GOVERNMENT OF HARYANA

MANUAL
of
OFFICE PROCEDURE

(First Edition)

Part-I
(Page 1 to 400)

GENERAL ADMINISTRATION DEPARTMENT

December, 2022

GOVERNMENT OF HARYANA

MANUAL

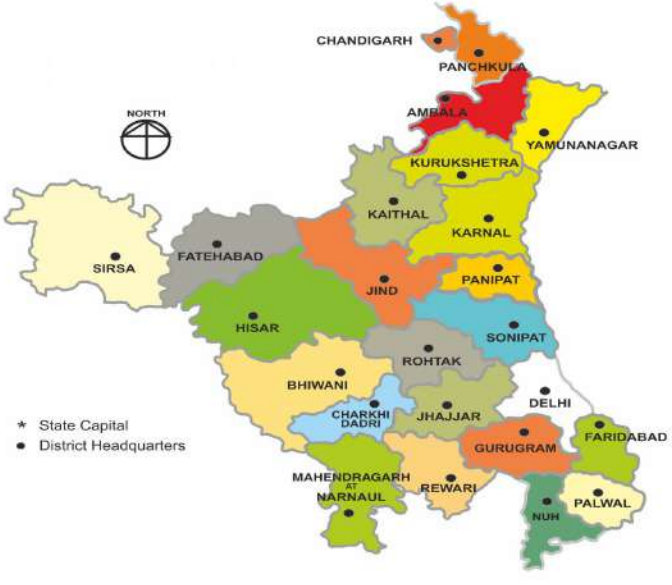
of

OFFICE PROCEDURE

(First Edition)

Part-I

(Page 1 to 400)



GENERAL ADMINISTRATION DEPARTMENT

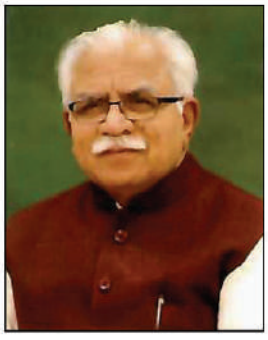
December, 2022

मनोहर लाल
MANOHAR LAL

सत्यमेव जयते

मुख्य मन्त्री, हरियाणा,
चण्डीगढ़।
CHIEF MINISTER, HARYANA,
CHANDIGARH.

Dated 20th December, 2022



MESSAGE

I am glad to learn that Government of Haryana in Administrative Reforms Department is bringing out a 'Manual of Office Procedure' for efficient and transparent disposal of work at Secretariat level and Head Offices levels.

Our Government is committed to maintain high degree of efficiency, transparency and skill at all levels. In order to keep pace with the changed scenario of public administration and to pursue the mandate of the State Government, various steps have been taken to liberalize the policies and procedures in public interest. Consequently, it has become necessary to remove/revise the existing provisions and procedures which have become irrelevant and redundant.

I am sure this Manual will help in the efficient and speedy disposal of work and boost the responsiveness of the administration.

I acknowledge the contribution of all officers who have significantly contributed in preparing the Manual.

My Best Wishes,

(Manohar Lal)

Office : 4th Floor, Haryana Civil Secretariat, Chandigarh - 160001, Ph. 0172-2749396, 0172-2740995 (Fax)
Resi. : H.No. 1, Sector-3, Chandigarh - 160001, Ph. 0172-2749394, 0172-2740596 (Fax)
email : cmharyana@nic.in

Sanjeev Kaushal, IAS

D.O. No. PS/CS/2022/

Chief Secretary, Haryana
Chandigarh - 160 001
Email : cs@hry.nic.in

Dated : 20 December 2022

PREFACE

The efficiency of an organisation depends largely on evolution of adequate processes and procedures. In Haryana State, till now the processes and procedures laid down in the first edition of Secretariat Instructions 1989, (which was the revised version of 1957 edition of the erstwhile Punjab Government) and the instructions issued by the different departments of State Government from time to time were being followed by all the departments for handling of office business.

2. To keep pace with changed administrative scenario and to improve efficiency in the disposal of official work, Government in Administrative Reforms Department has decided to frame a common ***Manual of Office Procedure*** applicable across the State. The Manual seeks to provide guidelines to the office functionaries to achieve the overall aim to increase productivity in work and make the administration more responsive.

3. This Manual is a compilation of important processes and procedures used by Government Organizations at different levels in Secretariat and Head Offices. The existing office procedures contained in the Secretariat Instructions, 1989 and in other relevant rules books have adequately been updated and included in it to ensure continual improvement in functioning to achieve excellence and efficiency in the government offices, to meet the citizens' needs to further their welfare without delay which is the ultimate object of the Government.

4. Haryana Institute of Public Administration (HIPA) was assigned with the work of preparing this Manual. The work has been completed by Shri Ram Saran, Deputy Secretary (Retd.) presently working as Principal, DTC, HIPA, Panchkula and Shri Raj Pal Nasa, HSS-I & HSAS (Retd.) presently working as OSD (Rules), General Administration Department, Haryana, under the able guidance of Dr. G. Prasanna Kumar, IAS (Retd.) former Director General, HIPA, Smt. Surina Rajan, IAS (Retd.) presently Director General, HIPA, Gurugram and Shri Vijayendra Kumar, IAS, the then Principal Secretary General Administration. They all have lent the valuable service and experience. I acknowledge their whole-hearted support and hard work for the preparation of this Manual.

5. This Manual will be an invaluable source of training and reference for those who are presently working and also for future entrants.

(Sanjeev Kaushal) IAS
Chief Secretary to Government Haryana.

INTRODUCTION

I am pleased to note that the Administrative Reforms Department, Haryana is bringing out the "Haryana Manual of Office Procedure, 2022".

2. First Edition of Secretariat Instructions was issued in 1989. This edition was largely based on 1957 edition and prescribed procedures for the efficient functioning of Government offices.

3. The present Manual of Office Procedure, 2022 has been prepared keeping in mind the need to instill a greater sense of responsiveness, accountability, transparency and public service excellence in the Governance of the State.

4. Maximum Government and Minimum Governance is the basic tenet of public administration. To ensure transparency and accountability in Governance it is necessary to keep appropriate records not only of what has been done and how but also why it was so done and at what level it was done. To ensure speedy decision making the Manual of Office Procedure, 2022 has provided sufficient space for exercise of reasonable discretion and freedom of action within well-defined limits.

5. The Manual of Office Procedure, 2022 has been prepared in two Parts. Part I contains the Chapters dealing with ***Office Procedures* in general** namely, Definitions, Organizational Set Up, Functionaries and Functions, Dak - Receipt, Registration and Distribution, Fresh Receipts - Submission and Diary, File Numbering System, Noting, Drafting, Diary & Dispatch and Action thereafter, Interdepartmental References, Records Management, Knowledge Management, Treatment of Secret and Confidential Documents, Measures for Prevention of Delays, Inspections, Law & Legislative Department, Legislative Procedures, Court Cases – Institution and Defence. Part II of the Manual is a compilation of ***Obligatory Procedures*** *namely,* Finance Department, RTI Act, 2005, CM Window, (Citizen Grievances Redressal), Procedure for Submission of Memorials, Haryana Government Gazette, Office Automation and Electronically Supported Office Procedures System, Computerization/ Modernization of Offices, National Flag, National Anthem and National Emblem, Setting Up New Office, Preventive Law and Preventive measures for Sexual Harassment, Right to Service, Official Language, Instructions Regarding Oath ceremony of the Governor and Ministers, Action to be Taken on the Death of High Dignitaries etc.

6. I express my gratitude to Dr. G. Prasanna Kumar, IAS (Retd.) former Director General, HIPA, Smt. Surina Rajan, IAS (Retd.) presently Director General, HIPA, Gurugram for

their valuable guidance and encouragement for accomplishing this arduous work which otherwise would not have been possible without their moral support.

7. I am thankful to Shri Ram Saran, HSS-I (Retd.) Deputy Secretary (Retd.) presently working as Principal, DTC, HIPA, Panchkula and Shri Raj Pal Nasa, HSS-I & HSAS (Retd.) presently working as OSD (Rules), General Administration, Haryana, for hard work put in by them for the compilation of this Manual. I also extend my thanks to Shri Brij Bhushan Lal, HSS-I, Deputy Secretary (Retd.) who shared his experience and rendered advice from time to time and Shri Deepak Kumar, DEO of DTC HIPA, Panchkula for secretarial assistance.

8. I hope the Manual of Office Procedure, 2022 shall serve as the backbone of process management in all the offices of Government of Haryana and enable all employees to increase their efficiency and effectiveness and remove a lot of red tape.

Dated: Chandigarh
the 20th December, 2022.

(Vijayendra Kumar) IAS
Principal Secretary to Govt. Haryana,
Higher Education & Technical Education Department.

Editorial Team

Shri Vijayendra Kumar, IAS,
Principal Secretary to Govt. Haryana,
Higher Education & Tech. Education Department.

Shri Ram Saran, HSS-I, (Retd.)
Deputy Secretary to Govt. Haryana (Retd.)
Principal, Divisional Training Centre, HIPA,
Panchkula.

Shri Raj Pal Nasa, HSS-I & HSAS (Retd.)
OSD (Rules),
General Administration Department,
Haryana Civil Secretariat, Chandigarh.

Shri Brij Bhushan Lal, HSS-I, (Retd.)
Deputy Secretary to Govt. Haryana (Retd.)

Shri Deepak Kumar,
Data Entry Operator,
DTC, HIPA, Panchkula.

-

INDEX
of
Manual of Office Procedure (Part-I)

		Page No.
CHAPTER-I	DEFINITIONS	1
CHAPTER-II	ORGANISATIONAL SET UP AT SECRETARIAT LEVEL AND HEAD OFFICE LEVEL	11
CHAPTER-III	FUNCTIONARIES AND FUNCTIONS	19
CHAPTER-IV	DAK – RECEIPT, REGISTRATION AND DISTRIBUTION	69
CHAPTER-V	RECEIPTS - SUBMISSION AND DIARISATION (CFMS)	71
CHAPTER-VI	INDEXING AND CATALOGUING – FILE NUMBERING SYSTEM	77
CHAPTER-VII	ACTION ON RECEIPT - NOTING	91
CHAPTER-VIII	FORMS OF COMMUNICATION - DRAFTING	107
CHAPTER-IX	DESPATCH AND ACTION THEREAFTER	161
CHAPTER-X	INTER-DEPARTMENTAL CONSULTATION	169
CHAPTER-XI	RECORD MANAGEMENT AND RECORD RETENTION SCHEDULE – PROCEDURE THEREOF	175
CHAPTER-XII	KNOWLEDGE MANAGEMENT – AIDS TO PROCESSING	251
CHAPTER-XIII	TREATMENT OF SECRET AND CONFIDENTIAL DOCUMENTS	265
CHAPTER-XIV	MEASURES FOR PREVENTION OF DELAYS	273
CHAPTER-XV	INSPECTION	297
CHAPTER-XVI	LAW AND LEGISLATIVE DEPARTMENT & ADVOCATE GENERAL, HARYANA – FUNCTIONING AND PROCEDURE	317
CHAPTER-XVII	COURT CASES – INSTITUTION AND DEFENCE	327
CHAPTER-XVIII	LEGISLATIVE PROCEDURE	369

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
CHAPTER-I	DEFINITIONS	1
1.1	Definitions	1
CHAPTER-II	ORGANISATIONAL SET UP AT SECRETARIAT LEVEL AND HEAD OFFICE LEVEL	11
2.1	Exercise of Executive Powers of the State	11
2.2	Executive Powers of the Council of Ministers	11
2.3	Transaction of the Business of the Government	11
2.4	Administrative Secretary of the Department	12
2.5	Departments at Secretariat and FCR Level	12
2.6	Department at Directorate Level	14
2.7	Field Level Offices	14
	Annexures	15
CHAPTER-III	FUNCTIONARIES AND FUNCTIONS	19
3.1	Functions of Chief Secretary	19
3.2	Functions of Administrative Secretary to Government	20
3.3	Duties of Supervisory Officers (Secy./ Spl. Secy./ Addl. Secy./Joint Secy.)	21
3.4	Duties of Branch Officer	23
3.5	Duties of Under Secretary/Deputy Secretary/Joint Secretary to Secretariat Establishment	24
3.6	Duties of Drawing and Disbursing Officer (DDO)	25
3.7	Duties of Administrative Officers of Haryana Civil Secretariat	27
3.8	Duties of Branch Incharge (Superintendent/ Section Officer /Any other Nomenclature)	29
3.9	Functions of PSCM/Addl. PSCM/Dy. PSCM etc.	32
3.10	Duties of Private Secretary/Secretary to Minister	32
3.11	Duties of Private Secretary attached with Officers	36
3.12	Duties of Personal Assistants/Stenographers attached with Officers	38

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
3.13	Description of Duties of an Assistant/Dealing-hand	38
3.14	Duties of Clerk	41
3.14 (1)	Duties of Receipt Clerk	42
3.14 (2)	Duties of Diary Clerk (Diarist)	43
3.14 (3)	Duties of Despatcher	49
3.14 (4)	Duties of Typist	51
3.14 (5)	Duties of Recorder Keeper	52
3.14 (6)	Duties of Recorder	56
3.14 (7)	Duties of Clerk/Assistant of Cash Branch (Cashier)	62
3.14 (8)	Duties of Clerk/Assistant as Care Taker/Storekeeper	63
3.14 (9)	Duties of Clerk/Assistant posted at Reception	64
3.14 (10)	Duties of Clerk/Assistant posted in PABX Office	64
3.15	Duties of Driver	65
3.16	Duties of Peon	65
3.17	Duties of Daftri posted in Library	67
3.18	Duties of Daftri posted in Despatch Section	67
CHAPTER-IV	DAK – RECEIPT, REGISTRATION AND DISTRIBUTION	69
4.1	Responsibility of Central Registry/Receipt Section	69
4.2	Duties of a Clerk/Official posted in Central Registry/ Receipt Section	69
4.3	Allocation of disputed Fresh Receipts (FR)	70
CHAPTER-V	RECEIPTS - SUBMISSION AND DIARISATION (CFMS)	71
5.1	Perusal and marking of receipts	71
5.2	Diarizing of receipt in sections	72
5.3	Allocation of disputed receipts (Received from Receipt Section)	73
5.4	Diarisation/Movement in (CFMS)	74
5.5	Diarizing of Receipts	75
5.6	Movement of Fresh Receipts	75
5.7	Diary Marking	76
5.8	Counter Marking	76

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
CHAPTER-VI	INDEXING AND CATALOGUING – FILE NUMBERING SYSTEM	77
6.1	File Numbering System	77
6.2	Filing of Papers	78
6.3	Arrangement of papers	78
6.4	Referencing	79
6.5	Measure for Prevention Delays (Use of Grading)	79
6.6	Instances where files need not be opened	81
6.7	Opening of fresh files and separation of subjects	81
6.8	Flags and quotation of references	81
6.9	Letters received not to be written on	82
6.10	Handing or taking over charge	82
6.11	Reminder Cases	82
6.12	Reminder Diary	84
6.13	File Index Register (Head Register)	84
6.14	Period allowed for disposal of fresh receipts	84
6.15	Movement of files and other papers	85
6.16	Part file	86
Annexure-A	File Movement Register	87
Annexure-B	File Index Register (Head Register)	89
CHAPTER-VII	ACTION ON RECEIPT - NOTING	91
7.1	Note	91
7.2	Guidelines for noting	91
7.3	Comeback case	93
7.4	Examination by Assistant/Dealing-hand	94
7.5	Examination by Branch Incharge	94
7.6	Examination by Branch Officer and above	95
7.7	Level of disposal and channel of submission	95
7.8	Deviation from normal procedure or rules	96
7.9	Running summary of facts	96
7.10	Oral discussions	97
7.11	Oral instructions by higher officers	97

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
7.12	Oral orders on behalf of or from Minister	97
7.13	Confirmation of oral instructions	98
7.14	Modification of notes or order	98
7.15	Functional Approach to Noting	99
7.16	Noting of Ephemeral Cases	99
7.17	Noting of Action-in Correspondence Cases	100
7.18	Noting of Routine or Repetitive Cases	100
7.19	Noting of Problem Solving Cases	101
7.20	Noting of Policy and Planning Cases	101
7.21	Structure of a note of problem solving/policy matter cases	102
7.22	U.O. Letter or Unofficial References	102
CHAPTER-VIII	FORMS OF COMMUNICATION - DRAFTING	107
8.1	Drafting of Communications	107
8.2	Different forms of Drafts	111
8.2 (1)	Drafting of Letter	112
8.2 (2)	Drafting of Circular (Office Memorandum)	112
8.2 (3)	Drafting of DO letter	113
8.2 (4)	Drafting of Order	114
8.2 (5)	Drafting of Office Order	114
8.2 (6)	Drafting of Notification	115
8.2 (7)	Drafting of Resolution	115
8.2 (8)	Drafting of Endorsement	115
8.2 (9)	Drafting of Memo Letter	115
8.3	Correspondence with UT Chandigarh	115
8.4	Correspondence with other State Govt.	116
8.5	Correspondence with State Government and Organisation	116
8.6	Correspondence with Lok Sabha/ Rajya Sabha/ Vidhan Sabha Secretariat	116
8.7	Correspondence with Subordinate Offices	116
8.8	Time limit for reply should be specified	116

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
8.9	Use of Official Language in Govt. communication	117
8.10	Procedure for Drafting	117
8.11	General Instructions for Drafting	118
8.12	Authentication of Government Orders	119
8.13	Addressing communications to officers 'By Name'	120
8.14	Correspondence with MPs/MLAs	120
8.15	Preparation of Memorandum for the consideration of CMM	124
8.16	Guidelines for recording of minutes of a Meeting	130
Annexure-A	List of Departments/ Boards/ Corporations/ Public Enterprises/ Societies	132
Annexures-1 to 10	Specimen of Different kinds of Communication	141
Annexure-11	Specimen of Memorandum	159
CHAPTER-IX	DESPATCH AND ACTION THEREAFTER	161
9.1	General instructions for Despatcher	161
9.2	Despatch of postal communications	161
9.3	Despatch of non-postal communications	162
9.4	Return of papers after issue	163
9.5	Issue of inter-departmental notes	163
9.6	Stamps Account Register	163
9.7	Action after issue	164
9.8	Franking Machine	164
9.9	To facilitate quick despatch of papers the issue section will maintain	166
Annexure-A	Stamps Account Register	167
CHAPTER-X	INTER-DEPARTMENTAL CONSULTATION	169
10.1	Inter-Departmental consultation	169
10.2	Methods of consultation	169
10.3	Procedure for consultation	170
10.4	Method of dealing with Notes/files received from other Department	171
10.5	Inter-Departmental meetings	173

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
10.6	Inter-Departmental Oral Discussion	173
CHAPTER-XI	RECORD MANAGEMENT AND RECORD RETENTION SCHEDULE – PROCEDURE THEREOF	175
11.1	The concept of Record Management primarily involves following aspects	175
11.2	The objectives and principles of sound Record Management	175
11.3	Expectation under R.T.I. Act, 2005	177
11.4	Retention of Records	177
11.5	Classification of Cases/Records	178
11.6	Responsibilities of Classification of cases to be recorded	180
11.7	Procedure for recording	181
11.8	Review and weeding of records	182
11.9	Custody of Record	184
11.10	Requisitioning of Records	185
11.11	Indexing and Cataloguing of Record	186
11.12	Destructions and the Preservations of records	187
11.13	Weeding of Record	188
11.14	Classes of records to be deposited in the record room	189
11.15	Duties of Restorers or any other official assigned this work	189
Annexures	Annexures-1 to 7	191
Annexure-8	Record Retention Schedule of Archives Department	194
CHAPTER-XII	KNOWLEDGE MANAGEMENT – AIDS TO PROCESSING	251
12.1	What are aids to processing?	251
12.2	Note for the Successor - Need for a Template	251
12.3	Standard Process Sheet	252
12.4	Use of Standard Process Sheet	254
12.5	Procedure to Devise a Standard Process Sheet	254
12.5	Reasons for Revising of Standard Process Sheet	256
12.6	Standing Guard File	256
12.7	Use of a Standing Guard File	257

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
12.8	Creation and Updation of a Standing Guard File	257
12.9	Precedent Book	258
12.10	Use of Precedent Book	259
12.11	Creation of a precedent Book	260
12.12	Updation of a precedent Book	261
12.13	Responsibility Mapping	262
12.14	Model Note for the Successor	262
CHAPTER-XIII	TREATMENT OF SECRET AND CONFIDENTIAL DOCUMENTS.	265
13.1	Communication of Secret documents in an office	265
13.2	Essential Points for treatment of Secret and Confidential papers	265
13.3	Confidential Register	265
13.4	Orders to be taken before registering confidential papers in doubtful cases	266
13.5	Paging of papers placed in sealed covers by officer	266
13.6	Typing of confidential letters	266
13.7	Locking of file/folder in Computer System	266
13.8	Despatching of Confidential and Secret Correspondence	267
13.9	Duplication of Top Secret papers	267
13.10	Short-hand Note Books	267
13.11	Disposal of waste papers	267
13.12	Custody of Register and Confidential files	267
13.13	Removal of file from the office	268
13.14	Slip on every case	268
13.15	Delegation of powers to personal staff	268
13.16	Treatment of confidential demi-official letters	268
13.17	Passage of confidential and Secret cases from and to officers	268
13.18	Confidential reference to outside officers	269
13.19	Requisition for papers from Special Branch	269
13.23	Custody of seals	270

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
13.24	Security Do's and Don'ts	270
Annexure-A	Confidential Register	272
CHAPTER-XIV	MEASURES FOR PREVENTION OF DELAYS	273
14.1	Responsibility of Branch Incharge	273
14.2.	Time limits for disposal of cases	273
14.3.	Weekly arrear statement	273
14.4	Monthly statement of cases pending disposal over a month	274
14.5	Call Book	275
14.6	Watch on disposal of communications received from Members of Parliament and High Offices	276
14.7	Monitoring of Court/CAT cases and implementation of Court/CAT Orders	277
14.8	Requests received under Right to Information Act, 2005 (RTI)	278
14.9	Register of Parliamentary Assurances	278
14.10	Check-list of periodical reports	279
14.11	Review of periodical reports/returns	279
	Appendices	281
CHAPTER-XV	INSPECTION	297
15.1	Vision	297
15.2	Object	297
15.3	The duties of "O & M Officer"	298
15.4	Inspection programme	299
15.5	Supplementary inspection	299
15.6	Annual Inspection	300
15.7	Inspection report	300
15.8	Frequency of Internal Inspection	301
15.9	Inspection under Departmental Manuals	301
	Annexures	302
CHAPTER-XVI	LAW AND LEGISLATIVE DEPARTMENT & ADVOCATE GENERAL, HARYANA - FUNCTIONING AND PROCEDURE	
16.1	Introduction	317

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
16.2	Supply of information to LR to Advocate General	318
16.3	Functions and Duties of Law Department	318
16.4	Opinion Branch of LR	319
16.5	Procedure to send cases in Opinion Branch	319
16.6	Legislation Branch (English Cell)	320
16.7	Procedure for sending references to LR(English Cell)	320
16.8	Functions and Procedure (Hindi Cell)	321
16.9	Functions and Procedure(Litigation Branch)	321
16.10	Duties of Advocate General	324
16.11	Differences of opinion between Law Officers	325
16.12	Reference when Advocate General records dissentient opinion	325
16.13	What references may be addressed to advocate General	325
16.14	Ordinarily in other opinion work to be made over to Advocate General	326
CHAPTER-XVII	COURT CASES – INSTITUTION AND DEFENCE	327
17.1	Note on Haryana State Litigation Policy – 2010	327
17.2	Setting up the Committees/Agency	328
17.3	Deletion of Name of Chief Secretary as Respondent	329
17.4	Compliance of Court Order in time or file application for extension in time	329
17.5	Presence of Officer in case of Contempt Petition	330
17.6	Filing of LPA within prescribed time	330
17.7	Litigation Management System (LMS)	330
17.8	Responsibilities of Legal Officer/DA/DDA/ADA etc.	331
17.9	Responsibilities of Administrative Secy. to develop a mechanism	331
17.10	Workflow to be followed by all Heads of Department & Administrative Secretaries	332
17.11	Advice by the LR and consultation with AG	333
17.12	Observation of time limits	334
17.13	Briefings of Counsel for arguments	335
17.14	Steps to be taken in case of Stay on Government order	335

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
17.15	Sub-judice	336
17.16	Implementation of Orders/Judgment-Revision and Review	336
17.17	Appeal Advisability and Procedures	337
17.18	Contempt of Court- Procedure	339
17.19	Need for prompt action on Court Orders	339
17.20	Action on receipt of notice for Contempt of Court	340
17.21	Engaging private Counsel	341
17.22	Other Guidelines	342
17.23	Section 162 states that	343
17.24	Claim to privilege when justified	345
17.25	Need for corrective action in certain cases	346
17.26	To minimise the litigation in financial matters	347
17.27	Monitoring of progress of cases - Nomination of Officers–in–charge–Register of Court Cases	348
17.28	Role and Responsibilities Of Nodal Officers	349
Annexure-A	State Litigation Policy, 2010	354
CHAPTER-XVIII	LEGISLATIVE PROCEDURE	369
18.1	Constitutional Provisions for States	369
18.2	Stages of a Bill	374
18.3	Legislative powers of the Governor	375
18.4	Acts to replace Ordinances	376
18.5	Procedure of submission of Draft ordinance to Govt.	376
18.6	Bills	376
18.7	Policy in regard to legislation in respect of matters in Concurrent List of Constitution	376
18.8	Preliminary stage of a Government Bill	377
18.9	Submission of Official Memorandum	378
18.10	Governor’s recommendation required on Financial Bill	379
18.11	Previous sanction of the President	380
18.12	Previous recommendation of the Governor	380
18.13	Introduction and Publication	380
18.14	Publication of Bills	381

TABLE OF CONTENTS (Chapter-wise)

Para No.	Content	Pg. No.
18.15	Notice of Motion	381
18.16	Select Committee	381
18.17	Drafting Committee	381
18.18	Procedure Subsequent to passing Bills	382
18.19	Private Members Bills	383
18.20	Form of assent to be accorded by the Governor to Bills submitted for assent under Article 200 of the Constitution	383
18.21	Procedure regarding Bills reserved for consideration of the President under Article 200 of the Constitution	383
18.22	Return of Bill	384
18.23	Final publication of an Act	385
18.24	Supply of copies of Bills and Acts to Government of India	385
18.25	Printing and reprinting of spare copies of Acts	385
18.26	Statement of pending Legislative Business	386
18.27	Treatment of Central Bills referred to the State Govt. for opinion	386
18.28	Legislative Questions and Resolutions	389
18.29	Rules and Regulations under existing Acts	395
18.30	Business coming before the Council of Ministers	397
18.31	Business of the Council is Confidential	399
18.32	Preparation of the Memorandum for consideration of CMM	400

CHAPTER - I
DEFINITIONS

1.1 Definitions.—

Special meanings to be attached to some of the terms used in the manual are given below. In this Manual unless the context otherwise requires:—

1. **'Addressee'** means a person who is intended by the originator to receive the message/ electronic record but does not include any intermediary;

2. **'Allocation Rules'** means Business of the Haryana Government (Allocation) Rules, 1974 (as amended from time to time);

3. **'Appendix to correspondence'** in relation to a file means lengthy enclosures to a communication (whether receipt or issue) on the file, inclusion of which in the correspondence portion is likely to obstruct smooth reading of the correspondence or make the correspondence portion unwieldy,

4. **'Backup'** means a duplicate copy of a program, a disk, or data, made either for archiving purposes or for safeguarding valuable files from loss if the original active copy be damaged or destroyed.

5. **'Branch'** means the work unit within a department, responsible for attending to items of work allotted to it. It also includes 'Cell', 'Unit', 'Section', and other like terms. It is generally headed by a Branch Incharge, Superintendent or any other officer/official.

6. **'Branch Incharge'** an officer/official supervising a Section/Branch/Unit/Cell and includes functionaries like Superintendent/Section Officer/Branch Incharge etc.

7. **'Branch Officer'** means the officer who takes the work directly from the section. This term also includes the middle-level officers in Directorates/ Collectorates / Divisional or Regional offices such as Additional/Joint/Deputy/ Assistant Directors/ Registrars; Additional Deputy Commissioners; Additional District Magistrates; Establishment Officers, Administrative officers, Registrars etc. In case of Secretariat, Branch officer means an officer of level of Under Secretary/Deputy Secretary who takes work from the Branch.

8. **'C.R. No.'** means the serial number assigned to a communication in the receipt register or CFMS (Central File Movement System) number of the Central Registry preceded by the code letter identifying the register.

9. **'Case'** means a current file on which either an independent proposal is processed or a receipt called Paper Under Consideration (PUC) dealing with a particular issue is dealt with. It includes all inter-connected correspondence or Fresh Receipts (FRs) relating to the PUC.

10. **'Central Registry'** means a Unit/Section assigned with the responsibility of receiving registering and distributing dak meant for the Secretariat/ Directorate/Collectorate etc. (Issue & Circulating Branch)

11. **'Circulating Branch'** means a unit assigned with the responsibility of receiving, registering and distributing dak meant for all the departments of the Haryana Civil Secretariat.

12. **'Classified dak'** means dak bearing a security grading e.g. confidential, secret etc.

13. **'Come-back case'** means a case received back for further action such as re-examination or preparing a draft or a summary of the case.

14. **'Computer network'** means the interconnection of one or more computers through the use of satellite, microwave, terrestrial line or other communication media; and Terminals or a complex consisting of two or more interconnected computers whether or not the interconnection is continuously maintained;

15. **'Computer resource'** means computer, computer system, computer network, data, computer data base or software;

16. **'Computer system'** means a device or collection of devices, including input and output support devices which contain computer programmes, electronic instructions, input data and output data, that performs logic, arithmetic, data storage and retrieval, communication control and other functions and excluding calculators which are not programmable and capable of being used in conjunction with external files;

17. **'Computer'** means any electronic magnetic, optical or other high-speed data processing device or system which performs logical, arithmetic, and memory functions by manipulations of electronic, magnetic or optical impulses, and includes all input, output, processing, storage, computer software, or communication facilities which are connected or related to the computer in a computer system or computer network;

18. **'Connectivity'** means the state of being connected to the Internet or some other type of computer network. It is measured in KBPS (Kilo Bytes Per Second)

19. **'Correspondence portion'** means the portion of file containing 'Receipts' and 'Office copies of the communications' issued from the file including self-contained inter-departmental notes but excluding those recorded on the notes portion of the file itself.

20. **'Current file'** means a file on which action is not yet complete.

21. **'Dak'** means every type of written communication including letter, fax, e-Mail, wireless message, inter departmental note, file, which is received, whether by post or otherwise, in the Secretariat/Directorate/Collectorate or other office for its consideration.

22. **'Data'** means a representation of information, knowledge, facts, concepts or instructions which are being prepared or have been prepared in a formalised manner, and is intended to be processed, is being processed or has been processed in a computer system or computer network, and may be in any form (including computer printouts magnetic or optical storage media, punched cards, punched tapes) or stored internally in the memory of the computer;

23. **'Dealing hand'** means any functionary such as Clerk, Assistant, Accountant, Deputy Superintendent, etc. etc. entrusted with initial examination and noting upon cases and assisting the Branch Incharge/Branch Officer in docketing, referencing, etc.;

24. **'Department'** means any of the Departments mentioned in the Business of the Haryana Government (Allocation) Rules, 1974, as amended from time to time.

25. **'Departmental instructions'** means the instructions issued by a department to supplement or vary the provisions of the Manual of Office Procedure.

26. **'Diarising'** means registering of receipts in the Central Registry or Section Diary or Office diary.

27. **'Diarist'** means an official within a section/office charged with the responsibility, *inter-alia*, of maintaining the Section Diary.

28. **'Diary Number'** means the serial number assigned to a receipt by the CFMS application or by the Section/Branch/Office diary register followed by code letters identifying the name of department and section.

29. **'Digital Signature'** means authentication of any electronic record by a subscriber by means of an electronic method or procedure in accordance with the provisions of section 3 of 'The Information Technology Act, 2000'.

30. **'Docketing'** means making of entries in the notes portion of a file about serial number, diary number (for receipts) and page number assigned to each item of correspondence (whether receipt or issue) for its identification.

31. **'Electronic form'** with reference to information means any information generated, sent, received or stored in media, magnetic, optical, computer memory, microfilm, computer generated micro fiche or similar device;

32. **'Electronic Gazette'** means the Official Gazette published in the electronic form;

33. **'Electronic mode'** includes modern electronic means of communications like e-mail, video-conferencing, fax, SMS etc.

34. **'Electronic record'** means data, record or data generated, image or sound stored, received or sent in an electronic form or microfilm or computer generated micro fiche;

35. **'e-mail account'** means an account that stores messages on a server, are password-protected, and can be accessed by computer's email client or by a web-based email application.

36. **'e-mail'** is a short for electronic mail, allow you to send digital messages to anyone else with an email account. Sending email consists of accessing the Internet, logging into your email account, entering the email address of the person you wish to mail, typing out your message, and clicking 'send.'

37. **'Fax Message'** means a process by which fixed graphic material including pictures, text, or images is scanned and the information converted into electrical signals which are transmitted via telephone to produce a paper copy of the graphics on the receiving fax machine. Some modems can be used to send and receive fax data.

38. **'File'** means a collection of papers on a specific subject matter assigned to a file number and consisting of one or more of the following parts:-

(a) Correspondence.
(b) Notes.
(c) Appendix to correspondence.

(d) Appendix to notes.

39. **'Final disposal in relation to a case under consideration'** means Completion of all action thereon culminating, where necessary, in the issue of final orders or final reply to the issues raised by the person/party/office from which the original communication emanated.

40. **'Fresh receipt' (FR)** means any subsequent receipt on a case which brings in additional information to assist and aid the disposal of a Paper Under Consideration (PUC).

41. **'Head Register' or 'Index Register'** means Branch wise index of files opened by sections/branches of a department during a year arranged in a single series in the alphabetical order of the catchwords under which they have been indexed.

42. **'ID number'** means ID indicates identification number.

43. **'Index slip'** means a card or a paper slip displaying the title of a file under a catchword, followed by a reference to its file number.

44. **'Indexing'** in relation to a file means indicating its title under appropriate catchwords arranged in their alphabetical order with a view to facilitate its locating in the event of need.

45. **'Information'** includes data, text, images, sound, voice, codes, computer programmes, software and databases or microfilm or computer generated micro fiche:

46. **'Internet'** means a network of other networks, the function of an internet is to move information from one LAN, for example, to another LAN that may be geographically distant. 'The Internet' usually refers to a global network of networks that uses the TCP/IP protocol suite to support a number of applications for information sharing and retrieval including the World Wide Web and Gopher.

47. **'Issue'** means a communication issued in a case.

48. **'Issue Branch'** means the unit responsible for fair typing of drafts and their despatch to the addressees, and includes functionaries like Resident Assistant.

49. **'Issue of draft'** includes all stages of action after the approval of a draft ending with despatch of the signed communication to the addressee e.g. fair typing, comparing, attaching enclosures, preparing pad for signature, preparing covers,

making entries in the despatch registers and messenger books, affixing stamps, where necessary.

50. **'Messenger Book or Peon Book'** means a record maintained in a standard Book/Register on the prescribed form containing particulars of non-postal communications and their receipt by the addressee.

51. **'Night Duty Clerk'** means a Clerk on duty outside office hours who performs the functions of the Central Receipt and Issue Section during such hours. The term includes Resident Clerk also.

52. **'Nodal Department'** means a Department which is primarily responsible for specifying matters and interacts with all other Departments to ensure uniformity in handling.

53. **'Note'** means the remarks recorded on a case to facilitate its disposal and includes a précis of previous papers, a statement or an analysis of the questions, requiring decision, suggestions regarding the course of action and final orders passed thereon;

54. **'Notes or Noting Portion'** in relation to a file-the portion containing notes or minutes recorded on a case.

55. **'Optical Character Recognition (OCR)'** means the act of using a visual scanning device to read text from hard copy and translate it into a format a computer can access (e.g., an ASCII file). OCR systems include an optical scanner for reading text and sophisticated software for analyzing images.

56. **'Optical Mark Reader (OMR)'** means 'A machine for reading 'tick box' information from printed forms into a computer without using a keyboard; in essence, a mark reading data capture technology.

57. **'Ordinary postal dak'** means postal dak for which no specific acknowledgement is obtained by the Posts and Telegraphs Offices.

58. **'Originator'** means a person who sends, generates, stores or transmits any electronic message or causes any electronic message to be sent, generated, stored or transmitted to any other person but does not include an intermediary;

59. **'Paper Under Consideration (PUC)'** means a receipt on a case, the consideration of which is the subject matter of the case. PUC in a case will remain the same till a case is finally disposed of. All other papers subsequently

received which may bring in additional information to aid the PUC will be 'Fresh Receipts'.

60. **'Password'** means a unique string of characters that a user types as an identification code to restrict access to computers and sensitive files. The system compares the code against a stored list of authorised passwords and users. If the code is legitimate, the system allows access at the security level approved for the owner of the password.

61. **'Personal Staff'** means any staff appointed/posted to assist a functionary such as Senior Special Private Secretary, Senior Secretary or Secretary, Private Secretary, Personal Assistant, Stenographer, Steno typist. An Assistant or Clerk or any other clerical staff posted in the offices of the functionary when performing the duties expected of the personal staff is also covered under this term.

62. **'Photocopy'** means a reproduction process that uses a light sensitive printing element, toner, and heat to fuse the toner to the paper to produce the copy.

63. **'Postal communication'** means a communication despatched by post office and also includes courier.

64. **'Postal dak'** means all dak received through Post office or through courier.

65. **'Receipts'** means dak after it has been received by the concerned section or branch offices or officers.

66. **'Record'** means information preserved in a physical medium / something set down in writing or other permanent form for future reference.

67. **'Recording'** means the process of closing a file after action on all the issues considered thereon has been completed and includes operations like completing references, removing routine papers, revising the file title, changing the file cover and stitching the file, classifying and sending it to Record Section or placing the same in the Almirahs allocated for the purpose.

68. **'Reference Folder'** in relation to a particular subject means a folder containing copies of relevant rules, orders, instructions etc. arranged in a chronological order, for ready reference.

69. **'Resident Assistant'** means an Assistant or any other official on duty outside office hours who performs the functions of the circulating and issue section during such hours.

70. **'Routine note'** means a note of a temporary value or ephemeral importance recorded outside the file, e.g., a record of casual discussion or a note on a point of secondary importance intended to facilitate consideration of the case by higher officers.

71. **'Running summary of facts'** in relation to a case means a summary of the facts of the case updated from time to time to incorporate significant developments as and when they take place for ready use.

72. **'Scanned Document'** means a digitized slide, a photograph, or other artwork on a scanner using scanning software so that it can be displayed and edited on a computer.

73. **'Section Officer'** See the definition of Branch Incharge.

74. **'Section'** see the definition of Branch.

75. **'Sectional note'** means a note recorded on only one of the many issues raised in the PUC.

76. **'Secure system'** means computer hardware, software, and procedure that—

i. are reasonably secure from unauthorised access and misuse;
ii. provide a reasonable level of reliability and correct operation;
iii. are reasonably suited to performing the intended functions; and
iv. adhere to generally accepted security procedures;

78. **'Security grading'** means security marking of classified documents as Confidential, Secret, Top Secret or Restricted.

77. **'SMS Message'** means Short Message Service: available on digital GSM networks allowing text messages of up to limited characters to be sent and received via the network operator's message center to your mobile phone, or from the Internet, using a so-called 'SMS gateway' website. If the phone is powered off or out of range, messages are stored in the network and are delivered at the next opportunity.

79. **'Standard process sheet'** means a standard skeleton note development for a work of repetitive nature indicating predetermined points of check or aspects to be noted upon.

80. **'Standing guard file'** on a subject means a compilation consisting of the following three parts:

i. A running summary of the principles and policy relating to the subject with number and date of relevant decisions or orders quoted in margin against each;

ii. Copies of the decisions or orders referred to, arranged in chronological order; and

iii. Model forms of communication to be used at different stages.

81. **'Standing note'** in relation to a subject means a continuing note explaining, among other things, the history and development of the policy and procedure, designed to serve as :—

(i) A complete background material for review of the existing policy or procedure;

(ii) A brief note (or preparing replies to Assembly questions or notes for supplementary thereto; and

(iii) Induction or training material.

82. **'Urgent dak'** means dak marked 'most immediate' 'immediate' 'urgent' 'priority' and includes, wireless messages and telex messages, SMS Gateway, e-mail etc.

83. **'Word Processor'** means an application program that allows you to create and format document files of a wide variety of types. Simple word processors are often referred to as 'text editors,' because they deal only with plain text and lack the formatting capabilities of full-featured word processing programs. More sophisticated varieties turn the computer into a kind of super typewriter/printing machine; these are often referred to as desktop printing programs. Some of the common word processors are Star Office, MS Word and Page Maker.

****

CHAPTER - II

ORGANISATIONAL SET UP AT SECRETARIAT LEVEL AND HEAD OFFICE LEVEL

2.1 Exercise of Executive Powers of the State.—

The executive powers of the State formally vest in the Governor and may be exercised by him either directly or through officers subordinate to him in accordance with the provision in Article 154 of the Constitution of India.

2.2 Executive Powers of the Council of Ministers.—

(1) In the exercise of his functions, the Governor is aided and advised by a Council of Ministers headed by the Chief Minister. In actual practice the executive power of the State resides in the Council of Ministers.

(2) The Council of Ministers consists of two categories of Ministers, namely :

(a) Cabinet Ministers; and

(b) Ministers of State.

(3) The Cabinet, consisting of Cabinet Ministers, is responsible for shaping the overall policies of the State Government in discharging its responsibilities. A Minister of State with Independent Charge also attends a Cabinet meeting when subject matter of his Department is considered.

2.3 Transaction of the Business of the Government.—

Among the rules issued by the Governor for the convenient transaction of the business of the Government, under Article 166 (3) of the Constitution, are:

(1) Business of the Haryana Government (Allocation) Rules, 1974 (as amended from time to time). These rules allocate 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. In relation to the business allotted to a Minister, these rules also permit the association of another Minister to perform such functions as may be specifically assigned to him.

(2) Rules of Business of the Government of Haryana, 1977 (as amended from time to time). These rules, 1977 seek to define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge. These rules also specify:

(a) cases or classes of cases to be submitted to the Governor, the Chief Minister, the Cabinet or its Committees for prior approval; and

(b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence/comments before taking final decisions.

(3) Rule 18 of the Rules of Business of the Government of Haryana, 1977 (as amended from time to time his rule provides that cases shall ordinarily be disposed off by or under the authority of the Minister-in-charge who may by means of Standing Orders give such directions as he thinks fit for disposal of cases in the Department. Further, Rule 19 ibid provides that each Minister shall by means of Standing Orders arrange with the Administrative Secretary of the Department what cases are to be brought to his personal notice. Rule 28 ibid provides for the matters required to be submitted to the Chief Minister/ Governor.

Note.— Organisational chart has been given at Annexure-1 at the end of this chapter.

2.4 Administrative Secretary of the Department.—

(1) A Department is headed by the Administrative Secretary to Government of Haryana who acts as the administrative head of the Department and principal adviser to the Minister on all matters of policy and administration within the Department.

(2) A Department comprises the following levels—

i) Secretariat level

ii) Directorate level

iii) Field level offices

2.5 Departments at Secretariat and Financial Commissioner Revenue Level.—

(1) Secretariat has two wings. Chief Minister is the Minister-in-charge of Secretariat Establishment and Chief Secretary is the Head of Department as well as Administrative Secretary of Secretariat Establishment. The second wing, Financial Commissioner office is under the administrative control of Additional Chief Secretary-cum-Financial Commissioner Revenue (FCR) and the Revenue Minister is its Minister-in-charge. The Secretary/Special Secretary Secretariat Establishment is the Head of Office and assists the Chief Secretary as far as staff of Secretariat Establishment is concerned. The branches dealing with the department borne on Secretariat wing are under the control of Administrative

Secretary concerned. Similarly, Joint Secretary/Secretary Revenue (Estt.) is the Head of Office in FCR's office and assists the FCR as far as FCR's wing and the revenue work is concerned. A list of Departments at Secretariat Level and at FC's level is available at **Annexure-2 of this Chapter.**

(2) A Department at Secretariat Level is responsible for formulation of policies/schemes of the Government in relation to business allocated to it and also for their implementation, monitoring and review.

(3) For the efficient disposal of business allotted to it, each Department at Secretariat Level is divided into branches which is headed by a Branch Incharge and supervised by a Branch Officer.

(4) A Branch is the lowest unit in a Department with a well-defined area of work. It consists of Branch Incharge/Assistants, Clerks as dealing hands and clerical support. Branches are supervised by a Branch Incharge. The primary function of the Branch is to efficiently procure, maintain and process information necessary for the smooth and efficient functioning of the Government machinery. Accordingly, the branches perform the essential functions like Financial Planning and Budgeting; Regulation through Legislation, Acts and Rules, Over-all Programme Management through formulation of schemes, setting of goals and monitoring of performance; Personnel Management etc.

(5) The main task of the staff of a branch is to assist at the Government level by making available processed information required for decision making. The utility of the branch lies firstly in anticipating the various kinds of information required, secondly in procuring and maintaining in a compiled form accurate information that can be readily used whenever required and thirdly in making available the information to the decision making authorities. For the purpose of procuring information, it is the duty of each Branch Incharge/Branch Officer to be fully aware of the information necessary for the management of various schemes/programmes etc. and to arrange with quarters concerned receipt of accurate and relevant information.

(6) The work of a Department at secretariat level is divided into Branches with a Secretary/Additional Secretary/ Special Secretary/Joint Secretary/ Deputy Secretary/Under Secretary Incharge of each branch. Such a functionary is normally vested with the maximum measure of independent functioning and responsibility in respect of the business falling within its Branch, subject to the

overall responsibility of the Administrative Secretary for the administration of the Department.

2.6 Department at Directorate Level.—

(1) A Department at Directorate level is headed by the Head of Department so declared under the rules.

(2) A Branch is the lowest unit in a Department with a well-defined area of work. It consists of Branch Incharge/Assistants, Clerks as dealing hands and clerical support. Branches are supervised by the Branch Incharge. There are Departments that have a Unit or Cell which is almost similar to a Section. Initial processing and submission of cases through noting and drafting is primarily done by dealing hands. However, there are instances where cases are to be initiated at higher level. Even in such cases, functionaries in the Branch/Section will provide the required assistance. Branch/Section is responsible for the accuracy of facts and for maintenance of files. Branch Incharge functionaries deal with cases independently with stenographic assistance and submit to his next higher officer in the hierarchy.

Note.— For list of Head of Departments refer to rule 8(38) and Annexure of the Haryana Civil Services (General) Rules, 2016.

2.7 Field Level Offices.—

Field level offices are at Divisional, District, Sub Division, Tehsil and Block level. These offices are headed by the Head of Offices so declared by the competent authority under the rules.

Annexure-1

ORGANISATION SET UP

<table>
<tr><td colspan="6">Standing Order
(issued under Rule 18 of Rules of Business of the Govt. of Haryana, 1977)</td></tr>
<tr><td colspan="2">Power of Minister-in-charge other than Revenue Minister</td><td colspan="4">Power of Revenue Minister</td></tr>
<tr><td colspan="2">Powers delegated to Administrative Secretary of the Department</td><td>Powers delegated to FCR (Relating to Administration)</td><td colspan="3">Powers delegated to FCR and other FCs (Revenue related)</td></tr>
<tr><td>HoDs Addl./Jt. Directors</td><td>Secretary/Spl. Secy./Addl. Secy.</td><td>Secretary/Spl. Secy./Addl. Secy.</td><td colspan="3">(i) HoDs of their jurisdiction
(ii) Divisional Commissioners</td></tr>
<tr><td rowspan="3">Field Offices</td><td>Joint Secretary</td><td>Joint Secretary</td><td colspan="3">Deputy Commissioners/ District Collectors</td></tr>
<tr><td>Deputy Secretary/ Under Secretary</td><td>Deputy Secretary/ Under Secretary</td><td>SDO (C)</td><td>CTM</td><td>Other Head of Offices for Local Administration</td></tr>
<tr><td>Branch Incharge (Superintendent/ Dy. Superintendent)</td><td>Branch Incharge (Superintendent/ Dy. Superintendent)</td><td>CRO (Tech./ Non-Tech.)</td><td></td><td></td></tr>
</table>

Annexure-2

(A) The List of Directorates/Departments headed by the Head of Departments under the control of Administrative Secretaries:-

1.	**Advocate General**
2.	**Archaeology & Museums Department**
3.	**Architecture Department**
4.	**Archives Department**
5.	**AYUSH Department**
6.	**Citizen Resources Information Department**
7.	**Civil Aviation Department.**
8.	**Economic & Statistical Analysis Department.**
9.	**Elections Department**
10.	**Elementary Education Department.**
11.	**Employees State Insurance Health Care**
12.	**Employment Department.**
13.	**Environment and Climate Change Department**
14.	**Food, Civil Supplies and Consumers Affairs Department.**
15.	**Food and Drugs Administration Department**
16.	**Foreign Co-operation Department**
17.	**General Administration Department**
18.	**Secretariat Establishment**
19.	**Haryana Police Department**
20.	**Health Services Department**
21.	**Higher Education Department**
22.	**Home Guards & Civil Defence Department.**
23.	**Horticulture Department.**
24.	**Hospitality Department.**
25.	**Housing for All Department**
26.	**Human Resources Department**
27.	**Skill Development and Industrial Training Department.**
28.	**Industries & Commerce Department.**
29.	**Information Technology, Electronics & Communication Department**

30.	**Information, Public Relations & Cultural Affairs Department.**
31.	**Institutional Finance & Credit Control Department**
32.	**Irrigation and Water Resources Department**
33.	**Labour Department**
34.	**Law & Legislative Department**
35.	**Local Audit Department.**
36.	**Medical Education and Research Department.**
37.	**Micro Small and Medium Enterprises Department**
38.	**Mines & Geology Department.**
39.	**Printing & Stationery Department.**
40.	**Prisons Haryana Department**
41.	**Prosecution Department.**
42.	**Public Health Engineering Department**
43.	**Public Works Department (Buildings & Roads) Department**
44.	**Renewable Energy Department**
45.	**Rural Development Department**
46.	**Science & Technology Department**
47.	**School Education Department**
48.	**Small Savings & Lotteries Department**
49.	**Social Justice & Empowerment Department**
50.	**Sports and Youth Affairs Department**
51.	**State Transport Department**
52.	**State Vigilance Bureau, Panchkula**
53.	**Supplies & Disposals**
54.	**Technical Education Department**
55.	**Tourism Department**
56.	**Town & Country Planning Department**
57.	**Transport Department**
58.	**Treasuries and Accounts Department**
59.	**Urban Estates Department**
60.	**Urban Local Bodies Department.**
61.	**Welfare of Schedule Castes & Backward Classes Department**
62.	**Women & Child Development Department.**

(B) The list of Departments which are borne on the Financial Commissioners Revenue's Wings is given below :-

1.	**Agriculture and Farmers Welfare Department**
2.	**Animal Husbandry & Dairying Department**
3.	**Consolidation and Land Records Department**
4.	**Cooperation Department**
5.	**Development & Panchayats Department**
6.	**Excise & Taxation Department**
7.	**Fisheries Department**
8.	**Forest Department**
9.	**Rehabilitation Department**
10.	**Revenue and Disaster Management Department**
11.	**Wild Life Preservation Department**

Note.—The above lists are subject to any change by the Competent Authority.

****

CHAPTER - III

FUNCTIONARIES AND FUNCTIONS

3.1 Functions of Chief Secretary.—

1. Chief Secretary (CS) to Government Haryana is the Head of Department as well as Administrative Secretary of the Secretariat wing which is the premier office of the State Government.
2. CS plays an effective supervisory role, as the most important cases of the various departments are routed through him for final decision.
3. CS has to preside over various meetings pertaining to important issues and policy decisions of all the Departments. Being central point of inter-state, the correspondence by GoI and other State Governments is also normally addressed to him. CS is considered as Chief Executive of the State Government and *'a linchpin'* in the administration.
4. CS exercises superintending control over the whole secretariat administration including the staff attached to the Ministers and is empowered to take all necessary steps for the efficient functioning of the secretariat.
5. CS is the Principal Advisor to Chief Minister and also acts as Secretary of Council of Ministers.
6. CS is also the Administrative Secretary of the Human Resources, General Administration, Secretariat Establishment, Training & Personnel (IAS/HCS establishment), Parliamentary Affairs and Administrative Reforms Departments and of any other department allocated to him by the competent authority. In order to discharge his functions he may call for any information relating to any case in any department and ask any concerned Administrative Secretary/ Secretary / Special Secretary or Head of Department to put up any papers, files or records to him.
7. All orders affecting the All-India Services generally, and all orders affecting the emoluments or prejudicial to the interest of individual members of these services are seen by the Chief Secretary before orders of Government are issued.
8. As Cabinet Secretary, the presence of CS in the cabinet meeting becomes essential.
9. CS has to provide secretarial assistance to the cabinet, ensuring the implementation of decisions, acting as the policy coordination centre, serving as a data bank of information, organizing conferences etc.

10. CS has to go through all the papers relating to cabinet meetings, matters which affect Centre-State and Inter-State relations, establishment matters, matters relating to Governor, matters relating to senior officers, conferences and regional meetings, Parliamentary and Assembly questions relating to the Chief Minister/Ministers, functions relating to Census. CS has also to share with Chief Minister the vision of the administrative goals and requirements of the State.
11. CS has to examine the entire proposal thoroughly as to know what will be the consequences.
12. CS being Administrative Secretary of Personnel & Training Department the personal management of all IAS and HCS officers is under his administrative control.
13. CS is responsible for establishment matters of the state cadre officers of the IAS and HCS.
14. CS deals with all matters relating to vacancies, appointments, transfers, placements, seniority, promotions and retirement etc. of personnel of the IAS/HCS officers.
15. CS also plays a crucial role in the promotion of HCS officers to the IAS. The recommendations of the CS on disciplinary proceedings against All-India Service Officers, Heads of Departments and HCS officers are generally endorsed by the Chief Minister on merits.
16. CS writes the Annual Confidential Reports (ACRs) or Performance Appraisal Reports (PARs) of the officers of All-India Services posted in the State.

3.2 Functions of Administrative Secretary to Government.—

Administrative Secretary is the Head of Administrative Department and Principal Adviser to the Minister in-charge of the department in all matters of policy decisions and administration. His functions are as under:-

1. He exercises full powers for the effective functioning of the Department. He is directly responsible for the implementation of all development programmes/ schemes and his responsibility is complete and undivided.
2. He is responsible for the careful observance of the Rules of Business for the transaction of business in his department.
3. He is to encourage officers working under him to bring up cases for advice, discussion or disposal and to make it a practice to see Branch Incharges and Assistants frequently so as to be well acquainted with them personally. In many

cases it will be found possible to lighten work by giving verbal instructions to them.

4. Government of India and other State Governments are addressed only by the Administrative Secretary of the Department concerned, unless direct references (by Head of Departments) are specially permitted by any enactment or by the order of the State Government or the Administrative Secretary concerned. There is, however, no objection to the Heads of Departments, etc., addressing their counter-parts in other States on routine matters;
5. All communications received from the Government of India, including those from the Prime Minister and Ministers should, if necessary, be shown to the Minister-in-charge, the Chief Minister and the Governor, by the Administrative Secretary concerned.
6. Any matter likely to bring the State Government into controversy with the Central Government or any other State Government should be brought to the notice of the Minister-in-charge, the Chief Minister and the Governor by the Administrative Secretary concerned.
7. He should take an early opportunity to call on a newly appointed Minister, Minister of State of his Department.
8. He should maintain a list of important outstanding problems relating to the departments under his control so that these problems are kept constantly in mind and their progress watched from time to time. When a particular problem relates to more than one Administrative Department, it should be useful to nominate one Administrative Secretary who should obtain the co-operation of all concerned and make necessary co-ordination.

3.3 Duties of Supervisory Officers (Secretary/ Special Secretary/ Additional Secretary/Joint Secy.).—

The duties of Supervisory Officers are as under :-

1. Supervisory Officers' specific inputs in the decision making process are:
   (a) examine the case in terms of the priority policy of Government,
   (b) explain what is sought to be done,
   (c) decide what facts and figures are needed,
   (d) obtain and tabulate facts and figures,
   (e) evaluate alternative courses of action that could be taken, and
   (f) opine on optimal courses to be taken giving reasons.

2. They are responsible to the Chief Secretary or Administrative Secretary for the efficient working of the branches in their respective charge.
3. To facilitate the quick disposal of cases, especially in cases of urgency, full use should be made of personal communication between officers of the same Department. Personal communication through e-mail, telephone, etc. should be freely resorted except in case of secret matter.
4. The Supervisory officers should encourage officers working under him to bring up cases for advice, discussion or disposal and should make it a practice to see Branch Incharges and Assistants frequently so as to be well acquainted with them personally. In many cases it will be found possible to lighten work by giving verbal instructions to them. The cases, in which they want to 'speak' or 'discuss' with subordinates, should be marked to the personal staff who will be responsible to arrange discussion at the earliest.
5. Officers should occasionally pay surprise visits to their Branches to ensure that work is not being held up un-necessarily.
6. Draft on important cases and reviews of departmental reports should be prepared by the Under Secretary/Deputy Secretary/Joint Secretary or any equivalent officer in hierarchy.
7. The demi-official letters, which are to be issued under the signatures of officers, should also be dictated to Personal Assistant/ Stenographers who should invariably prepare their fair copies along with enclosures, if any. The Personal Assistant/Stenographers etc., should also type out the addresses on the envelopes alongwith demi-official letter before sending these to the Branch for getting it dispatched. Routine demi-official letters, reminders and acknowledgements should, however, be submitted in the form of fair drafts to the officers by the Branch.
8. When a case is sent by an officer below the rank of Administrative Secretary direct to the Minister, the case will have to pass through the Administrative Secretary concerned on its return. Similarly, if a case is received back direct then the concerned officer must show it to the Administrative Secretary.
9. The supervisory officers should ensure issue of orders in accordance with the decisions of the competent authorities and under proper authentication;
10. They should take effective steps for organising the implementation of Government decisions, policies and programmes and to identify bottlenecks or

impediments in their implementation, in liaison and coordination with all concerned agencies;

11. They should represent the Department or office concerned and watch Govt. Interest/ departmental interest in meetings etc., according to directions of the superior authorities;
12. In addition to complying with the instructions contained in the Rules of Business, supervisory officers should carefully observe the following points :-
    (i) that no file is sent out of the office to another department except through the branch; and
    (ii) that the Government of India and other State Governments are addressed only by the Administrative Secretary of the Department concerned, unless direct references (by Heads of Departments) are specially permitted by any enactment or by the order of the State Government. There is, however, no objection to the Heads of Departments, etc., addressing their counterparts in other States on routine matters;

3.4 Duties of Branch Officer.—

The duties of Branch Officer are as under :-

1. A Branch officer is the junior most officer on the first rung of the secretariat hierarchy authorised to issue orders in the name of the Governor of Haryana (vide Rule 9(i) of the Rules of Business of Government of Haryana, 1977 as amended from time to time.
2. He is an officer-in-charge of the Branch(es) of a Department including the Haryana Civil Secretariat in respect thereto he exercises control both in regard to the disposal of business and maintenance of discipline.
3. The functions of the Branch officer are to control and supervise the Branch(es) placed in his charge.
4. He should instruct and guide the staff how to deal with papers, both generally and in individual cases, and see that such instructions are carried out and those papers are properly handled.
5. It is his duty to check delay, superfluous noting and prolixity of language, whether in notes or drafts, and enforce the rigid observance of all rules in regard to such matters as the form and scope of office notes and drafts, the communication of copies of documents as enclosures, referencing, the citation of precedents and

authorities, indexing, the nature of records that should be printed, and the editing of matter for the press.

6. In accordance with the recognized practice and such specific instructions as the Administrative Secretary may issue from time to time, he may pass final orders approving proposals which are of a routine nature or which require only the formal sanction of Government.
7. In other cases, he will see that points on which orders are required are clearly and concisely set forth, and will ordinarily express his own views on them.
8. When the Government have passed orders on a case, he should see that those orders are conveyed completely, accurately and clearly without unnecessary verbiage to those whom they concern, and that all points for orders are dealt with in the communication to be issued.
9. Noting and drafting on the cases of policy framing and complicated nature should, as far as possible, be done by the Branch Officer who should utilise the service of Dealing-hand/Assistant/Branch Incharge for the collection of statistics or papers or any information which he may require.
10. Where there are two or more branches are under the control of a Branch officer and if there is any dispute on a particular receipt that which Branch or who will examine the same, in such case the decision for allocation shall be taken by the Branch officer.
11. Branch Officer is to keep a watch over timely submission of weekly and monthly arrear lists and other returns and scrutinize them;
12. Branch officer to make surprise visits to the Branch to check attendance and to see that other instructions are correctly observed;
13. He should inspect the Branch once in three months and submit an inspection note to the Administrative Secretary;
14. He should discuss with the Branch Incharge from time-to-time measures necessary to expedite disposal for improvement of working in the Branch;
15. See also Para 3.7(8) of Chapter-III regarding Check on Furniture, Stationery, etc.
16. To deal with any other work assigned by the higher officers.

3.5 Duties of Under Secretary/Deputy Secretary/Joint Secretary of Secretariat Establishment.—

In addition to above said duties, the officer-in-charge of Secretariat Establishment (JSSE/DSSE/USSE) shall also perform the following duties:-

(i) In Haryana Civil Secretariat, the Under Secretary /Deputy Secretary, Secretariat Establishment is responsible to the Chief Secretary for the maintenance of discipline and smooth running of the Secretariat. It is one of his primary duties to make regular inspections and to take other steps to ensure that officials attend office punctually, that work is not delayed and that the fullest attention is paid to office procedure in all its details. The efficiency of the Secretariat to a large extent, depends on vigilance and devotion to duties of the Under Secretary/Deputy Secretary, Secretariat Establishment.

(ii) He will ensure that all establishment matters pertaining to Secretariat Establishment are dealt with by the concerned branches under his control as per the provisions in relevant rules/instructions and submitted to him for appropriate order/approval of the competent authority.

(iii) He should maintain up-to-date the gradation lists of members of HSS-I & II and other ministerial staff.

(iv) He should check bio-metric attendance of all Branches and to deal with the cases of habitual late comers.

(v) Being incharge of the Secretariat Record Room, he should inspect it regularly to see that records and list of files are kept in proper order. He will also see that the rules for the elimination of papers are being correctly followed, ephemeral records, being destroyed after two years, files are indexed properly and that the old records are transferred to the Secretariat Record Room.

(vi) He has power to, suspend, dismiss and grant leave to all Government employees employed in the Civil Secretariat.

(vii) To inspect regularly Circulating, Issue and Despatch Branches to ensure that work is not delayed there.

(viii) He is competent to issue subsidiary office orders in matters of details of office routine but when these are of an important nature, they should not be made or incorporated in the “Manual of Office Procedure” without the approval of Chief Secretary.

3.6 Duties of Drawing and Disbursing Officer (DDO).—

(1) The main functions of a DDO is to assist the Head of Office/Head of Department in the discharge of his financial activities. The duties of DDO have been prescribed in detail in the Punjab Financial Rules, Punjab Budget Manual, Subsidiary Treasury Rules and other relevant rules/instructions issued by

Government from time to time. In brief, DDO being Incharge of the office accounts, he must ensure—

(i) Timely preparation and submission of receipt/expenditure through online system with due care and justification as per the guidelines of Finance Department issued from time to time.

(ii) Timely submission of reports and return to the Finance Department/Principal Accountant General, Haryana as per prescribed schedule.

(iii) Maintenance of Salary Bills Register, TA Bills Register, Contingent Register and Cash Book and other relevant documents.

(iv) Update entries in Service Book of employees manually and through HRMS.

(v) To make available all records required by the Audit Party and assist them for proper execution of audit.

(2) Checks for withdrawals.—

(1) Entry of all withdrawals in the prescribed Bill Register.

(2) Monthly Review of Bill Register.

(3) Prepare Monthly Certificate of Drawls & Verification by the T.O.

(4) Reconciliation of discrepancies pointed out by T.O. and proper filing of Certificate.

(5) Expenditure strictly according to allotment under each Primary Unit.

(6) Prompt attention to any warning from higher authorities against excess/irregular expenditure.

(7) For additional appropriation make reference to Controlling Officer/HOD.

(8) Each Bill in respective prescribed Form of Bill- Pay, TA, Medical Re-imbursement

(3) General Checks.—

(1) No erasing in bills/ documents.

(2) If two Primary Units in one bill indicate separate amount.

(3) Allowance/ Honorarium other than drawn with Pay not to be included in Pay Bill.

(4) No drawl of bill under scheme where no budget provision.

(5) Flow of expenditure adequate.

(4) Canons of Financial Propriety.—

(1) Same vigilance should be exercised in respect of expenditure incurred from Government revenues, as a person of ordinary prudence would exercise in respect of expenditure of his own money.

(2) No authority should exercise its powers of sanctioning expenditures to pass an order, which will be directly or indirectly to its own advantage.

(3) Government revenues should not be utilised for the benefit of a particular person or section of the community unless:-

(i) The amount of expenditure involved is insignificant; or

(ii) A claim for the amount could be enforced in court of law or;

(iii) The expenditure is in pursuance of recognized policy or custom.

