section every fortnight duly passed by the Section Officer for stitching and transmission to the records branch. When back files are requisitioned from the records and the use thereof is over they shall be returned directly to the records branch. When the file for which the</p>	<p><b>209. How to account for the disposals:-</b> As indicated in para 207, every entry relating to a new case in the Personal Register should have a corresponding disposal when the case is closed in the Personal Register. The disposals accruing in the section shall be handed over to the office section every fortnight duly passed by the Section Officer for stitching and transmission to the records branch. When back files are requisitioned from the records and the use thereof is over they shall be returned directly to the records branch. When the file for which the</p>

<p>back files were requisitioned are disposed of and added to the relevant back files, such disposal may be got re-stitched from the office section and transferred to the records branch directly.</p>	<p>back files were requisitioned are disposed of and added to the relevant back files, such disposal may be got re-stitched from the office section and transferred to the records branch directly.</p>
<p><b>Para 210. Linking of disposals:-</b> When lodged disposals are put up as back files for a new case, and a modification or alteration to the decision contained in the lodged papers is arrived at in the new file, the number and date of the disposal relating to the new case has to be recorded on the space provided in the face of the lodged disposal. This is to facilitate tracing of further papers when a reference is made to the lodged disposal, the decision in which has been subsequently modified. Before the new case is passed for transmission to records, it should be ensured that the put up papers are marked properly.</p> <p>When new cases are disposed of as office order or Government order, the disposal should be marked with the back papers utilized in the columns provided in the inner page of the Government order docket. Likewise, necessary entries should be incorporated in the place marked for further papers in the docket of put up papers. These entries also should be ensured before passing the new disposal for transmission to records branch.</p>	<p><b>210. Linking of disposals:-</b> When lodged disposals are put up as back files for a new case, and a modification or alteration to the decision contained in the lodged papers is arrived at in the new file, the number and date of the disposal relating to the new case has to be recorded on the space provided in the face of the lodged disposal. This is to facilitate tracing of further papers when a reference is made to the lodged disposal, the decision in which has been subsequently modified. Before the new case is passed for transmission to records, it should be ensured that the put up papers are marked properly.</p> <p>When new cases are disposed of as office order or Government order, the disposal should be marked with the back papers utilized in the columns provided in the inner page of the Government order docket. Likewise, necessary entries should be incorporated in the place marked for further papers in the docket of put up papers. These entries also should be ensured before passing the new disposal for transmission to records branch.</p>
<p><b>Para 211. Addition of papers to old disposals:-</b> When an issue is processed afresh as a new case and the disposal containing earlier papers is put up for reference as a back file, the new case when disposed may be added to the put up disposal. Such addition of papers to the disposal is to be done when the subsequent decision is to uphold the earlier decision contained in the back file. When a modification or a subsequent order is issued such new cases is to be closed as a fresh disposal and they should only be shown as further papers on the facing sheet of the back files used for reference.</p> <p>When the back files put up are Government orders which enjoy a longer period of preservation, new cases disposed of otherwise as Government Orders should be added to the disposal containing the government Orders so that subsequent papers should not be destroyed prior to the destruction of the Government order</p>	<p><b>211. Addition of papers to old disposals:-</b> When an issue is processed afresh as a new case and the disposal containing earlier papers is put up for reference as a back file, the new case when disposed may be added to the put up disposal. Such addition of papers to the disposal is to be done when the subsequent decision is to uphold the earlier decision contained in the back file. When a modification or a subsequent order is issued such new cases is to be closed as a fresh disposal and they should only be shown as further papers on the facing sheet of the back files used for reference.</p> <p>When the back files put up are Government orders which enjoy a longer period of preservation, new cases disposed of otherwise as Government Orders should be added to the disposal containing the government Orders so that subsequent papers should not be destroyed prior to the destruction of the Government order</p>



itself.	itself.
<p><b>Para 212. Disposal of orders arising from the same case:-</b> When a number of Government Orders are issued for the same case and action is continued in respect of that case, one copy each of the order should be separately docketed as a Government Order. On the face of the communication so docketed entry may be made to indicate the file in which notes and orders can be perused. When the last order issued from such a case happens to be one having lesser period of preservation, the file in original should be retained in the docket relating to the order or communication having the longest period of preservation. For example when a Government Order in the routine series and a Government order in the ordinary series are issued from the same file, then the file as such should be docketed as Government order ordinary series and copies of the Government order routine series should be separately docketed with cross-reference to the Government order ordinary series in which the notes and orders can be perused.</p>	<p><b>212. Disposal of orders arising from the same case:-</b> When a number of Government Orders are issued for the same case and action is continued in respect of that case, one copy each of the order should be separately docketed as a Government Order. On the face of the communication so docketed entry may be made to indicate the file in which notes and orders can be perused. When the last order issued from such a case happens to be one having lesser period of preservation, the file in original should be retained in the docket relating to the order or communication having the longest period of preservation. For example when a Government Order in the routine series and a Government order in the ordinary series are issued from the same file, then the file as such should be docketed as Government order ordinary series and copies of the Government order routine series should be separately docketed with cross-reference to the Government order ordinary series in which the notes and orders can be perused.</p>
<p><b>Para 213. Preparation of disposals in respect of call Book entries:-</b>When a case is transferred from the Personal Register to the Call Book, the file is closed in the form of a lodged paper with specific inscriptions on the face of it that it is a call book entry to be reopened on or before such and such a date. When the file is reopened with an arising note, which is an extract of the call book, the file as such is placed at the bottom of the case as a disposal. When final orders are arrived at and issued it should not be closed as such without incorporating the portion of the file put up as a lodged paper. The papers contained in the disposal of call book entry has to be closed along with the order issued in the matter and stitched in the chronological order of papers and notes. Necessary entries should also be made in the Personal Register against the case that was transferred to Call Book.</p>	<p><b>213. Preparation of disposals in respect of call Book entries:-</b>When a case is transferred from the Personal Register to the Call Book, the file is closed in the form of a lodged paper with specific inscriptions on the face of it that it is a call book entry to be reopened on or before such and such a date. When the file reopened with an arising note, which is an extract of the call book, the file is as such is placed at the bottom of the case as a disposal. When final orders are arrived at and issued it should not be closed as such without incorporating the portion of the file put up as a lodged paper. The papers contained in the disposal of call book entry has to be closed along with the order issued in the matter and stitched in the chronological order of papers and notes. Necessary entries should also be made in the Personal Register against the case that was transferred to Call Book.</p>
<p><b>Para 214. Transfer of disposals to records:-</b> Disposals accumulate in the section by two ways. They are (1) are newly closed files, and (2)</p>	<p><b>214. Transfer of disposals to records:-</b> Disposals accumulate in the section by two ways. They are (1) are newly closed files, and (2) disposals</p>

disposals requisitioned from the records branch for reference in the process of decision taking. The disposals requisitioned from the records branch have to be returned to the records branch directly. Disposals which have accumulated by the closing of files in a section have to be handed over to the records branch after the disposal is passed for such a transfer by the Section Officer. The disposals so handed over to the office section shall be properly stitched and transmitted to the records branch for preservation.

requisitioned from the records branch for reference in the process of decision taking. The disposals requisitioned from the records branch have to be returned to the records branch directly. Disposals which have accumulated by the closing of files in a section have to be handed over to the records branch after the disposal is passed for such a transfer by the Section Officer. The disposals so handed over to the office section shall be properly stitched and transmitted to the records branch for preservation.

**Para 215. Stock Files:-**Each Assistant should maintain one or more stock files on all important subjects dealt with in a seat. It is the duty of the section assistants to maintain them up to date. When drafting a disposal of an important of general nature. Section Officer will decide whether a copy of it after issue should be added to the stock file on subject and if so, should add the entry 'stock file' at the end of the address entries of the draft. This entry need not be copied in the fair copy but the typist concerned should type an extra copy for this."The section assistant will add the copy to the connected stock file and initial in the office copy against the entry stock file in token of having done so. Similarly when a paper of importance or of a general nature is received in the section, the section Officer will arrange for a copy being secured or made and added to the stock file. Only spare copies and not originals should go into the stock. When an order is too long, an extract of the relevant portion only may be added to the stock file. Notes, copies of Government orders and extracts of note from files need not be filed unless they contain important discussions or decisions which will be required for frequent reference. The papers should be filed chronologically and the pages numbered serially in ink. There should be at the beginning of the file, a table of contents in which the orders should be noted chronologically as follows:-

<i>Number and date of the order</i>	<i>Subject</i>	<i>Page number</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)

The papers should be tagged neatly between two flat boards. On account should the copies

**215. Stock Files:-**Each Assistant should maintain one or more stock files on all important subjects dealt with in a seat. It is the duty of the section assistants to maintain them up to date. When drafting a disposal of an important of general nature. Section Officer will decide whether a copy of it after issue should be added to the stock file on subject and if so, should add the entry 'stock file' at the end of the address entries of the draft. This entry need not be copied in the fair copy but the typist concerned should type an extra copy for this."The section assistant will add the copy to the connected stock file and initial in the office copy against the entry stock file in token of having done so. Similarly when a paper of importance or of a general nature is received in the section, the section Officer will arrange for a copy being secured or made and added to the stock file. Only spare copies and not originals should go into the stock. When an order is too long, an extract of the relevant portion only may be added to the stock file. Notes, copies of Government orders and extracts of note from files need not be filed unless they contain important discussions or decisions which will be required for frequent reference. The papers should be filed chronologically and the pages numbered serially in ink. There should be at the beginning of the file, a table of contents in which the orders should be noted chronologically as follows:-

<i>Number and date of the order</i>	<i>Subject</i>	<i>Page number</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)

The papers should be tagged neatly between two flat boards. On account should the copies

<p>included in the file be removed. Whenever an order added to the stock file supersedes or modifies a previous one included in it, it is very important to the note fact on the previous order and in the table of contents under the heading remarks against the entry relating to it Section Officers should check the stock files at frequent intervals and should invariably put up at the time of Personal Register inspection.</p> <p>For stock file to be reliable and useful it must be up to date and the supersession or modification of previous orders should without fail be indicated in it. Assistants should remember that stock files are not intended to dispense with reference to disposal or indices.</p> <p>The Section Officer will decide the subjects on which stock files should be maintained. Each section should invariably keep a stock file of all instructions and orders regarding office procedure issued from time to time by the officers and also on miscellaneous topics which may come up for reference frequently, e.g., number of copies of 'Papers to be placed on the Table' to be sent to the Legislative Assembly, etc). A list of stock files maintained should be hung up in the section.</p>	<p>included in the file be removed. Whenever an order added to the stock file supersedes or modifies a previous one included in it, it is very important to the note fact on the previous order and in the table of contents under the heading remarks against the entry relating to it Section Officers should check the stock files at frequent intervals and should invariably put up at the time of Personal Register inspection.</p> <p>For stock file to be reliable and useful it must be up to date and the supersession or modification of previous orders should without fail be indicated in it. Assistants should remember that stock files are not intended to dispense with reference to disposal or indices.</p> <p>The Section Officer will decide the subjects on which stock files should be maintained. .9Each section should invariably keep a stock file of all instructions and orders regarding office procedure issued from time to time by the officers and also on miscellaneous topics which may come up for reference frequently, e.g., number of copies of 'Papers to be placed on the Table' to be sent to the Legislative Assembly, etc). A list of stock files maintained should be hung up in the section.</p>
<p><b>CHAPTER XIV</b></p>	<p><b>CHAPTERXIV</b></p>
<p><b>CHECK ON DELAYS AND ARREARS</b></p>	<p><b>CHECK ON DELAYS AND ARREARS</b></p>
<p><b>Para 216. Duty of Senior officers:-</b> 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.</p>	<p><b>216. Duty of Senior officers:-</b> 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.</p>
<p><b>Para 217. Periodical reports and returns:-</b> To watch the punctual receipt or dispatch of periodical reports and returns, each section will maintain a Register of Periodicals in the prescribed form (vide FormVIII, Appendix I). A</p>	<p><b>217. Periodical reports and returns:-</b> To watch the punctual receipt or dispatch of periodical reports and returns, each section will maintain a Register of Periodicals in the prescribed form (vide Form VIII, Appendix I). A distinguishing</p>

<p>distinguishing number will be assigned to every periodical in addition to the section number. This number will be permanent and will not be liable to alteration for year to year. They will be referred to by the numbers so assigned, e.g., "Food A/P.4", "Rev (B) P.8" etc., and will not be given separate current numbers. The register will be written up at the beginning of the calendar year so far as columns (1) and (2) are concerned. Where a periodical is due from more than one officer, each officer from whom it is due should be entered on a separate line in column (2). References received on a periodical or a periodical taken up for action in the Secretariat should not be brought on to the Personal Register unless important correspondence arises from them. Full use should be made of the Periodical Register for this purpose, the last column of which provides for the entry of any routine correspondence such as reminders, etc. In other respects; periodicals should be dealt with in the same manner as other correspondence. The Register of Periodicals shall be submitted to the under Secretary or Deputy Secretary, as the case may be, for inspection as per the schedule of inspections specified. Whenever decision on a case involves the despatch or receipt of a report or return periodically every year orders should simultaneously be obtained for the inclusion of the item in the Register of Periodicals and the assignment of a periodical number to it and necessary entries should at once be made in that register.</p>	<p>number will be assigned to every periodical in addition to the section number. This number will be permanent and will not be liable to alteration for year to year. They will be referred to by the numbers so assigned, e.g., "Food A/P.4", "Rev (B) P.8" etc., and will not be given separate current numbers. The register will be written up at the beginning of the calendar year so far as columns (1) and (2) are concerned. Where a periodical is due from more than one officer, each officer from whom it is due should be entered on a separate line in column (2). References received on a periodical or a periodical taken up for action in the Secretariat should not be brought on to the Personal Register unless important correspondence arises from them. Full use should be made of the Periodical Register for this purpose, the last column of which provides for the entry of any routine correspondence such as reminders, etc. In other respects; periodicals should be dealt with in the same manner as other correspondence. The Register of Periodicals shall be submitted to the under Secretary or Deputy Secretary, as the case may be, for inspection as per the schedule of inspections specified. Whenever decision on a case involves the despatch or receipt of a report or return periodically every year orders should simultaneously be obtained for the inclusion of the item in the Register of Periodicals and the assignment of a periodical number to it and necessary entries should at once be made in that register.</p>
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**Para 218. Procedure in checking delays and arrears:- (A) Internal arrears:-**

**1) Personal Register:-** The receipt of currents is entered chronologically in the Personal Register. Entry in the Personal Register should be ensured by the Section Officer and certificate of registration should be incorporated in the tappal book as provided in Para 50. The Personal Register should be kept up-to-date and subjected to inspection every month by the Section Officer (except the month of January) and by other Officers as per the schedule of inspection prescribed by the

**Para 218. Procedure in checking delays and arrears:- (A) Internal arrears:-**

**1) Personal Register:-** The receipt of currents is entered chronologically in the Personal Register. Entry in the Personal Register should be ensured by the Section Officer and certificate of registration should be incorporated in the tappal book as provided in Para 50. The Personal Register should be kept up-to-date and subjected to inspection every month by the Section Officer (except the month of

Secretary in charge of the department. On the prescribed date of inspection if it is a holiday, the next working day the Assistant will put up the personal register with all papers received up to the evening of the previous day entered in it along with the connected registers and records viz., reminder dairy, stock file etc., for inspection by the concerned Officer. The Officer will examine all entries dealing with the closed files. He will see the entries in column 7 and 8 dealing with the submission and column 9-14 dealing with reference are kept up date. He will also see that the new papers are submitted within 5 days of receipt and the papers delayed more than five days in submission or issue of reference or other action are submitted to him at once with reasons for the delay unless his knowledge of the files render this unnecessary. While inspecting the registers files at random will be called for to verify the correctness of the entries in the Personal Register. The long pending files will be called for and action pursued therein will be reviewed to see whether their expeditious disposal will be possible. The queries or remarks made based on the inspection must be answered immediately and the registers re-submitted.

The Officers will also by means of this inspection exercises control over the farming of the 'abstracts' of all the papers entered and will see that these are as concise as possible and framed according to the rules and the list of prescribed heads of index. He will also exercise or check over the proper maintenance and neatness of the Personal Register. When Assistants are transferred, handing over charge and taking over charge should be recorded in the Personal Register as per the existing instructions. The pending current files not disposed of by 31<sup>st</sup> January should be carried over to the new

January) and by other Officers as per the schedule of inspection prescribed by the Secretary in charge of the department.

On the prescribed date of inspection if it is a holiday, the next working day the Assistant will put up the personal register with all papers received up to the evening of the previous day entered in it along with the connected registers and records viz., reminder dairy, stock file etc., for inspection by the concerned Officer. The Officer will examine all entries dealing with the closed files. He will see the entries in column 7 and 8 dealing with the submission and column 9-14 dealing with reference are kept up date. He will also see that the new papers are submitted within **3** days of receipt and the papers delayed more than **three** days in submission or issue of reference or other action are submitted to him at once with reasons for the delay unless his knowledge of the files render this unnecessary. While inspecting the registers files at random will be called for to verify the correctness of the entries in the Personal Register. The long pending files will be called for and action pursued therein will be reviewed to see whether their expeditious disposal will be possible. The queries or remarks made based on the inspection must be answered immediately and the registers re-submitted.

The Officers will also by means of this inspection exercises control over the farming of the 'abstracts' of all the papers entered and will see that these are as concise as possible and framed according to the rules and the list of prescribed heads of index. He will also exercise or check over the proper maintenance and neatness of the Personal Register. When Assistants are transferred, handing over charge and taking over charge should be recorded in the Personal Register as per

Personal Register every calendar year. This process should be completed under the supervision and certificate of the Section Officer. It should not be delayed beyond the first week of February. The periodical inspection of Personal Register should be meticulous to ensure action on all the currents received in the section.

- 2) **Call Book**:-When action in a file for a conceivable time is not active, then such entries are closed in the Personal Register and they are entered in the Call Book to be put back in the Personal Register on a specified day or earlier. This exercise is to be resorted to only when action in the current file cannot be taken for any conceivable reason for a period exceeding 3 months. The re-opening of files should be ensured by the Section Officer as well as other Officers inspecting the Personal Registers.
- 3) **Reminder Diary**:-Every Assistant should keep a reminder dairy in Form No.VII, Appendix I in manuscript. Officers of and above the level of Section Officer should keep a daily rememberancer to keep track of files having time limits. The reminder dairy should not be misunderstood as one just to facilitate issue of reminders. It is primarily intended to remind further action in any file on a specified future date.
- 4) **Periodical Register**:-Periodical Register in Form No.VIII, Appendix I should be maintained in the sections receiving as well as issuing periodical returns. There should be only one register in the custody of Section Officer but it has to be written up by the Assistant concerned.
- 5) **Suit Register**:- A Suit Register in Form No.XIX, Appendix I 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 existing instructions. The pending current files not disposed of by 31<sup>st</sup> January should be carried over to the new Personal Register every calendar year. This process should be completed under the supervision and certificate of the Section Officer. It should not be delayed beyond the first week of February. The periodical inspection of Personal Register should be meticulous to ensure action on all the currents received in the section.

- 2) **Call Book**:-When action in a file for a conceivable time is not active, then such entries are closed in the Personal Register and they are entered in the Call Book to be put back in the Personal Register on a specified day or earlier. This exercise is to be resorted to only when action in the current file cannot be taken for any conceivable reason for a period exceeding 3 months. The re-opening of files should be ensured by the Section Officer as well as other Officers inspecting the Personal Registers.
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- 4) **Periodical Register**:-Periodical Register in Form No.VIII, Appendix I should be maintained in the sections receiving as well as issuing periodical returns. There should be only one register in the custody of Section Officer but it has to be written up by the Assistant concerned.

the office section to facilitate tracing of papers received in connection with suits and writs. This should be written up by the persons engaged in distribution of tappal under the supervision of Office Superintendent.

- 6) **Legislative Assembly Interpellation Register**:-Every section should maintain an L.A. Interpellation Register in Form X of Appendix I. The Assembly questions for oral answers as well as written answers should be clearly indicated with question number and file number in a chronological order. Only one register need be maintained in the section. It should be kept in the custody of the Section Officer but it has to be written up by the Assistants concerned with the respective questions. All the Assembly questions handled by the department should be entered in the interpellation register kept by the parliamentary section. At the close of every session they should stitch up the copies of answers furnished to the assembly as a separate stock file. The copies kept by the parliamentary section should contain the file number as well as the disposal number relating to the answers so kept. This is necessary to locate the back files as and when required to take action on assurances subsequently communicated by the Legislature Secretariat for compliance and reply.
- 7) **Register of petitions referred by the Legislature Committees**:-Every section should maintain a register of petitions in Form No.XIV Appendix I, which should contain entries relating to the petitions referred by the Petitions Committee of the Legislative Assembly. The Register in the Parliament Section should contain details of all the petitions received in the department. Whenever replies are furnished to the Legislature Secretariat, copies should made available to the parliamentary section as well.

- 5) **Suit Register**:- A Suit Register in Form No.XIX, Appendix I 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 the persons engaged in distribution of tappal under the supervision of Office Superintendent.

- 6) **Legislative Assembly Interpellation Register**:-Every section should maintain an L.A. Interpellation Register in Form X of Appendix I. The Assembly questions for oral answers as well as written answers should be clearly indicated with question number and file number in a chronological order. Only one register need be maintained in the section. It should be kept in the custody of the Section Officer but it has to be written up by the Assistants concerned. All the Assembly questions handled by the department should be entered in the interpellation register kept by the parliamentary section. At the close of every session they should stitch up the copies of answers furnished to the assembly as a separate stock file. The copies kept by the parliamentary section should contain the file number as well as the disposal number relating to the answers so kept. This is necessary to locate the back files as and when required to take action on assurances subsequently communicated by the Legislature Secretariat for compliance and reply.

8) **Register of recommendations of the Committee on Subordinate Legislation:-** A register in Form No.XVII, Appendix I should be maintained by every section. Any communication given to the Legislature Secretariat should be copied to the parliamentary section as well.

9) **Register of assurances:-** A register of assurances in Form No.XVIII Appendix I, should be maintained by parliamentary section. Whenever a L.A. assurance is received it should be recorded in the register and given over to the section which has to take further action. The section in turn has also to maintain the Register in respect of assurances pertaining to it. The action taken on assurance should be reported to the Assembly by the concerned section with copy to the parliamentary section. Whenever the number of assurance has a relation to the L.A. Interpellations, short notice questions, submissions or the like, a cross-reference should be made in the register with the entries relating to the questions in the interpellation register as well.

10) **Workload Register of Attenders:-** A Register in Form No.XX, Appendix I, should be maintained by the Attenders attached to the office section under the supervision of the Office Superintendent. This is to ensure prompt transmission of records to the Records branch.

11) **Monthly Business Statement:-** Before 5<sup>th</sup> of every month, every department is to prepare a monthly business statement in Form No.IX, Appendix I, and forward the consolidated statement to the P&AR Department for review. The purpose of the monthly business statement is to ensure prompt action on current and speedy disposal of cases. This is taken as a reflection of the transaction of business in the department.

12) **Delays in circulation:-** The confidential Assistants attached to the officers shall

7) **Register of petitions referred by the Legislature Committees:-** every section should maintain a register of petitions in Form No.XIV Appendix I, which should contain entries relating to the petitions referred by the Petitions Committee of the Legislative Assembly. The Register in the Parliament Section should contain details of all the petitions received in the department. Whenever replies are furnished to the Legislature Secretariat, copies should be made available to the parliamentary section as well.

8) **Register of recommendations of the Committee on Subordinate Legislation:-** A register in Form No.XVII, Appendix I should be maintained by every section. Any communication given to the Legislature Secretariat should be copied to the parliamentary section as well.

9) **Register of assurances:-** A register of assurances in Form No.XVIII Appendix I, should be maintained by parliamentary section. Whenever a L.A. assurance is received it should be recorded in the register and given over to the section which has to take further action. The section in turn has also to maintain the Register in respect of assurances pertaining to it. The action taken on assurance should be reported to the Assembly by the concerned section with copy to the parliamentary section. Whenever the number of assurance has a relation to the L.A. Interpellations, short notice questions, submissions or the like, a cross-reference should be made in the register with the entries relating to the questions in the interpellation register as well.