(4) No authority should sanction any expenditure which is likely to involve at a later date, expenditure beyond its own powers of sanction.

(5) The amount of allowance, such as travelling allowance, granted to meet expenditure of a particular type should not, on the whole, be source of profit to the recipient.

(5) General instructions.—

(1) The following instructions have also to be observed by the authorities incurring expenditure, in addition to the standards of financial propriety:-

(i) That sanction of the competent authority exists for the expenditure, and that necessary funds also exist to cover the charges

(ii) That all charges incurred are drawn and paid at once and are not held over for want of funds, and allowed to stand over to be paid from the grant of another year, that money indisputably payable is ascertained and liquidated at the earliest possible date;

(2) That money actually paid is under no circumstances kept out of account a day longer than a day is absolutely necessary, even if it has been paid without proper sanction,

(3) That no money is withdrawn from the treasury unless it is required for immediate disbursement or has already been paid out of the permanent advance from the treasury for the execution of a work the completion of which is likely to take a considerable time.

3.7 Duties of Administrative Officers of Haryana Civil Secretariat.—

The duties of Administrative Officers of Haryana Civil Secretariat are as under:-

1. To supervise the internal renovation of the rooms or branches done by the PWD. Maintenance of complete building is the duty of Chandigarh Administration.
2. Allotment of rooms/space to Ministers/Officers/Branches (Haryana Civil Secretariat & New Haryana Civil Secretariat) and to other departments in Chandigarh/Panchkula.
3. Providing of furniture/furnishing of rooms as per demand after getting approval of competent authority.
4. Repair/renovation work of furniture items/rooms/branches (Haryana Civil Secretariat & New Haryana Civil Secretariat) as per demand after getting approval of competent authority.
5. Supply of flowers bouquet in the rooms of CS, PSCM, Ministers & other senior officers in the Secretariat Building.
6. All works pertaining to issue of mobile phone to the eligible officers/Ministers etc.
7. Arrangements to make available soap/towel etc.
8. Issue of identity Card, temporary gate pass/repairing of locks
9. Repairing of locks of office rooms/furniture items.
10. To make available name plates of the officers/Ministers/Branches
11. Washing of curtains, dry-cleaning of sofa.
12. To make available Computer/Laptop/Printer/AC/Cooler/Heater/Shredder Machine/ Photostat Machine and maintenance thereof.
13. Maintenance of Fire Extinguisher Dish TVs/Lift etc.
14. To arrange testing of drinking water, filling of water in desert cooler/sanitation & plumbing work.
15. Agreement of rented buildings etc. hired by Secretariat/Vehicle Entry Stickers.
16. To ensure receipt of dak by Resident Assistant at his residence sent by other departments and its delivery after office hours to the concerned officer at his residence
17. Reservation of Haryana Bhawan, Delhi/Shimla after 5 PM and non-working days.
18. Delivery of urgent letters/files after 5 PM or on holidays at in Tricity which are addressed to any officer of Haryana Government.
19. Allotment of Government Houses & Misc. work.
20. Entry passes for entry in the main building.
21. Make available all stationery items through storekeeper under his control.

3.8 Duties of Branch Incharge (Superintendent/Section Officer/Any other nomenclature).—

Branch Incharge is one who is in charge of a conventional Branch or Section, the primary unit of a Department in the Secretariat, comprising a team of Assistants, Steno/Data Entry Operator, Clerk, Peon, etc. as supporting staff. A Branch Incharge is overall responsible for supervising the activities and performance of the Branch. He is to act as a bridge between the senior officers and staff of his branch. He works as a facilitator for the senior for accurate and quick disposal of work and as a guide for his subordinate staff. The duties of Branch Incharge are as under :-

(1) For the purpose of Dak, the Branch Incharge must—

(i) go through the dak received, mark it to the dealing hands with dated initials indicating the urgency and also giving directions, if any, and send to the diarist for diarizing.

(ii) return the dak not concerned to the Branch, if any,-

(iii) send a photo-copy of fresh receipt of important nature to the higher authorities for perusal in case the said authorities have not seen the same, with the indication that action is being taken. To obviate delay, take action at once on the original and;-

(iv) retain receipts of secret nature to deal himself. In such cases the said receipts will be got diarised from the diarist by the Branch Incharge for further reference.

(2) Before the issue of draft Branch Incharge should—

(i) see that all the corrections have been made before submitting the fair draft for signatures and;-

(ii) give special instructions, where necessary, on the draft as to the manner of its issue, e.g. “By Registered Post”, “Insured Cover”, “Speed Post” “By Hand through Special Messenger” or Through email etc.;

(3) For checks on delays Branch Incharge should—

(i) keep a note in his personal diary about all important receipts viz

(a) Court Cases;

(b) Assembly Business;

(c) Important letters received from GOI; and

(d) Letter(s)/file(s) with the remarks of higher authorities which need prompt examination/submission;

for watching proper and timely disposal.

(ii) take necessary steps for expeditious disposal of communications received from Members of Parliament, Legislature and other prominent persons.

(iii) ensure submission of reports and returns to higher officers and other concerned Departments, in time.

(iv) manage effective information and records in the Branch. He should ensure that the recorded files are sent to the record room and these are reviewed periodically for weeding out.

(v) scrutinize the notes and drafts submitted by Assistants for correctness and accuracy and add his own remarks or suggestions where necessary before submitting the case to the higher officers;

(vi) To inspect the tables of his Assistant/Clerks periodically to see that fresh receipts and cases are properly and punctually submitted.

(4) General duties and control over the staff, the Branch Incharge should ensure—

(i) equitable distribution of work within the Branch;

(ii) the staff comply with the security instructions and to bring immediately to the notice of his superiors any breach of security regulations;

(iii) the cleanliness and conducive environment;

(iv) to give priority markings on dak, drafts, letters etc. and to remove or revise such markings as and when necessary;

(v) to make arrangement for disposal of work when the concerned official is on leave, training etc;-

(vi) that the daily attendance of his staff is punctual, the officials being at work by the exact opening time of the office. The Attendance Register is maintained correctly and submitted to the immediate superior in due time;

(vii) the staff members under him are fully employed throughout the day and none of them leaves his seat frequently or is absent from his seat for a long time or purposelessly roams about or gossips away his time;-

(viii) that if it comes to the notice of the Branch Incharge that an authority has passed the order for which such authority was not competent, it will be brought to the notice of such authority in a courteous manner before complying with those order;-

(ix) the availability of staff posted under him on holidays or early or late hours whenever required, maintain local addresses and mobile numbers of the entire staff with him.

(x) the checking of the section diary once in a week to ensure its proper maintenance and;-

(xi) that on his transfer, lists of files, guard files and important documents in his custody have been prepared, in triplicate, and handed over the same along with said files/ documents to either his successor or the next junior as may be directed by the Branch Officer under proper signatures of both the relieved and relieving officer on the list. Both these officers should retain one copy each of the list and add one copy of the same with the joining/departure report to be submitted to the next higher/superior officer;

(5) For the purpose of recording and indexing, Branch Incharge must ensure that—

(i) each dealing hand and the diarist maintains all required registers and keep the same up dated. He should also check these registers at regular intervals and;

(ii) all the dealing hands maintain their "File Movement Register" regularly and note the particulars of initial submission of cases and final disposal of receipts.

(6) For the purpose of updated rules/instructions/data, Branch Incharge must see that—

(i) the dealing hands collect and keep updated, statistical data/information relating to the establishment, budget, expenditure, schemes, plans etc. relevant to their seat and;

(ii) all Manuals, Acts, Rules, Instructions, Guard Files and Precedent Registers of the Branch are kept up-to-date by inserting correction-slips or getting new editions.

(7) Personal files of the Staff.—

To keep in his custody the personal files of the staff and to ensure that blank forms for annual reports are put up to the Officers Incharge of the officials working under them in the month of March every year and also at the time when an officer is relinquishing charge due to transfer, retirement and for any other reason and has seen the work for a period of three months or more during the year.

(8) Check on Furniture, Stationery, etc.—

Branch Incharges/Branch Officers are required to see that the.—

(i) inventories of articles of furniture, etc. hung in their respective Rooms/Branches are kept up-to-date;

(ii) broken furniture etc., are returned to the Caretaker for repairs or replacement and;

(iii) articles of furniture issued to the Branches/Officers are used for the purpose for which these were issued.

With a view to having an effective check on the removal of furniture, stationery and other stores from the Secretariat, no person is allowed to remove any store unless he is in possession of a written permission from a responsible officer of the office concerned.

A register be maintained by the Gate Keeper in which he should make an entry for every item of furniture/stationery & other store items going out of Secretariat/ Department building and the entries made in the register should be checked by the Caretaker and the Store Keeper.

Note.— *Branch Incharge may be assigned any other work by the higher authorities.*

3.9 Functions of PSCM/Addl. PSCM/Dy. PSCM/Other Officers to the Chief Minister.—

(1) The PSCM/Addl. PSCM/Dy. PSCM/Other Officers to the Chief Minister are required to assist the Chief Minister in the disposal of work. For this purpose he has to put up, where necessary for the use of the Chief Minister, routine notes which do not form part of the Secretariat file.

(2) PSCM or Addl. PSCM, Dy. PSCM or any of his other staff officers to whom the Chief Minister may from time to time so authorise can also convey the Chief Minister's orders wherever, in his opinion or in the opinion of the Chief Minister, it is not necessary that the order should be signed by the Chief Minister himself.[1]

3.10 Duties of Private Secretary/Secretary to Minister.—

The duties of Private Secretary/ Secretary/Sr. Secretary/ Special Senior Secretary attached with Ministers are as under :-

1. He is required to assist his Minister in the disposal of file work. He should put up routine notes which do not form part of the Secretariat file. He can also convey orders on behalf of his Minister but all important orders and those involving policy

---

[1] Copy from AR's instructions dated 09.10.2020.

decision should invariably be got signed by the Minister himself though these may be drafted by the Secretary/Private Secretary.

2. The Secretary/Private Secretary to Minister is incharge of the staff posted with the Minister and is responsible for making arrangements connected with the meetings for conducting correspondence pertaining to the tours of the Minister and for matters relating to the needs of the Minister or their personal staff.

3. Under the instructions of his Minister, he may, on behalf of the former, mark fresh receipts received direct by the Minister to the Administrative Secretary or to an officer subordinate to him. He should write the words “By Order” and also sign in full giving his designation and date.

4. He may also remind, on behalf of his Minister, the Administrative Secretary concerned with regard to cases on which the Minister has called for information. He may also under the orders of his Minister send a note to Administrative Secretary of a department under the charge of the Minister or to an officer subordinate to him for a case which the Minister requires for information or for passing orders. The case will be submitted through the normal channel.

5. He may also communicate a message of his Minister which is not in the nature of an order in a case to an officer of any department, whether under the charge of the minister or not, but if any papers are required to be submitted to the Minister, the officer concerned will submit them through the normal channel.

6. All cases marked to the Minister and Administrative Secretary are received by their Secretary/Private Secretary who put these to the Minister/Officer officers in accordance with their instructions.

7. The cases, which have originally been sent by the Minister to the Governor/ Chief Minister/Finance Minister/Chief Secretary/Legal Remembrancer to Govt. Haryana with a definite recommendation may on their return be passed on by the Secretary/Private Secretary to the Minister to the Administrative Secretary concerned without sending them back to the Minister concerned if he is on tour. This will apply only to those cases in which the recommendations of the Minister have been accepted by the authority concerned and orders are to be issued accordingly. Similarly, cases which have been sent to other Ministers for information at their request may on their return be passed on direct by the Secretary/Private Secretary to the Administrative Secretary concerned, provided there is nothing recorded by the Minister concerned which needs to be brought to

the notice of Minister within whose charge the case falls. All other cases should be submitted to the Minister for his orders even if he is away on tour.

8. When the Minister is on tour, his Secretary/Private Secretary may under clear orders of the Minister send a note to local officer e.g. the Deputy Commissioner in connection with the arrangements to be made for the tour or for information required by the Minister.

9. Preparing of executive summary of the important issues/important files facilitating decision making, and summary of previously asked/replied Starred questions and briefing the Minister accordingly.

10. Keep himself aware of the key result areas, vision, and mission for the Department.

11. He may correspond with non-official persons on behalf of and under the instructions of Minister.

12. He will be responsible for seeing that loss of furniture and other equipment provided by Government at the residence of Minister does not occur. If it does, it should be reported at once. He will also be responsible for taking delivery of the furniture and signing list in token thereof for returning the furniture etc. and obtaining signature of relevant officers on proper list. In addition, it would be incumbent on him to make quarterly checks and to submit quarterly reports in respect of the furniture.

13. He will be responsible for the proper maintenance of all records as listed below:-

(i) All confidential files which are not marked downward

(ii) Dispatch Register

(iii) Receipt/Diary Register

(iv) Peon Book.

(v) Other important files of correspondence if any

14. In the event of transfer of the Secretary/Private Secretary during the tenure of the Minister, he should handover the charge of all records to his successor together with the register which should be duly signed by both of the handing over and taking over officers. The new Secretary/Private Secretary in the office concerned will then be responsible for proper custody of all records.

15. General duties and control over the staff.—

(i) the equitable distribution of work within the Branch;

(ii) the staff comply with the security instructions and to bring immediately to the notice of his superiors any breach of security regulations;

(iii) the cleanliness and conducive environment;

(iv) to give priority markings on dak, drafts, letters etc. and to remove or revise such markings as and when necessary;

(v) to make arrangement for disposal of work when the concerned official is on leave, training etc;

(vi) that the daily attendance of his staff is punctual, the officials being at work by the exact opening time of the office. The Attendance Register is maintained correctly and submitted to the immediate superior in due time;

(vii) the staff under him is fully employed throughout the day and none of them leaves his seat frequently or is absent from his seat for a long time or purposelessly roams about in the Secretariat or gossips away his time and;

(viii) the availability of staff posted under him on holidays or early or late hours whenever required, maintain local address and phone numbers of the entire staff with him.

16. During the tenure of the ministry if the portfolio of a particular Minister are changed, the records relating to the old portfolios need not be transferred to the office of successor Minister unless specifically asked for any case, but instead these should continue to remain in the office of the minister originally holding charge of those portfolios. If any reference relating to these subjects is subsequently received by the new minister, requiring consultation of the old records in the office of the previous minister concerned, it will be for the Secretary/Private Secretary under whose charge the records are kept to make the relevant record available and to give the required information.

17. In the event of only a particular Minister relinquishing charge by way of resignation or otherwise the record of his office will be kept in the same office by the Secretary/Private Secretary concerned during the term of the successor Minister and will not be transferred to the main records of the Secretariat.

18. On the entire ministry demitting office at the end of its term or earlier (resignation) etc. the Secretary/Private Secretary/Personal Assistant concerned shall take action for disposal of the records as per provision clarified below:-

(i) Arrange to destroy all ephemeral record by the staff in their office after making suitable entry in the register.

(ii) In case of a Minister in the old ministry being re-appointed as a minister in the new ministry, whether incharge of the previous or changed portfolios, the relevant records of the old ministry may continue to be kept by the

Secretary/Private Secretary concerned in his office if and to the extent desired by the Minister or otherwise deemed necessary by the Secretary/Private Secretary.

(iii) Such of the record, as can and should be passed on the administrative branches concerned should also be disposed off in this manner by the Secretary/Private Secretary before handing over important records to Superintendent Records.

(iv) The remaining records shall then be transferred to the Superintendent Records for restoration in the main record room of the Secretariat. In doing so the relevant registers in which particulars of the records are entered, should also be transferred to Superintendent Records after obtaining his receipts separately and after both the Secretary/Private Secretary on the one hand and Superintendent Records on the other hand, have signed the registers.

(v) The records relating to the office of Chief Minister/Minister will be kept in the main record room separately from each other and also separately from the rest of Secretariat records, so as to be easily available as and when required.

(vi) Superintendent Records will then be responsible for producing the relevant records in the main record room, whenever necessary. He will also be responsible for the weeding of such records in accordance with the general instructions and after making necessary entries in the registers.

19. Private Secretary/Secretary attached with Chief Minister shall be responsible for international/national level liaison and networking, coordination with political authority, Parliament and other high offices, handling high profile visitors, facilitating meetings/conferences.

20. Ministers are provided with Personal Assistants and Stenographers. Normally it is their duty to take down notes from Ministers but the services of Private Secretary may be utilised for the purpose when a secret matter is involved.

21. **See also Para 3.7(8)** of Chapter-III regarding Check on Furniture, Stationery, etc.

3.11 Duties of Private Secretary attached with Officers.—

The duties of Private Secretary/Secretary etc. attached with officers are as under :-

1. Preparing summary on the important issues/important files facilitating decision making, and summary of previously asked/replied Starred questions and briefing the officer accordingly.
2. Keep himself aware of the key result areas, vision, and mission for the Department.
3. Managing tours including foreign tours and managing office while the officer is away from office in meeting, on tour or on leave.
4. Keeping a note of the movement of all incoming and outgoing papers, files, etc work with the assistance of the clerical staff, if posted with the officer.
5. Assisting the officer in such a manner as he may direct.
6. Keep ready an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up;
7. Maintaining, in proper order, the papers required to be retained by the officer;
8. The cases which have been sent to higher authorities and proposal is approved by the competent authority, the same may be down mentioned by the Private Secretary if officer is on tour/leave after telephonically discussion with the officer.
9. Officers are provided with personal assistants and stenographers. Normally it is their duty to take down notes from officers but the services of Private Secretary may be utilised for the purpose when a secret matter is involved.
10. Secretary/Private Secretary is senior in position, has greater managerial responsibility and less stenographical work. His work is more administrative than technical. They should display qualities of tact and discretion depending upon the nature of the job of the officer. He should adjust himself to the needs of the office. The important tasks that the Secretary / Private Secretary should perform are:-
    (i) Fixing appointments, meetings and conferences;
    (ii) Attending to routine correspondences, preferably through electronic media;
    (iii) Recording minutes of confidential meetings held in the chambers of the officer concerned.
    (iv) Attending to telephone calls and handling visitors;
    (v) Attending to the follow up action on the discussion files with the officials concerned, preparing reply to routine letters, filing of important documents, maintaining confidential files, handling confidential reports of subordinates etc. He should maintain confidentiality and any correspondence in this regard should go at his level.

(vi) With the consent of the officer, the Senior Private Secretary/ Private Secretary should prepare draft talking points/speeches for the use of the officers in the meetings/conferences/seminars.

(vii) The Senior Private Secretary/Private Secretary should take care of office equipments, managing the drivers, and other office staff of the officers concerned.

(viii) Inspecting the logbooks of vehicles, petrol details, leave sanction of drivers and other office staff of the officers concerned,

(ix) Supply of stationery items to personal staff attending to the work of officer concerned and;

(x) Any other job assigned to him by the officer concerned.

11. See also Para 3.7(8) of Chapter-III regarding Check on Furniture, Stationery, etc.

3.12 Duties of Personal Assistants/Stenographers attached with Officers.—

The duties of Personal Assistants/Stenographers attached with officers are as under :-

1. Taking dictation in shorthand and its transcription in the best possible manner.

2. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;

3. Carrying out corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer. During the office hours they can take the assistance of the source where the draft has been typed.

5. Typing of essential or confidential /secret documents including other typing work as considered necessary;

6. Keeping a list of engagements, meetings, conferences, tours, etc. and reminding the officer well in advance;

7. Prioritizing of telephone calls and the visitors;

8. Maintenance of current files.

9. Keeping a note of the movement of dak/files.

10. Sending of routine reminders, etc.

11. Any other work assigned by the officer.

3.13 Description of Duties of an Assistant/Dealing-hand.—

An Assistant/dealing-hand posted in a branch/office works under the supervision of the Branch Incharge. He is allocated a set of subjects out of the subject areas allocated to

the Branch, and is expected to deal with all the matters allocated to him and submit to the Branch Incharge efficiently as per prescribed procedure.

After completion of a case by the Reference Clerk (Record Keeper) as per guidelines of this Manual, it is submitted to the Assistant/Dealing-hand. Where a Record Keeper has not been provided, the functions of the Record Keeper will also be performed by the Assistant/Dealing-hand himself. Before proper examination of any issue on a file, as per guidelines on noting and drafting, the Assistant/Dealing-hand should ensure the following :-

1. go through the receipts to check the enclosures/facts and take note of any mistake(s) or incorrect statement of the facts;
2. forward receipts or extract(s) from the receipt(s) to other concerned branch(es), if required;
3. move the receipt to the file- If a file exists for the receipt, add the receipt to the existing file containing previous papers. In case there is no file on the subject, a new file may be opened as per procedure laid down.
4. to open a part file if the main file is under consideration with the higher authorities, the part file will be amalgamated with the main file later on. Part file will be given the main file number with a mention of Part File (PF) at the end of file number.
5. put up the Standing Guard File/Precedents File or reference folder, other facts and figure relevant with the issue under consideration;
6. arrange the papers and reference them as explained in Para 2 of the duties of Record Keeper;
7. docket the receipt and reproduce the remarks, if any, recorded by an officer on the receipt, in the beginning on the right hand side of his noting.
8. draw attention, where necessary, to the statutory or customary procedure and to refer the law and rules and do necessary referencing invariably;
9. rules or other compilations referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being submitted. The fact of such compilations not having been put up will be indicated on the margin of the notes in pencil;
10. consult the Branch Incharge or higher officers in cases of doubt for speedy disposal of his work;

11. he will record his note on the noting-sheet as per procedure laid down in **Chapter-VII, Action on Receipt - Noting** of this Manual or any other orders/instructions issued by the Government from time to time;
12. deal with the receipts according to their priority and submit the case to the Branch Incharge mentioning précis of the facts, rules, precedents and pointing out any mistake, incorrect statement of facts;
13. bring out clearly the administrative, financial and legal implications, if any, and suggest a course of action wherever possible;
14. add the data required for creating a new file. A number will be given by the dealing-hand to the new file and in the case of e-file number will be assigned automatically by the system on the creation of e-file;
15. prepare and keep up-to-date a "running summary of facts" or précis on a case where it is considered necessary by the Branch Incharge or higher authorities;
16. consolidate the replies as and when received in cases where many outside offices are consulted;
17. put up a draft as per detailed procedure in **Chapter-VIII of this Manual** or any other orders/instructions issued by the Govt. from time to time;
18. put up a draft as per orders of the authority competent for the purpose on same day of **'Immediate'** and '**Urgent'** cases and within two days in case of ordinary cases;
19. put up a draft without much noting where the line of action on a case is clear or clear instructions have been given by the Branch Incharge or higher officers;
20. attach a label, where necessary, indicating the urgency grading appropriate to the case.
21. indicate the 'Level' of disposal in margin of the note as per 'Standing Order' or any other order/decision in vogue; and
22. follow the guidelines prescribed under the **Chapters of 'Noting' 'Drafting';**

    In addition to above procedure for examination of an issue on file, as Assistant/Dealing-hand is also expected to follow the following instructions :-

    (i) follow the procedure for opening of new file, maintenance and custody of files;

    (ii) maintain the Guard File of important decisions and instructions concerning him;

    (iii) furnish accurate information in the weekly and monthly arrear lists or other periodical returns on due dates;

(iv) maintain a Reminder Diary to be examined every morning by him and action taken accordingly;

(v) check the list of periodical returns, both in-coming and outgoing, for timely action;

(vi) ensure acknowledgements to communications received from Members of Parliament, Legislature and Public Bodies promptly, and to issue interim reply, if delay is anticipated in sending out final reply;

(vii) keep all Manuals, Acts, Rules etc. with which he is concerned, up-to-date by inserting correction slips as and when received;

(viii) ensure safe custody of all files and registers in his custody;

(ix) maintain subject wise collection of all important decisions and circulars/other communications relating to various subjects dealt within the Branch alongwith standard drafts, if any;

(x) make entries in the File Movement Register maintained by him; and

(xi) take prompt action regarding recording of cases in which action has been completed and these are not required as current file;

(xii) observe all laid down procedures relating to work assigned to him;

(xiii) depending upon urgency, need or administrative requirement, an Assistant can be asked to undertake any other work relating to his job role or the similar work of a subject not allocated to him if deemed necessary by the Branch Incharge or any higher officer.

3.14 Duties of Clerk.—

The list of clerical duties which can be assigned to a Clerk posted in Haryana Civil Secretariat or any other Department or office are as under :-

1. **Receipt Clerk**
2. **Diarist**
3. **Dispatcher**
4. **Typist**
5. **Record Keeper**
6. **Recorder**
7. **Bill Clerk**
8. **Cashier**

9. Care Taker

10. Store Keeper

11. Receptionist

12. Duties in Control Room

13. PBX Clerk

14. Clerk at Camp Office of Officer

15. Dealing hand of a specific subject

16. Any other work assigned by Section Incharge

3.14 (1) Description of duties of Receipt Clerk posted in Circulating Branch (Receipt Section/Central Registry).—

Central Registry/Receipt Section wherever exists will be responsible to receive the entire dak ordinary or registered by post or through special messengers. This Branch/Section will ensure that all dak received under Registered cover or date bound is diarised in the Centralised File Movement and Tracking Information System (CFMS) designed by NIC before delivering the same to the concerned officer/Branch. The following are the duties of Receipt Clerk posted in this Branch/Section:-

1. To receive dak sent by any Department through Peon/Special Messenger.
2. To receive ordinary dak delivered by Postal or any other authority.
3. To receive Registered/Speed Post dak delivered by Postal or any other authority
4. 'Confidential' and communication addressed 'By Name' shall not be received by this Branch/Section. It will be received by the personal staff of the officer to whom it is addressed.
5. The envelopes will be opened by the Daftri, if any, posted in this Branch.
6. To make entry of the Registered or Speed Post number on the communication received through Registered/Speed Post and attach the envelop as a proof with communication itself.
7. To mention the enclosures, particularly 'received' or 'not received', referred to in the letter, if any.
8. To ensure date stamping on all the dak received.
9. To submit the Fresh Receipts to the Branch Incharge in a Pad labelled as 'Dak Pad', to enable him to go through the fresh receipts and mark to the concerned officer/Branch.

10. Branch-wise and officer-wise sorting of dak, marked by the Branch Incharge.
11. To make entries of the dak in the Transit Register of the respective Branch.
12. To place the dak in the shelves earmarked to the Branch/Officer.
13. To ensure that the dak from the shelves has been collected by the Peon of the concerned Branch/Officer twice a day.
14. To ensure that the 'Urgent' and 'Immediate' dak is delivered to the concerned Branch/officer through Peon of the Circulating Branch immediately.
15. Any other work assigned by the Branch Incharge.

3.14(2) Description of Duties of Diary Clerk (Diarist).—

Where the Diary is being maintained manually, in that case the Branch Incharge should ensure that all daily fresh receipts received through Receipt Section or from other sources are properly diarised in the prescribed register and diary numbers are entered in the Transit Register with which these are received from the Central Registry (Receipt Section/Receipt Clerk/Circulating Branch in Secretariat etc.). After diarizing, Important/Date Bound Receipts will be handed over personally to the Branch Incharge without delay to enable him to take a view whether he wants to send a photo copy of it as 'Fresh Receipt' to the higher officers and to start action on original simultaneously at once to avoid delay. The Clerk who is assigned the duties of Diarist will follow the following procedure:-

1. Opening and maintenance of Diary Register calendar year-wise.
2. Making a mention on the Register in Bold letters, Name of Branch, Date and Number of start and closing, Volume Number of Register.
3. Before diarizing the first letter on a day, mention the date, month and year in red ink.
4. All fresh receipts received in the Branch shall be diarised on the date of its receipt except—
   (i) the receipts which have already been diarised;
   (ii) unsigned letters (other than e-mail) on which no instructions have been recorded by the Branch Incharge/ Officers and on which no action is to be taken;
   (iii) routine acknowledgements; and
   (iv) copies of miscellaneous circulars, instructions circulated by a Branch/ Department for information.

5. Assigning consecutive diary number to the letter to be diarised. making necessary entries in the columns of Diary Register, as per specimen given below:-

Diary No.	**From whom received**	**Number and date of receipt Number**	**Date**	**Brief Subject**	**To whom marked**	**File Number**	**Remarks**
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**

7. Stamping and putting diary number and date on the letter to be diarised. The stamp should be affixed in such a manner that it does not overlap any matter already written on the paper.
8. Loose enclosures, e.g. plans, maps, etc. which cannot be properly tagged on the P.U.C. should be kept separate but a note should be made on these enclosures to diary No……...…… date…… so that it may be possible to identify them clearly. Plans and maps should be placed in a strong cover to avoid their getting torn.
9. After registration all the fresh receipts should be distributed to the concerned without delay.
10. Communications received from the following shall be diarised in ***red ink*** in the diary register:-
    (i) Communication received from Govt. of India;
    (ii) Communication received from the Governor;
    (iii) Assembly/Parliament Questions received from Haryana Vidhan Sabha/Parliament;
    (iv) Court Cases; and
    (v) All DO letters
11. Marking of movement in the Diary Register to whom marked and the date on which the fresh receipt or case is marked on each occasion when the same passes through him.
12. When any diarised letter is transferred to another Branch/Office, a specific transfer note is to be prepared by the Diarist and to obtain receipt in the following format :-

Receipt bearing _____ (Name of the Branch) Diary No. _____ dated _____ is transferred to _____ (Name of the Branch). Please enter below your branch diary number given to this receipt.

Signature of Transferring Diarist

Received. Entered at Diary No._____ in the _____ (Name of the Branch) diary of 20___.

Signature of Receiving Diarist

13. Counter marking of a number of fresh receipts in a single case. When there are number of fresh receipts in a single case, the earlier receipts should be countermarked with the last one and all diary marking should be made against the most recent Branch number.
14. ***'Immediate'*** and ***'Urgent'*** cases shall be sent to the official/officer concerned without delay.
15. Preparation of Challan of the file which is to be sent from one Branch/ Department to another in the following format :-

Challan *(in duplicate)*	
Subject :	
Noting Pages :	**from 1 to ____**
Correspondence Pages :	**from 1 to ____**
Link File, if any :	**Yes/No**
Noting Pages of Link File :	**from 1 to _____**
Correspondence Pages of Link File :	**from 1 to _____**
Any other Document/Flag placed on the file :	
File marked to :	
UO No. _____	**Date :_____**
Signature of Receiving Clerk	

16. Put up reminder cases in un-official references (challan) on the date fixed for the issue of reminder.
17. To enter in ***red ink*** in the Diary Register the proceedings and file number of recorded/weeded out cases, where there is Head Register then such entry shall be made in the Head Register also.
18. Preparation of Weekly Arrear Report (individual and consolidated) of the Branch in the following forms :-

Form
of
Weekly Arrear Statement (Individual)

Statement showing particulars of receipts/cases in hand (pending)

Name and Designation :_____

Week ending:_____

SECTION-I				
Sr. No.	**Diary No. (Date-wise)**	**Date from which pending**	**Brief subject**	**Reason for delay**
1	**2**	**3**	**4**	**5**
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

SECTION-II						
B.F. from previous week	**Received during the week**	**Total of Cols. 6 & 7**	**Dealt with during the week**	**Total in hand (pending)**	**Total in hand (pending) over 7 days**	**Remarks of Branch Incharge**
6	**7**	**8**	**9**	**10**	**11**	**12**

Form

of

Consolidated Weekly Arrear Statement as a whole

Name of Branch_____ Week ending:_____

Name of dealing-hand & Designation	Number of receipts/cases				In hand (pending)		Initials of Branch Incharge
	B.F. from previous week	Received during the week	Total of Cols. 2 and 3	Dealt with during the week	Total	over 7 days	
1	2	3	4	5	6	7	8

19. Maintenance of File Index Register (Head Register) of the Branch/Section in the following form :-

File Index Register (Head Register)

STANDARD HEAD No. _____

STANDARD HEADING: _____

File No.	Subject	Date of		Classification (and year of review)	Remarks
		Opening	Closing		
1	2	3	4	5	6

INSTRUCTIONS

1. Entries in columns 1-3 will be made at the time of opening files and those in columns 4 and 5 at the time of recording and reviewing them.
2. Year of review in column 5 is required to be indicated only in the case of class 'C' files.
3. If as a result of the review, a file is marked for further retention, the year of the next review will be worked out and indicated in column 5.
4. When a file is transferred to the departmental record room or to another Branch/ department, the fact of such transfer and the relevant date, will be indicated in column 6 - e.g.

DG Secondary Edu.	Health Department
06-02-2021	16-02-2021

Similarly, when the file is marked for weeding, an entry regarding the fact and the year of weeding will be made in this column.

20. Marking of recorded file(s) in the Diary Register and File Index Register (Head Register).
21. To ensure delivery of the dak/files to the concerned officer/official.
22. To monitor dak received through e-mail.
23. **Where diarizing is online the same is to be done on CFMS Software designed by NIC as per guidelines given in the Manual of CFMS.**
24. Any other work assigned by the Branch Incharge.

3.14(3) Description of Duties of Despatcher (Manual).—

Following are the duties of Clerk posted in Despatch Section:-

1. General instructions for Despatcher:

The Despatcher will—

(1) date fair copy, office copy and spare copies, if any ;

(2) affix the stamp 'DESPATCHED' (after adjusting date) in the margin, on the office copy and initial it;

(3) separate the communications to be sent by post from those to be delivered by hand, for further processing;

(4) will place in a single cover of appropriate size all the communications meant for Despatch by post addressed to one and the same office/officer;

(5) use economy slips for all covers except:

(a) those with bulky contents;

(b) those addressed to foreign Governments, private bodies and members of the public; and

(c) those intended for Despatch under registered/speed post or insured covers;

(6) write the address and the number of the communication on an economy slip or the cover, as the case may be; and

(7) bring to the notice of the Branch Incharge—

(a) urgent communications which could not be Despatched on the day of their receipt; and

(b) ordinary communication which could not be Despatched even on the day following the day of their receipt.

2. Despatch of postal communications.—

(1) The Despatcher will—

(a) separate those to be sent by foreign post from the rest;

(b) affix postage stamps of the appropriate value on covers, packets etc., where necessary or use of Franking Machine for postage stamps, as the case may be, after weighting them;

(c) use Service Postage Stamps for inland post and Ordinary Postage Stamps for foreign post; and

(d) stamp the postal covers with a rubber stamp bearing the name of the department, the name and designation of the officer in charge of the issue branch and the facsimile of his signature;

(2) The Despatcher will enter particulars of the communications and the value of stamps affixed thereon in the Despatch register.

Despatch Register for postal communications only				
Sr. No.	**No. and date of the Communication**	**Addressee**	**Value of stamps affixed**	**Remarks, if any**
1	**2**	**3**	**4**	**5**

Note 1.— Separate registers will be maintained for (a) foreign post; and (b) other inland post.

Note 2.— Entries in column 4 will be totaled up at the end of the day and the total indicated in red ink.

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

3. Franking Machine.—

The Despatcher should be expert in operating the Franking Machine. He will maintain the account as per instructions issued by the Postal Department, Government of India from time to time.

4. Despatch of non-postal communications.—

(1) Non-postal communications should be sorted out according to the location of the addresses, entered in the Peon book for delivery to the addresses.

(2) Peon book should be numbered serially and an adequate number of such books allocated to each department/office or several departments/office grouped conveniently according to their location.

(3) Urgent communications should be despatched promptly. The time of Despatch should invariably be noted in the Peon book. The recipient should similarly require to indicate time of their receipt.

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

(a) it is of such a nature that action thereon cannot wait till the commencement of the next working day;

(b) it is marked 'immediate' and addressed to the officer by name; and

(c) its delivery to the officer's residence has been authorised by the branch officer concerned at the Despatching end.

Note.— *Where the provision of Resident Assistant is available then delivery of such dak will be arranged by the Resident Assistant or any other official so authorised and not the Despatcher.*

3.14(4) Description of Duties of Typist.—

Following are the duties of Clerk posted in Typing Section:-

1. Typing work.—

Typing work which was previously being done by the Issue Branch will now be done in the concerned Branch by the Steno/Clerk/DEO if posted there, otherwise by the dealing-hand, as per decision of the Branch Incharge.

2. General instructions regarding typing.—

(1) Urgent drafts will be attended to first.

(2) The fair copies of all communications will be typed on paper of suitable size, printed forms being used as far as possible.

(3) If plain paper is used, whether for the original communication or for an endorsement, the name, designation, e-mail address and official telephone number of the officer who signed will be mentioned. The designation of the officer for whom the letter is being signed shall also be mentioned in the letter.

(4) The number of enclosures indicated in the drafts will be typed at the appropriate place.

(5) The typist will type his initials with date in the left hand bottom corner of the fair copy, e.g. RPN/01.09.2018.

3.14(5) Description of Duties of Record Keeper.—

The following duties will be performed by the Clerk posted as Record Keeper, if posted, otherwise by the dealing-hand :-

1. Filing of Papers.—

The noting and correspondence portions will be kept in chronological order separately tagged on the left hand corner. The correspondence will be kept in a file cover. No additional file cover should be kept with the correspondence file for placing loose papers. Important drafts, corrected and initialed by the senior officers which are felt necessary to be retained will be made part of the main correspondence. Such draft is assigned regular serial numbers alongwith the other correspondence.

2. Referencing.—

(1) Every page of the noting and correspondence portion of the file will be consecutively numbered in pencil on the right top corner. Blank intervening pages, if any, will not be numbered. The paper under consideration or a fresh receipt will be flagged ‘PUC’ on the right corner of the paper. If a draft reply is also added, it will be flagged ‘DFA’ on the left corner of the paper. In referring the papers, the relevant page number of the noting/correspondence portions will be quoted invariably in the margin of PUC/DFA. The recorded files and all other papers which are put up with the current file will be flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to each recorded file or compilation. While giving reference to the papers contained therein, should

be identified by the relevant page in addition to the alphabetical slip e.g. A/15, A/29 and so on. Whenever reference to the papers contained in other files is given in the note, the number of the file may also be quoted in the note in order to facilitate the location of the reference after these files are removed from the current file on completion of action.

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

3. Arrangement of papers.—

The papers in each case will be arranged in the following order from top onwards :

(i) Noting portion ending with the note for consideration.

(ii) Draft for approval (DFA), if any.

(iii) Standing Guard file or reference folder, if any.

(iv) Extract of note or correspondence from other file, copy of orders/instructions/extract of rules, if any.

(v) Recorded file, if added as precedent.

(vi) Correspondence portion of the current file:

(a) When a single reference is quoted in a fresh receipt, and that reference is in a file already put up with another case, a copy of the required paper should be made and submitted with the fresh receipt to avoid delay.

(b) No case should be kept pending until the connected references are available, without the specific orders of the Branch Incharge.

(c) In urgent cases, the Branch Incharge should take orders of higher officers and he should do the same in ordinary cases if the references needed do not become available within, say, a week of receipt of the communication. Such cases should always be shown in the arrear list, and it should be noted whether the case is pending under the orders of an officer.

4. Linking of File(s).—

(1) The linking of file(s) should, so far as possible, be avoided. Such linking may occasionally be necessary, but cases should be consolidated

whenever practicable, into one file by an intelligent selection of papers and arrangement of notes.

(2) When it is necessary to submit two or more files together, a flap with a sufficiently long tape should be selected for the bottom file; tape of flap of all other file(s) should be tied beneath the flap. The uppermost file should bear a label showing the number of files on which orders are required. The uppermost file should be treated as 'Top File' and the Second and Third files labeled as 'Linked File-I' and Linked File-II' respectively, and so on.

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

5. Use of urgency grading slips.—

For use of urgency grading slips, the procedure explained in detail in **Para 5 of Chapter-VI** should be followed meticulously

6. File Numbering System.—

For the system of file numbering and opening of fresh file and separation of subject, the procedure explained in **Para 6.1 of Chapter-VI** should be followed meticulously.

8. Opening of fresh files and separation of subjects.—

The detailed procedure as explained in **Para 6.7 of Chapter-VI** of this manual should be followed meticulously.

9. Flags and quotation of references.—

The detailed procedure as explained in **Para 6.8 of Chapter-VI** of this manual should be followed meticulously.

10. Letters received not to be written on.—

The detailed procedure as explained in **Para 6.9 of Chapter-VI** of this manual should be followed meticulously.

11. Handing or taking over charge.—

The detailed procedure has been explained in **Para 6.10 of Chapter-VI** of this manual should be followed meticulously.

12. Reminder Cases.—

The detailed procedure regarding Reminder Cases has been explained in **Para 6.11 of Chapter-VI** of this manual should be followed meticulously.

13. Reminder register.—

The detailed procedure regarding Reminder Cases has been explained in **Para 6.11 of Chapter-VI** of this manual should be followed meticulously.

14. Reminder Diary.—

Each Record Keeper or dealing hand if no Record Keeper is there will maintain a reminder diary in which he will enter date-wise all cases marked for issue of reminder on specified dates. Challans of files referred to other sections/Departments will also be entered in this diary. Every morning the Record Keeper/dealing hand will examine the reminder diary and get hold of the files/challans marked for issue of reminder for that date and send the file to dealing-hand after adding reminder on the prescribed format and scoring of relevant entries in the diary. See also **Para 6.12 of Chapter-VI** of this Manual.

15. File Index Register (Head Register).—

Whenever a new file is required to be opened, the Record Keeper/dealing hand, if no Record Keeper, will obtain the file number for the new file from the File Index Register maintained by the Diarist of the Branch. See also **Para 6.13 of Chapter-VI** of this Manual.

16. Period allowed for disposal of fresh receipts.—

(See also **Para 6.14 of Chapter-VI** of this Manual.)

Fresh receipts should be put up with papers/referencing within the period prescribed below so that it is disposed of as per time schedule given below:-

Sr. No.	Item	Clerk/Record Keeper	Assistant/ Dealing-hand	Branch Incharge	Total time limit
(i)	PUC marked 'Immediate' is to be submitted	within same working day.	within same working day.	within same working day.	One working day.
(ii)	PUC marked 'Urgent' is to be submitted	within one working days.	within one working days.	within one working days.	Three working days.
(iii)	PUC marked 'Ordinary' is to be submitted	within one working day.	within three working days.	within one working day.	Five working days.

No receipt may be kept with any Record Keeper or dealing hand for more than period prescribed above. If the papers cannot be completed within this period, the record-keeper/dealing hand should bring the matter to the notice of the Branch Incharge and obtain his instructions. In case of 'Immediate', 'Urgent' and 'Important' matters the Branch Incharge will also seek the order of senior officers, where necessary.

Note 1.— If subordinate consumes more than the prescribed time limit in that case the time of next official/officer will be reduced proportionately. In other words the total time taken by all the concerned officials/officers of a Branch should not exceed the prescribed total time limit.

Note 2.— In exceptional circumstances, the Department may fix time limits as per their requirements.

17. Movement of files and other papers—

Movement of files will be entered by the Record Keeper or by the dealing hand if there is no Record Keeper is posted meticulously in the File Movement Register. For the purpose of procedure laid down in **Para 6.15 of Chapter-VI** will be followed by Record Keeper meticulously. He will maintain movement of file and other papers in register at **Annexure-A to Chapter-VI**.

18. Part file—

For opening of Part File, the Procedure as explained in **Para 6.16 of Chapter-VI** of this Manual should be followed.

3.14(6) Description of Duties of a Recorder.—

The duties of a Clerk posted as Recorder shall be as under :-

1. Record Management.—

Record management covers the activities concerning mainly recording, retention, retrieval and weeding out.

2. Stage of recording—

Files should be recorded after action on the issues considered thereon has been completed. However, files of a purely ephemeral nature, such as casual leave records or circulars of temporary nature, containing papers of little reference or research value may be destroyed after keeping for one year without being formally recorded.

3. Custody of records.—

Where there is no separate Record Room in that case Record Area may be

created re-arranging Almirahs and an official for full time or part-time, as the Branch Officer thinks necessary, may be posted as Incharge who will perform the duties as mentioned in this chapter.

4. Record Retention Schedule.—

To ensure that files are neither prematurely destroyed nor kept for periods longer than necessary; every Department will—

(a) in respect of records connected with accounts, observe the instructions contained in Punjab Financial Rules Volume-II as applicable to Government of Haryana;

(b) in respect of records relating to Establishment Personnel, house-keeping matters, Welfare, Vigilance, Common Office Services, follow the ***"Record Retention Schedule for record Common to all Departments"*** framed by Haryana State Archives Department, and circulated by Administrative Reforms Department, Haryana;

(c) in respect of record pertaining to RTI Act, 2005, follow the instructions of Administrative Reforms Department issued vide No. 1/1/2015-2AR, dated 24.05.2016 titled "Weeding out of records pertaining to RTI applications – Prescription of Retention Period."

(d) in respect of records connected with the substantive functions, the Department concerned to issue a schedule prescribing the periods for which files dealing with specified subjects should be preserved, in consultation with the Haryana State Archives Department.

5. Classification of Records.—

Files may be recorded under any one of the following classes:-

(1) Class 'A' meaning "keep and print or Photostat/Micro film this classification will be adopted for ;

(a) files of historical importance such as those listed in **Chapter-XI of this Manual;** and

(b) files which qualify for permanent preservation for administrative purpose as per **Chapter-XI of this Manual** and which have to be printed or Photostat/Microfilmed because they contain :

(i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum; or

(ii) material likely to be required for frequent reference by different parties.

(2) Class 'B' meaning "keep but do not print or photostat", This class will cover files required for permanent preservation for administrative purposes, such as those listed in **Chapter-XI of this Manual**, but not containing material of the kind mentioned in (i) or (ii) of sub-para 1 (b) above.

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

(4) Branch Incharge is responsible for the correct marking on the draft of the class of proceedings A, B or C in which the correspondence is to be recorded or filed.

6. Procedure for recording.—

(1) After action on a file has been completed, the dealing hand will :

(a) state the fact of completion of action on the file ;

(b) suggest the appropriate classification of record;

(c) in the case of Class 'C' files, also specify the retention period and the year of review as per Record Retention Schedule;

(d) where necessary, revise the title of the file so that it describes adequately the contents at that stage;

(e) if the title has been revised, underline the catchword under which the title should be indexed.

(f) indicate on the file's cover whether any of the decisions contained in the file is or is not to be noted.

(g) remove from the main file, routine papers.

(h) in respect of Class 'A' files proposed to be photo copied, suggest the number of photo copies to be prepared;

(i) complete all references and, in particular, mark previous and later references on the subject, on the file cover.

(j) initial the entries on the file cover;

(k) submit the file to the Branch Incharge.

(2) After satisfying himself, the Branch Incharge will approve the proposal of recording. In case file is to be classified 'A' or 'B' he will seek the approval of Branch Officer.

(3) For 'C' classified files which have already completed the period of retention as per Record Retention Schedule and could not be recorded earlier, may be proposed for weeding out as per prescribed procedure, with the approval of Branch Officer.

Thereafter, the file will be sent to the Recorder or the official assigned the duties of Recorder.

(4) The Recorder will:

(a) Complete column 4 and 5 of the file index register **(Annexure-B to Chapter-VI)** and where necessary, correct the entry in column 2 thereof;

(b) Enter the file number in column 2 of the above said register for watching progress of recording.

(c) Write the word recorded prominently in red ink, across entries in the file movement register **(Annexure-A to Chapter-VI)**:

(d) Ink page numbers and other references (except references to alphabetical slips) earlier made in pencil;

(e) Indicate the year of review in the bold letters on the file cover in respect of Class 'C' files;

(f) Prepare fresh cover, where necessary, with all the entries already made thereon;

(g) Submit the files to the Branch Incharge who will satisfy himself that the file has been properly recorded, and will sign the outer cover and return the file to the Record Clerk; and

(h) Hand over the file to the Daftri after putting the initials on the file cover.

(5) The Daftri or any other official will repair the damaged papers, if any, stitch the file and submit it to the Branch Incharge.

(6) After satisfying himself that the file has been properly recorded, the Branch Incharge will sign the outer cover and return the file to the recorder.

(7) The recorder will enter the file number in column 4 and 5 of the File Index Register (Head Register) **(Annexure-B to Chapter-VI)** for watching progress of recording and send the files to the record room.

7. Review and weeding of records.—

(1) No file other than ephemeral files will be weeded out without first reviewing its contents.

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

(a) Weeded out; or

(b) Retained for a further period not exceeding 10 years from the year of its closing at the end of which it will be weeded out without any further review ; or

(c) Upgraded to Class 'B' files with the approval of the Branch Officer.

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

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

(5) Beginning in January each year, the record room will send to the branches concerned, files due for review in the preceding year together with a list of files in the following form:-

LIST OF FILES DUE FOR REVIEW

Sr. No.	File No.	Date of Review	Instructions of reviewing authority
1	2	3	4

(6) Files received for review will be examined by, or under the directions of the Branch Incharge concerned and those no longer required will be marked for destruction. Other files may be marked for further retention vide sub paras 2 & 3.

(7) After review, the recorder will make entries of revised classification/retention period in the file register and return them to the record room alongwith the list in the following form in duplicate and obtain a receipt on second copy:-

LIST OF FILES TRANSFERRED TO RECORD ROOM

Branch _____

Sr. No.	File No.	Classification and year of review	Date of actual destruction
1	**2**	**3**	**4**

(8) In the case of other files:

(a) Transfer Class 'A' and Class 'B' files surviving the review undertaken at the 25th year of their life vide sub-para (3) above, to the State Archives Department in the following form :-

LIST OF FILES TRANSFERRED TO STATE ARCHIVES DEPARTMENT

Branch _____

Sr. No.	File No.	Classification
1	**2**	**3**

(b) In the case of other files, the files proposed to be destroyed will be examined by the concerned dealing-hand. He will record a note on the file cover itself and the following entries will necessarily be made on it :-

(i) File Number,

(ii) Year of Closing

(iii) Retention Period completed on _____.

He will record the following certificate that—

(i) No Court Case

(ii) No Audit Para

(iii) No RTI Application pertaining to the file is pending.

(c) The Branch Incharge will countersign the certificate and seek the approval of Branch Officer for weeding out the file. After the approval of Branch Officer, the dealing hand will send the file to recorder. The File Cover, whereupon the recorded entries have been made, will be retained by the Recorder. Necessary entries will be made in the File Index Register (Head Register) **(Annexure-B to Chapter-VI)** under the relevant columns and the rest of the file, i.e. noting and correspondence will be destroyed. A list (which will be signed by the recorder or concerned official) alongwith File Covers will be sent to the Record Section if any by the Recorder. If there is no Record Section then these will be retained and maintained in the Branch concerned.

(d) Restore the rest i.e. those marked for further retention, to the record section after making the required entries in the record review register in the case of Class 'C' files.

(9) Record not falling within the category of files e.g. publications, spare copies of circulars, orders will also be subjected to periodic review as at suitable intervals and those no longer needed, should be weeded out.

3.14(7) Description of Duties of a Clerk/Assistant posted in Cash Branch

Duties of Clerk/Assistant posted in Cash Branch:-

1. To prepare the list of daily receipts and payments.

2. To make on line challan for RTI and other receipts.

3. To receive fee in cash of applications submitted under Right to Information Act, 2005 and miscellaneous deposits and credit the same in Government Account in time.

4. To enter all bills in the bill register.

5. Passing of all types of bills from the Treasury.

6. To prepare the sanction of FDR for making the payment to concerned.

7. To deposit all challans, demand draft, cheques, postal order to SBI Treasury Branch.

8. Liaison with Treasury Officer.

9. To Maintain the Cash Book in the prescribed form and will place daily before the Drawing & Disbursing Officer for his signatures;

10. To prepare information under RTI Act, 2005

11. After entry, to send back the files received from Accounts Branch or other Branches.

12. Obtain remittance transfer receipts, whenever needed.

13. Maintain a stamp account and see that the same maintained in the Despatch Branch and/or by other persons is regularly checked by the Branch Incharge concerned deputed for the purpose.

14. To make over to the Accounts Clerk/Assistant concerned all vouchers relating to contingent expenditure and obtain the receipt thereof.

15. Keep an upto-date account of the permanent advance.

16. Miscellaneous work relating to treasury and bank.

17. Maintain a register in the following form for attachment of pay and make remittance to the Court promptly:-

Register of Court Attachments of Pay, etc. of the Government employees

Name & designation of defendant	Court order No.	No. of suit	Name of plaintiff	Amount to be recovered	Initials of Branch Incharge	Amount	Recovery date	No. & acknowledge-ment date of remittance	Initials of Branch Incharge	REMARKS
1	2	3	4	5	6	7	8	9	10	11

3.14(8) Description of Duties of a Clerk/Assistant posted as Caretaker/Store Keeper.—

The duties of Assistant(s) posted as Caretaker/Storekeeper are as under :-

1. Allotment of office accommodation to Officers/Branches.
2. Furnishing of rooms as per demand/approval of competent authority.
3. Purchase/providing of office furniture/furnishing items.
4. Repair and renovation of furniture items (misc. work).
5. Disposal of unserviceable and condemned items.
6. All works pertaining to issue of Mobile phone to the eligible officers etc.
7. Arrangements to make available Soap/Towel, Bed sheets, Pencil Cell, Door Closer, Pad locks, Door handle, Torch, etc.
8. Repairing of Locks of office rooms
9. To make available name plates of the officers/Branches.
10. Washing of curtains, dry-cleaning of sofa
11. White wash and paint work.
12. Supervision of Carpenter/Electrician
13. Purchase/repair of Computer, Laptop, Printer and allied items

14. Purchase of Electrical items i.e. AC/Cooler/Heater.
15. Maintenance of EPABX System.
16. Tie-up with authorities concerned, for problem of electricity/power supply.
17. Purchase of all Stationery items, Rain Coat, Umbrella, for the official use.
18. To make available Photostat Machine, Fax Machine, Shredder Machine and maintenance thereof.
19. Auction of waste papers and scraps, electronic items,
20. Distribution of stationery items and other items available in Store Section for officials.
21. Maintain the Stock Register of all stationery items and other miscellaneous items available in Store Section.
22. To present record and requisite information to the Audit Party.

3.14(9) Description of Duties of Clerk or any other official posted at Reception.—

Following shall be duties of a Clerk or any other official posted at Reception:-

1. Reception is the face of an Organisation, Therefore, the Receptionist is supposed to be well mannered and courteous to the visitors.
2. Maintaining of files and record of online visitor passes to make it easily accessible.
3. To issue duplicate copy of visitor pass, if message is not received by the visitors on his mobile phone.
4. To receive phone calls and to take messages or redirecting the calls to appropriate colleagues working with him regarding visitor pass.
5. Maintaining the record of all visitor passes through CFMS and make a report to the concerned officer.

3.14(10) Description of Duties of Clerk/Assistant posted in PABX Office.—

The duties of Clerk/Assistant posted in PABX office are as under :-

1. Clerk/Assistant posted in EPBAX section is responsible to receive all the calls respectfully and transfer to the concerned Branch/Officer. He must be courteous to the callers on EPABX Board.
2. In case the caller seeks some guidance, he is also responsible to guide him appropriately or connect with the Branch concerned.

3. To ensure that EPABX Board is maintained properly, in case any problem he has to seek the advice of Branch Incharge.
4. Constant attendance on EPABX Board during the office hours is essential.
5. He can be assigned any other duty by the officer Incharge.

3.15 Duties of Driver.—

The duties of Driver (Car/Jeep) are as under :-

1. He is the guardian of vehicle and responsible for upkeep of the vehicle allotted to him.
2. He should be alert throughout the duty and perform his duty diligently and with vigilance.
3. He should wash his vehicle daily in the morning and keep it ready for journey.
4. He should ensure that in case of mechanical defect, the office incharge is intimated timely and remedial measures taken.
5. He should not make any un-authorised movement of the vehicle.
6. He should remain on duty till relieved by the officer and follow the instructions of the officer using the vehicle.
7. He should maintain the Log Book of the vehicle and complete necessary entries every day and maintain its repair book.
8. He shall ensure the insurance & other documents updation from time to time.
9. He shall be available for duty when ever called any time during the day/night.
10. Any other duty assigned by the Head of Office.
11. He shall ensure the insurance & other documents updation from time to time.
12. When duty is over he will park the vehicle at the prescribed/allotted place/space.
13. In case of any mishappening with the vehicle in the absence of officer with whom the vehicle is attached, the driver will inform the officer & vehicle Incharge.
14. While on duty he should wear prescribed uniform if, any.

3.16 Duties of Peon.—

The duties of Peon are as under :-

1. He should come to office well before the opening time;
2. dust the office tables, chairs, almirahs, windows, book-shelves, file cabinets and other furniture and keep the office rooms clean and tidy;
3. He shall be responsible for moving/ carrying dak/files etc.

physically from one place to other for the office/ officer concerned.

4. Where a Peon is attached to an officer he should keep the pen, pencils, stapler, slip book, eraser, clips, etc. at their proper places;
5. He should not leave the office till the officer/Branch Incharge to whom he is attached is sitting. If he has to go early, he must take prior permission.
6. Before leaving office he should switch off all lights, fans and heater, etc., at the working place where he is posted, if any.
7. He should serve drinking water/tea/coffee etc. to the officers.
8. He should ensure to place a Jug full of drinking water for the staff of the Branch.
8. He should assist in any office work as may be required of him.
9. He should have a general idea about the arrangement for receipt of local and outside dak.
10. He should know the priority involved in the movement of papers marked ‘Urgent’ ‘Immediate’ and ‘Priority’ and act accordingly.
11. He should know the location of—

(i) Secretariat Branches and other important offices such as of Heads of Departments, Central Government Offices, Government Boards and Companies.

(ii) Residences of Ministers and high ranking Government officers, particularly of Administrative Secretary, Head of Department, Joint Secretary, Deputy Secretary, Under Secretary and Superintendent.

12. He should be polite and respectful towards all officers and staff.
13. He should be very courteous and helpful towards members of the public visiting the office.
14. He must always come to office in uniform, which should be clean, and his appearance should be neat and tidy.
15. He works under the orders and is attached to the reporting officer. He is responsible for carrying out all work involving manual labour for the office/ officer concerned. He works as attendant, helper, messenger and custodian of the office of the reporting officer.
16. He will carry the files & other papers within and outside the building if required.

17. He will assist in photocopying, sending of FAX etc.
18. He will perform other non-clerical work in the Sections/Branch as directed by the Branch Incharge.
19. He will assist in routine office work like diary, dispatch etc. including on computer if he has the adequate knowledge of computers.
20. In case of emergency, he will drive the vehicles, if in possession of valid driving licence.
21. He will maintain honesty and integrity.
22. Any other work assigned by superior authority.

3.17 Duties of Daftri posted in Library.—

(i) to paste correction slips in the books of various officers and those of the branches; and

(ii) to help the Librarian in his annual stock taking.

3.18 Duties of Daftri posted in Despatch Section.—

(i) to fix service postage stamps on envelopes and maintain their Account;

(ii) to despatch dak issued from the various branches in Despatch Section and to prepare envelopes packets and parcels; and

(iii) to help the Dispatcher in the circulation of all Printed Matter.

****

CHAPTER - IV

DAK – RECEIPT, REGISTRATION AND DISTRIBUTION

4.1 Responsibility of Central Registry/Receipt Section.—

Central Registry/Receipt Section where exists will be responsible to receive the entire dak ordinary or registered by post or through special messengers. This Section will ensure that all dak particularly those received under registered covered or date bound are entered in the respective Transit Register before delivering the same to the concerned officer/section. It will also be the duty of this Section to check the enclosure(s) of the dak received and also to make their entry in the Transit Register. Access to Central Registry/Receipt Section of outsiders is prohibited. All dak which is marked on the envelop 'Confidential' or 'addressed By Name' will be received directly by the personal staff of the concerned officer/Section.

4.2 Duties of a Clerk or an official posted in the Central Registry/Receipt Section.—

1. Fresh Receipt (except files) sent by post or special messenger or courier addressed to any Branch/Officer of the Haryana Civil Secretariat/Department is received in the Circulating Branch.
2. No Fresh Receipt addressed by name to any Officer is received by the Circulating Branch.
3. No Fresh Receipt addressed to any Minister/Chief Minister is received either through post or otherwise.
4. Fresh Receipts are opened by Daftri posted in the Branch.
5. Registration number or Speed Post number, if any, is written on the Fresh Receipt received by "Registered Post" or "Speed Post" and the same is submitted in a Dak Pad to the Branch Incharge by Receipt Clerk.
6. Branch Incharge checks the enclosures and marks the fresh receipts to the concerned Branch/officer. After marking, it is sorted out Branch-wise/Officer-wise by the Clerk.
7. The Fresh Receipts received—
   (i) by Registered post or Speed post;
   (ii) from Govt. of India: and;
   (iii) from any one pertaining to Court Cases or RTI,

   is e-diarised by the Data Entry Operator in CFMS, designed by NIC, and print out the Branch-wise/Office-wise list of diarised dak.

8. The diarised Fresh Receipts (Dak) of the Main Secretariat and New Secretariat Building Sector 17, Chandigarh is delivered by the Peons of Circulating Branch to the concerned Branch/Officer and signatures are obtained on the list of diarised dak of the Diarist of Branch or personal staff of the officer concerned, Same procedure will be followed in Departments.
9. Ordinary Fresh Receipts or Circulars marked by the Issue Branch for distribution in the Secretariat Branches/Officers are not diarised by the Branch, However, the despatch number assigned by the Department is entered in Transit Register of the concerned Branch/Officer.
10. Fresh Receipts received by an official of Circulating Branch at New Secretariat Building is also sent to the Circulating Branch in Main Secretariat for distribution and diarizing at one place.
11. Dak outside office hours will either be received by the addressee himself at his residence or by RVA/official so authorised.

Note.— *The work load with an individual Clerk is assessed on the basis of time norms prescribed by Government in Administrative Reforms Department Branch from time to time.*

4.3 Allocation of disputed Fresh Receipts (FR).—

In Receipt Section if there is any disputed FR which cannot be marked clearly to any Branch, then the Branch Officer of the Circulating Branch will be the allocating authority. Once a receipt is finally allocated to a branch by the allocating authority, the branch concerned should accept it and dispose it off. If for some good reasons the branch concerned feels that final allocation requires re-consideration or it firmly relates to other branch, it should refer the case to the Special Secretary/ Administrative Secretary concerned, but only after it has disposed off the case.

****

CHAPTER - V
RECEIPTS - SUBMISSION AND DIARISATION (CFMS)

5.1 Perusal and marking of receipts.—

(1) The personal staff attached with Branch officer or above shall submit all the receipts to their officers in pads labeled as 'Receipts Pad' on the day of its receipts. Their movement and perusal will receive prompt attention. The Branch Incharge/Branch Officer will keep a careful watch on the movement of fresh receipts. The Diarist/Personal Staff will also bring to his notice if the fresh "Receipts Pad" is not received back, from the Branch Incharge/Branch Officer within the same working day. The Branch Incharge/Branch Officer will—

(i) go through the receipts and initial every receipt in token of having seen it.

(ii) forward the misdirected receipts to the Branch concerned;

(iii) mark to himself such of the remaining receipts as are of a difficult nature or present any special features requiring his personal attention;

(iv) mark other receipts to the dealing hands concerned, and where necessary, indicate urgency grading, deadline and give directions regarding line of action;

(v) keep a note in his diary of important receipts requiring prompt action or disposal (by a specified date); and

(vi) submit the receipt to the officer who last noted on it, if it is one returned by another Department. and;

(vii) indicate at the time of marking if on any receipt no action is required.

(2) Categorisation of letter by Branch Incharge.—

The Branch Incharge may, mark letters as 'Important' or 'Time Bound' (as the cases may be), in addition to categorisation as 'Immediate', 'Urgent' and Ordinary, on the basis of such factors as the following:-

(i) In case of 'Time Bound' references a certain time-limit or a dead-line is fixed by the higher authority for getting a reply. The inclusion of these time-bound references in the separate register will enable the Section-in-charge to keep a track of all such cases so that it can be ensured that a reply is issued by the due date.

(ii) 'Immediate' receipts are of extra-ordinary urgency which requires instant

attention of the person to whom these are addressed or marked.

(iii) 'Urgent' receipts require attention without delay.

(iv) The classification of the receipts as 'Immediate' 'Urgent' and "Ordinary" should be done properly. In this, the Branch Incharge will be well advised to form their own judgment rather than to go by the wording or the references. The label 'Immediate' should be used very sparingly.

(v) 'Important' refers to the contents of the reference without relation to the time factor. Such references will include communications involving matters of policy, cases involving decisions having far reaching implications or wide applicability, law suits, amendment or rules etc. The inclusion of such references in the special register will enable the Section-in-charge and the Branch Officer to ensure that these important communications are given proper attention. All letters received from the Government of India requiring action should be treated as of 'Important' nature and accordingly entered in the separate register. However, such receipts will also have to be classified as 'Immediate' 'Urgent' in the same manner as in respect of 'Time-Bound' references.

(3) Agenda papers relating to Assembly/Council business on which no action is called for in the branch should not be diarised.

(4) To obviate delay in taking prompt action on urgent and important letters which are required to be sent as "Fresh Receipts' to the Branch Officers, the Branch Incharge should arrange to have a photocopy of the letter made after registration and should submit the copy as a 'Fresh Receipt' and take action at once on the original. The fact that this is being done should always be indicated.

5.2 Diarizing of receipt in sections.—

(1) The diary number of a receipt will be indicated in the space provided for the purpose in the rubber stamp of the Branch Officer/Branch.

(2) Each Section shall also maintain a Diary Register to diarise the important fresh receipt when there is any problem in network or software of e-diarizing namely CFMS or any other software is not working.

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

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

(5) After registration, all the fresh receipts should be distributed by the branch diarist to the concerned official/officer without delay.

(6) The Branch Incharge will scrutinize the Section diary once a week to see that these are being properly maintained.