10) **Workload Register of Attenders:-** A



maintain a register in Form No XV, Appendix I. Delays in receipt back of files in circulation should be watched and brought to the notice of the officers. Periodical consolidated list of pending files in circulation should be drawn up and submitted as instructed from time to time

13) **Delay in issue of communications:-** When a decision is arrived at by Government, it should be embodied in an outward communication. The time lag between the decision as well as despatch of outgoing communication should be the minimum. In respect of Council decisions two days is the maximum permissible time for issue of orders. In respect of other communications also, they should be issued as far as possible on the day of approval itself. When preparation of large number of copies and despatch to a large number of addressees are involved then also there is no justification to delay the issue of communications. This should be ensured by Under Secretaries and Deputy Secretaries in charge of the respective sections.

14) **Staff Meetings:-** Every department should normally convene staff meetings monthly. The meeting may review the following items invariably:-

1. Review of action taken on the minutes of the previous meeting
2. Number of currents received and action taken.
3. Number of files pending decision.
4. Number of Personal Register Inspections due and conducted.
5. Number of assurances in the Assembly pending final action.
6. Number of petitions from the petitions committee of the Legislature on which action has to be completed.

Register in Form No.XX, Appendix I, should be maintained by the Attenders attached to the office section under the supervision of the Office Superintendent. This is to ensure prompt transmission of records to the Records branch.

11) **Monthly Business Statement:-** Before 5<sup>th</sup> for every month, every department is to prepare a monthly business statement in Form No.IX, Appendix I, and forward the consolidated statement to the P&AR Department for review. The purpose of the monthly business statement is to ensure prompt action on currents and speedy disposal of cases. This is taken as a reflection of the transaction of business in the department.

#### **11. A Register of Right to Information Act Cases:-**

**Every section should maintain the Register of Right to Information Act cases in Appendix I as Form No. XXI.**

12) **Delays in circulation:** - The confidential Assistants attached to the officers shall maintain a register in Form No XV, Appendix I. Delays in receipt back of files in circulation should be watched and brought to the notice of the officers. Periodical consolidated list of pending files in circulation should be drawn up and submitted as instructed from time to time

13) **Delay in issue of communications:-** When a decision is arrived at by Government, it should be embodied in an outward communication. The time lag between the decision as well as despatch of outgoing communication should be the minimum. In respect of Council decisions two days is the maximum permissible time for issue of orders. In respect of other

7. Number of suits and writs on which statement of facts are yet to be furnished to the Advocate General or the Government pleader.
8. Decisions and directions of the Courts to be complied with.
9. Action due on reports of Commission of Inquiry.
10. Difficulties, if any, experienced by the department in the transaction of any particular business.
11. Pending issues with the subordinate offices.

Wherever necessary, the Secretaries may convene meeting of sections independently where all the Assistants, section Officers and the Officer in charge of the section are made to participate.

communications also, they should be issued as far as possible on the day of approval itself. When preparation of large number of copies and despatch to a large number of addressees are involved then also there is no justification to delay the issue of communications. This should be ensured by Under Secretaries and Deputy Secretaries in charge of the respective sections.

- 14) **Staff Meetings:-** Every department should normally convene staff meetings monthly. The meeting may review the following items invariably:-

Whenever necessary, the Secretaries may convene meeting of sections independently where all the Assistants, section Officers and the Officer in charge of the section are made to participate.

1. Review of action taken on the minutes of the previous meeting
2. Number of currents received and action taken.
3. Number of files pending decision.
4. Number of Personal Register Inspections due and conducted.
5. Number of assurances in the Assembly pending final action.
6. Number of petitions from the petitions committee of the Legislature on which action has to be completed.
7. Number of suits and writs on which statement of facts are yet to be furnished to the Advocate General or the Government pleader.
8. Decisions and directions of the Courts to be complied with.
9. Action due on reports of Commission of Inquiry.
10. Difficulties, if any, experienced by the department in the transaction of any

	<p>particular business.</p> <p>11. Pending issues with the subordinate offices.</p> <p><b>12. Review of plan schemes</b></p> <p>Wherever necessary, the Secretaries may convene meeting of sections independently where all the Assistants, section Officers and the Officer in charge of the section are made to participate.</p> <p>15) <b><i>A scheme of channels of submission will be drawn up for transacting Secretariat business in such a way that, in between the Section Officer and Officer/ Minister who takes a final decision, there should not be more than two levels in the case of important items of work. In the case of routine items of work, there should be only one level.</i></b></p> <p>16) <b><i>The time limit, for transmission of files from the Section Officer to the Secretary/ Minister as the case may be , will be ten days</i></b></p> <p>17) <b><i>In cases where the advice of Finance Dept, Planning &amp; Economic Affairs Dept, Personnel &amp; Administrative Reforms Dept and Law Dept is necessary, as per Rules of Business, the same shall be obtained without fail. The time limit for furnishing advice by these Departments will be two weeks.</i></b></p>
<p><b>B. External arrears:-</b></p> <p>1) <b><i>Issue of Reminders:-</i></b>The current files in the Secretariat arise mainly from communication received from other offices and individuals. In respect of files opened on the communications of individuals, it may be necessary to call for reports from the concerned subordinate offices of Government. Whenever a communication is issued from the Secretariat to any subordinate officer of the Government, it has to be replied by</p>	<p><b>B. External arrears:-</b></p> <p>1) <b><i>Issue of Reminders:-</i></b>The current files in the Secretariat arise mainly from communication received from other offices and individuals. In respect of files opened on the communications of individuals, it may be necessary to call for reports from the concerned subordinate offices of Government. Whenever a communication is issued from the</p>

such officer within the stipulated time or in other cases within a reasonable time.

2) **Consolidated list of pending issues:-**If no reply is received in respect of any communication from a subordinate office after a reasonable time the item shall be included in a consolidated reminder issued by Head of Department by name. The consolidated reminder will be issued with approval of the Secretary to Government and the Head of the Department by name. The consolidated reminder will be issued with the approval of the Secretary to Government and the Head of the Department concerned may be called upon to attend in person a meeting to discuss why reply is delayed. The minutes of this meeting between Secretary and the Head of Department will be submitted to the Minister in charge of the Department to appraise him as to which all matters are pending reply from the concerned Heads of Departments. If replies are delayed for no just and proper reason, further action will be taken as directed by the Minister.

3) **Requesting of remarks and disposals:-**When any matter to be finally decided by a Head of Department is brought before Government in the Secretariat, the petitioner shall be replied to contact the officer concerned for a decision. The representation received by Government will be forwarded to the officer having delegation to decide the matter along with the copy of the communication issued to the party. Matter which can be decided by the Heads of Departments or other subordinate offices will, normally, be taken over and handled by the Secretariat. In respect of service matters, only appeals on the decision of the subordinate offices will be entertained by Government. In case, the petitions to the competent offices are not acted upon in time, petitions received by Government will be numbered and forwarded to the

Secretariat to any subordinate officer of the Government, it has to be replied by such officer within the stipulated time or in other cases within a reasonable time.

2) **Consolidated list of pending issues:-**If no reply is received in respect of any communication from a subordinate office after a reasonable time the item shall be included in a consolidated reminder issued by Head of the Department by name. The consolidated reminder will be issued with approval of the Secretary to Government and the Head of the Department by name. The consolidated reminder will be issued with the approval of the Secretary to Government and the Head of the Department concerned may be called upon to attend in person a meeting to discuss why reply is delayed. The minutes of this meeting between Secretary and the Head of Department will be submitted to the Minister in charge of the Department to appraise him as to which all matters are pending reply from the concerned Heads of Departments. If replies are delayed for no just and proper reason, further action will be taken as directed by the Minister.

3) **Requesting of remarks and disposals:-**When any matter to be finally decided by a Head of Department is brought before Government in the Secretariat, the petitioner shall be replied to contact the officer concerned for a decision. The representation received by Government will be forwarded to the officer having delegation to decide the matters along with the copy of the communication issued to the party. Matters which can be decided by the Heads of Departments or other subordinate offices will, normally,

concerned officer for disposal within a time limit. Appeal from such decisions alone will be entertained by Government for processing. When appeals on any decision by the Head of Department is received by Government, the disposal containing decision of the lower authority will also be called for and examined as a fresh case by the concerned department in the Secretariat. In respect of disciplinary matters also the petitions will be entertained only subject to the rules governing such disciplinary matters. Unnecessary petitions from the parties will not be processed by the Secretariat.

4) **Action to be initiated for non-communication:-** When any subordinate officer to Government keeps silent and disregards the instructions in the matter, it will be viewed seriously and action will be initiated with the approval of the Minister in charge. Whenever petitions received by Government on which action can be finalized by Heads of Departments or other officers of Government are forwarded to them with intimation to the parties, such representations should be serially numbered every year and a quarterly report submitted to Government on the disposal of such petitions.

5) **Cases initiated by Heads of Departments:-**In respect of proposals and notes submitted by the Heads of Departments, they have to remind the officers of and above the level of Deputy Secretaries by name in case a reply is not received within the time limit or within two months from the date of actual delivery of the paper to Government. The Heads of Departments will have to bring such cases to the notice of the Secretary in charge of the department when they are invited for the quarterly meeting on pending issues convened by the Secretary in charge of the department. List of such

be taken over and handled by the Secretariat. In respect of service matters, only appeals on the decision of the subordinate offices will be entertained by Government. In case, the petitions to the competent offices are not acted upon in time, petitions received by Government will be numbered and forwarded to the concerned officer for disposal within a time limit. Appeal from such decisions alone will be entertained by Government for processing. When appeals on any decision by the Head of Department is received by Government, the disposal containing decision of the lower authority will also be called for and examined as a fresh case by the concerned department in the Secretariat. In respect of disciplinary matters also the petitions will be entertained only subject to the rules governing such disciplinary matters. Unnecessary petitions from the parties will not be processed by the Secretariat

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items proposed to be raised at the meeting should be made available to the concerned Secretary at least a fortnight in advance. By the convening of such quarterly meetings to discuss pending issues with the Head of Departments, the arrears on either side can be checked effectively. The minutes of the discussion should include the items raised by the Heads of Departments, which should also be brought to the notice of the Minister in charge of the Department.

- 6) **Other cases:** - When any case in the Secretariat is getting delayed for want of information due from any source other than an office of the Kerala Government, the concerned person or authority may be politely reminded highlighting the necessity for speedy action. Such cases should be treated as a different class and the procedure adopted in respect of communications between officers of the State Government should not be adopted as a matter of course.

5) **Cases initiated by Heads of Departments:-**

In respect of proposals and notes submitted by the Heads of Departments, they have to remind the officers of and above the level of Deputy Secretaries by name in case a reply is not received within the time limit or within two months from the date of actual delivery of the paper to Government. The Heads of Departments will have to bring such cases to the notice of the Secretary in charge of the department when they are invited for the quarterly meeting on pending issues convened by the Secretary in charge of the department. List of such items proposed to be raised at the meeting should be made available to the concerned Secretary at least a fortnight in advance. By the convening of such quarterly meetings to discuss pending issues with the Head of Departments, the arrears on either side can be checked effectively. The minutes of the discussion should include the items raised by the Heads of Departments, which should also be brought to the notice of the Minister in charge of the Department.

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CHAPTER XV	CHAPTER XV
<b>RELATION WITH LEGISLATURE AND PROCESSING OF LEGISLATION</b>	<b>RELATION WITH LEGISLATURE AND PROCESSING OF LEGISLATION</b>
<b>A. Legislation</b>	<b>A. Legislation</b>
<b>Para 219. Proposals for legislation:</b> - All proposals for legislation and amendments to enactments and rules shall be dealt with in accordance with the provisions contained in the Rules of Business.	<b>219. Proposals for legislation:</b> - All proposals for legislation and amendments to enactments and rules shall be dealt with in accordance with the provisions contained in the Rules of Business.
<b>Para 220. Proposals to initiate legislation to be considered in the administrative departments:-</b> Every proposal to initiate legislation shall in the first instance be considered in the department to which the subject matter of the legislation relates, where the necessity for the legislation and all points on matters to be included in the draft Bill shall be discussed and settled. A proposal to initiate legislation shall be treated and disposed of as a case.	<b>220. Proposals to initiate legislation to be considered in the administrative departments:-</b> Every proposal to initiate legislation shall in the first instance be considered in the department to which the subject matter of the legislation relates, where the necessity for the legislation and all points on matters to be included in the draft Bill shall be discussed and settled. A proposal to initiate legislation shall be treated and disposed of as a case.
<b>Para 221. Preliminary points to be considered:-</b> Before the details regarding legislation are considered, the Law Department of the Secretariat shall be consulted on the following preliminary points:- <ol style="list-style-type: none"> <li>1) the need for the proposed legislation from a legal point of view;</li> <li>2) the competence of the Stat Legislature to enact the measure; and</li> <li>3) the necessity for the previous sanction of the President or recommendation of the Governor as the case may be.</li> </ol>	<b>221. Preliminary points to be considered:-</b> Before the details regarding legislation are considered, the Law Department of the Secretariat shall be consulted on the following preliminary points:- <ol style="list-style-type: none"> <li>1) the need for the proposed legislation from a legal point of view;</li> <li>2) the competence of the Stat Legislature to enact the measure; and</li> </ol> the necessity for the previous sanction of the President or recommendation of the Governor as the case may be.
<b>Para 222. Decision as to the necessity for the Legislation:-</b> After obtaining the remarks of the Law Department of the Secretariat on the preliminary points, the department concerned will consider in detail the necessity for the legislation, draw up a memorandum on the proposal indicating with sufficient precision the lines on which it should be drafted and a statement of objects and reasons and Financial Memorandum and then submit to the Minister in chare of the subject-matter of the legislation. If the Minister so orders, steps will be taken to	<b>222. Decision as to the necessity for the legislation:-</b> After obtaining the remarks of the Law Department of the Secretariat on the preliminary points, the department concerned will consider in detail the necessity for the legislation, draw up a memorandum on the proposal indicating with sufficient <b>precision</b> the lines on which it should be drafted and a statement of objects and reasons and Financial Memorandum and then submit to the Minister in chare of the subject-matter of the legislation. If the Minister so orders, steps will be taken to

<p>introduce the legislation and the file will be submitted to the Minister for Law. It may sometimes be necessary to consult other Ministers also such as the Finance Minister in certain cases. In such a case, the file will be submitted to the other Minister or Ministers concerned before it is submitted to the Minister of Law.</p>	<p>introduce the legislation and the file will be submitted to the Minister for Law. It may sometimes be necessary to consult other Ministers also such as the Finance Minister in certain cases. In such a case, the file will be submitted to the other Minister or Ministers concerned before it is submitted to the Minister of Law.</p>
<p><b>Para 223. Drafting of the Bill:-</b>After the file is received back from the Minister for Law, the Law Department should be requested to draft the Bill on the lines suggested by Government. The Law Department will then submit a draft Bill to Government.</p>	<p><b>223. Drafting of the Bill:-</b>After the file is received back from the Minister of Law, the Law Department should be requested to draft the Bill on the lines suggested by Government. The Law Department will then submit a draft Bill to Government.</p>
<p><b>Para 224. Draft Bill to be considered by the Council of Ministers:-</b> The draft Bill submitted by the Law Department will be placed before the Council of Ministers by the department concerned where a final decision will be taken. After approval by the Council of Ministers with such modifications as it may order, the whole file is transferred to the Law Department for taking further steps for the introduction of the Bill in the Legislative Assembly.</p>	<p><b>224. Draft Bill to be considered by the Council of Ministers:-</b> The draft Bill submitted by the Law Department will be placed before the Council of Ministers by the department concerned where a final decision will be taken. After approval by the Council of Ministers with such modifications as it may order, the whole file is transferred to the Law Department for taking further steps for the introduction of the Bill in the Legislative Assembly.</p> <p><b><i>In cases where recommendation of the Governor under Article 207(1) or Article 207(3) of the Constitution of India is required for the introduction of the Bill in the Legislative Assembly, the department concerned shall obtain such recommendation before transferring the file to Law Department.</i></b></p>
<p><b>Para 225. Duties of the Legislative Sections:-</b> As soon as the final draft Bill is received by the Law Department, it should be communicated to the Secretary to the Legislative Assembly for publication and such other measures as laid down in the Legislative Assembly Rules. The Law Department should also, from time to time, at the different stages of the Bill issue necessary instructions to the Secretary to the Legislative Assembly regarding the action to be taken at each stage.</p>	<p><b>225. Duties of the Legislative Sections:-</b> As soon as the final draft Bill is received by the Law Department, it should be communicated to the Secretary to the Legislative Assembly for publication and such other measures as laid down in the Legislative Assembly Rules. The Law Department should also, from time to time, at the different stages of the Bill issue necessary instructions to the Secretary to the Legislative Assembly regarding the action to be taken at each stage.</p>
<p><b>Para 226. The Secretary to the Legislative Assembly to intimate the position of a Bill at each stage:-</b> At each stage of a Bill the decision taken by the Legislature on the Bill should be</p>	<p><b>226. The Secretary to the Legislative Assembly to intimate the position of a Bill at each stage:-</b> At each stage of a Bill the decision taken by the Legislature on the Bill should be communicated</p>



<p>communicated to the Law Department by the Secretary to the Legislative Assembly.</p>	<p>to the Law Department by the Secretary to the Legislative Assembly.</p>
<p><b>Para 227. Procedure after the final passing of a Bill:-</b> When intimation that a Bill has been finally passed by the Legislative Assembly, together with a copy of the Bill as finally passed by the Legislative Assembly signed by the Speaker, is received in the Law Department, the file should at once be submitted to Minister concerned. The assent of the Governor should also be obtained by the Law Department and steps taken for publishing the Act in the Gazettee. The whole file will then be re-transferred to the department or section to which the legislation relates.</p>	<p><b>227. Procedure after the final passing of a Bill:-</b> When intimation that a Bill has been finally passed by the Legislative Assembly, together with a copy of the Bill as finally passed by the Legislative Assembly signed by the Speaker, is received in the Law Department, the file should at once be submitted to Minister concerned. The assent of the Governor should also be obtained by the Law Department and steps taken for publishing the Act in the Gazettee. The whole file will then be re-transferred to the department or section to which the legislation relates.</p>
<p><b>Para 228. Non-Official Bills:-</b> Whenever a member of the Legislative Assembly other than a member of Government gives notice of his intention to move for leave to introduce a Bill, the Secretary to the Legislative Assembly shall forthwith give intimation of the motion to the Law Department of the Secretariat. The Law Department shall thereafter send copy of the Bill with the statement of objects and reasons to the Governor and to the department to which the subject-matter of the Bill belongs.</p>	<p><b>228. Non-Official Bills:-</b> Whenever a member of the Legislative Assembly other than a member of Government gives notice of his intention to move for leave to introduce a Bill, the Secretary to the Legislative Assembly shall forthwith give intimation of the motion to the Law Department of the Secretariat.</p>
<p><b>Para 229. Administrative Department to obtain the remarks of the Law Department:-</b> The Administrative department to which the subject matter of the legislation belongs, shall send a copy of the Bill to the Law Department who will consider it in its technical aspects such as the need for previous sanction of the President or recommendation of the Governor as the case may be and the competence of the State Legislature to enact the measure. They will also scrutinize the Bill and point out defects in drafting if any.</p> <p><b>Para 229A. Government Position to be fixed:-</b> After the remarks of the Law Department is received, the Bill will be considered in detail in the Department concerned and a decision will be taken by the Minister as to the attitude that Government should adopt in respect of the Bill. The matter will also be placed before the Council of Minister for Decision. The procedure laid down for Government Bill will be followed in the case of Non-official Bills also.</p>	<p><b>229. Administrative Department to obtain the remarks of the Law Department:-</b> The Administrative department to which the subject matter of the legislation belongs, shall send a copy of the Bill to the Law Department who will consider it in its technical aspects such as the need for previous sanction of the President or recommendation of the Governor as the case may be and the competence of the State Legislature to enact the measure. They will also scrutinize the Bill and point out defects in drafting if any.</p> <p><b>229A. Government Position to be fixed:-</b> After the remarks of the Law Department is received, the Bill will be considered in detail in the Department concerned and a decision will be taken by the Minister as to the attitude that Government should adopt in respect of the Bill. The matter will also be placed before the Council of Minister for Decision. The procedure laid down for Government Bill will be followed in the case of Non-official Bills also.</p>

<p><b>Apra 230. Ordinances during the recess of the Legislature:-</b> Legislation during the recess of the Legislature is achieved by issue of ordinances under Article 213 of the Constitution. Instructions from the President of India and the concurrence of Central Government wherever necessary are to be obtained before the issue of ordinances. Ordinances are resorted to only in unavoidable circumstances and every ordinance issued will have to be replaced by a Bill within six weeks from the re-assembly of the legislature, failing which the ordinance shall cease to operate.</p> <p>Whenever a Bill seeking to replace an ordinance with or without modification is introduced in the Assembly a statement explaining the circumstances that necessitated immediate legislation by the ordinance has to be placed before the Assembly. The statement has to be laid on the table at the commencement of the session following the promulgation of the ordinance.</p>	<p><b>230. Ordinances during the recess of the Legislature:-</b> Legislation during the recess of the Legislature is achieved by issue of ordinances under Article 213 of the constitution. <b>Instructions</b> from the President of India and the concurrence of Central Government wherever necessary are to be obtained before the issue of ordinances. Ordinances are resorted to only in unavoidable circumstances and every ordinance issued will have to be replaced by a Bill within six weeks from the re-assembly of the legislature, failing which the ordinance shall cease to operate.</p> <p>Whenever a Bill seeking to replace an ordinance with or without modification is introduced in the Assembly a statement explaining the circumstances that necessitated immediate legislation by the ordinance has to be placed before the Assembly. The statement has to be laid on the table at the commencement of the session following the promulgation of the ordinance.</p>
<p><b>B. Questions, Submissions, Calling attention and the resolutions</b></p>	<p><b>B. Questions, Submissions, Calling attention and the resolutions</b></p>
<p><b>Para 231. Procedure for handling questions:-</b> Assembly interpellations are classified into starred and unstarred. Starred Question indicates that oral answers on the floor of the house are to be given. For the unstarred, written answer is to be laid on the Assembly. Questions are supplied from the Legislature Secretariat to the respective departments. The parliamentary section of each Department should collect them from the Legislature Secretariat. In addition, printed questions are supplied to all sections and officers of the Secretariat. The questions have to be given utmost priority in processing. If details have to be gathered from any other source for answering a question action for getting them collected should be initiated on the very day of the receipt of the questions. Draft answer should be put up to the Minister concerned at least two days before the due date of answer. The final answer as approved by the Minister has to be given to the Legislature secretariat before the day on which the questions posted for answer.</p>	<p><b>Para 231. Procedure for handling questions:-</b> Assembly interpellations are classified into starred and unstarred. Starred Question indicates that oral answers on the floor of the house are to be given. For the unstarred, written answer is to be laid on the Assembly. Questions are supplied from the Legislature Secretariat to the respective departments. The parliamentary section of each Department should collect them from the Legislature Secretariat. In addition, printed questions are supplied to all sections and officers of the Secretariat. The questions have to be given utmost priority in processing. If details have to be gathered from any other source for answering a question action for getting them collected should be initiated on the very day of the receipt of the questions. Draft answer should be put up to the Minister concerned at least two days before the due date of answer. The final answer as approved by the Minister has to be given to the Legislature secretariat before the day on which the questions posted for answer.</p>