(7) Branch Incharge should see that all daily fresh receipts which has not been diarised by any officer/Branch Incharge of the Department are properly diarised in the CFMS and that the diary numbers generated by CFMS are entered on the fresh receipt. If there is any independent Central Receipt Section in a department where the fresh receipt is diarised in CFMS then there is no need to diarise the fresh receipt received from the Central Receipt Section again by any personal staff of officers/diarist of a Branch.

(8) The Branch Incharge will generate a status report of the receipts from computer every week to ensure proper monitoring.

5.3 Allocation of disputed receipts (Received from Receipt Section).—

(1) If a Branch Incharge feels that a receipt is not concerned with his Branch, the same should be brought to the notice of the officer designated by the department for deciding allocation of disputed receipt to the concerned Branch. To avoid delay, the latter Branch should first be consulted by the dealing hand before the fresh receipt is actually transferred to another Branch which subsequently transfers it back to the original Branch concerned or it concerns neither of them, the responsibility for the delay thus caused will be that of the Branch which originally received it. The Branch Incharge or Assistant concerned of the Branch in which the fresh receipts is originally received should personally take the opinion, it should be brought to the notice of the officer designated by the department for deciding allocation of disputed receipt

(2) Once a receipt is finally allocated to a branch, the branch concerned should accept it and dispose it off. If for some good reasons the branch concerned feels that final allocation requires re-consideration, it should refer the case to the Branch Officer for orders at the level of Special Secretary/Administrative Secretary, but only after it has disposed off the case.

(3) Every officer going on tour or on casual leave will make arrangements for the

receipt and disposal of dak addressed to him during his absence. In the absence of such an arrangement the next below officer will ordinarily be responsible for this

(4) Each dealing hands, Branch Incharge and higher officers, will keep a note in their engagement lists or computer lists, of important receipts requiring prompt action or on which action is required to be completed by a specified date

If the Minister or higher officer has indicated action on a receipt by a specific date, the subordinate officers, Section-in-charge and the dealing hands will ensure that the action is taken by that date and intimation sent to the quarter concerned.

5.4 Diarisation/Movement in CFMS.—

(1) After marking of receipts by the Branch Incharge, the diarist will diarise in the CFMS, (Soft copy of guidelines to operate CFMS is available at ***rcsharyana.gov.in*)** all receipts except the following which—

i) have already been diarised in CFMS by any Officer or Branch of the same department

ii) are unsigned communications and no action is to be taken;

iii) are the routine acknowledgements;

iv) are the copies of miscellaneous circulars, office memoranda, extracts, etc., circulated by any section for general information, e.g. orders of general application, telephone lists, notices of holidays, tour programmes, etc; and

v) are not required to be diarised under departmental instructions.

(2) Letters have to be diarised only once in the department. A unique Receipt No. will be generated. Afterward document will have to be marked to other officer within the department or other department; not to be diarised again. Letter once diarised in the system by any officer/Branch of the department, not to be diarised again;

(3) When you click on the 'Initial Diary' link you will see the below image which is the main page where the entire initial diary has been done.

Salient Features.—

- System is Web based; can be accessed over Internet.
- Initial Diary: All type of Receipt can be diarised at central diary unit or in

individual office/branch.

- Unique receipt no is generated.
- Facility of date bound is available.
- Facility of attaching of PDF document is available.
- Department wise unique receipt number is generated; no need to diarised again in other branches/offices of the department.

5.5 Diarizing of Receipts.—

(1) Each Branch will maintain a section diary in the following form.

Diary Number	From whom received	Number	Date	Brief Subject	To whom marking Proceedings	Remarks
		of receipt				
1	2	3	4	5	6	7

(2) The diarist will diarise all fresh receipts received in the Branch on the day of its receipts according to this classification and enter them in the respective registers. Receipts bearing priority marking will be separated from the other dak and attended to first and diarised in Register of 'Immediate References' and others in the Register of 'Ordinary References'.

(3) The communications received from GoI or Parliament/Assembly questions/ Assurances will be entered in red ink in the section diary. These communications, questions and assurances will also be entered by the diarist in the registers maintained for entering the GoI communications and Parliament/Haryana Vidhan Sabha questions/assurances, as the case may be. The diary number of the receipt will appropriately be indicated on the top of the margin in each communication. A stamp indicating the name of the Branch and number and date of receipt will be used for this purpose. The personal staff of the officers of the rank of Under Secretary and Deputy Director or above will diarise fresh receipts received by their officers in the diary register maintained by them.

5.6 Movement of Fresh Receipts.—

The fresh receipts submitted to the Branch Officer will be kept in a 'Dak Pad' labeled as 'Receipts Pad' in order to ensure that these receive prompt attention by the concerned officer. The Branch Incharge will keep a careful watch on the movement of

fresh receipts. The diarist will also bring to his notice if the fresh 'Receipts Pad' is not received back, from the Branch Incharge within 24 hours.

5.7 Diary Marking.—

The diarist will mark in the diary register the designation of person to whom and the date on which the fresh receipt or case is sent, on each occasion when the FRs/cases pass. Urgent cases are sent direct to the officers concerned without delay. In order to ensure an up to date record of the movement of FRs/cases, Branch Incharge and dealing hands will see that all FRs/cases are passed on in the office through the diarist for necessary entries in Diary Register.

5.8 Counter Marking.—

When a number of fresh receipts are received in a single case, the earlier receipts should be countermarked with the last one and all diary marking should be made against the most recent Branch number.

****

CHAPTER - VI
INDEXING AND CATALOGUING – FILE NUMBERING SYSTEM

6.1 File Numbering System.—

A proper file numbering system is essential for easy identification, sorting, storage and retrieval of papers. As and when a fresh receipt on new subject is received, the Record Keeper/dealing hand shall open a new file duly indexed. Indexing shall be based on subject classification of the Section/Branch, as per procedure detailed below :-

(1) Each section will maintain approved lists of:

(a) standard heads, i.e. main subject headings concerning it; and

(b) standard sub-heads, i.e. aspects of the main subject headings.

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

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

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

(a) standard head;

(b) sub-head which will be more indicative of the precise subject than the 'head', (where it is necessary to have more than one sub-head in a title in general should usually precede the specific); and

(c) a brief content indicating the question or issue under consideration in relation to the standard head and sub-head and where necessary, the specific institution, person, place or thing involved.

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

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

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

(8) Every file will be assigned a file number from File Index Register (Head Register) **(Specimen at Annexure-B of this Chapter)** which will consist of :

(a) the serial number allotted to the standard head;

(b) the serial number of the file opened during the year under the standard head;

(c) the year of opening the file (all four digits e.g. 2020,2021 etc.); and

(d) an abbreviated name/symbol identifying the Branch.

(9) The first three elements in the file number will be separated from one another by a slant stroke and the last two by a dash. Thus, files opened in, say, General Services-I Branch during 2021 under the standard head bearing serial number '3', will be numbered consecutively as 3/17/2021-2GS-I, 3/18/2021-2GS-I, etc. and so on, where' GS-I' represents the section.

6.2 Filing of Papers.—

The noting and correspondence portions will be kept in chronological order in separate file covers tagged on the left hand corner of the cover. No additional file cover should be kept with the correspondence file for placing loose papers rather important drafts, corrected and initialed by the senior officers which are felt necessary to be retained and made part of the main correspondence file and such draft be assigned regular serial numbers alongwith the other correspondence.

6.3 Arrangement of papers.—

The papers in each case will be arranged in the following order from top downward :

(i) Noting portion ending with the note for consideration.

(ii) Draft for approval (DFA), if any.

(iii) Standing Guard file or reference folder, if any.

(iv) Extract of note or correspondence from other file, copy of orders/ instructions/extract of rules, if any.

(v) Record file, if added as precedent.

(vi) Correspondence portion of the current file.

6.4 Referencing.—

(i) Every page of the noting/correspondence portion of the file will be consecutively numbered in pencil.

(ii) The paper under consideration or a fresh receipt will be flagged 'PUC' on the right corner of the paper.

(iii) In case a draft reply is also added, it will be flagged 'DFA' on the left corner of the paper. In referring the papers, the relevant page number of the noting/ correspondence portions will be quoted invariably in the margin of PUC/DFA.

(iv) The recorded files and all other papers which are put up with the current file will be flagged with alphabetical slips for quick identification.

(v) Only one alphabetical slip will be attached to each recorded file or compilation. While giving reference to the papers contained therein, those should be identified by the relevant page in addition to the alphabetical slip e.g. A/15, A/29 and so on.

(vi) Whenever reference to the papers contained in other files is given in the note, the number of the file may also be quoted in the note in order to facilitate the location of the reference after those files are removed from the current file after completion of action.

(vii) When a single reference is quoted in a fresh receipt, and that reference is in a file put up with another case, a copy of the required paper should be made and the fresh receipt submitted with it to avoid delay.

(viii) No case should be kept pending until the connected references are available without the specific orders of the Branch Incharge.

(ix) In urgent cases, the Branch Incharge should take orders of higher officers and he should do the same in ordinary cases if the references needed do not become available within, say, a week of receipt of the communication. Such cases should always be shown in the arrear lists, and it should be noted whether the case is pending under the orders of an officer.

6.5 Measures for Prevention Delays (Use of Grading).—

(1) Priority slips—

To ensure that case of urgent nature do not get delayed through over-sight, priority slips should be affixed on them. The different types of priority slips are:

(a) 'Top Priority' or 'Immediate' slips are to be used only in cases of extraordinary urgency requiring instant attention by the person to whom they are addressed, whether by day or night. Files so slipped should be delivered to the person address marked at once. "Top Priority" slips should be used in very rare cases where it is considered necessary to distinguished them from "Immediate" cases.

(b) 'Immediate' or 'Urgent' slips to be used on cases requiring attention without delay, such cases should be given priority over ordinary work.

When a slip is placed on a case the fact should be noted with pencil in the margin of the note, thus

(i) Top Priority

(ii) Immediate

(iii) Urgent

(iv) Council of Ministers

(v) For order of C.M.

(vi) Assembly Business

slip affixed. It should be carefully noted by all officials, through whose hands fresh receipts pass, including diarists, that in the case of letters not marked 'Immediate' or 'Urgent', it is their duty to supply the necessary priority slip, where required.

(2) Marking on outside of a closed cover or box when an 'Immediate' or 'Urgent' case is submitted to the Governor, a Minister or to any other officer in a closed cover or box, an 'Immediate' or 'Urgent' slip, as the case may be, should be placed on the outside of the cover as well as on the case inside.

(3) All officers and officials should see that the different priority slips are properly made use of on official files and other documents and that the misuse of these slips are strictly avoided as their profuse employment tends to defeat the object in view. Nothing should be written on a priority slip. A priority slip should not be retained on a file after particular occasion for which it was used has passed. Branch Incharges and Assistants, before passing on a file, marked with a slip, to

Branch officer should therefore consider whether there is justification for the retention or removal of the slip.

(4) To obviate delay in taking prompt action on urgent and important letters which are required to be sent up as 'Fresh Receipts', Branch Incharge should arrange to have a copy of the letter made after registration (when spare copies have not been received and should submit the copy as a 'Fresh Receipt' and take action at once on the original. The fact that this is being done should always be indicated.

(5) Immediate or Urgent communications for issue.— When a communication is marked 'Immediate' or 'Urgent' it should be issued on the same day. The Branch Incharge/Dealing hand should satisfy himself that it has actually been issued and should not leave the office until it has been dispatched. Such a communication if too the late and to be posted in the post office, should be sent through e-mail and if the next day is a holiday the Branch Incharge/Assistant should personally entrust this work to either the Resident Assistant or the Assistant on duty on the holiday or himself attend the office for this purpose. All such cases which have not been dispatched the same day, should be brought to the notice of the Branch officer.

6.6 Instances where files need not be opened—

Normally, no new files will be opened for dealing with receipts of a purely routine nature (e.g. requests for supply of unclassified factual information, notices of holidays, miscellaneous circulars) which—

(1) can be disposed of straightaway by recording the reply on the source receipts and returning them to the originators; or

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

6.7 Opening of fresh files and separation of subjects.—

Each file should so far as possible be confined to a single subject and new files should be freely opened. When a letter relates to a subject dealt within two or more existing files, copies of the letter, or extracts from it, should be separately copied and submitted with each file.

6.8 Flags and quotation of references.—

Any paper to which specific reference is made in the receipt, or its enclosures, or to which it is desired to draw attention in connection with any passage, or proposal,

should be marked with a single slip (called a 'flag'). Reference to such papers shall be made by citing the flag and the page number of the notes or correspondence marked by it (e.g. 'A/2 corr.' or '7-12 notes', meaning page 2 of the correspondence in the file collection of papers marked 'A', etc.). Such references shall be made in pencil and on the margin of the paper under consideration or enclosure or note, and shall, on no account, be used on one file or collection of papers and care should be taken to see that there are not two flags of the same lettering on a case.

6.9 Letters received not to be written on.—

Beyond the quotation of references no notes should be written in ink on letters under submission to the higher officers.

6.10 Handing or taking over charge.—

On appointment/transfer of the Record Keeper or dealing hand holding record, the record will be handed over to, or taken over from, the concerned official and a list of the record will also be prepared and handed over to the concerned official and Branch Incharge.

6.11 Reminder Cases.—

Reminder cases are those in which action is awaited from outside office in which, if such action is not taken by a certain date, a reminder will be issued.

(i) Responsibility for submission of reminder cases.—

Reminder cases in unofficial references shall be kept by the branch Diarist and all others by the Record Keeper. On each date upon which reminders are due, the Diarist or the Record Keeper, as the case may be, should submit the case to the Branch Incharge or Assistant with a reminder for issue, if a reply has not so far been received.

(ii) Date for issue of reminders.—

The date on which a reminder should be issued will be fixed by the Branch Incharge or Assistant dealing with the case. Ordinarily, a reminder should be issued a month after the date of issue of the communication. When officers addressed have to consult after six weeks. Subsequent reminders should issue once a fortnight. This procedure does not apply in cases of Urgent and Immediate nature where a reminder should issue much earlier, depending on the urgency of the case.

(iii) In case of undue delay in answering.—

In cases of undue delay in answering a reference or letter, a routine reminder shall not be issued but the special attention of the senior officers should be drawn to the case with a view, to issue a demi official reminder to the officer concerned.

(iv) Reminders to the Government of India and other State Governments etc.—

Order of an officer should always be taken before a reminder is issued to the Government of India, or to other State Governments, or to a high official not serving under the Haryana Government. In such cases a reminder in the form of a letter should be issued and the fair copy should be signed by the Secretary, Deputy Secretary, Under Secretary or officer of the equivalent status.

(v) Cases in which reminders are unnecessary.—

No reminder should be issued in any case not initiated by Government, unless in the course of correspondence, a question has arisen in the answer in which Government is interested.

(vi) Arrear list of reminder cases.—

With a view to ensuring that reminder cases are not being lost sight and are receiving adequate attention. lists of such cases pending over three months should be prepared by the Record Keeper once a month, in the form below, and submitted with any comments which Branch Incharge may have to make to the senior officer concerned for scrutiny and orders so as to reach him by the 7th of each month.

Diary No.	Number and date of reference to be replied to and from whom received	Subject	Action	No. of reminders issued and reasons for delay	Remarks

(vii) Reminder register.—

A register in the form below should be maintained by the Branch in which all cases of which the replies are awaited should be entered.

REMINDER REGISTER					
Sr. No.	Branch No.	Subject	To whom	No. and date of letter	Reference

6.12 Reminder Diary.—

Each Record Keeper will maintain a reminder diary in which he will enter date-wise all cases marked for issue of reminder on specified dates. Challans of files referred to other Branch/Department will also be entered in this diary. Every morning the Record Keeper will examine the reminder diary and get hold of the files/challans marked for issue of reminder for that date and send the file to dealing hand after adding reminder on the prescribed format and scoring of relevant entries in the diary.

6.13 File Index Register (Head Register).—

A record of files opened during a calendar year will be kept in a file register **(Annexure-B)** to be maintained by the diarist. A list of approved standard heads along with the serial numbers identifying them should be pasted at the beginning of the register. The pages allotted to the standard heads in the registers should also be indicated against each.

6.14 Period allowed for disposal of fresh receipts.—

Fresh receipts should be put up with papers/referencing within the period prescribed below so that it is disposed of as per time schedule given below:-

Sr. No.	Item	Clerk/Record Keeper	Assistant/ Dealing-hand	Branch Incharge	Total time limit
(i)	PUC marked 'Immediate' is to be submitted	within same working day.	within same working day.	within same working day.	One working day.
(ii)	PUC marked 'Urgent' is to be submitted	within one working days.	within one working days.	within one working days.	Three working days.
(iii)	PUC marked 'Ordinary' is to be submitted	within one working day.	within three working days.	within one working day.	Five working days.

No receipt to be kept with any Record Keeper or dealing hand for more than period prescribed above. If the papers cannot be completed within this period, the Record-keeper/Dealing hand, should bring the matter to the notice of the Branch Incharge and obtain his instructions. In case of 'Immediate', 'Urgent' and 'Important' matters the Branch Incharge will also seek the order of senior officers, where necessary.

Note 1.— If subordinate consumes more than the prescribed time limit in that case the time of next official/officer will be reduced proportionately. In other words, the

total time taken by all the concerned officials/officers of a Branch should not exceed the prescribed total time limit.

Note 2.— In exceptional circumstances, the Department may fix time limits as per their requirements.

6.15 Movement of files and other papers—

1. Movement of files will be entered meticulously in the file movement register **(Annexure-A).** Electronic file movement register exactly in the form of the **Annexure-A** will be prepared and maintained in the computerised environment.
2. When current files are linked, the movement of the linked files will be marked in the space allotted in the file movement register for the file with which these are linked and also individually in the space allotted in the file movement register for each of the linked files in the manner illustrated in **Notes 2 and 3 under Annexure-A.**
3. When recorded files are put up with a current file, the movement of the recorded files will be marked in the space allotted in the file movement register for the file with which these are put up in the manner illustrated in **Note 4 under Annexure-A.**
4. Movement of files received from other departments/Branches and other receipts which have not been brought on to a file in the Receipt Section will be noted in the 'remarks' column of the section diary.
5. No current file will be issued to other Branch except against written requisition and after marking its movement in the file movement register.
6. Files and other papers marked by the senior officer(s) to other officers, Branch or Departments will be routed through the Branch for noting their movement.
7. When the files are handed over personally by the senior officer(s) to other officers, he will inform the Branch Incharge accordingly who will ensure that the movement of such files is marked in the file movement register.
8. The personal staff of senior officers will maintain the movement of papers received by their officers in the respective personal section diary **(Annexure-A)**. Movement of any file handed over personally to a higher officer or the Minister will similarly be noted by the personal staff. Papers/files marked by them to other departments, however, will be routed through the Branch concerned, for noting their movement in the file movement register or section diary, as appropriate.

9. In a computerised environment the movement of files will be recorded electronically at every stage.

6.16 Part file—

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

(2) A part file will normally consist of :

(a) receipt or note dealt with; and

(b) notes relating thereto.

(3) A part file will be merged with the main file as soon as possible, after removing duplicate papers, if any for movement file the same number with a mention of Part File (PF) should be assigned.

Annexure-A

File Movement Register

[See para 6.15]

File No._____

SUBJECT.....
……..

To whom	Date	To whom	Date	To whom	Date	To whom	Date

Space for recording movements of part files

Note 1.— Movement will be marked in the following manner by indicating the officer, Branch or Department to which the file has been sent with date of sending below it, e.g.

DSF 11.02.2021		Health Department 11.02.2021

Note 2.— Movement of the linked files will be marked in the space allotted in file movement register for the file with which these are linked as illustrated below:-

File No. .....

Linked files :-

DSF

——————

1. F. No. .....

19-02-2021

2. F. No. .....

Note 3.—In the space allotted for each of the linked files in the file movement register the movement will be marked as illustrated below:-

File No. ..... DSF

Linked with File No. .....

_____

23.02.2021

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

File No. _____

with recorded files :

DS(N) 1. F. No.

2. F. No.

Annexure-B

File Index Register (Head Register)

[See para 6.1]

STANDARD HEAD No. _____

STANDARD HEADING: _____

File	Subject	Date of		Classification (and year	Remarks
		Opening	Closing		
1	2	3	4	5	6

INSTRUCTIONS:

1. Entries in columns 1-3 will be made at the time of opening files and those in columns 4 and 5 at the time of recording and reviewing them.
2. Year of review in column 5 is required to be indicated only in the case of class 'C' files.
3. If as a result of the review, a file is marked for further retention, the year of the next review will be worked out and indicated in column 5.
4. When a file is transferred to the departmental record room or to another section department, the fact of such transfer and the relevant date, will be indicated in column 6 - e.g.

DG Secondary Edu. **Health Department**
06-02-2021 **16-02-2021**

Similarly when the file is marked for destruction, an entry regarding the fact and the year of destruction will be made in this column.

****

CHAPTER - VII
ACTION ON RECEIPT - NOTING

7.1 Note.—

A 'Note' is a record of precise of previous papers, comments or observations on salient features of a proposal contained in PUC. It is recorded on a case to facilitate its disposal. It also includes analysis of questions requiring decision, suggestions with justification, final decision along with the authority competent to take the decision. 'Noting' is the process of recording a note on the noting portion of a file. Note is recorded by the Dealing-hand and other officers in the hierarchy.

7.2 Guidelines for noting.—

1. All notes shall be recorded on note sheet.
2. Notes should preferably be typed in Computer. In case the notes are recorded by a pen then blue or black ink pen will be used by all the officers/officials, however, officers of All India Service and Head of Departments may use either Blue or Black or Green ink pen.
3. A small margin of about one inch will be left on all sides (left, right, top and bottom) of each page of the note sheet to ensure better preservation of notes recorded on the files as at times the paper gets torn from the edges making reading of the document difficult. Notes should be electronically printed/written on both sides of the note sheet.
4. A note must be concise, clear, complete, correct, courteous and to the point. Lengthy notes are to be avoided. The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt or any other part of correspondence or notes on the same file, should be avoided.
5. If a paper under consideration raises several points requiring detailed examination and separate respective orders, then each point of group of related points should be noted upon separately in the note of the dealing Assistant so that clear orders are passed on each point or group of points.
6. All notes should be written in the third person.
7. The language in the note should always be temperate, polite and courteous. It should be free from personal remarks. In case any contradiction, error or mis-statement is to be pointed out, care should be taken to couch the observations in a respectful manner.

8. The use of abbreviations which are un-common should be avoided. In case such an abbreviation has to be used because it occurs several times in a note, the expanded form should be given the first time with the abbreviation in brackets.
9. Relevant extracts of the provisions of the Act, Rules and /or guidelines will be placed on the file and attention to it will be drawn in the note, rather than reproducing the relevant provisions in the note, unless such an extract on the note is essential to arrive at a decision.
10. When the note is to be submitted to the final authority at the level of Head of Department or District Level, a self-contained note including the views expressed on the subject by other Department(s) at the level of Head office or District Level, as the case may be, e.g. District Attorney, SAS personnel, if any consulted in the matter and the points on which the order of Head of Department or Head of Office are sought will be put up with cases involving decision.
11. Any officer, who has to note upon a file on which a 'running summary of facts' is available will be helpful in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.
12. When passing orders or making suggestions, an officer will confine his note to the actual points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding note, he will merely append his signature. In case, he takes a decision different from the one suggested on file, he may do so giving reasons for his decision.
13. Unless a 'running summary of facts' is already available on the file or the last note on the file itself serves that purpose, a self-contained note will be put up with every case submitted to the Administrative Secretary or Minister. Such a note will bring out briefly but clearly the relevant facts, including the views expressed on the subject by other Departments, if any, consulted in the matter and the point(s) on which the orders of the Administrative Secretary or Minister are sought.
14. A self-contained note is prepared while seeking advice or opinion or concurrence of another Department. Such inter-Departmental references are to be made only with the approval of an officer not below the level of Administrative Secretary, Head of Department or Head of Office, as the case may be.
15. If patent errors or incorrect statements in a case have to be pointed out or if an opinion expressed therein has to be criticised, care should be taken to express

the observations in courteous and temperate language free from personal remarks.

16. Sufficient space not less than one quarter of the page should be left below the last recorded note in the note sheet of the file, especially when the file is submitted to the Secretary or Minister level come-back case.
17. At the concluding portion of the note the dealing Assistant should summarise his suggestions and also states the level to which the file is to be submitted in accordance with the provisions of the Standing Orders issued under the Rules of Business of Haryana Government.
18. If a note continued on to a new leaf/side, then it should be mentioned at right hand side at bottom 'continued' and on next page/ante page 'from pre-page' or 'from ante-page' on the left hand side of new page/side, as the case may be, so that the continuity of the note is not lost.
19. A note will be divided into serially numbered paragraphs. In case of problem solving or policy decision cases, paragraphs may have brief titles, if necessary. For "Problem solving/Policy decision cases" **See also Para 7.15 (4) & (5) of this Chapter.**
20. For effective noting and to decide the quantum of noting, guidelines given on functional approach to noting as per **Para 7.15 of this Chapter** are to be adopted.
21. Two extra blank note-sheets should be added to the noting portion after completing the note.
22. In case Note runs into many pages, below the last line of the Note at the right hand side the words "from Page ante" should be mentioned in pencil by the Assistant/Dealing hand.
23. At the end of the note, the dealing hand (non-gazetted) is required to sign the note on the extreme left part near the margin. The signatures have to be in full and not merely with initials. However, the gazetted officers will sign on right hand side. The date is also to be recorded below the signatures.

7.3 Come-back case.—

A case received back for further action such as re-examination or preparing a draft or a summary of the case is known as 'come-back' case. Such cases are to be dealt with immediately. In case of re-examination, the note must be submitted with reasoned proposals.

7.4 Examination by Assistant/Dealing-hand.—

While following the duties as details in Chapter-III the Assistant/Dealing hand will ensure that when the line of action on a receipt is obvious or is based on a clear precedent or practice, or has been indicated by a higher officer, and a communication has to issue, a draft will be put up without an elaborate note. In other cases, the Dealing-hand, while submitting a note on a case, will:

1. See whether all the statements, so far as they are open to check, are correct.
2. Point out mistakes, incorrect statements, missing data or information, if any.
3. Obtain the missing and/or correct information from the sources concerned either over phone or by writing a letter.
4. Furnish other relevant data or information available in the Branch/Department, if any.
5. Evaluate relevant data and information.
6. State the issues for consideration and bring out clearly the points requiring decision.
7. Draw attention and apply the statutory or customary procedure and apply the relevant provisions of the Acts, Rules, instructions to the given case.
8. Draw attention to precedent(s), if any.
9. Suggest, alternative courses of action with justification(s) about the course of action suggested for consideration of the competent authority.
10. Indicate the authority competent to take decision along with the copy of the delegation of powers.
11. Assistant/Dealing-hand shall affix full signature with name in brackets and complete date (dd/mm/yyyy) on the left hand side of the note.
12. A courtesy (blank) note sheet must be added.

7.5 Examination by Branch Incharge.—

When the line of action on a receipt is obvious or is based on a clear precedent or practice, or has been indicated by a higher officer, and a communication has to issue, a draft/fair communication for approval/signature will be put up without any elaborate note.

When making suggestions for approval of senior officers, the Branch Incharge will confine his note on the actual points he proposes to make without re-iterating the grounds already covered in the previous notes.

In other cases, Branch Incharge, while putting up a case, will—

1. Consider the possibility of using 'Standard Process Sheet' either by using an existing 'Standard Process Sheet' or developing a new one;
2. See whether all the statements, so far as they are open to check, are correct;
3. Point out mistakes, incorrect statements, missing data or information, if any;
4. Draw attention, if necessary, to the statutory or customary procedure and point out the relevant law and rules; and precedent if any
5. Ensure that the relevant data or information which is necessary for analysis; is available on the file
6. State the questions for consideration and bring out clearly the points requiring decision; and
7. Suggest, where possible, alternative courses of action for consideration.

7.6 Examination by Branch Officer and above.—

1. A Branch Officer will discuss, wherever necessary, to decide the course of action to be taken on a case involving a new or a complex matter. After the line of action is decided, normally, a single discussed note will be put up by the Dealing-hand through his seniors to the decision making level. Such a note submitted as draft initially by the Dealing-hand may be edited by the senior officers and the Dealing-hand submits the approved as discussed note. The Dealing-hand, however, will be encouraged to submit reasoned note on a case.
2. For dealing with important problem solving issues, the technique of writing a discussed note may be used. This involves entrusting a Dealing-hand with preparing a comprehensive note which will be put up to the decision making level clearly indicating that it is a discussed note. Such discussed note shall also be a reasoned note based on the provisions of the relevant Acts, Rules, instructions, etc. The note will contain the background to the problem, issues arising out of its precedents, if any, analysis of all relevant facts with reference to the provisions of the relevant Act, Rules and/or guidelines, and the recommended course of action for approval by the competent authority.

7.7 Level of disposal and channel of submission.—

1. Dealing-hand will take action on a case in accordance with the Departmental instructions prescribing the level of final disposal procedure and of each category of cases.

2. Suitable instructions are to be issued for the channel of submission of files for each category of cases by each Department.
3. The channel of submission of cases, other than the classified ones, must be made available on the website of the Department.
4. Each Department will review the instructions on level of disposal and channel of submission at least once in three years keeping the number of levels at which a case is examined to the minimum by delegating powers to lower formations. To facilitate quicker decision making, channels of submission should not be more than four. Powers are to be delegated to operationalise this principle.
5. Wherever level jumping is done in respect of any category of cases, each such case on its return, will pass through all the levels jumped over who in suitable cases could resubmit the cases for reconsideration, if necessary.

7.8 Deviation from normal procedure or rules.—

In every case where a material or substantial deviation of the existing procedure or rules, is sought to be made, it shall be the responsibility of the decision making authority to ensure that reasons are recorded in writing, justifying such a deviation from the rules or procedure.

7.9 Running summary of facts.—

To facilitate consideration and to obviate repeated recapitulation in important, complex and court cases, a running summary of facts will be prepared and placed on the file in a separate folder labeled as such in every case in which it is evident that such summary would contribute to its speedy disposal. Previous version of running summary, if any, shall not be destroyed. Such a summary shall be prepared in a manner to contribute to speedy disposal of the case. This summary will also include the advice or views of other Departments consulted in the matter but not opinions of individual officers within the Department. It should be kept up to date, incorporating changes whenever further developments take place through a newer version. This is useful while framing new policy, amendments to a policy or Act or Rule, court cases, etc. Running summary will also be maintained in electronic form in a computerised environment. It is essential in long drawn cases calling for consideration at senior level from time to time.

7.10 Oral discussions.—

(1) All points emerging from discussions (including telephonic discussions) between two or more officers of the same Department or from discussions between officers of different Departments, and the conclusions reached will be recorded on the relevant file by the officer authorising action.

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

7.11 Oral instructions by higher officers.—

(1) Where an officer is giving direction (including telephonic direction) for taking action in any case in respect of matters on which he or his subordinate has powers to decide, he shall ordinarily do so in writing. If, however, the circumstances of the case are such that there is no time for giving the instructions in writing, he should follow it up by a written confirmation at his earliest.

(2) An officer shall in the performance of his official duties, or in the exercise of the powers conferred on him, act in his best judgement except when he is acting under instructions of an official superior. In the latter case, he shall obtain the directions in writing wherever practicable before carrying out the instructions, and where it is not possible to do so, he shall obtain written confirmation of the directions as soon thereafter as possible. If the officer giving the instructions is not his immediate superior but one higher to the latter in the hierarchy, he shall bring such instructions to the notice of his immediate superior at the earliest.

7.12 Oral orders on behalf of or from Minister.—

(1) Whenever a member of the personal staff of a Minister communicates to any officer an oral order on behalf of the Minister, it shall be confirmed by him in writing immediately thereafter.

(2) If any officer receives oral instructions from the Minister or from his personal staff and the orders are—

(i) in accordance with the norms, rules, regulations or procedures, they should be brought to the notice of the Administrative Secretary (or the Head of the Department where the officer concerned is working in or under a non-Secretariat Organisation). and

(ii) not in accordance with the norms, rules, regulations or procedures, he should seek further clear orders from the Administrative Secretary (or the Head of the Department in case he is working in or under a non-Secretariat Organisation) about the line of action to be taken, stating clearly that the oral instructions are not in accordance with the rules, regulations, norms or procedures.

(3) In rare and urgent cases when the Minister is on tour/ is sick and his approval has to be taken on telephone the decision of the Minister can be conveyed by his Private Secretary. In such cases, confirmation will be obtained on file when the Minister returns to headquarter/ rejoins.

7.13 Confirmation of oral instructions.—

(1) If an officer seeks confirmation of oral instructions given by his superior, the latter should confirm it in writing whenever such confirmation is sought.

(2) Receipt of communications from junior officers seeking confirmation of oral instructions should be acknowledged by the senior officers or the personal staff of the Minister, as the case may be.

7.14 Modification of notes or order.—

(1) The higher officers should record their own notes giving their views on the subject, where necessary correcting or modifying the facts given in earlier notes. In any case, the replacement or modification of the notes which have already been recorded on a file, when the file has been further noted upon by others, should not be permitted.

(2) Where a final decision already communicated to a party is found later on to have been given on a mistaken ground or wrong facts or wrong interpretation of rules due to misunderstanding or otherwise, such replacement or modification of a note may have also legal implications. In all such cases, wherever necessary, review of the decision should be examined and the revised decision shall be taken with the approval of an officer higher than the one if available who took the original decision, if so required, with the advice of Law & Legislative Department. The

reason(s) for the reversal or modification of the earlier decision shall duly be recorded on the file.

Under no circumstances a note shall be pasted over or removed from the file. In case of mistake in the note or disagreement with a previously recorded note a new note shall be recorded, keeping the previously recorded note on the file.

(3) Pasting over a note or portion of it to conceal or to make it invisible is not desirable. Where a note modification on account of additional facts or any error having come to notice or subsequent note may be recorded keeping the earlier note intact.

7.15 Functional Approach to Noting.—

1. Noting should be kept in an optimal level. Therefore, it should be systematic and functional. One of the points for consideration while preparing a note is the size of the note, that is, whether the note should be short or long. Functional Approach Noting helps in deciding the kind of note to be prepared. It is a technique for more effective noting and facilitates the competent authority to take decisions quickly. It categorises the types of cases and the quantum of noting to be done as given in Table below:-

Table
Functional approach to noting at a glance

Sr. No.	Type or category of the case	Quantum of noting
1	**Ephemeral**	No noting is needed
2	**Action in correspondence cases**	Short notes of a few sentences
3	**Routine or Repetitive case**	Develop and use Standard Process Sheet
4	**Problem solving case**	A structured and detailed note is prepared.
5	**Policy/Planning case**	Detailed note is prepared covering various aspects implications and expected outcome of a policy to be developed or under review

2. Quantum of Noting and Functional Approaches which could be adopted for noting on various categories of cases have been clarified in succeeding paragraphs.

7.16 Noting of Ephemeral Cases.—

(a) These may be cases which have no back history and the requisite definite information has been supplied to the sender There is no reason for further correspondence in the matter, or these may be simple circulated for one time information such as declaration of a holiday on unscheduled occasion etc.

(b) These cases are also known as "No Noting" cases. If such papers have been diarised, then a list with diary number should be prepared by the holder of files/papers and should record the reasons, in brief, why no action is necessary and file such cases. Branch Incharge should sign the statement. Such cases should be destroyed on 31st December of every year by making necessary entries in the diary register that it has been destroyed being Ephemeral cases.

7.17 Noting of Action-in-Correspondence Cases.—

These cases also do not require detailed noting. It would be sufficient if a brief note (a paragraph or so) are recorded indicating the issue under consideration and the suggested action. In case some definite information is to be supplied then DFA should also be put up with the note.

7.18 Noting of Routine or Repetitive Cases.—

(a) In cases of repetitive nature, a ‘Standard Process Sheet’, which means a standard skeleton note, should be developed indicating pre-determined points of check.

(b) It is a format where check lists are developed. The check list contains the parameters or points that are to be taken into account while processing a case often through the instructions, if any, contained in the standard operation procedure issued by the Department for examining a case. Against the check list, variables of a case are filled in order to obtain approval of the competent authority on each case. No conventional note will be recorded in such cases. A fair reply is put up on file with the standard process sheet.

(c) In cases such as sanctioning of leave, GPF advance/withdrawal loans and any kind of loan, pension cases, release of grant-in-aid, giving vigilance clearance, etc. a ‘Standard Process Sheet' may be developed indicating pre-determined points of check. Where possible a standard format of communications may be also prepared.

(d) Standard process sheet will be devised by the dealing hand concerned with and guidance of the help of the Branch Incharge. It will be prescribed through Departmental instructions, if necessary.

7.19 Noting of Problem Solving Cases.—

In these cases, a detailed note providing maximum information on each aspect will be necessary. Even then, the note should be concise and to the point, covering the following aspects:-

(a) What is the problem?

(b) How has it arisen?

(c) What is the Rule, Policy or Precedent?

(d) What are the possible solutions?

(e) Which is the best solution? Why?

(f) What will be the consequences of the proposed solution?

7.20 Noting of Policy and Planning Cases.—

These types of cases would not be large in number and are normally dealt with at sufficiently higher levels of the organisation. They require a thorough examination with maximum amount of noting developed systematically. A note in such cases should be structured in the following manner:-

(a) Problem/Issue State how the problem/Issue has arisen? What are the critical factors?

(b) Additional Information: Give additional information to size up the problem/Issue. The information would be available on the files and other papers in the section. If sufficient information is not available to enable thorough examination, it should be collected before attempting a find note to seek orders of competent authority.

(c) Rule, Policy etc.: Relevant rules, regulations, policy, standing orders, practices are required to be referred to, wherever available. Logical interpretation of such rules etc. bringing out their bearing on the problem has to be put across in a cohesive manner.

(d) Precedents: Precedent cases having a bearing on the issue under consideration should be put up. If felt necessary the policy/procedures being followed in central Government or other State may also be obtained/downloaded and considered alongwith other information being considered. If there are varying precedents or any precedent differs in certain respects from the case under examination, the difference should be brought out so as to arrive at a correct decision.

(e) Critical analysis: The case should then be examined on merits answering questions such as what are the possible alternative solutions/ which is the best solution. It should be ensured that views of other Department etc. have been

obtained where necessary. Attention should also be paid to other aspects like the financial and other implications, repercussions, and the modality of implementing the decision and the authority competent to take a decision.

(f) Concluding paragraph: The concluding paragraph should suggest a course of action for consideration. In cases where a decision is to be taken by a higher authority like committee, Board etc. the point or points on which the decision of such higher authority is sought should be specifically mentioned.

7.21 Structure of a note of problem solving/policy matter cases.—

1. File number on right hand top corner
2. Subject of the case
3. Docketing & Referencing
4. Profile of the problem/issue to be resolved [introduction or the context]
5. Apply provisions of the Act, Rules, Regulations or guidelines relevant to the case
6. Precedent(s), if any
7. Analysis and sequence
8. Position of resources or financial implication including required cost-benefit analysis, where required (also legal social or gender implications, if applicable)
9. Reasoned conclusions reached (proposed course of action)
10. In case more than one course of action is suggested, approval must categorically be sought for a specific course of action.
11. Authority competent to approve the case.
12. Signature of the Dealing officer submitting the note

NOTE.— *Functional Approach to Noting, however, does not mean that each of the cases is watertight compartment. Depending on the current status of a case the type of case could be different. For instance, most problem solving and policy cases are initially correspondence handling cases to collect the requisite inputs. During the final stages they are either problem solving or policy case.*

7.22 U.O. letter or Unofficial References.—

(a) Method of making un-official references.—

In all cases in which the labour and routine of an official reference can be suitably dispensed with, inter-departmental references are made un-officially to officers and Heads of Departments who are not a part of Secretariat. When Secretaries to Government desire to obtain an expression of opinion, or advice or

supplementary information from such officers and Heads of Departments in an un-official manner, they should do so by sending the files and notes. File and notes may be transmitted to officers and departments who are a part of the Secretariat i.e. Addl. Chief Secretary-cum-Financial Commissioner Revenue, Administrative Secretary of other Departments and Legal Remembrancer who are also Heads of Departments. When **official references** from them are dealt with on Secretariat files, they should be treated as Heads of Departments and files should not be referred to them un-officially. It is only where these officers make references as Secretaries on their own files that it is treated as an **un-official reference**.

(b) Specification of points on which an un-official reference is made.—

In case of inter-departmental reference the department or office of origin should state, with as much precision as possible, the specific points to points in respect to which reference is made; and the departmental referred to should avoid unnecessary repetition in its notes of anything sufficiently stated in the notes of the department or office or origin. References to the Legal Remembrancer are regulated by **Chapter-II of the Law Department Manual.** Cases referred to him for his opinion or advice should definitely state the points on which his opinion or advice is required.

In every file referred to by one department or office to another department or office, the notes written in the department or office referred to should (when this is desirable) be on separate sheets (in duplicate) from the notes written in the referring department and the conclusion only should be recorded under the signature of the officer to whom an un-official reference was made. The department referred to may, if necessary, keep a copy of the notes in the file of the initiating department with so much of the references as may be necessary to elucidate the subject.

(c) Method of dealing with un-official reference in the office consulted.—

Head of Department are required to deal personally with case upon which they are consulted un-officially, must return them without any avoidable delay.

(d) Communication of official order passed after un-official consultation.—

(i) The result of every un-official consultation will be embodied in an official order. When an order is issued, the department issuing that order will simultaneously send copies of it by an official endorsement or un-official reference to every other department which took part in the un-official

discussion leading upto the order and which is not addressed thereby. When a letter is issued on an un-official reference, a remark should be added on the margin of the draft to the effect that order has been issued after un-official consultation. A similar label should be affixed to the fair letter issuing.

(ii) **Quotation of Finance Department un-official advice in endorsements to that department.—**
When sanction letters are issued by Administrative Secretaries after un-official consultation with the Finance Department, and copies are endorsed to that department, administrative branches should quote the Finance Department un-official advice number and date on the subject or in its absence, the Finance Department diary number which is stamped on the administrative department files.

(e) Method of filing un-official references.—

The un-official references should form part of the correspondence portion of a file. The proceedings of meeting copies or circulars copies of formal sanctions and similar communications should be filed in the correspondence portion, irrespective of the fact whether they are received with an un-official endorsement or otherwise. The un-official references, however, which are actually recorded as notes on a file and form an integral part of the noting and cannot be separated from it should continue to be on the noting side. Examples of such references are advice on a case by the Law Department or the Finance Department.

(f) Specimen of UO letter.—

SUBJECT : Construction of School building in Ambala.

Will the Additional Chief Secretary to Government Haryana, School Education Department, kindly refer to the subject noted above?

2. He is requested to furnish information positively by _____ on the issues discussed in the meeting held on _____ at _____ under the chairmanship of Addl. Chief Secretary to Govt. Haryana, PWD (B&R), Department.

Designation_____
Spl. Secy/ Jt. Secy. PWD (B&R)
Telephone No._____

To

The Addl. Chief Secretary to Govt. Haryana,
School Education Department.

UO No. _____ Dated : _____

SUBJECT : Creation of post of Administrative Officer.

Will the Addl. Chief Secretary to Government, Haryana, Health Department, kindly refer to the subject noted above.

2. He is requested to expedite his advice on the above subject referred by this Department vide U.O. letter of even number, dated 25th August, 2021.

Designation_____
Spl. Secy/ Jt. Secy.
Telephone No._____

To

The Addl. Chief Secretary to Govt. Haryana,
Health Department.

UO No. _____ Dated : _____

Haryana Government
Finance Department
(FR Branch)

Subject: Extension of Deputation period of Shri Ramesh Kumar, Superintendent.

The proposal of AD has been examined by Finance Department.

Finance Department agrees to the proposal for grant of extension of deputation period beyond five years to Shri Ramesh Kumar Superintendent who is working on deputation in Kurukshetra University, Kurukshetra.

Designation Branch
Incharge_____
for Addl. Chief Secretary to Govt. Haryana,
Finance Department.
Telephone
No._____

To

The Addl. Chief Secretary to Govt. Haryana,
Higher Education Department.

UO No. _____ Dated : _____

****

CHAPTER - VIII

FORMS OF COMMUNICATION - DRAFTING

8.1 Drafting of Communications

(i) What is Drafting.—

When a case is received back from the officers with orders passed upon the notes, the next step is to convert them into the form of an official communication. This is known as drafting. A draft may be put up even in anticipation of orders if there is no doubt as to what they will be, or if the action to be taken is obvious; as, for example, in cases which have been received back from other departments with their concurrence in the orders proposed to be issued.

(ii) Time allowed for drafting.—

Ordinarily not more than two days should be allowed to elapse between the passing of orders and the submission of drafts, but in urgent cases one day should suffice. In top priority and most immediate cases the file should be followed by dealing hand at personal level to expedite the approval of draft (DFA) and issue of fair letter.

(iii) Draft for approval (DFA).—

The draft when put up should be flagged with the 'DFA' slip on left hand side. The draft duly referenced should then be placed immediately beneath the notes and marked to the officer dealing with the case.

(iv) Level of approval of Draft.—

After the orders are passed by the competent authority on a file, DFA should be approved by the authority minimum one step above the authority who has to sign on the fair draft, except in routine cases e.g. reminder letter, supply of definite information after the approval of the competent authority.

(v) Indicate number of drafts to be issued.—

Where more than one drafts are put up in a case, these should be flagged as 'DFA-1' 'DFA-2' 'DFA-3' and so on.

(vi) Drafting by Officers of important cases.—

Branch officers are expected to prepare draft of important cases. As a general rule, the Branch officer should send to Branch only such cases for submission of draft, which can easily be followed by an Assistant/Dealing hand or in which a note has to be copied out from the note approved. (See also the duties of Branch officer).

(vii) Quotation of number and date in letters.—

The first paragraph should invariably refer to the number and date of the last communication on the subject. In some cases it may be necessary to refer to a series of more than three letters and this should be done on the margin of the draft.

(viii) Communication from the Secretariat.—

In referring to a communication from the any Branch of the Secretariat to an office/department other than Secretariat the term "this office" should not be used in drafts. The proper terms to use are "Haryana Government letter". Date should be mentioned with name of the month and year e.g. 25th March, 2021, 29th June, 2021. It should be ensured that only one date is mentioned on the draft.

(ix) Nature and phraseology of the draft.—

(a) The draft should be as brief as is consistent with clearness and completeness. There must be no possible ambiguity in phrasing, no vagueness in references, and no unnecessary repetition.

(b) As a rule, the draft reply should be based on the outline of noting. A detailed discussion of reasons or of the history of the case should be embodied in the draft reply, if required. Where such details are given, the drafter should adhere, as closely as possible, to the actual wording of the note approved.

(c) Care should be taken that all official correspondence must be courteously and temperately worded and free from personal remarks. Use of abbreviations should normally be avoided. In case of draft in English, use of vernacular (non-English) terms should be avoided. If it is sometimes necessary to employ vernacular term, for which there exists no English equivalent the precise meaning should always be explained in English, if necessary, by periphrasis.

(x) Subject of the draft.—

A brief subject should invariably be inserted as heading in a draft.

(xi) Numbering of paragraphs and referencing of drafts.—

Every paragraph of a draft must be numbered and fully referenced in the margin. Lengthy drafts should always refer to the notes on which they are based.

(xii) Quotation of sums of money.—

Whenever sums of money are sanctioned in a draft, the amount should be noted in both figures and words, the words following the figures within a bracket, e.g. Rs. 10,000/- (Rupees Ten thousand only).

(xiii) Fixing of a time limit for a reply.—

If a reference addressed to an office subordinate to the State Government requires a reply, a time limit should ordinarily be specified within which the reply is to be given. The time allowed will obviously depend largely on the nature and circumstances of the case permits.

(xiv) Direct correspondence with subordinate local officers at Secretariat level.—

Except in cases of urgency and purely routine matters, no official communication should be addressed direct to officers subordinate to Heads of Departments or Divisional Commissioners; when any such communication is made, a copy should be forwarded simultaneously to the Head of the Department or Divisional Commissioner to whom the officer is subordinate. Particular care should be taken to see that these officers are not short-circuited. Correspondence with subordinate officers on matters regarding which it is considered unnecessary to trouble Heads of Departments or Divisional Commissioners should be conducted demi-officially.

(xv) Endorsing a copy of the orders simultaneously to the Deputy Commissioners.—

A large number of references of a routine nature from Deputy Commissioners pass through the office of Divisional Commissioners for the sanction of orders of Government. With a view to reducing unnecessary work in Commissioner Offices, the convenient practice of endorsing a copy of the orders simultaneously to the Deputy Commissioners concerned should invariably be adopted.

(xvi) Letters to the Principal Accountant General, Haryana.—

All letters addressed to the Principal Accountant General, Haryana, should show distinctly the name of the wing i.e. (Audit) or (A&E), for which the letter is intended, as shown below:-

To

The Principal Accountant General,
Haryana, (Audit) or (A&E)

(xvii) Signature on orders involving financial implications.—

Communications relating to or conveying orders and sanctions, involving financial implications, conveyed to the Principal Accountant General, Haryana at Government level as defined in Punjab Financial Rules should be signed by an Administrative Secretary, Additional Secretary, Joint Secretary, Deputy Secretary or Under Secretary. As per rules, Branch Incharge/Superintendent is not authorised to sign such communications.

(xviii) Sanction to re-appropriations.—

All orders to the Principal Accountant General, Haryana, conveying sanction to re-appropriations should mention—

(a) the reason which necessitates the transfer of funds; and

(b) the minor sub-head and the primary or secondary unit affected.

Proforma circulated by the Finance Department for this purpose should be followed meticulously.

(xix) Forms of authentication of communications.—

The following are the rules for the authentication of Government orders :-

(a) All orders or instruments made or executed by or on behalf of the State Government shall be expressed to be made or executed in the name of the Governor. However, where the power to make orders, notifications, etc., is conferred by a statute of the State/Centre Government, such orders and notifications will be expressed to be made in the name of the State Government (and the complete name of the relevant statute, and the number of relevant section of the statute should also be mentioned).

(b) Under Rule 9 (1) of Rules of Business of Government of Haryana 1977, as amended from time to time, every order or instrument of the Governor of the State of Haryana shall be signed either by an Administrative Secretary, Additional Secretary, Joint secretary, Deputy Secretary or Under Secretary or such other officer as may be specially empowered by the Governor in that behalf and such signature shall be deemed to be the proper authentication of such order or instrument. To relieve the pressure of the work on these officers, Branch Incharges in Haryana Civil Secretariat have been authorised to sign un-important letters containing orders of the Haryana Government relating to their respective departments.

(c) The Branch Incharge should not, however, sign any communications relating or conveying orders and sanctions, involving financial implications

conveyed to the Principal Accountant General as defined in rule **18.6 of the Punjab Financial Rules, Volume-I**, or as amended from time to time.

(d) The constitutional position does not admit any one else in the Secretariat, e.g., Deputy Superintendent, Assistant/Dealing-hand signing such documents. This restriction does not, of course, apply to reminders, memo-calls and simple acknowledgements.

(xx) Signatures on letters addressed to Government of India.—

All letters addressed to the Government of India, with the exception of those noted below, should be signed by the Administrative Secretary. The exceptions are :-

(i) Communications dealing with matters of routine; and

(ii) Cases of special urgency in which the Under Secretary is permitted to sign for the Administrative Secretary in the branch of the office concerned in order to save time.

(xxi) Format for initiating official correspondence at Government level.— Format for initiating official correspondence at Government level should be :-

(a) for letters;

I am directed to inform you……

(b) other orders;

By order of the Governor of Haryana.

(c) notification, etc.

The Governor of Haryana is pleased, etc.etc.…

8.2 Different forms of drafts.—

Following are the different forms of communications which should be generally used by the Government Departments:-

1. **Letter**
2. **Circular (Office Memorandum)**
3. **D.O. letter**
4. **Order**
5. **Office Order**
6. **Notification**
7. **Resolution**
8. **Endorsement**
9. **Memo letter**

8.2 (1) Drafting of Letter.—

(a) This form is used for corresponding with Government of India, other State Governments, Haryana Public Service Commission/Union Public Service Commission other Constitutional Bodies, Statutory Bodies, High Military Officers, Heads of Public Enterprises and member of public or Organisation. Letters to the Government of India, Army Commanders and other State Governments and Administrators, should go out without any endorsement, unless specially ordered to the contrary.

(b) A letter being a formal form of communication is addressed to the concerned Officer/Authority by designation beginning with the salutation "Sir/ Madam" and ending with the words 'Yours faithfully'. It is written in the first person to the concerned authority/person.

(c) In important matters it should be signed by the Chief Secretary or the Administrative Secretary concerned and in other cases by an Officer not below by the rank of Branch Officer. Specimens of this letter are at **Annexure-1-A & 1-B of this Chapter.**

8.2 (2) Drafting of Circular (Office Memorandum).—

Circulars may be in letter, office memorandum or endorsement form, according to the requirements of the case; they differ from ordinary communications of the same kind only in being addressed to several departments or persons. When decisions of Government or orders of general applicability have to be communicated on questions of policy or other important matters which have been the subject of discussion or enquiry, they should be drafted in the circular resolution form. The following instructions should be carefully observed:-

(a) Great care should be taken to ensure that circulars are not issued indiscriminately, but that each one is sent to those authorities only whom it may immediately concern. For distribution of circulars, list of Departments and Boards/Corporations etc. is in **Annexure-A of this Chapter**. If this is not to be followed in any case entirely, then the clear instructions should be given to the Despatcher as to the Departments to whom the circular is not to be sent.

(b) Neither the names nor the designation of the Registrar of the High Court should be put in the headings of any circular which may convey an order of Government. When it is desirable that a circular should be communicated

to the Judges of the High Court it should be done by means of an endorsement to the Registrar, Punjab and Haryana High Court.

(c) District and Sessions Judges should be supplied direct with copies of all circulars and general letters issued to heads of departments with which they are concerned. A note intimating the fact should be made on the signature copy sent to the Registrar, Punjab and Haryana High Court.

(d) All circulars addressed to Head of Departments should invariably also be sent to the Administrative Secretaries.

(e) The Administrative Secretary of one department, should not issue the orders of Government to an Administrative Secretary of another department, as the latter is equally with himself the mouthpiece of Government.

Specimens of this letter are at **Annexure-2-A and 2-B of this Chapter.**

8.2 (3) Drafting of Demi-Official letter.—

(1) As the objective of writing a Demi-Official (D.O.) letter is to draw the personal attention of the addressee, the style of writing should be direct, personal and friendly.

(2) Since demi-official letter is written in the first person in a personal and friendly tone, it should be addressed by an officer to another of similar level/ rank as far as possible. In the event of non-availability of officer of same level at receiving end, the same may be addressed to an officer at one level above or below.

(3) More usage of active voice is to be preferred. (e.g., "Please" instead of “You are requested to .....” ‘I notice’ rather than ‘It is noticed'). It is expedient to come to the issue at the beginning itself e.g. 'I seek your cooperation in the matter of ....' or "As you may recall we had a discussion on.....” etc.

(4) D.O. 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 and compact paragraphs in a manner that holds the interest of the addressee and the detailed arguments can be set out in appendices.

(5) The colour code in D.O. letter from a Minister will exhibit the State Emblem in blue colour and that from an officer will exhibit the State Emblem in red colour. In either case the national emblem shall be in the centre of the letter

head, in accordance with the instructions issued by State Government from time to time.

(6) The form Demi-Official can be used for communicating with officers in other public offices like, statutory body, autonomous body, and public sector enterprises. A Minister may communicate with another Minister at centre or State Government or a Member of Parliament or State Legislature using D.O letter.

(7) Communication to non-officials may also take the form of a demi-official letter.

(8) Specimen of DO letter is at **Annexure-3 of this Chapter.**

8.2 (4) Drafting of Order.—

(a) All orders or instruments, including financial sanction, made or executed by State Government shall be expressed to be made or executed in the name of the Governor with reference to the rules, if any, in which the powers have been conferred. Where the power to make order or instruments including financial sanction has been conferred by a Statute on the State Government such order shall be made/ issued in the name of State Government with reference to the Section of Statute.

(b) These orders are not addressed to anyone. There is, therefore, no salutation or subscription. Copies are endorsed to all concerned. In the order the date will be shown the same on which the file is down marked by the competent authority after final decision. Specimens of order are at **Annexure-4 of this Chapter.**

8.2 (5) Drafting of Office Order.—

This form is normally used for issuing instructions/ intimation in routine internal administrative matters, e.g., grant of regular leave, distribution of work among officers and sections, internal posting and transfers, etc. Specimen of this letter is at **Annexure-5 of this Chapter.**

8.2 (6) Drafting of Notification.—

This form is used in notifying promulgation of statutory rules and orders, appointments and promotions of certain category of officers etc. through publications in the official Gazette. Notifications are employed in publishing

gazetted appointments, postings, transfers etc. and also in publishing statutory rules and orders. Specimen of this form is at **Annexure-6 of this Chapter.**

For Instructions of publication in official Gazette see **Chapter-XXIV of this Manual**.

8.2 (7) Drafting of Resolution.—

This form of communication is used for making public announcement of decisions of Government in important matters of policy, e.g., the policy of industrial licensing, appointment of committees or commissions of enquiry. Resolutions are published in the Gazette of Haryana State. It should not be drafted by any one below an Under Secretary.

For specimen of Resolution see Annexure-7 of this Chapter.

8.2 (8) Drafting of Endorsement.—

This form is used when a paper has to be returned in original to the sender, or the paper in original or its copy is sent to another Department or office, for information or action. It is also used when a copy of a communication is proposed to be forwarded to parties other than the one to which it is addressed. Normally, this form will not be used in communicating copies to State Governments, statutory/constitutional bodies. The appropriate form for such communication should be a letter. **The specimen is at Annexure-8 of this Chapter.**

8.2 (9) Memo letter:

Memorandum is used for conveying information, calling for explanation etc. not amounting to an order to subordinate authorities. This system is particularly applicable to urgent cases. Where the information conveyed is in continuation/supersession of earlier information, such previous Memoranda should be referred to. Specimen of this letter is at **Annexure-9 of this Chapter**.

8.3 Correspondence with Union Territory Chandigarh.—

All communications of a routine nature, which clearly relate to the business of a particular Department, will ordinarily be addressed to the Secretary in the appropriate Department. Other important communications may be addressed to the Adviser to Administrator.

8.4 Correspondence with other State Governments.—

Communications on the subjects which clearly relate to the business of a particular Department will normally be addressed to the Administrative Secretary of that Department. Other communications including those of special nature or importance warranting attention at higher levels, may be addressed to the Chief Secretary. Demi-official letters can also be sent to officers of State Governments. In case of demi-official communication to the Chief Secretary or Administrative Secretary the level will not be below the level of Administrative Secretary concerned. Purely routine communications can, however, be signed by a Branch officer.

8.5 Correspondence between State Government and Organisations.—

For correspondence between State Government and Organisations other than those which are not part of the State Government and for communication for certain specific purposes, different forms of written communication which are generally used by a Department are described below. Specimens of these forms are given at the end of this Chapter.

8.6 Correspondence with Lok Sabha/ Rajya Sabha/ Vidhan Sabha Secretariat.—

Communications meant for the Vidhan Sabha Secretariat and requiring urgent or high level attention may be addressed to the Secretary, Haryana Vidhan Sabha and not directly to the Speaker of the Haryana Vidhan Sabha. Similarly, no communication is to be addressed to the Chairman of any Vidhan Sabha Committee directly. It is addressed to the Secretary, Haryana Vidhan Sabha Secretariat.

8.7 Correspondence with subordinate offices.—

Correspondence between Head of Departments and their subordinate offices in the field for different purposes should be made in the forms as per specimen at **Annexure-10-A, 10-B, 10-C, 10-D, and 10-E.**

8.8 Time limit for reply should be specified.—

In all important matters in which State Governments, Departments of the Central Government, or other offices, public bodies or individuals are consulted, time limit for replies may ordinarily be specified. On the expiry of the specified date, orders of the appropriate authority may be obtained on whether the offices whose replies have not

been received, may be allowed an extension of time or whether the matter may be processed, without waiting for their replies.

8.9 Use of Official Language in Government communications.—

(a) In accordance with the provisions in the Haryana Official Language Act, 1969, as amended from time to time, Hindi became the official language of the State with effect from the 26th January, 1969, except such purposes as the State Government may by notification specify.

(b) Instructions are also issued from time to time by the State Government for use of Official Language to ensure their compliance. Unless and until the State Government otherwise directs by notification, the English language may be used in addition to Hindi, for the transaction of business in the Legislature of the State.

(c) Nothing in the Act debars any person to submit a representation for the redress of any grievance to any officer or authority of the State in any of the languages used in the State.

(d) Each Department is expected to ensure that the provisions of the above mentioned Act and instructions issued thereunder from time to time are strictly observed.

(e) All communications received in Hindi, irrespective of their source, shall be replied to in Hindi.

8.10 Procedure for drafting—

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

(2) It is not always necessary to await the approval of the proposed line of action and the draft may be put up simultaneously along with the notes by the initiating level officer/official. The higher officer may revise the draft, if it does not conform to the approved course of action. In case other than those which is complex in nature or where in proposed line of action or decision is not clear or having more than one option, the draft communication may be put up for consideration and approval alongwith the note by the initiating level official/officer.

(3) After a final decision is taken by the competent authority he may have the fair communication made for his signature or authorise its issue; under the signature of an officer not below the rank of Branch Incharge.

(4) The officer approving the issue of a draft will append his initials with date on the draft, if necessary, (particularly in cases pertaining to policy matters and litigation) In case of important draft, Branch Incharge will instruct the dealing hand whether the draft so approved should be kept on the file (along with the office copy of the communication issued in fair) or not.

(5) Use of pencil to edit draft may be avoided.

8.11 General instructions for drafting—

(1) A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of misconstruction.

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

(3) Communications of some length or complexity should generally conclude with a summary, specifying the action(s), if any, expected from the addressee(s). Depending upon the form of communication, the subject should be mentioned in it (including reminders).

(4) The number and date of the last communication in the series should always be referred to and if this is not from the addressee, his last communication on the subject, may be referred to, if necessary. Where it is necessary to refer to more than one communication or a series of communications, this should be done in a box in the margin or at bottom of the letter where space is available.

(5) All drafts put up on a file should bear the file number. When two or more communications are to be issued from the same file to the same addressee on the same date, a separate serial number may be inserted before the numeral identifying the year to avoid confusion in reference, e.g., No. 5/7/2019-4HB-I (Part-I), No. 5/7/2019-4HB-I (Part-II)

(6) A draft should clearly specify the enclosures which are to accompany the fair copy. In addition, short oblique lines should be drawn at appropriate places on the margin for ready reference by the dealing-hand. The number of enclosures should also be indicated at the end of the draft on the bottom left of the page e.g.-'Encl. 3'.

(7) If copies of an enclosure referred to in the draft are available and are, therefore, not to be typed/photocopied. An indication to that effect will be given in the margin of the draft below the relevant oblique line so that retying is avoided.

(8) If the communication to be despatched by post is important (e.g., a notice cancelling a license or withdrawing an existing facility) or encloses a valuable document (such as an agreement, service book or a cheque) instructions as to whether it should be sent through registered post or speed post or courier or in an insured cover, will be given on the draft by the Branch Incharge concerned with its issue.

(9) The name, designation, telephone number and e-mail address of the officer, over whose signature the communication is to be issued, should invariably be indicated on the draft.

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

(11) A flag bearing the words 'Draft for Approval' (DFA) should be attached to the draft. If two or more drafts are put up on a file, the drafts as well as the slips attached thereto will be marked 'DFA-I', 'DFA-II', 'DFA-III' and so on.

(12) Drafts which are to be issued as 'Immediate' or 'Priority' will be so marked under the orders of the Branch Incharge.

(13) Instructions contained in **Chapter-III of this Manual** should also be observed while drafting.

8.12 Authentication of Government Orders.—

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

(2) Where the power to make orders, notifications, etc., is conferred by a statute of the Government of Haryana, such orders and notifications will be expressed to be made in the name of the Government of Haryana (and the complete name of the relevant statute, and the number of relevant Section of the statute should also be mentioned).

8.13 Addressing communications to officers 'By Name'.—

Normally no communication, other than that of a classified nature or a demi-official letter, should be addressed or marked to an officer 'By Name', unless it is intended that the matter raised therein should receive his personal attention either because of its special nature, urgency or importance, or because some ground has already been covered by personal discussions with him and he would be in a better position to deal with it. In such cases, the communication is to be addressed to the Head of Organisation and under the address the words (Attention Shri/Smt. XYZ, Joint Director/Dy. Secy./Under Secy.) are written in bracket.

8.14 Correspondence with the MPs/MLAs.—

(A) Guidelines on the recommendation of the Committee of Privileges Lok Sabha.—

The Members of Parliament (MP) and Members of Legislative Assembly (MLA) as the accredited representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers. Certain well-recognized principles and conventions to govern the relations between the MP/MLA and Government employees have already been established. The Government of India have been issuing guidelines from time to time concerning dealing between Administration and MP/MLA. The consolidated instructions/ guidelines laid down by Government of India on the recommendation of the Committee of Privileges Lok Sabha are given below which must be followed meticulously by the State Government functionaries at all levels:-

(1) Communications received from a Member of Parliament should be attended to promptly.

(2) Where a communication is addressed to a Minister or a Secretary to the Government, it should, as far as practicable, be replied to by the Minister or the Administrative Secretary himself as the case may be. Where it is not practicable for the Minister to reply, a reply should normally be issued under the signature of an officer of the rank of Administrative Secretary to the Government.

(3) Where a communication is addressed to the Head of a Department or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalised banks) Division/Branch in charge in a Department/Organisation, it should be replied to by the addressee himself. In such cases, care may be taken to ensure that wherever policy issues are involved, approval of the competent authority is obtained before a reply is sent. It should, however, be ensured that the minimum level at which such replies are sent to MP/MLA is that of Branch officer and that also in a polite letter form only.

(4) Information sought by MP/MLA should be supplied unless it is of such a nature that it would have been denied to him, if similar information had been sought in Parliament/Vidhan Sabha.

(5) While corresponding with MP/MLA, it should be ensured that the letter is legible. Pre-printed or cyclostyled replies should be scrupulously avoided.

(6) In case a reference from an ex-Member of Parliament/ex-MLA is addressed to a Minister or Administrative Secretary, reply to such reference may be sent by the concerned Special Secretary/Joint Secretary after obtaining approval of the Administrative Secretary of Department.

In case the reference is addressed to an officer of a lower level than Administrative Secretary, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. Here also, it may be ensured that the minimum level at which a reply is sent is that of an Under Secretary and that too in a polite letter form only.

(B) Prompt response to letters received from MPs/MLAs.—

(1) Each communication received from the Member of Parliament/MLA, a member of the public, a recognized association or a public body will be acknowledged within 15 day followed by a reply within the next 15 days of acknowledgement sent.

(2) Where a delay is anticipated in sending a final reply, or where the information has to be obtained from another Department or another office, an interim reply may be sent within a month (from the date of receipt of the communication) indicating the possible date by which a final reply can be given.

(3) If any such communication is wrongly addressed to a Department, it should be transferred promptly (within a week) to the appropriate Department under intimation to the party concerned.

(C) Basic Principles to be borne in mind at the time of correspondence with MPs/MLAs.—

The instructions of State/Central Government are hereby appropriately strengthened to emphasize the basic principles to be borne in mind by the Government employees while interacting with the Member of Parliament/MLA are as under:-

(i) Government employees should show courtesy and consideration to MP/MLA;

(ii) While the Government employees should consider carefully or listen patiently to what the MP/MLA may have to say, the Government employee should always act according to his own best judgment and as per the rules;

(iii) Any deviation from an appointment made with a MP/MLA must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him;

(iv) An officer should be meticulously correct and courteous and rise to receive and see off MP/MLA visiting him. Arrangements may be made to receive the MP/MLA when, after taking prior appointment, they visit the officer of the Government of India, State Government or Local Government. Arrangements may also be made to permit entry of vehicles of the Members to these offices subject to security requirements/restrictions;

(v) MP/MLA of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions and proper order of seating on the dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of the Members of that constituency who have confirmed participation in these functions. It is clarified that if a constituency of any MP/MLA is spread over more than one District, the M.P/MLA should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency;

(vi) Where any meeting convened by the Government is to be attended by MP/MLA, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be ensured that there is no slip in any matter of detail, however minor it may be. It should especially be ensured that—

(a) intimations regarding public meetings/functions are sent through speedier communication devices to the M.Ps/MLAs, so that they reach them well in time, and

(b) that receipt of intimation by the M.P is confirmed by the officer/official concerned;

(vii) Letters from MP/MLA must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Manual of Office Procedure;

(viii) Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail;

(ix) If the information sought by a MP/MLA cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply;

(x) Wherever any letter from a MP/MLA is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such MP/MLA from non Hindi speaking areas;

(xi) References from the Committees of MLA must be attended to promptly;

(xii) The officers should not ignore telephonic messages left for them by the MP/MLA in their absence and should try to contact at the earliest the MP/MLA concerned. These guidelines also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority;

(xiii) A Government employee should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non-official or other outside influence is prohibited under the Conduct Rules.

(xiv) All Departments/Boards/Corporations etc. shall ensure that the powers of MP/MLA as Chairperson/Member of committees under various Centrally Sponsored/State Government Schemes are clearly and adequately defined;

(xv) All Departments/Board/Corporation etc. shall also ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously, and

(xv) Any violation of relevant Conduct Rules in this regard, which violation is established after due enquiry will render the Government employee concerned liable for appropriate punishment as per Rule.

8.15 Preparation of Memorandum for the consideration of the CMM.—

(1) Preparation of Memorandum.—

The preparation / submission of memorandum for consideration of the CMM is most important activity at Secretariat level. Branch Officer being an experienced senior officer is responsible for preparing / arranging the preparation of Memorandum. As per latest instructions every Memorandum should, as far as possible, be so structured as to include paragraphs on—

(1) Introduction/Background

(2) Proposal and its justification

(3) Inter-department consultations

(4) Approval required and

(5) A paragraph stating that the prior approval of Hon'ble Chief Minister has been obtained.

(2) Proposal and its justification .—

The Memorandum should set out, with sufficient precision

(1) The facts of the case.

(2) The points for decision as required by Rule 14 of the Business of the Government of Haryana Rules, 1977.

(3) It should contain recommendations in the proposal in a comprehensive and clear-cut manner without any ambiguity.

(4) Justification of the proposal may also be brought out clearly.

(5) Time limit for implementing the proposal should be spelt out in clear terms.

(3) Inter-Department Consultation (In case of Financial Implication)—

(a) The Finance Department should be consulted in accordance with the provisions contained in Rules 5 & 7 of the Business of the Government of Haryana Rules, 1977.

(b) The views of the Finance Department should invariably be included in full in the Memorandum.

(4) Inter-Department Consultation (In case of Service Matters).—

In case of amendment in Service Rules or any other matter pertaining to terms and conditions of Government employees, General Administration Department (now known as Human Resources Department) should be consulted in accordance with the provisions contained in Rules 5 & 7 of the Business of the Government of Haryana Rules, 1977.

(5) Inter-Department Consultation (In case of Legal Implication).—

(a) LR should be consulted as per Rules 48 & 49 of the Business of the Government of Haryana Rules, 1977.

(b) The opinion of the Law Department should be included in the Memorandum.

Date of first approval by CM on file of AD	**Dates of**	**FD**	**HRD**	**LR**
	Reference to	20/02/2021	25/02/2021	01/03/2021
	Approval/ Concurrence of	24/02/2021	29/04/2021	10/03/2021

(6) Approval of HPSC/HSSC.—

(a) In case of any amendments/framing of Service Rules or change of Mode of Recruitments in respect of Group A & B or Group C, approval of HPSC / HSSC, as the case may be should invariably be quoted in the Memorandum.

(7) Consultation with concerned Department/Minister(s) if Memorandum pertains to more than one Department.—

(a) In the cases which concern more Minister than one, Minister the concerned shall attempt by previous discussion to arrive at an agreement. If an

agreement is reached, the Memorandum shall contain the joint recommendations of the Ministers

(b) If no agreement is reached, the Memorandum shall state the points of difference and the recommendations of each of the Ministers concerned. (Rule 15 of the Business of the Government of Haryana Rules, 1977).

(c) No orders shall be issued nor shall the case be laid before the CMM until it has been considered by all the Departments concerned, unless the case is one of extreme urgency. (Rule 22 of the Business of the Government of Haryana Rules, 1977).

(d) In the case of extreme urgency, where consultation is dispensed with, specific approval of Hon'ble Chief Minister may be taken by the Administrative Secretary through Chief Secretary.

(f) If the subject matter of Memorandum relates to more than one Department and when one Department initiates action for the preparation of Memorandum then it is necessary to consult the other Department and incorporate the advice/opinion of the other Department.

(8) Approval of Hon'ble Chief Minister.—

(1) As per rule 11 of the Business of the Government of Haryana Rules, 1977, the permission of the Chief Minister to place the case before CMM should be obtained through the Minister-in-Charge and mentioned in the Memorandum.

(2) In case Chief Minister directs that any case referred to in the Schedule may instead of being brought up Ministers for opinion, then the procedure as laid down in Rule 10 to 17 of the Rules of the Business of the Haryana Government, 1977 read with **Para 20.30 of Chapter-XX** of this Manual should be followed.

(9) General instructions and preparation and submission of Memorandum.—

(1) The relevant rule of the Rules of Business and the items in the Schedule appended to the Rules/the instructions of the Govt. which require that the case shall be brought before the CMM should also be mentioned.

(2) The Memorandum should indicate correctly the designations of the Minister-in-Charge and the Administrative Secretary concerned.

(3) The copies of the Memorandum are to be made both in English and Hindi and both versions are to be sent together.

(4) The main Memorandum should, preferably, not exceed 3-4 pages in double space. Other details, especially tables, charts, diagrams, maps etc. which should, as far as possible, be brief and can be relegated to annexure.

(5) In the documents annexed, marginal noting, if any, must be removed. In case, such documents have a poor impression, these must be retyped.

(6) All paragraphs and sub-paragraphs of the Memorandum are to be appropriately numbered. Bullets, arrows and other similar markings are not to be used as a replacement for paragraphs or sub-paragraphs.

(7) Below the caption of the Memorandum for the cabinet brief subject heading is to be given. While being brief, the heading should be fully indicative of the proposal contained in the Memorandum.

(8) On the bottom left corner of the last page, the date should be indicated clearly.

(9) The fact that Appendix/Annexure is attached with the Memorandum should be indicated in the main Memorandum and also duly referred wherever these are referred to for the first time.

(10) Only relevant papers are to be annexed with the Memorandum. Unrelated papers/annexures are not to be attached.

(11) The Memorandum should be properly tagged or stapled. No other form of binding is advised. There should be no spiral/hard binding of the Memorandum.

(12) Memorandum for the Cabinet should be signed by the Administrative Secretary.

(10) Timely submission.—

(1) To ensure inclusion of proposal in the list of Business, Secretary concerned to send the papers mentioned in rule 14 of Rules of Business to Secretary To Council (Chief Secretary), 3 days before the fixed day of meeting. Administrative Secy. should forward the Memorandum to the Cabinet Section at least **3 days before** the date fixed for the meeting.

(2) The supplementary items for the agenda will be circulated only if it can reach all the Ministers 24 hours before the schedule time of the meeting except in extremely **emergent cases** for which the Secretary to the CMM will decide as necessary. Hence, the supplementary agenda items should reach the Cabinet Branch at least **48 hours before** the scheduled time of the meeting.

(3) Where final consideration of a proposal has been postponed by the CMM for a reason other than the lack of time, the AD may examine the matter further and put up a fresh Memorandum with the permission of the Chief Minister and thereafter forward the requisite number of copies so that the proposal is included again in the agenda for the next meeting.

(4) Proposals requiring the ex-post facto approval should be sent to the CMM for approval immediately after the issue of sanction in anticipation of the approval of CMM.

(11) Implementation of CMM decision.—

(1) It shall be the responsibility of the Administrative Secretary concerned to take action to implement the decision of the CMM.

(2) Administrative Department is responsible to implement CMM decision

(3) If relates to more than one Department - Nodal Department which brought bring item to CMM will be responsible for coordination and implementation

(4) On decision of CMM prepare draft etc. on advance copy and issue actual communication after authenticated copy is received.

(5) Where the proposal is approved by the CMM without change, final orders should be issue immediately on the receipt of authenticated copy under intimation to the Secretary to the CMM within a fortnight enclosing a copy of the orders issued.

(6) Where proposal is approved with certain modifications, final orders should be issued as soon as possible but not later than a period of three months.

(7) Where the Department is unable, to issue final orders within the prescribed period of three months, a detailed Memorandum should be-laid before the CMM again, explaining the latest position of the case, the difficulties that have prevented the issue of formal orders and the further action contemplated by the Department in such cases also, procedure for submission of Memorandum shall be followed.

(8) Copies of the decisions/minutes of the meetings of the CMM should not be sent to HoD, etc. instead, self-contained instructions should be sent to them on behalf of the Government.

(12) Attendance by the Administrative Secretary.—

The Administrative Secretaries may, ordinarily, remain at head-quarters and be available for consultation on the dates on which regular meetings of the CMM are held irrespective of the fact whether they have an item on the agenda or not. In

case of item in agenda the Administrative. Secretaries should themselves attend the meeting. In case of unavoidable reason, he should obtain timely permission of the Chief Minister through the Secretary to the CMM, and send a representative.

(13) Guidelines for typing and forwarding of Memorandum.—

(1) The Memorandum is to be typed neatly in double space (in Arial font, size 12-14) and both sides of the paper are to be used.

(2) A wide margin should be left towards the edge of the papers (the left edge on the obverse and the right edge on the reverse) as these are placed in pads for the meetings.

(3) The papers should be typed by the Computer and photostat copies thereof be used;

(4) Annual Administrative Report should be typed only in Hindi but Review and Critique should be in English & Hindi both;

(5) All papers relating to the business to be considered by CMM should be treated as confidential and marked accordingly;

(6) The papers should be checked thoroughly to ensuring that the typed/photostat matter is clear and it does not contain any mistake;

(7) The Memorandum and other papers instead of sending through the Issue/Circulating Branch should be delivered direct to the Secretary to the Council (in the Cabinet Section).

(8) 35 copies of the Memorandum (as prescribed from time to time) should be forwarded to the Secretary to the Council with a covering un-official reference duly numbered, dated and signed by or for the Administrative Secretary concerned.

(14) Press Note.—

(1) Draft Press Note prepared on the assumption that the proposal would be approved as such by the Cabinet with two copies each of the same in Hindi and English should be enclosed with the communication forwarding the Memorandum for the Cabinet.

(2) In case, the 'Draft Press Note' is not attached with the Memorandum the reasons for not doing so may be mentioned in the forwarding communication.

(3) The press note should bring out the essence of the proposals or highlight the details about their possible impact, implementation strategy, targets and benefits expected to be achieved.

(15) Specimen of Memorandum for CMM.—

A Specimen of Memorandum to be placed before CMM is at **Annexure-11 of this Chapter.**

8.16 Guidelines for recording of minutes of a Meeting.—

(a) As per provisions of various Acts, rules, Memorandum of Association and Bye-laws, periodical meetings are necessary to be held in a Departments/Board/Corporation. Sometimes it also becomes expedient to hold a meeting of officers of different Departments/Organisations and experts from outside sources to resolve the complicated/important and time bound issues. In order to have necessary advice/opinion of experts from other departments where interdepartmental issues are involved instead of taking up matters through prolonged correspondence the mode of deliberations in a meeting becomes convenient to reach at an appropriate conclusion without loss of time and unnecessary exchange of correspondence.

(b) The minutes of a meeting (physical or virtual) are official written record of a Department/Organisation. These must be kept on file/record as they are important and legal documents. These may be requisitioned by higher authorities, court of law and by citizens under the provision of RTI Act 2005.

(c) The minutes may be created during the meeting by a Personal Assistant or Private Secretary who may use shorthand notations or by the officers so authorised. Alternatively the meeting can be audio recorded, video recorded or by using minutes recording software. Thereafter these may be got typed and prepared in an appropriate form and submitted for approval by the competent authority, within two days.

(d) For preparing the accurate minutes of a meeting the following points invariably be included in the text:

- Where and when the meeting was held
- Who chaired the meeting
- Who were present
- Who sent their apologies, if absent

- A statement that the agenda was adhered to – e.g. that the minutes of the previous meeting were agreed/signed (confirmation of action)
- Confirmation of the minutes of the previous meeting held on ……
- Action Taken Report on the minutes of (previous) meeting held on ……
- A summary of the main points of the discussion.
- Reduce long discussions to clear statement(s)
- Develop the minutes item-wise in impersonal style
- The decision taken on each proposal/item
- Who is taking what action and when
- The date of the next meeting, if decided
- Meeting ended with a vote of thanks to the chair

(e) After the approval by the competent authority an authenticated copy should be sent to all concern for further necessary action and submission of timely action taken report wherever necessary.

Annexure-A

(Refer para 8.2 (2)(a)

(i) List of Administrative Secretaries may be downloaded from the website of csharyana.gov.in

(ii) List of Ministers may be downloaded from the website of csharyana.gov.in

(iii) List of Head of Departments/Board/Corporations/Public Enterprises/ Societies for the purpose of circulation of letter has been given below.

Sr. No.	List of Directorates/Departments	
1.	Administrator General Official, Trustee & Treasurer, Charitable Endowments	
2.	Advocate General, Haryana	
3.	Agriculture and Farmers Welfare Department, Haryana.	
4.	Animal Husbandry & Dairying Department, Haryana	
5.	Archaeology & Museums Department, Haryana	
6.	Architecture Department, Haryana	
7.	Archives Department, Haryana	
8.	Art and Culture Department Haryana	
9.	AYUSH Department, Haryana	
10.	Census Operations, Haryana	
11.	Chief Electrical Inspector, Haryana	
12.	Citizen Resources Information Department, Haryana	
13.	Civil Aviation Department, Haryana.	
14.	Cooperation Department, Haryana.	
15.	Crime Investigation Department, Haryana	
16.	Development & Panchayats Department, Haryana	
17.	Economic & Statistical Analysis, Department Haryana.	
18.	Elections Department, Haryana	
19.	Electronics and Information Technology, Haryana	
20.	Elementary Education Department, Haryana	
21.	Employees State Insurance Health Care, Haryana	

Sr. No.	List of Directorates/Departments	
22.	Employment Department, Haryana.	
23.	Environment and Climate Change Department, Haryana	
24.	Excise & Taxation Department, Haryana	
25.	Financial Commissioner's Office, Haryana, Revenue and Disaster Management Department.	
26.	Fire Services Department, Haryana	
27.	Fisheries Department, Haryana	
28.	Food and Drugs Administration, Haryana	
29.	Food, Civil Supplies and Consumers' Affairs Department, Haryana.	
30.	Foreign Cooperation Department, Haryana	
31.	Forest and Wild Life Department, Haryana	
32.	Gazetteers Organisation, Haryana	
33.	Governor House, Haryana	
34.	Grievances Department, Haryana	
35.	Haryana Police.	
36.	Health Services, Haryana.	
37.	Higher Education Department, Haryana.	
38.	Home Guards, & Director, Civil Defence, Haryana.	
39.	Horticulture Department, Haryana.	
40.	Hospitality Departments, Haryana.	
41.	Housing for All Department, Haryana.	
42.	Industries & Commerce Department, Haryana.	
43.	Information Technology, Electronics & Communication Department, Haryana	
44.	Information, Public Relations & Cultural Affairs Department, Haryana.	
45.	Institutional Finance & Credit Control Department, Haryana	
46.	Irrigation and Water Resources Department, Haryana.	
47.	Labour Department, Haryana	

Sr. No.	List of Directorates/Departments	
48.	Land Records and Consolidation, Haryana,	
49.	Law & Legislative Department, Haryana	
50.	Local Audit Department, Haryana.	
51.	Medical Education and Research Department, Haryana.	
52.	Micro, Small and Medium Enterprises Department, Haryana	
53.	Mines & Geology Department, Haryana.	
54.	New and Renewable Energy Department, Haryana.	
55.	Panchayati Raj, Department, Haryana	
56.	Police Department, Haryana	
57.	Power Department, Haryana	
58.	Printing & Stationery Department, Haryana.	
59.	Prisons Department, Haryana	
60.	Prosecution Department, Haryana.	
61.	Public Health Engineering Department, Haryana	
62.	Public Works Department (Buildings & Roads), Haryana.	
63.	Rural Development Department.	
64.	Sainik and Ardh Sainik Welfare Department	
65.	School Education Department, Haryana.	
66.	Science & Technology Department, Haryana.	
67.	Skill Development and Industrial Training Department, Haryana	
68.	Skill Development and Industrial Training Department, Haryana.	
69.	Small Savings and Lotteries Department, Haryana.	
70.	Social Justice & Empowerment.	
71.	Sports and Youth Affairs, Haryana.	
72.	State Transport Department, Haryana	
73.	State Vigilance Bureau, Haryana, Panchkula.	
74.	Supplies & Disposals, Haryana.	

Sr. No.	List of Directorates/Departments	
75.	Technical Education Department, Haryana	
76.	Tourism Department, Haryana.	
77.	Town & Country Planning Department, Haryana	
78.	Transport Department, Haryana	
79.	Treasuries and Accounts Department, Haryana	
80.	Urban Estates Department, Haryana	
81.	Urban Local Bodies Department, Haryana.	
82.	Vigilance Department, Haryana	
83.	Welfare of Schedule Castes & Backward Classes Department, Haryana	
84.	Women & Child Development Department, Haryana.	

List of Boards/Corporations/Public Enterprises/Societies etc.

Sr. No.	Name of Board/Corporation/State Public Enterprises/Societies etc.	Administrative Department
1.	Haryana Police Housing Corporation Ltd. (HPHC)	Home Department
2.	Haryana Women Development Corporation Ltd. (HWDC).	Women and Child Development
3.	Haryana New and Renewable Energy Development Agency (HAREDA).	Renewable Energy Department
4.	Uttar Haryana Bijli Vitran Nigam Ltd. (UHBVN)	Power Department
5.	Dakshin Haryana Bijli Vitran Nigam Ltd. (DHBVN)	Power Department
6.	Haryana Vidyut Prasaran Nigam Limited (HVPNL)	Power Department
7.	Haryana Power Generation Corporation Ltd. (HPGCL).	Power Department
8.	Haryana State Electronics Dev. Corporation Ltd. (HARTRON)	Information Technology Department
9.	Haryana State Industries and Infrastructure Development Corporation Limited (HSIIDC).	Industries Department
10.	Haryana Roadways Engineering Corporation Ltd. (HREC).	Transport Department
11.	Housing Board Haryana (HBH).	Housing Department
12.	Haryana Seeds Development Corporation.	Agriculture Department
13.	Coop. Apex Bank Limited.	Cooperation Department
14.	Haryana Rural Development Fund Administration Board (HRDFA).	Development and Panchayat Deptt.
15.	Haryana State Cooperative Supply & Marketing Federation Limited.	Cooperation Department
16.	Haryana Dairy Development Cooperative Federation Limited .	Cooperation Department
17.	Haryana Seeds Certification Agency (HSCA).	Agriculture Department
18.	Haryana State Warehousing Corporation (HWC).	Agriculture Department
19.	Haryana State Federation of Cooperative Sugar Mills Limited.	Cooperation Department
20.	The Karnal Cooperative Sugar Mills Ltd., Karnal.	Cooperation Department
21.	The Jind Cooperative Sugar Mills Ltd., Jind.	Cooperation Department

Sr. No.	Name of Board/Corporation/State Public Enterprises/Societies etc.	Administrative Department
22.	The Palwal Cooperative Sugar Mill Ltd., Palwal.	Cooperation Department
23.	The Meham Cooperative Sugar Mills Ltd., Meham.	Cooperation Department
24.	Ch. Devi Lal Cooperative Sugar Mills Ltd., Gohana.	Cooperation Department
25.	The Sonipat Cooperative Sugar Mills Ltd., Sonipat.	Cooperation Department
26.	The Kaithal Cooperative Sugar Mills Ltd., Kaithal.	Cooperation Department
27.	The Panipat Cooperative Sugar Mills Ltd., Panipat.	Cooperation Department
28.	The Rohtak Cooperative Sugar Mill Ltd. Rohtak.	Cooperation Department
29.	The Shahabad Cooperative Sugar Mills Ltd. Shahabad,	Cooperation Department
30.	Kurukshetra Development Board.	Urban Local Bodies
31.	Haryana Mass Rapid Transport Corporation Ltd. (HMRTC).	Town & Country Planning Department
32.	Haryana State Agricultural Marketing Board Panchkula (HSAMB).	Agriculture Department
33.	Haryana Khadi and Village Industries Board.	Industries & Commerce
34.	Haryana Land Reclamation & Development Corporation Ltd.	Agriculture Department
35.	Haryana State Pollution Control Board.	Environment Department
36.	Haryana Tourism Corporation Ltd. (HTC).	Tourism Department
37.	Haryana Scheduled Casted Finance & Development Corporation Ltd. (HSCF & DC).	Department of SC&BC
38.	Haryana Financial Corporation Limited (HFC).	Industries Department
39.	Institutes of Hotel Managements in Haryana.	Tourism Department
40.	HAIC Agro Research & Development Centre.	Agriculture Department
41.	Haryana Agro Industries Corporation Limited (HAIC).	Agriculture Department
42.	Haryana Backward Classes & Economically Weaker Sections Kalyan Nigam Limited (HBCKN).	Department of SC&BC
43.	Haryana Forests Development Corporation Ltd. (HFDC).	Forest Department
44.	Haryana State Roads & Bridges Development Corporation Ltd. (HSR & BDC).	PWD (B&R) Department
45.	Gurgaon Technology Park Limited (GTPL).	Town & Country Planning Department

Sr. No.	Name of Board/Corporation/State Public Enterprises/Societies etc.	Administrative Department
46.	Haryana Knowledge Corporation Limited (HKCL).	Information Technology Department
47.	Haryana State Council for Science and Innovation Technology.	Science & Technology Department.
48.	Haryana State Medical Services Corporation Ltd. (HSMSC).	Health Department
49.	Haryana State Cooperative Agriculture & Rural Development Bank Limited	Cooperation Department
50.	Haryana State Federation of Consumers Cooperative Wholesale Stores Limited (CONFED).	Food & Supplies
51.	Haryana State Cooperative Development Federation Limited (HARCOFED)	Cooperation Department
52.	Haryana State Cooperative Labour & Construction Federation Limited (L/C Federation).	Labour Department
53.	Haryana State Cooperative Housing Federation Limited.	Art & Culture Affairs Department
54.	Haryana Shehri Vikas Pradhikaran (HSVP).	Town & Country Planning Department
55.	Haryana Saraswati Heritage Development Board.	Art & Culture Affairs Department
56.	Labour Welfare Board.	Labour Department
57.	Haryana Building & other Construction Workers Welfare Board.	Labour Department
58.	Haryana Real Estate Regulatory Authority.	Town & Country Planning Department
59.	Miti Kala Board.	Industries Department
60.	Gurugram Metropolitan Development Authority	Town & Country Planning Department
61.	Trade Fair Authority, Haryana.	Industries Department
62.	Livestock Development Board.	Animal Husbandry Department
63.	Board of School Education, Haryana	Education Department
64.	Command Area Development Authority	Irrigation Department
65.	Cooperative Development Federation Limited	Cooperation Department
66.	Council for Child Welfare	Women and Child Dev. Department

Sr. No.	Name of Board/Corporation/State Public Enterprises/Societies etc.	Administrative Department
67.	Environment Impact Assessment Authority	Environment & Climate Change Department
68.	State Expert Appraisal Committee	
69.	Bhartiya Grameen Mahila Sangh	
70.	History and Culture Academy	
71.	Punjabi Sahitya Academy	Education
72.	Sahitya Academy	Education
73.	Sanskrit Academy	Education
74.	Urdu Academy	Education
75.	Ayushman Bharat Haryana Health Protection Authority	Health Department
76.	Council of Homeopathic System of Medicine	Health Department
77.	Council of Indian Medicine	Health Department
78.	State Dental Council	Health Department
79.	Nurses & Nurse-Midwives Council	Health Department
80.	Pharmacy Council	Health Department
81.	Veterinary Council	Animal Husbandry & Dairying Department
82.	Blindness Control Society	Health Department
83.	Haryana Kala Parishad	Art & Culture Department
84.	Kisan Kalyan Pradhikaran	Agri. & Farmers Welfare Department
85.	Land Use Board	
86.	Micro Irrigation Authority	Irrigation Department
87.	Minor Irrigation and Tubewell Corporation	Irrigation Department
88.	Minor Irrigation Authority	Irrigation Department
89.	Shri Mata Mansa Devi Shrine Board	
90.	Mewat Development Agency	
91.	Mother Teresa Haryana Saket Council	
92.	Police Complaints Authority	
93.	Pond and Waste Water Management Authority	

Sr. No.	Name of Board/Corporation/State Public Enterprises/Societies etc.	Administrative Department
94.	Rail Infrastructure Dev. Authority	
95.	Indian Red Cross Society	
96.	Samvad	
97.	School Shiksha Priyojana Parishad	Education Department
98.	Bharat Scouts and Guides	
99.	Skill Development Mission	
100.	Slum Clearance Board	
101.	Shivalik Development Board	
102.	Smart Gram Development Authority	
103.	Social Welfare Board	
104.	Urban Development Authority	
105.	Board of Technical Education	Technical Education
106.	Technical Education Society	Technical Education
107.	Traders Welfare Board	
108.	Urban Infrastructure Development Board	
109.	Vimukt Ghumantu Janjati Vikas Board	
110.	Water Resources Authority	
111.	Welfare Society for Persons with Speech and Hearing Impairment	

	Annexure-1-A **[See Para 8.2(1)(c)]**
1(a)	**Letter from Chief Secretary to GoI or any other Govt.**
	No. _____ GOVERNMENT OF HARYANA CHIEF SECRETARY'S ORGANISATION _____ DEPARTMENT **Dated: Chandigarh, the October, 2021.** To The Secretary to Govt. of India, Ministry of External Affairs, Foreign Ministry, South Block, Cabinet Secretariat, Raisina Hill, New Delhi, 110 011 Subject : Sir/Madam, Yours faithfully, (Name_____) Spl. Secy./Branch Officer Telephone No._____ Email ID _____ OR Chief Secretary to Government, Haryana. (In case of important matters)

	Annexure-1-B **[See Para 8.2(1)(c)]**
1(b)	**Letter from AD to GoI or any other Govt.**
	No. _____ **GOVERNMENT OF HARYANA** **_____ DEPARTMENT** **(Branch :_____)** **Dated: Chandigarh, the October, 2021.** To The Secretary to Govt. of India, Ministry of External Affairs, Foreign Ministry, South Block, Cabinet Secretariat, Raisina Hill, New Delhi, 110 011 Subject : Sir/Madam, Yours faithfully, (Name_____) Spl. Secy./Branch Officer Telephone No._____ Email ID _____ OR Administrative Secretary to Government, Haryana. (In case of important matters)

Annexure-2-A

[See Para 8.2 (2)(e)]

2(a)

Circular from Chief Secretary Organisation to all Heads of Departments etc.

No. _____

GOVERNMENT OF HARYANA
CHIEF SECRETARY'S ORGANISATION
_____DEPARTMENT
(_____ Branch)

Dated: Chandigarh, the October, 2021.

To

(i) All the Administrative Secretaries to Government, Haryana,
(ii) All the Heads of Departments in Haryana,
(iii) Managing Directors/Chief Executive Officers/Chief Administrators etc. of Board/Corporations/Public Sector Undertakings etc.
(iv) All the Divisional Commissioners in Haryana,
(v) All the District & Session Judges in Haryana
(vi) All the Deputy Commissioners and SDO (C) in Haryana
(vii) All the Registrars of Universities in Haryana.

Subject :

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that

OR

I am directed to invite your attention to Haryana Government letter No. _____ dated_____ on the subject cited above and to say that

Yours faithfully,

(Name_____)
Designation of Branch Officer,
for Chief Secretary to Government, Haryana.
Telephone No. _____
Email ID _____

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information :-

1. Principal Accountant General (Audit/A&E), Haryana, Sector 33, Chandigarh.
2. Chairman, Haryana Bureau of Public Enterprises, Chandigarh.

(Name_____)
Designation of Branch Officer,
for Chief Secretary to Government, Haryana.

Endst. No. _____ Dated: Chandigarh, the _____

A copy is forwarded to the Registrar, Punjab & Haryana High Court for information and necessary action. It is also informed that a copy of this Office Memorandum has been sent to all the District and Session Judges, in Haryana.

(Name_____)
Designation of Branch Officer,
for Chief Secretary to Government, Haryana.

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to all the Special Senior Secretaries/Sr. Secretaries/Secretaries/Private Secretaries attached with Chief Minister/Deputy Chief Minister/Ministers for information of Chief Minister/Deputy Chief Minister/Ministers for the information of Chief Minister/Deputy Chief Minister/Ministers.

(Name_____)
Designation of Branch Officer,
for Chief Secretary to Government, Haryana.

Annexure-2-B

[See Para 8.2(2)(e)]

2(b) **Circular from an Administrative Department to all Heads of Departments etc.**

No. _____
GOVERNMENT OF HARYANA
_____DEPARTMENT
(Branch _____)
Dated: Chandigarh, the October, 2021.

To

(i) All the Administrative Secretaries to Government, Haryana,
(ii) All the Heads of Departments in Haryana,
(iii) Managing Directors/Chief Executive Officers/Chief Administrators etc. of Board/Corporations/Public Sector Undertakings etc.
(iv) All the Divisional Commissioners in Haryana,
(v) All the District & Session Judges in Haryana,
(vi) All the Deputy Commissioners and SDO (C) in Haryana,
(vii) All the Registrars of Universities in Haryana.

.

Subject :

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that

OR

I am directed to invite your attention to Government letter of No. _____ dated_____ on the subject cited above and to say that

Yours faithfully,

(Name_____)
Designation of Branch Officer,
for Administrative Secretary to Government, Haryana.
Department _____
Telephone No. _____
Email ID _____

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information :-

1. Principal Accountant General (Audit/A&E), Haryana, Sector 33, Chandigarh.
2. Chairman, Haryana Bureau of Public Enterprises, Chandigarh.

(Name_____)
Designation of Branch Officer,
for Administrative Secretary to Government, Haryana
Department _____

Endst. No. _____ Dated: Chandigarh, the _____

A copy is forwarded to the Registrar, Punjab & Haryana High Court for information and necessary action. It is also informed that a copy of this letter has been sent to all the District and Session Judges, in Haryana.

(Name_____)
Designation of Branch Officer,
for Administrative Secretary to Government, Haryana
Department _____

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to all the Special Senior Secretaries/Sr. Secretaries/Secretaries/Private Secretaries attached with Chief Minister/Deputy Chief Minister/Ministers for information of Chief Minister/Deputy Chief Minister/Ministers for the information of Chief Minister/Deputy Chief Minister/Ministers.

(Name_____)
Designation of Branch Officer,
for Administrative Secretary to Government, Haryana
Department _____

Annexure-3

[See Para 8.2(3)(8)]

3

Specimen of DO letter

D.O. No. _____

Name of Officer

Designation_____
Department _____
Chandigarh-160001

e-mail ID :_____

Date :_____

SUBJECT :

Dear/My dear/Respected

With regards,

Yours sincerely,

(Name of the Officer_____)

Shri/Smt. _____
Designation _____
Address _____

Annexure-4

[See Para 8.2(4)(b)]

4(a)

Specimen of Order

No. _____

GOVERNMENT OF HARYANA

Health Department

(Branch _____)

ORDER

In exercise of power conferred by Rule _____ of Departmental Service Rules namely, _____ the Governor of Haryana is pleased to accept the resignation of Dr _____ working as Civil Surgeon in Health Department, Haryana with immediate effect.

2.

Dated: Chandigarh
the

Name of Competent Authority
Designation_____

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information and action where necessary :-

1.
2.
3.
4.

(Name_____)
Branch Officer of Health Department,
Telephone No._____
Email ID _____

Annexure-5

[See Para 8.2(5)]

5

Specimen of Office Order

DEPARTMENT OF AGRICULTURE
OFFICE ORDER

OR

FINANCE DEPARTMENT
OFFICE ORDER

OR

HARYANA CIVIL SECRETARIAT
OFFICE ORDER

Consequent upon the promotion of Shri XYZ to the post of Assistant, he is posted as such in Accounts Branch with immediate effect.

Dated: Chandigarh
the 24th September, 2021

Name of Competent Authority
Designation_____
Department _____

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information and action where necessary :-

1.
2.
3.
4.

(Name_____)
Branch Incharge/Branch Officer,
Telephone No._____
Email ID _____

Annexure-6

[See Para 8.2(6)]

6

Specimen of Notification

GOVERNMENT OF HARYANA
CHIEF SECRETARY'S ORGANISATION
_____ DEPARTMENT
(Branch)

Dated : _____

NOTIFICATION

No. _____ In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, regulating the terms and conditions for grant of different kinds of allowances to Government employees of the State of Haryana:-

OR

No. _____ In exercise of the powers conferred by the proviso to Section _____ of the Act namely _____ Haryana Government in Public Works Departments hereby makes the following terms and conditions for promotion of Engineers :-

Name of Competent Authority
Designation_____
Department _____

No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information and action where necessary :-

1.
2.
3.
4.

(Name_____)
Branch Officer of the Department,
Telephone No._____
Email ID _____

Annexure-7

[See Para 8.2(7)]

7 **Specimen of Resolution**

Haryana Government
Administrative Reforms Department
(Branch_____)

Resolution

Dated: Chandigarh_____2021

No. 11/22/2021-AR.— The Governor of Haryana is pleased to set up a Commission of Inquiry to be called the second Administrative Reforms Commission (ARC) to prepare a detailed blueprint for revamping the public administrative system.

2. The Commission will consist of the following :-

(i) Shri _____ Chairperson

(ii) Shri _____ Member

(iii) Dr. _____ Member

(iv) Smt. _____ Member-Secretary

3.

Name of Competent Authority
Designation_____
Department _____

Endst. No. _____ Dated: Chandigarh, the _____

A copy is forwarded to the Controller, Printing & Stationaries, Haryana, to publish this Resolution in the Gazette of Haryana.

(Name_____)
Branch Officer of AR Department.

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information and action where necessary :-

1.
2.
3.
4.

(Name_____)
Branch Officer of AR Department,
Telephone No._____
Email ID _____

	Annexure-8 **[See Para 8.2(8)]**
8	**Endorsement**

GOVERNMENT OF HARYANA
Irrigation and Water Resources Department
(Branch _____)

OR

GOVERNMENT OF HARYANA
Health DEPARTMENT
(Branch : Health-I Branch)

No. _____ Dated : _____

A copy with a copy of _____ is forwarded to _____ for information and necessary action.

By order,

Superintendent/Branch Incharge,
for Chief Secretary to Govt. Haryana

	Annexure-9 **[See Para 8.2(9)]**
9	**Specimen of Memo letter**
	GOVERNMENT OF HARYANA **Home Department** (Branch_____) To The Director General, Haryana Police, Panchkula. Memorandum No……. Dated : Chandigarh, the …….. OR **GOVERNMENT OF HARYANA** **Health Department** (Branch :Health-I Branch) To The Director of Health Services, Haryana, Panchkula. Memorandum No……. Dated : Chandigarh, the …….. Subject : Sd/- Branch Incharge/Branch Officer

	Annexure-10-A **[See Para 8.7]**
10(a)	**Specimen of Order**

No. _____

GOVERNMENT OF HARYANA

DIRECTORATE OF AGRICULTURE AND FARMERS WELFARE

(Branch : _____)

ORDER

In exercise of powers conferred by Rule _____ of _____ the resignation of Shri _____ working as Clerk in _____, Karnal is accepted with immediate effect.

2.

Dated: Chandigarh
the 24th September, 2021

Name of Competent Authority
Designation_____

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information and action where necessary:-

1.
2.
3.
4.

(Name_____)
Designation:_____,
Telephone No._____
Email ID _____

	Annexure-10-B **[See Para 8.7]**
10(b)	**Specimen of Order**

No. _____

GOVERNMENT OF HARYANA
DIRECTORATE OF INDUSTRIES AND COMMERCE,
(Branch Administration-II)

ORDER

In exercise of powers conferred by Rule _____ of _____ Smt. _____, Assistant is promoted to the post of Deputy Superintendent in officiating capacity with immediate effect and posted in Accounts Branch.

Dated: Chandigarh
the 22nd September, 2021

Name of Competent Authority
Designation_____

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information and action where necessary:-

1.
2.
3.
4.

(Name_____)
Designation_____
Telephone No._____
Email ID _____

	Annexure-10-C **[See Para 8.7]**
10(c)	**Specimen of Order**

No. _____

GOVERNMENT OF HARYANA
DIRECTORATE OF EXCISE AND TAXATION
(BRANCH: GST-I)

ORDER

In exercise of powers conferred by Rule _____ of the Haryana Civil Services (Leave) Rules, 2016 earned leave of 28 days i.e. from _____ to _____ is sanctioned to Shri _____ presently posted at _____. He will maintain his headquarters during the period of above leave.

Dated: Chandigarh
the 28th September, 2021

Name of Competent Authority
Designation_____

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information and action where necessary:-

1.
2.
3.
4.

(Name_____)
Designation_____,
Telephone No._____
Email ID _____

	Annexure-10-D **[See Para 8.7]**
10(d)	**Specimen of Office Order**

No. _____

GOVERNMENT OF HARYANA
DIRECTORATE OF MINES AND GEOLOGY
(BRANCH: Establishment)

OFFICE ORDER

Consequent upon the promotion of Shri XYZ to the post of Assistant he is posted as such in Record Branch with immediate effect.

Dated: Chandigarh
the 20th August, 2021

Name of Competent Authority
Designation_____

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information and action where necessary:-

1.
2.
3.
4.

(Name_____)
Designation _____,
Telephone No._____
Email ID _____

	Annexure-10-E **[See Para 8.7]**
10(e)	**Specimen of Financial Sanction**

No. _____

GOVERNMENT OF HARYANA
DIRECTORATE OF HIGHER EDCATION
(Branch : Accounts)

Shiksha Sadan,
Sector 5, Panchkula.

ORDER

Sanction is hereby accorded under Rule _____ of the Punjab Financial Rules Volume I of Rs. _____ (Rupees _____) for purchase of _____.

2.

3.

Dated: Chandigarh
the 20th August, 2021

Name of Competent Authority
Designation_____

Endst. No. _____ Dated: Chandigarh, the _____

A copy each is forwarded to the following for information and action where necessary :-

1.
2.
3.
4.

(Name_____)
Designation _____,
Telephone No._____
Email ID _____

Annexure-11

[See Para 8.15 (15)]

CONFIDENTIAL

Specimen of MEMORANDUM

Minister-in-Charge **Name** _____

Administrative Secretary **Name** _____

Subject:

(1) Introduction/Background.—

This paragraph may include background of the proposal and other relevant details for better understanding.

(2) Proposal and its jurisdiction—

The facts of the case and the proposal should be included in this para. The Administrative Department should give its recommendations in the case in a comprehensive and clear-cut manner without any ambiguity. Justification of the proposal may also be brought out clearly in this para and the time limit for implementing the proposal should be spelt out in clear items.

(3) Inter-departmental consultations.—

Advice/opinion and concurrence, if required, of Chief Secretary, Finance Department, Legal Remembrancer and Haryana Public Service Commission/ Haryana Staff Selection Commission should be included in this section alongwith their reference number and date without translating the language. If the matter concerns more than one Department or two Departments then their views/opinion should be brought out in this section alongwith their reference No. and date.

Date of first approval by CM on file AD	**Dates of**	**FD**	**GAD**	**LR**
	Reference to	20/02/2021	25/02/2021	01/03/2021
	Approval/ Concurrence of	24/02/2021	29/04/2021	10/03/2021

(4) Approval required.—

This portion of the memorandum should bring out clearly the points on which the approval/orders of the Council of Ministers are required.

(5) Approval of Hon'ble Chief Minister.—

The permission of the Chief Minister to take the case to the Council of Ministers should be mentioned in this para. The relevant rule of the Rules of Business and the item in the Schedule appended to the Rules/ the instructions of the Government which require that the case shall be brought before the Council of Ministers should also be mentioned in this para.

Dated: Chandigarh Sd/

The _____ , 2021. Administrative Secretary

****

CHAPTER - IX
DESPATCH AND ACTION THEREAFTER

9.1 General instructions for Despatcher.—

The Despatcher will—

(1) date fair copy, office copy and spare copies, if any ;

(2) affix the stamp 'Despatched' (after adjusting date) in the margin, on the office copy and initial it;

(3) separate the communications to be sent by post from those to be delivered by hand, for further processing;

(4) place in a single cover of appropriate size all the communications meant for despatch by post addressed to one and the same office/officer;

(5) use economy slips for all covers except:

(a) those with bulky contents;

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

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

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

(7) bring to the notice of the Branch Incharge : -

(a) urgent communications which could not be despatched on the day of their receipt; and

(b) ordinary communications which could not be despatched even on the day following the day of their receipt.

9.2 Despatch of postal communications.—

(1) The Despatcher will—

(a) separate those to be sent by foreign post from the rest;

(b) affix postage stamps or print value by Franking Machine of the appropriate value on covers, packets etc., where necessary after weighing them, using ordinary postage stamps for foreign post and service postage stamps for inland post; and

(c) stamp the postal covers with a rubber stamp bearing the name of the department, the name and designation of the officer in charge of the issue branch and the facsimile of his signature;

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

Despatch Register for postal communications only				
Sr. No.	**No. of the Communication**	**Addressee**	**Value of stamps affixed**	**Remarks, if any**
1	2	3	4	5

Note.—
1. Separate registers will be maintained for (a) foreign post; and other inland post.
2. Entries in column 4 will be totalled up at the end of the day and the total indicated in red ink.

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

9.3 Despatch of non-postal communications.—

(1) Non-postal communications should be sorted out according to the location of the addresses, entered in the Peon book for delivery to the addresses.

(2) Peon book should be numbered serially and an adequate number of such books allocated to each department/office or several departments/offices grouped conveniently according to their location.

(3) Urgent communications should be despatched promptly. The time of despatch should invariably be noted in the Peon book. The recipient should similarly require to indicate time of their receipt.

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

(a) it is of such a nature that action thereon cannot wait till the commencement of the next working day;

(b) it is marked 'immediate' and addressed to the officer by name; and

(c) its delivery to the officer's residence has been authorised by the Branch officer concerned at the despatching end.

9.4 Return of papers after issue.—

After issue of fair communications the Despatcher will make over office copies to the Clerk maintaining the issue diary. The latter will return the papers to the diarists of the Branches concerned and record will be maintained in the following form:-

Sr. No.	Number of the Communication	Date on which returned to the Branch concerned
1	2	3

Instructions

1. Entries in this diary will be made in the order of the machine numbers stamped on the communication so that column 1 reflects the machine number.
2. If a communication is accompanied by a file, letter (F) will be added to the entry in this column, thus **1/5/2021/5S-II**

9.5 Issue of inter-departmental notes.—

(1) Inter-departmental notes sought to be recorded on files, will be fair typed and compared in the branches concerned and dispatched by the Diarists through branch Peon.

(2) Before sending the files to the branch to which is marked/delivered :-

(a) mark the movement in the file movement register in the case of branch's own files, **(For detail see Para 3.14 of Chapter-III)**

(b) in respect of branch's own files, prepare a challan in duplicate and place one copy on the file and make over the other to the dealing hand concerned; and

(c) send it to the Branch to which it is marked/delivered.

(3) The branch to whom files were referred to for advice, clarification etc., will similarly return them, with their advice etc. to the originating branch through the through the Peon of the branch. (They need not be routed through the issue branch on return).

9.6 Stamps account Register.—

(1) The Dispatcher will maintain an account of the postage stamps in the form give in **Annexure-A of this Chapter**.

(2) The Deputy Superintendent will check the entries made in the register every day and append his dated signatures in token of his having done so. He will also conduct surprise test-checks of envelopes ready for dispatch by post to make sure:

(a) that the value of stamps affixed thereon tallies with shown in the dispatch register ; and

(b) that the required value has been secured by using the minimum number of stamps of appropriate higher denominations.

(3) The Administrative Officer, Civil Secretariat, will also inspect the two registers once a month and verify that the value of stamps in hand tallies with that shown in the register.

9.7 Action after issue.—

(1) On receipt of papers after issue, the Diarist will:

(a) check that the office copies bear the stamp 'Despatched'.

(b) place office copies with drafts, if any, on the relevant files; and

(c) pass on the files to the dealing hands concerned.

9.8 FRANKING MACHINE.—

(1) Franking Machine means a machine that prints mark on stamps so that they cannot be used again, or that prints a mark on envelopes or packages to show the cost of sending them has been paid.

(2) Departments where Franking Machines are being used, there is the need for and the manner in which the Stamp Account Register is to be maintained as per decision taken by the Department. However guidelines acquired and managing Franking Machine are given below:-

(i) A postal Franking Machine is a stamping machine intended to stamp impressions of dies of approved design on private and official postal articles in payment of postage and postal fees.

(ii) Any customer having a registered account on India Post site, can use franking services on India Post site. Alternatively franking services are available at selected Post Offices also.

(iii) India Post site provides various services to the Franking Machine Users (FMU) through which they can very easily manage their Franking Machine

Usage. Services provided at India Post site are intended to give a personalised accounting experience with the service as listed below:-

1. Pay license fee for new/renewal of license
2. Apply for new Franking Machine license
3. Apply for renewal of Franking Machine license
4. Apply for cancellation of license of Franking Machine
5. Apply for change in address of Franking Machine
6. Recharge Franking Machine license
7. View the details of all your Franking Machine license
8. Request to change the Rebate Processing Mode.

(3) India Post site provides two possible ways for creating and managing account :-

(a) If you are a new Franking Machine User you can register yourself on India Post site and can then make a New License Fee Deposit through your registered account to get your Franking Customer ID.

(b) If you already possess a valid Franking Customer ID in India Post you can register yourself on India Post site and can link you Franking Customer ID to your registered account to avail the franking services on India Post site

(4) To Apply for a new license you have to deposit fee for new license either at India Post site by paying online through your registered account or at Post Office counter, and then raise the license request for your Franking Machine.

For Departmental License you have to visit the Post Office counter.

(5) Any Franking machine license is valid for 5 years after date of license generation request. After 5 years license will automatically expire. To renew your license you have to raise renew request for particular license and pay renewal fee for the same.

(6) When Franking Machine license gets expired, you have to raise a request for renewal of license. Prior to raising a request for renewal you have to pay the renewal fee for that particular license. India Post site provides you this service just a click away. To raise the request for license renewal and Fee Deposit at India Post site you can login to your registered account and go to :

Home-->>Business Solutions-->> Franking Services

After depositing fee for renewal of your Franking Machine License you can raise a request for license renewal for that machine.

You have to make a first recharge of minimum 2000 INR. Afterwards you can make subsequent recharges as per your business requirement starting from 1000 INR.

To view your Franking Machine license details, you just need to login with your registered account and go to : Home>>Business Solutions>>Franking Services>>View Franking machine licenses on India Post site.

(7) For guidelines in detail click on ***https://www.indiapost.gov.in***.

9.9 To facilitate quick despatch of papers the issue section will maintain.—

a. the residential addresses and telephone numbers of officers and staff of the Department;

b. departments should have arrangements within the central registry for receipt of dak outside office hours (with name and telephone number of the official Incharge);

c. residential addresses and telephone numbers of officers of other Departments designated to receive urgent dak outside office hours;

d. residential addresses and telephone numbers of officers of other departments designated to receive parliamentary papers;

e. postal addresses of all offices under the Department, attached offices, subordinate offices, autonomous bodies, etc; which deal directly with it;

f. e-mail addresses, and telephone and fax numbers of State Governments and other outstation offices frequently addressed;

g. Members of Haryana Legislative Assembly, Rajya Sabha and Lok Sabha (including Council of Ministers);

h. Schedule of postal rates.

i. Postal PIN code directory

These lists are to be kept up to date and displayed prominently for easy consultation in Issue Branch, the Resident Assistant and other officials on duty.

Annexure-A
[See Para 9.6(1)]

Stamps Account Register

Date	Value of Stamps			Balance at close of the day (cols. 2-3-4)	Signatures of	
	In hand	Received during the day	Used during the day		Despatcher	Branch Incharge
1	2	3	4	5	6	7

INSTRUCTIONS:

1. Separate registers should be maintained for (a) ordinary postal stamps and (c) service postage stamps.
2. Column 2 will repeat the figure in column 5 of the previous day.
3. In the case of ordinary postage stamps, column 4 should reproduce the daily total struck in the despatch register for foreign dak. In the case of service postage stamps this columns should represent the sum of the daily totals struck in :
   (a) Despatch register for inland post.
   (b) Postal registration books.

****

CHAPTER - X
INTER-DEPARTMENTAL CONSULTATION

10.1 Inter-Departmental consultation.—

Inter-Departmental consultation may take the form of inter-Departmental notes, inter-Departmental meetings or oral discussions. The most common and frequently used form of written communication for transaction of business within the Secretariat between one Administrative Department to another is Inter-Departmental note (known as U.O. note) or inter-section note or popularly known as “noting on file”.

In exceptional circumstances, when an Administrative Secretary desires to obtain an opinion, advice or supplementary information from a Head of Department in an un-official manner, they should do so by sending the files and notes but in case of such references care should be taken that papers and notes which for any reason ought not to be forwarded may be removed.

This form is generally used for obtaining the advice, views, concurrence or comments of other Departments on a proposal or in seeking clarification of the existing rules, instructions, etc.

10.2 Methods of consultation

The consultation with the concerned Department can be effected by either of the two methods:-

(i) By referring the case file; or

(ii) By making a self-contained U.O. (Un-Official) reference with all relevant documents.

The first method is the common one and is generally followed in most of the cases, as it is simple because all relevant papers are usually available in the case file. Moreover this method does not require much layout, time and energy whereas in the second alternative more labour, time and energy is involved for making the reference self-contained by making out copies of all relevant documents and placing them with the reference. The originating Department should invariably prescribe the time-limit, if required.

In cases where more than one Departments are required to be consulted under the Rules of Business of the Government of Haryana, 1977, such consultation may be effected simultaneously by adopting second method unless—

(i) it involves copying of a large number of documents available on the file in a physical file environment; or

(ii) the need for consulting the other department(s) would arise only after the views of the first have become available.

10.3 Procedure for consultation.—

The following guidelines are required to be kept in view by the initiating (originating) department while consulting different Departments:-

(a) The file /self-contained reference should be complete in all respects;

(b) The referred papers should contain all connected and relevant papers, Acts, Rules, Manuals and instructions properly arranged and referenced;

(c) The notes on the file or the self contained reference must contain the following:-

(i) brief history and sequence of events;

(ii) points at issue requiring advice, concurrence or opinion; and how the issues arise;

(iii) factual position and the position with reference to the statutory provisions/instructions;

(iv) clear views or options of the Department on the issues/points with detailed justification for the proposed view/option and reasons for not suggesting the other alternatives for acceptance; and

(v) what effects the proposed action/view will have in the department itself and, to the extent possible to visualise, in other departments;

(d) In case involving financial implications, the total expenditure involved with item wise and year wise breakup and actual position as to the budget provision. In case budget provision does not exist, how the expenditure will be met;

(e) In case of personnel matters it has to be stated whether the proposed action will or will not involve any change in the existing policy and if so to what extent and its effect;

(f) In legal/court matters, the Department must state its views whether it proposes filing an appeal/review and if so on what considerations; and how it is likely to affect existing/pending cases of a similar nature;

(g) In cases where consultation with other Departments is also involved it should be stated whether the other concerned departments have been consulted and if so their opinion should be indicated;

(h) Draft orders/sanctions are to be put up with the cases/references appropriate to the suggested course of action;

(i) In date-bound cases, the note on the file/self-contained reference should clearly indicate the date by which action is to be finalised and the date by which the advice/opinion/concurrence should be conveyed back to the Department;

(j) In all important matters prior approval of the Administrative Secretary of the Department should be obtained before referring the case to the advisory Department.

(k) The note should contain with as much precision as possible specific point to point in respect to which reference is made and avoid unnecessary repetition.

(l) The note should invariably be sent in duplicate.

(m) References to the Legal Remembrancer are regulated by **Chapter-II of the Law Department Manual**. Cases referred to him for his opinion or advice should definitely state the points on which his opinion or advice is required.

(n) The initiating (originating) Department should always feel free to recall its file from another Department, to which such a reference has been made on a file, if such a course is required to be adopted for expediting the process of decision making in the case. Such a decision to recall a file should be taken at a level not lower than that of an Administrative Secretary of the initiating (originating) Department.

10.4 Method of dealing with Notes/Files received from other Department.—

(1) In every file referred by one Department to another for advice, concurrence or opinion, the notes written by the Department or Branch/Section referred to should be on ***'shadow file',*** i.e. separate file. A shadow file contains photo copy of all the relevant correspondence portion and the notes portion received from the referring department. The case will then be processed for a decision on the shadow file including the decision or the observations to be recorded on the file of the referring Department. The decision or the observation approved by the competent authority will then be recorded under the signature of the authorised officer on the file of the referring Department and office copy of the decision/advice/concurrence/or observation to be conveyed will be retained on shadow file. The ***Shadow File*** too will have a file number as per the laid down procedure.

(2) When the receiving Department is not in a position to send its comments/concurrence within the prescribed time-limit, if any, an interim reply should be sent indicating the additional time required for the final reply.

In case the proposal of the receiving Department has been approved by the concerned Minister-in-Charge/Chief Minister then a specific mention should be made in the advice being tendered to the referring Department that "Minister-in-Charge or Chief Minister, as the case may be, has approved"

(3) The Department referred to may, if necessary, keep a copy of the notes in the file of the initiating Department with so much of the references as may be necessary to elucidate the subject. The receiving Department has to maintain subject-wise and Department-wise files and notes for detailed examination of all such files in future.

(4) For dealing files of other Department the receiving Department has to open each year, subject-wise and Department-wise routine notes bearing precise numbers as in the case of opening of new files.

Before dealing any file of the other Department the receiving Department will enter the following particulars on the routine notes:-

Department's /Section's Diary No. _____date_____

File No._____ of _____ Department

Subject_____

(5) This will facilitate reference to the earlier case in connection with advice/opinion required at a later date in another case of a similar nature.

The files received from other Departments have to be dealt with in the same method as described, except that detailed noting may not be required in cases where some information of factual nature is required, or advice is proposed on the basis of clear provisions of the Rules/Manuals/ Instructions/Precedents etc. In such cases, the brief note indicating the point raised by the Department and provisions of the relevant Rules, Manual and instructions on the basis of which advice is proposed should be indicated.

(6) If any important policy decision /amendment to Rules/ instructions is approved to be circulated to all Departments while considering a case received on the file of other Department, then photo-stat/typed copies of the decision taken on notes shall be prepared and placed on the relevant file of the advising Department and policy decision/ amendment to Rules/instructions shall be issued on the said file by the advisory Department. The file of the Department will be returned under

proper endorsement saying that the policy decision/amendment to Rules/ instructions is either being issued separately or has been issued in which case copy thereof should be placed in the file.

10.5 Inter-Departmental meetings.—

Inter-Departmental meetings may be held where it is necessary to elicit the opinion of other Departments on important cases and arrive at a decision within a limited time. No such meeting will normally be convened except under the orders of an officer not below the level of Administrative Secretary. In respect of such meetings, it will be ensured that:

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

(b) an agenda setting up clearly the points for discussion is prepared and sent along with the proposal for holding the meeting, allowing adequate time for the representatives of other departments to prepare themselves for the meeting; and

(c) a record of discussions is prepared immediately after the meeting and circulated to the other Departments concerned, setting out the conclusions reached and indicating the Department(s) responsible for taking further action on each conclusion.

10.6 Inter-Departmental Oral Discussion.—

(1) On occasions it may be necessary to have oral discussions (including teleconferencing or video conferencing) with officers of other Departments, e.g., when**—**

(a) a preliminary discussion between the officers of the Departments concerned is likely to help in the disposal of the case;

(b) it is desirable to reach a preliminary agreement before proceeding further in the matter;

(c) inter-Departmental noting reveals a difference of opinion between two or more departments; or

(d) it is proposed to seek only information or advice of the Department to be consulted.

(2) The result of such oral consultation should be recorded in a single note on the file by the officer of the Department to which the case belongs. The note will state clearly the conclusions reached and the reasons thereof. A copy of the note will

also be sent to the Departments consulted in order that they have a record of the conclusions reached.

(3) Re-opening of decisions arrived at after proper inter-Departmental consultations should normally be avoided. In case adequate grounds exist for re-opening of such issues, it should be settled after a quick re-assessment.

(4) In case two or more Departments persist with their respective viewpoints leading to a deadlock or impasse, such issues should be sorted out by raising the level of consideration to a forum like the Committee of Administrative Secretaries headed by the Chief Secretary or to the level of Ministers concerned, to arrive at a quick decision without continuing with protracted correspondence/ discussions among the disputing Departments.

(5) Administrative Department which render advice on a particular subject allocated under the Rules (Allocation of Business) of Haryana Government, 1974, as amended from time to time, will ensure that the views expressed by them at inter-Departmental discussions are consistent, and they are not found deviating from their views on different occasions.

****

CHAPTER - XI

RECORD MANAGEMENT AND RECORD RETENTION SCHEDULE – PROCEDURE THEREOF

11.1 The concept of Record Management primarily involves following aspects.—

1. Maintenance of Record duly catalogued and indexed
2. Classification of Record; Retention and Weeding of Record.
3. Retrieval of Record – Streamlining the procedure.
4. Developing Record (Registers) for monitoring the implementation of Right to Information Act.

The record management provides standards of good management in respect of creation, classification, maintenance, retrieval and retirement of current and semi current records and seeks to promote their adoption by various record creating agencies.

11.2 The objectives and principles of sound Record Management.—

(1) Record Management – Why?

The efficiency of an organisation, to a large extent, depends on the ability of its employees to dispose of the receipts/office work with speed, following the procedures prescribed for the purpose: It is rightly said that Records are tools of management, memory of an organisation and source of Information. The image of the organisation is dependent on the quality of information, which is provided by the Records. Accordingly, it has become extremely necessary to manage the public records properly on scientific lines. An effective Record Management will benefits in the following manners:-

1. for taking quicker and correct decisions;
2. it saves duplicity in labour;
3. precious space is saved;
4. it creates dust free healthy environment;
5. it looks beautiful, pleasing and saves time
6. it preserves heritage;
7. it is used as precedent to know grounds for previous decision;
8. Government wants it, Manuals make us responsible, helps us in reducing/ solving litigations; and
9. it saves manpower and irritation among employees.

10. the basic objective of RTI Act, 2005 as stated in its preamble is to establish "the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority" The democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed; Record as an important area of information has been defined with details in the RTI Act, 2005.

(2) Objectives.—

(a) In order that the Record Management should be effective, Records should serve the following objectives:

1. They should serve some useful purpose lest they become waste.
2. The Records should be kept in such a way that they should be capable of being retrieved quickly.
3. There should be control on the growth of record at its inception itself.
4. Records should neither be prematurely destroyed nor retained for a longer period.
5. Records must be kept systematically arranged so that there should be no delay in their location.
6. There should be constant weeding and review of the records so that the cost of maintenance of records is kept to the minimum.

(b) Efficient Record Management is possible if all out efforts are directed towards streamlining the life cycle of records from `cradle to grave'. The life cycle may broadly be divided into three stages viz. current, semi-current and non-current. A record remains current or alive so long as basic issues dealt with it are alive and continue to demand attention for transacting day by day business. The record is said to be semi-current stage when it has fulfilled the purpose for which it was created and is no longer required but for ancillary services to other transactions. Finally a record becomes non-current when it has outlived its utility for the creator.

(c) For proper maintenance and upkeep of current and semi-current records all Departments of Government are expected to have their own records rooms. Occasional survey of conditions of maintenance and preservation of records in Departments has shown that adequate measures which will

ensure proper upkeep and longevity are wanting. A separate record room or stack area is a vital necessity. Avoidance of rain water, water pipes is required. Good ventilation of air is conducive to longevity of records. Shelving should be functional, durable, easy to clean, simple in design and which offers maximum protection to records. The records should loosely be packed on the shelves to ensure free circulation of air and prevent formation of pockets of high humidity. Use of preservatives like naphthalene bricks, insecticides flit, shallots etc. is effective. Proper lighting and fire fighting arrangements are necessary for proper upkeep of records.

11.3 Expectation under RTI Act, 2005.—

In the Right to Information Act, 2005, ***'Record'*** has also been included in the definition of ***'Information'***, which is reproduced below :-

(i) Information : "Information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force".

[Section 2(f)]

The above factual provision would reveal that for effective implementation of RTI Act, 2005 a sound system of record management is essentially required. Unless "Record" is available, no information can be provided to the citizens as envisaged under the Act.

11.4 Retention of Records.—

Records should neither be prematurely destroyed nor maintained for longer period. The mounting tide of paper work confronts the administration with various challenges. One of the essential requirements of good records management is that there should be reasonable ratio between the creation and destruction of records so that the creation of record does not outstrip destruction of record. One right step in achieving this aim is the need for taking action as per Haryana Record Retention Schedule which contains a time –table for the maintenance of records to ensure that they will be retained while justified and destroyed when no longer required. This Record Retention Schedule has been framed by the Haryana State Archive Department which is common to all

Departments available at http://haryanaarchives.gov.in. A copy is attached at **Annexure-8 of this Chapter** for convenience. Every branch will :-

(a) in respect of records connected with accounts, observe the instructions contained in Punjab Financial Rules as applicable to Government of Haryana.

(b) in respect of records relating to establishment personnel and house-keeping matters follow the schedule of periods of retention for records of this nature being issued separately.

(c) in respect of records connected with the substantive functions, issue a schedule prescribing the periods for which files dealing with specified subjects should be preserved, in consultation with the Haryana State Archives Department.

The above schedules should be reviewed at least once in 5 years.

11.5 Classification of Cases/Records.—

In order that the Record should be useful, it should be retained only according to its importance. For this purpose the Government records are classified under the following classification according to their importance:-

(I) Class - A : The files of this classification will be kept for Permanent preservation for administrative purposes. The files of historical importance will also be classified `A'. The files of this classification will be got printed or photostat because these contain precious documents and access to it in original form has to be restricted.

Records of value for administrative purposes will also be under **Classification 'A'.** Papers of the following categories will normally be among those required to be kept indefinitely for administration's use :-

(1) Papers containing evidence of rights or obligations of or against the Government, e.g., title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions, etc.

(2) Papers relating to major/policy decisions, including those relating to the preparation of legislation.

(3) Papers regarding constitution, functions and working of important committees, working groups, etc.