<p><b>Para 232. Form of draft answer:-</b> When there is variation between the typed questions and the printed ones the question as in the printed list has to be taken as the correct one. In the draft answer the question number with clear indication as to whether it is starred or unstarred should be incorporated. The questions should be written on the left half of the draft and answers on the right hand side of the draft. Just above the questions the name of MLA should be indicated. The name of the Minister should be indicated just above the answers. The date on which the question is posted for answer should also be indicated at the top on the right hand side of the draft. When the answer refers to any annexure to be placed on the table one copy of the annexure should be attached to the draft of ready reference.</p>	<p><b>232. Form of draft answer:-</b> When there is variation between the typed questions and the printed ones the question as in the printed list has to be taken as the correct one. In the draft answer the question number with clear indication as to whether it is starred or unstarred should be incorporated. The questions should be written on the left half of the draft and answers on the right hand side of the draft. Just above the questions the name of MLA should be indicated. The name of the Minister should be indicated just above the answers. The date on which the question is posted for answer should also be indicated at the top on the right hand side of the draft. When the answer refers to any annexure to be placed on the table one copy of the annexure should be attached to the draft of ready reference.</p>
<p><b>Para 233. Communication of final answers:-</b> When the file is received back with the approval of the Minister, the answers should be copied and five clear copies authenticated by the Section Officer should be given to the Legislature Secretariat before the date of answer. In respect of starred questions, the file should be returned to the Private Secretary to the Minister concerned before the date on which the question is posted. The copies of answers submitted to the Legislature should be legible.</p>	<p><b>233. Communication of final answers:-</b>When the file is received back with the approval of the Minister, the answers should be copied and <b>ten clear copies for unstarred question and that of fifteen for starred question</b> authenticated by the Section Officer should be given to the Legislature Secretariat before the date of answer. In respect of starred questions, the file should be returned to the Private Secretary to the Minister concerned before the date on which the question is posted. The copies of answers submitted to the Legislature should be legible.</p>
<p><b>Para 234. Duties of parliamentary sections in relation of L.A Interpellation:-</b> The Parliamentary sections shall obtain the questions from Legislature and distribute them to the concerned sections in the Department. They shall monitor the movement of interpellation files at each and every stage. An interpellation register of all the questions handled by the Department will be maintained by the parliamentary section. They should collect the answers from all sections and ensure prompt dispatch of answers to the assembly and return of files relating to starred question to the Ministers in time. They shall submit a certificate to this effect to the office of Chief Secretary on the eve of every question day in respect of that department.</p>	<p><b>234. Duties of parliamentary sections in relation of L.A Interpellation:-</b> The Parliamentary sections shall obtain the questions from Legislature and distribute them to the concerned sections in the Department. They shall monitor the movement of interpellation files at each and every stage. An interpellation register of all the questions handled by the Department will be maintained by the parliamentary section. They should collect the answers from all sections and ensure prompt dispatch of answers to the assembly and return of files relating to starred question to the Ministers in time. They shall submit a certificate to this effect to the office of Chief Secretary on the eve of every question day in respect of that department.</p>

<p><b>Para 235. Short notice questions and submissions:-</b> The basic procedure laid down for the processing of Short Notice Questions and Submissions in the same as that of L.A.Interprellations. The file relating to submission and short notice questions should be circulated to the Minister in charge well before the date on which they come up in the Legislature. In respect of short notice Questions fair copies of answers have to be given to the Legislature Secretariat just as in the case of other questions, in the case of submission, Minister replies on the floor, based on the information available in the file.</p>	<p><b>235. Short notice questions and submissions:-</b> The basic procedure laid down for the processing of Short Notice Questions and Submissions in the same as that of L.A.Interprellations. The file relating to submission and short notice questions should be circulated to the Minister in charge well before the date on which they come up in the Legislature. In respect of short notice Questions fair copies of answers have to be given to the Legislature Secretariat just as in the case of other questions, in the case of submission, Minister replies on the floor, based on the information available in the file.</p>
<p><b>Para 236. Procedure to be followed in taking action on petitions received from the Committee on Petitions:-</b>Petitions received by Government from the Committee on petitions should be acknowledged immediately. Each section of the Secretariat should maintain Register of petitions in Form No.XIV to watch the progress of action. Final decision of government on the petitions should as far s possible be taken and communicated to the Committee within three months from the date of receipt. If final decision cannot be taken within there months, the committee should be informed of the reasons therefore and the time needed for furnishing a final reply. Final decision on the petitions received from the Committee should be taken by an authority not below the rank of Secretary to Government.</p>	<p><b>236. Procedure to be followed in taking action on petitions received from the Committee on Petitions:-</b>Petitions received by Government from the Committee on petitions should be acknowledged immediately. Each section of the Secretariat should maintain Register of petitions in Form No.XIV to watch the progress of action. Final decision of government on the petitions should as far s possible be taken and communicated to the Committee within three months from the date of receipt. If final decision cannot be taken within there months, the committee should be informed of the reasons therefore and the time needed for furnishing a final reply. Final decision on the petitions received from the Committee should be taken by an authority not below the rank of Secretary to Government.</p>
<p><b>Para 237. Appearance as witness before Committees:-</b> Whenever officers are summoned by the Committee for giving evidence, they have to appear before the Committee without fail. It may so happen that the same officer may e directed to be present at different places by different committees. If so, advance information should be given to the Secretary to the Legislative Assembly and an Officer not below the rank of Joint Secretary should be deputed instead. If even this is not possible instruction should be sought from the Secretary Legislature Secretariat. Failure to appear before a Committee without just and sufficient cause will be treated as dereliction of duty.</p>	<p><b>237. Appearance as witness before Committees:-</b> Whenever officers are summoned by the Committee for giving evidence, they have to appear before the Committee without fail. It may so happen that the same officer may e directed to be present at different places by different committees. If so, advance information should be given to the Secretary to the Legislative Assembly and an Officer not below the rank of Joint Secretary should be deputed instead should be deputed instead. If even this is not possible instruction should be sought from the Secretary Legislature Secretariat. Failure to appear before a Committee without just and sufficient cause will be treated as dereliction of duty.</p>

<p><b>Para 238. Recommendation of the Committees:-</b> Every recommendation made by the Committee shall be examined and decision taken by the concerned department by taking orders of Minister concerned. The further action taken on such recommendation should be communicated to the Legislature. Reply to the Legislature Secretary should be approved by Secretary. Fair copy should be signed by an Officer not below the rank of Joint Secretary.</p>	<p><b>238. Recommendation of the Committees:-</b> Every recommendation made by the Committee shall be examined and decision taken by the concerned department by taking orders of Minister concerned. The further action taken on such recommendation should be communicated to the Legislature. Reply to the Legislature Secretary should be approved by Secretary. Fair copy should be signed by an Officer not below the rank of Joint Secretary.</p>
<p><b>Para 239. Assurances to the Legislature: -</b> Action taken on assurances given by Ministers on the floor of the House shall be communicated to the Legislature secretariat in the form prescribed.</p>	<p><b>239. Assurances to the Legislature:-</b> Action taken on assurances given by Ministers on the floor of the House shall be communicated to the Legislature secretariat in the form prescribed</p>
<p><b>CHAPTER XVI</b></p>	<p><b>CHAPTERXVI</b></p>
<p><b>SUBORDINATE LEGISLATION</b></p>	<p><b>SUBORDINATE LEGISLATION</b></p>
<p><b>Para 240. Competence:-</b> The parliament as well as the State Legislature enacts various Acts for the implementation of schemes and welfare measures. In the enactment, the Legislature is more concerned with the object of legislation. The detailed instructions regarding implementation and notification of specific duties and functions of the implementing officers are left to be decided by the executive as and when the requirement arises. With this object in view, the enactments contain sections which empower the executive to formulate statutory rules. The rules and orders framed in exercise of these powers are termed as Subordinate Legislation. The executive derives powers from the provisions of the concerned Act of Parliament of State enactments to issue such statutory rules and notifications.</p>	<p><b>240. Competence:-</b> The parliament as well as the State Legislature enacts various Acts for the implementation of schemes and welfare measures. In the enactment, the Legislature is more concerned with the object of legislation. The detailed instructions regarding implementation and notification of specific duties and functions of the implementing officers are left to be decided by the executive as and when the requirement arises. With this object in view, the enactments contain sections which empower the executive to formulate statutory rules. The rules and orders framed in exercise of these powers are termed as Subordinate Legislation. The executive derives powers from the provisions of the concerned Act of Parliament of State enactments to issue such statutory rules and notifications.</p>
<p><b>Para 241. Limits of statutory rules:-</b> The competence of the executive to formulate statutory rules is circumscribed by the Authority vested in them by the statute. Statutory rules should confine itself to the scheme of the Act and should never try to transgress the limits indicated by the guidelines contained in the basic enactment.</p>	<p><b>241. Limits of statutory rules:-</b> The competence of the executive to formulate statutory rules is circumscribed by the Authority vested in them by the statute. Statutory rules should confine itself to the scheme of the Act and should never try to transgress the limits indicated by the guidelines contained in the basic enactment.</p>
<p><b>Para 242. Control of subordinate legislation:-</b> The legislature controls the subordinate</p>	<p><b>242. Control of subordinate legislation:-</b> The legislature controls the subordinate legislative</p>

<p>legislative activity of Government in two ways, ie. by subjecting the draft rules for scrutiny by the Subject Committee and by review by the Committee on Subordinate Legislation of the rules issued by the Government.</p>	<p>activity of Government in two ways, ie. by subjecting the draft rules for scrutiny by the Subject Committee and by review by the Committee on Subordinate Legislation of the rules issued by the Government.</p>
<p><b>Procedure of Committees</b></p>	<p><b>Procedure of Committees</b></p>
<p><b>Para 243. Subject Committee:-</b> According to the Rules of procedure and conduct of Business in the Kerala Legislative Assembly, the Subject committee is empowered to conduct prior scrutiny of the draft of every statutory rule or notification which is to be issued in exercise of the powers conferred by any statute. However, it is provided that where the exigencies of a given situation so require, and immediate action is called for in the public interest, a rule or rules may be issued in exercise of powers conferred under a statute without placing the rule in draft form before the Subject Committee. When such rule or rules are so issued, it should be simultaneously transmitted to the appropriate Subject Committee together with an explanation as to the reason which necessitated the issue thereof without prior scrutiny by the Committee.</p>	<p><b>243. Subject Committee:-</b> According to the Rules of procedure and conduct of Business in the Kerala Legislative Assembly, the Subject committee is empowered to conduct prior scrutiny of the draft of every statutory rule or notification which is to be issued in exercise of the powers conferred by any statute. However, it is provided that where the exigencies of a given situation so require, and immediate action is called for in the public interest, a rule or rules may be issued in exercise of powers conferred under a statute without placing the rule in draft form before the Subject Committee. When such rule or rules are so issued, it should be simultaneously transmitted to the appropriate Subject Committee together with an explanation as to the reason which necessitated the issue thereof without prior scrutiny by the Committee.</p>
<p><b>Para 244. Time limit for making statutory rules:-</b> When statutory rules for the actual implementation of any enactment is contemplated in the statute such rules shall be prepared and forwarded to the Subject Committee immediately after the date of assent of the Bill by the Governor or the President.</p>	<p><b>244. Time limit for making statutory rules:-</b> When statutory rules for the actual implementation of any enactment is contemplated in the statute such rules shall be prepared and forwarded to the Subject Committee immediately after the date of assent of the Bill by the Governor or the President.</p>
<p><b>Para 245. Preparation of note for the Subjects Committee:-</b> The note for the Subject Committee should contain full particulars of the case. Copies of all rules or regulation referred to in the notes have to be appended to the note. The note should be got approved by the Minister in charge of the department and then only it should be transmitted to the Legislature Secretariat for placing it before the Subject Committee. 70 copies of the note should be forwarded to the Legislature Secretariat with a forwarding letter. Every copy of the note should be signed by an officer not below the rank of a Joint Secretary. Enclosures attached to the note may, however, be attested by the Section Officer.</p>	<p><b>245. Preparation of note for the Subjects Committee:-</b> The note for the Subject Committee should contain full particulars of the case. Copies of all rules or regulation referred to in the notes have to be appended to the note. The note should be got approved by the Minister in charge of the department and then only it should be transmitted to the Legislature Secretariat for placing it before the Subject Committee. 70 copies of the note should be forwarded to the Legislature Secretariat with a forwarding letter. Every copy of the note should be signed by an officer not below the rank of a Joint Secretary. Enclosures attached to the note may, however, be attested by the Section Officer.</p>

<p><b>Para 246. Appearance before the Subject Committee:-</b> The officer summoned by the Subject Committee should appear before the Committee with all necessary materials to give clarification on any points that the Committee may require. The general instructions relating to appearance of officers before the Legislature Committees shall be applicable in this case also.</p>	<p><b>246. Appearance before the Subject Committee:-</b> The officer summoned by the Subject Committee should appear before the Committee with all necessary materials to give clarification on any points that the Committee may require. The general instructions relating to appearance of officers before the Legislature Committees shall be applicable in this case also.</p>
<p><b>Para 247. Recommendations of the Subject Committee:-</b> Whenever the Committee has suggested changes in the draft rule placed before them further action should be taken after taking decision thereon at the appropriate level. Action taken for the implementation of their recommendations should be intimated to the Legislature Secretariat at the earliest possible opportunity.</p>	<p><b>247. Recommendations of the Subject Committee:-</b> Whenever the Committee has suggested changes in the draft rule placed before them further action should be taken after taking decision thereon at the appropriate level. Action taken for the implementation of their recommendations should be intimated to the Legislature Secretariat at the earliest possible opportunity.</p>
<p><b>Para 248. Committee on Subordinate Legislation:-</b> Statutory rules and notification issued by the Government should be placed before the Legislature. Such tabling may be necessitated either by provisions contained in the basic enactment or based on the instructions issued from time to time. The departments may place these notifications in the printed form when the notifications are actually issued. It should not be delayed to be taken up when the legislature meets for the next session. Such postponement may result in omissions. The Superintendent of Government Presses may be given directions to assign SRO numbers and forward copies to the Legislature while issuing the fair copies of the notification for printing itself.</p>	<p><b>248. Committee on Subordinate Legislation:-</b> Statutory rules and notification issued by the Government should be placed before the Legislature. Such tabling may be necessitated either by provisions contained in the basic enactment or based on the instructions issued from time to time. The departments may place these notifications in the printed form when the notifications are actually issued. It should not be delayed to be taken up when the legislature meets for the next session. Such postponement may result in omissions. The Superintendent of Government Presses may be given directions to assign SRO numbers and forward copies to the Legislature while issuing the fair copies of the notification for printing itself.</p>
<p><b>Para 249. Form of notification need for explanatory note:-</b> A statutory notification should invariably contain an explanatory note. This will not form part of the notification proper, but will explain the object of the rule or amendment.</p>	<p><b>249. Form of notification need for explanatory note:-</b> A statutory notification should invariably contain an explanatory note. This will not form part of the notification proper, but will explain the object of the rule or amendment.</p>
<p><b>Para 250. Drafting of statutory rules and notifications:-</b> Unlike the legislations which are drafted by the Law Department, the statutory rules are drafted by the concerned administrative department itself. the rules so drafted are forwarded to the Law Department for scrutiny. Notifications issued under the Public Service Act</p>	<p><b>250. Drafting of statutory rules and notifications:-</b> Unlike the legislations which are drafted by the Law Department, the statutory rules are drafted by the concerned administrative department itself. the rules so drafted are forwarded to the Law Department for scrutiny. Notifications issued under the Public Service Act</p>

<p>have to be got scrutinized by the P &amp;AR Department also in addition to the scrutiny by the Law Department Simple notifications with no material change with earlier notifications of the same nature like appointment orders etc., need not be scrutinized by the Law Department, if there are already precedents available in the department.</p>	<p>have to be got scrutinized by the P &amp;AR Department also in addition to the scrutiny by the Law Department Simple notifications with no material change with earlier notifications of the same nature like appointment orders etc., need not be scrutinized by the Law Department, if there are already precedents available in the department.</p> <p><b><i>Statutory notifications shall be published in the language in which the statute is enacted. If the Act is in English, the notification has to be published originally in English and thereafter a translation of the same in Malayalam has to be published. As far as possible the notifications in both the languages shall be published simultaneously.</i></b></p>
<p><b>Para 251. Approval of notifications by Council:-</b> In order to avoid discrepancy between the decision of the Council and the rules issued on its basis, it is desirable that the draft of the proposed notification is placed before the Council of Ministers along with the note for the Council. The same system may be followed while addressing the Public Service Commission, in respect of notifications issued under the Public Service Act required consultation with the Public Service Commission.</p>	<p><b>251. Approval of notifications by Council:-</b> In order to avoid discrepancy between the decision of the Council and the rules issued on its basis, it is desirable that the draft of the proposed notification is placed before the Council of Ministers along with the note for the Council. The same system may be followed while addressing the Public Service Commission, in respect of notifications issued under the Public Service Act <b>which</b> required consultation with the Public Service Commission.</p>
<p><b>Para 252. Finality of the notifications:-</b> The notifications issued under the various statutes become final only when the statutory limit fixed for tabling of the notification before the Legislature is over. Suggestions or recommendations, if any, communicated by the Legislature should be processed and the notification revised on its basis. Till the statutory time limit of laying the notification is over, and no suggestion or recommendation is received on its basis the statutory rules remain transitory. But the notifications take effect and legal consequences follow with effect from the date specified in the notification itself or in its absence from the date of issue.</p>	<p><b>252. Finality of the notifications:-</b> The notifications issued under the various statutes become final only when the statutory <b>time</b> limit fixed for tabling of the notification before the Legislature is over. Suggestions or recommendations, if any, communicated by the Legislature should be processed and the notification revised on its basis. Till the statutory time limit of laying the notification is over, and no suggestion or recommendation is received on its basis the statutory rules remain transitory. But the notifications take effect and legal consequences follow with effect from the date specified in the notification itself or in its absence from the date of issue.</p>
<p style="text-align: center;"><b>CHAPTER XVII</b></p>	<p style="text-align: center;"><b>CHAPTER XVII</b></p>



PROCESSING OF WRITS AND OTHER SUITS OF GOVERNMENT	PROCESSING OF WRITS AND OTHER SUITS OF GOVERNMENT
<p><b>Para 253. Advocate General and other Law Officers:-</b> In the matter of conducting writs and other proceedings before the Supreme Court as well as High Courts, the State is represented through the Advocate General. In the High Court, a number of Senior Government Pleaders and the Government Pleaders are also appointed to assist him. In the Supreme Court, Standing Counsels are nominated and distribution of work between them is co-ordinated by the Advocate General. In the Courts subordinates to the High Court, the suits and other proceedings are co-ordinated by the District Collector concerned. Government Pleaders and Public Prosecutors represent Government in those Courts.</p>	<p><b>253. Advocate General and other Law Officers:-</b> In the matter of conducting writs and other proceedings before the Supreme Court as well as High Courts, the State is represented through the Advocate General. In the High Court, a number of Senior Government Pleaders and the Government Pleaders are also appointed to assist him. In the Supreme Court, Standing Counsels are nominated and distribution of work between them is co-ordinated by the Advocate General. In the Courts subordinates to the High Court, the suits and other proceedings are co-ordinate by the District Collector concerned. <b><i>District Government Pleader and Public Prosecutor assisted by Additional Government Pleaders as well as Advocates doing Government work represent Government in those courts.</i></b></p>
<p><b>Para 254. Conduct of cases in Supreme Court:-</b></p> <ol style="list-style-type: none"> <li>1) One of the Government Law Officers in the High Court shall be in charge of co-ordinating the State Litigation in the Supreme Court under the direct control and supervision of the Advocate General.</li> <li>2) The standing counsel shall, as soon as it becomes necessary under the Supreme Court Rules to file in the Supreme Court a counter affidavit, statement of case or other statement, contact simultaneously the Advocate General's Office and the concerned Administrative Department and shall also forward to the Administrative Department a copy of the writ petition, memorandum of appeal or stay petition, as the case may be, in case where the Standing Counsel is served with a copy.</li> <li>3) On getting the affidavit either, from the Supreme Court or from the standing Counsel, the Administrative Department shall arrange to take a few copies of the affidavit and furnish one to the Law Department and another to the Advocate General. The statement of facts shall be</li> </ol>	<p><b>254. Conduct of cases in Supreme Court:-</b></p> <ol style="list-style-type: none"> <li>1) One of the Government Law Officers in the High Court shall be in charge of co-ordinating the State Litigation in the Supreme Court under the direct control and supervision of the Advocate General.</li> <li>2) The standing counsel shall, as soon as it becomes necessary under the Supreme Court Rules to file in the Supreme Court a counter affidavit, statement of case or other statement, contact simultaneously the Advocate General's Office and the concerned Administrative Department and shall also forward to the Administrative Department a copy of the writ petition, memorandum of appeal or stay petition, as the case may be, in case where the Standing Counsel is served with a copy.</li> <li>3) On getting the affidavit either, from the Supreme Court or from the standing Counsel, the Administrative Department shall arrange to take a few copies of the</li> </ol>

<p>called for by the Administrative Department without any loss of time. On getting the statement of facts, copies of the same shall be taken and supplied to the Law Department and the Advocate General concerned simultaneously.</p> <p>4) The Law Department shall communicate their views and suggestions to the Advocate General and the latter shall finalise the counter affidavit or statement, subject to any formal modifications which may be left to be made by the Standing Counsel in the Supreme Court to suit the prevalent practice and rules of the Supreme Court. If any more facts are necessary either the Law Department or the Advocate General shall inform the Administrative Department, then the Administrative Department shall obtain the same and furnish to the Law Department or the Advocate General, as the case may be.</p> <p>5) Normally it is the duty of the Advocate General to represent Government before the Supreme Court in cases in which it does not become possible for the Advocate General to appear, one of the State Counsel in the panel may be engaged.</p>	<p>affidavit and furnish one to the Law Department and another to the Advocate General. The statement of facts shall be called for by the Administrative Department without any loss of time. On getting the statement of facts, copies of the same shall be taken and supplied to the Law Department and the Advocate General concerned simultaneously.</p> <p>4) The Law Department shall communicate their views and suggestions to the Advocate General and the latter shall finalise the counter affidavit or statement, subject to any formal modifications which may be left to be made by the Standing Counsel in the Supreme Court to suit the prevalent practice and rules of the Supreme Court. If any more facts are necessary either the Law Department or the Advocate General shall inform the Administrative Department, then the Administrative Department shall obtain the same and furnish to the Law Department or the Advocate General, as the case may be.</p> <p>5) Normally it is the duty of the Advocate General to represent Government before the Supreme Court in cases in which it does not become possible for the Advocate General to appear, one of the State Counsel in the panel may be engaged.</p>
<p><b>Para 255. Conduct of cases in High Court:-</b></p> <p>1) The Advocate General shall forward copies of all original petitions, tax references, tax revisions and other proceedings of an original character filed in the High Court regarding which he received notices and of all interlocutory application wherein interim orders are</p>	<p><b>255. Conduct of cases in High Court:-</b></p> <p>1) The Advocate General shall forward copies of all original petitions, tax references, tax revisions and other proceedings of an original character filed in the High Court regarding which he received notices and of all interlocutory</p>

sought to be passed-

- (a) to the Administrative Department in the Secretariat, in cases in which orders or actions of the Government are challenged;
- (b) to the District Officer or the Head of the Department as the case may be, in case in which any action of the District Officer the Head of the Department is challenged; and
- (c) to the subordinate officer, in cases in which his action is challenged:

Provided that in cases where no substantial question challenging Government Orders or actions or requiring Government attention is involved copies of such original petitions may be forwarded to the Head of the Department, District Officer or Subordinate Officer, as the case may be even if Government is also impleaded as a formal party.

- 2) The Administrative Department shall prepare draft statement facts in consultation with the concerned subordinates answering paragraph by paragraph all averments in the petition and forward the same to Suit Section of the Law Department within four weeks from the date of receipt of the papers by the Administrative Department.
- 3) The Suit Section of Law Department shall scrutinize the draft statement of facts with reference to the records forwarded by the Administrative Department and make such modifications as may be necessary or call for additional particulars that may be required and after finalization of the Statement of facts by the Suit Section, it shall be forwarded to the concerned Administrative Department which in turn, shall send the same to the Advocate General. All the relevant records and documents should also be send to the Advocate General along with the statement of facts. The Advocate General should not be

application wherein interim orders are sought to be passed-

- (a) to the Administrative Department in the Secretariat, in cases in which orders or actions of the Government are challenged;
- (b) to the District Officer or the Head of the Department as the case may be, in case in which any action of the District Officer the Head of the Department is challenged; and
- (c) to the subordinate officer, in cases in which his action is challenged:

Provided that in cases where no substantial question challenging Government Orders or actions or requiring Government attention is involved copies of such original petitions may be forwarded to the Head of the Department, District Officer or Subordinate Officer, as the case may be even if Government is also impleaded as a formal party.

- 2)** The Administrative Department shall prepare draft statement facts in consultation with the concerned subordinates answering paragraph by paragraph all averments in the petition and forward the same to Suit Section of the Law Department within four weeks from the date of receipt of the papers by the Administrative Department.
- 3)** The Suit Section of Law Department shall scrutinize the draft statement of facts with reference to the records forwarded by the Administrative Department and make such modifications as may be necessary or call for additional particulars that may be required and after finalization of the Statement of facts by the Suit Section,, it shall be forwarded to the concerned Administrative

requested to return the records documents until the case is over, except in exceptional circumstances.