(4) Papers providing lasting precedents for important procedure e.g., administrative memoranda, historical reports and summaries, legal opinions on important matters.

(5) Papers concerning rules, regulations, departmental guiding instructions of general application.

(6) Papers relating to salient features of organisation and staffing of Government departments and offices.

(7) Papers relating to important litigation or causes celebres in which the administration was involved.

(II) Class - B : The files which are also meant for permanent preservation but do not contain documents/material required to be preserved in its original form and are not needed for frequent reference by different parties are to be classified `B'. The files of this classification will be kept in original form and are not to be got printed/photostat.

Records of historical importance - under Classification 'B'. Much of the material likely to be preserved for administrative purposes will be of interest for research purpose as well; but papers of the following categories should be specially consider as of value to historians :-

(1) Papers relating to the origin of a Department or agency of Government, how it was organized: how it functioned; and (if defunct) how and why it was dissolved.

(2) Data about what the departments / agency accomplished (sample by way of illustration may be enough; but the need for such samples may be dispensed with where published annual reports are available.

(3) Papers relating to a change of policy. This is not always easy to recognize, but watch should be kept for a

(a) summary for a Minister,

(b) the appointment of a Departmental or inter-Departmental committee or working group, and

(c) note for the cabinet or a cabinet committee. Generally, there should be a conscious effort to preserve all such papers, including those reflecting conflicting points of view. In the case of inter-Departmental

committees, however, it is important that a complete set of papers to be kept only by the departments mainly concerned.

(4) Papers relating to the implementation of change of policy, including a complete set of instructions to executive agencies etc. and relevant forms.

(5) Papers relating to a well known public event or cause célèbre, or to other events which gave rise to interest or controversy.

(6) Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.

(7) Papers cited in or noted as consulted in connection with official publications.

(8) Papers relating to the more important aspects of scientific or technical research and development.

(9) Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering whole State or a wide area.

(10) Papers relating to obsolete activities or investigations, or to abortive schemes in important fields.

(11) Any other specific categories of records which, according to the departmental instructions issued in consultation with the State Archives, Department have to be treated as genuine source of information on any aspect of history political, social, economic, etc. or are considered to be of biographical or antiquarian interest.

(III) Class – C: The files of secondary importance and having reference value for a limited period not exceeding 10 years and not listed under ‘A’ and ‘B’ above, are to be classified `C’. The retention period for the Class `C’ files is to be indicated at the time of recording.

11.6 Responsibilities of classification of cases to be recorded.—

(1) Branch Incharge is responsible for the correct marking on the draft of the class of proceedings A, B or C in which the correspondence is to be recorded or filed. If the decisions in the file are of such importance that it should be got printed in extensor, and indication to this effect should be given on the file.

(2) The importance of classifying papers with care is enjoined on Branch Incharge. Carelessness in this respect leads not only to important papers classified as ‘C’

being destroyed, but also to congestion in the record shelves of ephemeral papers which ought to be destroyed.

(3) As regards the procedure for the destruction of papers of ephemeral nature, Branch officers should scrutinize all closed files which have been lying in the branches under them for a year or more and destroyed all ephemeral files are destroyed which have been closed after making a note in the file register. Papers of short lived utility or of fleeting interest e.g. correspondence pertaining to supply of copies, circulars, etc. received from various branches which do not delineate any policy may be destroyed after noting the fact in the Diary itself.

11.7 Procedure for recording.—

(1) After action on a file has been completed, the dealing-hand will :

(a) state the fact of completion of action on the file;

(b) suggest the appropriate classification of record.

(c) in the case of Class 'C' files, also specify the retention period and the year of review as per Record Retention Schedule;

(d) where necessary, revise the title of the file so that it describes adequately the contents at that stage;

(e) if the title has been revised, underline the catchword under which the title should be indexed.

(f) indicate on the file's cover whether any of the decisions contained in the file is or is not to be noted.

(g) remove from the main file, routine papers.

(h) in respect of Class 'A' files proposed to be photo copied, suggest the number of photo copies to be prepared;

(i) complete all references and, in particular, mark previous and later references on the subject, on the file cover.

(j) initial the entries on the file cover; and

(k) submit the file to the Branch Incharge.

(2) After satisfying himself, the Branch Incharge will approve the proposal of recording. In case file is to be classified 'A' or 'B' he will seek the approval of Branch officer.

(3) For 'C' classified files which have already completed the period of retention as per Record Retention Schedule and could not be recorded earlier, may be proposed for weeding out as per prescribed procedure, with the approval of Branch Officer.

Thereafter, the file will be sent to the Recorder or the official assigned the duties of Recorder with a list of file in duplicate. (Annexure-1)

(4) The Recorder will :

(a) Complete column 4 and 5 **(Annexure-2)** of the file register and where necessary, correct the entry in column 2 thereof ;

(b) Enter the file number in column 2 of the register for watching progress of recording.

(c) Write the word "Recorded" prominently in red ink, across entries in the file movement register;

(d) Ink page numbers and other references (except references to alphabetical slips) earlier made in pencil;

(e) Indicate the year of review in the bold letters on the file cover in respect of Class 'C' files;

(f) Prepare fresh cover, where necessary, with all the entries already made thereon;

(g) Hand over the file to the Daftri or any other official as ordered by Branch Incharge after putting the initials on the file cover.

(5) The Daftri, or any other official as ordered by the Branch Incharge will repair the damaged papers, if any, stitch the file and submit it to the Branch Incharge.

(6) After satisfying himself that the file has been properly recorded, the Branch Incharge will sign the outer cover and return the file to the recorder.

(7) The Recorder or Dealing hand will enter the file number in column 4 and 5 of the File Index Register (Head Register) for watching progress of recording and send the files to the record room **(Annexure-4).**

11.8 Review and weeding of records.—

(1) No file other than ephemeral files will be weeded out without first reviewing its contents.

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

(a) Weeded out and will be entered in register for weeded/eliminated files; **(Annexure-7)**

(b) Retained for a further period not exceeding 10 years from the year of its closing at the end of which it will be weeded out without any further review ; or

(c) Upgraded to Class 'B' files with the approval of the Branch officer.

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

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

(5) Beginning in January each year, the record room will send to the branches concerned, files due for review in the preceding year together with a list of files **(Annexure-5)**

(6) Files received for review will be examined by, or under the directions of the Branch Incharge concerned and those no longer required will be marked for destruction. Other files may be marked for further retention vide sub paras (2) & (3) above.

(7) After review, the recorder or the official assigned the duty of recording will make entries of revised classification/retention period in the file register and return them to the record room alongwith the list prepared as **Annexure-5** in the following form :-

(8) In the case of other files :

(a) Transfer Class 'A' and Class 'B' files surviving the review undertaken at the 25th year of their life vide sub-para (3) above, to the State Archives Department. **(Annexure-3)**

(b) In the case of other files of category 'C' which are lying unrecorded but have already completed their prescribed retention period as per Record Retention Schedule will be examined by the concerned dealing-hand. In case he proposes recording of files then he will record a note to this effect on the last page of the note and seek orders of Branch Incharge and if he proposes the weeding of the file, in view of the fact that file has completed the retention period and it is not further required, then he will record a note

on the clean file cover itself and the following entries will necessarily be made on it :-

(i) File Number,

(ii) Year of opening

(iii) Year of closing

(iv) Retention Period completed on _____.

He will ensure and record the following certificates that—

(i) No Court Case

(ii) No Audit Para

(iii) No RTI Application

pertaining to the file is pending.

(c) The Branch Incharge will countersign the certificate and seek the approval of Branch Officer for weeding out the file. After the approval of Branch officer, the dealing hand will send the file to designated recorder. The file cover, whereupon the recorded entries have been made, will be retained by the Recorder. Necessary entries will be made in the File Index Register (Head Register) under the relevant columns and the rest of the file, i.e. noting and correspondence will be weeded out. A list alongwith retained file covers will be sent to the Record Section by the Recorder for Permanent record.

(d) Restore the rest i.e. those marked for further retention, to the record room after making the required entries in the record review register in the case of Class 'C' files.

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

11.9 Custody of Record.—

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

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

(iii) Files surviving the review undertaken on their attaining the 25th year of life will be stamped prominently as `transferred' to State Archives, Department will be accompanied by a list of files in triplicate, one copy of which will be returned by the State Archives, Department duly signed, to the departmental record room.

11.10 Requisitioning of Records.—

(i) No recorded file will be issued from the record room or Archival records except against a signed requisition.

(ii) The requisition slip will be kept in the place of file issued **(Annexure-6)**

(iii) If the requisitioned file is one that has been Photocopied or printed/microfilmed, normally a Photocopy or printed copy and not the original will be issued to the requisitioning branch.

(iv) If the requisitioned file is initially obtained for being put up in one case is subsequently put up on another, a fresh requisition should be sent to the record room for replacing the original requisition which will be returned to the party concerned.

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

(vi) File obtained by a branch from the record room will normally be returned within 3 months. If they are not received back within the period, the record section will remind the branch concerned. For this purpose the record section, will maintain a simple register for keeping a record of the files, issued to the various branches each month.

(vii) For removal of files of other Branch, no Record Keeper of any branch is permitted to remove a file belonging to another branch without first obtaining the consent of the Branch Incharge of that branch. The latter before granting permission will satisfy himself that the file is not removed from its place in the record bundles without a proper marking slip.

(viii) As regards the removal of confidential files, the express permission of the Branch Incharge must be taken and a formal receipt obtained before the file is handed over to the requisitioning authority.

These instructions do not relate to the removal of files belonging to any of the Branches in the Finance Department as they are governed by separate orders.

(ix) Requisitions from and to the Secretariat for papers:-

(a) Requisitions from the Secretariat for paper belonging to any outside office should be made on the prescribed form signed by the Branch Incharge. When a Clerk is sent to an office to obtain confidential or other papers urgently he should have with him a requisition addressed to the head of the office and signed by an Under Secretary.

(b) Requisition from any outside office for papers or notes belonging to the Secretariat should on no account be complied with (except in the case of applications for additional copies of papers already supplied) without the permission of a Branch Officer.

(x) Old records including jagir and other statements are lent from the Civil Secretariat to the Financial Commissioner Office and by the Financial Commissioner's office to the Civil Secretariat on requisition signed by the Branch Incharge of branches, Register of papers so lent should be maintained in both offices, and receipt should be taken for every paper given out or returned.

11.11 Indexing and Cataloguing of Record.—

Indexing means the arrangement of record and document in such a way that when need arises it could be located without delay. This is an efficient instrument to which the management control is properly exercised.

1. File Numbering System.—

This is based on subject classification. A file opened under this system will consist of:-

(i) A good numbering system is essential for quick retrieval of files.

(ii) The number allotted to the standard head;

(iii) The serial number of the file under standard head;

(iv) The year in which opened; and

(v) An abbreviated symbol-identifying Section.

2. The file will thus be numbered.—

Number of standard head/serial number of the file/year of opening/abbreviated symbol of the section/branch. For example while opening a new file under standard head `5', the file will be numbered as 5/1/90/Admn.I, 5/2/90/Admn.I and so on.

11.12 Destructions and the Preservations of records.—

(1) The object of destroying papers is to be lightened files and provide space in the shelves of the record Almirahs. The originals of 'A' cases and those of B cases when printed, should be preserved, if they are of an important nature likely to be of value i.e. for historical or legal purposes, in the future. When, however, the originals are clearly of ephemeral interest only they should be destroyed. In doubtful cases order of Branch Officer should be taken as to the importance of the papers. One collection copy should be marked with the letter 'O' (original) and placed in the original cover along with any manuscript documents to be preserved:

(2) The originals of the under mentioned classes of documents always be preserved:-

(a) Legal documents or documents of legal value;
(b) Minutes of the Governor and Ministers or manuscripts of notes by them an important matter that makes history;
(c) Notes recorded on important files which have been circulated to the Ministers;
(d) Treaties, agreements and such like documents;
(e) Important letters from private individuals etc.
(f) Maps, sketches and similar papers not reproduced if collection copies; and
(g) Final proofs of drafts bearing the initials of the Governor or a Minister, or proof which varies the order passed in the notes or has on it any remarks explanatory of alternations and additions.

(3) Ordinarily the following papers may be destroyed after the orders of the Branch Incharge concerned have been obtained:-

(a) Unimportant manuscripts and proofs of Office notes after fair printed copies have been supplied;

(b) Spare copies of any printed letters received from the Government of India

after its requirements have been considered and at least five copies have been retained;

(c) The papers in death cases after final action have been taken, except in cases in which two or more Criminals have been convicted and a sentence of transportation has been passed;

(d) Manuscript and proofs of the annual administration report after the volume has been passed out of the Press and distributed; and

(e) 'C' Proceedings after two years, provided that it contain no orders of an important or of a Permanent character

(4) With a view to facilitating the work of weeding the records periodically, the Branch Incharge should clearly indicate, on the form on which he passes orders, the papers that should be preserved and those that should be destroyed at once or after a period of two years. Whenever all the papers in a collection are destroyed the cover of the collection should be kept in its proper place in the bundle with a note showing that the papers have been destroyed. A similar note should also be made in the list of file numbers.

(5) Owing to the limited space in the record-room it is the practice to appoint a retired officer periodically of the status of Superintendent or Under Secretary or a Group B or A Officer of the department having experience in office work to overhaul the record bundles with a view to weeding out such C & B files as are no longer necessary for retention. There are no hard and fast rules on the subject, and the question whether a file should or should not be retained depends latterly on experience and the officer on special duty must exercise his discretion in the matter. It is a standing order that before any papers belonging to the Political Branches are destroyed, a list should be prepared for the orders of the Chief Secretary through the Deputy or Under Secretary, Political.

11.13 Weeding of Record.—

It should be carefully understood that all the records created by the Government Departments cannot be preserved due to paucity of space and funds. Therefore, we preserve only the selected records which are most valuable, most urgent and precious are preserved. The remedy to reduce the overgrowth of records lies in systematic records retiring programme.

To implement the record retiring programme there is a systematic procedure which comprises the various stages. The first stage is to segregate the ephemeral records from the important one, and then comes the classification of records and review of records. Only `C' category files will be reviewed on expiry of specified retention period either weeded out or retained for further period not exceeding 10 years or upgraded to `B' category files.

The final stage comprises with the second review of records, the retirement of surviving records to Archives Department. This stage also includes appraisal and appraisal standards.

11.14 Classes of records to be deposited in the record room.—

The records deposited to the record rooms shelves consist of:-

(a) Series of recorded files comprising:-
  (i) Collection of 'A' proceedings with spare copies;
  (ii) Collection of 'B' files
  (iii) Collection of 'C' files

(b) Spare copies of printed letters etc.

(c) Yearly and monthly volume of proceedings;

(d) Indexes to volumes of proceedings;

(e) Old Dairies;

(f) Disposed of confidential classes, to be kept under lock and key

(g) Deeds of certain classes to be kept in a locked almirah

(h) Printed files.

11.15 Duties of Restorers or any other official assigned this work.—

(i) to stitch recorded papers and to repair all damaged file covers and pages.

(ii) to restore files in their proper bundles by main-heads, sub-heads, etc. when they are recorded. All recorded files must be restored within two days of their receipt.

(iii) to take out files from the bundles required by record keepers to be put up with fresh receipts. No body but the restorer, shall remove files from the record bundles. Requisitions which comply with the instructions in the preceding paragraph, must be attended to promptly and no restorer should leave office, except with the special permission of the Branch Incharge Records, until all requisition have been complied with by him;

(iv) to maintain registers showing the marking of files removed from the record bundles and to see that the marking are kept up-to-date;

(v) to periodically take out files from the cupboards with the assistance of Group D employee in the section and have them dusted and sprayed with record preserver under the general supervision of the Branch Incharge;

(vi) to periodically verify files in the bundles and to bring all missing files without marking promptly to the notice of Branch Incharge.

Annexure-1

[(refer para 11.7(3)]

REGISTER FOR WATCHING THE PROGRESS OF RECORDING

Branch _____ Month and year _____

Files marked for recording during the month/Files recorded during the month

Sr. No.	File No.	Date	Signatures
1	**2**	**3**	**4**

Annexure-2

LIST OF FILES TRANSFERRED TO RECORD ROOM

[(refer para 11.7(4)(a)]

Branch _____

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

Annexure-3

Files transferred to the State Archives Department

[(refer para 11.8(8)(a)]

Sr. No.	File No.	Subject	Name of the Department who sent file
1	2	3	4

Annexure-4

LIST OF FILES TRANSFERRED TO RECORD ROOM

[(refer para 11.7(7)]

Branch _____

Sr. No.	File No.	Classification and year of review	Date of actual destruction
1	2	3	4

Annexure-5

[(refer para 11.8(5)(7)]

LIST OF FILES DUE FOR REVIEW

Branch_____ **Year**_____

Sr. No.	File No.	Instructions of reviewing authority
1	2	3

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

INSTRUCTIONS

1. The staff posted in record room will prepare this list in triplicate by completing columns 1 and 2 only.

2. The branch responsible for review will sign the copy of the list and return it to the record room by way of acknowledgement, retaining the other two copies.

3. After review, the branch concerned will complete column 3 of the list in both the copies by indicating :

   (a) the word 'keep' in the case of files proposed to be retained indefinitely;

(b) the letter 'W' in the case of files desired to be weeded out; and

(c) the precise year of weeding, in the case of class 'C' files proposed to be retained for a further period not exceeding 10 years from the date of their closing.

4. Both the copies of the list should accompany the files returned to the record room which will sign those copies and return it to the branch concerned by way of acknowledgement.

Annexure-6

[See Para 11.10(ii)]

RECORD REQUISITION SLIP

Sr. No.	File No. requisitioned	File No. or Diary No. with which to be put up	Requisitioning official/branch	Signature of requisitioning official	Date of return	Initial of record custodian
1	2	3	4	5	6	7

Annexure-7

[See Para 11.8(2)(a)]

ELIMINATION OR DESTRUCTION REGISTER

Sr. No.	Number of Pages		Signature of clerk	Date of destruction	Signature of weeder	Signature of incharge record room	Remarks
	File No.	Correspondence/Notes					
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**

Annexure-8

(See Para 11.4)

RECORD RETENTION SCHEDULE

FOR RECORDS

COMMON TO ALL DEPARTMENTS

GOVERNMENT OF HARYANA

HARYANA STATE ARCHIVES, CHANDIGARH

(As amended up to the date of publication of this Manual)

(As amended up to the date of publication of Manual of Office Procedure)

TABLE OF CONTENTS

PART-I	**Records relating to establishment and house-keeping work**	
	A-Establishment	
	B-Welfare	
	C-Vigilance	
	D-Common office services	
	E-Hindi	
	F-Public relations	
	G-Finance, budget, cash and accounts	
	H-Parliament/Assembly	
PART-II	**Records (other than those relating to establishment and house-keeping work) common to all departments,**	
PART-III	**Records pertaining to Right to Information Act, 2005**	

INSTRUCTIONS

1. Retention period for records (other than files) e.g. registers, for which no files are to be opened have been shown under the appropriate group heading at the end.

2. Retention periods for records common to all departments, but not relating to establishment and house-keeping work, have been shown at the end of the schedule, e.g. bill, acts and ordinances.

3. Unless, otherwise, stated, the records described in column 1 of the schedule refer to files.

4. The retention period specified in the column 2 in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action on the file is completed) and not from the year in which it is recorded.

5. In the case of records other than files, e.g. registers, the prescribed retention period will be counted from the year in which it has ceased to be current.

6. If a record relates to two or more subjects for which different retention period have been prescribed, it will be retained for the highest of such periods.

7. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.

8. If a record is required in connection with the disposal of another record, the former will not be weeded out until all the issued raised on the later have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention period initially marked on such records should be consciously reviewed and, where necessary revised suitably.

9. In the case of files on which instructions or office orders are issued the retention period mentioned in the schedule is subject to keeping a copy of instructions or office order in the collection file/register.

10. In the case of files on which printed material is kept the retention period is subject to keeping a copy of the printed material in the Departmental Library as well as in the State Archives Department.

11. In the schedule a superscript number [1] denotes: “Permanent” in the case of Departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete; and superscript number [2] denotes “Subject to a suitable entry being made in the appropriate service records” (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

A-Establishment

S. No.		
1.	Recruitment.	
2.	Retrenchment	
3.	Verification/Re-verification of character and antecedents.	
4.	Medical examination.	
5.	Personal files.	
6.	Service records.	
7.	Posting and transfers.	
8.	Seniority.	
9.	Leave.	
10.	Pay/Special Pay.	
11.	Allowances.	
12.	Confidential/Assessment Report.	
13.	Increment.	
14.	Probation/Confirmation.	
15.	Promotion/Reversion.	
16.	Training/Scholarship/Fellowships in India and Abroad.	
17.	Departmental Examination.	
18.	Deputation and Delegation.	
19.	Honorarium/Awards.	
20.	Pension/Retirement/Gratuity.	
21.	Resignation.	
22.	Extension of Service.	
23.	Re-employment.	
24.	Nomination of employees.	
25.	Forwarding of applications.	
26.	No. objection certificate (for registration with Employment Exchange Organisation.)	
27.	Review for determining suitability of employees for continuances of in Service Records other than files.	

GOVERNMENT OF HARYANA

RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS COMMON TO ALL DEPARTMENTS

PART-I RECORDS RELATING TO ESTABLISHMENT AND HOUSE-KEEPING WORK

A-ESTABLISHMENT

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
1.	**Recruitment**		
(i)	**Rules/Instructions**	**Permanent** [1]	
(ii)	**Appointment**	**10 years**[2]	
(iii)	**Estimate (annual) of vacancies**	**1 year**	
(iv)	**Employment priorities and maintenance of roster**	**10 years**	
(v)	**H.P.S.C./H.S.S.C. (Exemption from Consultation) Regulations**	**Permanent** [1]	
(vi)	**Framing of recruitment Rules/Instructions**	**Permanent** [1]	
(vii)	**Recruitment through Employment Exchange Rules**	**Permanent** [1]	
(viii)	**Recruitment from open market, including advertisements and inviting of applications.**	**10 years**	
(ix)	**Recruitment through H.P.S.C/S.S.S.B. including requisitions for recruitment and recommendations of H.P.S.C./S.S.S.B.**	**10 years**	
(x)	**Recruitment otherwise than through H.P.S.C/S.S.S.B.**	**10 years**	
(xi)	**Reservation in services**	**10 years**	
(xii)	**Reservation in service (Policy)**	**Permanent** [1]	
(xiii)	**De-reservation of vacancies**	**10 years**	
(xiv)	**De-reservation in services (Policy)**	**Permanent** [1]	
(xv)	**Return regarding appointment and**	**3 years**	

---

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
	promotion		
(xvi)	Complaints from Associations Selection Committee for recruitment of personnel	3 years	
(xvii)	Complaints from Associations Selection Committee for recruitment of personnel - Constitution	1 year after reconstitution	
(xviii)	Complaints from Associations Selection Committee for recruitment of personnel - Constitution Proceedings	Permanent[1]	
(xix)	Relaxation of age/educational qualifications	10 years	
(xx)	Condonation of break in service	Till sanction of the pension	
(xxi)	Engagement of casual labour	1 year after completion of audit	
2.	Retrenchment		
(i)	Rules/Instructions	Permanent [1]	
(ii)	Individual	3 years[2]	
3.	Verification and Re-verification of Character and Antecedents		
(i)	Rules/Instructions	Permanent[1]	
(ii)	Individual cases	1 year	Subject to verification report being kept in the service-book/personal file.
4.	Medical Examination		
(i)	Rules/Instructions	Permanent[1]	
(ii)	Individual cases	1 year	Subject to report itself being placed in

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
			the service book/personal file
5.	**Personal files**		
(i)	**Individual files**	**4 years after issue of final pension/ gratuity/ payment order**	**On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity e.g. administrative, scientific, economic, social and have won State/National/International recognition, should be retired to the State Archives Department.**
(ii)	**Correspondence regarding requisition transfer & return of Annual Confidential Reports files.**	**1 year**	
6.	**Services records**		
	History of Services:		
(i)	**(a) For departments preparing and bringing out the compilation in service book**	**3 years**	
(ii)	**(b) For other departments i.e. those supplying material for inclusion therein**	**1 year after issue of the compilation**	
(iii)	**Change in name of Government employee**	**3 years**[2]	

[2] Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
(iv)	**Alteration in the date of birth**	**1 year after issue of final pension/ gratuity payment order**	
(v)	**Change in qualification of Government employee**	**3 years**[2]	
(vi)	**(a) In the case of department preparing and bringing out the compilation in Civil list, gradation/seniority list**	**3 years**	**Subject to supply of a printed copy of the list to the departmental library and a copy to the State Archives.**
(vii)	**(b) In the case of other departments i.e. those supplying information for such compilation in Civil list, gradation/seniority list**	**1 year after issue of relevant compilation**	
(viii)	**Verification of age and educational qualifications**	**1 year**	**Subject to authenticated copies of the relevant certificates being kept in service book/personal file.**
(ix)	**Admission of previous service not supported by authenticated service record, e.g. through collateral evidence**	**1 year**[2] **after completion of audit**	
(x)	**Nomination relating to family pension and Death-cum-Retirement Gratuity**	**1 year**	**Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit) as the case may be, being placed in**

[2] Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
			the service book/personal file.
(xi)	**G.P. Fund nomination**	**1 year**	**Subject to the nomination in original or an authenticated copy thereof being placed in the service book/personal file.**
7.	**Postings and Transfers**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**All classes & cadres**	**1 year[2]**	
8.	**Seniority**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Fixation of seniority in individual cases subject to no case in this regard is under consideration.**	**10 years[2]**	
(iii)	**Representations**	**10 years**	**If the representation results in the original seniority being revised an authenticated copy of the relevant order/decision will be kept in the service book/personal file and an entry made in the gradation/seniority list.**

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
9.	**Leave**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Individual cases**	**3 years[2]**	
(iii)	**Casual leave and special leave**	**1 year**	
(iv)	**Study leave individual cases**	**1 year[2] after the expiry of the bond/ agreement executed by the Government servant.**	
10.	**Pay/Special pay**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Individual cases**	**1 year[2] after completion of audit**	
11.	**Allowances**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Claims**	**1 year after completion audit**	
(iii)	**Claims for travelling by non-entitled conveyance**	**1 year after completion of audit**	
12.	**Confidential/Assessment report**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Recording of confidential reports in individual cases**	**3 years**	
(iii)	**Communication of adverse entries.**	**3 years**	
(iv)	**Representation for expunctions of adverse entries**	**10 years**	

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
13.	**Increment**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Advance increment/Additional increment**	**1 year[2] after completion of audit**	
(iii)	**Withholding of increments**	**10 years; or 3 years after the final disposal of appeal or final judgement under the normal course of law, whichever is later.**	
(iv)	**Representations and petitions**	**10 years**	**If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.**
14.	**Probation/Confirmation**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Confirmation/extension of probation individual case.**	**10 years[2]**	
(iii)	**Representations and petitions**	**5 years**	**If the representation results in the original order**

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
			being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.
15.	**Promotion/Reversion**		
(i)	**Rules/Instructions**	**Permanent**[1]	
(ii)	**Individual cases**	**10 years**[2]	
(iii)	**Representations and petitions**	**5 years**	**If the representations results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.**
16.	**Training/Scholarships/ Fellowships in India and Abroad**		
(i)	**Individual cases**	**3 years**[2] **after the period of validity bond/ agreement or completion of audit, whichever is later**	

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

[2] Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
(ii)	**Report submitted by trainees etc. after completion of training/study**	**5 years**	
17.	**Departmental examination**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Holding of examination**	**3 years**	
(iii)	**Results-declaration of**	**Permanent[1] for departments conducting such tests;** **1 year for other departments**	
(iv)	**Representations and petitions**	**5 years**	**If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in the service book/personal file and suitable entries made in the appropriate service records.**
18.	**Deputation and Delegations**		

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
(i)	**Rules/Instructions regarding deputation, including deputation on foreign service in India and abroad**	**Permanent**[1]	
(ii)	**Delegation in India/abroad**	**3 years; or** **1 year after completion of audit and settlement of all audit objections, whichever is later.**	**Subject to particulars being noted in the register prescribed for the purpose. Before weeding out files reports should be removed and kept in the departmental record room for five years. On the expiry of this period the report should be reviewed and, if necessary, weeded out in consultation with the State Archives.**
(iii)	**Individual cases**	**3 years**[2] **after return from deputation**	
19.	**Honorarium/Awards**		
(i)	**Rules/Instructions**	**Permanent**[1]	

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/ personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
(ii)	**Individual cases**	**3 years; or 1 year[2] after completion of audit**	
20.	**Pension/Retirement/Gratuity**		
(i)	**Rules/Instructions and orders**	**Permanent[1]**	
(i)	**Individual cases :**		
(ii)	**(a) Verification of service for pension**	**3 years**	
(iii)	**(b) Invalid Pension** **(c) Family Pension** **(d) Other Pension**	**Till one year after the last beneficiary of the family pension cases to be entitled to receive it or 5 years or whichever is later.**	
(iv)	**(e) Death-cum-Retirement Gratuity**	**5 years**	
(v)	**(f) Commutation of Pension**	**15 years**	
21.	**Resignation**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Individual cases**	**1 year[2] after obtaining no demand certificate**	

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/ personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
22.	**Extension in Service beyond the age of superannuation**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Individual cases**	**1 year[2] after retirement**	
23.	**Re-employment after retirement**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Individual cases**	**1 year[2] after the Govt. servant ceases to be in Govt. service**	
24.	**Nomination of employees**		
(i)	**Rules/Instructions**	**Permanent[1]**	
(ii)	**Census operation**	**1 year**	
(iii)	**Committees, working Group, etc.**	**Appropriate retention period to be prescribed by department concerned.**	
(iv)	**Election work**	**1 year**	
(v)	**Invigilation**	**(a) Departments organizing examination**	

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

1 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/ personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
		and appointing invigilators, 3 years or 1 year after completion of audit whichever is later. **(b) Other departments 1 year**	
25.	**Forwarding of applications**		
(i)	**Rules/Instructions**	**Permanent**[1]	
(ii)	**For allotment of motor car, motor cycle, scooter etc.**	**1 year**	
(iii)	**For examination**	**1 year**	
(iv)	**For Post**	**1 year**	
26.	**No Objection Certificate (For Registration with employment Exchange Organisations)**		
(i)	**Rules/Instructions**	**Permanent**[1]	
(ii)	**Issue**	**1 year**[2]	
27.	**Review for Determining suitability of Employees for retention in service beyond the age of 50/55 years**		

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
(i)	**Rules/Instructions**	**Permanent**[1]	
(ii)	**Individual cases**		
(iii)	**(a) If it results in pre-mature retirement**	**3 years or settlement of petition/court case etc. whichever is later**	
(iv)	**(b) If it results in continued retention in service**	**Upto the 1 year.**	
	RECORDS OTHER THAN FILES		
(i)	**Establishment/Sanction register**	**Permanent**[1]	**Where, for any, reason the register is rewritten, the old volume be kept permanent.**
(ii)	**Rosters for Scheduled Castes/Scheduled Tribes/ Backward Classes and Ex-Servicemen.**	**Permanent**[1]	
(iii)	**Register of oath affirmation of allegiance to the Constitution Service book**	**3 years**[2]	
(iv)	**Service book**	**5 years after issue of final pension/gratuity payment order**	
(v)	**Answer books of departmental examination/tests**	**1 year from the date of declaration of results**	

---

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

1 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/ personal file.

Sr. No.	Description of Records Head/Sub-head	Retention period	Remarks
(vi)	**Leave account of Officials entitled to retirement/terminal benefits**	**3 years after issue of final payment pension/gratuity payment order**	
(vii)	**Leave account of Other employees**	**3 years after they have ceased to be in service.**	
(viii)	**Casual leave account**	**To be destroyed at the end of the year**	
(ix)	**Special casual leave register**	**1 year**	
(x)	**Leave roster**	**1 year**	
(xi)	**Register of delegation/ deputation to International Organisations**	**Till retirement**	
(xii)	**Confidential reports/Character rolls**	**(a) 5 year after retirement**	
		(b) 2 years after death	
		(c) 5 years after resignation/discharge from service.	

1 "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2 Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

B-WELFARE

Sr. No.	Description of records Head/ Sub-head	Retention period	Remarks
1	2	3	4
1.	**General staff welfare measures**		
	Broad aspects	Permanent[1]	
	Recognition of association rules	Permanent[1]	
	Recognition of association (Individual cases)	Permanent[1]	
2.	**Departmental council/office council**		
	Rules/Instructions	Permanent[1]	
	Meetings, Minutes Rulings	1 year	Subject to follow up action where necessary being taken on appropriate subject files to which relevant extracts may be taken.
	Staff union/association:		
	(a) Recognition	Permanent[1]	
	(b) Representations	Will be kept according to nature.	
3.	**Grants-in-aid**		
	Rules/Instructions	Permanent[1]	
	Grants for sports and other cultural	1 year after	

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

	activities	completion of audit	
4.	**Co-operative societies**		
	Rules and bye-laws	Permanent[1]	
	Election of office bearers	1 year after the next Election	
	Proceedings of Meetings of Co-operative societies	1 year	
	Recovery of contribution and loans	1 year	
5.	**Suggestions Scheme**		
	Rules/Instructions	Permanent[1]	
	Departmental Committees :		
	(a) Constitution	1 year after reconstitution	
	(b) Proceedings of meetings Suggestions :	Permanent[1]	
	(a) Those accepted	1 year after completion of audit.	
	(b) Those not accepted	1 year	

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

C-VIGILANCE

S. No.		
1.	Civil Services Rules	
2.	Complaints	
3.	Petitions	
4.	Court Cases	
5.	Civil Services (Conduct) Rules-clarification and interpretation of	
6.	Employment of dependents in private firms/foreign missions in India	
7.	Radio broadcasts, contribution of articles, editing or managing of newspapers, publications.	
8.	Evidence before committee of enquiry	
9.	Disciplinary proceedings	
10.	Subscriptions	
11.	Gifts	
12.	Private trade or employment	
13.	Movable/immovable property	
14.	Appeals	
15.	Vigilance administration	
16.	Prosecution of further studies	
17.	Membership of Territorial Army, Auxiliary Air force, Naval Reserves, Home Guards	

C-VIGILANCE

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1	2	3	4
1.	Civil Services Rules		
	General notifications	Permanent[1]	
	Schedule regarding appointing authority, disciplinary authority and appellate authority.		
	Regarding charge sheets, documentary evidence, enquiry officer, examination of witnesses and show-cause notices.		
	Regarding penalties.		
	Regarding consultation with H.P.S.C/H.S.S.C.		
	Regarding appeals and petitions.		
	Regarding suspension and subsistence allowance.		
2.	Complaints		
	Individual cases	3 years after the final disposal of appeal or final judgement under the normal course of law, whichever is later.	If as a result of the complaint a warning is issued to the Government servant a copy of the relevant order will be placed on the personal file.
	General-against two or more classes :		
	(a) Those leading to vigilance/disciplinary enquiries.	3 years after the final disposal of appeal or final judgement under the normal course of law, whichever is later.	If as a result of the complaint a warning is issued to the Government servant a copy of the relevant order will be placed on the personal file.
	(b) Anonymous or	To be destroyed at	

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
	pseudonymous complaints on which no action taken.	**the end of the year.**	
	(c) Other complaints on which on action is taken.	**3 years**	
3.	**Petitions**		
	Individual cases	**Permanent[1]**	
4.	**Court Cases**		
	Individual cases	**The limitation for final appeal is expired.**	
5.	**Civil Services (Conduct) Rules Clarification and Interpretation of**		
	General notifications	**Permanent[1]**	
6.	**Employment of departments in private firms/foreign missions in India**		
	Intimation	**3 years**	
	Sanction	**3 years**	
7.	**Radio broadcasts, contribution on articles, editing or managing of newspapers, publications**		
	Permission where required	**3 years**	
8.	**Evidence before committee of enquiry**		
	Sanction for giving evidence	**3 years**	
9.	**Disciplinary proceedings**		
	Individual cases :		
	(a) Resulting imposition of penalties.	**3 years after the final disposal of appeal or final judgement under the normal course of law.**	**Subject to an authenticated copy of the order regarding imposition of penalty or warning being placed on the personal file and a suitable entry being**

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
			made in the appropriate service record.
	(b) Resulting in exoneration of the accused officials with or without warning.	**3 years**	
10.	**Subscriptions**		
	Sanctions	**3 years**	
11.	**Gifts**		
	Intimations	**Till sanction of pension.**	
12.	**Private trade or employment**		
	Sanction	**Till sanction of pension.**	
13.	**Movable/Immovable property**		
	Rules	**Permanent[1]**	
	(a) In respect of employees entitled to retirement benefits.	**3 years after the issue of final pension/gratuity payment order.**	**Should preferably be dealt with on a separate file for each official to be kept open throughout the official carrier of the Government servant.**
	(b) In respect of other employees	**1 year after the employee has ceased to be in service.**	
	Intimation	**Permanent[1]**	**Should preferable be dealt with on a separate file for each official to be opened under the appropriate subject/functional heading.**
14.	**Appeals**		
	Individual	**10 years**	**If, as a result of the appeal the original order is modified, a copy of the revised order will be placed on the personal file**

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
			and a suitable entry made in the appropriate service record.
15.	**Vigilance administration**		
	Rules	**Permanent[1]**	
	Acts, rules, manuals	**Permanent[1]**	
	Vigilance set-up	**Permanent[1]**	
	Meetings :		
	(a) for departments organizing such meetings	**Appropriate period to be prescribed by departments concerned in their record retention schedule.**	
	(b) for other departments	**1 year**	**Subject to follow up action where necessary, being taken on appropriate subject files to which relevant extracts may be taken.**
16.	**Prosecution of further studies**		
	Rules	**Permanent[1]**	
	Permission	**3 years; or 1 year after completion of study, whichever is later.**	
17.	**Membership of Territorial Army Auxiliary Air force, Naval Reserve, Home Guards**		
	Rules	**Permanent[1]**	
	Permission	**3 years; or 1 year after the official has ceased to be a member of such organisation, whichever is later.**	

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

D-COMMON OFFICE SERVICES

S. No.		
1.	Accommodation	
2.	Medical charges	
3.	Working environment	
4.	Furniture	
5.	Stationery and forms	
6.	Typewriters	
7.	Duplicating machines	
8.	Calculating and accounting machine	
9.	Other office machines	
10.	Vehicles	
11.	Office equipment including electrical and mechanical appliances and other miscellaneous stores	
12.	Liveries	
13.	Black listing of firms/contracts	
14.	Contracts for supplies	
15.	Telephones, clocks and call bells	
16.	Staff Car	
17.	Unserviceable obsolete and surplus articles	
18.	Maintenance of records	
19.	Printing and binding	
20.	Library	
21.	Care-taking arrangements	
22.	Security	
	Records other than files	

D-COMMON OFFICE SERVICES

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1	2	3	4
1.	Accommodation		
	Office accommodation Rules.	Permanent[1]	
	Requirements of office accommodation.	1 year after completion of audit.	
	Shifting arrangements.	1 year after completion of audit.	
	Residential accommodation Rules.	Permanent[1]	
	Application for allotments of residential accommodation.	1 year after house is allotted	
	Application for free/reduced rent accommodation.	1 year after completion of audit.	
	Application for providing water and electric connections issue of letter of guarantee	1 year	Subject to a copy of the guarantee letter being placed in the personal file.
	Application for surrender of accommodation.	1 year	
	Unauthorised sub-letting of Government accommodation.	1 year	If, as a result of the inquiry the Government servant is disqualified for Government accommodation or any other penalty is imposed on him, a copy of the relevant order will be placed on the personal file.
	Waiting lists of various types of accommodation from general pool.	1 year after house is allotted.	
	House rent allowance Rules.	Permanent[1]	
	Approval of the scale of accommodation for grant of house rent allowance on	1 year after completion of audit.	

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
	percentage basis.		
	Acquisition/purchase of building Land for official use.	**Permanent[1]**	**A suitable entry will be made in assets register.**
	Hiring/requisitioning of private property	**1 year after completion of audit; or 1 year after termination of lease/contract, whichever is later**	
	Additions, alternations and maintenance.	**Permanent[1]**	
2.	**Medical charges**		
	Rules	**Permanent[1]**	
	Issue of medical identity cards.	**1 year**	**Subject to suitable entry being made in the register of identity cards.**
	Alteration/additions in identity cards.		
	Medical charges-re-imbursement	**1 year after completion of audit.**	
3.	**Working environment**		
	Rules	**Permanent[1]**	
	Provision of items of purchase/hiring store/stock/stationery	**1 year after completion of audit**	**Subject to (a) suitable entries being made in the appropriate stock register in the case of purchase, and (b) a proper account of receipt issue and return being maintained in other case.**
	Waterman-engagement of during summer season/Daily wages labourer	**1 year after completion of audit**	**Subject to proper account being maintained in the appropriate register.**

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
4.	**Furniture**		
	Rules	**Permanent[1]**	
	Condemnation/disposal of unserviceable articles.	**1 year after completion of audit**	**Subject to suitable entries being made in the appropriate stock assets register.**
	Hiring/purchase		
	Maintenance and repairs.		
	Physical verifications.		
5.	**Stationery and forms**		
	Rules	**Permanent[1]**	
	Indent for stationery on controller of Stationery.	**1 year**	
	Local purchase	**1 year after completion of audit.**	**Subject to suitable entries being made in the appropriate register.**
	Supply of stationery	**1 year**	**Subject to suitable entries being made in the appropriate register.**
	Physical verification	**1 year after completion of audit.**	**Subject to suitable entries being made in the appropriate register.**
6.	**Typewriters**		
	Rules	**Permanent[1]**	
	Condemnation and disposal	**1 year after completion of audit**	**Subject to suitable entries being made in the appropriate register.**
	Rate contracts	**Permanent[1]**	
	Hiring	**1 year after completion of audit**	**Subject to suitable entries being made in the appropriate register.**
	Purchase		
	Repairs and maintenance and bills therefor		
	Physical verification.		

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
7.	**Duplicating machines**		
	Rules	**Permanent[1]**	
	Rate contracts	**Permanent[1]**	
	Condemnation and disposal	**1 year after completion of audit**	**Subject to suitable entries being made in the appropriate register.**
	Hiring		
	Purchase		
	Repairs and maintenance and bills therefor		
	Physical verification.		
8.	**Calculating and accounting machines**		
	Rules	**Permanent[1]**	
	Rate contracts	**Permanent[1]**	
	Condemnation and disposal	**1 year after completion of audit**	**Subject to suitable entries being made in the appropriate register.**
	Hiring		
	Purchase		
	Repairs and maintenance and bills therefor		
	Physical verification.		
9.	**Other office machines**	**Permanent[1]**	
	Rules	**Permanent[1]**	
	Condemnation and disposal	**1 year after completion of audit**	**Subject to suitable entries being made in the appropriate register.**
	Rate contracts	**Permanent[1]**	
	Hiring	**1 year after completion of audit**	**Subject to suitable entries being made in the appropriate register.**
	Purchase		
	Repairs and maintenance and bills therefor		
	Physical verification.		

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
10.	**Vehicles**	**Permanent[1]**	
	Rules	**Permanent[1]**	
	Rate contracts	**1 year after completion of audit**	**Subject to suitable entries being made in the appropriate register.**
	Condemnation and disposal		
	Purchase		
	Repairs and maintenance and bills therefor		
	Physical verification.		
11.	**Office equipment including electrical and mechanical appliances and other miscellaneous stores**		
	Rules	**Permanent[1]**	
	Rate contracts	**Permanent[1]**	
	Purchase	**1 year after completion of audit**	**Subject to suitable entries being made in the appropriate register.**
	Condemnation and disposal		
	Repairs and maintenance		
	Physical verification.		
12.	**Liveries**		
	Rules	**Permanent[1]**	
	Procurement of material	**1 year after completion of audit.**	**Subject to proper account of the articles received being maintained in the appropriate register.**
	Stitching and tailoring		
	Supply of shoes and chapples.		
	Return, renewal, surrender and withdrawal.		
13.	**Black-listing of firms/contractors**		
	Circulars	**Permanent[1]**	
	Individual cases	**3 years**	**Subject to significant events concerning the performance of a contractor being noted in a suitable register or card index.**

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
14.	**Contractors for supplies**		
	Approved list	**Permanent[1]**	
	Registration	**3 years**	
	Waiver/reduction of penalty of Condonation of irregularity	**1 year after completion of audit.**	
15.	**Telephone, clocks and call bells**		
	Telephones installation and shifting of telephone.	**3 years; or 1 year after completion of audit whichever is later.**	
	Repairs and maintenance		
	Clock and call bells (procurement and maintenance).		
16.	**Staff Car**		
	Rules	**Permanent[1]**	
	Non-Official journeys.	**3 years; or 1 year after completion of audit, whichever is later.**	
	Purchase of P.O.L. accessories Servicing, repairs and replacement of parts and relevant correspondence.	**3 years; or 1 year after completion of audit, whichever is later.**	
17.	**Unserviceable, obsolete and surplus articles**		
	Rules	**Permanent[1]**	
	Approved list of auctioneers	**Permanent[1]**	
	Engagement of auctioneers and notice of auction.	**1 year after completion of audit.**	
18.	**Maintenance of records**		
	Rules	**Permanent[1]**	
19.	**Printing and binding**		
	Rules	**Permanent[1]**	
	Correspondence relating to Printing and binding.	**2 years**	**Subject to receipt of intimation about debit having been raised.**

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
20.	**Library**		
	Ordering and receipt of books	**3 years; or 1 year completion of audit whichever is later.**	**Subject to suitable entries being made in the accession register/magazine register.**
	Ordering and receipts of periodicals		
	Lending, transfer (requisition, reminder etc.):		
	(a) Lending	**1 year**	
	(b) Transfer	**3 years; or 1 year completion of audit whichever is later.**	**Subject to suitable entries being made in the accession register.**
	Membership applications	**1 year after resigning the membership.**	
21.	**Care taking arrangements**		
	Allocation of work among sweepers, farashes and Chowkidars While-washing, arrangements thereof	**1 year after the allocation order ceases to be in force. 1 year after completion of audit.**	
22.	**Security**		
	Rules	**Permanent[1]**	
	Confidential and secret box	**1 year after completion of audit.**	**Subject to suitable entries regarding distribution and custody of boxes and keys being made in the appropriate register.**
	Duplicate Keys maintenance		
	Issue of identity cards correspondence thereof.	**1 year**	**Subject to suitable entries being made in the register of identity cards.**
	Loss of identity cards		
	Temporary passes arrangements		

1. "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

RECORDS OTHER THAN FILES

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1	Staff car log book	3 years; or 1 year after completion of audit, whichever is later.	
2	Stock register	1 year after stock are entered in the latest register.	
3	Railway receipt register	1 year after completion of audit.	
4	Short hand note book	1 year	
5	Library accession register Department security scales register Register of identity cards Register of spare copies of classified documents.	Permanent[1]	If, for any reason, a register has to be re-written, the old register will be retained for 3 years.
6	Telephone bills.	1 year after completion of audit.	

1. "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

E-HINDI

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1.	Progressive use of Hindi in Government offices		
2.	Rules	Permanent[1]	
3.	Policy/Instructions	Permanent[1]	
4.	Circulation of orders	To be destroyed at the end of the year	
5.	Registration of telegraphic address in Hindi	1 year	
6.	Periodical reports regarding use of Hindi for official purpose.	1 year	

1. "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

F-PUBLIC RELATIONS

S. No.		
1.	Reception	
2.	Complaints and enquiries.	
3.	Representative committee.	
4.	Press	
5.	Entertainments	
6.	Flags.	
7.	Gifts	
8.	Hospitality grant	
9.	Meetings, conferences, celebrations and functions.	
10.	Delegations.	

F-PUBLIC RELATIONS

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1.	Reception		
	Enquiry/reception office	3 years	
	Regulations regarding entry into office premises.	Permanent[1]	
2.	Complaints and enquiries		
	By Government representative.	Appropriate period to be prescribed by departments concerned	
	By traders		
3.	Representative Committee		
	Constitution	1 year after reconstitution	
	Processing of cases against the decision.	1 year	
4.	Press		
	Rules	Permanent[1]	
	Arrangements for Press conference:		
	(a) Cases involving expenditure	1 year after completion of audit.	
	(b) Other cases	1 year	
	Record of Press conference	Permanent[1]	
5.	Entertainments		
	Rules	Permanent[1]	

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
	Arrangements:		
	(a) Within the scale prescribed by the Finance Department.	**1 year**	
	(b) In excess of that scale	**1 year after completion of audit.**	
6.	**Flags**		
	Purchase	**1 year after completion of audit.**	
7.	**Gifts**		
	Rules	**Permanent[1]**	
	Purchase of gifts for visiting delegations	**1 year after completion of audit.**	
	Purchase of gifts for delegations going abroad.		
	Acceptance/transfer of gifts received by officials of the department.	**3 years**	
8.	**Hospitality grant**		
	Rules	**Permanent[1]**	
	Application for funds from hospitality grant for delegations.	**1 year after completion of audit.**	
9.	**Meetings conferences, celebrations and functions**		

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
	Reservation of accommodations.		
	Seating acoustical arrangements.		
	Reporting and translation of arrangements :		
	(a) Involving government expenditure.	**1 year after completion of audit.**	
	(b) Not involving such expenditure.	**1 year**	
10.	**Delegations**		
	Tour Programme.	**1 year**	
	Arrangements for reception and seeing off for		
	Arrangements for hotel accommodation		
	Arrangements for visits to historical places.		
	Arrangements for signing ceremony of agreement.		
	(a) Involving government expenditure.	**1 year after completion of audit.**	
	(b) Not involving such expenditure.	**1 year**	

G-FINANCE, BUDGET AND ACCOUTNS

S. No.		
1.	Creation of posts.	
2.	Delegation of powers.	
3.	Advances.	
4.	Payments and recoveries.	
5.	Administrative approval and technical sanction.	
6.	Foreign exchange budget.	
7.	Records other than files.	

G-FINANCE, BUDGET AND ACCOUNTS

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1.	Creation of posts		
	Continuance of posts.	10 years	Subject to particulars of sanctions being, noted in Establishment/ Sanction register.
	Creation of posts.		
	Upgrading of posts.		
	Conversion of temporary into Permanent ones.		
	Revision of scales of pay	Permanent[1]	
2.	Delegation of powers		
	Rules	Permanent[1]	
	Declaration of officers as Head of Department	Permanent[1]	
	Declaration of officers as Controlling and Drawing & Disbursing Officers.	Permanent[1]	
	Budget estimates/revision estimates	3 years	
	Expenditure statements :		
	(a) In respect of subordinate offices	To be weeded out at the end of the financial year.	
	(b) In respect of department itself	To be weeded out after the appropriation accounts for the year have been finalised.	
	Reconciliation :		
	(a) In respect of subordinate offices	To be weeded out at the end of the financial year.	
	(b) In respect of department itself.	To be weeded out after the appropriation accounts for the year have been finalised.	
	Re-appropriation.	3 years	
	Supplementary grants		

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
	Accounts and audit.		
	Audit objections and audit paras.	**3 years after settlement of audit objections.**	
	Estimate committee :		
	(a) For departments reported upon or predominantly concerned.	**10 years**	
	(b) For other interested departments	**3 years**	
	Local audit		
	Public Accounts Committee :		
	(a) For departments reported upon or predominantly concerned.	**10 years**	**Subject to a copy of the report being retained permanently. The State Archives may be consulted before any file is destroyed.**
	(b) For other interested departments	**3 years**	
	Other departmental committees	**Appropriate retention periods to be determined by administrative departments concerned.**	
	Appropriation accounts	**3 years**	
	Accounts classification-opening of new heads.	**Permanent[1]**	
3.	**Advances**		
	Rules	**Permanent[1]**	
	GPF final withdrawal rules	**Permanent[1]**	
	Grant of all types of advances.	**3 years**	**Subject to :-** **(i) Suitable entries being made in pay bills register; and** **(ii) In case of motor car/motor-cycle/scooter**

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
			and house building advances :-
			(a) copies of sanction being placed on personal files, and
			(b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.
	Grant of final withdrawal from GPF	3 years	
4.	Payments and recoveries		
	Air passage bill	1 year after completion of audit.	
	Cancellation charges.		
	Contingent expenditure		
	Electricity charges-recovery	1 year	
	GPF annual statements	1 year	
	Grant-in-aid contributions and donations	1 year after completion of audit.	
	Hospitality fund		
	House rent and other allowances		
	Last pay certificate		
	Pay claims	10 years	
	Refunds	1 year after completion of audit.	
	Refreshment bills		
	Rent demand statements	1 year	
	Service postage stamps	1 year after completion of audit.	
	T.A./Transfer T.A. claim		
	Water charges recoveries	1 year	
	Reimbursement of legal expenses	1 year after completion of audit.	
	Reimbursement of tuition fee		
	Acceptance of credits/debits		

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
	Adjustment of missing credits/debits	**1 year after finalisation**	
	Arrear claims (including sanction for investigation, where necessary)	**1 year after completion of audit.**	
	Postal life insurance	**3 years[2]**	**Subject to suitable entries being made in the pay bill register and P.L.I. Index register.**
	Write-off of losses	**1 year after completion of audit.**	
	Expenditure sanction		
5.	**Administrative approval and technical sanction**		
	Rules	**Permanent[1]**	
	Major works	**10 years; or 3 years after completion of the work; or 1 year after completion of audit, whichever is later.**	
	Minor works		
6.	**Foreign exchange budget**		
	Rules	**Permanent[1]**	
	Estimates/Allocation	**3 years**	**The Finance Department or the department responsible for overall policy and co-ordination in the matter may retain these records for appropriate longer periods prescribed by it.**
	Periodical reports regarding allocation, release and utilisation.		

1. "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

2. Subject to a suitable entry being made in the appropriate service record (i.e. service book or service record) and an authenticated copy of the record/report/order being kept in the service book/personal file.

RECORD OTHER THAN FILES

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1.	Civil credit notes and stocks register thereof.	1 year after completion of audit	
2.	Register of monthly expenditure	To be weeded out after the appropriation accounts for the year have been finalised	
3.	Register for watching progress expenditure		
4.	Register for reconciliation of accounts		
5.	Register for watching progress expenditure on local purchase of stationery	1 year after completion of audit	
6.	Cash receipts, counterfoils and stocks register.		
7.	Petty vouchers not furnished to audit		
8.	Cash book	10 years	
9.	Appropriation register	3 years	
10.	Pay bill register	35 years	
11.	Acquittance roll	1 year after completion of audit	
12.	Postal life insurance register	3 years after all the policies entered therein have matured for	

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
		payment	
13.	**Increment register**	**1 year**	
14.	**Increment list**	**1 year after completion of audit.**	

H-PARLIAMENT/ASSEMBLY

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1.	Parliament/Assembly Matters		
1.	Rules	Permanent[1]	
2.	Assurances and undertakings Committees	3 years	
	(a) For departments reported upon or predominantly concerned	10 years	Subject to a copy of the report being retained permanently. The State Archives may be consulted before any file is destroyed.
	(b) For other interested departments	3 years	
3.	Cut-motions, resolutions/ calling attention notices-Vidhan Sabha		
4.	Questions-Lok Sabha, Rajya Sabha and Vidhan Sabha		
	(a) Admitted and answered/discussed.	3 years	Cases containing material of a great precedent/reference value may be maintained for appropriate longer period either

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
			initially or at the time of review.
	(b) Disallowed, lapsed or withdrawn	**1 year**	
5.	**Legislation**	**Permanent[1]**	

1. "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

RECORD OTHER THAN FILES			
Sr. No.	**Description of records Head/Sub-head**	**Retention period**	**Remarks**
1.	**Vidhan Sabha proceedings as maintained by Vidhan Sabha unit.**	**1 year**	**Subject to follow-up action being taken by the sections concerned on their own files to which relevant extracts may be taken.**
2.	**Register of Parliament/ Vidhan Sabha questions/ assurances.**	**1 year**	

PART-II RECORDS (OTHER THAN THOSE RELATING TO ESTABLISHMENT AND HOUSE KEEPING WORK) COMMON TO ALL DEPARTMENTS

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1.	Creation/abolition of offices	Permanent[1]	
2.	Re-organisation and re-distribution of functions :		
	(a) Inter-departmental	Permanent[1]	
	(b) Intra-departmental	Till they are superseded	One copy to be deposited with the State Archives.
3.	Bills, acts and ordinances	Permanent[1]	One original copy to be deposited with the State Archives
4.	Rules, regulations, codes, manuals, executive procedural instructions (including amendments and interpretations) :		
	(a) Statutory	Permanent[1]	
	(b) Non-statutory	5 years or till they are superseded	Subject to standing orders on the subject being maintained
	(c) Delegation of powers	Permanent[1]	
5.	Committee/commission of enquiry :		
	(a) Appointment (including composition, terms of reference status of	Permanent[1] if set up under a Govt. resolution: otherwise	The States Archives may be consulted before files pertaining

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
	members)	**appropriate retention periods to be determined by administrative departments concerned.**	**to any of these categories are weeded out.**
	(b) Reports (including their Processing and implementation)		
	(c) All other matters concerning the commissions/committees, e.g. evidences tendered before it, its proceedings.	**5 years after final decision on the report**	
6.	**Other committees, study teams, working groups, seminars, etc.**	**Appropriate retention periods to be determined administrative departments concerned.**	
7.	**International agreements, conventions, etc.**	**Permanent[1]**	
8.	**Annual reports**	**3 years**	
9.	**Monthly summary for the Cabinet**	**1 year**	
10.	**Monthly note for Indian Missions abroad.**	**1 year**	
11.	**Notices, agenda and proceedings of inter departmental meetings :**		

[1] "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete;

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
	(a) For departments organizing such meetings	**Appropriate period to be prescribed by departments concerned in their record retention schedule.**	
	(b) For other departments	**1 year**	**Subject to follow-up action, where necessary being taken on appropriate subject files, to which relevant extracts may be taken.**
12.	**Notices, agenda and proceedings of inter departmental meetings:**		
	(a) For units organizing such meetings.	**3 years**	**Subject to follow-up action, where necessary being taken on appropriate subject files, to which relevant extracts may be taken.**
	(b) For others	**1 year**	
13.	**Work study/Case study reports**	**3 years**	**Subject to a copy of the report being kept in the departmental being kept in the departmental library. Cased containing material of a high precedent/reference value may be retained**

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
			for appropriate longer periods, either initially or at the time of review.
14.	**Arbitration and litigation cases**	**3 years**	**Subject to :-**
			(a) the file not being closed until the award/judgement become final in all respects by limitation or final decision in appeal/revision, and
			(b) cases involving important issues, or containing material of high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.
15.	**Notices under section 80 of the Civil Procedure Code.**	**1 year**	**If such a notice is followed up by a civil suit, it would become arbitration/litigation case and would therefore, need to be retained for 3 years.**

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
16.	**Money order receipts and acknowledgements**	**1 year after completion of audit, and settlement of audit objections, whichever is later.**	
17.	**Circulars regarding holidays and closure of office**	**To be weeded out at the end of the year.**	
18.	**Attendance register.**	**1 year.**	
19.	**Despatch and Diary Register**	**5 years**	**Ref. No.1/1/89-2AR dated 3rd March, 2010**

PART-III RECORDS PERTAINING TO RIGHT TO INFORMATION ACT, 2005

Sr. No.	Description of Record	Retention Period	Remarks
1.	RTI cases disposed without attracting any first appeal	3 years	
2.	RTI cases attracting first appeal	3 years	
3.	RTI cases attracting second appeal (without any remarkable decision)	3 years or till the compliance of Commission's orders whichever is later	
4.	RTI cases attracting Second appeal involving a remarkable decision.	5 years	Judgement/Commission ruling 'B'
5.	First appeal cases file	3 years	As they may attract second appeal
6.	Second appeal cases file	3 years or till the compliance of Commission's orders	
7.	File relating to the administrative aspects or RTI Act, 2005 i.e. implementation, suggestion, guidelines etc.	3 years	
8.	File register of RTI application i.e. other than file.	'B' keep	

Note: 'B' keep- This category will cover file required for Permanent preservation for administrative purpose.

****

CHAPTER - XII

KNOWLEDGE MANAGEMENT – AIDS TO PROCESSING

12.1 What are aids to processing?

Knowledge management is the back bone of an Organisation. In case the functionaries of an Organisation are fully equipped with the requisite knowledge and aids to process the matters, the performance of the Organisation will certainly be more efficient and effective.

Aids to processing are tools of knowledge management used in an Organisation. Any mechanism that helps an officer—

- to learn his area of work; and
- in examination and disposal of a case
- it is an aid to processing.
- They are more effective if maintained electronically.

Examples of aids to processing are:-

(a)	**Note for the Successor**
(b)	**Standing process Sheet**
(c)	**Standing Guard File**
(d)	**Precedent Book**
(e)	**Reference Folder**
(f)	**Updated Rule Books**
(g)	**Standing Order/Delegation Order**
(h)	**Statement of Record & Retention**

12.2 Note for the Successor - Need for a Template.—

1. Movement of officers from one post to another by way of promotions/transfers/ deputation etc. is part of functioning in any organisation. It is the responsibility of the organisation to ensure that relevant induction material is provided to the new incumbent to enable him/her to perform his/her duties to the best of abilities.
2. Even though in Government organisations, all the required information is available in files, predecessors also play a very important role in passing on institutional memory as well as other urgent matters in this regard. Guidance

provided by the predecessors needs to be documented to ensure easy and ready access.

3. It is in this context that a note for successor from predecessor gains importance. A note should be prepared in a structured manner providing all inputs that a successor could look for and help him in his efficient and optimal performance.

4. The responsibilities may vary from one post to another post. The note for the successor generally has to be of uniform format across the levels. Such a note for successor has been developed as a common template irrespective of the level of officer/Post' However, modifications may be required in the common template depending upon the level and the present charge of the officer.

5. A Model Note for Successor. **(See Para 12.13 of this Chapter)**

12.3 Standard Process Sheet.—

(i) A process sheet is a mechanism used in an office to arrive at a decision. This is more commonly known as "Notes." A note is a written remark recorded on a case to facilitate its disposal. Generally speaking, a process sheet would include:

(a) a brief background, where necessary;

(b) facts of the case;

(c) reference to the rules, policy, guidelines, precedent etc.;

(d) course of action recommended by the dealing hand along with its implication;

(e) the points on which the decision is required; and

(f) the authority competent to decide

(ii) In cases of repetitive nature, standardise the notes to save time and energy. Moreover, it helps as a checklist of important points to be considered while processing the cases. It ensures that no essential point is missed out while considering the cases**.** A Standard Process Sheet is a skeleton note with pre-determined points of checks or aspects to be considered while processing cases of similar nature.

A Specimen of Standard Process Sheet: (Fixation of pay on promotion from one post to another) is given below:-

	Check points	Variable data
1.	Name	
2.	Nomenclature of the post held before promotion	
3.	No. and 1st Cell of the Functional Pay Level of the post held before promotion	
4.	No. and 1st Cell of the Pay Level of the employee before promotion	
5.	Pay drawn on the date of promotion	
6.	Date of next increment	
7.	Date of joining of the new post	
8.	Nomenclature of promotional post	
9.	No. and first Cell of the Pay Level of the promotional post	
10.	Whether benefit of one increment of promotion is admissible under the rules	Yes/No
11.	If Yes, Pay after adding benefit of one increment in the existing pay level of the employee	
12.	Pay to be fixed in the level of promotional post	
13.	Date of next increment	
14.	Any other details	

12.4 Use of Standard Process Sheet.—

(i) The details or facts and figures are to be provided by the Assistant/Dealing-hand. Apart from placing the facts, dealing hand ensures that no important point is overlooked when the case is examined and submitted to the senior officers. It helps in saving time because the information needed is visible more conspicuous manner to make out a viable proposal and to facilitate the competent authority to take well reasoned decision.

(ii) In cases other than of repetitive nature also the Standard Process Sheet can be devised.

12.5 Procedure to Devise a Standard Process Sheet.—

(i) The nature of cases handled by the dealing hands varies. Therefore, instead of focusing on specific cases consider the general aspects to be covered while designing the format. These would include providing space for:

- Facts of the case
- Reference to rules
- Suggested course of action
- Point on which decision is required
- Competent authority

(ii) The time that is spent to record such a detailed note in the conventional manner is reduced. The format of this skeleton note could be in such a way that on the left hand side of the note list out all the check points to be considered while processing. On the right hand side leave blank spaces to be filled in as and when the case is processed. The most important aspect of a standard Process sheet is that none of the checkpoints would go unattended. An example for this is given below:

(iii) Developing a Standard Process Sheet for 'acceptance of notice of voluntary retirement on 20 years' qualifying service' cases. First of all find out whether cases of voluntary retirement are of a repetitive type. If the answer is yes (in large organisations, normally there will be quite a few cases of voluntary retirement), first of all, the check points that need to be taken into account for processing the cases of voluntary retirement. List out such checkpoints, such as:

A Specimen of Standard Process Sheet of Voluntary retirement from service is given below:-

	Check Points	Variable data
1.	**Name of the Officer**	
2.	**Designation**	
3.	**Group of the post/service**	
4.	**Temporary/Permanent**	
5.	**Date of joining**	
6.	**Has he given three months' notice ? If no, has he sought relaxation of this condition ?**	
7.	**Date of submission of notice of Voluntary Retirement :**	
8.	**If yes, what is the last date of expiry of notice :**	
9.	**Whether any departmental/ judicial proceedings are pending against him**	
10.	**Whether any loan/advance is outstanding against him**	
11.	**Length of total service**	
12.	**Length of non-qualifying service**	
13.	**Length of service qualifying for pension**	
14.	**Reference to the rules or instructions under which the case is processed.**	
15.	**Recommendation of the dealing hand**	
16.	**Authority competent to take decision**	

Note.— These checkpoints have been, by and large, put in a logical order to show that this is how a Standard Process Sheet is to be devised. There exists a scope to add a few more to this checklist.