4) The Advocate General or any other Government Law Officer acting on behalf of the Government may if necessary, require the Service of an officer of the Suit Section for finalizing the counter affidavit or statement of defence and for deciding upon the strategy of defence in important and complicated cases.

4A) The Head of the Department, District Officer or Subordinate Officer, as the case may be, to whom copies have been forwarded by the Advocate General under sub-rule (1) shall within four weeks from the date of receipt of the papers, prepare a draft statement of facts answering paragraph by paragraph all the averments in the petition and forward the same to the Advocate General. All the relevant records and documents should also be sent to the Advocate General along with the statement of facts. The Advocate General should not be requested to return the records and documents until the case is over, except in exceptional circumstances:

Provided that in cases in which Government is also impleaded as a formal party, the Head of the Department, District Officer or Subordinate Officer, as the case may be, shall forward a copy of the statement of facts simultaneously to the Government also. If, on receipt of a copy of the statement of facts the Government consider that the counter affidavit should await clearance of the Government, they shall so inform the Advocate General and the Head of the Department/ District Officer/ Subordinate Officer concerned, and also whether the Government intends to file a counter affidavit. If the Advocate General or the Government Pleader dealing with the case at the High Court feels that any aspect of the case calls for the attention of the Government,

Department which in turn, it shall send the same to the Advocate General. All the relevant records and documents should also be send to the Advocate General along with the statement of facts. along with the statement of facts. The Advocate General should not be requested to return the records documents until the case is over, except in exceptional circumstances.

4) The Advocate General or any other Government Law Officer acting on behalf of the Government may if necessary, require the Service of an officer of the Suit Section for finalizing the counter affidavit or statement of defence and for deciding upon the strategy of defence in important and complicated cases.

4A) The Head of the Department, District Officer or Subordinate Officer, as the case may be, to whom copies have been forwarded by the Advocate General under sub-rule (1) shall within four weeks from the date of receipt of the papers, prepare a draft statement of facts answering paragraph by paragraph all the averments in the petition and forward the same to the Advocate General. All the relevant records and documents should also be sent to the Advocate General along with the statement of facts. The Advocate General should not be requested to return the records and documents until the case is over, except in exceptional circumstances:

Provided that in cases in which Government is also impleaded as a formal party, the Head of the Department, District Officer or Subordinate Officer, as the case may be, shall forward a copy of the statement of facts simultaneously to the Government also. If, on receipt of a copy of the

he shall also take it up with the Government.

- 5) The counter affidavits or statement of defense prepared in the case shall be sent to the Administrative Department. Head of the Department, District Officer or Subordinate Officer, as the case may be, or being sworn to or signed.

Provided that the procedure stated above is not applicable in the case interlocutory matters on which the Liaison Officer is authorized to swear affidavits on behalf of the Government or Departmental Officers on the basis of the information available from the files in particular cases. In such cases it would be enough, if the Government or the Head of the department or the District Officer or the Subordinate Officer, as the case may be, furnished to the Liaison Officer direct necessary facts and material prepare counter affidavit and statement of defense.

- 6) Copies of Judgments, decrees and orders passed in every proceedings of a civil nature in which the Government are a party shall promptly be forwarded to the Administrative Department along with all relevant records by the Advocate General. He shall also simultaneously forward his opinion as to the desirability or otherwise of the decision being challenged in appropriate proceedings before a higher forum. The Administrative Department shall thereupon consult the Suit Section in the Law Department regarding the further action to be taken.

- 7) The Suit Section of the Law Department shall then examine matter and decide whether it is necessary to have the decision challenged and intimate the decision to the Administrative Department.

- 8) If any stage of any proceedings, instructions or assistance of an officer of the Government is deemed necessary by

statement of facts the Government consider that the counter affidavit should await clearance of the Government, they shall so inform the Advocate General and the Head of the Department/ District Officer/Subordinate Officer concerned, and also whether the Government intends to file a counter affidavit. If the Advocate General or the Government Pleader dealing with the case at the High Court feels that any aspect of the case calls for the attention of the Government, he shall also take it up with the Government.

- 5) The counter affidavits or statement of defense prepared in the case shall be sent to the Administrative Department. Head of the Department, District Officer or Subordinate Officer, as the case may be, or being sworn to or signed.

Provided that the procedure stated above is not applicable in the case interlocutory matters on which the Liaison Officer is authorized to swear affidavits on behalf of the Government or Departmental Officers on the basis of the information available from the files in particular cases. In such cases it would be enough, if the Government or the Head of the department or the District Officer or the Subordinate Officer, as the case may be, furnished to the Liaison Officer direct necessary facts and material prepare counter affidavit and statement of defense.

- 6) Copies of Judgments, decrees and orders passed in every proceedings of a civil nature in which the Government are a party shall promptly be forwarded to the Administrative Department along with all relevant records by the Advocate General. He shall also simultaneously forward his opinion as to the desirability or otherwise of the decision being challenged in appropriate proceedings

<p>the Government Law Officer in charge of the proceedings, intimation shall be given thereof to the concerned Administrative Department with copy to the Suit Section.</p> <p>9) Satisfaction of the decrees passed against, or other liabilities imposed upon, the State shall not be undertaken by the Administrative Department without consulting the Suit Section in the Law Department.</p>	<p>before a higher forum. The Administrative Department shall thereupon consult the Suit Section in the Law Department regarding the further action to be taken.</p> <p>7) The Suit Section of the Law Department shall then examine matter and decide whether it is necessary to have the decision challenged and intimate the decision to the Administrative Department.</p> <p>8) If any stage of any proceedings, instructions or assistance of an officer of the Government is deemed necessary by the Government Law Officer in charge of the proceedings, intimation shall be given thereof to the concerned Administrative Department with copy to the Suit Section.</p> <p>9) Satisfaction of the decrees passed against, or other liabilities imposed upon, the State shall not be undertaken by the Administrative Department without consulting the Suit Section in the Law Department.</p>
<p><b>Para 256. Conduct of cases in courts Subordinate to High Courts:-</b></p> <p>1) The Suit Section of the Law Department shall be consulted by the Administrative Department regarding the feasibility or otherwise of filing suits. civil appeals or other civil proceedings on behalf of Government or defending such suits, appeals, etc., against the government in courts subordinate to the High Court.</p> <p>2) The Administrative Departments shall forward to the Suit Section all relevant records while seeking advice on the feasibility or otherwise of filing suits, appeals etc., and this shall be done much ahead of the expiry of the period of limitation in every case. In the case of suit, appeal or other proceedings filed</p>	<p><b>256. Conduct of cases in courts Subordinate to High Courts:-</b></p> <p>1) The Suit Section of the Law Department shall be consulted by the Administrative Department regarding the feasibility or otherwise of filing suits. civil appeals or other civil proceedings on behalf of Government or defending such suits, appeals, etc., against the government in courts subordinate to the High Court.</p> <p>2) The Administrative Departments shall forward to the Suit Section all relevant records while seeking advice on the feasibility or otherwise of filing suits, appeals etc., and this shall be done much ahead of the expiry of the period of</p>

against Government, the records shall be accompanied by a statement of facts answering paragraph by paragraph all averments in the plaint, memorandum of appeal, or application, as the case may be.

3) If it is decided to file a suit or appeal, etc., the Administrative Department shall prepare a draft statement of facts and forward the same to the Suit Section for scrutiny along with the relevant records, and the Suit Section shall finalize the statement of facts with such modifications, as may be necessary and forward the same to the Administrative Department for being transmitted to the concerned Government Law Officer with copy to the Collector for preparing the plaint or memorandum of appeal, as the case may be. In the case of a suit, appeal or other proceedings against the Government, the statement of facts approved by the Suit Section after scrutiny will be returned to the Administrative department, which shall in turn send it, to the Government Law Officer with copy to the Collector for preparation of the written statement or memorandum of objection, as the case may be.

4) It shall not be necessary for a Government Law Officer to forward-the plaints, memoranda of appeal, written statements, memoranda of objections, etc., prepared by him to the Government again for further approval by the suit section in cases where such plaint etc were prepared by him conforming in material particulars into the statement of facts already approved by the suit Section. The Government Law Officer shall, however, forward the plaints, etc., prepared by him deviating in material particulars from the statement of facts already approved by Suit Section, to the Government for further scrutiny and approval by Suit Section. The Inspection Wing of the Law Department, shall

limitation in every case. In the case of suit, appeal or other proceedings filed against Government, the records shall be accompanied by a statement of facts answering paragraph by paragraph all averments in the plaint, memorandum of appeal, or application, as the case may be.

3) If it is decided to file a suit or appeal, etc., the Administrative Department shall prepare a draft statement of facts and forward the same to the Suit Section for scrutiny along with the relevant records, and the Suit Section shall finalize the statement of facts with such modifications, as may be necessary and forward the same to the Administrative Department for being transmitted to the concerned Government Law Officer with copy to the Collector for preparing the plaint or memorandum of appeal, as the case may be. In the case of a suit, appeal or other proceedings against the Government, the statement of facts approved by the Suit Section after scrutiny will be returned to the Administrative department, which shall in turn send it, to the Government Law Officer with copy to the Collector for preparation of the written statement or memorandum of objection, as the case may be.

4) It shall not be necessary for a Government Law Officer to forward-the plaints, memoranda of appeal, written statements, memoranda of objections, etc., prepared by him to the Government again for further approval by the suit section in cases where such plaint etc were prepared by him conforming in material particulars into the statement of facts already approved by the suit

during their inspection of the offices of Government Law Officers, particularly verify whether all complaints, etc., prepared by the Government Law Officers deviating in material particulars from the statement of facts approved by the Suit Section have been sent by them again to the Government for further scrutiny and approval by the Suit Section.

- 5) Statutory notices like those under section 80 of the C.P.C. received on behalf of Government shall be forwarded by the concerned authorities to the Suit Section of Law Department within a period of six weeks of the receipt of the same with the draft reply and relevant records and the Suit Section shall return the draft reply, after scrutiny, to the concerned Department within a week of its receipt in that section.

Section. The Government Law Officer shall, however, forward the complaints, etc., prepared by him deviating in material particulars from the statement of facts already approved by Suit Section, to the Government for further scrutiny and approval by Suit Section. The Inspection Wing of the Law Department, shall during their inspection of the offices of Government Law Officers, particularly verify whether all complaints, etc., prepared by the Government Law Officers deviating in material particulars from the statement of facts approved by the Suit Section have been sent by them again to the Government for further scrutiny and approval by the Suit Section.

***(4 A) Deputy Secretary(Law) designated as District Law Officer shall head the Suits Cell of the District Collectorates of Thiruvananthapuram, Kollam, Alappuzha, Idukky, Ernakulam, Palakkad, Kozhikode and Kasargodu. It shall be the duty of the District Law Officer to monitor the conduct of all court cases in which Government or District Authority is a party and to give legal advise on all matters referred to him by the District Collector.***

- 5) Statutory notices like those under section 80 of the C.P.C. received on behalf of Government shall be forwarded by the concerned authorities to the Suit Section of Law Department within a period of six weeks of the receipt of the same with the draft reply and relevant records and the Suit Section shall return the draft reply, after scrutiny, to the concerned Department within a week of its receipt in that section.

- 6) ***The timely filing of Counter Affidavit,***



	<p><b>Written Statement etc. in Courts on behalf of the Government departments shall be monitored by the Law (Monitoring Cell) Department during their inspection of offices.</b></p>
<p><b>Para 257. Conduct of State cases in other States or Union Territories:-</b></p> <p>1) Whenever any case in which the Government are a party has to be conducted on behalf of the State in a State specified below, the Collector of the concerned district in the concerned State may be requested to instruct the concerned Government Law Officer of that State in the concerned court centre to conduct that case on behalf of that State. If due to any reason it does not become possible for the concerned Government Law Officer in such court centre to undertake such work on behalf of this State in any particular case, suitable lawyers will be engaged by the District Collector in the concerned other State through the Government Law Officer in the concerned court centre on payment of such rates of fees as would be payable in the case were to be conducted by the Government Law Officer of the concerned Court Centre.</p> <p>Names of States/Union Territories:-</p> <ol style="list-style-type: none"> <li>1) Andra Pradesh</li> <li>2) Pondicherry</li> <li>3) Mizoram</li> <li>4) Tripura</li> <li>5) Haryana</li> <li>6) Andaman and Nicobar Administration</li> <li>7) Dadra and Nagar Haveli</li> <li>8) Manipur</li> <li>9) Assam</li> <li>10) Bihar</li> <li>11) Tamil Nadu.</li> </ol> <p>2) As regards cases in any court in the States of Meghalaya, Gujarat or Karnataka, the concerned Collector of the concerned State</p>	<p><b>257. Conduct of State cases in other States or Union Territories:-</b></p> <p>1. Whenever any case in which the Government are a party has to be conducted on behalf of the State in a State specified below, the <b>Collector concerned of the state</b> in the <b>State concerned</b> may be requested to instruct the concerned Government Law Officer of that State in the concerned court centre to conduct that case on behalf of that State. If due to any reason it does not become possible for the concerned Government Law Officer in such court centre to undertake such work on behalf of this State in any particular case, suitable lawyers will be engaged by the District Collector in the concerned other State through the Government Law Officer in the concerned court centre on payment of such rates of fees as would be payable in the case were to be conducted by the Government Law Officer of the concerned Court Centre.</p> <p>Names of States/Union Territories:-</p> <ol style="list-style-type: none"> <li>1) Andra Pradesh</li> <li>2) Pondicherry</li> <li>3) Mizoram</li> <li>4) Tripura</li> <li>5) Haryana</li> <li>6) Andaman and Nicobar Administration</li> <li>7) Dadra and Nagar Haveli</li> <li>8) Manipur</li> <li>9) Assam</li> <li>10) Bihar</li> </ol>

<p>may be requested instruct the concerned Government Law Officer of that State in the concerned Court Centre to conduct the case on behalf of this State. In case no Government Law Officer in the concerned Court Centre is able to undertake the conduct of the case, suitable alternative arrangements may be made by the Government or the District Collector, as the case may be, by engaging lawyer in the concerned Court Centre otherwise.</p> <p>3) In the case of remaining States, the Law Secretary of the concerned State may be requested to arrange with the Government Pleaders attached to the concerned court to conduct the case on behalf of this State.</p>	<p>11)Tamil Nadu.</p> <p>2. As regards cases in any court in the States of Meghalaya, Gujarat or Karnataka, the concerned Collector of the concerned State may be requested instruct the concerned Government Law Officer of that State in the concerned Court Centre to conduct the case on behalf of this State. In case no Government Law Officer in the concerned Court Centre is able to undertake the conduct of the case, suitable alternative arrangements may be made by the Government or the District Collector, as the case may be, by engaging lawyer in the concerned Court Centre otherwise.</p> <p>3. In the case of remaining States, the Law Secretary of the <b>State concerned</b> may be requested to arrange with the Government Pleaders attached to the concerned court to conduct the case on behalf of this State.</p>
<p><b>Para 258. Conduct of cases on behalf of other States:-</b> Whenever any request for conducting any case in any court in Kerala on behalf of any other State referred to in Para 257 is received, the Government or the Collector, as the case may be, shall make such reciprocal arrangements for conducting such case, as will corresponding the arrangements that such State will, make in relation to cases of the State Courts in such State.</p>	<p><b>258. Conduct of cases on behalf of other States:-</b> Whenever any request for conducting any case in any court in Kerala on behalf of any other State referred to in Para 257 is received, the Government or the Collector, as the case may be, shall make such reciprocal arrangements for conducting such case, as will corresponding the arrangements that such State will, make in relation to cases of the State Courts in such State</p>
<p><b>Para 259. Conduct of cases on behalf of Central Government:-</b> The Government of India, Ministry of Law Department of Legal Affairs have by Notification No. SR. 1412 dated 25-12-1960 authorized the District Government Pleader of every district to appear on behalf of the Central Government in any suit by or against them or against a Public Officer, in the service of that Government in any court subordinate to the high Court in such District. The Government or the District Collector may, therefore direct the concerned District Government Pleader to appear in any such case on behalf of the Government of India or an officer of that Government. As regards any such case in the</p>	<p><b>259. Conduct of cases on behalf of Central Government:-</b> The Government of India, Ministry of Law Department of Legal Affairs have by Notification No. SR. 1412 dated 25-12-1960 authorized the District Government Pleader of every district to appear on behalf of the Central Government in any suit by or against them or against a Public Officer, in the service of that Government in any court subordinate to the high Court in such District. The Government or the District Collector may, therefore direct the concerned District Government Pleader to appear in any such case on behalf of the Government of India or an officer of that Government. As regards any such case in the</p>

<p>High Court, the Government may direct the Advocate General to himself appear in that case or to engage any Government Law Officer in the High Court.</p>	<p>High Court, the Government may direct the Advocate General to himself appear in that case or to engage any Government Law Officer in the High Court.</p>
<p><b>Para 260. Matters to be taken care of by the Administrative Department:-</b></p> <ol style="list-style-type: none"> <li>1) The Head of the Department to which a suit related shall see that the Government Law Officer is thoroughly acquainted with the facts of the case and with the evidence to be adduced on behalf of Government and that the necessary evidence, whether oral or documentary, is ready by the proper time.</li> <li>2) The documents and information required by a Government Law Officer in connection with the conduct of cases should be forwarded to him promptly.</li> <li>3) The Departments concerned, should be meticulously careful in the preparation of counter affidavits statements of facts and similar other papers to be filed in court and there should not be any delay in the preparation of these documents.</li> <li>4) The heads of the departments, who require the advice of the Advocate General shall address the Government in the Administrative Department concerned and the Government shall decide whether the advice of the Advocate General should be sought or not.</li> <li>5) The Government Officers in the Various Departments who may make request to Liaison Officer for vacating stay orders or injunction orders issued by the High Court in writ petitions, shall furnish him with copy of the writ petitions and interlocutory applications and also the necessary facts to disclose prima facie the falsity of the allegations in the writ petitions and the irreparable loss or injury caused to Government exchequer by the orders issued by the High Court. The Officers shall directly correspond with the Liaison Officer, Advocate General's Office, in this regard.</li> </ol>	<p><b>260. Matters to be taken care of by the Administrative Department:-</b></p> <ol style="list-style-type: none"> <li>1) The Head of the Department to which a suit related shall see that the Government Law Officer is thoroughly acquainted with the facts of the case and with the evidence to be adduced on behalf of Government and that the necessary evidence, whether oral or documentary, is ready by the proper time.</li> <li>2) The documents and information required by a Government Law Officer in connection with the conduct of cases should be forwarded to him promptly.</li> <li>3) The Departments concerned, should be meticulously careful in the preparation of counter affidavits statements of facts and similar other papers to be filed in court and there should not be any delay in the preparation of these documents.</li> <li>4) The heads of the departments, who require the advice of the Advocate General shall address the Government in the Administrative Department concerned and the Government shall decide whether the advice of the Advocate General should be sought or not.</li> <li>5) The Government Officers in the Various Departments who may make request to Liaison Officer for vacating <b>stay orders or</b> injunction orders issued by the High Court in writ petitions, shall furnish him with copy of the writ petitions and interlocutory applications and also the necessary facts to disclose prima facie the falsity of the allegations in the writ</li> </ol>

- 6) All matters relating to suits, appeals and other proceedings are to be treated by the Collectors. Head of Departments and all officers as urgent at all stages.
- 7) All Departmental Officers shall see that necessary instructions along with certified copies of judgments for filling appeals against adverse judgments in writ petitions reach the advocate General within ten days before the date of expiry of the period of limitation for filing such appeal.
- 8) The land acquisition officers shall send a copy to the reference made to the court to the Government Law Officer concerned along with a copy of the award including the Note to the Award, etc., and evidence in support of the amount of compensation, simultaneously with the making of the reference so as to enable the Government Law Officer to readily find out the basis on which the compensation has been arrived at well in time.
- 9) The directions given by the High Court while disposing of writ petitions should be complied with by the Heads of Departments and other officers within the stipulated time and in cases, where it is found not possible to do so due to any reason the matter should be taken up with the Advocate General. The concerned officers should instead of sending letters personally go over to the office of the Advocate General to prepare affidavits, detailing the circumstances under which directions of the court should not be complied with within the stipulated time so that the High Court can be moved for further extension of time before the time already granted expires.
- 10) Affidavits for extension of time should be filed as far as possible, at least a week before the time already granted expires. It will not be sufficient to send a Teleprinter message to advocate General and then to

petitions and the irreparable loss or injury caused to Government exchequer by the orders issued by the High Court. The Officers shall directly correspond with the Liaison Officer, Advocate General's Office, in this regard.

- 6) All matters relating to suits, appeals and other proceedings are to be treated by the Collectors. **Head of Departments and all officers shall furnish necessary information to the District Collector and the matter will be treated as urgent at all stages.**
- 7) All Departmental Officers shall see that necessary instructions along with certified copies of judgments for filling appeals against adverse judgments in writ petitions reach the advocate General **not later than ten days before** the date of expiry of the period of limitation for filing such appeal.
- 8) The land acquisition officers shall send a copy to the reference made to the court to the Government Law Officer concerned along with a copy of the award including the Note to the Award, etc., and evidence in support of the amount of compensation, simultaneously with the making of the reference so as to enable the Government Law Officer to readily find out the basis on which the compensation has been arrived at well in time.
- 9) The directions given by the High Court while disposing of writ petitions should be complied with by the Heads of Departments and other officers within the stipulated time and in cases, where it is found not possible to do so due to any reason the matter should be taken up with the Advocate General. The

step over the matter. It has to be arranged personally.

- 11) If there is a difference of opinion between the concerned Government Law Officer and the collector as to the manner of conducting a case in any court subordinate to the High Court, a reference shall forthwith be made to Government in order to obtain the instructions of Government as to the manner in which the case is to be conducted.
- 12) If the Officers have any doubt in implementing orders or directions of high Court they shall seek clarifications from the concerned Administrative Department in the Secretariat and it would be for the Administrative Department to seek the advice of the Law Department or the Advocate General, as may be deemed necessary.
- 13) The District Collectors and other Officers concerned with the deposit of the amounts/cheques in Court for satisfying decrees or orders of Court shall simultaneously inform the concerned Government Law Officer the fact of such deposit.
- 14) The District Collectors and the Departments sending amounts to Government Law Officers or directly making payments into courts in satisfaction of decrees and orders of courts shall ensure that proper receipts/certificates as required in rule 83(4) of the Kerala Government Law Officers (appointment and conditions of service) and conduct of cases Rules 1978 are obtained from courts through the Government Law Officers.
- 15) As soon as the certified copy of the judgment and letter from the Advocate General indicating the date of expiry of the period of limitation are received in the Department, it should examine the matter and decide whether appeal should be filed or not.

concerned officers should instead of sending letters personally go over to the office of the Advocate General to prepare affidavits, detailing the circumstances under which directions of the court should not be complied with within the stipulated time so that the High Court can be moved for further extension of time before the time already granted expires.

- 10) Affidavits for extension of time should be filed as far as possible, at least a week before the time already granted expires. It will not be sufficient to send a message to advocate General and then to step over the matter. It has to be arranged personally.
- 11) If there is a difference of opinion between the concerned Government Law Officer and the collector as to the manner of conducting a case in any court subordinate to the High Court, a reference shall forthwith be made to Government in order to obtain the instructions of Government as to the manner in which the case is to be conducted.
- 12) If the Officers have any doubt in implementing orders or directions of high Court they shall seek clarifications from the concerned Administrative Department in the Secretariat and it would be for the Administrative Department to seek the advice of the Law Department or the Advocate General, as may be deemed necessary.
- 13) The District Collectors and other Officers concerned with the deposit of the amounts/cheques in Court for satisfying decrees or orders of Court shall simultaneously inform the concerned

<p>16) Head of departments and officers shall ensure that notice of deposit of amounts is given to the parties by the concerned Government Law Officers and bring to the notice of the Inspection Wing in the Law Department, failure, if any, on the part of the Government Law Officers in this respect.</p>	<p>Government Law Officer the fact of such deposit.</p> <p>14) The District Collectors and the Departments sending amounts to Government Law Officers or directly making payments into courts in satisfaction of decrees and orders of courts shall ensure that proper receipts/certificates as required in rule 83(4) of the Kerala Government Law Officers (appointment and conditions of service) and conduct of cases Rules 1978 are obtained from courts through the Government Law Officers.</p> <p>15) As soon as the certified copy of the judgment and letter from the Advocate General indicating the date of expiry of the period of limitation are received in the Department, it should examine the matter and decide whether appeal should be filed or not.</p> <p>16) Head of departments and officers shall ensure that notice of deposit of amounts is given to the parties by the concerned Government Law Officers and bring to the notice of the Inspection Wing in the Law Department, failure, if any, on the part of the Government Law Officers in this respect.</p>
<p><b>CHAPTER XVIII</b></p>	<p><b>CHAPTER XVIII</b></p>
<p><b>CONFIDENTIAL PAPERS</b></p>	<p><b>CONFIDENTIAL PAPERS</b></p>
<p><b>Para 261. All papers are confidential to outsiders and public:-</b> Every communication received in the office and registers and papers, notes correspondence and disposals showing the steps taken in connection therewith are confidential so far as the public including the non-Secretariat</p>	<p><b>261. All papers are confidential to outsiders and public:-Subject to the provision of RIT Act,</b> Every communication received in the office and registers and papers, notes correspondence and disposals showing the steps taken in connection therewith are confidential so far as the public</p>

<p>Government Employees are concerned, unless communication is authorized by Government. Notes or correspondence started in the office as arising papers are no exception to this principle.</p>	<p>including the non-Secretariat Government Employees are concerned, unless communication is authorized by Government. Notes or correspondence started in the office as arising papers are no exception to this principle.</p>
<p><b>Apra 262. Confidential papers-Classification:-</b> There are some paper which are seen by or shown to only a limited number of officers in the department itself and they are called 'Confidential papers'. They consist of two classes:- 1) those which being secret or strictly confidential are not ordinarily sent to the office but are kept in the custody of the higher authorities in the Secretariat, and 2) those that are sent to the office and may have to kept confidential for a limited or unlimited period. The custody of such papers is generally vested in Section Officers who will keep a register in which they are listed. Whenever there is a change of Section Officers, the papers will be handed over to the successor along with the list.</p>	<p><b>262. Confidential papers-Classification:-</b>There are some paper which are seen by or shown to only a limited number of officers in the department itself and they are called 'Confidential papers'. They consist of two classes:- 1) those which being secret or strictly confidential are not ordinarily sent to the office but are kept in the custody of the higher authorities in the Secretariat, and 2) those that are sent to the office and may have to kept confidential for a limited or unlimited period. The custody of such papers is generally vested in Section Officers who will keep a register in which they are listed. Whenever there is a change of Section Officers, the papers will be handed over to the successor along with the list.</p>
<p><b>Para 263. Issue of confidential Records:-</b> Confidential Records shall be supplied within the department on requisition signed by the Section Officer requesting the record. Requisitions from other departments should be signed by a higher officer of the department making the requisition. All requisitions should state invariably the purpose for which the record is required.</p>	<p><b>263. Issue of confidential Records:-</b>Confidential Records shall be supplied within the department on requisition signed by the Section Officer requesting the record. Requisitions from other departments should be signed by a higher officer of the department making the requisition. All requisitions should state invariably the purpose for which the record is required.</p>
<p><b>Para 264. Treatment of secret or strictly confidential papers in office :-</b>Secret or strictly confidential papers belonging to clause (1) of the preceding paragraph, if at all they come into the office otherwise than as tappal are received in sealed covers from the officers or the Ministers or from circulation, for dispatch and occasionally for safe custody. When they are received, the Section Officer concerned personally takes the necessary steps to carry out any instructions indicated on the covers or if there are none takes the covers to the Deputy Secretary or Under Secretary concerned. If in a case a secret or strictly confidential cover forms an enclosure to a</p>	<p><b>264. Treatment of secret or strictly confidential papers in office :-</b> Secret or strictly confidential papers belonging to clause (1) of the preceding paragraph, if at all they come into the office otherwise than as tappal are received in sealed covers from the officers or the Ministers or from circulation, for dispatch and occasionally for safe custody. When they are received, the Section Officer concerned personally takes the necessary steps to carry out any instructions indicated on the covers or if there are none takes the covers to the Deputy Secretary or Under Secretary concerned. If in a case a secret or strictly confidential cover forms an enclosure to a paper</p>

<p>paper in the current file, or such a cover is put up by the Deputy Secretary or the Under Secretary or the Secretary, the Section Officer will submit the case to officers or send it in circulation only in a locked confidential box. The Section Officer will be responsible for the safe custody of the sealed cover.</p>	<p>in the current file, or such a cover is put up by the Deputy Secretary or the Under Secretary or the Secretary, the Section Officer will submit the case to officers or send it in circulation only in a locked confidential box. The Section Officer will be responsible for the safe custody of the sealed cover.</p>
<p><b>Para 265. Treatment of papers relating to appointments and postings:-</b>All correspondence dealing with appointments and postings is treated as confidential and kept as far as possible in the hands of the higher authorities in the Secretariat.</p>	<p><b>265. Treatment of papers relating to appointments and postings:-</b>All correspondence dealing with appointments and postings is treated as confidential and kept as far as possible in the hands of the higher authorities in the Secretariat.</p>
<p><b>Para 266. Treatment of Agenda for meetings of the Council of Ministers and of notes and decisions on subjects discussed:</b> - Agenda for the meeting of the Council of Ministers, notes for the Council of Ministers on subjects for discussion at meeting and decision of the Council shall be treated as confidential. Copies should therefore be circulated only in Confidential boxes or in sealed confidential covers.</p>	<p><b>266. Treatment of Agenda for meetings of the Council of Ministers and of notes and decisions on subjects discussed:</b> - Agenda for the meeting of the Council of Ministers, notes for the Council of Ministers on subjects for discussion at meeting and decision of the Council shall be treated as confidential.</p>
<p><b>Para 267. Treatment of punishment and appeal cases:-</b> When the case of an officer is put up to Government for punishment or a previous punishment comes up in appeal, the case should invariably be treated as confidential.</p>	<p><b>267. Treatment of punishment and appeal cases:-</b> When the case of an officer is put up to Government for punishment or a previous punishment comes up in appeal, the case should invariably be treated as confidential.</p>
<p><b>Para 268. Treatment of ordinary confidential papers:-</b>The following special instruction should be followed in dealing with confidential papers. When a confidential paper is received in tappal by the Deputy Secretary or the Under Secretary, the Section Officer takes charge of it and enters it in the Personal Register, the abstract being indicated only by a catch word as not to reveal anything which is confidential. The papers shall be dealt with as far as possible only by the Section Officer. When submitting the file to officers, the section officers shall send them in a confidential box or in a sealed confidential cover. If the case is marked for circulation, it should be sent in a confidential box, the subject matter not being indicated on any slip of paper outside the box. When dispatching confidential papers, they should be enclosed in sealed covers.</p>	<p><b>268. Treatment of ordinary confidential papers:-</b>The following special instruction should be followed in dealing with confidential papers. When a confidential paper is received in tappal by the Deputy Secretary or the Under Secretary, the Section Officer takes charge of it and enters it in the Personal Register, the abstract being indicated only by a catch word as not to reveal anything which is confidential. The papers shall be dealt with as far as possible only by the Section Officer. When submitting the file to officers, the section officers shall send them in a confidential box or in a sealed confidential cover. If the case is marked for circulation, it should be sent in a confidential box, the subject matter not being indicated on any slip of paper outside the box. When dispatching confidential papers, they should be enclosed in sealed covers.</p>



CHAPTER XIX	CHAPTER XIX
<b>HOUSE KEEPING AND ACCOUNTS BRANCH</b>	<b>HOUSE KEEPING AND ACCOUNTS BRANCH</b>
<p><b>Para 269. House keeping Branch:-</b> The House keeping Branch of Secretariat attends to house keeping of the Secretariat. The main activities of this Branch are detailed below:-</p> <ol style="list-style-type: none"> <li>1) Providing accommodation to Ministers, Officers and Secretariat Departments.</li> <li>2) Providing telephones to Ministers, the staff and the Secretariat Officers.</li> <li>3) Maintenance and repair of Electrical Fittings.</li> <li>4) Maintenance and repair of Water Pipes and Sanitary Fittings.</li> <li>5) Maintenance of Intercom and Public Address System.</li> <li>6) Secretariat PABX and Teleprinter Service.</li> <li>7) Lifts, Car Parks and Cycle stands.</li> <li>8) Cleaning and Sanitary Work.</li> <li>9) Secretariat Central Agency ( Night Duty)</li> <li>10) Secretariat Garden.</li> <li>11) Laundry.</li> <li>12) All matters relating to Welfare measures for the Secretariat staff.</li> <li>13) Purchase and supply of furniture and other items of stores( other than stationery articles) required to cater to the needs of the Offices of Ministers and Secretariat Officers and the Departments/Sections of the Administrative Secretariat.</li> <li>14) Secretariat Buildings-Repairs and petty constructions.</li> <li>15) Secretariat Canteen and Secretariat Dispensary.</li> <li>16) Providing of Name Boards.</li> <li>17) Fire prevention, measures in the Secretariat Buildings.</li> <li>18) Secretariat Staff Council.</li> <li>19) Disposal of unserviceable articles and waste paper.</li> <li>20) Maintenance and repair of furniture.</li> </ol>	<p><b>269. Housekeeping Branch:-</b> The House keeping Branch of Secretariat attends to housekeeping of the Secretariat. The main activities of this Branch are detailed below:-</p> <ol style="list-style-type: none"> <li>1) Providing accommodation to Ministers, Officers and Secretariat Departments.</li> <li>2) Providing telephones to Ministers, the staff and the Secretariat Officers.</li> <li>3) Maintenance and repair of Electrical Fittings.</li> <li>4) Maintenance and repair of Water Pipes and Sanitary Fittings.</li> <li>5) Maintenance of Intercom and Public Address System.</li> <li>6) Secretariat PABX and IBMS Service.</li> <li>7) Lifts, Car Parks and Cycle stands.</li> <li>8) Cleaning and Sanitary Work.</li> <li>9) Secretariat Central Agency ( Night Duty)</li> <li>10) Secretariat Garden.</li> <li>11) Laundry.</li> <li>12) All matters relating to Welfare measures for the Secretariat staff.</li> <li>13) Purchase and supply of furniture and other items of stores ( other than stationery articles) required to cater to the needs of the Offices of Ministers and Secretariat Officers and the Departments/Sections of the Administrative Secretariat.</li> <li>14) Secretariat Buildings-Repairs and petty constructions.</li> <li>15) Secretariat Canteen and Secretariat Dispensary.</li> <li>16) Providing of Name Boards.</li> <li>17) Fire prevention, measures in the Secretariat Buildings.</li> <li>18) Secretariat Staff Council.</li> <li>19) Disposal of unserviceable articles and waste paper.</li> <li>20) Maintenance and repair of furniture.</li> </ol> <p><b>21) Secretariat Railway ticket Reservation</b></p>

	<b>Counter</b> <b>22) Biogas plant</b>
<b>Para 270. Accounts Branch:</b> - The Accounts Branch is working as a part of the General Administration Department. Secretary, General Administration Department is the Chief Controlling Officer in respect of all account matters in the Secretariat.	<b>270. Accounts Branch:</b> - The Accounts Branch is working as a part of the General Administration Department. Secretary, General Administration Department is the Chief Controlling Officer in respect of all account matters in the Secretariat.
<b>Para 271. Drawing and disbursing officer:-</b> The Under Secretaries of General Administration (Accounts) Department are the drawing officers in respect of amounts drawn towards pay, allowances and the contingent expenditure of the Secretariat. The bills are presented under their hand and seal and the registers are initialed by them.	<b>271. Drawing and disbursing officer:-</b> The Under Secretaries of General Administration (Accounts) Department are the drawing officers in respect of amounts drawn towards pay, allowances and the contingent expenditure of the Secretariat. The bills are presented through <b>SPARK</b> and the registers are initialed by them.
<b>Para 272. Preparation of establishment bills:-</b> The Accounts Section prepared the pay and travelling allowance bills of the non-gazetted officers of the secretariat including the staff of the Ministers. The salary bills of the Ministers and their Private Secretaries are prepared in the office of the Ministers and presented directly for encashment. The salaries of Gazetted Officers are drawn on separate bills by the officers themselves.	<b>272. Preparation of establishment bills:-</b> Accounts Section prepared the pay and travelling allowance bills of the non-gazetted officers of the secretariat including the staff of the Ministers. The salary bills of the Ministers and their Private Secretaries are prepared in the office of the Ministers and presented directly for encashment. The salaries of Gazetted Officers are drawn on separate bills by the officers themselves.
<b>Para 273. Disbursement of Pay:-</b> The pay of staff drawn by the Accounts Section is disbursed through the cash branch of the Secretariat. The pay of non-gazetted staff of the Ministers is distributed through the Private Secretaries to the Ministers.	<b>273. Disbursement of Pay:-</b> The pay of staff drawn by the Accounts Section is disbursed through the cash branch of the Secretariat. The pay of non-gazetted staff of the Ministers is distributed through the Private Secretaries to the Ministers.
<b>Para 274. Drawal and disbursement of allowances and advances:-</b> The Accounts section is responsible for the drawal and disbursement of all allowances to non-gazetted officers of the Secretariat.	<b>274. Drawal and disbursement of allowances and advances:-</b> The Accounts section is responsible for the drawal and disbursement of all allowances to non-gazetted officers of the Secretariat.
<b>Para 275. Contingent expenditure:</b> - A Permanent advance is maintained by the Accounts Branch and contingent expenses are met from this fund. It is recouped by drawal of contingency bills. Purchase of books and periodicals and service stamps is done through the Accounts Branch. Other office expenses are also made through this branch.	<b>275. Contingent expenditure:</b> - A Permanent advance is maintained by the Accounts Branch and contingent expenses are met from this fund. It is recouped by drawal of contingency bills. Purchase of books and periodicals and service stamps is done through the Accounts Branch. Other office expenses are also made through this branch.

<p><b>Para 276. Maintenance of Service Books and Life Insurance Premium Receipts Books:</b> - It is the duty of the Account Section to maintain the service books and the life insurance premium receipt books of all the non-gazetted officers of the Secretariat. Appropriate entries should be made in the service books and got attested by the Under secretary in charge of accounts and the officer concerned whenever necessary.</p> <p>In addition, the Accounts Branch keeps all the subsidiary registers like PF Register relating to House Building Advance, Conveyance Advances, Family Benefit Scheme etc., in respect of all staff whose salary is drawn and disbursed by the Accounts Branch.</p>	<p><b>276. Maintenance of Service Books and Life Insurance Premium Receipts Books:</b> - It is the duty of the Account Section to maintain the service books and the life insurance premium receipt books of all the non-gazetted officers of the Secretariat. Appropriate entries should be made in the service books and got attested by the Under secretary in charge of accounts and the officer concerned whenever necessary.</p> <p>In addition, the Accounts Branch keeps all the subsidiary registers like PF Register relating to House Building Advance, Conveyance Advances, Family Benefit Scheme etc., in respect of all staff whose salary is drawn and disbursed by the Accounts Branch.</p>
<p><b>Para 277. Pension Papers:</b> - The Accounts section has to prepare and forward all the pension papers relating to non-gazetted staff whose salaries are drawn and disbursed by them. In respect of gazetted officers also the payments like amounts retained under the Family Benefit Scheme etc., are authorized by the Accounts Branch.</p>	<p><b>277. Pension Papers:</b> - The Accounts section has to prepare and forward all the pension papers relating to non-gazetted staff whose salaries are drawn and disbursed by them. In respect of gazetted officers also the payments like amounts retained under the Family Benefit Scheme etc., are authorized by the Accounts Branch.</p>
<p><b>Para 278. Preservation of bills and acquaintance rolls:</b>-The bills are valuables received in the Secretariat as enclosures to communications are years as laid down in the Account Code. The Account Section should also maintain all the registers and returns prescribed by the Audit and Account Codes and according to the instructions issued by the Finance Department and the Accountant General from time to time.</p>	<p><b>278. Preservation of bills and acquaintance rolls:</b>-The bills are valuables received in the Secretariat as enclosures to communications are <b>to be kept</b> as laid down in the Account Code. The Account Section should also maintain all the registers and returns prescribed by the Audit and Account Codes and according to the instructions issued by the Finance Department and the Accountant General from time to time.</p>
<p><b>Para 279. Safe custody of valuable:</b>-All moneys, cheques and other valuables received in the Secretariat as enclosures to communications are forwarded to the cashier of the Account Section for safe custody pending disposal of such papers. The Cashier should acknowledge the receipt of these valuables and bring all such receipt into the register kept for the purpose. When there are returned, acknowledgement should be obtained from the Section Officers of the respective sections.</p>	<p><b>279. Safe custody of valuable:</b>-All moneys, cheques and other valuables received in the Secretariat as enclosures to communications are forwarded to the cashier of the Account Section for safe custody pending disposal of such papers. The Cashier should acknowledge the receipt of these valuables and bring all such receipt into the register kept for the purpose. When <b>they</b> are returned, acknowledgement should be obtained from the Section Officers of the respective sections.</p>
<p><b>Para 280. Other duties:</b> - The Accounts section shall prepare the Budget estimate relating to the Head of accounts operated by them and the</p>	<p><b>280. Other duties:</b>- The Accounts section shall prepare the Budget estimate relating to the Head of accounts operated by them and the</p>

expenditure under these heads shall be watched and reconciled from time to time.	expenditure under these heads shall be watched and reconciled from time to time.
<b>CHAPTER XX</b>	<b>CHAPTER XX</b>
<b>SECRETARIAT RECORDS</b>	<b>SECRETARIAT RECORDS</b>
<p><b>Para 281. Records Branch:</b> - The Secretariat Records functions as a part of the General Administration Department. It is the repository of all records generated in the transaction of official business. Records Section's main duties are (1) receipt and arrangement of records, (2) proper custody of the records, (3) issue of records requisitioned by the Secretariat Departments, (4) issue of copies as per the rules relating to the same and (5) destruction of unwanted records.</p>	<p><b>281. Records Branch:</b> - The Secretariat Records functions as a part of the General Administration Department. It is the repository of all records generated in the transaction of official business. Records Section's main duties are (1) receipt and arrangement of records, <b>(2) Digitalization of records</b> (3) proper custody of the records, (4) issue of records requisitioned by the Secretariat Departments, (5) issue of copies as per the rules relating to the same and (6) destruction of unwanted records.</p>
<p><b>Para 282. Receipt of records:</b> - The Secretariat Departments forward all the disposed files and other records which have to be retained to the records branch. The office section attached to every department collects the disposals stitches them in the proper way then only transmits the records to the Secretariat Records. The disposals so received through the office section shall be acknowledged and entered in a register by the record section. After entering the receipt, the records are arranged number wise and year wise and stalked in the racks for upkeep.</p> <p>The disposals which are issued to the Secretariat Departments for references shall be returned to the records branch directly by the Assistant who requisitioned them and they shall also be replaced in the respective bundles of disposals.</p>	<p><b>282. Receipt of records:</b> - The Secretariat Departments forward all the disposed files and other records which have to be retained to the records branch. The office section attached to every department collects the disposals <b>physical as well as electronic</b> stitches them in the proper way then only transmits the records to the Secretariat Records. The disposals so received through the office section shall be acknowledged and entered in a register by the record section. After entering the receipt, the records are arranged number wise and year wise and stalked in the racks for upkeep.</p> <p><b>All documents received in the records will be routed through one channel, scanned, indexed and imported to Document Repository System. The Local users can archive, retrieve, view and access existing closed cases based on their authentication. The user friendly interface will help the users to archive and retrieve the document from the Content Manager. Access control will be provided which will ensure that authorized users can only access the closed cases.</b></p> <p>The disposals which are issued to the Secretariat Departments for references shall be returned to the records branch directly by the Assistant who requisitioned them and they shall also be replaced in the respective bundles of disposals.</p>

<p><b>Para 283. Working Hours:- (i) Working days:-</b> The working hours are from 10.15 a.m to 5.15 pm but the Record Section will be kept open till 5.45 p.m and assistants and attenders will be posted on turn from 5.15p.m to till 5.45 p.m to attend to urgent work. (ii) <b>Holidays:-</b> On Holidays other than Sundays and other closed holidays a limited staff will be on duty from 11 a.m. to 5 p.m to attend to really urgent requisitions. Departments should make their own arrangements to obtain the records from the Section. The Section will not be open on Sundays and other closed holidays.</p>	<p><b>283. Working Hours:- (i) Working days:-</b> The working hours are from 10.15 a.m to 5.15 pm but the Record Section will be kept open till 5.45 p.m and assistants and attenders will be posted on turn from 5.15p.m to till 5.45 p.m to attend to urgent work. (ii) <b>Holidays:-</b> On Holidays other than Sundays and other closed holidays a limited staff will be on duty from 11 a.m. to 5 p.m to attend to really urgent requisitions. Departments should make their own arrangements to obtain the records from the Section. The Section will not be open on Sundays and other closed holidays.</p>
<p><b>Para 284. Closing of Record Section:-</b> When Section is closed for the day, the keys of all the doors after they are locked shall be put in a cover, sealed, signed and handed over t the Security Staff in charge of keys of the Secretariat who will return in to the record Assistant who first attends office the next morning. The Assistant on turn duty shall ensure before leaving the office that all the doors and windows are properly closed and all the lights and fans are switched off.</p>	<p><b>284. Closing of Record Section:-</b> When Section is closed for the day, the keys of all the doors after they are locked shall be put in a cover, sealed, signed and handed over t the Security Staff in charge of keys of the Secretariat who will return in to the record Assistant who first attends office the next morning. The Assistant on turn duty shall ensure before leaving the office that all the doors and windows are properly closed and all the lights and fans are switched off.</p>
<p><b>Para 285. Particulars of records maintained:-</b> The under mentioned records are kept in the Section:-</p> <ol style="list-style-type: none"> <li>1) Originals of -       <ol style="list-style-type: none"> <li>a) Proceedings of Government in the ordinary series</li> <li>b) Government Order in Routine series, Demi-Officials, Endorsement Memoranda (Final disposals) Letter U.O. Note Circular and Office Order.</li> <li>c) Lodged Papers</li> </ol> </li> <li>2) Spare copies of-       <ol style="list-style-type: none"> <li>a) Proceedings of Government which have been printed.</li> <li>b) Printed communications from Government of India.</li> <li>c) Indices.</li> <li>d) Legislative Bills and their connected papers</li> </ol> </li> <li>3) Personal Registers for the last 8 years excluding those kept in concerned sections.</li> <li>4) Numbering books of G.O.s, Circulars,</li> </ol>	<p><b>285. Particulars of records maintained:-</b> The under mentioned records are kept in the Section:-</p> <ol style="list-style-type: none"> <li>1) Originals of -       <ol style="list-style-type: none"> <li>a)Proceedings of Government in the ordinary series</li> <li>b)Government Order in Routine series, Demi-Officials, Endorsement Memoranda (Final disposals) Letter U.O. Note Circular and Office Order.</li> <li>c) Lodged papers.</li> </ol> </li> <li>2) Spare copies of-       <ol style="list-style-type: none"> <li>a)Proceedings of Government which have been printed.</li> <li>b)Printed communications from Government of India.</li> <li>c)Indices.</li> <li>d)Legislative Bills and their connected papers</li> </ol> </li> <li>3)Personal Registers for the last 8 years excluding those kept in concerned sections.</li> <li>4)Numbering books of G.O.s, Circulars,</li> </ol>

<p>Office Orders for the last 10 years except those retained by the Office Section.</p> <p>Note:- (1) Records which do not come under any of the categories mentioned in this paragraph and which are liable to destruction in the Secretariat Department itself and the preservation of which is not authorized or specially directed by a Secretary to Government should not be transferred to the Record Section. (2) When proceedings of Government are printed, spare copies are placed next to their originals.</p>	<p>Office Orders for the last 10 years except those retained by the Office Section.</p> <p>Note:- (1) Records which do not come under any of the categories mentioned in this paragraph and which are liable to destruction in the Secretariat Department itself and the preservation of which is not authorized or specially directed by a Secretary to Government should not be transferred to the Record Section. (2) When proceedings of Government are printed, spare copies are placed next to their originals.<b>(3) The records in electronic form will be retained as such unless otherwise decided.</b></p>
<p><b>Para 286. Transfer of records for destruction:-</b> The Secretariat Departments shall keep the following registers for a period of 3 years and thereafter shall transfer them to the records branch.</p> <ol style="list-style-type: none"> <li>1) Call book</li> <li>2) Tappal Register</li> <li>3) File Circulation Register</li> <li>4) Attendance Register</li> <li>5) Reminder Diary</li> <li>6) Interpellation Register</li> <li>7) Fair Copy Register</li> <li>8) Local Delivery Book</li> <li>9) Stamp Accounts Register</li> </ol>	<p><b>286. Transfer of records for destruction:-</b> The Secretariat Departments shall keep the following registers for a period of 3 years and thereafter shall transfer them to the records branch.</p> <ol style="list-style-type: none"> <li>1) Call book</li> <li>2) Tappal Register</li> <li>3) File Circulation Register</li> <li>4) Attendance Register</li> <li>5) Reminder Diary</li> <li>6) Interpellation Register</li> <li>7) Fair Copy Register</li> <li>8) Local Delivery Book</li> </ol> <p>Stamp Accounts Register</p>
<p><b>Para 287. Supply of records:-</b></p> <ol style="list-style-type: none"> <li>a) Records shall be supplied only on requisitions made in the prescribed form- vide Appendix I, Form III.</li> <li>b) Requisitions for records shall be signed by Assistants or superior officers. Not more than one record shall be asked for in the same form. Section Officers and Assistants of section should, while calling for records from Record section, invariably enter in the printed requisition slips the section in which they are working so as to enable the Record Section to prepare for each section separate lists of reminders for the return of records.</li> <li>c) Requisitions for records shall be received by the record Assistant concerned. The</li> </ol>	<p><b>287. Supply of records:-</b></p> <ol style="list-style-type: none"> <li><b>(a)</b> Records shall be supplied only on requisitions made in the prescribed form- vide Appendix I, Form III.</li> <li><b>(b)</b> Requisitions for records shall be signed by Assistants or superior officers. Not more than one record shall be asked for in the same form. Section Officers and Assistants of section should, while calling for records from Record section, invariably enter in the printed requisition slips the section in which they are working so as to enable the Record Section to prepare for each section separate lists of reminders for the return of records. <b><i>In the case of digital records, access is available to authorized users</i></b></li> </ol>

Assistant shall see whether the forms of requisition are duly filled in and signed and shall return any requisition which is either incomplete or does not conform to the rules.