(iv) Once a Standard Process Sheet, on the lines given above, is cleared by the Branch Incharge and the Branch officer may make valuable additions. Once it is finalised, make copies of Standard Process Sheet. Paying attention to the layout of the Standard Process Sheet will help us filling it up neatly and legibly.

(v) As and when a resignation case is received and all the requisite information is collected, fill in the right hand side of the Standard Process Sheet. Assistant/Dealing-hand affix his signature on the left hand side of the Standard Process Sheet and submit the file to the next officer in the hierarchy. There are Standard Process Sheets, which can be easily photocopied on a normal note sheet. The recorded Standard Process Sheet will be filed on the notes portion of the file. In other words, it is to be treated exactly in the same manner as a normal note sheet is treated. Computers can also be used for this purpose. There are offices which have computerised work relating to processing cases of repetitive nature like grant of loans and advances or withdrawal/advance from the General Provident Fund. In fact, devising Standard Process Sheet helps in computerisation.

12.5 Reasons for Revising of Standard Process Sheet.—

Reasons for revising Standard Process Sheet could be :

a) change in the rules position or

b) change in the procedure itself.

For example, the minimum notice period for resignation to be given by the employee is done away with. This would need a revision in the Standard Process Sheet to the extent that this particular checkpoint will have to be deleted. on the other hand, if the rules are modified to strictly implement the notice period, one of the checkpoints, namely, “if not, has he sought relaxation of this condition”, will have to be deleted.

12.6 Standing Guard File.—

(1) A Standing Guard File is a folder maintained in all Branches/Sections to help in processing of cases and taking a decision in a case. It is a compilation consisting of the following three parts:-

(i) A running summary of the principles or policy or procedure on a subject with number and date of relevant decisions or orders quoted in margin.

(ii) Copy of the decisions or orders referred to, arranged in chronological order; and

(iii) Model forms of communications to be used at different stages of processing a case.

(2) As a compilation of all office Memoranda, notifications etc. on the subject required in the decision making process, it facilitates to understand the principles or guidelines or procedure relating to work allotted to a Dealing Hand / officer. it may also have a checklist of points to be taken into account while processing the case that is being examined.

(3) For example, a new Assistant/Dealing-hand is to process a case for release of grant-in-aid to an NGO under a scheme. A standing Guard File on the subject would contain the details of the scheme as a running summary, the entitlements, eligibility conditions, documents to be submitted by the NGO like utilisation certificate, etc. It would also contain the check list and model format to communicate the release of grant. It will also have the copy of the original communications through which the scheme was announced / amended. It helps the Dealing Hand to submit a draft to communicate the decision adopting the correct and standard form of communication to convey the complete decision from Part-III of the Standing Guard File. This reduces the time taken repeatedly to draft a communication.

12.7 Use of a Standing Guard File.—

While processing a receipt, the Dealing Hand will first identify the issue and collect all the information. Then consider possible course(s) of action to suggest applying the latest relevant rules and procedure. It is at this stage that the Standing Guard File on the subject is used:

- Glance through the running summary (Part-I) to assure that the rules and procedure contemplated is the same as the one to be adopted.
- Refresh knowledge and understanding of the provision of the rules (including the latest amendment) by reading Part-II of the Standing Guard File.
- To draft communications.

12.8 Creation and Updation of a Standing Guard File.—

(1) To create afresh a standing Guard File, the first step is to build Part-II by collecting copy of orders issued by the Department on the subject. Look for the previous references given in these orders and get a copy. Then, arrange them in chronological order.

(2) Go through these orders, jotting down the important aspects. Thereafter, prepare a summary of these points. Then put these summarised points in a logical sequence. Take previous years, files, if any, on the subject. Go through the correspondence portion of these files and take copy of the communications used at different stages of processing of the case. The finalised draft along with Standard Process Sheets would form Part-III of Standing Guard File.

(3) A standing Guard File would gradually lose its utility if it is not updated regularly. Therefore, one of responsibilities is to regularly update it. One of the ways to update it is to take a photo-copy of orders issued on the subject by the Department concerned, of important decisions taken within the organisation and keep them it in Part-II of the Standing Guard File in a chronological order. Depending on the content of these orders or decisions, there could be a need to update the summary by adding suitable paragraphs. Such paragraphs should be added only after preparing a draft, getting it cleared by the Branch Incharge and the Branch officer, and then type it on the original running summary. Similarly, as and when the forms of communication are revised or an additional one is devised, these too are to be added to Part-III of the Standing Guard File.

(4) To facilitate easy retrieval, Standing Guard Files are given a number. A Section has a list of Standing Guard Files maintained by it. A copy of this list is available with the Branch Incharge, all the dealing hands. The Branch Incharge normally gives the task of maintaining Standing Guard Files to the dealing hands concerned. One of the better ways of updating them is to make a copy of the original communication issued by the Department and keep it in Part-II. The original reference is normally kept in the case file. A copy of any decision taken within the Department on the subject is also kept in it. If this is done, the need for precedent folder may not arise.

12.9 Precedent Book.—

(1) While taking action on receipts, the Assistant/Dealing-hand examines cases with reference to the rules, regulations or guidelines on the subject. There are, however, instances when one come across cases where the rules, the regulations or the guidelines do not provide clear and specific answer for the issue under consideration. Precedent Book is a valuable tool for quick retrieval of past files on the subject under consideration. It is a Register designed to keep note of important rulings or decisions having a precedent value for ready

reference. one more important information the Assistant/Dealing-hand will find in it is the details regarding file number in which the decision having a precedent value was recorded.

(2) If there is no precedent, Assistant/Dealing-hand is to seek advice from the Department concerned. Often this sort of references result in delay in disposal of cases. This is mainly because the note sent may not cover all the issues clearly. or, the Department may seek additional information to decide the case. If a precedent does exist and Assistant/Dealing-hand suggested making a reference to the Department, he would contribute to delay in the decision making process.

(3) Format of Precedent Nook is given below:-

PRECEDENT BOOK	
Heading:	
Decision or ruling in brief	
Date:	**File No.**
Copy at page _____ in the folder.	

12.10 Use of Precedent Book.—

(1) The Precedent Book has all its pages numbered. A few pages are allotted to each standardized heading' Assistant/Dealing-hand makes entries under appropriate headings. These headings are arranged in an alphabetical order. In case the office follows conventional filing system, Assistant/Dealing-hand will only have standard-heads and sub-heads. A few pages are allotted to each standardised heading. This list of headings and page numbers allotted is pasted on the first page of the Register.

(2) To use the Precedent Book, Assistant/Dealing-hand is to go through the alphabetical order list of standardised subject headings. For example, if Assistant/Dealing-hand is looking for a precedent to decide a case on seniority, look for alphabet 'S' in the precedent Book. He will find the pages allotted to it which contains details of the case. After going through the decision recorded on the relevant page, if Assistant/Dealing-hand wants to see the file, he has the details of file number too. If necessary, he may link it with the current file and submit it to the competent authority for a decision on similar line. After the file is received back in the section, the old file with precedent value will be de-linked and returned to its place.

12.11 Creation of a precedent Book.—

(1) Creating a Precedent Book is similar to using it. But first locate files with precedent value. It is difficult to define the term "precedent value". A rigid view may not be taken on that the entries in this register should be only 'decisions' or 'precedents'. Assistant/Dealing-hand may also make entries relating to discussions on file leading to 'no decision' or 'no-precedents', also. 'No decision' cases are those which are examined in a file for a decision but the final outcome is to keep it on hold.

(2) For example, a section receives a proposal for creation of posts. Concurrently, there is a proposal for cadre review. A view may be taken to hold up the proposal for creation of posts till the cadre review is completed. This is an instance where discussions on file have lead to 'no decision'. If considered suitable, this 'no decision' may be a fit case for entry in the precedent Book' similarly, Assistant/Dealing-hand may examine a proposal to grant relaxation to one of the eligibility conditions provided in recruitment rules for promotion. After discussions on the file, the Department of General Administration may not agree to the proposal, strictly speaking, this is an instance of 'no- precedent', as relaxation was not given; but still in the Department this would be a case with a precedent value. The precedent value is that no relaxation was granted.

(3) The only criterion to decide whether or not a case should be entered in the precedent Book is on the basis of whether such a file is likely to be called up for reference in the near or distant future.

(4) Assistant/Dealing-hand may consider taking photocopy of the relevant correspondence and the notes portions of the file with precedent value and keep them systematically in a folder. Systematically would mean giving a fresh page number to the photocopied papers and keeping a record in the form of an index on the first page of the folder. He may also note the page reference in the Precedent Book. Between one set of photocopy of a precedent and another he may keep a blank colored sheet as a separator. This folder should be kept along with the Precedent Book in a file board. This kind of an institutionalised system would obviate the need to locate the old file. The Precedent Book along with the folder-containing photocopy of the relevant note/ correspondence portions should be kept in a safe place. It would not be a bad idea to assign this responsibility to someone in the section through a specific entry in the work-allocation chart in the section.

12.12 Updation of a precedent Book.—

An ideal time to make entries in the Precedent Book, therefore, is immediately after a decision of precedent value is taken. However, in any case, the entry must be made at least at the stage of recording the file.

(a) Reference Folder.—

Reference folder could be defined as a folder maintained by individual officers to help them in the processing of cases. It contains such basic details as considered necessary by the officer. Which are of immediate use for processing a case?

- Folder containing
- Copies of various orders, rules, instructions, guideline, etc. on a specific topic
- Data pertaining to the subject dealt with
- Normally, maintained by individual officers

(b) Importance of a Reference Folder.—

Reference Folder is useful for the Dealing Hand or an officer during the discussions with the senior officers or during a meeting, as it contains important orders and data. For instance, it may contain details of funds released under a scheme to different Departments during the last 3 years and also during the current financial year. It may contain details containing reasons why funds have not been released to a Department, details like outstanding Utilisation Certificates, etc.

(c) Making of a Reference Folder.—

Depending upon the need of the Dealing hand /Officer, the Reference Folder will be created. Thus, it would depend on the needs of the officer concerned. The Reference Folder needs to be updated regularly with the latest orders and data.

12.13 Responsibility Mapping.—

S. No.	Activity	Responsibility
1.	Note for a Successor	The Officer concerned*
2.	Standard Process Sheet	Branch Incharge*
3.	Standing Guard File	Branch Incharge*
4.	Precedent Folder (Book)	Branch Incharge*
5.	Reference Folder	Branch Incharge*

*The officer may ask the Assistant/Dealing-hand and other officers to help.

12.14 Model note for the Successor.—

- List of key areas/responsibilities related to key areas.
- Staff position at present
- A brief write up on the sensitive matters being dealt with in the Division.
- List of documents required by the officer for handling the responsibilities are annexed.
- What were the predecessor's experience of working in the ministry/Department and what steps need to be taken to improve the situation.
- Challenges that he/she has faced and how they have overcome the same.
- What are the constraints under which the work had to be undertaken.
- Details of counterparts in other Ministries with whom constant interaction takes place and also details of officers of nodal ministries/Departments.
- List of counterparts in various Departments along with the subject matter.

Sl. No.	Subject matter	Department concerned	Officer concerned	Office address and contact number

- Pending matters needing urgent attention.
- As far as possible the same computer system as was being used by the predecessors may be provided to the successors. This will ensure that all soft material is available to him to refer to and work on.
- Any other issues.
- **List of Important Documents**
  - About the Department
  - Second Schedule of Rules of Business of Haryana Government, 1977.
  - Relevant portion of the Business of the Haryana Government (Allocation) Rules, 1974.
  - Annual Report.
  - Organisation/Functional Chart.
  - Work allocation with details of work allocated to section.
  - List of attached offices, subordinate offices, autonomous bodies, PSUs.
  - Delegation of powers and Departmental instructions for decision making within the Organisation.

- Citizens' Charter.
- Parliamentary matters - A folder containing answers provided to previous questions, note for supplementary. Question days of the Ministry/Department.
- Court cases - Status of court cases requiring attention

Sl. No.	File No.	Subject of court case	Date of next hearing	Advocate handling the case with telephone No.

- Projects/schemes completed and under process.

Sl. No.	File No.	Subject of project/Schemes	Target date	Implementing Agency/Unit with contact details	Present position

- Level of ICT prevalent in the Department - List of important websites, E-office and File Tracking System.
- Budget provision and the status of utilisation of funds/budget. Action on additional budget requirement. pending Audit paragraphs
- RTI applications - pending
- Important instructions on files from senior officers on which responses are pending.
- Important meetings in the next fortnight. Follow up action on previous meetings.
- List of periodic reports that are generated by the office and that are received by the office.

****

CHAPTER - XIII
TREATMENT OF SECRET AND CONFIDENTIAL DOCUMENTS

13.1 Communication of secret document in an office.—

Government employees are prohibited by law from communicating any information to which access is obtained in the course of their official duties to anyone without an authority. Any dereliction of duty in this respect is an offence under the Indian Official Secrets Act, 1923. Only Ministers, Secretaries or any officer specially authorised by them may give information to the press. Clause (d) of sub section (1) of section 5 of the said Act applies equally to indiscreet conversation, correspondence or communication within or without the office, in connection with official secrets, except otherwise required under the provisions of Right to Information Act, 2005. It cannot be over-emphasized that any infringement of these orders shall be dealt with severely.

13.2 Essential Points for treatment of Secret and Confidential papers.—

(1) In the treatment of Secret and Confidential papers, the essential points are that they should pass through as few hands as possible in the office, that they should be dealt with only by/selected and responsible officials and that special arrangements should be made for their typing and despatch and safe custody after disposal.

(2) The personnel, who deal with ‘Secret’ or ‘Confidential’ papers should be thoroughly reliable from security point of view, and should, as far as possible, be provided with adequate physical security which includes their complete segregation from the rest of the office, other officials should not have access to the secret and confidential files and papers.

(3) In all branches, the Branch Incharge or the Dealing hands concerned should themselves deal with confidential cases. They should not be sent to Record Keepers for putting up papers but the Dealing hands should themselves do this.

13.3 Confidential Register—

For the purpose of registering and making separate files of confidential correspondence, a separate register will be maintained in each Branch in the prescribed form as at **Annexure-A to this Chapter**. The page of the Register should be numbered and a full or half page should be allotted to each case accordingly, as it is likely to consist of few or several papers. The register is also prefaced with a rough abstract or index of its contents, and this should invariably be posted up directly when a

fresh case is entered. The register runs on from year-to-year untill it is filled up, a proper break being observed at the end of each year.

13.4 Orders to be taken before registering confidential papers in doubtful cases.—

When a Branch Incharge thinks that a paper marked 'Confidential' is not a sufficiently confidential character to merit special treatment, he should ask for orders before bringing it on the register. If it is decided to register the papers in the office diary, the official who is to deal with it, should himself make the entry in the diary, nothing as the subject merely the word 'confidential'. For purposes of diary marking a slip should be sent to the diarist to mark off the number to the officer addressed. With a view to preventing a large accumulation of confidential papers in several branches of the office, orders should be taken at the end of each year as to whether some of the papers may not be placed with the recorded case to which they relate.

13.5 Paging of papers placed in sealed covers by Officer.—

If a case is so confidential that an officer sends it into office in a sealed cover not to be opened in office, that officer should himself see to the arrangement and numbering of the pages of the papers. He should also note down the last diary number on the cover.

13.6 Typing of confidential letters.—

When a confidential or secret letter is to be issued, it is incumbent on the Branch Incharge or the dealing hand concerned, unless directed by an officer to copy it himself, to have it typed himself or from his Steno and despatched under his personal supervision. The Branch Incharge or the dealing hand, in every case examine the work himself, only the worked to be typed (i.e. without the main file) should be given to the Steno-typists as the case may be, and, if it is not finished by the time the office closes, it should be taken back and locked up for the night. The Steno-typist should be cautioned against talking about the work in hand and his name should invariably be noted on the manuscript or on the typed copy of the draft, if the manuscript is to be destroyed. When confidential letters, which have been issued, are printed, and the original papers are to be destroyed, care should be taken to note on the file the name of the Steno-typist, who originally typed the letter.

13.7 Locking of file/folder in Computer System.—

The File/Folder of the confidential matter which is typed on the computer, the same should be locked by a password which can be opened by the Branch Incharge only.

13.8 Despatching of Confidential and Secret Correspondence.—

All Secret and 'Confidential' correspondence should be despatched in double sealed covers. In the case of 'Secret' and 'Top Secret' correspondence the inner cover should be sealed, marked 'Secret' or 'Top Secret' as the case may be, and super scribed with the name of the addressee, while the outer cover should only bear the official designation of the addressee and have no indication to show that the contents are of 'Secret' nature.

13.9 Duplication of Top Secret Papers.—

The number of copies made should be carefully recorded and each copy serially numbered and identified by number in the distribution of despatch list. Spare copies should be strictly limited and held in the custody of the official Incharge of the section dealing with the case. All drafts and rough notes and other routine papers of secret nature must invariably be destroyed as soon as the fair copies of the letters, notes etc. have been prepared. It shall be the duty of Branch Incharge to ensure that the matter typed on Computer of Branch is deleted in his presence.

13.10 Short-hand Note Books.—

Separate Short-hand note book should be issued to the Steno which will remain under the possession of the Branch Incharge under lock and key. The books should be burnt after six months in the presence of the concerned Branch Officer. Confidential matter should be got shredded or burnt carefully by the officials concerned in their presence, and not put in the waste paper baskets.

13.11 Disposal of waste papers.—

The greatest care should be taken both in officer's room and section in disposing of waste papers of all kinds. 'Top Secret' and 'Secret' papers must be destroyed by burning them in the presence of the officer responsible for dealing with them.

13.12 Custody of Register and Confidential files.—

The Confidential register and all secret and confidential papers should be kept under lock and key. For this purpose, each Branch Incharge has an almirah. However, a duplicate key should be with the Branch Officer concerned in case papers are required in the absence of the Branch Incharge. The main key should be kept in the personal custody of the Branch Incharge who should allow no one but himself to have access to the confidential almirah. Branch Incharge will ordinarily keep in their almirahs the disposed of confidential cases for three years. Confidential cases of older date will be made over to the Branch Incharge of Records Section to be kept confidentially with the

same precautions as a Branch Incharge is required to observe. On transfer of Branch Incharge, all the confidential record should be handed over to the successor in the presence of Branch Officer concerned.

13.13 Removal of file from the office.—

Secret papers must, in no circumstances, be removed by any official from the office. However, ordinary papers may be removed by an official to his residence in accordance with the instructions of Branch Officer concerned.

13.14 Slip on every case.—

'Top Secret' 'Secret' or 'Confidential' slip depending on the nature of secrecy of the case, should be fixed on every case as also its cover.

13.15 Delegation of powers to personal staff.—

The officers on their own accord may delegate powers to their Private Secretary/Personal Assistant for opening of confidential envelopes.

13.16 Treatment of confidential demi-official letters.—

When demi-official correspondence is so confidential that it cannot be sent into the office in a closed cover to be kept with its file, the officer or the Branch Incharge under the orders of the officer retaining it, should send a slip to the recorder of the branch concerned to the effect that he has retained demi-official correspondence on such and such a subject in his own keeping. This slip should be kept with the official correspondence, so that the fact that there are demi-official papers in the case may not be overlooked. In 'Top Secret' cases, whether papers come to office in a closed cover or there is an officer's slip, a "keep with" note kept in the file. A closed cover containing confidential papers exists in this case, and has been retained by……(Name and Designation). An examination of the manuscript file will at once show whether the confidential papers are in a closed cover or with an officer. In 'Secret' and 'Confidential' cases, no special arrangement is necessary.

13.17 Passage of confidential and Secret cases from and to Officers.—

(1) In their passage from the office to officers and vice versa - confidential and secret papers should either be passed direct from hand to hand, or be submitted and returned under sealed cover.

(2) When a case is sent to an Administrative Secretary in a closed cover, the date on which it is sent and the diary number of the case should be inserted on the cover.

(3) To ensure that such file are not tampered with, the officer who sends out the file or papers, should write his initials or Signature on the slip in such a way that part of the signature or initials is on the portion of the flap of the envelope and the rest on the remaining portion of the envelope.

(4) Where confidential papers have to be sent to officers at their residences, they should invariably be sent in a sealed cover. The Peon/official taking the cover to the officer's residence should be instructed to obtain the signature of the officer to whom the papers are addressed, if he is present, and if not, he may obtain the signatures of any person of the household in token of having received them.

13.18 Confidential reference to outside officers.—

When it is required to consult another outside Department, in connection with a confidential case, only the papers that are absolutely necessary for the purpose of the reference should be sent with the file, and a list of the papers so sent should be kept on the retained portion.

13.19 Requisition for papers from Special Branch.—

(1) Papers are not to be requisitioned from the **Special Branch of Police Department** except on a requisition signed by an Administrative Secretary. Papers which are confidential should never be returned to the Special Branch, except in a closed cover addressed to the Head of the Criminal Investigation Department.

(2) Under standing orders of the Criminal Investigation Department, Special Branch files sent to the Chief Secretary and Home Secretary are required to be handed by them only and must not leave their personal custody, if any such files are sent inadvertently into the office in an open condition, they should be handed back personally to the Administrative Secretary concerned.

(3) Treatment of covers marked 'Secret' or 'Confidential'.— Covers received which are marked with the word "Secret" or "Confidential" should be sent unopened to the officer to whom they are addressed. Covers marked with the word 'Secret' or 'Confidential' only, and without the name or designation of any officer on either the inner or outer cover, should be submitted unopened to the Chief Secretary.

13.20 Treatment of papers from Government of India Marked Top Secret.—

Papers received from the Government of India or other States and marked 'Top Secret' will be dealt with by the officer not below the rank of Under Secretary/Branch Officer

concerned and remain in his custody after disposal. Such papers must, on no account, be allowed to be seen by an officer/official lower in status than that of a Branch Incharge.

13.21 Covers of Secret and Confidential correspondence.—

All Secret and 'Confidential' correspondence should be despatched in double sealed covers. In the case of 'Secret' and 'Top Secret' correspondence the inner cover should be sealed, marked 'Secret' or 'Top Secret' as the case may be, and super scribed with the name of the addressee, while the outer cover should only bear the official designation of the addressee and have no indication to show that the contents are of 'Secret' nature.

13.22 Printing of Secret and Confidential documents and treatment of copies of Secret printed letters etc.—

When a confidential letter has been ordered to issue in print, the Branch Incharge concerned will himself deal directly with the Controller of Printing and Stationery, or in his absence with his Deputy. The work will then be made over to the section holder in charge of the confidential section, and in case there is no separate confidential section, the General Foreman will see that every confidential copy struck off is impressed on the top, with the word 'Confidential', 'Secret' or 'Top Secret' as the case may be, and that in the imprint at the end, the total number of copies printed, and the date of printing is noted.

13.23 Custody of seals.—

All departmental seals should be numbered and a list thereof maintained by the Head of Office showing the persons to whom each seal has been issued. All such persons will be held responsible for the safe custody of the seals issued to them. Should any seal be lost or mislaid, the fact must be brought immediately to the notice of the Head of Office. The Head of Office should hold frequent checks to ensure that the stock of departmental seals is kept intact.

13.24 SECURITY DO'S AND DON'TS.—

(1) If you observe any breach of security, report it at once.

(2) Don't leave your room with your secret papers lying on your desk. Look up all secret papers even if you leave your room for a short while.

(3) Don't sign receipts for secret papers without careful scrutiny, look through the entries, checkup the contents and see that you sign for the correct papers,

(4) Don't throw crumpled or torn classified papers in the waste paper basket. They should be shredded.

(5) Don't type or Photostat or print more than the minimum number of copies actually required. Give a serial number to every copy of a secret paper e.g. "Copy No. 2" etc. and keep a note of the serial numbers of the copies issued to different officers.

(6) Don't keep spare secret papers unless you actually require them. Destroy all drafts, rough notes, spare copies, notebooks, as soon as possible. Also delete the matter from the Computer if it was typed on a Computer which is not under the custody of Branch Incharge.

(7) Don't send secret papers open through peons. Send them in locked boxes or sealed covers.

(8) Don't handle graded papers without a security classification. Stamp the correct security classification.

(9) Don't make notes on Security Subjects in your diary. If you must, destroy the notes as soon as you have finished with it

(10) Don't discuss secret subjects on the telephone. It is not safe.

(11) Don't transmit secret papers by Fax or E-mail unless access at the receiving end is properly restricted.

(12) Don't display your knowledge of secret information. It will not impress anyone who counts, and it might land you in trouble.

Annexure-A

(See Para 13.3)

CONFIDENTIAL REGISTER

Branch_____

List of Contents

No. and Date of letter						Date of Receipt			File No.			
Branch No.	Day	Month	Year	Day	Month	From Whom	Subject	When submitted and to whom. Each time a case leaves the branch an entry should be made in this column showing to whom the file has been sent and the date on which sent. The previous entry at the same time should be neatly scored through. The number and date of any little issued should also be noted.	Each paper to be given a separate number.	No. of spare copies received from the press.	Annual file Number	Remarks

****

CHAPTER - XIV

MEASURES FOR PREVENTION OF DELAYS

14.1 Responsibility of Branch Incharge.—

(1) The primary responsibility for expeditious disposal of work and timely submission of arrear-and-disposal statements rests with the Branch Incharge concerned. To this end, he will inspect the sections, register and the assistant's diaries, and take such other action as may be necessary to ensure:

(a) that no paper or file has been overlooked; and

(b) that no receipt or case though actually pending with the dealing hand, has been excluded from the relevant arrear statement.

(2) The Branch Officer also will keep a close watch on the progress the sections under his control. In particular, he will ensure that the arrear and disposal statements are submitted punctually and regularly. **Necessary MIS reports are available in eFile to monitor the progress of work.**

14.2. Time limits for disposal of cases.—

Time Limits will be fixed for disposal of as many types of cases as possible handled in the Department through Departmental instructions. As a general rule, no official shall keep a case pending for more than 7 working days unless higher limits have been prescribed for specific types of cases through Departmental instructions. In the situation of a case remaining with an official for more than the stipulated time limit, an explanation for keeping it pending shall be recorded on the note portion by him. The system of exception reporting will be introduced to monitor the disposal of receipts.

14.3. Weekly arrear statement.—

(1) On the first working day of every succeeding week, each dealing hand will give particulars of receipts/cases pending with each dealing hand for more than 7 days in the form at **APPENDIX-1**

(2) The Branch Incharge will also prepare similar statement in respect of receipts/cases required to be dealt with by him and pass them on to the concerned Assistant.

(3) The Assistant will consolidate the above statements in the form at **APPENDIX-2** and submit the consolidated statement to the Branch Incharge on the same day.

In a computerised environment the Branch Incharge will generate a pendency statement from the computer on the first working day of every week.

(4) The Branch Incharge will :

(a) check the consolidated arrear statement for accuracy;

(b) scrutinize the statement of receipts/cases which are more than one week old;

(c) give his remarks or instructions, where necessary; and

(d) submit the statements to the Branch Officer.

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

(6) on receipt back in the section, action will be taken as per directions.

Necessary MIS reports are available in eFile to monitor the progress of work.

14.4 Monthly statement of cases pending disposal over a month.—

(1) Every section will prepare, each month, a statement indicating briefly the position of each case in a case sheet (as in APPENDIX-3) pending disposal for over a month.

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

(a) go through the case sheets of pending cases for the preceding month and indicate the latest position of each case included in column 2 of the statement.

(b) prepare fresh case sheets for cases opened during the preceding month but not yet finally disposed of, by completing columns 1 and 2 of the form and placed on top; and

(c) hand over the case sheets to the dealing hands concerned.

(3) The dealing hand will :

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

(b) draw a red line across case sheets of cases that have been finally disposed of or transferred to call book

(c) complete column 3 of other case sheets; and

(d) return the case sheets to the diarist by the 2nd of the month following that to which the statement relates.

(4) The Assistant will:

(a) remove the case sheets of files that have been finally disposed of or transferred to call book for being kept in a separate folder;

(b) arrange the remaining case sheets in chronological order of the dates of the commencement of cases, the latest being on top;

(c) place the case sheets in a file cover marked 'Monthly statement of cases pending disposal for over a month';

(d) prepare a numerical abstract in the form at **APPENDIX- 4**; and

(e) submit the monthly statement and the two copies of the numerical abstract to the Branch Incharge by the 3rd of the month.

(5) Branch Incharge will :

(a) scrutinize the case sheets and, where necessary, add his remarks;

(b) check the numerical abstract for accuracy;

(c) submit the monthly statement and one copy of the numerical abstract, with a brief forwarding note, to the Branch Officer by the 5th of the month; and

(6) Unless otherwise provided in the Departmental instructions, the monthly statement together with the numerical abstract will go up to the Under Secretary. Each of these officers may:

(a) add such remarks as he would like to make about latest position of a case;

(b) in suitable cases give directions or make suggestions for expeditious disposal

(7) The Under Secretary may bring any case included in the monthly statement to the specific notice of higher officers or Minister, either through submission of the monthly statement itself or otherwise, as deemed fit.

Necessary MIS reports to monitor the monthly progress of work have been provided in eFile.

14.5 Call Book.—

(1) If a current case has reached a stage when no action can or need be taken (e.g. cases held up in law courts) to expedite its disposal for at least 6 months, it may be transferred to the call book **(APPENDIX-5)** with the approval of an officer not below the level of Branch Officer/ Divisional Head.

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

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

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

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

In eFile, to deal with such cases facility of Parking is provided.

14.6 Watch on disposal of communications received from Members of Parliament and High Offices.—

(1) The personal staff of each Under Secretary/Secretary/Director (if the Director submits cases direct to Secretary/Principal Secretary) will maintain a separate register of communications received from Members of Parliament and High Offices in the form given in APPENDIX-6. The serial number at which a letter is entered in this register will be prominently marked on that letter together with its date of registration e.g.,'125/JS/MP' / 20.03.2019

(2) To keep a special watch on speedy disposal of communications received from Members of Legislative Assembly/Members of Parliament/High Offices, each section will;

(a) maintain a register as in form at **APPENDIX-7**; and

(b) mark out prominently those communications finally disposed of by circling the serial numbers in the register in red ink.

(3) If for any reason an M.P.'s/M.L.A.'s letter is received by a section without being registered in the personal section of the Under Secretary/Secretary/Director, it should be got registered there immediately.

(4) On the first working day of each month, each section will submit the register, along with the report in the form at **APPENDIX-8** to the Under Secretary/Deputy Secretary. The report, with the remarks of Under Secretary/Deputy Secretary, will be submitted to the Director/Joint Secretary and register will be returned to the section.

(5) The personal staff of the Under Secretary/Secretary/Director will check whether all the communications entered in its register figure in the reports sent by the sections. If any discrepancy is found, it should be reconciled. Thereafter, the report will be submitted to the Under Secretary/ Secretary/Director for scrutiny and for such other action as he may consider appropriate.

(6) Departments through Departmental instructions, include additional columns in the forms at Appendices 6,7 and 8 to suit local needs

(7) An illustrative list of High Offices is available at **APPENDIX-9**

In eFile, utmost importance has been given to deal with VIP cases. Every letter received form VIP is tagged with unique VIP tag and their details are saved automatically. Mechanism for easy tracking and monitoring for VIP letter are also provided in the system.

14.7 Monitoring of Court/CAT cases and implementation of Court/CAT Orders.—

(1) The Personal section of each Under Secretary/Secretary/Director (if the Director submits cases direct to Secretary/Principal Secretary) will maintain a separate register of Court/CAT Cases from the date of filing the petition/ application in Court/CAT in the form given in APPENDIX-10. The serial number at which a petition is entered in the register will be prominently marked on the petition/application together with its date of registration e.g. 12/JS/Court/CAT Case 18.9.2019

(2) To keep a watch on status of Implementation of Court/CAT judgments/orders, each section will :

(a) maintain a register as in form at **APPENDIX-11**; and

(b) mark out prominently those Court/CAT cases finally implemented /disposed of by rounding off the serial numbers of the register in red ink and give date of implementation of Court/CAT orders.

(3) If for any reason Court/CAT case is received by a section without being registered in the personal section of the Joint Secretary/Director, immediate steps will be taken to get it registered there.

(4) On the 1st & 1-5th day of each month, each section will submit the register along with the reports in the form at Appendices 10 & 11 to the Under Secretary/Deputy Secretary. The report, with the remarks of Under Secretary/Deputy Secretary, will be submitted to the Director/Joint Secretary and register will be returned to the section.

(5) The personal section of the Under Secretary/Secretary/Director will check whether all the Court/CAT cases entered in its register figure in the reports sent by the sections. If any discrepancy is found, it should be reconciled. Thereafter, the report will be submitted to the Under Secretary/Secretary/Director for scrutiny and for such other action as he may consider appropriate.

(6) Department may through Departmental instructions include additional columns in the forms **at Appendix-10 and Appendix-11** to suit local needs.

14.8 Requests received under Right to Information Act, 2005 (RTI) .—

The applications received under Right to Information Act, 2005 (RTI) will be dealt with and monitored by the Assistant Public Information Officer, Public Information Officer, State Public Information Officer and Appellate Authority as per the relevant provisions contained in the RTI Act, 2005.

14.9 Register of Parliamentary Assurances.—

(1) Each section in a Department will keep a record in the form at **APPENDIX-12** of Assurances given by a Minister to either House of Parliament, whether in replies to questions or in the course of discussions on Bills, Resolutions, Calling Attention Notices, Motions, etc. A separate register will be maintained for each House and entries therein will be made session-wise'

(2) The Branch Incharge will :

(a) scrutinize the registers once a week;

(b) ensure that necessary follow-up action is in fact being taken; and

(c) submit the registers to the branch officer every fortnight if the House concerned is in session and once a month otherwise, drawing his special attention to the Assurances which are not likely to be implemented within a period of three months.

(3) The branch officer will keep the higher officers and the Minister informed of the progress made in the implementation of assurances given by him in Parliament/Assembly. Cases, in which there is likely to be any delay in the implementation of a promise or an undertaking should be particularly brought to their notice well in advance.

In eFile, facility for tagging Parliament/Assembly Assurance matters and subsequently generation of MIS report for timely monitoring of such cases are given.

14.10 Check-list of periodical reports.—

(1) To ensure timely receipt, preparation and dispatch of periodical reports, each section will maintain two check-lists, one for incoming reports and the other for outgoing reports, in the forms at **Appendix-13 and Appendix-14** respectively. All periodical reports will be listed in column 2 of the appropriate check-list in the order of their frequency, weekly reports being entered first, fortnightly reports next, and so on. (2) The check-lists will be prepared at the commencement of each year, approved by the Branch Incharge, shown to the branch officer and displayed prominently on the wall.

(2) The Branch Incharge will go through the check-lists once a week to plan action on items requiring attention during the following week or so. After a periodical report has been received or dispatched the relevant entry in the date column of the appropriate check-list will be circled in red ink.

14.11 Review of periodical reports/returns.—

(1) All periodical reports and returns relating to each section will be reviewed at the level of Secretary or above every three years with the following objectives;

-to eliminate those that are unnecessary;

-to redesign those that do not provide information/data in usable form;

-to rationalise/simplify the essential ones by combining two or more of them, if possible; and

-to revise the frequency in relation to the need with due regard to constraint of time required for collection of information/data from field levels.

(2) The results of the review during each year will be reported by the section to the Section designated for handling work by 7th of April.

(3) The Section designated for handling work will consolidate the reports received from various sections and send a report covering the Department as a whole, to the Administrative Reforms Department, by the 30th of April as per item 5 of **APPENDIX-15.**

APPENDIX-1
Statement showing particulars of receipts/cases in hand for more than 7 days
[See Para14.3 (1)]

Name of Branch/Section/…….Week ending……..

Diary No.	Date from which pending	Brief Subject	Reasons for delay	Remarks of Branch Incharge/ higher officer	Action taken on remarks in Column No. 5
1	2	3	4	5	6

APPENDIX-2
Weekly Arrear Statement in Consolidated form for the section as a whole
[See Para14.3 (3)]

Name of Branch/Section…….

Week ending	Number of receipts/cases				In hand		Initials of Branch Incharge
	B.F. from previous week	Received during the week	Total of Cols. 2 and 3	Dealt with during the week	Total	Over 7 days	
1	2	3	4	5	6	7	8

APPENDIX-3

Case Sheet

[See Para14.4(1)]

File/Diary No…… Date of commencement…….

Subject…….

Month ending	**With whom pending and since when**	**Reasons for delay**	**Remarks of Under Secretary and/higher officer**
1	**2**	**3**	**4**

INSTRUCTIONS

(1) A separate sheet will be maintained for each case.

(2) The statement will cover not only originating section's/desk's own files but also files received by it from other section/desks/Departments and other P.U.Cs. for which no file has been opened. Their diary numbers will identify the last two categories of cases.

(3) The date of commencement of a case will normally be the date of receipt of the PUC and can be ascertained from the file register in the case of originating section's/desk's own files and from the section/desk diary or assistant's diary, in other cases.

(4) Entries in column 2 will be made on the basis of entries in the file movement register/ Section Register/ Desk Register.

APPENDIX-4
Numerical abstract of cases pending disposal over a month
[See Para14.4 (4) (d)]

Branch/Section … .....

Year……..

As on the last day of	**Number of cases (other than those transferred to call book) pending disposal between**						**Number of cases transferred to call book**	**Initials of Branch Incharge/ Desk functionary**
	1 & 3 months	3&6 months	6 & 12 months	1 & 2 months	Over 2 yrs	Total of cols. (2)-(6)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Jan								
Feb								
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								

APPENDIX-5
Call Book
[See Para14.5 (1)]

Sl. No.	File Number	Date of commencement of file	Subject	Reason why no further action can be taken for over six months	Date on which action is to be restarted	Remarks of B.O./ Divisional head at the time of review	Date of restarting
1	2	3	4	5	6	7	8

APPENDIX-6
Register for keeping a watch on the disposal of communications received from Members of Parliament/Members of Legislative Assembly/High Offices

(To be maintained by personal staff of Admn. Secretaries/HODs)

[See Para14.6(1)]

Sl. No.	Reg. No. & Date	No. and date of communication	Name of M.P.	To whom addressed	Brief Subject	Section/desk concerned	Remarks
1	2	3	4	5	6	7	8

APPENDIX-7

Register for keeping a watch on the disposal of communications received from Members of Parliament/Members of Legislative Assembly and High Offices

(To be maintained by Branch/Sections)

[See Para14.6(2)(a)]

Name of Branch/Section……..……..

Sl. No.	Diary no. & date	Name of	To whom address	Subject	Date of acknowledge	File No.	Date of interim	Date of final reply	Remarks
1	2	3	4	5	6	7	8	9	10

APPENDIX-8

Particulars of M.Ps./M.L.As/VIPs letters pending over a fortnight
[See Para14.6(4)]

Sl. No.	Name of M.P.	Date from which pending	Brief subject	Reason for delay	Remarks of Branch Officer/Divisional Head/Jt. Secy.	Action taken on the remarks in column 6
1	2	3	4	5	6	7

APPENDIX-9

Illustrative list of VIPs [Workshop]
[See Para14.6(7)]

(1) President
(2) Vice President
(3) Prime Minister
(4) Governors of States
(5) Former Presidents
(6) Deputy Prime Ministers
(7) Chief Justice of India
(8) Speaker of Lok Sabha
(9) Cabinet Ministers of the Union
(10) Chief Ministers of the States
(11) Deputy Chairman (Planning Commission)
(12) Former Prime Ministers
(13) Judges of the Supreme Court
(14) Chief Election Commissioner
(15) Comptroller & Auditor General of India
(16) Ministers of State of the Union
(17) Attorney General of India
(18) Chief Justice of High Court
(19) Cabinet Ministers in States/Chief Ministers of Union Territories
(20) Chairman, Minority Commission
(21) Chairman, Scheduled Castes and Scheduled Tribes Commission
(22) Chairman, Union Public Service Commission
(23) President's Office
(24) Prime Minister's Office

APPENDIX-10

Details of Pending Court/CAT Cases
[See Para14.7(1)]

Sl. NO.	Petition /OA No. with date	Name of Court/Bench of CAT	Major issues involved	Date on which Counter Affidavit was filed	Date of filing subsequent affidavits, if any	Present Status of the case
(1)	(2)	(3)	(4)	(5)	(6)	(7)

APPENDIX-11

Status of Implementation of Court/CAT Judgements
[See Para14.7(2)(a)]

Sl.No.	Petition/OA No. with date	Name of Court/Bench of CAT	Date of judgement	Time-frame, if any, given by Court for implementation	Major Issues	Whether the appeal/review application against the judgement	Status of the appeal/review application	If no appeal etc. has been filed, present status of action taken to implement the judgement	Reason for delay in implementing the judgement	Whether any contempt petition has been filed for delay in implementation or against the manner of implementation of the judgement
1	2	3	4	5	6	7	8	9	10	11

APPENDIX-12

Register of Parliamentary Assurances
[See Para14.9(1)]

Branch/Section……Lok Sabha/Rajya Sabha/Haryana Vidhan Sabha

Sr. No.	Date	Reference	Subject	Assurance	How	Date on which	
						Sent to Parliamentary Affairs	Laid the table of the House
1	2	3	4	5	6	7	8

INSTRUCTIONS

(1) Column 2 will show the date on which the assurance was given.

(2) column 3 will indicate the No. of the question, name of bill, resolution, motion, etc. in connection with which the assurance as given and also reference to the communication from the Department of Parliamentary Affairs with which it was received.

APPENDIX-13

Check list for watching receipt of incoming periodical reports for the year…… [See Para14.10(1)]

Department of…….. Branch/Section……

Sl. No	Title of the Report & File No.	Periodicity	Due date of Receipt											
			Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

INSTRUCTIONS

(1) If the periodicity of a report is more than a month, the prescribed date(s) will be shown under the appropriate months only. For example, if a quarterly report is due on 15th January, April, July and October, only cols. 4, 7, 10 and 13 will be filled by indicating the figure 15 under each.

(2) If a report is to be received more than once in a month, two or more entries depending on the frequency of the report will be made in columns 4 to 15. Thus, for instance, fortnight report will require two entries to be made under each month.

APPENDIX-14

Check list for Watching despatch of outgoing periodical reports for the year…
[See Para14.10(1)]

Department of…….

Branch/Section…..

Sl. No.	Title of the Report & file No.	Periodicity	Due date of despatch											
			Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

INSTRUCTIONS

(1) If the periodicity of a report is more than a month, the prescribed date(s) will be shown under the appropriate months only. For example, if a quarterly report is due on 15th January, April, July and October, only cols. 4, 7, 10 and 13 will be filled by indicating the figure 15 under each.

(2) If a report is to be despatched more than once in a month, two or more entries depending on the frequency of the report will be made in columns 4 to L5' Thus, for instance, fortnight report will require two entries to be made under each month

APPENDIX-15

Report on Organisation & Methods Activities
[para 14.11(3)]

Department Year Ending
March, 2022

(1)	Have the instructions been issued regarding fixation of final levels of disposal of cases and channel of their submission.	
	If yes, month & year of issue for the first time and subsequent review done.	
	Have these instruction been extended to any new type of cases during reviews.	
(2)	Whether Tel. No. and complete address of Officers signing the communications, are being written.	
(3)	Recording of Files	
	Total No. of files which are due for recording at the start of the year.	
	Which became due for recording during the year.	
	Which were recorded during the year.	
	Which remained due for recording.	
(4)	Other aspects of Record Management	
	Whether indices are maintained for records retained.	
	Whether record retention schedule is being maintained.	
	No. of special drives carried out during the year. Files weeded out during the drives.	
(5)	Review of files	
	Total No. of files.	
	which were due for review at the start of the year.	
	which became due for review during the year.	
	which were reviewed during the year.	
	Out of reviewed during the year.	
	No. of files marked for further retention.	
	No. of files marked for destruction.	
(6)	Review of periodical Reports and Returns:	

Total Number	Reviewed	Streamlined/ Rationalised by Amalgamation/ Reducing Frequency	Eliminated	Currently in Use

(7)	Position of Pending cases over one year:	

Period	MP References	Court cases	Others	Total
1-2 Years old				
2-5 Years old				
More than 5 Years				
Total				

(8)	Annual Inspection of Branches	
	Total number of Branches	
	No. of Branches inspected during the year	
(9)	Inspection of Departmental Record Room (DRR)	
	Whether DRR was inspected jointly with the State Archives, Haryana.	
	Total No. of files held in DRR	
	at the start of the year	
	at the end of the year	
	Out of the above, No. of files over 25 years old	
	at the start of the year	
	at the end of the year	
	No. of files reviewed jointly with the State Archives, Haryana.	
	No. of files transferred to the State Archives, Haryana after review.	
(10)	Consolidation of Orders/Instructions	
	- Total Number Due	
	- Compiled/Consolidated	
(11)	Review of rules, regulations & Manuals	
	- Total Number	
	- reviewed during the year	
	- reviewed during last 5 years	
(12)	Review/simplification of forms :	
	Total number of forms in use	
	Whether Forms Control Committee has been set up. If so, when	

	No. of forms reviewed and eliminated	
	No. of forms reviewed and simplified	
(13)	Whether Induction material is maintained:	
(14)	Whether Time limits have been fixed for disposal of various types of cases:	
(15)	Whether any suggestions scheme has been introduced:	
(16)	Whether any O&M study was conducted during the year :	
(17)	Composition of O&M/designated section to handle work of IWS:	

Officers at the level of	Name and designation	Office Address with Room No., Floor No., Building/Road name etc.	Tele No.
Additional Secy./ Joint Secy. incharge of O&M unit			
O&M Officer **Dy. Secretary/Dir.**			
Under Secretary			
Branch Incharge			
Research Assistant/ Assistant			
Investigator/Clerk			

Notes.—

(1) This report duly filled in should be sent to Administrative Reforms Department by April end every year.

(2) Any additional information relating to Administrative Reforms introduced, O&M studies undertaken, and suggestions for improving efficiency in administration might be given in a separate note.

****

CHAPTER - XV
INSPECTION

15.1 Vision.—

(1) Inspections are not investigations. They are to find facts or state of affairs; and improve functions, to help introspection rather than find faults or lapses for punitive action. The work of inspection activity in the State has been assigned to Administrative Reform Department. The inspections are intended to inter-alia

(i) verify whether the procedure and norms prescribed in the manual, policies and rules are being observed in practice; and

(ii) the inspection should not only detect act of omissions and commissions but also provide practical guidance as to how they shall be remedied.

(2) It has always been the effort of the State Government to bring improvements in administration with a view to increase the functional efficiency in government offices. The aim can be achieved by way of simplification and improvement of office methods and procedures keeping pace with innovations due to computerisation and liberalisation in existing methods and procedures and their meticulous implementation, detection and elimination of delays, maintaining punctuality in government offices conducting work studies for requirement of additional staff and conducting in depth studies to suggest reformative and remedial measures etc.

(3) Each Branch of the Department will be inspected at least once a year to ascertain the extent to which the provisions of this manual and the instructions issued thereunder are being followed. Useful tips on the spot for improvement will also be given by the Administrative Reforms Department.

15.2 Object.—

(1) To achieve the object of the approach of the State Government to provide a clean, efficient and people oriented administration wherein the gap between public and the administration is minimized and legitimate demands of the people are satisfied appropriately, the Administrative Reforms Department provides guidance from time to time and other departments of the State Government aspire to have good results by way of simple and improvement in office methods, procedure and detection & elimination of delays. In order to strengthen these activities and also to seek participation in the reformative progress by various

departments/organisations, the State Government has decided to introduce the system of "Administration Efficiency Audit" for offices of Head of Departments. In this system internal audit will be done by a senior officer of the department itself and external audit will be conducted by the Administrative Reforms Department through periodical inspection as detailed above. This kind of audit will help to identify delays and eliminate them to the extent possible.

(2) In order to boost and coordinate the Organisation and Methods (O&M) activities simultaneously in all departments, the State Government directed all Head of Departments to designate one of the existing senior officer of the department having practical knowledge of office methods and procedures (in addition to his normal duties) as 'O&M Officer' to perform the duties of supervision, control and guidance in respect of O&M activities in the department. In view of the duties an officer who is designated as 'O&M Officer' is considered to be the most suitable person to undertake the work of internal audit of his department. He may perform the duties of "Random Sampling Method" and remedial measure to avoid detected delays.

(3) The officer so designated must have healthy contacts with the staff and be able to inculcate them in the sense of his being an officer to whom they can look forward for guidance in their work.

15.3 The duties of "O & M Officer".—

(i) To work as "link" between his department and the Administrative Reforms Department.

(ii) To conduct surprise checking periodically to ensure the punctuality in attendance and to detect delays.

(iii) To investigate into the causes of deterioration of efficiency in his department, locate the defects, devise remedial measure and to make efforts to awaken the consciousness for efficiency in the office staff.

(iv) To simplify the procedure and work methods at all levels in the department aiming at increasing efficiency and reducing the costs.

(v) To ensure strict compliance of instructions/directives/inspection reports etc. issued by the Administrative Reforms Department from time to time. Also he will make available all types of information requisitioned by Administrative Reforms Department.

(vi) To guide the staff of his department in the performance of their normal and day to day functions.

(vii) To suggest remedies (based on their practical experiences) for improvements in administration.

(viii) To have proper and effective co-ordination, they will keep constant contact with the 'Research Unit' of Administrative Reforms Department.

(ix) To send report on the department's O & M activities, for every six months periods ending 30th June and 31st December by 15th July and 15th January, respectively to Administrative Reforms Department.

(x) To recommend to the authority for arranging training in different areas of service as per requirement due to innovation and implementation of new schemes projects and notification of rules/procedures.

15.4 Inspection programme.—

(1) The Administrative Reforms Branch handling the work of inspection will draw up in advance every year, for the approval of the Administrative Secretary, a monthly programme of inspection of Department(s)/Branches to be undertaken during the following year, indicating the names of the Inspecting Officer, not below the rank of Branch Officer in the department, and the months in which the inspections would be carried out.

(2) The Administrative Reforms will also arrange for a joint inspection of record room by an officer of the Department and a representative of the Archives Department.

(3) At the end of every quarter, the Administrative Reforms Branch will submit to the Administrative Secretary a report indicating whether the programme of inspections for the previous quarter was carried out.

(4) The proforma of Inspection report is at **Annexure-A**.

15.5 Supplementary inspection.—

Apart from the annual general inspection, the department may prescribe instructions of supplementary inspections for all or any of the Branch/Section with special reference to the nature of their work. Surprise inspections may be organized in accordance with such instructions as the Administrative Secretary may lay down.

15.6 Annual Inspection.—

Each Branch/Section of a department will be inspected at least once a year, as per the departmental instructions, to ascertain the extent to which the provisions of the latest Manual of Office Procedure for the State and instructions issued thereunder are being followed; and improvements recommended by the Inspecting officers are implemented.

Each Department will also inspect once a year all attached and subordinate offices under their administrative control through the designated senior officers who will give them useful tips on the spot for improvement.

15.7 Inspection report.—

(1) The inspecting officer will present his report in the Form placed at **Annexure-A** of this Chapter to the next higher officer concerned and after the approval of Administrative Secretary of Administrative Reforms Department it will be forwarded to the Head of Department concerned. In the case of record room, a copy of the inspection report will also be endorsed to the Archives Department.

(2) The Head of Department will take necessary action to rectify the defects pointed out in the inspection report and submit a compliance report to the Administrative Reforms Department after the approval of his Administrative Secretary concerned within one month. The Administrative Reforms Department will review the action taken on inspection reports.

(3) The O&M officer will report the significant points, if any, emerging from the inspection reports to the Administrative Secretary. In addition, he will bring the following to the notice of the Administrative Reforms Department by the 30th April each year:

(a) number of Department(s)/Branches inspected during the preceding financial year;

(b) name of the attached/subordinate offices inspected;

(c) deficiencies noticed in the existing procedures;

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

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

(4) If so approved by the Administrative Secretary of the Department concerned, the significant points emerging from the inspection reports may be brought to the notice of Administrative Reforms Department for further necessary action.

15.8 Frequency of Internal Inspection.—

(1) Internal inspection of the Branch should be carried out by the Branch Officer. Each Branch Officer shall inspect his Branch/Section once in six months and

make notes and assessment and give instructions where required for improvement. The reports shall be made by the Branch Officers in the Forms placed at **Annexure-B** of this chapter.

(2) In order to avoid dislocation of work, a programme of inspection of Branch/Section should be drawn by each department in advance every year after taking into account the period of seasonal rush of work;

(3) Administrative Reforms Department will maintain a check register of inspection conducted by the Secretariat/departments and in the light of the instructions/remedies suggested in the reports of inspection of various sections, issue, wherever required, common guidelines to prevent recurrence of defects and the maintenance and improvement of levels of efficiency.

(4) All notes of inspections should be carefully drawn up indicating the defects in the course of inspection and suggestions for the general improvement in the standards of work.

15.9 Inspection under Departmental Manuals.—

The inspection programmes referred to in paras 15.4 and 15.8 will be in addition to the Inspections to be undertaken by the departments under the provisions of their respective Departmental Manual or District Manual or under any other statutory provisions.

Annexure-A

[See para 15.4(4) & 15.7(1)]

GOVERNMENT OF HARYANA

ADMINISTRATIVE REFORMS DEPARTMENT

INSPECTION PROFORMA

(To be filled in by the Head of Office/Branch Officer concerned)

Name of the Department/Office/Branch(under inspection)……

Level of Inspection: Administrative Reforms Department/ Administrative Department / Head of Department/Controlling Officer/Branch Officer/Incharge

---

Part- I : Establishment Matters

1. Particulars of staff to be given in the following proforma which may be attached with this report.

Sr. No.	Name & Designation of Employee	Date of Joining this office	Remarks
1	2	3	4

2. (i) Is there leave Reserve Staff? Yes/No

(ii) what arrangements are made to dispose of

_____

the allotted work of any officer/official while

he/she is on leave other than casual leave.

3. Attendance Register

(a)	Is it being maintained and upto date?	Yes/No
(b)	Whether entries about late-comers are being made indicating timings?	Yes/No
(c)	Is biometric system being followed	Yes/No
(d)	whether the status of biometric system being checked and action is taken as per Government instructions?	Yes/No

4. Casual Leave records

(a)	Are Casual Leave account files being separately maintained for each employee in every calendar Year?	Yes/No
(b)	Whether short leave (including late-arrivals are debited to employees' Casual leave Accounts?	Yes/No

5. Completion of Service Books in following respects :

(a)	Increment	Yes/No
(b)	ACP	Yes/No
(c)	Promotion	Yes/No
(d)	Reversion	Yes/No
(e)	Service Verification Certificate	Yes/No
(f)	Suspension	Yes/No
(g)	Re-instatement	Yes/No
(h)	Leave Account	Yes/No
(i)	First Page-Date of Birth and Re-attestation of employees' signatures after every five years.	Yes/No
(j)	Is HRMS being followed and updated	Yes/No

6. **Pendency Status:**

(A) Pay leave & Seniority Cases:

	Subject	No. of cases	Delay period	Reasons for delay
(a)	Leave cases of all types			
(b)	Increment			
(c)	Pay Fixation (all types)			
(d)	Seniority claim Representations			
(e)	Promotion cases			

(B) Disciplinary actions:

	Subject	No. of cases	Delay period	Reasons for delay
(a)	Cases in which Charge-sheets not issued within 90 days of suspension			
(b)	Cases in which Departmental proceedings not completed within 6 months after issuing charge sheet			
(c)	Cases in which Suspension Extended beyond 90/180 days			

(C) Pendency of Pension & retiral benefits cases:

	Pendency for 1 Yr.	6 months	3 months
• Pension	☐	☐	☐
• Death-cum-Retirement Gratuity	☐	☐	☐
• Final Payment of GPF	☐	☐	☐
• GIS Payment	☐	☐	☐
• Family Pension	☐	☐	☐
• Any other related issue	☐	☐	☐

(D) Cases not submitted before 6 months for Review for retention of employees in service beyond the age of 50/55 Years or after 25 years qualifying service:

(i) **No. of Group A & B employees as on the date of inspection completing 50 years of age who joined service before attaining the age of 35 years -**

(a) No. of cases not submitted :

(b) No. of cases submitted but not reviewed :

(c) Reasons for delay/Pendency :

(ii) **No. of Group A & B employees as on the date of inspection completing 55 years of age who joined service after attaining the age of 35 years –**

(a) No. of cases not submitted :

(b) No. of cases submitted but not reviewed :

(c) Reasons for delay/Pendency :

(iii) No. of Group C employees completing 55 years of age as on the date of inspection –

(a) No. of cases not submitted :

(b) No. of cases submitted but not reviewed :

(c) Reasons for delay/Pendency :

(E) (i) No. of employees who are to retire on superannuation in next 6 months :

(ii) Whether their cases have been sent to A.G. for Certificate and Report. Yes/No

(iii) (a) No. of employees who have retired in last three months

(b) Whether all of them have got—

(i) Pension Payment Order Yes/No

(ii) Gratuity Payment Order Yes/No

(c) Reasons for delay/Pendency-

(F) (i) No. of employees who dies while in service or reported disappeared during the last one year:

(ii) No. of Pensionary/Compassionate benefit cases pending:—

	Pending since	Reasons for delay

	1 Yr.	6 mths.	3 mths.	
Family Pension Payment Order	☐	☐	☐	_____
Death-cum-Retirement Gratuity	☐	☐	☐	_____
Final payment of G.P.F	☐	☐	☐	_____
Ex-Gratia Amount	☐	☐	☐	_____
Comp. Financial Assistance	☐	☐	☐	_____
Compassionate appointment to family member	☐	☐	☐	_____
G.I.S. Payment	☐	☐	☐	_____
Leave encashment	☐	☐	☐	_____
Admissible payment under NPS	☐	☐	☐	_____

9. Writing of Annual Confidential Reports for the year: ……

No. of Employees	A.C.R Completed	**Pending at the level of** Reporting Officer	Reviewing Officer	Accepting Officer
☐	☐	☐	☐	☐

Part-II. Court Cases:—

No. of Court Cases of which replies not submitted before the concerned court on or before the due dates:-

(a) regarding Service Matters : _____

Reasons for not filing reply in time : _____

(b) Cases other than service matters : _____

Reasons for not filing reply in time : _____

Part-III Maintenance of Registers:

Whether these registers are being maintained (mark tick)	**Yes**	**No**	**Not applicable**	**Some related points which need to be clarified**	
(a) Receipt/ Diary Register	☐	☐	☐	(a) Are all references being Stamped/initialed on the date of receipt	:Yes/No
(b) Reference from Chief Minister/Ministers	☐	☐	☐	(b)(i) Is progress of disposal being watched and indicated.	: Yes/No
				(ii) No. of pending references on the date of inspection	:
(c) Assembly Questions	☐	☐	☐	(c) No. of pending questions	:
(d) Audit paras/ Objections	☐	☐	☐	(d)(i) When the last audit held	:
				(ii) No. of audit paras/ Objections	:
				(iii) Para/objections	
				-Settled	:
				-Pending	:
(e) Pending Cases Register	☐	☐	☐	(e)(i)Are reminders being issued regularly?	: Yes/No
				(ii) Total no. of pendency	:
(f) Register of	☐	☐	☐	(f) (i) No. of files weeded	:

weeding out the record and files.				out till now	
				(ii) No. of files proposed to be weeded out	:
(g) Arrears Report Register of receipts	☐	☐	☐	(g)(i) Is it upto date?:	Yes/No
				(ii) What measures are taken to clear the arrears on any seat?	:
(h) Registers of Stores items.				(h)(i) Is certificate of count: of pages recorded/given?	Yes/No
(i) Permanent Store items.	☐	☐	☐	(ii) Is balance drawn on each page and duly signed?	:Yes/No
(ii) Consumable Store items	☐	☐	☐	(iii) When the Physical verification was last conducted (date)	:
(i) Cash Book	☐	☐	☐	(i) (i) Is certificate of count : of pages recorded?	Yes/No
				(ii) Attestation of individual entries and daily balances	: Yes/No
				(iii) Monthly physical Verification of cash in hand and certificate	: Yes/No
				(iv) Is it upto date at the time of Inspection	: Yes/No

(j) Chart of Returns and Statements:				(j)	Are these sent to quarter concerned or received from subordinate offices regularly : Yes/No
(i) to be sent to different quarters	☐	☐	☐		
(ii) to be received from subordinate offices	☐	☐	☐		
(k) T.A Check Register	☐	☐	☐	(k) (i)	Is the register upto date in all respects : Yes/No
				(ii)	Are the journeys performed according to approved tour programmes? : Yes/No
(l) CM window Complaint Register	☐	☐	☐	(l) (i)	No. of complaints received during the calendar year :
				(ii)	Complaints disposed of :
				(iii)	Complaints pending :
(m) Other Complaints Register	☐	☐	☐	(m) (i)	No. of complaints received during the calendar year :
				(ii)	Complaints disposed of :
				(iii)	Complaints pending :
(n) Register of Bills of contractor	☐	☐	☐	(n) (i)	Is it up to date
				(ii)	Are payments being made regularly? : *Yes/No*

(iii) No. of Bills pending :

(iv) Reasons for delay, if any :

(o) Despatch/Service ☐ ☐ ☐

Stamps/Franking Machine Register

(i) Are both registers being: maintained separately Yes/No

(ii) Whether daily balance: is worked out? Yes/No

(iii) Intervals of its checking by the officer concerned :Daily/Weekly/Monthly

(p) Retiree's Register ☐ ☐ ☐

(q) Court Cases Register ☐ ☐ ☐

(r) Register of Movement of Officers/Officials ☐ ☐ ☐

(s) Register of Movement of files/Documents ☐ ☐ ☐

(t) Advance/ Recovery Register ☐ ☐ ☐

Part-IV. Loans and Advances Matters

1. Advances House Building. Marriage Vehicle Computer G.P.F Festival/Wheat/Any other

(a) No. of pending cases at the time of inspection _____ _____ _____ _____

(b) Stages and reasons for delay _____

Part –V Review of Action taken on last inspection report-

O&M Officer's Role

(A) Date of last inspection/ surprise inspection by the O&M Officer of the department or other officer of-

(a) Status of Attendance _____

(b) Delay Detected _____

(B) Date of last inspection by the Administrative Reforms Department-

(a) Date of Inspection of Attendance _____

(b) Date of Delay Detection inspection _____

(c) Whether report was complied with or pending _____

(d) Whether disciplinary action has been taken against all the defaulters? Yes/No

(e) Whether the advice has been implemented Yes/No

(f) Reasons for inaction, if any :

Part VI **Report regarding cleanliness and tidiness of the office premises and record**_____

_____

Part-VII : ***General Views/suggestions which the department would like to contribute for increasing the efficiency in office working***:

(1)_____

(2) _____

(3) _____

Name &Signature of the Head of Office/Branch officer

(with stamp)

Name, Designation and Signature of the Incharge of Inspection Team & Date.