No requisitions should be marked 'very urgent' or special unless they are really so. Such requisitions should always be signed by the Section Officers in token of their urgency or special nature. If a requisition is marked 'Very urgent' or 'special' the time of receipt and of compliance shall also be noted in the form.

- d) The requisitions shall be attended to in the order of their urgency. As a general rule no requisition received before 4.p.m shall be kept pending till the next day without the knowledge of the Section Officer. In order to enable the Section Officer to ensure this, each record assistant shall prepare at the close of each days list of the requisition slips received during the day which could not to be attended to. This arrear list should be submitted to the Section Officer before he leaves office.
- e) Before an original paper is taken out from the Records bundle the requisition slip with the date of issue noted in it shall take its place in the bundle.
- f) In case of any original Government Order the date of issue shall be noted by the Attender in pencil at the top corner of the back of the outer sheet of the Government Order supplied. The record Assistant will note the serial number of issue against the date.
- g) All original papers and volumes issued out of the Records Section shall be entered in a register called the "Issue Register of Records" (Form IV in Appendix I). Spare copies of Government Orders furnished for purposes other than for currents and those sent in compliance with requisitions from heads of departments and officers shall also be

(c) Requisitions for records shall be received by the record Assistant concerned. The Assistant shall see whether the forms of requisition are duly filled in and signed and shall return any requisition which is either incomplete or does not conform to the rules.

No requisitions should be marked 'very urgent' or special unless they are really so. Such requisitions should always be signed by the Section Officers in token of their urgency or special nature. If a requisition is marked 'Very urgent' or 'special' the time of receipt and of compliance shall also be noted in the form.

- (d) The requisitions shall be attended to in the order of their urgency. As a general rule no requisition received before 4.p.m shall be kept pending till the next day without the knowledge of the Section Officer. In order to enable the Section Officer to ensure this, each record assistant shall prepare at the close of each days list of the requisition slips received during the day which could not to be attended to. This arrear list should be submitted to the Section Officer before he leaves office.
- (e) Before an original paper is taken out from the Records bundle the requisition slip with the date of issue noted in it shall take its place in the bundle.
- (f) In case of any original Government Order the date of issue shall be noted by the Attender in pencil at the top corner of the back of the outer sheet of the Government Order supplied. The record Assistant will note the serial number of issue against the date.
- (g) All original papers and volumes issued out of the Records Section shall be entered in a register called the "Issue Register of Records" (Form IV in Appendix I). Spare copies of Government Orders furnished for purposes other than for currents and those sent in compliance

entered in this register.

- h) The record and the issue register of records shall then be sent to the assistant or section officer concerned who will acknowledge the receipt of the record in the space provided for the purpose in the register and return the latter to the Record Section.
- i) Papers for which 'urgent' and 'special' requisitions are received shall be furnished forthwith.
- j) When a Government Order or other paper is taken from a file already pending or after its disposal and put up in another file, an intimation slip to the Record Section in the form prescribed below should be prepared by the Assistants taking the paper and it should be signed both by the Assistant/Section Officer from whose file it was removed and the Assistant/ Section Officer for whose file it is taken. The former should not part with the paper until the slip is prepared and he should be responsible for seeing that the slip is sent to the Record Section. In cases where on a requisition from another department, a Government Order or other paper is taken out from a pending file and sent to the other department, the department sending the Government Order or other paper should send a transfer slip to the Record Section and the other department should also send an intimation slip as soon as the paper is received. The record assistants should watch for the second slip and if it is not received, they should bring the matter to the notice of their Section Office who will then take steps to obtain the slip. When the intimation slip has been received the Record Section, the previous entry in the requisition slip in the record bundle and in the Record Issue Register shall be scored out and a fresh entry made.

**Form of intimation-Transfer of records from one file or department to another**

**1) Government Order or other paper : No. of**

with requisitions from heads of departments and officers shall also be entered in this register.

- (h)** The record and the issue register of records shall then be sent to the assistant or section officer concerned who will acknowledge the receipt of the record in the space provided for the purpose in the register and return the latter to the Record Section.
- (i)** Papers for which 'urgent' and 'special' requisitions are received shall be furnished forthwith.
- (j)** When a Government Order or other paper is taken from a file already pending or after its disposal and put up in another file, an intimation slip to the Record Section in the form prescribed below should be prepared by the Assistants taking the paper and it should be signed both by the Assistant/Section Officer from whose file it was removed and the Assistant/ Section Officer for whose file it is taken. The former should not part with the paper until the slip is prepared and he should be responsible for seeing that the slip is sent to the Record Section. In cases where on a requisition from another department, a Government Order or other paper is taken out from a pending file and sent to the other department, the department sending the Government Order or other paper should send a transfer slip to the Record Section and the other department should also send an intimation **slip** as soon as the paper is received. The record assistants should watch for the second slip and if it is not received, they should bring the matter to the notice of their Section Office who will then take steps to obtain the slip. When the intimation slip has been received the Record Section, the previous entry in the requisition slip in the record bundle and in the Record Issue Register shall be scored out and a fresh entry made.

**Form of intimation-Transfer of records from**



<p>Department of dated 19.....</p> <p>2) Current for which the Government Order or other paper was originally obtained: No. of Department of dated 19.....</p> <p>3) Current for which removed : No. of Department of dated 19.....</p> <p>4) Date on which removed :</p> <p>5) Signature of the Section Officer or Assistant from whose file the Government Order or other paper was taken. :</p> <p>6) Signature of Section Officer or Assistant for whose file the Government Order or other paper was taken :</p> <p>7) Remarks :</p> <p>To The Section Officer Record Section</p> <p>k) If a paper is not in the bundle, the record Assistant shall ensure that it has not been received in the Record Section before the requisition is returned. He shall also note in the form of requisition the reason for not furnishing any record. (e.g, 'taken out by AB of .....Department for C No ..... on .....')</p> <p>l) A requisition from an officer for printed copies of a Government Order which has already been communicated to him may, be complied with by the Record Section without any reference to the department concerned. In the case of papers not communicated to him the permission of the department concerned shall always be obtained.</p>	<p>one file or department to another</p> <p>1) Government Order or other paper : No. of Department of dated 20.....</p> <p>2) Current for which the Government Order or other paper was originally obtained: No. of Department of dated 20.....</p> <p>3) Current for which removed : No. of Department of dated 20.....</p> <p>4) Date on which removed :</p> <p>5) Signature of the Section Officer or Assistant from whose file the Government Order or other paper was taken. :</p> <p>6) Signature of Section Officer or Assistant for whose file the Government Order or other paper was taken :</p> <p>7) Remarks :</p> <p>To The Section Officer Record Section</p> <p>(k) If a paper is not in the bundle, the record Assistant shall ensure that it has not been received in the Record Section before the requisition is returned. He shall also note in the form of requisition the reason for not furnishing any record. (e.g, 'taken out by AB of .....Department for C No ..... on .....')</p> <p>(l) A requisition from an officer for printed copies of a Government Order which has already been communicated to him may, be complied with by the Record Section without any reference to the department concerned. In the case of papers not communicated to him the permission of the department concerned shall always be obtained.</p>
<p><b>Para 288. Deposit of fresh disposals:-</b> The records branch shall accept only those disposals which are passed for transfer to the records branch by the Section Officer or any higher officer. The disposal should conform to one of the methods</p>	<p><b>288. Deposit of fresh disposals:-</b> The records branch shall accept only those disposals which are passed for transfer to the records branch by the Section Officer or any higher officer. The disposal should conform to one of the methods</p>

<p>of closing the file and should be properly docketed and stitched. When they are very bulky it should be bound in convenient volumes and the number of columns should be mentioned on all the volumes. No loose papers of any kind or books or pamphlets etc., without the appropriate departmental disposal numbers should be sent to the Record Section.</p>	<p>of closing the file and should be properly docketed and stitched. When they are very bulky it should be bound in convenient volumes and the number of columns should be mentioned on all the volumes. No loose papers of any kind or books or pamphlets etc., without the appropriate departmental disposal numbers should be sent to the Record Section</p>
<p><b>Para 289. Tracing of missing Originals:-</b> Whenever an original paper is not found in its bundle and there is no substitute slip accounting for its absence, or when the entries in the form do not sufficiently account for its absence, the record Assistance shall immediately bring the fact to the notice of the Section Officer , Record Section who will send a note to the Section officer concerned in order that a search may be made for it and the paper returned to the records. A through search should be made in all blocks in the Record Section itself before a report is sent to the Section Officer concerned.</p> <p>The record section will be held responsible for any record found missing after its receipt in the Section. Records issued to departments should be supported by</p> <ol style="list-style-type: none"> <li>1) entry in the issue register duly acknowledged and</li> <li>2) requisition slip in the bundle.</li> </ol> <p>The departments concerned will be held responsible for any record found missing after it is issued to them and acknowledgement obtained in the issue registered.</p> <p>When a record is found missing, a report shall at once be made to the Under Secretary, and a weekly report shall be made by the Section Officer about the progress made in tracing it until it is traced.</p>	<p><b>289. Tracing of missing Originals:-</b> Whenever an original paper is not found in its bundle and there is no substitute slip accounting for its absence, or when the entries in the form do not sufficiently account for its absence, the record <b>Assistants</b> shall immediately bring the fact to the notice of the Section Officer Record Section who will send a note to the Section officer concerned in order that a search may be made for it and the paper returned to the records. A <b>thorough</b> search should be made in all blocks in the Record Section itself before a report is sent to the Section Officer concerned</p> <p>The record section will be held responsible for any record found missing after its receipt in the Section. Records issued to departments should be supported by</p> <ol style="list-style-type: none"> <li>1) entry in the issue register duly acknowledged and</li> <li>2) requisition slip in the bundle.</li> </ol> <p>The departments concerned will be held responsible for any record found missing after it is issued to them and acknowledgement obtained in the issue registered.</p> <p>When a record is found missing, a report shall at once be made to the Under Secretary, and a weekly report shall be made by the Section Officer about the progress made in tracing it until it is traced.</p>
<p><b>Para 290. Watching of return of records: -</b> The Record Assistant shall furnish to each department a list signed by the Section Officer, of all original papers furnished by the Records Section during the previous six months but not returned to the Record Section. When such reminders are received, the Section Officer of the concerned department should ensure that they are properly accounted for. The records under</p>	<p><b>290. Watching of return of records: -</b> The Record Assistant shall furnish to each department a list signed by the Section Officer, of all original papers furnished by the Records Section during the previous six months but not returned to the Record Section. When such reminders are received, the Section Officer of the concerned department should ensure that they are properly accounted for. The records under active use may</p>

<p>active use may be retained and the other disposals should be returned.</p>	<p>be retained and the other disposals should be returned.</p>
<p><b>Para 291. Retention schedule of records:-</b> The retention schedule of records should be as prescribed in G.O.(MS) 33/91/P&amp; ARD dated 04-10-1991, given as appendix-V. Wherein the periods for which files dealing with the subjects specified in Appendix III have also been prescribed.</p>	<p><b>291. Retention schedule of records:-</b> The retention schedule of records should be as prescribed in G.O.(MS) 33/91/P&amp; ARD dated 04-10-1991, given as appendix-V. Wherein the periods for which files dealing with the subjects specified in Appendix III have also been prescribed.</p>
<p><b>Para 292. Transfer of records to State Archives:-</b> The files which deal with matters specified in Appendix III shall be transferred to the Director of State Archives twice a year when they pass the period of retention mentioned in the G.O. referred to in Para 291. This process shall continue and the Director of Archives shall be at liberty to select the disposals for historic preservation and the rest of them shall be returned to the records branch. The disposals so received back shall be again scrutinized by the records branch and they shall be retained in the records branch if necessary and shall be destroyed if they are found not necessary to be preserved.</p>	<p><b>292. Transfer of records to State Archives:-</b> The files which deal with matters specified in Appendix III shall be transferred to the Director of State Archives twice a year when they pass the period of retention mentioned in the G.O. referred to in Para 291. This process shall continue and the Director of Archives shall be at liberty to select the disposals for historic preservation and the rest of them shall be returned to the records branch. The disposals so received back shall be again scrutinized by the records branch and they shall be retained in the records branch if necessary and shall be destroyed if they are found not necessary to be preserved.</p>
<p><b>Para 293. Destruction of records:-</b> At the close of every year, the disposals which have passed the period of retention mentioned in the G.O. referred to in Para 291, shall be taken out and they shall be scrutinized as laid down in Para 292. The question of destruction shall be decided at the level of officer to whom the power is delegated and the details of records destroyed shall be entered in a register which shall be permanently retained in the records branch.</p>	<p><b>293. Destruction of records:-</b> At the close of every year, the disposals which have passed the period of retention mentioned in the G.O. referred to in Para 291, shall be taken out and they shall be scrutinized as laid down in Para 292. The question of destruction shall be decided at the level of officer to whom the power is delegated and the details of records destroyed shall be entered in a register which shall be permanently retained in the records branch.</p>
<p><b>Para 294. Storing of records and preparation of record boards:-</b> The records shall be stored in congenial premises free from humidity, termites, rodents, chances of fire etc. Modern equipments for preservation of the records shall be made use of to the extent possible. In respect of invaluable records, they shall be micro-filmed and retained in safe custody. Modern techniques of preparing convenient record boards for packing of records shall be adopted as per instructions from time to time.</p>	<p><b>294. Storing of records and preparation of record boards:-</b> The records shall be stored in congenial premises free from humidity, termites, rodents, chances of fire etc. Modern equipments for preservation of the records shall be made use of to the extent possible. In respect of invaluable records, they shall be micro-filmed and retained in safe custody. Modern techniques of preparing convenient record boards for packing of records shall be adopted as per instructions from time to time.</p>

**Para 295. Rules regarding issue of copies of official documents-**

- 1) **Application for Search:** - Each application presented to Government for the grant of copies of official documents shall be stamped with court fee stamps as fixed from time to time. The search fee shall not be refunded, even if the record requisitioned is not traced.
- 2) **Grant of copies:-** Copies of G.O.s Circulars and other notifications shall be made available to the parties on payment of the fee prescribed for such issue. Copies shall be signed by the officer issuing them and the office stamp affixed and a register shall be maintained indicating the number and date of issue. The fee collected through GAD (Accounts) shall be mentioned in this register.
- 3) **Right of Government to deny copies :-** When an application is received for a copy of any official correspondence in respect of which no final decision has been taken, such request shall be summarily rejected, on other occasions also, the concerned department to which the disposal relates has a right to disallow the issue of copies. Such instructions have to be recorded in the disposal itself so as to avoid correspondence between the records branch and the department concerned when an application for copy is received.
- 4) **Right of M.Ps/M.L.As:-** Members of the Union Parliament and of the Kerala State Legislature who, during the period of office, require copies of documents for their use as Legislators will be exempt from the payment of all fees, etc., for the purpose and, if Government decide to let them have such copies, will be entitled to have them furnished on plain paper
- 5) **Delivery of Copies:-** When copy applied for is ready it shall be sent to the application by post. The applicants can also collect it in person or through

**295. Rules regarding issue of copies of official documents-**

- 1) **Application for Search:** - Each application presented to Government for the grant of copies of official documents shall be stamped with court fee stamps as fixed from time to time. The search fee shall not be refunded, even if the record requisitioned is not traced.
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- 3) **Right of Government to deny copies: -** **When an application not as per Right to Information Act is received for a copy of any official correspondence in respect of which no final decision has been taken, such request shall be summarily rejected,**
- 4) **Right of M.Ps/M.L.As:-** Members of the Union Parliament and of the Kerala State Legislature who, during the period of office, require copies of documents for their use as Legislators will be exempt from the payment of all fees, etc., for the purpose and, if Government decide to let them have such copies, will be entitled to have them furnished on plain paper
- 5) **Delivery of Copies: - Delivery of Copies:-** When copy applied for is ready it shall be sent to the applicant by post. The applicants can also collect it in person or through authorized messengers.

authorized messengers.	
<b>CHAPTER XXI</b>	<b>CHAPTER XXI</b>
<b>PRINTING AND PROOF CORRECTION</b>	<b>PRINTING AND PROOF CORRECTION</b>
<b>Printing</b>	<b>Printing</b>
<p><b>Para 296. Printing work done at the Government Press:-</b> The printing work of all the Departments of the Secretariat are done at the Government Presses. Printing maybe resorted to in the case of all communications which require wide circulation. Printing and Publication had to be made in all cases where such publication is envisaged in a statute. Great care shall be exercised in ordering the printing of proceedings and the connected notes. It should ordinarily be restricted to cases coming under the following categories:-</p> <ol style="list-style-type: none"> <li>1) Important cases.</li> <li>2) Orders, circulars and instructions establishing important precedents or containing general instructions or rulings.</li> <li>3) Papers likely to be required frequently for reference in more than one Department in the future.</li> <li>4) Orders of general application necessitating circulation to a large number of addressees and officers.</li> </ol>	<p><b>296. Printing work done at the Government Press: -</b> The printing work of all the Departments of the Secretariat are done at the Government Presses. Printing maybe resorted to in the case of all communications which require wide circulation. Printing and Publication had to be made in all cases where such publication is envisaged in a statute. Great care shall be exercised in ordering the printing of proceedings and the connected notes. It should ordinarily be restricted to cases coming under the following categories:-</p> <ol style="list-style-type: none"> <li>1) Important cases.</li> <li>2) Orders, circulars and instructions establishing important precedents or containing general instructions or rulings.</li> <li>3) Papers likely to be required frequently for reference in more than one Department in the future.</li> <li>4) Orders of general application necessitating circulation to a large number of addressees and officers.</li> </ol>
<p><b>Para 297. Printing to be authorized by a Deputy Secretary:-</b>No paper shall ordinarily be printed except under the orders of an officer of the rank of f Deputy Secretary or except in accordance with standing instructions. Fair copies of such communications shall be authenticated by officers as per the standing instructions issued from time to time.</p>	<p><b>Para 297. Printing to be authorized by a Deputy Secretary:-</b>No paper shall ordinarily be printed except under the orders of an officer of the rank of f Deputy Secretary or except in accordance with standing instructions. Fair copies of such communications shall be authenticated by officers as per the standing instructions issued from time to time.</p>
<p><b>Para 298. Number of copies to be specified:-</b> While forwarding the matter for printing, specific instructions should be given as to the number of copies required, time limit, if any, to be observed and special requirements if any to be specified like size of the printed matter, colour to</p>	<p><b>298. Number of copies to be specified:-</b> While forwarding the matter for printing, specific instructions should be given as to the number of copies required, time limit, if any, to be observed and special requirements if any to be specified like size of the printed matter, colour to be used</p>

<p>be used etc. Orders of Government should not be sent in original to the Press for Printing. They shall be typewritten copies, and not carbon copies, with impression on one side of the paper only.</p>	<p>etc. Orders of Government should not be sent in original to the Press for Printing. They shall be typewritten copies, and not carbon copies, with impression on one side of the paper only.</p>
<p><b>Para 299. Printing of a case in instalments:-</b> Except when the forwarding of matter of printing cannot be avoided in installments, as in the case of budget preparation, legislative proceedings and the like; the matter to be printed should be made available to the Press as a single consignment. It shall not be split up at the time of authorizing printing. Proofs received from the Press shall be returned at the earliest. Return of proofs may, however be done in installments without splitting up of the matter received at a time.</p>	<p><b>299. Printing of a case in instalments:-</b> Except when the forwarding of matter of printing cannot be avoided in installments, as in the case of budget preparation, legislative proceedings and the like; the matter to be printed should be made available to the Press as a single consignment. It shall not be split up at the time of authorizing printing. Proofs received from the Press shall be returned at the earliest. Return of proofs may, however be done in installments without splitting up of the matter received at a time.</p>
<p><b>Para 300. Proofs:</b> - Proofs are ordinarily corrected in the Press, and are not sent to the Secretariat unless they are specially asked for or unless the press requires information on doubtful points. Proofs of matte already in print should rarely be required. Ordinarily one copy of proof would suffice. Not more than three copies of proof should ordinarily be called for.</p>	<p><b>300. Proofs:</b> - Proofs are ordinarily corrected in the Press, and are not sent to the Secretariat unless they are specially asked for or unless the press requires information on doubtful points. Proofs of matte already in print should rarely be required. Ordinarily one copy of proof would suffice. Not more than three copies of proof should ordinarily be called for.</p>
<p><b>Para 301. Statutory Notifications and Publication of Gazette extraordinary:</b> - Care should be taken in the issue of statutory notifications. Wherever statutory time limits are prescribed for such publication, it should be clearly indicated in the communication authorizing publication. When it cannot wait till the next issue of the Gazette, clear instructions as to the publication of it as Gazette Extraordinary may be given.</p>	<p><b>301. Statutory Notifications and Publication of Gazette extraordinary:</b> - Care should be taken in the issue of statutory notifications. Wherever statutory time limits are prescribed for such publication, it should be clearly indicated in the communication authorizing publication. When it cannot wait till the next issue of the Gazette, clear instructions as to the publication of it as Gazette Extraordinary may be given.</p>
<p><b>CHAPTER XXII</b></p>	<p><b>CHAPTER XXII</b></p>
<p><b>OFFICE MANAGEMENT</b></p>	<p><b>OFFICE MANAGEMENT</b></p>
<p><b>Para 302. Control:-</b> The Secretary in charge of a Department exercise full control over the department. He is assisted by the officers working under him. Under Secretary shall be primarily responsible for maintenance of office discipline.</p>	<p><b>302. Control:-</b> The Secretary in charge of a Department exercise full control over the department. He is assisted by the officers working under him. Under Secretary shall be primarily responsible for maintenance of office discipline.</p>

<p><b>Para 303. Office Section:-</b>The Office section attends to all the general functions of the Department. Likewise while issuing the distribution of subjects, one of the sections is nominated to attend the miscellaneous papers of the department Consolidation work is also entrusted to one of the sections, while issuing the distribution of work.</p>	<p><b>303. Office Section:-</b>The Office section attends to all the general functions of the Department. Likewise while issuing the distribution of subjects, one of the sections is nominated to attend the miscellaneous papers of the department Consolidation work is also entrusted to one of the sections, while issuing the distribution of work.</p>
<p><b>Para 304. Office Papers:-</b> The papers received and attended to by the office in the course of departmental disposal of business alone will find a place in the form of disposals. They will be disposed of and docketed as instructed in the earlier chapters. Other papers of ephemeral interest will be closed and retained in the department itself and destroyed as waste paper at the close of the year. Casual leave applications, and similar papers will not to recorded and transferred to the records branch. They will be kept only for one year after the close of the year to which they relate.</p>	<p><b>304. Office Papers:-</b> The papers received and attended to by the office in the course of departmental disposal of business alone will find a place in the form of disposals. They will be disposed of and docketed as instructed in the earlier chapters. Other papers of ephemeral interest will be closed and retained in the department itself and destroyed as waste paper at the close of the year. Casual leave applications, and similar papers will not <b>be</b> recorded and transferred to the records branch. They will be kept only for one year after the close of the year to which they relate.</p>
<p><b>Para 305. Personal files:-</b> The personal files :- The personal files should be maintained by the CR Cell of General Administration Department and secret sections of the other departments as per instructions issued from time to time. The Under Secretary or Deputy Secretary in charge of these sections shall see that these files are kept up-to-date for reference.</p>	<p><b>305. Personal files:-</b> The personal files :- The personal files should be maintained by the CR Cell of General Administration Department and secret sections of the other departments as per instructions issued from time to time. The Under Secretary or Deputy Secretary in charge of these sections shall see that these files are kept up-to-date for reference.</p>
<p><b>Para 306. Stationery and forms:-</b> The Stationery and forms required by the section and officers will be obtained from the Controller of Stationery and distributed by the Office Superintendent with the help of his staff. The Secretaries concerned may order any other system of distribution also.</p>	<p><b>306. Stationery and forms:-</b> The Stationery and forms required by the section and officers will be obtained from the Controller of Stationery and distributed by the Office Superintendent with the help of his staff. The Secretaries concerned may order any other system of distribution also.</p>
<p><b>Para 307. Stationery articles supplied to Ministers:-</b> In the case of articles of stationery supplied for use in the office of Ministers, the Private Secretaries concerned should keep proper accounts and they will be held responsible for the return of these articles at the time of winding up of the offices. Cost of such articles, if not returned or accounted for properly, will be recovered from the persons to whom they were supplied.</p>	<p><b>307. Stationery articles supplied to Ministers:-</b> In the case of articles of stationery supplied for use in the office of Ministers, the Private Secretaries concerned should keep proper accounts and they will be held responsible for the return of these articles at the time of winding up of the offices. Cost of such articles, if not returned or accounted for properly, will be recovered from the persons to whom they were supplied.</p>

<p><b>Para 308. Custody of date stamps and self-registering stamps:-</b> The date stamps of officers are in the custody of their confidential Assistants and self registered current number stamp will be kept in the custody of Office Superintendent. There shall be a common seal for every department which shall be kept in the custody of Office Superintendent.</p>	<p><b>308. Custody of date stamps and self-registering stamps:-</b> The date stamps of officers are in the custody of their <b>Personal Secretary/ confidential Assistants</b> and self registered current number stamp will be kept in the custody of Office Superintendent. There shall be a common seal for every department which shall be kept in the custody of Office Superintendent.</p>
<p><b>Para 309. Books in Officers' rooms:-</b> The books and folders in the officers' rooms will be kept-up-to-date by the Confidential Assistant attached to the officer. However folders and circulars containing confidential instructions shall be in the personal custody of the officer concerned. Likewise, restricted maps and other classified documents shall be in the personal custody of the officers.</p>	<p><b>309. Books in Officers' rooms:-</b> The books and folders in the officers' rooms will be kept-up-to-date by the <b>Personal secretary/Confidential Assistant attached</b> to the officer. However folders and circulars containing confidential instructions shall be in the personal custody of the officer concerned. Likewise, restricted maps and other classified documents shall be in the personal custody of the officers.</p>
<p><b>CHAPTER XXIII</b></p>	<p><b>CHAPTER XXIII</b></p>
<p><b>PUBLICITY AND RELATION WITH PRESS</b></p>	<p><b>PUBLICITY AND RELATION WITH PRESS</b></p>
<p><b>Para 310. Organizational set up:-</b>The Public Relations Department work under a Director and he reports directly to the Secretary in charge of the General Administration Department. The Public Relations Department has got District Officers throughout the State and an information office at New Delhi.</p>	<p><b>310. Organizational set up:-</b><b>Information and Public Relations</b> Department work under a Director and he reports directly to the Secretary in charge of the Department. The Public Relations Department has got District Officers throughout the State and an information office at New Delhi.</p>
<p><b>Para 311. Functions:-</b> The functions of Public Relations Department are (1) to scrutinize newspapers and other publications and communicate items concerning Governmental activities to the Ministers and Departments of the Secretariat, (2) to issue press releases and release advertisements on behalf of Government and other departments of Government, (3) to organise publicity measures like exhibitions, trade fair and such other celebrations, (4) to organize the cultural activities and represent the State Government in All India Exhibitions, Republic Day parade and such other national events and (5) to perform duties in connection with Press Act and welfare of journalists.</p>	<p><b>311. Functions:-</b> The functions of <b>Information and Public Relations Department</b> are (1) to scrutinize newspapers and other publications and communicate items concerning Governmental activities to the Ministers and Departments of the Secretariat, (2) to issue press releases and release advertisements on behalf of Government and other departments of Government, (3) to organise publicity measures like exhibitions, trade fair and such other celebrations, (4) to organize the cultural activities and represent the State Government in All India Exhibitions, Republic Day parade and such other national events and (5) to perform duties in connection with Press Act and welfare of journalists.</p>
<p><b>Para 312. Relation with Press:-</b> Officers and staff of Government shall not generally have any</p>	<p><b>312. Relation with Press:-</b> Officers and staff of Government shall not generally have any</p>



<p>dealings with the press. Any information to the Press has to be released only through the Director of Public Relations. The Director of Public Relations shall give necessary publicity for any such release through Press, All India Radio or Doordarsan.</p>	<p>dealings with the press. Any information to the Press has to be released only through the Director of Public Relations. The Director of <b>Information and Public Relations</b> shall give necessary publicity for any such release through Press, All India Radio or Doordarsan.</p>
<p><b>Para 313. Release of Advertisement:-</b> The advertisements in respect of Government Departments shall be released only through the Director of Public Relations or in accordance with the instructions issued by the Government from time to time in this regard. Payment of advertisement charges shall be subject to the norms fixed by the Public Relations Department</p>	<p><b>313. Release of Advertisement:-</b> The advertisements in respect of Government Departments shall be released only through the Director of <b>Information and Public Relations</b> or in accordance with the instructions issued by the Government from time to time in this regard. Payment of advertisement charges shall be subject to the norms fixed by the Public Relations Department</p>
<p><b>Para 314. Publicity for Government Notifications:-</b> It is very important that Press Releases are released to the Press the same day without fail. The matte should be sent to the Director of Public Relations direct as early in the day as possible as and in any case not later than 4p.m. If in any case a Press release has to be issued after 4p.m on a day, the concerned Deputy Secretary or Under Secretary should immediately on receipt of such information contact the Director of Public Relations and request him to make arrangements for the receipt and issue of the Press Release the same day. When amendments to Government notifications, rules etc., which are not self-explanatory are forwarded to the Public Relations Department, for release to the Press, a note on the context and scope of the amendment or, in the alternative copies of the original notification or order should also be sent, so as to enable that department to release such news items in a manner as would give the public a clear idea about the full implication of the amendments.</p>	<p><b>314. Publicity for Government Notifications:-</b> It is very important that Press Releases are released to the Press the same day without fail. The matte should be sent to the Director of <b>Information and Public Relations</b> direct as early in the day as possible as and in any case not later than 4p.m. If in any case a Press release has to be issued after 4p.m on a day, the concerned Deputy Secretary or Under Secretary should immediately on receipt of such information contact the Director of <b>Information and Public Relations</b> and request him to make arrangements for the receipt and issue of the Press Release the same day. When amendments to Government notifications, rules etc., which are not self-explanatory are forwarded to the <b>Information and Public Relations Department</b>, for release to the Press, a note on the context and scope of the amendment or, in the alternative copies of the original notification or order should also be sent, so as to enable that department to release such news items in a manner as would give the public a clear idea about the full implication of the amendments.</p>
<p><b>Para 315. Press release by Ministers:-</b> Press release prepared and forwarded by the Ministers shall be given due Publicity by the Public Relations Department. Press Conferences by the Ministers shall be arranged by the Public Relations Department whenever desired by the Minister concerned.</p>	<p><b>315. Press release by Ministers:-</b> Press release prepared and forwarded by the Ministers shall be given due Publicity by the <b>Information and Public Relations Department</b> Press Conferences by the Ministers shall be arranged by the Public Relations Department whenever desired by the Minister concerned.</p>

<p><b>Para 316. Publications:-</b> It shall be the primary objective of Public Relations Department to create an awareness among the public regarding the activities and achievements of Government and the policies followed by them from time to time. In order to achieve this, periodical publications highlighting the activities in various fields shall be undertaken by the Public Relations Department. Similarly, the departments of Government having publicity shall be helped and aided by the Public Relations Department whenever required.</p>	<p><b>316. Publications:-</b> It shall be the primary objective of <b>Information and Public Relations Department</b> to create an awareness among the public regarding the activities and achievements of Government and the policies followed by them from time to time. In order to achieve this, periodical publications highlighting the activities in various fields shall be undertaken by the <b>Information and Public Relations</b> Department. Similarly, the departments of Government having publicity shall be helped and aided by the <b>Information and Public Relations Department</b> whenever required.</p>
<p><b>CHAPTER XXIV</b></p>	<p><b>CHAPTER XXIV</b></p>
<p><b>MISCELLANEOUS</b></p>	<p><b>MISCELLANEOUS</b></p>
<p><b>A. Distribution of work</b></p>	<p><b>A. Distribution of work</b></p>
<p><b>Para 317. Distribution Order:-</b> The department-wise distribution of subject is issued as Part II of the Rules of Business. The Secretary in charge of a Department has to periodically re-issue the distribution or work among officers and sections comprised in his department. While doing so, special care should be taken so as to include each and every item of work allotted to his department as per the Rules of Business. In addition to this, it has to be specifically mentioned in the Distribution Order, certain common activities to be undertaken by the department like (1) consolidation of replies to other departments, (2) handling of secret papers in the department in respect of departments having no separate section for his work. (3) attending of miscellaneous papers received by the department etc.</p>	<p><b>317. Distribution Order:-</b> The department-wise distribution of subject is issued as Part II of the Rules of Business. The Secretary in charge of a Department has to periodically re-issue the distribution or work among officers and sections comprised in his department. While doing so, special care should be taken so as to include each and every item of work allotted to his department as per the Rules of Business. In addition to this, it has to be specifically mentioned in the Distribution Order, certain common activities to be undertaken by the department like (1) consolidation of replies to other departments, (2) handling of secret papers in the department in respect of departments having no separate section for his work. (3) attending of miscellaneous papers received by the department etc.</p>
<p><b>Para 318. Levels of submission of files:-</b>While ordering the distribution of work, it has to be ensured that an equitable distribution of work is achieved. The levels of officers through which a current goes up should be clearly demarcated. The papers which are seen by joint Secretary need not find a way through Additional Secretary when they are submitted to the Secretary. Joint Secretaries and Additional</p>	<p><b>Para 318. Levels of submission of files:-</b>While ordering the distribution of work, it has to be ensured that an equitable distribution of work is achieved. The levels of officers through which a current goes up should be clearly demarcated. The papers which are seen by joint Secretary need not find a way through Additional Secretary when they are submitted to the Secretary. Joint Secretaries and Additional</p>

<p>Secretaries should not be put in direct charge of the sections as they will have to attend to more important duties. As a general guideline, it may be ensured that no file passes through more than three levels of officers beyond the level of Section Officer before it reaches the Minister concerned. It is for the Secretaries to Government to decide which of the three levels of officers should be involved in processing classes of cases.</p>	<p>Secretaries should not be put in direct charge of the sections as they will have to attend to more important duties. As a general guideline, it may be ensured that no file passes through more than three levels of officers beyond the level of Section Officer before it reaches the Minister concerned. It is for the Secretaries to Government to decide which of the three levels of officers should be involved in processing classes of cases.</p>
<p><b>Para 319. Secretariat Directory:-</b> A compilation of all the distribution orders in the form of a 'Secretariat Directory' may be prepared and issued every year so as to facilitate locating of the section handling specified subjects.</p>	<p><b>319. Secretariat Directory:-</b> A compilation of all the distribution orders in the form of a 'Secretariat Directory' may be prepared and issued every year so as to facilitate locating of the section handling specified subjects.</p>
<p><b>B. Maintenance of Registers and Inspection</b></p>	<p><b>B. Maintenance of Registers and Inspection</b></p>
<p><b>Para 320. Maintenance of registers:-</b>The registers prescribed in the various paras of the Manual have to be kept by the Assistants, Typists, confidential Assistants and Attenders. The Officers supervising their work have to make sure that the registers in the prescribed format are maintained properly. The basic record kept in the section like Personal Register and other special registers should be updated every year by carrying over the open entries of previous year to the new register.</p>	<p><b>320. Maintenance of registers:-</b>The registers prescribed in the various paras of the Manual have to be kept by the Assistants, Typists, confidential Assistants and Attenders. The Officers supervising their work have to make sure that the registers in the prescribed format are maintained properly. The basic record kept in the section like Personal Register and other special registers should be updated every year by carrying over the open entries of previous year to the new register.</p>
<p><b>Para 321. Inspections:-</b> The registers kept by the staff have to be inspected as per the schedule of inspections prescribed by the Secretary in-charge of the Department. Apart from the internal inspections conducted by the officers of the department, the inspection teams of P&amp;AR Department may conduct a periodical inspection of every department at least once in three years. This inspection may be directed to ensure proper observance of the Rules of Procedure as well as to access the adequacy or otherwise of the staff engaged in the work.</p>	<p><b>321. Inspections:-</b> The registers kept by the staff have to be inspected as per the schedule of inspections prescribed by the Secretary in-charge of the Department. Apart from the internal inspections conducted by the officers of the department, the inspection teams of P&amp;AR Department may conduct a periodical inspection of every department at least once in three years. This inspection may be directed to ensure proper observance of the Rules of Procedure as well as to access the adequacy or otherwise of the staff engaged in the work.</p>
<p><b>C. Attendance</b></p>	<p><b>C. Attendance</b></p>
<p><b>Para 322. Hours of Attendance:-</b>All the members of the Secretariat establishment are expected to attend office from 10.15 a.m to 5.15.p.m on all working days. Section Officers must set an</p>	<p><b>Para 322. Hours of Attendance:-</b>All the members of the Secretariat establishment are expected to attend office from 10.15 a.m to 5.15.p.m on all working days. Section Officers must set an</p>

<p>example to others by themselves attending office punctually in the section. An interval of 45 minutes from 1.15.p.m to 2.p.m will be allowed for tiffin. Peons of the Secretariat should however, reach the office at 9.45 a.m. Muslim Officers who wish to offer Jumma Prayers will be granted and interval of two hours from 12.30 to 2.30.p.m. on Fridays, provided the time so spent is made up if necessary, outside office hours on the same or other days of the week.</p>	<p>example to others by themselves attending office punctually in the section. An interval of 45 minutes from 1.15.p.m to 2.p.m will be allowed for tiffin. Peons of the Secretariat should however, reach the office at 9.45 a.m. Muslim Officers who wish to offer Jumma Prayers will be granted and interval of two hours from 12.30 to 2.30.p.m. on Fridays, provided the time so spent is made up if necessary, outside office hours on the same or other days of the week.</p>
<p><b>Para 323. Members of the Staff not to leave during working hours:-</b>A member of the office establishment shall not leave office during working hours without the previous permission of the Section Officer. Each Section Officer should maintain a Movement Register in which a member of the staff leaving the Section should note the time of leaving, the purpose and the time of return. The Section Officer should scrutinize entries and initial the register every day. The register should be put up to the Secretary once a month. The Under Secretary will also make surprise visits to the sections and check the register. The Under Secretary may permit any member of the Staff to leave office 30 minutes earlier, if there is a justifiable reason.</p>	<p><b>323. Members of the Staff not to leave during working hours:-</b>A member of the office establishment shall not leave office during working hours without the previous permission of the Section Officer. Each Section Officer should maintain a Movement Register in which a member of the staff leaving the Section should note the time of leaving, the purpose and the time of return. The Section Officer should scrutinize entries and initial the register every day. The register should be put up to the Secretary once a month. The Under Secretary will also make surprise visits to the sections and check the register. The Under Secretary may permit any member of the Staff to leave office 30 minutes earlier, if there is a justifiable reason.</p>
<p><b>Para 324. Earlier hours on certain special occasions:-</b> On certain special occasions such as during days of sittings of the Legislature or when certain particularly urgent work has to be transacted, the persons concerned should attend office even at earlier hours, if necessary.</p>	<p><b>324. Earlier hours on certain special occasions:-</b> On certain special occasions such as during days of sittings of the Legislature or when certain particularly urgent work has to be transacted, the persons concerned should attend office even at earlier hours, if necessary.</p>
<p><b>Para 325. Attendance register:-</b> An attendance register in the prescribed form will be kept in the custody of the Section Officer of each section, members of the staff must mark attendance as soon as they come to office. It will be closed at 10.25.a.m and will be submitted to the Under Secretary in charge of the section. In the A.N. session the Register will be put up to Under secretary in-charge at 2.10.p.m All members of staff upto Section Officer level should mark attendance in the Forenoon and Afternoon session. The officers' in-charge of the Section shall also mark their attendance in the section attendance register as a token of having checked the attendance. Senior Officers who</p>	<p><b>325. Attendance register:-</b> An attendance register in the prescribed form will be kept in the custody of the Section Officer of each section, members of the staff must mark attendance as soon as they come to office. It will be closed at 10.25.a.m and will be submitted to the Under Secretary in charge of the section. In the A.N. session the Register will be put up to Under secretary in-charge at 2.10.p.m All member of staff upto Section Officer level should mark attendance in the Forenoon and Afternoon session. The officers' in-charge of the Section shall also mark their attendance in the section attendance register as a token of having checked the attendance. Senior Officers who</p>

<p>have Personal Staff attached to their offices shall maintain attendance registers separately.</p>	<p>have Personal Staff attached to their offices shall maintain attendance registers separately.</p>
<p><b>Para 326. Late attendance:-</b> If any member of the staff does not reach office in time and mark attendance the word 'late' will be entered against his name in the column for that date., If he comes late on, the time of arrival should be entered by the immediate superior. For every 3 day's late attendance without permission, a day's Casual Leave will be forfeited. Late attendance without permission for less than three days at the end of a calendar year need not however, be reckoned. Members of the Staff requiring permission to attend office late for some unavoidable reason must apply for it before hand. Such Permission can be granted by undersecretaries' in-charge of the section. in the case of officers of an above the level of Under Secretaries by immediate superior office concerned, can grant such permission. Late permission shall be for a maximum of one hour. The time of arrival should be noted in the Register. If the Officer concerned does not turn up before that time he should apply for Casual Leave or other eligible leave. Late permission should not be granted to anyone for more than 3 days in a month.</p>	<p><b>326. Late attendance:-</b> If any member of the staff does not reach office in time and mark attendance the word 'late' will be entered against his name in the column for that date., If he comes late on, the time of arrival should be entered by the immediate superior. For every 3 day's late attendance without permission, a day's Casual Leave will be forfeited. Late attendance without permission for less than three days at the end of a calendar year need not however, be reckoned. Members of the Staff requiring permission to attend office late for some unavoidable reason must apply for it before hand. Such Permission can be granted by undersecretaries' in-charge of the section. in the case of officers of an above the level of Under Secretaries by immediate superior office concerned, can grant such permission. Late permission shall be for a maximum of one hour. The time of arrival should be noted in the Register. If the Officer concerned does not turn up before that time he should apply for Casual Leave or other eligible leave. Late permission should not be granted to anyone for more than 3 days in a month.</p>
<p><b>Para 327. Urgent work during holidays:-</b> Proper arrangements should be made for attending to urgent items of work during holidays. a specified number of Assistants, Typists and Peons may be required to attend office for this purpose by turn according to a roster approved by the Under Secretary in charge of Office Section. In preparing turn lists, the entire staff in a particular category should be take into account so that a person will get a second turn only after the entire staff is covered.</p> <p>Where necessary, the Section Officers may make special arrangements in regard to the disposal of urgent work in their sections during holidays, after obtaining the orders of the Under secretary. Persons posted for turn duty special duty on holidays may be granted compensation leave subject to the following conditions:-</p> <ol style="list-style-type: none"> <li>1) Such leave shall not be availed of without the previous permission of the authority</li> </ol>	<p><b>327. Urgent work during holidays:-</b> Proper arrangements should be made for attending to urgent items of work during holidays. as specified number of Assistants, Typists and Peons may be required to attend office for this purpose by turn according to a roster approved by the Under Secretary in charge of Office Section. In preparing turn lists, the entire staff in a particular category should be take into account so that a person will get a second turn only after the entire staff is covered.</p> <p>Where necessary, the Section Officers may make special arrangements in regard to the disposal of urgent work in their sections during holidays, after obtaining the orders of the Under secretary. Persons posted for <b>turn duty /special duty</b> on holidays may be granted compensation leave subject to the following conditions:-</p> <ol style="list-style-type: none"> <li>1) Such leave shall not be availed of without the previous permission of the authority</li> </ol>

<p>competent to grant casual leave.</p> <ol style="list-style-type: none"> <li>2) Not more than fifteen days in all shall be taken as compensation leave in a calendar year and no such leave shall be taken after the expiry of three months from the particular public holiday or holidays.</li> <li>3) Not more than ten days should be accumulated as such leave, but such leave may be combined with casual leave or other authorized holidays, provided that the total period of absence from duty shall not exceed fifteen days.</li> <li>4) A member of the establishment touring on public (authorized) holidays in connection with the performance of his duties is not eligible for compensatory holidays in lieu of holidays on which he was on tour.</li> </ol>	<p>competent to grant casual leave.</p> <ol style="list-style-type: none"> <li>2) Not more than fifteen days in all shall be taken as compensation leave in a calendar year and no such leave shall be taken after the expiry of three months from the particular public holiday or holidays.</li> <li>3) Not more than ten days should be accumulated as such leave, but such leave may be combined with casual leave or other authorized holidays, provided that the total period of absence from duty shall not exceed fifteen days.</li> <li>4) A member of the establishment touring on public (authorized) holidays in connection with the performance of his duties is not eligible for compensatory holidays in lieu of holidays on which he was on tour.</li> </ol>
<p><b>D.Casual Leave</b></p>	<p><b>D.Casual Leave</b></p>
<p><b>Para 328.</b> Casual leave will be granted under such rules and conditions as are laid down by Government from time to time. It will not be granted on vague grounds. The purpose for which leave is required must be stated definitely. Applications for leave including extensions of leave must be made and permission obtained before the leave is availed. Absence in anticipation of sanction will be allowed if the necessity for the leave or extension could not have been foreseen. When a member of the staff goes on leave, he must invariably hand over office key if any in his custody, to his Section Officer. The Section Officers are authorized to grant casual leave to the Staff in the Section. In the case of Section Officer and above casual leave will be sanctioned by the next higher officer concerned.</p>	<p><b>328.</b> Casual leave will be granted under such rules and conditions as are laid down by Government from time to time. It will not be granted on vague grounds. The purpose for which leave is required must be stated definitely. Applications for leave including extensions of leave must be made and permission obtained before the leave is availed. Absence in anticipation of sanction will be allowed if the necessity for the leave or extension could not have been foreseen. When a member of the staff goes on leave, he must invariably hand over office key if any in his custody, to his Section Officer. The Section Officers are authorized to grant casual leave to the Staff in the Section. In the case of Section Officer and above casual leave will be sanctioned by the next higher officer concerned.</p>
<p><b>E.Handing Over Charge</b></p>	<p><b>E.Handing Over Charge</b></p>
<p><b>Para 329. Handing over of charge by Assistants:-</b></p> <ol style="list-style-type: none"> <li>1) When an Assistant proceeds on leave other than casual leave or is relieved on promotion, transfer deputation, training or for any other reason he shall hand over</li> </ol>	<p><b>329. Handing over of charge by Assistants:-</b></p> <ol style="list-style-type: none"> <li>1. When an Assistant proceeds on leave other than casual leave or is relieved on promotion, transfer deputation, training or for any other reason he shall hand over</li> </ol>

all pending files and currents, disposals kept in the section, stock files, all the registers kept in the section including special registers, reference books etc., to the relieving Assistant. If no relieving Assistant has come, all these record and papers shall be handed over to the Section Officer or to any other officer nominated by the Under Secretary or Deputy Secretary in-charge of the section. Records to be handed over including disposals kept in the Section and Back Files of pending files should be listed out in triplicate and got acknowledged by the officer to whom charge is handed over. One copy shall be kept by the officer handling over charge. After handling over all the files and records which are physically available in the section a list of files under submission (only the current number, year and date of submission and to whom submitted need be mentioned) shall also be drawn up in duplicate of which one copy each shall be kept by the Assistant, Section Officer handing over charge and a copy shall be kept in the stock file of the section. When an Assistant joins a vacant seat he shall be given charge following the same procedure. The fact of such transfer of charge shall be recorded in the first page of the Personal Register Vol.I of the seat in the following form:-

“Certified that all pending files and currents and disposals physically available in the section, all registers including Special Registers kept in the section, stock files and reference books as on  
 .....have  
 been handed over”.