Dated_____

Annexure-B

[See para 15.8(1)]

GOVERNMENT OF HARYANA

ADMINISTRATIVE REFORMS DEPARTMENT

INSPECTION PROFORMA

(To be filled in by the Head of Office/Branch Officer concerned)

Name of the Department/Office/Branch(under inspection)……

Level of Inspection: HOD/Controlling Officer/Branch Officer/Incharge

Part- I : Establishment Matters

1. Attendance Register

(a)	Is it being maintained and upto date?	Yes/No
(b)	Whether entries about late-comers are being made indicating timings?	Yes/No
(c)	Is biometric system being followed	Yes/No
(d)	whether the status of biometric system being checked and action is taken as per Government instructions?	Yes/No

2. Casual Leave records

(a)	Are Casual Leave account files being separately maintained for each employee in every calendar Year?	Yes/No
(b)	Whether short leave (including late-arrivals are debited to employees' Casual leave Accounts?	Yes/No

3. Completion of Service Books in following respects :

(a)	Increment	Yes/No
(b)	ACP	Yes/No
(c)	Promotion	Yes/No
(d)	Reversion	Yes/No
(e)	Service Verification Certificate	Yes/No
(f)	Suspension	Yes/No
(g)	Re-instatement	Yes/No
(h)	Leave Account	Yes/No
(i)	First Page-Date of Birth and Re-attestation of employees' signatures after every five years.	Yes/No

4. **(A) Pendency of Pension & retiral benefits cases:**

	Pendency for 1 Yr.	**6 months**	**3 months**
• Pension	☐	☐	☐
• Death-cum-Retirement Gratuity	☐	☐	☐
• Final Payment of GPF	☐	☐	☐
• GIS Payment	☐	☐	☐
• Family Pension	☐	☐	☐
• Any other related issue	☐	☐	☐

(B) Cases not submitted before 6 month for Review for retention of employees in service beyond the age of 50/55 Years or 25 years qualifying service:

(a) No. of cases not submitted :

(b) Reasons for delay/Pendency :

(C) (i) No. of employees who are to retire on superannuation in next 6 months :

(ii) Whether their cases have been sent to A.G. for Certificate and Report. Yes/No

(iii) Reasons for delay/Pendency-

(D) (i) No. of employees who dies while in service or reported disappeared during the last one year:

(ii) No. of Pensionary/Ex-gratia benefit cases pending:—

	Pending since			Reasons for delay
	1 Yr.	6 mths.	3 mths.	
Family Pension Payment Order	☐	☐	☐	_____
Death-cum-Retirement Gratuity	☐	☐	☐	_____
Final payment of G.P.F	☐	☐	☐	_____
Ex-Gratia Amount	☐	☐	☐	_____

Comp. Financial Assistance	☐	☐	☐	_____
Employment to dependent	☐	☐	☐	_____
G.I.S. Payment	☐	☐	☐	_____
Leave encashment	☐	☐	☐	_____
Admissible payment under NPS	☐	☐	☐	_____

5. Writing of Annual Confidential Reports for the year: ……

Part-I

No. of Employees	A.C.R	**Pending at the level of**		
	Complete	Reporting Officer	Reviewing Officer	Accepting Officer
……	……..	……..	……	……..
☐	☐	☐	☐	☐

Part-II ***Court Cases:—***

No. of Court Cases of which replies not submitted before the concerned court on or before the due dates:-

(a) regarding Service Matters _____

Reasons for not filing reply in time : _____

(b) Cases other than service matters : _____

Reasons for not filing reply in time : _____

Part-III Maintenance of Registers:

Whether these registers are being maintained (mark tick)	**Some related points which need to be clarified**

	Yes	No	Not applicable		
(a) Receipt/ Diary Register	☐	☐	☐	(a)(i) Are all references being Stamped/initialed on the date of receipt	: Yes/No
(b) Audit paras/ Objections	☐	☐	☐	(b)(i) When the last audit held	:
				(ii) No. of audit paras/ Objections	:
				(iii) Para/objections	
				-Settled	:
				-Pending	:
(c) Pending Cases Register	☐	☐	☐	(c)(i) Are reminders being issued regularly?	: Yes/No
				(ii) Total no. of pendency	:
(d) Register of weeding out the record and files.	☐	☐	☐	(d)(i) No. of files weeded out till now	:
				(ii) No. of files proposed to be weeded out	:
(e) T.A Check Register	☐	☐	☐	(e)(i) Are the journeys performed according to approved tour programmes?	: Yes/No
				(ii) Is the register upto date in all respects	: Yes/No
(f) CM window Complaint Register	☐	☐	☐	(f) (i) No. of complaints received during the year	:
				(ii) Complaints disposed of	:
				(iii) Complaints pending	:
(g) Other Complaints Register	☐	☐	☐	(g) (i) No. of complaints received during the year	:
				(ii) Complaints disposed of	:
	☐	☐	☐	(iii) Complaints pending	:

(h) Despatch/Service Stamps/ Franking Machine Register	(h) (i) Are both registers maintained separately	: Yes/No
	(ii) Whether daily balance is worked out?	: Yes/No
	(iii) Intervals it is checked by the officer concerned	: Daily/Weekly/Monthly
(i) Register of Movement of Officers/Officials	☐ ☐ ☐	
(j) Register of Movement of files/Documents	☐ ☐ ☐	

PART- IV Report regarding cleanliness and tidiness of the office premises and record _____

_____

PART – V Any other observations/suggestion _____

Name & Signature of the Head of Office/Branch officer
(with stamp)

Dated_____

Name, Designation and Signature of the Incharge of
Inspection Team & Date.

****

CHAPTER - XVI
LAW AND LEGISLATIVE DEPARTMENT
&
ADVOCATE GENERAL, HARYANA
FUNCTIONING AND PROCEDURE

16.1 Introduction.—

(1) Legal Remembrancer and Secretary to Government, Haryana, is the Administrative Secretary of the Law and Legislative Department, Haryana. The said post of Legal Remembrancer is invariably assigned to be held by a senior superior judicial service officer with an object of independence and impartiality of the Law and Legislative Department, which is one of the hallmarks of democratic system of State. Since its inception, the Law and Legislative Department has been rendering dedicated services to the State by imparting impartial legal services in general as well as in significant matters to various Departments of the Government. Further, an another significant task performed by the Law and Legislative Department is drafting of Bills and Ordinances which are required to be introduced in the State Legislature as well as vetting of the subordinate legislation. In addition to above, entire civil state litigation is also scrutinized by this department with a consideration as to whether the said civil cases are further required to be challenged in appeal or not.

(2) The Law and Legislative Department is the principal legal advisor of the Government and this department respond effectively and speedily to the demands received from the various organs of the Government and thus is playing a pivotal role in both advisory as well as in legislation work. In nutshell, every policy decision of the Government is legally adjudged by Law and Legislative Department so as to with stand the test of judicial scrutiny by legal institutions including courts of law.

(3) The Legal Remembrancer and Administrative Secretary is the head of the Law and Legislative Department except in such matters as have been assigned to the control of the Advocate General, either by statute or by the order of the Governor. Legal Remembrancer exercises control over the entire business of the department including the expenditure and establishment business of the Department., Legal Remembrancer has general charge of all the legal affairs of

the Haryana Government and of legal proceedings, of whatever kind, taken by or against, or effecting the Government. All the Acts and Ordinances are printed under the name and seal of Legal Remembrancer and Administrative Secretary.

(4) The Legal Remembrancer may at any time visit anyplace for the purpose of supervising the conduct of local agency in criminal or civil business of the State, or of himself conducting any criminal case or any civil case, appeal or proceeding on behalf of the State. Further, if the services of the Legal Remembrancer are required, either by any department of the Union Government, or by any other State Government or by any Railway Authority, or by any public undertaking or by any autonomous body, this will be subject to special arrangement between the Haryana Government and the Department concerned. It is also desirable to be explicitly stated in each case whether the Legal Remembrancer is to give advice, or to arrange for the defence or conduct of case(s) on behalf of the department concerned.

16.2 Supply of information to Legal Remembrancer by Advocate General (Para 1.6 of Law Department Manual).—

The Advocate General will, in regard to all cases conducted by him or under his order, supply the Legal Remembrancer with all the information which the latter officer may deem necessary to have supplied to him for statistical and other official purposes.

16.3 Functions and Duties of Law and Legislative Department.—

The functions and duties of the Law and Legislative Department, Haryana as allocated by the Government in the Business of the Haryana Government (Allocation) Rules, 1974 are as under:-

- Legislative drafting,
- Conveyancing, vetting of sanction orders, comments on Law Commission Reports and Codification of laws,
- Publication of the Legislative Supplements of the Haryana Government Gazette,
- Litigation affecting the State and public officers.
- Opinion on legal affairs,
- Preparation of authoritative Hindi text of Acts, Ordinances, Orders, Rules, Regulations or Bye Laws and

- Authorised Hindi translation of the Bills prepared in English for introduction in the State Legislative
- Amendment of the Law Department l/Manual
- Indian Law Reports-Questions connected with the printing, distribution, supply, audit etc.
- State Law Reports
- Copies of Judgments received from the Punjab and Haryana Court.
- Establishment matters relating to officers and staff under the administrative control of the Department.

16.4 Opinion Branch of LR.—

Following functions are being performed by the Opinion Branch:-

a) Opinion on any general legal principles arising out of any case for consideration of Government;

b) Opinion on legal affairs in service matters referred to it by the Head of the Department or Government;

c) Vetting of charge-sheets of Group A & Group B Officers of the Government of Haryana;

d) Opinion regarding withdrawal of any prosecution at the instance of any Administrative Department;

e) Vetting of prosecution sanction orders;

f) Opinion Branch also undertakes the work of preparation and publication of Guidelines regarding procedure in Disciplinary cases which are sold on counter of Printing and Stationery Department.

16.5 Procedure to send cases in Opinion Branch.—

Procedure for sending references to Opinion Branch is as under:-

(i) All references/cases submitted to the Legal Remembrancer for opinion or advice are required to be accompanied by a self-contained note with full facts of the case as well as by referring the sequence of events in a proper order along with the duly indicated supporting documents or parts of the documents, failing, the reference/case may be returned back to the department for compliance of aforesaid observations.

(ii) Further, while referring the references/cases to the Law Department the precise point specific legal issue is required to be stated/spelt out on which opinion or advice of Legal Remembrancer is sought.

(iii) The Law Department does not entertain the references from the Boards/Corporations/Autonomous Bodies etc.

(iv) The reference/case for seeking the opinion/advice of Legal Remembrancer are required to be made/referred by or through the Chief Secretary and Administrative Secretaries to Government, Haryana or Head of the Department of the Government of Haryana.

(v) The Law Department (Opinion Branch) does not tender opinion in the cases/references, which are actually pending in any Court. The Law Officer who is conducting the case/concerned District Attorney/learned Advocate General, Haryana is the competent authority/appropriate authority for tendering opinion/advice in sub-judice matters.

16.6 Legislation Branch (English Cell).—

Following functions are being performed by the English Cell:-

(i) Preparation and vetting of Bills regarding amendments in the State/Central Acts and enactment of State Act(s);

(ii) Vetting of Service Rules under the Constitution of India, State and Central Acts;

(iii) Vetting of Rules and Regulations under the State and Central Acts;

(iv) Vetting of Statutory notifications;

(v) Vetting of agreement;

(vi) Publication of the Ordinances and Acts which have received the assent of President Governor; and

(vii) Sending comments on the reports of Law Commission of India and Central Acts as and when demanded by the Central Government or any other authority.

(viii) This branch does vetting in English language only and needs up to date copies of all the Statutes whether Central or State Acts and the Constitution along with latest case laws for proper examination of the proposals received for vetting.

16.7 Procedure for sending references relating to Principal Legislation to the Legislation Branch (English Cell).—

According to rule 35 of the Rules of Business of the Government of Haryana, 1977, Law Department is not in respect of legislation an originating department and its proper

function is to put into technical shape the projects of legislation of which the policy has been approved. Further rule 36 of the said Rules,1977 provides that the case shall not be submitted to the Chief Minister unless the department concerned has consulted the Law Department as to—

(i) The need for the proposed legislation for a legal point of view;

(ii) The competence of the State Legislature to enact the measure proposed;

(iii) The requirement of the Constitution as to obtaining the previous sanction of the President thereto; and

(iv) The consistency of the proposed measure with the provisions of the Constitution, and, in particular, those relating to the Fundamental Rights.

Further rule 37 provides that the proposals for initiating legislation have first to be submitted to the Council of Ministers for obtaining their approval from policy point of view and as per rule 38, if the proposal of the legislation is approved by the Council of Ministers, the case is to be sent to the Law Department along with the decision of the Council of Ministers and the explanatory memorandum for the purpose of preparing a tentative draft of the bill.

16.8 Functions and Procedure (Hindi Cell).—

As per the Official Language Act, all the notifications, Rules, Regulations and Service Rules, are required to be published in Hindi. Accordingly, this cell does vetting in Hindi language of the aforesaid subordinate legislation i.e. Rules, Regulations, notifications etc. This Branch also vets charge sheets in Hindi language of Group A & B Officers. The next significant task performed by the Hindi Cell is preparation of authoritative Hindi text of Acts, Ordinances, Orders, Rules, Regulations or Bye Laws and authorised Hindi translation of the Bills prepared in English for introduction in the State Legislature. However, for the purpose, the said Cell requires up to date copies of all the Statues whether Central or State Acts for proper examination of the proposals received for vetting in Hindi.

16.9 Functions and Procedure (Litigation Branch).—

(i) This Branch deals with civil litigation taken by or against or affecting the Haryana Government.

(ii) Examine the decisions of the Court of Civil Judge, District Judge, High Court, Supreme Court for giving opinion as to whether those cases are further to be challenged in appeal or not.

(iii) Comments of District Attorney/Advocate General Haryana are kept in view while examining the judgments along with other legal aspects and if this department is of the considered opinion that the particular case is fit to be challenged in higher Court then necessary instructions to the concerned District Attorney, Advocate General, Haryana and Advocate on Record Haryana Legal Cell, New Delhi as the case may be, are issued accordingly.

(iv) To issue necessary instructions for filing appeal on receiving formal sanction of concerned Administrative Secretary as per provisions of Law Department Manual under para 20.4(c).

(v) Proviso added in para 20.4(c) of Law Department Manual vide notification dated 19.12.2019, reproduced below shall be followed:

"Provided that where the Government Pleader is of opinion that an appeal including Regular Second Appeal or any other proceeding is to be filed before the High Court, he shall forward his opinion along with copy of judgment and grounds of appeal to the Legal Remembrancer, Advocate General and Controlling Authority and in case of any difference of opinion between the Advocate General and Controlling Authority, the matter shall be referred again with reasons for disagreement to the Advocate General for re-consideration of the opinion. If the Advocate General still reiterates his opinion about filing/non-filing of appeal or Regular Second Appeal or another proceeding in a particular matter, the Legal Remembrancer and Controlling Authority shall accordingly. If the Controlling Authority still intends to disagree with the opinion of the Advocate General, the matter shall be referred for decision to the Minister-in-Charge of the department concerned and Advocate General shall then proceed as per decision of the Minister-in-Charge:

Provided further that where Letters Patent Appeal, application for revision or review of judgment, writ petition, SLP or any other proceeding is to be filed before the High Court or Supreme Court and in case of any difference of opinion between the Advocate General and the Controlling Authority, the matter shall be referred with reasons for disagreement to the Advocate General for re-consideration of the opinion. The Advocate General shall give his opinion about

filing/non-filing of appeal or any other proceeding in a particular matter and the Legal Remembrancer and Controlling Authority shall act accordingly. If the Controlling Authority still intends to disagree with the opinion of the Advocate General, the matter shall be referred for decision to the Minister-in-Charge of the department concerned and Advocate General shall then proceed as per decision of the Minister-in-Charge:

Provided further that in case of urgency or where limitation is likely to expire shortly, Office of Advocate General may file any appeal, application for revision, review of the judgment, writ petition or SLP, as the case may be, and thereafter, reference may be made to the Legal Remembrancer and Controlling Authority for necessary approval." To correspond with Legal Remembrancers of other States in case of matters which arise out of the State to get the instructions issued through the concerned Legal Remembrancer to defend or conduct the case on behalf of State of Haryana.

(vi) To recover the costs of suits more than Rs. 100/- (as assessed by the Ld. Courts) through DC of concerned District by filing execution and amount less than Rs. 100/- is to be written off being petty amount under para 23.8-A of Law Department Manual.

(vii) To assess the reasonability of the fee of panel of Lawyers as per Government instructions.

(viii) To prepare annual report on legal affairs as per Chapter-28 of the Law Department Manual.

(ix) Litigation Branch also undertakes the work of dealing different types of Misc. letters regarding calling of comments of the concerned counsel, correspond with the District Attorney concerned for incorporating of pleader's fee in memo of costs, sending of copies of advices as called for by various departments, calling for ex post facto sanctions of competent authority, calling status of covered cases (if not available in this department) from the department concerned and from the counsel concerned, calling sanction of competent authority under para 20.4(c) of Law Department Manual where department concerned stresses for issuing necessary instructions for filing appeal or for withdrawing the same as the case may be etc.

16.10 Duties of Advocate General.—

(1) The Advocate General will be a whole time servant of the State Government provided he may engage in such private practice as does not interfere in the discharge of his duties of Advocate General; Provided further that he will not accept any case against the State of Haryana.

(2) The duties of the Advocate General are as under:-

(a) He shall advise the State Government upon such legal matters as may be referred to him by the Home Secretary or the Legal Remembrancer to the Government of the State.

(b) He will represent, or arrange for the representation of the State at all stages before the High Court in criminal case and cases of a quasi-criminal nature, such as those relating to the Press Law, writs under the Constitution, extradition and preventive detention:

Provided that the State Government may, on account of the special importance of the case require that the Advocate-General shall himself represent the State in any particular case.

(c) He will appear, or engage for the appearance of counsel, in the following civil cases;

(i) cases in the High Court to which the State Government is a party; or

(ii) cases in the High Court to which officers serving under the State Government are parties, and which the State Government has decided to conduct on behalf of such officers;

(iii) cases in the High Court in which neither the State Government not such officers are directly interested, but in which Government consider themselves to be sufficiently interested to render it advisable to conduct the cases on behalf of some third person.

(d) Appeals from the cases referred to in clause (c).

(e) He will appear personally before the High Court, when so required by Government, in references from subordinate courts to which Government is a party or in cases withdrawn to the High Court from subordinate courts under Article 228 of the Constitution or any other law.

(f) He will appear himself or arrange for the conduct of civil cases of the nature described above, when so required, in the other civil courts of Chandigarh.

(g) He will also be expected to appear in any civil or criminal case outside Chandigarh, whether in courts subordinate to the High Court or in the

Supreme Court, or in any other court, when specially desired to do so by the State Government or by the Legal Remembrancer.

(h) He will take part in the proceedings of the House or houses of the State Legislature or any Committee of Legislature of which he may be named a member.

(i) He shall also discharge the functions conferred on him by or under the Constitution or under any other law for the time being in force.

(See also the Haryana Law Officers Engagement Act, 2016)

16.11 Differences of opinion between Law Officers.—

Whenever the Legal Remembrancer records an opinion which, if accepted and acted upon by the Government, would involve an appearance by the Advocate General before the High Court, he will, as a matter of course, pass it on unofficially to the Advocate General, in order that the latter may note whether he concurs to such extent as is necessary to enable him to argue the case on the lines indicated. If he does not concur to that extent, the Advocate General, will be expected to record his reasons in full. Otherwise it will be unnecessary for him to do more than indicate general assent.

16.12 Reference when Advocate General records dissentient opinion.—

When the Advocate General records a dissentient opinion under clause (1), the Legal Remembrancer will forward the papers to the Government or the Financial Commissioner, as the case may be, for a decision as to whether, in the circumstances, action should or should not be taken upon the opinion of the Legal Remembrancer and, if so, whether the Legal Remembrancer should be instructed to appear in the case or whether any other and, if so what suitable arrangement should be made for the representation of the Government.

16.13 What references may be addressed to Advocate General.—

References may be addressed to the Advocate General only in the following cases, namely.-

(a) references relating to the representation of the State in the High Court in appeals and applications for revision made by persons under sentence, in accordance with the rules.

Note.— *Proposals for the institution of appeals against orders of acquittal or for the filing of applications for revision on behalf of the State, are to be addressed to the*

Legal Remembrancer as per procedure laid down in rule 9.2 or reference to the Advocate General being made only when it is proposed that the State should defend an application for revision made or an appeal filed in the High Court, by a person under sentence.

(b) reference relating to Criminal proceeding (Whether original, appellate or revision) actually pending in the High Court.

(c) references relating to any other pending Criminal proceeding which the Advocate General may be actually conducting under proper authority, in any Criminal Court;

(d) references relating to any pending Civil suit, appeal or proceedings which the Advocate General may be actually conducting under proper authority, in any Civil Court.

Note.—*The Advocate General does not ordinarily conduct civil litigation affecting the Government in any Court other than the High Court or a Civil Court which holds its sitting at Chandigarh. The Advocate General does not ordinarily conduct the criminal business of the State in any Court other than the High Court. He may, however, be specially instructed, under the orders of the State Government or the Legal Remembrancer, to appear in particular cases pending in other courts.*

16.14 Ordinarily in other opinion work to be made over to Advocate General.—

(1) Except as above provided, and as laid down in the rules and orders regarding criminal cases, the Advocate General will not be expected to record opinion unless Government specially desires the Legal Remembrancer to pass any particular reference on to him for that purpose.

(2) Advocate General and the Legal Remembrancer will usually correspond, *inter se*, by unofficial reference or office note.

****

CHAPTER - XVII
COURT CASES – INSTITUTION AND DEFENCE

17.1 Note on Haryana State Litigation Policy - 2010.—

The Government of Haryana is one of the leading and pioneer State to frame the State Litigation Policy. The State Litigation Policy reflects the resolve of the State Government to bring about a visible and enduring qualitative and quantitative improvement in the manner in which litigation is perceived, managed and conducted in the State. It embodies the national concern that pendency and delays in our learned Courts should be reduced proactively by the Government. The policy has been formulated by drawing upon the National Litigation Policy published by Ministry of Law, Government of India. A major part of its provisions applicable to the State have been incorporated mutatis mutandis.

The prime Objects of the State Litigation Policy carved out in the year of 2010 are as under:-

(i) To transform Government into an Efficient and Responsible Litigant so that it (a) manages and conducts litigation in a collusive, coordinated and time bound manner; (b) Ensures that good cases are won and bad cases not pursued needlessly; and (c) Reduces overall Govt. Litigation load in Courts there by providing relief to the judiciary

(ii) To encourage and enable redressal of genuine grievances through alternate dispute redressal forum / institutions within the Government.

(iii) To provide for a substantive mechanism which would inter alia serve to monitor and control the implementation of the Policy, enforce accountability on and provide clarifications, to the implementers and stakeholders of the Policy and to consider changes in the Policy, depending on its performance and effectiveness.

The said State Litigation Policy shall have a binding effect on all Government State Public Sector Undertaking/ Statutory Bodies personnel who directly or indirectly are associated with litigation, to follow provisions of the Policy. The Policy shall serve as the main authoritative reference point for all questions of procedure, norm and interpretation. The Policy shall have the force of an administrative regulation. However, at the same time the said State Litigation policy provides that the Law Department Manual, which is an evolving collection of guidelines, instructions, clarifications and information, would continue to serve as a reference document in matters connected

with litigation except the provisions which may come into conflict with any provision of this Policy. Such conflicting provisions would be deemed to have been superseded by the Policy with immediate effect.

The State Litigation Policy provides for constitution of state Level Empowered Committee, Department Level policy implementation Committee and District Level Policy implementation committee with a prime objective to regularly monitor, review and quick disposal of the litigation arising out in the departments of the Government. Another core task assigned to the grievance cell as have been stipulated under the policy is to decide the representations of the state employees in order to preclude them to approach the courts at the first instance. The policy also stipulates that as soon as Legal notice is served upon any department asking for a relief the same should be decided expeditiously in accordance with the relevant rules/ instructions and by passing a detailed speaking order. Guidelines in detail have been prescribed regarding filing of appeals by the State Government. At the outset, the policy says that no appeal at any level is to be filed without full application of mind against any order/judgment at hand.

In the end of the policy, some key strategies to streamline and minimize litigation have also been formulated which says as under:-

(a) Avoiding Litigation- better decision making and quick response to representations.
(b) Managing litigation through IT bases decision support system.
(c) Capacity building.
(d) Review and Dispute Settlements.
(e) Improving infrastructure, quality of manpower, system and procedures.

(Copy of State Litigation Policy, 2010 is at Annexure-A of this Chapter).

17.2 Setting up the Committees/Agency.—

All Departments/Boards/Corporations/Universities etc. should set up the following Committees/Agencies as per provision in para 4.4, 4.5, 9.1 and Para 16 and 18of the State Litigation Policy:-

(1) Department level Policy Implementation Committee (Para 4.4)
(2) District level Implementation Committee (Para 4.5)
(3) Legal Nodal Officer (Para 9.1)
(4) District Level and State Level Nodal Agency (Para 16)
(5) Dispute Settlement Committee (Para 18)

If a case is filed against state government seeking relief without availing the redressal under Grievance Redressal system, the department while defending the case should take a plea before the court that the employee concerned has not sought the redressal as per the State Litigation Policy and straight away approached the court. Designated Nodal Officer (Para 9.1 of the Policy) will be responsible for proactive management of the Court Cases and constant monitoring of proceedings so that there is no delay on the part of the department and responsibility of erring officer may be fixed.

17.3 Deletion of Name of Chief Secretary as Respondent.—

In large number of cases the State of Haryana through Chief Secretary is impleaded as respondent in the Hon'ble Courts but where no relief has been claimed by the petitioner(s) from the Chief Secretary and where the issue involved in the writ petitions are not at all required to be decided at the level of Chief Secretary, the contesting department shall make a submission before the Hon'ble Court for deleting the name of respondent i.e. State of Haryana through Chief Secretary being proforma party. In such cases joint reply on behalf of main contesting party and Chief Secretary will be filed with the submission before the Hon'ble Court for deleting the name of Chief Secretary being Performa party.

17.4 Compliance of Court Order in time or file application for extension in time.—

As soon as Legal notice is served upon any department asking for a relief the same should be decided expeditiously in accordance with the relevant rules/instructions and by passing a detailed speaking order as per para 5.2.1 of Haryana State Litigation Policy, 2010. If, the notices are disposed of at the first instance it would reduce the burden of the Court. The Nodal Officer shall be personally responsible to ensure that every legal notice/notice of demand for justice is promptly attended to and appropriate reply is given to the notice within a maximum period of one month or as prescribed by the Court. In case the departments are not in a position to abide by the directions issued by the Court within the stipulated time due to administrative reasons, they must file an appropriate application before the Court concerned for extension of time. The Head of Department will also be responsible for non-compliance or non-implementation of the Court orders/directions for disposal of representations/notices of the employees within stipulated time. It must be ensured that the costs imposed by the Hon'ble Court on account of failure of prompt disposal of representations/court notices within stipulated time mandatorily be recovered from the erring/delinquent official/officer(s) so that the State do not suffer.

17.5 Presence of Officer in case of Contempt Petition.—

In proceedings relating to any contempt petition an officer of Prosecution Department not below the rank of ADA or Departmental Officer not below the rank of Deputy Director shall invariably be present in the High Court. The Head of Department will ensure that State Counsels are properly briefed a day before the date of hearing. He will also ensure that responsible officer is deputed to attend the court cases, who is able to make responsible statement before the Hon'ble court. Further, the orders passed by the Hon'ble Court especially in the contempt petitions may be complied with in time bound manner without any delay. The Nodal Officer of the department deputed for court cases will ensure each notice, summon, time bound direction or court's order issued by the Hon'ble Court is brought to the notice of Head of Department immediately, who will be responsible for its compliance within time frame. On account of non-compliance the cost, if any, imposed by the Hon'ble Court mandatory be recovered from the erring/delinquent official.

17.6 Filing of LPA within prescribed time.—

In the event of filing of LPA against a common judgement in a bunch of cases, it may be ensured to mention therein that whether any appeal has been filed or not in the other/connected cases and if filed, status thereof. It is further directed to take adequate precautions in filing LPA within prescribed period of limitation positively. Unnecessary delay in movement of file should strictly be avoided as such delay is not condonable. Irresponsible attitude towards filing of appeal with delay on part of the officer/official should be viewed seriously and action be initiated against the delinquents.

17.7 Litigation Management System (LMS).—

Government of Haryana has got designed and developed Litigation Management System (LMS) in coordination with National Informatics Centre for all Government Departments/Boards, Corporations, Autonomous Bodies and other State Instrumentalities to monitor the status of their court cases. The LMS Software is a generic, integrated workflow based system. This software is integrated with the Hon'ble High Court for fetching the date of cases relating to different departments. Advocate General, Haryana is working as State Nodal Office. The LMS has been developed to overcome the problems of date/information handling, updating, retrieving and processing the existing manual system of court cases in the State of Haryana. No Department/Board/Corporation etc. should design and develop parallel or separate Litigation Management Software without prior approval of the State Nodal Officer.

Unique reference number, generated in Litigation Management System while initializing the file movement pertaining to Court Case(s), should be necessarily mentioned/written on the file concerned; and the cases entered in the parallel Software, if any, be shifted to LMS in the meantime.

17.8[1] **Responsibilities of Legal Officer/DA/DDA/ADA etc.—**

Court matters and pursuant time bound directions of Hon'ble Courts must be complied with in letter and in spirit within prescribed period so as to minimize the scope of filing of contempt petitions against State. Further, the provision contained in para 5.2.1 of Haryana State Litigation Policy, 2010 must be complied with in letter and in spirit. In order to prompt disposal of representations/legal notice/demand notice that every legal notice/notice of demand or representation served upon the department shall be marked to the ADA/DDA or Legal Officer of department concerned instead of ground level officials. He/She will be personally responsible to ensure that the same is promptly attended to and appropriate reply is given to the incumbent as per rule/instructions/policy decisions within a maximum period of one month or as prescribed by the Court. However, he/she may seek assistance of dealing official/officer subordinate, if required, in this regard. Apart from this, Court matters and pursuant time bound directions also must be complied with in letter and in spirit and within the prescribed period so as to minimize unnecessary litigation and filing of contempt petitions against the State. In case the departments are not in a position to abide by the directions issued by the Court within the stipulated time due to administrative reasons, they must file an appropriate application before the Court concerned seeking extension of time.

17.9[2] **Responsibilities of Administrative Secretary to develop a mechanism.—**

All the Administrative Secretaries must to set up an effective mechanism in their respective departments to avoid unnecessary litigation and effective implementation of State Litigation Policy. It must be ensured that the Court matters are dealt in an URGENT mode and appeals are filed within the prescribed time limit and also ensured that the costs imposed by the Hon'ble Court on account of failure of prompt disposal of representations/court notices within stipulated time are mandatorily recovered from the erring/delinquent officer(s) so that the State do not suffer.

---

1 Based on GAD instructions No. 62/58/2020-6GS-I, dated 07.01.2021.

2 Based on GAD instructions No. 62/58/2020-6GS-I, dated 07.01.2021.

17.10[1] **Workflow to be followed by all Heads of Department & Administrative Secretaries.—**

A model workflow to be followed by all the Heads of Department and Administrative Secretaries while dealing with the court cases, particularly those cases in which replies have not been filed appeal/review/revision/writ etc. has to be filed and compliance of court direction(s) is to be made is as under:-

(i) As per State Litigation Policy every department shall have one Senior Administrative Officer with legal background who shall be designated as Nodal Officer. It shall be his/her duty to ensure that there is no delay on the part of the department while conducting cases in different courts. He shall be assisted by District Attorney/Deputy District Attorney/Assistant District Attorney working in the department.

(ii) The Nodal Officer shall submit a fortnightly report to the Head of the Department (HoD) of court cases, particularly those cases in which replies have not been filed, appeal/review/revision/writ etc. has to be filed and compliance of court direction(s) is to be made. HoD after reviewing the same shall give necessary directions and ensure timely action by the concerned Branch/Officer.

(iii) Similarly, the HoD shall submit a list of all such cases to the Administrative Secretary for his/her review on a monthly basis.

(iv) The minutes of review meetings held by the HoD and Administrative Secretary shall be submitted to the Chief Secretary on a regular basis. It shall be the duty of the Administrative Secretary to put up the agenda for a quarterly meeting of court cases at the level of Chief Secretary. Any laxity in this regard will be viewed seriously.

(v) In every case, the responsibility for delay in filing appeal/revision/review or writ petition shall be jointly of the HoD and the Administrative Secretary.

(vi) The Nodal Officer and HoD shall have to ensure that data of every court case is fed into the Litigation Management Software so that effective and proper monitoring can be done.

(vii) In case of laxity, a fact finding inquiry shall be got conducted by the HoD and necessary disciplinary action must be initiated against the delinquent official under intimation to Administrative Secretary and Chief Secretary. The HoD shall

1 Based on GAD instructions No. 62/43/2021-6GS-I dated 10.08.2021.

put up details of such cases in the monthly meeting to be held under the Chairmanship of Administrative Secretary as well as before the Chief Secretary in every quarterly meeting.

(viii) In case, where an officer or official or official is held responsible after inquiry/disciplinary proceedings, an adverse entry in his or her annual confidential record of that particular year shall be accordingly made.

(ix) If Administrative Department wishes to file an appeal in the matter he/she may seek opinion of AG Haryana/Legal Remembrancer to Govt. Haryana. The Advocate General, Haryana, Legal Remembrancer, Haryana or the District Attorney, as the case may be, shall tender their opinion within 10 working days, and thereafter, the department concerned will take immediate steps for filing appeals in the Hon'ble District Courts/High Court or the Appex Court within the prescribed period of limitation.

17.11 Advice by the Law Department and consultation with the Advocate General.—

In accordance with the provisions of the Rules of Business of the Government of Haryana, all Administrative Departments shall consult the law departments on the defence or institution of any suit or proceedings, filed against or by the government. Further the Advocate General has to conduct all cases on behalf of the Government in High Court either himself or by entrusting specific case to the Additional /Deputy/ Assistant Advocate General, unless the Government engages private counsel in a specific case. Thus in all Court cases, the Departments are required to follow the following procedure for consultation with the Advocate General:-

(i) The plaint /suit/application decided to be filed by the Government after initial drafting by the concerned department should be taken to the Advocate General for vetting. The entire record of the case should be shown to the Advocate General;

(ii) Like-wise, in the case of plaints/suits/applications moved against the Government, the draft reply thereto should be prepared immediately on receipt of the notice/summons and after having taken a decision whether to admit or defend the claim) the draft reply together with the entire connected record should be taken to the Advocate General for vetting of the draft reply;

(iii) A senior officer not below the rank of Section officer/Superintendent Grade-I should take the draft suit/ application/plaint or reply or rejoinder or any other

miscellaneous application etc. to the Advocate General together with the entire connected record of vetting;

(iv) In a case where any officer /official by name has been impleaded as a respondent the question of deleting his name as respondent should be discussed with the Advocate General and appropriate application moved through the Advocate General;

(v) The observations of the Advocate General, if any, in connection with the case requiring consideration by the Government/Head of Department should be immediately brought to the notice of the authorities for appropriate action;

(vi) The plaint, suit, application, reply, rejoinder or affidavit etc. after vetting by the Advocate General should be neatly typed and verified, signed and attested and then filed in the Court through the Advocate General;

(vii) In all cases where the Advocate General desires consultation/discussion, a senior officer not below the rank of Deputy Secretary should discuss the matter with the Advocate General. In departments which do not have a Deputy Secretary or a Joint Secretary, the Under Secretary may discuss the matter with the Advocate General;

(viii) On the day fixed, before the hearing, an officer well conversant with the case should visit the office of the Advocate General to be able to brief the Advocate General/ Additional Advocate General or Deputy or Assistant Advocate General on any points that may arise. At the time of hearing of the case, the official should be present in the court to assist the Advocate General and show any file/documents required by the Advocate General;

(ix) In a case where the Advocate General requires the presence of some senior officer during a hearing for making any commitment etc. on behalf of the government, the senior officer with the requisite brief should ensure his presence in the Court on the date and time desired by the Advocate General ; and

(x) The questions relating to claiming privilege of certain documents/ records should also be discussed with the Advocate General.

17.12 Observance of time limits.—

The following action should be taken for adhering to the time limits in various matters:-

(i) Suits/ plaints/ applications required to be initiated should be filed within the time limits to avoid the Government claim becoming time barred. If a case has

become time barred, detailed justification for delay should be given in the plaint /suit/application with a precise prayer for condonation of delay;

(ii) If there has been delay in filing a suit /plaint/application against the Government, the question of latches and delay should be properly highlighted as a preliminary objection in the reply and should be properly contested;

(iii) Interim orders should be processed with utmost urgency and implemented unless it is proposed to file an appeal there against and the appeal should be filed and stay orders obtained within the time limit, if any, allowed for implementation of the interim orders; and

(iv) The final decision of the Court should be implemented at the earliest and in case it is proposed to file an appeal in the higher Court/Supreme Court, the same should be filed at the earliest possible time and in any case within the prescribed time limits. In such cases it is essential to apply for and obtain stay orders of the decision of the lower Court;

17.13 Briefings of Counsel for arguments.—

The Advocate General is required to intimate the concerned Department a day in advance of the date of hearing of a case. As soon as intimation about the hearing of a case is received by the Department, it should depute a senior functionary of the department not below the rank of Branch Incharge/Superintendent along with the dealing assistant with all connected record for discussion with and briefing of the Advocate General. This discussion and briefing should take place at least a day before the case is to be taken up by the Court. All connected documents should be shown to the Advocate General. Other senior level officer should also discuss the case with the Advocate General if the latter so desires.

At the time of the conclusion of the oral hearing/argument, the question of making request for fling written arguments should be seriously considered as it is always expedient to place written arguments on the record. Once a request is made and accepted by the Court the Department is required to file written arguments in consultation with the advocate General within the time limit allowed by the Court.

17.14 Steps to be taken in case of Stay on Government Orders.—

In certain cases the Courts pass interim orders either before admission or simultaneous with the admission of the plaint /suit/application staying the operation of certain specific orders. In all such cases, where any order issued by the Government or Head of the Department etc. is stayed, it is essential to take the following steps:-

(i) The interim stay order should be examined as to whether the same had not earlier been cancelled or modified and if not whether implementation thereof is feasible. If for reasons or administrative exigencies or heavy financial expenditure or other reasons of public interest, it is felt that the stay order needs to be modified, steps should be taken to get the interim orders of the Court, vacated or modified. In case the order stayed already stand executed, the complete facts and circumstances should be brought to the notice of the Court.

(ii) In cases copy of the interim orders is communicated to the Head of the Department/ Head of office etc. by the plaintiff/ applicant, then the said authority should not refuse to receive the copy of the orders. Such an authority should immediately send a copy of the orders to the Government for further action if order stayed by the Court was issued by the Government.

(iii) In all other cases, action should be initiated as soon as possible to implement the interim orders. The mere filing of an application or appeal against the stay order does not justify non-implementation of the order within the time limit granted by the Court. Non-compliance of the Court orders is a serious matter and can invite proceedings for contempt of court.

17.15 Sub-judice.—

Sub-judice is a Latin word, which means —before a judge or Court; pending decision of a competent court The matter being before a judge or a court or pending decision of a competent court does not by itself mean stay of further process or action by the competent authority. Further process of any matter in a sub-judice case is, therefore, not bared and the normal process should continue until orders to the contrary are passed by the Court. However, the point in issue which is sub-judice must not be decided by the administrative authorities till it is finally decided by the Court.

17.16 Implementation of Orders/Judgment-Revision and Review.—

The Courts takes exception to the delay in implementation or non-implementation action of the orders/judgments of the Court. Delayed implementation or non-implementation of judgment/ orders cause hardship to the parties and loss in terms of interest and damages that may be required to be paid. It also causes embarrassment to the Government when either a contempt petition or other Miscellaneous application etc. is presented in Courts. In certain cases contempt petitions are filed against an officer by name, which again is a very serious matter. It is thus essential that

judgments/orders to the Court are given utmost priority by all concerned and are implemented at once unless an appeal is preferred against any judgment/order and an application for stay is moved and granted by the appellate Court or alternatively the Court which rendered the decision grants an interim stay of the decision pending preferment of an appeal and grant of stay by the appellate Court.

In cases where it is not possible to implement the judgment /orders of the Court within the given time limit because of administrative difficulties such as collection of record/ data/information or finalisation or seniority lists or holding of meetings of the Departmental Promotion Committees etc. then the concerned administrative authority should file an application in the Court which rendered the judgment/ orders seeking extension of time limit for implementation of the judgment/ orders and obtain its orders. The application should set out the reasons why difficulty is being experienced in implementing the orders of the Court within the stipulated time limit and the approximate time required for the purpose. However, till such time as the Court extends the time limits, the Department is bound to implement the order within the time given earlier by the Court and the asked for extension cannot be taken for granted.

In all cases where the judgment/orders of the Court warrant any change or seem to be against the existing policy, principles, procedure or certain patent facts or Apex Court‘s decisions having not been taken note of, then the question of filing revision / review petition/ application should be considered urgently on priority basis. The advice of the Law Department and the Advocate General should be sought immediately indicating the points to be raised in the revision/review application/petition. After seeking advice of the Law Department and the Advocate General, approval of the competent authority to file revision /review/should be sought and revision/review petition / application filed within the time limit. Stay of the earlier judgment/orders should also be applied for and obtained pending final decision on revision/review petition/ application.

17.17 Appeal Advisability and Procedures.—

Appeals against the judgments/orders of the High Court unless revision/review or Letters Patent Appeal is filed, lie to the Supreme Court under Articles 133,134 and 136 of the Constitution of India. The question of filing an appeal in the Supreme Court should be considered in the light of all relevant facts, some of which are given below:-

(i) Whether the judgment/order is against the Law established by the Apex court?

(ii) Whether there seem to be an inadequate appraisal of vital facts/evidence or possible error of judgment in the interpretation of construction of words of the Act, Rules, Regulations or instructions read with the aims and objects of the statues?

(iii) Whether the judgment /order has vital implications/ repercussions and implementation thereof will adversely affect the public interest or security etc.?

(iv) Whether the judgment/order is against any provision of the Constitution or an Act relevant provision of which has not been set aside by the Court?

(v) Keeping in view the above and all other relevant factors, the question of filing an appeal in the Supreme Court should be considered in consultation with the Law Department and the Advocate General. In matters relating to finances of the State, the Finance Department should be consulted and in personnel policies, the General Administration Department should be consulted. All these consultations should be done simultaneously and on priority basis, Government‘s decision in accordance with the provisions of the Rules of Business of the Government of Haryana should be obtained within the shortest possible period so that sufficient time is left for filing an appeal and obtaining stay orders.

(vi) The procedure for filing an appeal in the Supreme Court slightly different from that of the High Court. Firstly the appeal (called Special Leave Petition S.L.P) is drafted on behalf of the appellant by an Advocate on Record; then the same is vetted by the Senior Counsel. Complete papers together with a copy of the original petition and reply thereto and of the judgment/order appealed against are to be filed with S.L.P. though the Advocate on record The Government of Haryana has approved a list of Advocates on Record, one of whom is to be engaged by the Department on the advice of the Law department. In cases of greater importance efforts are to be made to obtain interim orders by getting the SLP listed at the earliest. For this purpose the Advocate on Record has to make a mention in the Supreme Court about the SLP and the case is listed for mention. At this stage only the Advocate on Record can appear. After mention, the Senior Counsel can appear for admission, stay orders and subsequent arguments etc.

(vii) The SLP after admission is called a —Civil Appeal and assigned a number distinct from the number of SLP.

(viii) In case where senior counsel is to be engaged, approval of the Government should be obtained after consulting the Law Department.

(ix) A department representative should be present at the time of mention, admission, arguments etc, with all connected records. The Law officer of the State Government posted in the Resident

(x) Administrative Secretary's Office should be associated in all important cases and should be contacted to obtain the status and latest developments in such cases.

17.18 Contempt of Court- Procedure.—

Definition and meaning Section 2(b) and (c) of the Contempt of Courts Act, 1971 defines —Civil Contempt and —Criminal Contempt as under:-

"Civil Contempt" means willful disobedience to any judgment, decree, direction, order, writ or other process of a court or willful beach of an undertaking given to a Court‖

"Criminal Contempt" means the publication (whether by words, spoken or written, or by signs, or by visible representations, or otherwise) of any matter or the doing of any at whatsoever which-

(a) scandalise or tends to scandalise or lower or tends to lower the authority of any court; or

(b) prejudices or interferes or tends to interfere with, the due course of any judicial proceeding; or

(c) interferes or tends to interfere with, or obstructs or tends to obstruct, the administration of justice in any other manner;

Apart from the —Contempt of Courts Act 1971‖, there are certain specific provisions made in statutes to punish certain types of contempt. They are as follows:-

(i) Sections 344,345,346, 349, 350 of the Criminal Procedure Code, 1973;

(ii) Sections 228, 172 to 190 of the Indian Penal Code, (Act XLV of 1860);

(iii) Order XXXIX and XVI of Code of Civil Procedure, (Act V of 1908); and

(iv) Articles 129 and 215 of the Constitution of India.

(v) These are special provisions and have effect apart from the provisions of the general law under the Contempt of Courts Act, 1971.

17.19 Need for prompt action on Court Orders.—

(i) Considerable delay in carrying out an order to the court after notice may constitute contempt of Court. Orders of the courts have therefore to be implemented with all possible promptitude and if necessary communicated to the subordinates concerned by special and speedy means.

(ii) The senior level functions especially the Administrative Secretaries and Heads of the Departments should personally review the timely implementation of the orders /instructions or judgments of the Courts. They should ensure that opinion, advice from whatever quarter required is obtained in time. No. case relating to orders /instructions or judgment of the Court should be allowed to be processed in a routine manner at any level.

(iii) Where a time limit is fixed for implementation of the order/direction and is felt that it may take time to implement the orders/instructions or judgments of the Court and because of consultation with various departments etc., the appropriate course will be to approach the court which passed the orders or judgments and seeking or tension of time limit for implementation of the orders or judgments and its orders obtained before the date fixed by the Court.

(iv) In implementing orders /directions or judgment of the court it should also be ensured that complete compliance of the orders/directions is made. Partial compliance might be considered as incomplete compliance.

17.20 Action on receipt of notice for Contempt of Court.—

If action on orders of courts is taken in time or extension of time limit is duly sought, there will generally be no occasion for facing a notice for contempt. But in a rare case where the order or judgment of a Court is not implemented in time, the affected person might file a petition claiming contempt of court. In all such cases the following action should be taken:-

(i) The case file should be thoroughly looked into and if any part or whole of the orders/instructions or judgment remain to be implemented, the matter should be expeditiously processed and order complied with without delay. The Court will have to be convinced of the reasons for non-implementation or delay in implementation of the order in such a case.

(ii) Immediate action should be taken by the officer cited for Contempt of Court to engage counsel for his defence with the approval of the Government for bearing reasonable expenses of counsel fee. The counsel fee should be settled and got approved from the Government in consultation with the Law Department or as per norms approved. The Counsel fee will be reimbursed by the Government if the contempt notice was for an act done by the officer for the discharge of his

official duties and in the public interest and there had been no intentional disobedience on his part of the Court's orders;

(iii) Reply to the Contempt petition should be prepared and got vetted from the counsel and filed in the court.

17.21 Engaging private Counsel.—

(i) General procedure for defence of Government Cases: Normally in Court cases before the lower courts, the District Attorney or the Assistant District Attorney represent the Government. Likewise in the cases before the High Court the Advocate General or the Additional /Deputy or Assistant Advocate General as authorised by the Advocate General represent the Government. For cases in the Supreme Court, the Government have an approved panel of Advocate on Record, Penal Advocates and Senior Advocates to defend the Government cases and the opinion of the Law Department may be sought as to which of the Advocates is to be engaged in the Supreme Court.

(ii) Special procedures in certain cases: In certain important cases, however, private counsel might have to be engaged for case before the lower courts, the High Court. Further in the cases before the Supreme Court, the Government may have to engage eminent senior counsel. The importance of the case and decision to engage private counsel or senior counsel is to be taken by the Department concerned in consultation with the Law Department and with the approval of the Government. While seeking such approval, the need for engaging a particular private counsel or senior counsel and the importance of the matter is to be indicated by the Department concerned.

(iii) Settlement of fees: Before engaging private counsel in a Government case, the terms of engagement viz., Counsel fee, Clerk age, consultation fee or conference fee etc. should be obtained from the private counsel or settled by a senior functionary and thereafter got concurred in by the Law Department, Finance Department and approved from the Government in the Administrative Department concerned. After Government approval, acceptance of the terms and conditions of engagement should be communicated to the private counsel and the Advocate General with a copy to the Home Department. It should be ensured that the fees or other charges are abnormally high in comparison with similar

other cases. The terms and conditions of private Advocates should be finalised prior to their engagement.

(iv) Payment of fees of private counsel: The private counsel is to be engaged on the advice of the Advocate General, Haryana and Law and Legislative Department, Haryana. All bills of private counsel are to be received in the Administrative Department concerned, which has to verify the charges with the actual time/sittings of consultations or conferences and actual day of appearances in the Court in accordance with the terms and conditions of fee settled with the concerned Advocate on the advice of the Advocate General, Haryana. The bills are to be processed by the Administrative Department concerned for verification and thereafter the payment to private counsel is made by the respective departments.

17.22 Other Guidelines.—

Evidence by Government employees in a Court- Production of Official records:

The law relating to the production of unpublished official records as evidence in courts is contained in Section 123,124 and 162 of the Indian Evidence Act, 1872. Section 123 and 124 respectively state that:-

(i) No one shall be permitted to give any evidence derived from unpublished official records relating to any affairs of State, except with the permission of the Officer at the Head of the Department concerned, who shall give or withhold such permission as he thinks fit.

(ii) (Section 123)No public officer shall be compelled to disclose communication made to him in official confidence when he considers that the public interest would suffer by the disclosure.

(iv) (Section 124) There is a distinction between the provisions of Sec. 123 and Sec. 124 of the Evidence Act. If the document comes within Sec. 123, the court cannot inspect it, though it can take the evidence to determine the character attributed to the document. Of course, it is for the Court to ultimately determine whether the document in respect of which the privilege s claimed is a state document within the meaning of Sec. 123 of the Evidence Act. If a document falls within the ambit of Sec. 124 of the Evidence Act, the Court can inspect the **document** to determine the claim of privilege.

17.23 Section 162 states that.—

(i) A witness summoned to produce a document shall, if it is in his possession or power, bring it to court notwithstanding any objection which there may be to its production or to its admissibility. The validity of any such objection shall be decided on by the Court. The Court, if it thinks fit, may inspect the document unless it refers to matters of State, or take other evidence to enable it to determine on its admissibility. If for such a purpose it is necessary to cause any document to be translated, the Court may, if it thinks fit, direct the translator to keep the contents secret, unless the document is to be given in evidence; and, if the interpreter disobeys such direction, he shall be held to have committed an offence under Section 166 of the Indian Penal Code.

(ii) For the purpose of this Section of the aforesaid Act the expression Officer at the Head of the Department concerned may be held to mean the officer who is in control of the Department and in whose charge records of the department remain. Ordinarily such an officer would be the Secretary to the State Government, but in case of attached offices like Directorate of Industries, or Directorate of Agriculture etc, the Director concerned may be regarded as the Head of the Department for these purpose. Only such an officer should be treated as the authority to withhold or give the necessary permission for the production of official documents in evidence.

(iii) In respect of documents (i) emanating from a higher authority i.e. the Government of India, or the State Government which have formed the subject of correspondence with such higher authority, or (ii) emanating from other Government, whether foreign or member of the common-wealth, the Head of the Department should obtain the consent of the Government of India or of the State Government, as the case may be, through the usual official channels before giving permission to produce the documents in court or giving evidence based on them unless the papers are intended for publication or are of a purely formal or routine nature, when reference to higher authority may be dispensed with.

(iv) In the case of documents other than those specified in the paragraph above, production of documents should be withheld only when the public interest would, by their disclosure be injured, or where disclosure would be injurious to national defence, or to good diplomatic relations or where the practice of keeping a class

of documents secret is necessary for the proper functioning of the public service. Privilege is not to be claimed on the mere ground that the documents are state documents or are official or are marked confidential or, if produced, would result in Parliamentary discussion or public criticism or would expose want of efficiency in the administration or tend to lay particular Department of Government open to a claim for compensation. The mere fact that the Head of the Department does not wish the documents to be produced is not an adequate justification for objecting to their production. The Court have also observed that refusal to produce documents relating to affairs of State implies that their production will be prejudicial to public interest. Consequently, the reason therefore should be given in an affidavit in form as at Annexure-16-A.

(v) In a case of doubt, the Head of the Department should invariably refer the matter to the higher authority for orders. These instructions apply equally to cases, in which Government is a party to the suit. In such cases, much will depend on the legal advice as to the value of the documents, but before they are produced in Court, the considerations stated above must be borne in mind, and reference to higher authority made, when necessary.

(vi) The Government servant who is to attend a Court as a witness with official documents should, where permission under Section 123 has been withheld be given an affidavit in form as at Annexure-16-B duly signed by the Head of the Department. He should produce it when he is called upon to give his evidence, and should explain that he is not at liberty to produce the documents before to Court, or to give any evidence derived from them. He should, however, take with him the papers which he has been summoned to produce.

(vii) The Government servant who is summoned to produce documents in respect of which privilege under section 124 has to be claimed, will make an affidavit in the accompanying Form as at Annexure-16-B when he is not attending the Court himself to give evidence, he shall have it sent to the court along with the documents. The person through whom the documents are sent to the Court should submit the affidavit to the Court, when called upon to produce the documents but should not hand them over to the Court unless the Court, directs to do so. The documents or copies should not be shown to the opposite party.

(viii) The Head of the Department should abstain from entering into correspondence with the presiding officer of the Court concerned in regard to the grounds on which the documents have been called for. He should obey the Courts orders and should appear personally or arrange for the appearance of another officer in the Court concerned, with the documents and fact as indicated in paragraph above, and produce the necessary affidavit, if he claims privilege.

17.24 Claim to privilege when justified.—

(a) When any cases is posted for admission or hearing, the Advocate General intimates the concerned Department and also asks the Department to send the relevant record through a responsible officer. It should be ensured that an officer of the rank of Branch Incharge/Superintendent conversant with the case takes the record for discussion with the Advocate General. Wherever certain assurances are to be given during the course of a hearing, a senior level officer competent to give assurance should be present with the Advocate General.

(b) In certain cases the opposite party may seek production of certain official documents and the Courts might require production of the same. In all such cases the competent authority as indicated para 16.8.2 above should thoroughly peruse the relevant record sought to be produced in the Court for determining whether any document is to be claimed a privileged. The provision of sections 123,124, and 162 of the Indian evidence Act, 1872 relating to production of unpublished official records and claim of privileges etc. are given in para 16.8.2 above. The concerned officer has to take decision keeping in view these provisions and in case document is to be claimed as privileged, then the competent authority has to file an affidavit in Annexure-16-A or 16-B as the case may be. The documents claimed as privileged are to be taken to the Court or sent to the Court through a senior responsible officer with the aforesaid affidavit and when called upon to produce the privileged documents, the officer has to submit the affidavit through the Advocate General. It may be made clear that the validity of any claim of privilege is to be decided by the Court as per Section 162 of the Indian Evidence Act, 1872.

(c) There are a number of court decisions relating to the claim of privilege, which include the following:-

(i) Section 123 is a recognition of the principle that interest of all subjects of the State is superior to the interest of any one of them, but at the same time, the State must show that the claim or privilege strictly falls within the four corners of the provisions of law which tends to deprive the subject of evidence on matters directly in issue.

(ii) If after having considered the document the counsel tells the Court that the document is one relating to affairs of State and that its disclosure will be injurious to public safety, the Court ordinarily would accept his statement, if made on oath. But the statement must not be of vague or indefinite character. He must not only indicate the nature of the document but he must also state what injury to public interest he contemplates would result from the disclosure of the document.

(iii) There may be another class of documents which would claim the said privilege not by reason of their contents as such but by reason of the fact that, if the said documents where disclosed, they would materially affect the freedom and candour to expression of opinion in the determination and execution of public policies. In this class may legitimately be included notes and minutes made by the respective officers on the relevant files, opinions expressed, or reports made, and gist of official decisions reached in the course of the determination of the said questions of policy.

(iv) The affidavit should show that each document in respect of which the claim is made has been carefully read and considered and the person making the affidavit is bonafide satisfied that its disclosure should lead to public injury.

(v) However, privilege cannot be claimed on the ground that the disclosure of document in question may defeat the defence raised by the State.

17.25 Need for corrective action in certain cases.—

Suits/writ petitions/ applications (including for contempt of Court) before Courts against the Government are often filed due to inaction at some level on the claims of the plaintiffs/ applicants. Therefore**,** After the final decision on the suit/case if it appears prima-facie that litigation was due to such a reason, responsibility needs to be fixed for the purpose or taking appropriate disciplinary action and recovery of the loss caused to the Government on account of the litigation.

17.26 To minimise the litigation in financial matters.—

After detailed examination of the issue to monitor the court cases in the Hon'ble Courts and to minimize the Court cases, the Court cases related to financial matters may be handled in the following manner:-

(i) After the receipt of notice of Hon'ble Court in Civil Suit/Civil Writ Petition, the matter should be examined by the Members of SAS Cadre posted in the Department/Boards/Corporations in the light of provisions of Service Rules/Instructions/Litigation Policy applicable in the case. Members of SAS cadre after detailed examination with regard to claim of the petitioner shall give their comments along with relevant provisions of service rules applicable in that case.

(ii) It has come into the notice of Finance Department that in some cases erroneous benefit contrary to the provisions of service rules is given to government employee either by the officials/officers of department which has been approved by the Members of SAS cadres or given on the advice of Members of SAS cadres. The law has already been laid down by the Hon'ble Supreme Court of India that excess amount cannot be recovered in the following cases:-

(a) Recovery from employees belonging to Group C & Group D service.

(b) Recovery from retired employees, or employees who are due to retire within one year, of the order of recovery.

(c) Recovery from employees, when the excess payment has been made for a period in excess of five years, before the order of recovery is issued.

(d) Recovery in cases where an employee has wrongfully been required to discharge duties of a higher post, and has been paid accordingly, even though he should have rightfully been required to work against an inferior post.

(e) In any other case, where the Court arrives at the conclusion, that recovery if made from the employee, would be iniquitous or harsh or arbitrary to such an extent, as would far outweigh the equitable balance of the employer's right to recover.

(f) In view of this position, State has no other option but to fix the responsibility of officers/officials of the department (if they are responsible for erroneous benefit) or the Members of SAS cadre (if they are responsible for erroneous benefit) alongwith the recovery of total amount from them. Because, there

is loss to State exchequer which is public money and public money cannot be permitted to misuse in these manners.

(iii) It has also come into the notice of Finance Department that in some cases, the right of government employees accrues under the provisions of service rules is not given by the officers/officials of the department or on the advice of Members of SAS cadres. The department concern is not competent to stop any benefit at their own level which has been accrued under the provisions of service rules/Govt. instructions. If there is any ambiguity in the language of service rules/Govt. instructions in that eventuality the matter may be referred to Finance Department seeking clarification immediately without any delay. After adopting this procedure, the litigation on these subjects shall be minimized.

(iv) To achieve the object of minimize litigation in future, if it is found that the said procedure has not been followed by the Officers/officials of the department or by the Members of SAS Cadres, the responsibility of officers/officials concerned of the Department or the Member of SAS Cadres shall be fixed under the provision of Rule 7 of the Punishment and Appeals Rules, 2016.

(v) In all the cases wherein provisions of service rules/Govt. instructions of Pay Revision Branch, Pension Branch or FR Branch are involved, written statement cannot be filed by the department without the approval of Finance Department.

17.27 Monitoring of progress of cases- Nomination of Officers–in–charge–Register of Court Cases.—

All departments are required to constantly monitor the progress of Court cases at all stages. For proper monitoring of progress each department is required to maintain a Register of Court cases in the form as given in **Chapter-XIII of this Office Manual**. This register should always be kept updated by making entries therein after each day of hearing or when the case is listed for orders etc. **(Annexure-XVI-D** gives the format for the follow up).

Every department should nominate an officer, not below the rank of Branch Officer or Superintendent, as Officer-in-charge who shall be responsible for monitoring the Court cases at all levels and at all stages. The Officer-in-charge shall be responsible for:-

(i) Arranging pre-admission briefing of the Counsel

(ii) Preparing or getting prepared the draft suits/ applications or replies/rejoinders and getting the same vetted from to Counsel and for timely filing of the same in the Court;

(iii) Being present in the Court on each day when the case is listed for orders/admission or hearing etc.;

(iv) Arranging to brief the counsel on the day previous to the date of listing of the case for orders/admission or hearing and to take all connected records to the counsel;

(v) Bringing to the notice of the authorities day to day progress, orders/instructions passed by the Court immediately in person and in writing;

(vi) Ensuring compliance of the Court orders/instructions/judgments within the prescribed tine limits or to obtain decision for filing Review /Revision/LPA or appeal in the Supreme Court etc. and thereafter to file Review/Revision/LPA or appeal within the prescribed time limit and further to obtain stay orders for the decision against which Review /Revision/LPA has been filed;

(vii) Ensuring maintenance of the Register of Court Cases and submission of the same to the Branch Officer/Middle-Level Officer at least once a month;

(viii) Taking any action in the interest of the Govt. in any Court Case as provided in this Chapter.

(ix) The Secretaries of the Departments and the Heads of the Departments should also devote their personal attention to the Court cases and ensure proper monitoring and processing of the cases, thus avoiding the possibility of inadvertently committing Contempt of Court. They should also see that the Register of Court cases is complete and is submitted to them at regular intervals. They also need to watch the functioning of the Officer-in-charge of the cases through their Branch Officers/Middle-Level Offices etc.

17.28 Role and Responsibilities of Nodal Officers.—

Due to use of Information Technology in Courts, office of Advocate General, Haryana and Lower Courts office, it has been made mandatory to monitor the cases on daily basis. Therefore, designated Nodal Officer of the Department will monitor the court cases. The role and responsibility of the Nodal Officers are as under:-

(1) To consider each and every petition/notice for demand of justice/representation and notice U/S 80 of C.P.C. positively within a period of 30 days from the date of its receipt, and this 30 days period is fixed, so that the action taken be concluded and reached to the employee or person who served legal notice or the representationist.

(2) All legal notices, petitions, letters from O/o Ld. Advocate General, Haryana regarding legal matters shall be sent to concerned (Nodal Officer) who shall be responsible for bringing it to the notice of concerned Addl. Chief Secretary/Financial Commissioner/Head of the Department for further necessary action to get issued sanction for defence of cases & filling of appeals, writ petitions, Civil Revisions, RSA, Arbitration cases or any other case by and on behalf of the State Government directly interact with the office of L.R/Administrative Secretaries to avoid the procedural delay, which are now being regarded as one of the major reasons of delay in State cases.

(3) On receipt of orders from the Hon'ble Courts by Nodal Officer or Ld. AG Officer, he will ensure that necessary entries are made in Litigation Management System (LMS) and papers are sent to officer concerned for filling reply/implementation/processing the papers promptly and for sending him response for uploading on Litigation Management System (LMS).

(4) He must indicate the time lines by which the action has to be taken and in case of inaction, he must take up the matter with officer concerned and Addl. Chief Secretary/Financial Commissioner/Head of the Department.

(5) All judgments of universal application will be endorsed by him in the department for guidance and implementation.

(6) He must carry out a fortnightly review of:-

   (a) Filing of reply/short reply/written statement/status report/affidavit.

   (b) Implementation of the court orders/directions

   (c) Filing of LPA/SLP/RSA/FAO, RFA's & CR's

   (d) Status of legal notice/contempt notice/representations

(7) He must be responsible, for training of Litigation Management System (LMS) within the department.

(8) To endeavour to see whether litigation between PSUs and Government Public Sector undertaking can be avoided. If litigation cannot be avoided for these PSUs and Govt. and vice versa then A.D.R. methods like mediations/conciliation must be considered. Section 89 of the C.P.C must be resorted to extensively.

(9) To monitor the progress of litigation, particularly to identify the cases in which repeated adjournments are being taken, and to apprise their Head of the Department about the repeated and unjustified adjournments.

(10) To ensure constant monitoring of cases particularly to examine whether cases have gone off track or have been unnecessarily delayed.

(11) To ensure that all relevant dates regarding pendency of cases against the Govt. have been entered in the Litigation Management System (LMS) on daily basis and same data be sent to the State Nodal Officer Litigation Management System (LMS) on monthly basis, which will be reviewed by State Nodal Officer (SNO).

(12) To accept the notices, Summons and copies of the petitions and to avoid unnecessary litigation by promptly taking action upon the notices from the court consider the case of such person and can grant the relief without waiting for the date fixed in the case and can submit the application before the court intimating that the relief has been granted to such person and to bring an end of such (avoidable litigation), instead of following the process of filing written statement etc.4.

(13) To submit report in cases to the Head of the Department explaining all the reasons for delay and identify the persons/causes in the cases in which department could not file appeals within the period of limitation in case of failure to perform, the above duty, an entry will be made in the Annual Confidential Report of the officer/official.

(14) Nodal Officer can constitute departmental committee with the prior approval of the Head of the Department for review/analysis of litigation/legal notice/representation.

(15) The Govt. should consider that the litigation of the Department whether in lower courts, or in the Hon'ble High Court or in the Hon'ble Supreme Court should be exclusively monitored by the State Nodal Officer (SNO). This is being proposed to avoid the different stand of the Govt. before different courts and one stand of the Department Before all the courts, irrespective of the fact of place of litigation in different Departments or at different stations.

(16) If the duty as mentioned in condition No. 15 is conferred upon the Nodal Officer the Department at the Head Office then the possibility of the connivance of the Department's employees with the litigant Govt. employees/private person can be curtailed. Meaning thereby local nepotism can be curtailed by adopting this system.

(17) The Nodal officer shall ensure that historical data is entered in Litigation Management System (LMS) software after proper verification and authentication by the department in time bound manner and for this end the Head of the Department would ensure that requisite support system and infrastructure will be provided to Nodal Officer of his Department. If possible the Govt. should consider that Nodal Officer of the Department should be entrusted only with Litigation Management System (LMS) work and should be absolved of other duty.

(18) In case of transfer/retirement of Nodal Officer or as the case may be, establishment of concerned department shall ensure that the user I.D. and password has been got deactivated from quarters concerned will before relinquishment of charge by such transfer/retiree. New Nodal Officer is appointed & fresh user I.D. and password is issued to him, under intimation to State Nodal Officer (Advocate General Officer).

(19) In case of any default and cost imposed by the Hon'ble Courts on the State, then Nodal Officer shall be responsible and cost shall be recovered from him unless Addl. Chief Secretary/Financial Commissioner or Head of the Department is satisfied that Nodal Officer has acted with due diligence and has not acted negligently. In that case the cost shall be recovered from official who defaulted. Though the Nodal Officer will be responsible for appropriate action on above points, but the overall responsibly shall remain with Addl. Chief Secretary/Financial Commissioner or Head of the Department.

(20) It shall be the duty of the department Nodal Officer to secure presence of the concerned officer of the concerned department in the court alongwith relevant records as and when the matter is on Board.

(21) Nodal Officer will be a Reporting Officer to all Law Officers Government Counsels and individual officers who are all connected with the concerned litigation in the department. Each one of them must be mindful of the responsibility and shall be in the position to pro-actively manage litigation.

(22) Nodal Officer will monitor every litigation, in which the State has a stake, who's endeavour would be to put an end to the respective litigation.

(23) Accountability of the Officers connected with the concerned litigation at various levels could be watched by the Secretary- Law and Justice through Nodal Officer. There would be a critical appreciation not only on the conduct of the cases but also on the officer conducting the cases. As and where good cases lost in the law

courts must be renewed and subjected to detailed scrutiny in asserting the responsibility. Taking suitable action there under would be made inevitable.