Handed Over	Taken over
Signature and name of	Signature and name of
Assistant	the Officer taking charge.

all pending files and currents, disposals kept in the section, stock files, all the registers kept in the section including special registers, reference books etc., to the relieving Assistant. If no relieving Assistant has come, all these record and papers shall be handed over to the Section Officer or to any other officer nominated by the Under Secretary or Deputy Secretary in-charge of the section. Records to be handed over including disposals kept in the Section and Back Files of pending files should be listed out in triplicate and got acknowledged by the officer to whom charge is handed over. One copy shall be kept by the officer handling over charge. After handling over all the files and records which are physically available in the section a list of files under submission (only the current number, year and date of submission and to whom submitted need be mentioned) shall also be drawn up in duplicate of which one copy each shall be kept by the Assistant, Section Officer handing over charge and a copy shall be kept in the stock file of the section. When an Assistant joins a vacant seat he shall be given charge following the same procedure. The fact of such transfer of charge shall be recorded in the first page of the Personal Register Vol.I of the seat in the following form:-

“Certified that all pending files and currents and disposals physically available in the section, all registers including Special Registers kept in the section, stock files and reference books as on  
 .....have  
 been handed over”.

Handed Over	Taken over
Signature and name of	Signature and name of
Assistant	the Officer taking charge.

Attested

Attested

Section Officer/ Under Secretary".

- 2) The outgoing Assistant has to ensure that all the disposals taken by him from the Records branch and the use of which has been over till the date of his relief are returned to the Records branch. Similarly the new disposals accrued in the seat till the date of his relief should be entrusted to the Attender for transmission to Records Branch.
- 3) When any file or disposal is found missing on any account, the fact should be immediately brought to the notice of the Secretary in-charge of the Department. A thorough search of the missing file or disposal should be conducted and if necessary, circular letters may be issued to all the departments requesting for a search to facilitate the tracing of the file. When all the efforts for its recovery are found futile the following procedure may be adopted.
  - I. In respect of missing files, they have to be reconstituted by calling or copies of all the communications received as well as issued from the lost file. They may be gathered from the offices from where they were received as well as to whom they were issued. Copies of the inter-section or inter-departmental references may also be collected and retained in the reconstituted file. Such reconstitution of the file may be done based on the entries in the Personal Register. Action if any due on such reconstituted file may be pursued.
  - II. If the missing paper happens to be a disposal, it may also be reconstituted following the same procedure as in respect of the file mentioned in sub-para (i) above. The copy of the final communication may also be

Section Officer/ Under Secretary".

2. The outgoing Assistant has to ensure that all the disposals taken by him from the Records branch and the use of which has been over till the date of his relief are returned to the Records branch. Similarly the new disposals accrued in the seat till the date of his relief should be entrusted to the Attender for transmission to Records Branch.
3. When any file or disposal is found missing on any account, the fact should be immediately brought to the notice of the Secretary in-charge of the Department. A thorough search of the missing file or disposal should be conducted and if necessary, circular letters may be issued to all the departments requesting for a search to facilitate the tracing of the file. When all the efforts for its recovery are found futile the following procedure may be adopted.
  - i. In respect of missing files, they have to be reconstituted by calling or copies of all the communications received as well as issued from the lost file. They may be gathered from the offices from where they were received as well as to whom they were issued. Copies of the inter-section or inter-departmental references may also be collected and retained in the reconstituted file. Such reconstitution of the file may be done based on the entries in the Personal Register. Action if any due on such reconstituted file may be pursued.
  - ii. If the missing paper happens to be a disposal, it may also be reconstituted following the same procedure as in respect of the file mentioned in sub-para (i) above. The copy of the final communication may also be added taking out a copy from the stock file and the papers may be stitched as a disposal under orders of the



<p>added taking out a copy from the stock file and the papers may be stitched as a disposal under orders of the Secretary. On the outer cover of the disposal, it may be specifically mentioned that it is a re-constituted disposal. Action to re-constitute the disposal has to be done immediately on noticing the missing of the original, otherwise it may not be possible to reconstitute the same after a lapse of time.</p> <p>III. Whenever files or disposals happen to be missing, it should not be treated as a routine affair. The custody of official papers and files is an important responsibility vested with the officers and staff. Hence, any laxity in the discharge of this important function has to be viewed seriously and the delinquent has to be proceeded against.</p>	<p>Secretary. On the outer cover of the disposal, it may be specifically mentioned that it is a re-constituted disposal. Action to re-constitute the disposal has to be done immediately on noticing the missing of the original, otherwise it may not be possible to reconstitute the same after a lapse of time.</p> <p>iii. Whenever files or disposals happen to be missing, it should not be treated as a routine affair. The custody of official papers and files is an important responsibility vested with the officers and staff. Hence, any laxity in the discharge of this important function has to be viewed seriously and the delinquent has to be proceeded against.</p>
<p><b>Para 330. Handing over of keys and other papers:-</b>Officers and staff who are in-charge of the keys or other confidential papers may hand over them to the superiors when they proceed on leave or relinquish charge.</p>	<p><b>330. Handing over of keys and other papers:-</b>Officers and staff who are in-charge of the keys or other confidential papers may hand over them to the superiors when they proceed on leave or relinquish charge.</p>
<p><b>F. General Behavior</b></p>	
<p><b>Para 331. Discipline and courtesy:-</b></p> <ol style="list-style-type: none"> <li>1) The staff and officers should behave in a disciplined manner and should not make any unnecessary noise in the office premises. They have to be courteous to other officials as well as to visitors. The members of staff should behave in a dignified manner.</li> <li>2) No member of the staff should distribute notices or raise funds in the office during office hours.</li> <li>3) Officers and staff should not assemble together inside the section or rooms so as to hold meetings or discussions other</li> </ol>	<p><b>331. Discipline and courtesy:-</b></p> <ol style="list-style-type: none"> <li>1) The staff and officers should behave in a disciplined manner and should not make any unnecessary noise in the office premises. They have to be courteous to other officials as well as to visitors. The members of staff should behave in a dignified manner.</li> <li>2) No member of the staff should distribute notices or raise funds in the office during office hours.</li> <li>3) Officers and staff should not assemble together inside the section or rooms so as to hold meetings or discussions other</li> </ol>

<p>than for official purpose</p> <p>4) Officers and staff should not loiter about in office.</p>	<p>than for official purpose</p> <p>4) Officers and staff should not loiter about in office.</p>
<p><b>G.Maintenance of Reference Material</b></p>	<p><b>G.Maintenance of Reference Material</b></p>
<p><b>Para 332. Books:-</b> Every officer and section should see that all the necessary books and statues which are in common use and those required for reference in the Section are obtained and maintained properly. Amendments to the rules have to be noted in the reference books so maintained then and there. Every department has to take special care to bring out up-to-date editions of books and codes published them.</p>	<p><b>332. Books:-</b> Every officer and section should see that all the necessary books and statues which are in common use and those required for reference in the Section are obtained and maintained properly. Amendments to the rules have to be noted in the reference books so maintained then and there. Every department has to take special care to bring out up-to-date editions of books and codes published them.</p>
<p><b>Para 333. Stock files:-</b> Every Assistant has to keep a stock file as provided in para 215. Similarly a stock file on important matters handled by the department have to be compiled incorporating all the standing instructions issued by the department and it has kept in each and every section of the department. The Secretary may entrust the preparation of such a stock file to any one of the section in the department. Whenever a new section is formed in the department, a copy of the stock file has to be made available to them so as to form the basis of processing papers.</p>	<p><b>333. Stock files:-</b> Every Assistant has to keep a stock file as provided in para 215. Similarly a stock file on important matters handled by the department have to be compiled incorporating all the standing instructions issued by the department and it has kept in each and every section of the department. The Secretary may entrust the preparation of such a stock file to any one of the section in the department. Whenever a new section is formed in the department, a copy of the stock file has to be made available to them so as to form the basis of processing papers.</p>
<p><b>Para 334. Books on important orders:-</b> All the important orders including Circular issued by a department may be compiled and issued in print so as to facilitate easy reference. Necessary material for this compilation may be collected along with the preparation of fortnight index which are submitted to the Chief Minister and Governor. The printing and published may be done during the first month of the next year so as to facilitate proper tracing of precedents.</p>	<p><b>334. Books on important orders:-</b> All the important orders including Circular issued by a department may be compiled and issued in print so as to facilitate easy reference. Necessary <b>material</b> for this compilation may be collected along with the preparation of fortnight index which are submitted to the Chief Minister and Governor. The printing and <b>publishing</b> may be done during the first month of the next year so as to facilitate proper tracing of precedents.</p>
<p><b>H. Knowledge of Office Procedure and Training</b></p>	<p><b>H. Knowledge of Office Procedure and Training</b></p>
<p><b>Para 335. Knowledge of Office Procedure:-</b>Every member of the staff other than Last Grade Employees shall be supplied with a copy of this manual. He shall make himself thoroughly conversant with the rules contained therein. The plea of ignorance will never be accepted as an</p>	<p><b>335. Knowledge of Office Procedure:-</b>Every member of the staff other than Last Grade Employees shall be supplied with a copy of this manual. He shall make himself thoroughly conversant with the rules contained therein. The plea of ignorance will never be accepted as an</p>

<p>excuse for disobeying them. The Section Officer of each section must see that every assistant or typist in his section knows and understands the rules and that copies of the Manual supplied to the section are corrected up-to-date. The Section Officer will be held personally responsible for the proper observance of the procedure in the Manual by all in his section.</p>	<p>excuse for disobeying them. The Section Officer of each section must see that every assistant or <b>Computer Assistant</b> in his section knows and understands the rules and that copies of the Manual supplied to the section are corrected up-to-date. The Section Officer will be held personally responsible for the proper observance of the procedure in the Manual by all in his section.</p>
<p><b>Para 336. Training:-</b> Assistant should be given proper training before actually entrusting them independent charge of a seat in the department.</p>	<p><b>336. Training:-</b> Assistant should be given proper training before actually entrusting them independent charge of a seat in the department.</p>
<p><b>Para 337. Workload:-</b> The workload in respect of any post may be fixed on a reasonable basis and it may be reviewed and refixed periodically whenever a change is found necessary.</p>	<p><b>337. Workload:-</b> The workload in respect of any post may be fixed on a reasonable basis and it may be reviewed and refixed periodically whenever a change is found necessary.</p>
<p><b>Para 338. Clarifications:-</b> In the event of any doubt on the procedure laid down in this Manual, the clarification issued by P&amp;AR Department shall be final.</p>	<p><b>338. Clarifications:-</b> In the event of any doubt on the procedure laid down in this Manual, the clarification issued by Personnel and Administrative Reforms Department shall be final.</p>

APPENDIX I

FORM 1

Tappal Book

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Current No.	Assistant's initials
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FORM 2

Tabling Slip

.....Department

Printed	(a)	(b)	Circulated to Governor
Manuscript	(c)	Series.....	Circulated to Minister
	(d)	G.O.No.	Seen
		Dated.....19.....	_____ by Secretary
			Not seen

---

Index Title (head and sub head underlined)

---

Cross reference

---

- a) Not to be filled in a 'Routine' Series.
  - b) Score out remarks inadmissible.
  - c) Indicate 'ordinary ' or Routine'.
  - d) Write confidential in the case of confidential G.O.s.
-

FORM III

Disposals taken out of the  
Records

Disposals taken out of the  
Records

COUNTERFOIL

- |                                                             |                                                                 |
|-------------------------------------------------------------|-----------------------------------------------------------------|
| 1. Disposals No.....                                        | 1. Disposal No.....                                             |
| 2. Current No. of Paper to which it is taken for reference. | 2. Current No. of paper to which it is taken for reference..... |
| 3. Name of the Assistant.....                               | 3. Name of the Assistant.....                                   |
| 4. Dated Signature of the Assistant.....                    | 4. Dated Signature of the Assistant.....                        |

Initials of the Clerical  
Assistant (Records)

Signature of the  
Clerical Assistant  
(Records)

Signature of the Attender  
removing the disposal from  
the bundle with date.

(Item below to be filled up  
By the Records Section)

(Portion below to be filled up by  
the Section, if and when  
necessary)

- i. Serial No.
- ii. Returned with the following information:-

Initials of the  
Clerical Assistant  
(Records)

Signature of the  
Office Supdt.  
(Records)

FORM IV

**Secretariat Central Record Branch-Issue Register of Records**

Date	Number of the requisition for the year	Details of records furnished	Current number if any for which taken or purpose for which taken	Name of Assistant of other officer to whom furnished.	Date of return of the records	Remarks
1	2	3	4	5	6	7

[U.O Note No.31288/SD3/62/Public (Services D) Department dated 25-10-1962]



FORM VI

Call Book

Department:

Section:

Sl No.	Old current No	Date of entry in the Register	Subject	Date when further action is due	New current No. and date of revival in the Personal Register.
1	2	3	4	5	6

FORM VII

Reminder Dairy

Department:

Section:

.....19.....

Branch

Date	Numbers (C.P. or C.B.)	Date	Numbers (C.P. or C.B.)
1	2	1	2
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
etc		etc	



FORM VIII

**Register of Periodicals**

Department:

---

From whom

No. assigned to the Periodical.....

Due date.....

To whom.....

Sub:

Due date.....

Current No. and date	From whom	Outside No. and date	Submitted to Office	Returned to Section	Date of despatch	To whom
1	2	3	4	5	6	7



**STATEMENT OF D.O. LETTERS/TIME MARKED REFERENCES AND INSPECTION OF PERSONAL REGISTERS**

Section & Seat No.	D.O. Letters/ Time Marked References		Inspection of Personal Registers		
	No. received	No. on which action was taken within the time limit	No. of Inspections due	No actually conducted/rendered in Notes	No. of times 'No Remarks' were rendered in the running notes



FORM XI

**Local Delivery Book**

Date	Name of office to which addressed	Number of covers	Name of peon entrusted with delivery	Initials of the receiving officer	Remarks.
1	2	3	4	5	6

FORM XII

**Register Showing the Receipt and disposal of Application of copies in the.....**

**.....Office at.....**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Petition Number	Date of receipt	Name and address of the applicant	Description of record copy of which is required	No. and value of court fee stamps affixed to the application for search for records	Orders of the head of the office as to whether copies may be granted or not with date of order	Total number of words to be copied	Total number of fifty paise stamp papers required at 175 words a paper or value of special adhesive labels charged under Rule S.O. 192	Date on which information of the number of stamp papers required was given to the applicant	Date on which stamp papers were produced with initials of the head ministerial officer and the number of stamp papers produced	Name of copyist to whom they were handed over for copying and his initials in token of receipt.	When copy was ready	Name of examiner and the date on which the copy was examined, with his initials	When copy was ready	Signature of applicant when delivered in person	Balance of stamp papers, if any	How disposed of	Remarks

*Note:-*The date to be noted in column 2 is the date of receipt of the application in the office and not the date of receipt by the copyist or the examiner.

FORM XIII

**Stamp Account Register**

Date	Value of Stamps						Remarks
	Received		Spent		In hand		
	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	

**Note: - A daily account of the stamps will be kept. The head of office or some responsible subordinate will verify the expenditure entered in lump daily by examining each batch of covers etc., before it is actually despatched Expenditure on telegrams may also be entered in this in red ink.**

FORM XIV

**Register of Petitions Referred by the Petitions Committee**

Sl No.	Date of receipt and current No.	No. and date of reference of Legislature Secretariat	Address of the Petitioner	Brief Subject	Date of acknowledgment and action taken	Date of final reply	Remarks
1	2	3	4	5	6	7	8





FORM XVI

**Security Register**

Sl No	Register No.	Date	Letter No. and Date and from whom received	Details of valuables received	Section	Signature of the Section Officer/Assistant
1	2	3	4	5	6	7

FORM XVII

**Register of Recommendation of the Committee on Subordinate Legislation**

Sl No	Date of receipt in the section	Current number	Nature of recommendation	Nature of action desired such as whether the Act, Rule, Order etc., is to be amended	Reason for delay in taking final decision	Date of submission to Higher Officers	Direction, if any given by Higher Officers for the speedy disposal of the case	Date of furnishing action taken statement to the Committee
1	2	3	4	5	6	7	8	9

FORM XVIII

**Register of Assurances**

SI No	Current Number	Subject	Previous reference	Action taken	No. and date of final reply

FORM XIX

**Sub Register**

Department.....

Section.....

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 disposals with number and date	File Number and date of filing/ signing of affidavit or counter affidavit	File Number and date of filing replication if any	Result of OS/OP/WA/SLP	File number and date of receipt of copy of judgement	Last date for filing appeal	* Whether appeal has been preferred, if so note appeal No. ad date	Remarks **
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

\* In case appeal is preferred, it may be recorded as a fresh case.

\*\*Indication regarding follow up action (with corresponding file number) may also be made in this column.

FORM XX

**Workload Register of Attenders of Secretariat**

Date of receipt from the section	File number and total number of files	Date on which the files were given to the Binder	Number of stitched files received back from Binder	Date of receipt of stitched files	Balance number of files	Number of files handed over to the Records Section	Remarks (if any)
1	2	3	4	5	6	7	8

*Note:-*

1. At the end of each month, the balances in columns 2,4,6 & 7 must be added and shown separately.
2. At least once in every month the Registers should be verified by the superior officers and ensured that the number of files in hand and the number of fillies shown as pending in the Register are the same.

FORM XXI

**Right to Information Act Case Register**

SI No.	File No. with date of receipt of Application	Name and address of the Petitioner	Nature of Information sought for	Date of issue of reply	Whether application or any part thereof transferred to any other public authority and, if so, to whom	Amount if any realised	Remarks
1	2	3	4	5	6	7	8

FORM XXII

**Precedent Book**

SI No	Decision or Order in brief	File No.	Page No.	Date	Details of decision communicated
1	2	3	4	5	6

APPENDIX II  
FORMS OF CORRESPONDENCE

1. Letter Form

.....Department  
Dated, Thiruvananthapuram

No.....

From

Secretary to Government

To

Sir,

Sub:

Ref:

(Body of Letter)

Yours Faithfully,

Name of Officer approving the Draft  
Designation  
For *Secretary to Government*.

Approved for issue,

Section Officer.

Letters are issued in papers containing the emblem of the Government of Kerala. When communications are cyclostyled and despatched the office section has to affix the seal of the Department on every outgoing letter. It shall clearly contain the number, date and signature of the officer authenticating it. The salutation and subscription of letter shall be strictly in conformity with the approved form. Whenever enclosures are included, that should be mentioned in the margin or at the bottom.



## 2. Memorandum

No.....  
.....Department  
Thiruvananthapuram  
Dated.....

### MEMORANDUM

Sub:

Ref:

(Body of the Memorandum)

Name of Officer

Designation

Forwarded/ By order

Section Officer

To

(Address entries)

Memorandum is utilised only sparingly. When it is issued in disciplinary matters, signature should be by the disciplinary authority himself and it should never be authenticated for and on behalf of him

**3. Officer Order**

**GOVERNMENT OF KERALA**

.....Department  
Thiruvananthapuram  
Dated.....

Office Order No:.....

Sub:

Ref:

(Body of Order)

Name and designation of the  
Officer approving the draft.

Forwarded/ By order

Section Officer

To

(Address entries)

Office Orders are numbered separately by every department and unlike letters and D.O. letters, the file numbers are not mentioned on the office order.

**4. Circular**

**GOVERNMENT OF KERALA**

No.....  
.....Department  
Thiruvananthapuram  
Dated.....

**CIRCULAR**

Sub:  
Ref:

(Body of the Circular)

Forwarded/ By order  
Section Officer

Name and designation of the  
Officer approving the draft.

To

(Address entries)

Circulars usually contain general instructions that are authenticated in the prescribed manner. When communications are issued in print with the emblem of Government, separate authentication is not done in any case.

5. Government Order (Routine)

GOVERNMENT OF KERALA

**Abstract**

LEAVE -SHRI A.B.C., DEPUTY SECRETARY, EDUCATION-SANCTIONED

---

**GENERAL ADMINISTRATION (SPECIAL) DEPARTMENT**

G.O. (Rt.) No.....Dated, Thiruvananthapuram.....

---

Read:- Application from Shri.A.B.C., dated.....

**ORDER**

**Shri A.B.C.....Deputy Secretary, Education, is granted**

**Earned Leave/Half Pay Leave etc.**

(By order of the Governor)  
Secretary to Government.

To

Forwarded/ By order

Section Officer

(Address entries)

*Note:- Paragraph should be invariably numbered.*

6. Government Order (Ordinary)-(a)

(1)

GOVERNMENT OF KERALA

**Abstract**

**COLLEGES-ADMISSION-RESERVATION OF SEATS FOR SCHEDULED CASTES-  
PERCENTAGE-FIXED**

---

**GENERAL EDUCATION DEPARTMENT**

G.O. (Ms.) No.....Dated, Thiruvananthapuram.....

---

Read:- Letter from teh D.P.I. No: 16278/54, dated.....

**ORDER**

**The Government have decided, etc. Etc.**

(By order of the Governor)  
Secretary to Government.

To

Forwarded/ By order

Section Officer

(Address entries)

*Note:-* Paragraph should be invariably numbered.

6. Government Order (Ordinary)-(b)

GOVERNMENT OF KERALA

**Abstract**

GRANTS-SUBSIDY FOR THE CONSTRUCTION OF LABORATORY-SANCTIONED

---

GENERAL EDUCATION DEPARTMENT

G.O. (P) No.....Dated, Thiruvananthapuram.....

---

Read:- (1). From the .....No..... dated.....  
(2) From the D.P.I. No.....dated.....

**ORDER**

The Government sanction a grant of Rs. 20,000 etc. etc

(By order of the Governor)  
Secretary to Government.

To

Forwarded/ By order

Section Officer

(Address entries)

7. Proceedings

PROCEEDINGS OF THE COMMISSIONER &  
SECRETARY.....DEPARTMENT AND SPECIFIED AUTHORITY  
UNDER SECTION.....OF .....ACT (Number/ Year)

---

NAME OF DEPARTMENT

No.....Dated, Thiruvananthapuram.....

---

*Sub:-*

*Ref:-*

**ORDER**

(Body of Proceedings)

(Sd.)

Name and designation of the  
Officer approving the draft.

Forwarded/ By order

Section Officer

To

(Address entries)

**8. Endorsement**

**GOVERNMENT OF KERALA**

.....Department  
Endorsement No:.....Thiruvananthapuram, Dated.....  
Forwarded to.....

**Name and Designation of the  
Officer signing**

To

**(Address entries)**

**9. Demi-official letters**

Name

Designation

.....Department,  
Thiruvananthapuram,  
Dated.....

D.O.No.

Dear Shri/Smt.

(Body of the letter)

Yours Sincerely,

(Name in Capital Letter)

Shri/Smt.....

(address)

*Note:-*The subject matter and reference particulars to be suitably included in the body of the letter



**10. U.O. Notes**

**GOVERNMENT OF KERALA**

No.....  
.....Department  
Thiruvananthapuram  
Dated.....

**U.O. Note**

*Sub:-*

*Ref:-*

Name and designation of the  
Officer approving the draft.

To

(Address entries)

Forwarded/ By order

Section Officer

**11. (1) Teleprinter/Telex Messages**

To

From

---

No.	Place & Date	Time in	Time out
-----	--------------	---------	----------

---

Name and designation

*For Secretary*

Fair copies of the teleprinter messages should be in block capital letters.

**12. Notification**

**GOVERNMENT OF KERALA**

**Personnel and Administrative Reforms (Rules) Department**

NOTIFICATION

G.O. (P) No.      P& ARD      Thiruvananthapuram,      20

S.R.O.No.

RULES

By order of the Governor,  
Secretary to Government.

**Explanatory Note**

To