(24) Nodal Officer to ensure that all relevant date is received from the Head of the Department or from the Head of the office as the case may be and would forward them to litigation officers without loss of time.

(25) Nodal Officer to submit monthly reports to the State Nodal Officer (SNO). It shall be responsibility of the Nodal Officer to receive and deal with the suggestions and complaints including from litigants and Government departments and take appropriate measures in connection therewith.

(26) Nodal Officer shall provide the names, addresses, mobile numbers of Litigation Conducting Officers, Legal Dealing Officials (L.D.O.)/dealing Assistants of the department and monitor their actions.

(27) Nodal Officer would monitor the cases in the High Courts and the cases in the Supreme Court through District Law Officer.

(28) Nodal Officer, who is not below the rank of Deputy Secretary/Addl. Director with the approval of the Head of the Department take necessary steps for the effective conduct of the Litigation. He is to be entrusted with the job of briefing the Government Advocates.

(29) Records should be made available to the courts through law officer/government advocate by an officer with sufficient knowledge of the facts of the case. He is answerable and accountable to the Nodal Officer.

(30) Nodal Officer would monitor and watch the cases and report the same to the Head of the Department.

(31) There shall be a “system of evaluation”. Nodal Officer would give an annual Report to the Advocate General about the performance of Advocates who have handled their respective cases. The service contract of Advocates shall be extended only if their reports are satisfactory.

Annexure-A
(See Para 17.1)

HARYANA STATE LITIGATION POLICY – 2010

1. Introduction.—

1.1 This Policy reflects the resolve of the State Government to bring about a visible and enduring qualitative and quantitative improvement in the manner in which litigation is perceived, managed and conducted in the State. It embodies the national concern that pendency and delays in our learned Courts should be reduced proactively by the Government.

1.2 It has been formulated by drawing upon the National Litigation Policy published by Ministry of Law, Govt. of India. A major part of its provisions applicable to the State have been incorporated mutatis mutandis.

2. Objective.—

2.1 To transform Government into an Efficient and Responsible Litigant so that it (a) manages and conducts litigation in a collusive, coordinated and time bound manner (b) Ensures that good cases are won and bad cases not pursued needlessly (c) Reduces overall Govt. Litigation load in Courts thereby providing relief to the judiciary.

2.2 To encourage and enable redressal of genuine grievances through alternate dispute redressal forum / institutions within the Government.

2.3 To provide for a substantive mechanism which would inter alia serve to monitor and control the implementation of the Policy, enforce accountability on and provide clarifications, to the implementers and stakeholders of the Policy and to consider changes in the Policy, depending on its performance and effectiveness.

3. Nature and Applicability of the Policy.—

3.1 It shall be mandatory on all Government/ State Public Sector Undertaking/ Statutory Bodies personnel who directly or indirectly are associated with litigation, to follow provisions of the Policy.

3.1.2 The Policy shall serve as the main authoritative reference point for all questions of procedure, norm, and interpretation

3.2 The Policy shall have the force of an administrative regulation.

3.3 The Policy shall bind all participant's stakeholders, personnel to enforceable performance, which may be prescribed.

3.4 The Law Department Manual, which is an evolving collection of guidelines, instructions, clarifications and information would continue to serve as a reference document in matters connected with litigation. However, those of its provisions which may come into conflict with any provision of this Policy would be deemed to have been superseded by the Policy with immediate effect.

3.4.1 The Law Department Manual is to be constantly reviewed and updated due to the changing legal scenario. A comprehensive updating will be done within the period prescribed by Government which would incorporate relevant portions of the Policy.

4. Implementation/ Control Structure.—

4.1 **State Level Empowered Committee:** There shall be a State level Empowered Committee under Chairmanship of Chief Secretary comprising of Secretaries of the departments concerned and shall include representatives of Advocate General, Home, Finance, Legal Remembrancer. The Committee may invite any other department or expert to join the deliberations. The Committee shall aim to streamline the litigation and grievance redressal systems. The Committee shall have full powers to take decisions in respect of policy content and changes in procedures to be introduced. Decisions duly authorised by the Committee would be implemented directly by the department. Separate approval on file by the departments would not be necessary. This would minimize delays. In cases of decisions involving core policy changes, its recommendations will be referred to the Government. The Committee shall identify the major causes of litigation, and shall recommend suitable measures to the Government to minimize litigation.

4.2 The Committee shall oversee the implementation of all aspects of this Policy. It shall either on reference by a Stakeholder or member of the Public or suo moto take notice of observations in implementation of the Policy, including deviant or malafide behaviour by any official and initiate corrective action. It shall enforce accountability of all stages of the litigation process and for this purpose introduce a comprehensive reporting and data flow system.

4.3 The Policy and decisions of the Empowered Committee shall be implemented by the FC Home/ Administrative of Justice. He shall be supported by a special cell to be constituted in the Home/ Administration of Justice Department.

4.4 Department Level Policy Implementation Committee: This would be a Second Tier Committee at the Principal Secretary level of each Department, to regularly monitor and review the litigation arising in the departments. The Committee shall

have representatives from offices of Legal Remembrancer, Advocate General and Finance Department. The Committee shall have power to take decision in respect of cases where by financial implication is not very high. In case the Committee feels that certain policies/ rules need to be streamlined, it shall make its recommendations to the State Level Committee and also take up the matter for changing the rules/ procedures. The Committee shall meet once in a month.

4.5 District Level Policy Implementation Committee: This would be a Third Tier Committee at the District Level to be headed by the Head of the Offices of various Departments at District Level. This Committee shall consist of the Departmental head and the District Attorney and shall monitor and review all cases in the same way as at the State level. The Committee shall meet at least once in a month. In matters not in its jurisdiction or requiring directions at Departmental HQ level or in matters needing policy clarification, this Committee would make a reference to the Departmental Level Policy Implementation Committee.

4.6 Detailed terms of reference, powers and jurisdiction of these three Committees will be notified separately.

4.7 For greater accountability the Committees would take up critical appreciation on the conduct of cases. Good cases which are lost would be reviewed and subject to scrutiny to ascertain responsibility.

4.8 Home/ Administration of Justice Department will be the nodal agency to facilitate coordination and interaction between these Committees.

(5) Prevention and Control of Avoidable Litigation.—

5.1 Setting up of Grievance Redressal System:

A major cause of litigation is arbitrariness in decision making, and lack of proper response to representations made by employees and parties. In service matters, most of the cases relate to relief not being given as per rules, instructions and policy decisions. In other cases, there may exist more than one policy. In majority of such cases coming to the Courts, the Courts give directions to pass speaking orders in a time-bound manner. Before the matter reaches the Court, the affected party generally spends a lot of time and effort to redress its grievances through the normal administrative channel. In view of this all Departments shall set up effective grievance redressal Committees which would pre-empt a lot of unnecessary litigation.

5.1.1 It shall be mandatory for employees to seek redressal through this system, first, before going to the Courts.

5.1.2 A time limit of eight weeks may be fixed to decide a representation.

5.1.3 A Two-tier structure will be set up. In the first tier each department shall have a grievance cell at the State Level. The second tier would be at the district level. All cases and issues, at the request of the aggrieved party, shall be reviewed to redress genuine grievances.

5.1.4 The department level grievance cell / committee shall be headed by the HoD, and shall meet on a monthly basis to review the efficacy of the grievance redressal system in the Department at the headquarters and field level. In case it is found that certain instructions by the CS or FD need to be reviewed, it shall refer the matter to the, as well as the Empowered Committee, so that decision on the same can be expedited. As the seniority matters are a major source of litigation, these shall be resolved by all departments expeditiously and seniority lists updated and printed/ published regularly.

5.2 Quick Action on Legal Notices/ Representation:

5.2.1 As soon as Legal notice is served upon any department asking for a relief the same should be decided expeditiously in accordance with the relevant rules/ instructions and by passing a detailed speaking order.

5.2.2 Large number of cases comes before the Hon'ble High Court wherein grievances are that legal notice/ representations are not being decided or are delayed by the Government. Generally, Hon'ble High Court directs Govt. to decide the representation within a specific time. If Govt. disposes of the notice at the first instance, it would reduce the burden of the Court.

5.3 In disciplinary matters while passing the orders in original jurisdiction or in appeals a detailed speaking order should be passed. Also the inquiry officer should follow all the procedures for conducting the inquiry so that no lapse occurs in the procedural part and orders are not set aside on that ground.

5.4 While deciding the cases relating to seniority of the employees, the decision should be taken strictly in accordance with the rules and it should be taken promptly so that interest of no employee is jeopardized due to delayed decision.

5.5 Covered Matters:

A good number of cases are from the category of similar cases. Each Government Department will aim to consider and settle the claim a representational/ applicant employee/ citizen, if the claim is found covered by any decision of the Court. Many service matters of this nature, can be disposed of at the level of the department itself without compelling the litigant to come to the Court. In this manner, the government departments would be acting as efficient litigants.

5.5.1. In similar cases, departments shall endeavour to settle the issue as per post-judicial proceedings formed in identical cases by different courts when attained finality to avoid multiplicity of same matters increasing rush of work in different courts.

5.6 Settlement of dispute through Alternative forums (Lok Adalat) .—

All pending disputes/cases litigation would be reviewed by the Department & District Policy Implementation Committee with a view to settling them before the Lok Adalat/Special camps, in consultation with the Legal Aid Cell of Hon'ble High Court. This exercise shall be carried out periodically, preferably every three months. Further, permanent Lok Adalats shall be set up to settle disputes in an ongoing manner.

5.6.1. Every department should authorise some officers with sufficient powers to take final decisions so that minor disputes pending in different Courts can be settled through Lok Adalats with active participation of such officers. Moreover, not attending of Lok Adalat by an officer deputed to do so would straight away invite disciplinary proceedings.

5.6.2. State empowered Committee and the Litigation Policy Implementation Committee would look into the ways and means for maximizing case/dispute disposal through Fast Track Courts, Gram Nyayalas, Evening Courts, Family Courts etc.

5.7 Guidelines regarding filing of Appeals.—

No Appeal at any level is to be filed without full application of mind to the order/judgement at hand.

5.7.1. Appeals will not be field in cases where insignificant amounts are involved and when no question of Law is involved.

5.7.2. Principles governing filing of Appeals:

(A) Appeals will not be filed against ex-parte ad interim orders. Attempt must first be to have the order vacated. An appeal must be filed against an order only if the order is not vacated and the continuation of such order causes prejudice.

(B) Appeals must be filed intra court in the first instance. Direct appeals to the Supreme Court must not be resorted to except in extraordinary cases.

(C) Given that Tribunalisation is meant to remove the loads from Courts, challenge to orders of Tribunals should be an exception and not a matter of routine.

(D) In Service Matters, no appeal will be filed in cases where:

(a) The matter pertains to an individual grievance without any major repercussion;

(b) The matter pertains to a case of pension or retirement benefits without involving any principle and without setting any precedent or financial implications.

(E) Further, proceedings will not be filed in service matters merely because the order of the Administrative Tribunal affects a number of employees. Appeals will not be filed to espouse the cause of one section of employee against another.

(F) Proceedings will be filed challenging orders of Administrative Tribunals only if.-

(a) There is a clear error of record and the findings has been entered against the Government.

(b) The judgement of the Tribunal is contrary to a service rule or its interpretation by a High Court or the Supreme Court.

(c) The judgement would impact the working of the administration in terms of morale of the service, the Government is compelled to file a petition; or

(d) If the judgement will have recurring implications upon other cadres or if the judgement involves huge financial claims being made.

(G) Appeals in Revenue matters will not be filed:

(a) if the stakes are not high and are less than that amount to be fixed by the Revenue Authorities;

(b) If the matter is covered by a series of judgement of the Tribunal or of the High Courts which have held the field and which have not been challenged in the Supreme Court;

(c) Where the assesses has acted in accordance with long standing industry practice;

(d) Merely because of change of opinion on the part of jurisdictional officers.

(H) Appeals will not be filed in the Supreme Court unless:

(a) the case involves a question of law;

(b) If it is a question of fact, the conclusion of the fact is so perverse that an honest judicial opinion could not have arrived at that conclusion;

(c) Where public finances are adversely affected;

(d) Where there is substantial interference with public justice;

(e) Where there is a question of law arising under the Constitution;

(f) Where the High Court has exceeded its jurisdiction;

(g) Where the High Court has struck down a statutory provision as ultra vires;

(h)Where the interpretation of the High Court is plainly erroneous.

(I) In each case, there will be a proper certification of the need to file an appeal. Such certification will contain brief but cogent reasons in support. At the same time, reasons will also be recorded as to why it was not considered fit or proper to file an appeal.

6. Decision Mechanism for filing of Appeals.—

6.1 The Legal Remembrancer and Advocate General offices shall mention substantial question of law involved in the cases, while giving their opinion to file further appeal as according to the Article 133 of the Constitution and provisions contained in the Code of Civil Procedure Appeal before the Hon'ble High Court and Supreme Court lies only if substantial question of law is involved and not on facts of the case. The instruction issued in this regard shall be strictly followed.

6.2 The government may not file Appeal which lack substantial question of law particularly where two learned subordinate Courts have recorded concrete findings of fact or where no evidence had been led on behalf of the government or where the amount is not of substance, however, the government may prefer appeal against the judgement and decrees passed by the learned Courts below

before the Hon'ble High Court or the Hon'ble Apex Court where substantial question of law in any manner is involved, which requires adjudication by the Hon'ble Court.

6.3 Decision to file or not to file appeal takes a long time, and is invariably non-speaking. The reasons for the same are not given by the concerned departments. There is need to evolve an objective proforma, which needs to elaborate the issues involved, financial implications, policy implications etc. Final decision in this matter shall be taken by the Secretary of the Department, in consultation with Advocate General, but the reasons for filing/not filing must be given. This shall bring transparency, efficiency and cut down delays.

7 Land Acquisition Cases.—

7.1 With the objection of reducing litigation connected with Land Acquisition compensation, Govt. have introduced "No Litigation" Incentive" vide its Revised Floor Rate Policy for acquisition of Land notified on 9.11.2010. It has been decided to pay an additional amount equal to 20% of the basic rate of land determined by the Land Acquisition Collector (excluding the interest and the Solatium components as an incentive for 'No Litigation' to such of the landowners who opt (a) not to challenge the acquisition of their land, and (b) to accept the compensation amount as awarded and undertake not to seek a reference under Section 18 of the Act qua the amount of compensation. This incentive would still be available in cases where a reference is sought with respect to other issues i.e. (a) the measurement of land, (b) the persons to whom it is payable, or (c) the apportionment of the compensation among the persons interested. This measure is expected to have positive impact on decreasing litigation of this category. This will be duly monitored by the Committees set up under this Policy.

7.2 In cases where an Appeal is sought to be filed in Hon'ble High Court against compensation enhancement by the Reference Court for land acquired by State Govt. for one of its undertaking agencies like HUDA, HSIIDC, HSAAMB etc., the Administrative Department will ensure that the Appeal is filed by the State only and that under no circumstances, is there duplication with the concerned agency also filing an appeal. There cannot be any divergence of interest between the State and its Agency in such cases.

8 Public Interest Litigation.—

Where the State Government receive notices regarding Public Interest Litigation, the Government, even before filing of the written statement/ response, if it is required to do or to take some immediate steps to do the needful as per the averments in the writ petition, then the Government must take all remedial measures to do the needful and then status report may be filed along with the response on the first date of hearing. It would save the time of the government as well as of the Hon'ble Courts.

9 Control and Management of Litigation.—

9.1 Every department of the Government shall have one senior Administrative Officer with legal background who shall be designated as Legal Nodal Officer. He will be responsible for proactive Management of the Court cases and constant monitoring of the proceedings of the Court cases. He will ensure that there is no delay on the part of the department while conducting the cases in different Courts. The nodal officer would have an adequate staff. The Nodal Officer will be assisted by legal officers (ADA/ DDA/DA) on deputation to the Department. He shall also undergo suitable training for capacity building in the sphere of litigation management.

9.2 Pleadings &Counters.—

Suits or other proceedings initiated by or on behalf of Government have to be drafted with precision and clarity. There would be no repetition either in narration of facts or in the ground.

(A) Suits or other proceedings initiated by or on behalf of Government have to be drafted with precision and clarity. There should be no repetition either in narration of facts or in the grounds.

(B) Appeals will be drafted with particular attention to the Synopsis and List of Dates which will carefully crystallise the facts in dispute and the issues involved. Slipshod and loose drafting will be taken serious note of. Nodal officers shall exercise control in this regard.

(C) Care must be taken to include all necessary and relevant documents in the appeal paper book. If the court adversely comments on this, the matter will be enquired into by the Nodal Officer.

(D) Effort will be made in time bound manner, to formulate and circulate Special formats for Civil Appeals, Special Leave Petitions, Counter Affidavits etc. by way of guidance and instruction as a Manual. This will include not only contents but also the format, design, font size, quality of

paper, printing, binding and presentation. It will be the joint responsibility of the Drafting Counsel and the Law Officer/Advocate on Record to ensure compliance.

(E) Counter Affidavits in important cases will not be filed unless the same are shown to and vetted by Law Officers. This should, however, not delay the filing of counters.

9.2.1. In cases where State is a party through Administrative Secretary and in which issue(s) of (a) Policy (b) inter departmental or inter State (c) connected with specific directions of the Court are involved the Administrative Secretary himself approve the reply/affidavit.

9.2.2. It shall be ensured by the Nodal Officer/Legal Officers of the Department that there is no contradiction in the replies or any submission filed by Government respondents who may be filing replies separately.

9.2.3. The replies shall be signed and filed by officers at appropriate levels. It shall not be below Deputy Secretary/Joint Secretary; Joint Director/HCS officer as the case may be in respect of Government or Department or District Administration respectively.

9.3 Limitation- Delays Appeals.—

Good cases are often lost because appeals are filed well beyond the period of limitation and without any proposer explanation for the delay or without a proper application for condonation of delay. It is recognized that such delays are not always bonafide particularly in case where high revenue stakes are involved.

9.3.1. Each Head of Department will be required to call for details of cases filed on behalf of the Department and to maintain a record of cases which have been dismissed on the ground of delay. The Nodal Officers must submit a report in every individual case to the Head of Department explaining all the reasons for such delay and identifying the persons/ causes responsible. Every such case will be investigated and if it is found that the delay was not bonafide, appropriate action must be taken. Action will be such that it operates as a deterrent for unsatisfactory work and malpractices in the conduct of Government litigation. For this purpose, obtaining of the data and fixing of responsibility will play a vital role. Data must be obtained on a regular basis annually, bi-monthly or quarterly.

9.3.2. Applications for condonation of delay are presently drafted in routine terms without application of mind. This practice must immediately stop. It is

responsibility of the drafting counsel to carefully draft an application for condonation of delay, identifying the areas of delay and identifying the causes with particularly.

9.3.3. Every attempt must be made to reduce delays in filling appeals/ applications. It shall be responsibility of each Head of Department to work out an appropriate system for elimination of delays and ensure its implementation.

9.3.4. The question of limitation and delay must be approached on the premise that every court will be strict with regard to condonation of delay.

10. IT based decision support & monitoring system for Litigation Management.—

10.1 In view of the excessively large number of cases and their numerous categories, there is need for extensive qualitative and qualitative monitoring of these cases. To monitor these cases and take timely decisions, it is essential that a comprehensive computerised database of these cases is created and maintained at all levels i.e. district, High Court and Supreme Court. This will enable the Advocate General Office as well as the Secretaries/ Head of Departments and Nodal officers to easily keep track of the cases filed, the issues involved, and the importance/ urgency.

10.2 The database/ software shall be so designed that all the necessary particulars about the cases, including important documents/ images are uploaded, so that the officers monitoring the case may get complete idea about the case through the site. The judgement of the case and grounds of appeal / Legal Remembrancer's opinion shall also be part of the database to facilitate decision making in appeal matters and eliminate delays.

10.3 The State Level computerisation shall be initiated immediately and made fully functional within six months and the District level computerisation within one year.

10.4 IT bases Legal Resource Base.—

10.4.1. There is need to facilitate online and offline access to case laws and relevant Acts, Book etc. To help the departments and their counsels prepare their cases. For this purpose, online access to computerised databases shall provide through suitable arrangement/ service provider.

10.4.2. Landmark judgements, especially in favour of the Government, shall be researched and made available on website Act wise. All acts, Rules and notifications, judgements shall be available on the website of the Department as well as a website to be developed for managing litigation.

10.4.2.1. Exchange of Legal Resources.—

There shall be sharing of judgements/ orders passed by the Hon'ble Supreme Court. High Court against different departments so that while taking a decision in any matter they are kept in view. This shall be done by placing the important judgements on the website of the departments or through e-mails.

10.4.3.A databank of the decided case shall be maintained by properly cataloguing the same which may be an effective tool for reference while deciding the case by competent authority and for making reference while defending the cases before the courts.

11. Legal training for the department officers/ officials shall be a regular feature. The officers/ officials of the different departments of the Government will be imparted legal training by conducting appropriate training programmes regarding the Court procedure. Basic knowledge of computers and internet will be imparted mandatory for legal officers.

12. Proper Representation.—

12.1 It has also been experienced that many a time no body from the Government department comes present in the Court to attend the Court proceedings and the Department remains unaware about the Court order. Further, relevant official record would not be available for the assistance of the Government Counsel representing the State in the Court. This practice must be stopped immediately. The concerned officer/ official is also required to submit a detailed report of the Court proceedings regularly to these higher authorities.

12.2 Law officer will ensure that the cases are duly represented on behalf of State of Haryana before the Hon'ble Court and also that there is no procedural lapse regarding submission of process fee and issuance of notice etc.

13. Avoiding Adjournments.—

Adjournments on behalf of State shall be minimized and pleadings completed as far as possible on first available date. This shall be overseen by responsible and accountable authority. Prevailing practice of seeking adjournment on first date of hearing despite the department concerned having been duly served months earlier, must be stopped immediately and responsibility be fixed by taking suitable remedial action against the erring officials. In case of any direction given by the Court which could be complied with even before the filling the response / written statement, then such directions should be complied with forthwith. The response/ written statement must be filed within the period

stipulated in the order/ notice issued by the Hon'ble Court. Earned efforts be made that adjournments are avoided under all circumstances. IT solutions will bring out periodical report for all concerned authorities reminding them about due dates for passing orders/ filling replies.

14. Periodical review of the pending court cases.—

14.1 All pending cases involving Government/ PSUs need to be periodically reviewed. The Office of Advocate General, District Attorney at District Level and the Law officer of the concerned Department shall also be responsible for reviewing all pending cases and filtering frivolous and vexatious matters from the meritorious ones. MIS Reports shall be prescribed which will give overview of litigations every month.

14.2 Cases will be grouped and categorised. The practice of grouping should be introduced whereby cases should be introduced whereby cases should be assigned a particular number of identities according to the subject and statute involved. In fact, further sub-grouping will also be attempted. To facilitate this process, standard forms must be devised which lawyers have to fill up at the time of filling of cases. Panels will be set up to implement categorisation, review such cases to identify cases which can be withdrawn. These include cases which are covered by decisions of courts and cases which are found without merit withdrawn. This must be done in a time bound faction.

14.3 About 60,000 writ petitions are pending in the High Court to which the State is party. Many of such petitions may have become infructuous. The State shall review all such cases and wherever the cases have become infructuous or covered or involve short points, the Registrar of the High Court may be informed so that such cases can be expeditiously disposed of.

15. Litigation at Apex Level.—

15.1 While Advocate General shall be responsible for defence of cases in the High Court; he shall also be responsible for defence of cases at National level. The litigation at the national level shall be directly under the control and monitoring of the Advocate General. The legal Cell at Delhi, looking after the litigation in Hon'ble Supreme Court and other statutory authorities, shall function under the guidance and administrative control of the Advocate General. The assignment of cases in the Supermen Court/ other Authorities to Standing Counsels shall be done by the Advocate General in consultation with Secretary of the concerned Department. In important cases, where senior private counsels have to be

engaged, the terms and conditions of engagements shall be as settled by the AG office.

15.2 The legal cell at Haryana Bhawan New Delhi shall be refurbished, strengthened and infrastructure upgraded to provide proper working facilities. The cases shall be equitably / rationally distributed amongst advocates and advocates-on-record to enable proper defence of cases. The communication between advocates-on-record and defending counsels shall be systematized and timely information of court matters to the counsels defending the cases at Delhi shall be ensured. Library, conference place and search facilities shall be provided at Haryana Bhawan to the counsels.

16. District Level Litigation.—

The District level litigation, in which, State Government is a party is mainly in respect of criminal cases. There is need to streamline the system of defence of cases, production of record, evidence, witnesses etc. There is need to monitor availability of official witnesses, and nodal agency shall be appointed at the District level and the State level to monitor availability of official witnesses. The District Attorney shall collect list of official witnesses to be examined in next one month in different courts in the District and ensure that either the official witness appears in persons or the witness is available for recording of evidence by way of video- conferencing at any other District Court in the State with prior intimation to the District Judge of the place where he is to be available(The District Judges shall be intimated about the procedure to be followed in this direction by the Hon'ble High Court). The evidence of official shall be preferably recorded by video-conference to avoid delay.

The State Nodal Agency will review the working of District Nodal Agencies so that there is no default in the availability of official witnesses for evidence on dates planned in advance. If for any inevitable reason, the availability of witnesses cannot be secured, intimation must be given in advance to the District Judge concerned. In such a situation the changed date may be intimated to the District Judge who may re-schedule the recording of the evidence accordingly and confirm the revised schedule to the Nodal Agency. Centralised State Agency shall monitor working of District Nodal Agencies. Further, the IT based monitoring planned at the State level, needs to be implemented, at district level also.

17. Coordination with the courts.

The Empowered Committee shall regularly interact and get feedback from Hon'ble

High Court to improve System, and infrastructure thereby accelerating disposal of cases. The Hon'ble High Court may be requested to make e-filling of cases/ replies and documents mandatory. It will help in expeditious disposal of cases because most of the time, Department are not able to file replies in the absence of copies of Writ Petitions, Application, Interim Orders etc Since all the documents being filed in the Hon'ble High Court / Supreme Court are necessarily typed on computers, making e-filling mandatory shall not be much of a problem. Further, request be made to the Hon'ble High Court to allow sharing of the data on the website of the High Court, with the State Government, to enable better monitoring.

18. Dispute Settlement Committee

It has been noticed that there is lack of co-ordination between various government departments and sometimes also between the Boards/ Corporation/ Municipal Councils etc. This lack of co-ordination, departments generally try to shift the onus/ burden to the other departments and such conflict create not only embarrassing situation, but even delay the adjudication of the important matters by the Hon'ble Courts. In view of such a situation, cases of overlapping jurisdiction/areas shall be resolved by the Empowered Committee. The Committee shall have the powers to resolve inter-se disputes between the departments. The government may frame guidelines, to be followed by such committee.

19 Amendment to Policy

The State Litigation Policy should be responsive to the changing requirements of the litigation system and its various constituents like Judiciary, Govt and the Public. The State Level Empowered Committee shall consider reasonable suggestions/ proposals for amendment to the policy as may be received from stakeholders in the litigation system at various levels with the objective of achieving of objectives of the Policy more effectively. The committee may recommend modification in the Policy as and when necessary on its own motion also.

20. Key Strategies.—

To sum up, the key strategies to streamline and minimize litigation are the following**:-**

1. Avoiding Litigation - better decision making and quick response to representations.
2. Managing litigation through IT bases decision support system.
3. Capacity building.
4. Review and Dispute Settlements.
5. Improving infrastructure, quality of manpower, system and procedures.

****

CHAPTER - XVIII
LEGISLATIVE PROCEDURE

18.1 Constitutional provisions for States.—

The Constitution of India provides for three organs of a State, namely,—

(A) The Executive headed by the Governor;

(B) The State Legislature consisting of the Governor and the Legislative Assembly; and

(C) The High Court of the State.

In brief provisions for the above are as under:-

(A) The Executive.—

(i) **Article 153** of the Constitution of India, provides for there being a Governor for each State and as per **Article 154 (1)** the executive power of the State vests in the Governor and is exercised by him either directly or through officers subordinates to him in accordance with the provisions of the Constitution. The Legislature of a State can confer by law functions on any authority subordinate to the Governor under **Article 154(2**).

(ii) **Article 162** provides, the executive power of a State extends to the matters with respect to which the Legislature of a State has power to make laws, but in any matter with respect to which the Legislature of a State and Parliament have power to make laws, the executive power of the State is subject to, and limited by executive power expressly conferred by the Constitution or by any law made by Parliament or the Legislature of a State.

(iii) **Article 163(1)** provides that there shall be a Council of Ministers with the Chief Minister at the head to aid and advise the Governor in the exercise of his functions, except in so far he is by or under the Constitution required to exercise his functions in his discretion**.**

(iv) **Article 164 (2)** provides that the Council of Ministers shall be collectively responsible to the Legislative Assembly of the State.

(v) **Article 166(2)** provides for rules to be made by the Governor for authentication of orders and instruments made and executed in the name of the Governor. **Article 166(3)** provides for the Governor shall make rules for the more convenient transaction of the business of the Government of the State and for the allocation of the business amongst the Ministers insofar as it is not business with respect to

which the Governor is by or under the Constitution required to act in his discretion.

(vi) Rules under Article 166 of the Constitution.–

The business of the Government is transacted in accordance with the rules made by the Governor under **clauses (2) and (3) of Article 166** of the Constitution. Accordingly the following Rules have been framed under **Article 166 (2) and (3)** of the Constitution for the conduct of business of the Haryana Government:-

(a) The Rules of Business of the Government of Haryana, 1977, as amended from time to time; and

(b) The Business of the Haryana Government (Allocation Rules), 1974 as amended from time to time.

(c) The allocation of business amongst the Ministers is made separately under **clause (3) of Article 166** of the Constitution. The entire business/ working of the Government are regulated under the aforesaid provisions of the Rules and the orders issued there under.

(B) The State Legislature.–

(i) Article 168 (1) of the Constitution of India provides that for every State there shall be a Legislature which shall consist of the Governor and a House. The Legislative Assembly of a State, unless sooner dissolved, continues for five years.

(ii) As **per Article 172 (1**) of the Constitution. Provisions regarding sessions of the State Legislature, right of the Governor to address and send messages to the House, special address by the Governor etc. are contained in Articles 174 to 176.

(iii) As per Article 176(1) the Governor addresses the House at the commencement of the first session after each general election to the Legislative Assembly and at the commencement of the first session of each year, the Governor shall address the Legislative Assembly or, in the case of a State having a Legislative Council, both Houses assembled together and inform the Legislature of the causes of its summons.

(iv) The main function of the Legislature is to enact laws for appropriation of money from the Consolidated Fund of the State. The Legislature also oversees the executive functioning of the State by virtue of the provisions of Article 164(2) which makes the Council of Ministers collectively responsible to the Legislature. The State Legislature passes laws presented in the form of Bills, which after receiving the Assent of the Governor (or the President of India, if it is reserved for

his consideration and receives his assent) is notified and takes the form of an Act.

(v) Legislative powers of the State Legislature.–

(i) Article 245 to 255 of the Constitution deal with the Legislative power of Parliament and State Legislatures, Under Article 245, subject to the provisions of the Constitution, the Legislature of a State make laws for the whole or any part of the State. Article 246 precisely defines jurisdiction of Parliament and the State Legislature. The Seventh Schedule to the Constitution contains three lists, known as—

(a) Union List

(b) Concurrent List

(c) State List

(ii) As per Article 246 of the Constitution, the Parliament has exclusive jurisdiction to enact on the matters enumerated in — Union list and the State Legislature has exclusive jurisdiction to enact on matters enumerated in the — State List. In regard to the matters enumerated in the — Concurrent List both the Parliament and the State Legislature have power to make laws. Article 249 also empowers the Parliament to enact even in respect of matters included in the — State List in the national interest and also when a Proclamation of Emergency is in operation under Article 250.

(iii) If any provision of a law enacted by the State Legislature is repugnant to any provision of a law made by Parliament with respect to matters enumerated in the Concurrent List or under Article 249 and 250, the law made by the Parliament shall prevail, and the law made by the State Legislature shall to the extent of repugnancy be inoperative, so long as the law made by the Parliament continues to have effect (Article 251 and 254). However, clause (2) of Article 254 provides that if any provision of a law made by the State Legislature with respect to a matter enumerated in the Concurrent List is repugnant to the provisions of an earlier law made by the Parliament or an existing law with regard to that matter, then the law so made by the State Legislature shall prevail in that State, if it has been reserved for the consideration of the President and has received his assent. This position will prevail so long as the Parliament does not enact a law with respect to the same matter adding to, amending, varying or repealing the law so made by the legislature of a State.

(vi) Legislative Procedure.–

Certain important constitutional provisions regarding Legislative Procedure are given in brief as under:-

(a) According to **Article 207** of the Constitution, a Bill or amendment relating to any of the financial matters as referred to in Sub-Clauses (a) to (f) of Clause (1) of **Article 199** cannot be introduced or moved except on the recommendation of the Governor;

(b) A Bill pending in the Legislature of a State does not lapse by reason of the prorogation of the Legislative Assembly **(Article 196 (3)**. However, a bill pending in Legislative Assembly lapses on dissolution of the Assembly **(Article 196 (5);**

(c) **Article 200** of the Constitution prescribes the procedure for assent to a Bill by the Governor or reserving the bill for the consideration of the President;

(d) **Article 201** of the Constitution deals with the procedure with regard to the Bills reserved for the consideration of the President;

According to **Article 202** of the Constitution, the Governor shall in respect of every financial year cause to be laid before the House of the Legislature a statement of the estimated receipts and expenditure of the State known as the —Annual Financial Statement; showing separately (a) the expenditure charged upon the Consolidated Fund of the State and (b) the other expenditure to be made from the Consolidated Fund of the State.

(e) **As per clause (3) of article 202** of the Constitution, the following expenditure shall be expenditure charged on the Consolidated Fund of the State:-

(i) the emoluments and allowances of the Governor and other expenditure relating to his office;

(ii) the salaries and allowances of the Speaker and the Deputy Speaker of the Legislative Assembly and, in the case of a State having a Legislative Council, also of the Chairman and the Deputy Chairman of the Legislative Council;

(iii) debt charges for which the State is liable including interest, sinking fund charges and redemption charges, another expenditure, relating to the raising of loans and the service and redemption of debt;

(iv) expenditure in respect of the salaries and allowances of Judges of the High Court;

(v) any sums required to satisfy any judgment, decree, or award of any court or arbitral tribunal;

(vi) any other expenditure declared by the Constitution or by the Legislature of the State by law, to be so charged.

(f) As per Article 203 of the Constitution, or Estimates relating to expenditure charged upon the Consolidated Fund of the State are not submitted to vote of the Legislative Assembly, though the Legislature can hold a discussion. Estimates relating to other expenditure are submitted in the form of demands for grants to the Legislative Assembly and the Legislative Assembly has power to assent or refuse to assent to any demand or to assent to any demand subject to reduction of the amount specified therein. No demand for grant can be made except on the recommendation of the Governor;

(g) Article 204 of the Constitution provides that as soon as may be after the grants have been made by the Assembly under Article 203, a Bill shall be introduced to provide for the appropriation out of the Consolidated Fund of the State of all moneys required to meet the grants so made by the Assembly and the expenditure charged on the Consolidated Fund of the State (but not exceeding the amount shown in the statement previously laid before the House). No amendment can be proposed to any such Bill in the House. Further, subject to the provisions relating to supplementary, additional or excess grants (Article 205) and grant in advance, unexpected and exceptional grant (Article 206), no money can be withdrawn from the Consolidate Fund of the State except under appropriation made by law passed in accordance with the provisions of Article 204.

(h) Article 208 provides for the House of Legislature of a State to make rules for regulating its procedure and conduct of its business. The Rules framed by the Legislative Assembly are called the —Rules of Procedure and Conduct of Business of the Haryana Legislative Assembly, 1973. These Rules govern the procedure and Conduct of Business of the Legislative Assembly and also contain working of the various Committees of the House and are given in brief in Chapter-IV.

(C) The High Court of the State.—

(i) Article 214 of the Constitution provides that there shall be a High Court for each State and as per Article 215, the High Court is a court of record having all powers

of such a court including the power to punish for contempt of itself. As per Article 217 a Judge of a High Court is appointed by the President of India by warrant under his hand and seal after consultations with the Chief Justice of India, the Governor of the State, and, in the case of appointment of a Judge other than the Chief Justice, the Chief Justice of the High Court.

(ii) Under Article 226 of the Constitution, a High Court has the power throughout the territories in relation to which it exercises jurisdiction, to issue to any person or authority, including in appropriate cases any Government, within those territories directions, orders or writs, including writs in the nature of habeas corpus (produce or have the person to be subjected to examination), mandamus (a writ issued by a superior court commanding the performance of a specified official act or duty), prohibition, quo-warranto (to show what authority they have for exercising some right or power they claim to hold) and certiorari(a writ or order by which a higher court reviews a case tried in a lower court), or any of them, for the enforcement of any of the rights conferred by Part-III (Fundamental Rights) and for any other purpose.

(iii) Article 227 provides that a High Court shall have superintendence over all Court and Tribunals throughout the territories in relation to which it exercises jurisdiction and may call for returns, make general rules and prescribe forms for regulation the practice and proceedings of such Courts etc. Article 228 of the Constitution empowers the High Court to transfer certain cases of subordinate courts to the High Court. Under Article 235 of the Constitution, the control over District Courts subordinates thereto is including the posting and promotion of, and the grant of leave to, persons belonging to the judicial service of a State and holding any post inferior to the post of District Judge vests in the High Court.

18.2 Stages of a Bill.—

(1) The Haryana State Legislature consists of the Governor and a house of the Legislature known as the legislative Assembly.

(i) The Legislative procedure to be followed by the State Legislature is detailed in Chapter-III, Part-VI, of the Constitution of India. The Rules of Procedure and Conduct of Business of the House of the State Legislature regulate, subject to the provisions of the Constitutions, the business of the House in general, including legislation.

(ii) Articles 245 and 246 of the Constitution of India empower the State Legislature to make laws for the State or any part thereof with respect to

any of the matters enumerated in list II (State List) in the Seventh Schedule to the Constitution and, subject to the provisions of article 254 also in respect of any of the matters enumerated in List II (Concurrent List) in the said Schedule.

18.3 Legislative Powers of the Governor.—

The Governor also enjoys certain emergency legislative powers under article 213 of the Constitution of India. If at any time, except when the House of the Legislature is in session, the Governor is satisfied that circumstances exist which render it necessary for him to take immediate action, he may promulgate such ordinances as the circumstances appear to him to require. The proviso to clause (1) of article 213 prescribes the limitations and conditions under which the Governor shall not, without instructions from the President, promulgate any such Ordinance. An Ordinance promulgated by the Governor has the same force and effect as an Act of the Legislature of the State assented to by him. Every such Ordinance—

(a) shall be laid before the House and shall cease to operate at the expiration of six weeks from the re-assembly of the Legislature, or if, before the expiration of that period a resolution disapproving it is passed by the Legislative Assembly; and

(b) may be withdrawn at any time by the Governor.

As soon as possible after the Governor has promulgated an Ordinance under the Constitution, the Administrative Department shall inform the Secretary of the Haryana State Legislature Secretariat of this fact, furnishing printed copies thereof for the information of the members of the Legislative Assembly to meet the requirement of Rule 168(1) and (2) of the Rules of Procedure and Conduct of Business in the Haryana Legislative Assembly, which provides as under:-

"168.(1) As soon as possible, after the Governor has promulgated an Ordinance under Article 213(1) of the Constitution, copies of the Ordinance shall be made available to the members.

(2) A member desiring to move a resolution under sub clause (a) of Clause (2) of Article 213 of the Constitution disapproving an Ordinance promulgated under clause (1) of that Article shall give three days notice of his resolution to the Secretary."

18.4 Acts to replace Ordinances.—

Administrative Secretary is personally responsible for seeing that every case in which an Ordinance is to be replaced by an Act is followed up in such a manner that the Act is promulgated before the Ordinance lapses.

18.5 Procedure of submission of draft Ordinance to Government.—

All drafts of Ordinances proposed to be promulgated by the Governor should be sent by the Administrative Department to the Secretary, Legislative Department before its submission to the Governor so that the latter may scrutinise them and add his advice in regard to the constitutional correctness of their issue and whether the previous instructions of the President are required before their promulgation.

18.6 Bills.—

Legislation may be initiated by the introduction of a Bill in the Legislative Assembly, either by a Minister in charge of the subject matter or by any individual member of the Legislature. A Bill introduced by the Minister is known as a Government Bill and that introduced by a private member is known as a Private Bill.

18.7 Policy in regard to legislation in respect of matters in Concurrent List of Constitution.—

A convention has been established between the Government of India and the State Government as to the general principle that there should be mutual consultation with regard to legislation in the Concurrent field. Then reasons under-lying this common policy are mainly (i) to maintain as far as possible, uniformity of law throughout the territory of India; (ii) to exchange ideas in case of difficulty experienced in the working of laws falling in the Concurrent List of the Constitution. Mutual consultation also serves in some cases to bring to light at an initial stage defects or drawbacks in the proposed legislation which would be otherwise noticed at a late stage when the legislation is submitted for the assent of President under Article 200 of the Constitution. The necessity for prior consultation with the Government of India may, therefore, be borne in mind in all cases in which the State Government propose to undertake legislation on matters falling in the Concurrent List. The State Government should—

(a) consult the Government of India, whenever possible, in respect of official bills before they are introduced in the State Legislature;

(b) supply the Government of India with copies of private Bills, which are likely to go forward at some convenient stage; after their introduction in the State Legislature;

(c) if time permits, inform the Government of India of all important amendments to such bills; and

(d) inform the Government of India of any difficulties encountered in the working of the laws falling within the Concurrent List in order that, as far as possible, legislation in the concurrent field is undertaken only after previous consultation between the State and Central Governments.

The method of consultation should be either by correspondence or conference, according to the importance of the legislation or the urgency of the case.

The above conventions need not be taken as restricting the discretion of the State Government to take independent action, should they consider that the need for action is so urgent that consultation is not possible in any particular case, but whenever such an exception is made, Government of India must be informed as soon as possible.

When a draft Bill is referred to the Government of India for consultations under the procedure set out above, the comments of the Government of India should invariably be awaited before the Bill is introduced in the State Legislature.

18.8 Preliminary Stage of a Government Bill.—

(1) When the Legislative Department is the initiating Department.—

The Legislative Department is not, in respect of legislation, an originating or initiating Department except in respect of measures for the codification of the substantive law, or for consolidation, pure and simple, of existing enactments; or legislation of a formal character, such as repealing or amending Acts. The procedure in such legislation is for the Legislative Department to draft the Bill and send copies thereof with a Statement of Objects and Reasons, to the Administrative Department concerned for consideration. When the proposed Bill is approved by the Council of Ministers, it should, be returned to the Legislative Department with the direction to take necessary steps.

(2) When the Legislative Department is not the initiating Department.—

Legislation of any other kind is initiated by the Administrative Department concerned, after the proposed legislation and all points connected therewith have been discussed and settled by the Council of Ministers. When the question of the desirability of legislation is decided to be circulated for opinion before introduction in the House of Legislature, a date should always be fixed for the submission of such opinions and the

case should be taken up immediately after such date, even if the opinions asked for have not been received, unless the Minister-in-charge thinks it desirable to wait for them. This procedure should also be adopted in the case where a draft Bill has been circulated for eliciting opinion after introduction. The Legislative Department may thereafter be consulted un-officially as to the desirability or expediency from the legal-cum-administrative point of view the proposed legislation. On such a reference it open to the Legislative Department to point out, for example, that the proposal to legislate is unnecessary because the Administrative Department concerned has misconceived the effect of the existing law which in fact, already meets the requirement which the Administrative Department concerned has proposed to meet by new legislation, or to suggest that general legal principles render it inexpedient that legislation in the sense proposed should be enacted. It is also open to the legislative department on receiving such a reference to suggest that the object in view would be better realised by legislation in a sense different from that proposed.

18.9 Submission of official memorandum.—

(1) When all points pertaining to the proposed measure have been settled, the Administrative Department concerned will submit to the Legislative Department an official memorandum containing a complete explanation of the required legislation together with all instructions for drafting the same. This official memorandum will be accompanied by a rough/draft of all or any portion of the proposed Bill by the department concerned in order to shorten or to classify the necessary instructions. The official memorandum should be accompanied by a copy of the Statement of Objects and Reasons of the Bill and the decision of the Council of Ministers in regard to the proposed legislation.

(2) The Legislative Department will then prepare a draft of the proposed Bill in consultation, if necessary, with the Secretary of the Department concerned or some official deputed by that department who is fully acquainted with the proposal.

(3) When the draft Bill has been prepared, it will be sent to the Department concerned for approval by the Council of Ministers. The Legislative Department will, at this stage, also advise whether the proposed legislation is intra vires the State Legislature and whether or not it requires the previous sanction of the President of the recommendation of the Governor to its introduction, if necessary, such recommendation/sanction will then be obtained by the Secretary of the

Department concerned and when this has been done, the House of the State Legislature must be informed under advice to the Legislative Department.

18.10 Governor's recommendation required on Financial Bill.—

(1) Under article 207 of the constitution of India, a Bill or amendment thereto making a provision for any of the matters specified below, shall not be introduced or moved except on the recommendation of the Governor :-

(a) the imposition, abolition, remission, alteration or regulation of any tax :

(b) the regulation of the borrowing of money or the giving of any guarantee by the State, or the amendment of the law with respect to any financial obligations undertaken or to be undertaken by the State ;

(c) the custody of the Consolidated Fund or the Contingency Fund of the State, the payment of money into, or the withdrawal of moneys from any such Fund;

(d) the appropriation of money out of the consolidated Fund of the State

(e) the declaring of any expenditure to be charged on the consolidated fund of the State, or the increasing of the amount of any such expenditure ;

(f) the receipt of money on account of the Consolidated Fund of the State or the Public account of the State or the custody or issue of such money.

(2) No such recommendation shall be required under the said article for the moving of an amendment making provision for the reduction or abolition of any tax.

(3) A Bill or amendment shall not be deemed to make provision for any of the matters aforesaid by reason only that it provides for the imposition of fines or other pecuniary penalties, or for the demand or payment of fees for licences or fees for services rendered, or by reason that it provides for the imposition, abolition, remission, alteration or regulation of any tax by any local authority or body for local purposes.

(4) A Bill which, if enacted and brought into operation would involve expenditure from the Consolidated Fund of the State, shall not be passed by the House of the Legislature, unless the Government has recommended to the House the Consideration of the Bill. Arrangement for obtaining and conveying the recommendation of the Governor shall be made by the Administrative Department concerned.

18.11 Previous sanction of the President.—

(1) Under the proviso to article 304 of the constitution no Bill or amendment of any law which imposes restrictions on the freedom of trade, commerce or intercourse with or within the State, shall be introduced or moved in the legislature of the State without the previous sanctions of the President. All communications relating to the sanction of the President under the proviso aforesaid should be addressed to the Government of India, Ministry of Commerce with a copy thereof to the Ministry of Home Affairs for information.

(2) In all other cases, when a Bill or amendment requires the previous sanction of the President, it should be forwarded to the Government of India, Ministry of Home Affairs, by the Administrative Secretary concerned through the Governor, after previous consultation with the Ministry concerned.

18.12 Previous Recommendation of the Governor.—

(1) When a Bill or amendment requires the previous recommendation of the Governor, the Administrative Secretary of the concerned Department will move the Governor for the grant of such sanction.

(2) If the President or, as the case may be, the Governor grants or withholds sanction or recommendation to the introduction of a Bill or amendment in the State Legislature, the Secretary to the Governor shall communicate the information to the Legislative Department through the Administrative Department concerned who shall, in all cases, inform the Secretary, Haryana State Legislative Secretariat accordingly.

18.13 Introduction and Publication.—

The draft Bill is now ready for introduction in the Legislature and its adventures from this Stage are governed by the Rules of Procedure and Conduct of Business of the House of the Legislature Ordinarily, these rules require fifteen days' notice before any member may move for leave to introduce a Bill, but in the case of Government Bills, the rule may provide then mention for leave to introduce the Bill may be dispensed with when order is made by the Government for publication of the Bill together with the Statement of Objects and Reasons in the Gazette and such a provision is invariably invoked so that it shall not be necessary to move for leave to introduce it and the Bill when afterwards introduced, shall not be published again. The concerned department then will also sent copies of the Bill to the Parliamentary Affairs Minister, the Chief Secretary to Government (in the Parliamentary Affairs Branch), CM Secretariat etc.

alongwith other papers as required by rule 43 of the Rules of Business of the Government of Haryana.

18.14 Publication of Bills.—

The Rules of Procedure and Conduct of Business of the State Legislature may provide that the Governor may order publication of any Government Bill together with its Statement of Objects and Reasons in the Gazette. Such publication takes the place of the motion for leave to introduce the Bill and obviates the necessary for any previous notice, and if this Bill is afterwards introduced, it shall not be necessary to publish it again. Publication of the Bill is authorised by the submission of the approved draft thereof to get by the with a copy of the Statement of Objects and Reasons, signed by the Minister-in-charge to the Legislative Assembly accompanied by a draft order signed by the Governor to its publication. The Legislative Assembly will take steps to effect publication of the Bill in the official Gazette duly authenticated in the manner prescribed.

18.15 Notice of motion.—

The Administrative Department should, at the same time, prepare the requisite notice of motion in accordance with the procedure and conduct of business of the House of the State Legislature and submit them, duly signed by the Minister-in-charge, to the Secretary of the Haryana State Legislative Secretariat, who will arrange for the printing of copies of the Bill and their circulation to the members of the Assembly in time to comply with the requirements of the Rules made under article 208 of the Constitution of India.

18.16 Select Committee.—

A Select Committee is appointed by the Legislative Assembly when a motion that the Bill be referred to a Select Committee is passed. The composition, powers and rules of procedure of Select Committee are matters to be regulated by the Rules of Procedure and Conduct of Business in the Haryana State Legislature. The Secretary, Legislative Department cannot be a member of any such committees but presence, or the presence of one of his Assistants, is usually invited when he will attend as an expert advisor on drafting.

18.17 Drafting Committee.—

The rule of procedure and Conduct of Business in the Haryana Legislative Assembly require that where any amendment is proposed to be made in a bill, it should be

examined by a Committee which should report what amendments of a formal or consequential character should be made in the Bill as a result of the recommendations made by the Select Committee. It is usual that the Secretary, Legislative Department or one of his Assistant is invited to attend such a committee informally as a drafting expert.

To obviate the possibility of errors appearing in Acts of the State Legislature, the draft of any amendments which are proposed to Bills should, if possible, be forwarded to the Legislative Department for further scrutiny before the amendments are actually moved on the floor of the House.

18.18 Procedure subsequent to passing Bills.—

(1) When a Bill has been passed or is deemed to have been passed by the House of the Legislature, a copy thereof, signed by the Speaker, or the Deputy Speaker (when the office of the Speaker of the Assembly is vacant) will be sent to the Legislative Department with a certificate that it has been passed by the House of Legislature. Legislative Department will thereupon examine for the purpose of advising the Governor through the Administrative Department concerned whether it is in a fit state for his assent to be recorded thereto or whether it should be reserved for the consideration of the President. At this stage the Legislative Department should also comment on the legality of the Bill as passed, and in the case of a Bill to be reserved for the consideration of the President, the extent of repugnant to existing laws on the subjects enumerated in the Concurrent List in the Seventh Schedule to the Constitution or the reasons why the President's assent is necessary should be clearly explained. The Legislative Department will submit the Bill to the Governor with their comments through the Administrative Secretary concerned.

(2) A spare copy of the Bill as passed together with a copy of Bill as introduced with the Statement of Objects and Reasons shall be forwarded by the Legislative Department to the Governor when submitting the same for his assent.

(3) When a Bill is passed by the House of the Legislature, the Secretary of the State Legislature Secretariat shall furnish to the Legislature Department along with the authentic copy of the bill as passed ten copies of each of the following:-

(a) Bill as passed by the House of the State Legislature ;

(b) Bill as introduced with the Statement of Objects and Reasons ;

(c) report of the Select Committee, if any, alongwith a copy of the Bill approved by that Committee; and

(d) extracts from the proceedings of the State Legislature on the Bill.

18.19 Private Members Bills.—

(1) Fifty copies of every proposed Private Bill shall be sent by the State Legislature Secretariat to the Legislative Department as soon as notice of motion for leave to introduce it is received. The Legislative Department on its receipt will forward four copies each to the Governor and the Administrative Department concerned together with the advice whether such Bill requires the previous sanction of the President or recommendation of the Governor to its introduction in the Legislature.

(2) If under the Rules of Procedure and Conduct of Business in the House of the State Legislature, the Bill or amendment thereto given notice of by a Private Member is a Bill or amendment thereto which under the Constitution cannot be introduced without the previous sanction of the President or the recommendation of the Governor the member shall annex to this notice a request for such sanction or recommendation, as the case may be, and the motion for the leave to introduce the Bill shall not be moved until the required sanction or recommendation has been obtained and intimated to the House and the Member concerned.

18.20 Form of assent to be accorded by the Governor to Bills submitted for assent under article 200 of the Constitution.—

The appropriate working for giving assent to the Bill submitted for the assent of the Governor would be “I assent to this Bill”.

18.21 Procedure regarding Bills reserved for consideration of the President under Article 200 of the Constitution.—

(1) The Bill reserved for the consideration of the President should be submitted by the Secretary to the Governor to the Government of India, Ministry of Home Affairs, who will examine the provisions of the Bill in consultation with other Ministries of the Government of India and obtain the necessary orders. For this it is necessary that the State Government should afford the Ministry of Home Affairs reasonable time for examination and consultation. Bills requiring the assent of the President may be forwarded to the Ministry of Home Affairs so as

normally to allow not less than a fortnight (from the date of receipt) for examination at the Centre, the Legislative programme of the State Government being adjusted accordingly.

(2) Every such Bill should be endorsed :—

(a) by the Speaker to the effect that the Bill has been passed by the House of Legislature; and

(b) by the Governor to the effect that reserves the Bill for the consideration of the President.

In the forwarding letter submitting the authentic copy of the Bill for the President' assent. The extent of repugnancy to existing law on the subjects enumerated in the Concurrent List or the reasons why the President's assent is necessary should be explained and copies each of the following should be sent with that letter.—

(1) Bill be passed by the State Legislature;

(2) Bill as introduced with Statement of Objects and Reasons ;

(3) report of the Select Committee, if any, alongwith a copy of the Bill as approved by that Committee ; and

(4) Extract from the proceedings of the State Legislature on the Bill, if ready.
The Legislative Department/Administrative Department will supply the Secretary to Governor with all the necessary documents.

(5) The copies to be forwarded to the Ministry of Law, Government of India are independent of the requirements of the Ministry of Home Affairs at this stage.

18.22 Return of Bill.—

Under the proviso to article 200 of the Constitution of India, the Governor may return the Bill presented to him for assent, if it is not Money Bill together with a message requesting that the House of the State Legislature will re-consider the Bill or any specified provisions thereof and, in particular, will consider the desirability of introducing any such amendments as he may recommend in his message. When a Bill is so returned for reconsideration the point or points referred to for recommendation or the amendments, recommended shall be put before the House of the Legislature by the Speaker and shall be discussed and voted upon in the same manner as amendments to a Bill or in such other way as the Speaker may consider most convenient for consideration by the House of the Legislature.

18.23 Final publication of an Act.—

As soon as a Bill has received the assent of the Governor, or of the President, as the case may be, the Legislative Department will take steps to publish it as an Act in the official Gazette. The date of the assent of the Governor or of the President, as the case may be, should be published in the preamble to the notification.

Four copies of the Act as published will be supplied by the Legislative Department to the Governor's Secretary.

18.24 Supply of copies of Bills and Acts to Government of India.—

The Legislative Department is responsible for the dispatch of copies of Bills and Acts and other documents connected with the passage of the Bill at their different stages to the Ministry of Law, Government of India; as follows, namely :—

(a) in respect of Bills which relate substantially to matters in State list, the Law Ministry should be supplied with—

(i) six copies of every Bill as introduced in the State Legislature;

(ii) six copies of the Bill as finally passed by the Legislature and assented to by the Governor ;

(b) in respect of Bills which relate substantially to subjects in the Concurrent List, the Law Ministry should be supplied with six copies each of the following to keep it in touch with the various stages :

(i) the Bill as published in the Official Gazette ;

(ii) the Bill as introduced in the Legislature if different-from that (i) in any respect (if not, intimation about the date of introduction will be sufficient);

(iii) the Bill as amended by the Select Committee, with a copy of its report;

(iv) the Bill as passed by the State Legislature;

(v) the Bill assented to by the Governor; and

(vi) the Acts as Published in the Official Gazette.

(vii) introduction about the progress of more important Bills in this category should also be furnished to the Government of India from time to time.

18.25 Printing and reprinting of spare copies of Acts.—

The Secretary, Legislative Department is responsible for the printing and reprinting of Acts of the State Legislature. If any officer requires a large number of copies of any Haryana Act than the number to which his department is entitled under free distribution list he should refer direct soon after the final publication of the Act, to the Controller of

Printing and Stationery, Haryana, who will execute the order on payment if the order involves the reprinting of the particular Act or Acts, a reference should invariably be made to the Secretary, Legislative Department.

18.26 Statement of pending Legislative Business.—

Once it has been decided that a Bill is to be drafted on any subject, the measure becomes a pending legislative measure. Each Administrative Secretary is responsible for reporting pending legislative measures in his Department to the Secretary, Legislative Department a fortnight before the beginning of each quarter ending 31st March, 30th June, 30 September, and 31st December each year. The Secretary, Legislative Department, will collect and submit the whole information in one consolidated statement for the information of Council of Ministers through the Secretary to the Cabinet and of the Governor on 1st January, 1st April, 1st July and 1st October in each year. The statement should be in the form as below and should include non-official Bills:—

STATEMENT OF PENDING LEGISLATIVE BUSINESS FOR THE QUARTER ENDING……20						
Serial number	**Description of measures**	**State at which the measure has arrived with date of action taken**	**Secretary in-charge of the measure concerned with the subject matter**	**Secretary Legislative Department**	**The Cabinet Secretary**	**Governor**
1	**2**	**3**	**4**	**5**	**6**	**7**

18.27 Treatment of Central Bills referred to the State Government for opinion.—

(1) Circulation of papers for opinion.—

(i) As a rule, the Government of India leave to the State Government the choice of consulting such authorities as it may consider fit on each reference made by them and the Administrative Department should exercise due discretion in circulating papers for opinion. The persons and bodies to be consulted particularly officials, should be selected with care, so that the body of opinion received will be compact, representative and composed of valuable material. This applied particularly to small and unimportant Bills on simple issue. It is obviously undesirable to add to the preoccupation of district officers by asking for opinions

on questions of which they have little knowledge, or which do not seriously affect their districts. Similar considerations apply to Commissioners and Financial Commissions. A list of the public bodies and associations to whom Bills may suitably be circulated for opinion is maintained in the Political Branch, and from this list only such bodies should be selected in each case as are intimately concerned with the reference or scope of the Bills and may be expected to furnish useful opinion or suggestions.

(ii) The Judges of the High Court should be consulted in all references which effect the work of the High Court or the Civil and Criminal Courts or Quasi Civil or Criminal Tribunals subject to the control and Superintendency of the High Court, but, save where the Government of India especially ask for their opinion, the High Court as a body should not be requested to advice upon the following two classes of Bills.—

(a) Bills which are clearly concerned with matters of public policy, or involve purely political or social considerations;

(b) Bills the substance of which has already been accepted by Government and where the criticism of the High Court would necessarily be confined to details of drafting.

(iii) Where there is any doubt as to whether a Bill fails within or outside the category of those on which the opinion of the High Court should be sought, it should be submitted to the Hon'ble Judges to enable them to decide for themselves it contains matter on which they ought to express an opinion, or if they can offer any criticism likely to be useful to Government.

(iv) The Government of India have undertaken that in future High Courts will not be consulted where the Government of India can see for themselves that they will not be interested in particular Bill, the circulation of which is being ordered by parliament. In doubtful cases and in cases, where the opinion of the High Courts are clearly required, the Bill will be referred to the High Court.

(v) The principles contained in sub-paragraphs (2) or (4) above, which have been laid down by the Government of India with regards to the consultation of High Court in the case of Central Bills, are to be regarded as applicable also to State Bills and draft rules, by above regulation, notifications and orders.

(vi) To afford facilities to the members of the State Legislature to express their opinion, when they so desire, on Bills which are circulated for opinion by the direction of Parliament 25 copies of all such Bills should be placed in library of the Legislature, so that any member who wishes to submit his opinion may do so. The copies intended for this purpose should be forwarded to the Secretary of the State Legislature Secretariat with a letter indication to which Administrative Department the opinions, if any received before the specified date, should be sent.

(vii) In order to put an end to the practice of direct submission to the Government of India of opinions by interested persons and associations on Bills circulated for opinion, the Government of India have directed that when a Bill, which has been circulated for opinion by the direction of parliament, is published in the State Gazette, it should be made clear at the same time in the Gazette that any person or public body desiring to submit an opinion on the Bill should do so through the State Government only, and that any opinion which is submitted direct to parliament Secretariat or to any Ministry of the Government of India will not be accepted.

(2) Opinion on Bills.—

(i) In all cases in which opinions are called for, the State Government should not content themselves with merely, forwarding opinions received, but should themselves express a definite opinion on the subject under consideration. The replies of the State Government should indicate the main divisions of public opinion, and their relative importance, and the opinions selected to accompany the reply should contain only one or two opinions representative of each sub division and any isolated opinion which appears to be especially valuable. Of the several opinions to the same effect, only those best expressed should be forwarded, and the covering letter should indicate the number of similar opinions received. If letters to other Ministries of the Government of India are referred to, copies of such letter should also be forwarded.

(ii) The dates on which the Bill in question, together with the Statement of Objects and Reasons, was published in the State Official Gazette should be reported, whenever specially asked for by the Ministry forwarding the Bills for opinion. When opinions are printed, the names of the officers, expressing them should invariably be printed at the foot of the opinion.

(iii) Procedure in regard to matters referred to for opinion.— When matters are referred for opinion, the orders of the Administrative Secretary dealing with the case should be taken as to the date to be fixed for submission of the opinions. The Superintendent should put up the case for orders on that date, whether the opinions have been received or not, and as a general rule belated opinions should not be awaited.

(3) Bill relating to subjects administered by the Central Services.—

In regard to Bills relating to subjects administered by the Central Services, such as Income Tax, Railways, Sea Customs or Post Offices, while the Government of India wish to have the benefit of the considered advice of the State Government on the broad administrative and political aspects of these Bills, they do not expect minute investigation into technical administrative details on the part of the State Government. The State Government have not at their command a body of officers whose advice on such matters of details will be readily forthcoming, and, at the same time, valuable; and the Government of India do not wish to burden the State Government with the irk/some labour of making special adhoc enquiries into technical measures. There is usually an authority or other head of the Central Services concerned stationed at the headquarters of the State Government and each case should be referred to this officer for opinion and his advice sought on the following two matters, and on any others which may suggest themselves:—

(a) the points of administrative technique which are of sufficient importance to be included and commented upon in the State Government's reply; and

(b) the selection of opinion which, in his view, are likely to be of assistance to the Government of India.

18.28 Legislative Questions and Resolutions.—

(1) Procedure for dealing with question.—

The procedure for dealing with questions sent by members for reply in the Haryana Legislative Assembly is contained in the rules of Procedure and Conduct of Business in the Haryana Legislative Assembly. The Department procedure is as follows :—

(a) Copies of each admitted question shall, after being numbered and dated by the Legislature Secretariat be sent to the following :—

1.	Governor	1 copy	
2.	Chief Minister	2 copies	(one copy for the private Secretary and one for the Deputy Secretary Chief Minister's Secretariat.
3.	Minister Incharge and the Minister of State.	2 copies	
4.	Administrative Secretary.	2 copies	For Deputy Secretary/Under Secretary and the Branch concerned.
5.	Head of Department	2 copies	

(b) As soon as questions are received in the Civil Secretariat, they must be flagged with the Assembly Business flag and treated by all concerned as immediate from the moment of their receipt. Those intended for Financial Commissioner's office should be forth with sent to that office under the orders of the Under Secretary and those to be dealt with in the Civil Secretariat should be marked to the Superintendent of the Branch concerned. The Superintendent of the Branch will submit one copy of the Deputy Secretary as fresh receipt and immediately proceed with taking action on the other copy. The Circulating Assistant and the Diarist of the Branch concerned will enter all such questions in the special register maintained by them for this purpose. If any question does not pertain to their department, it should not be returned to the Haryana Legislative Assembly or Parliamentary Affairs Department in any case. It should be sent only to the concerned Administrative Secretary/Department under intimation to the Secretary Haryana Vidhan Sabha, Parliamentary Affairs Branch and CM Secretariat.

(c) The answers to questions must be furnished at least 3 days before the date on which the questions are due for answer in the Haryana Vidhan Sabha. Except when Chief Minister considers that for special reasons, it is proper that the Governor should see the proposed answer to a question, only those draft answers need be sent to the Governor which fall within the category of the cases mentioned in the instructions relating to the submission of cases to the Governor, issued under rule 28(2) of the Rules

of Business of Haryana Government, 1977. Questions and answers so submitted must be typewritten and the answer typed under the question.

(d) Answer to unstarred questions should be approved by the Minister concerned. approval of the Chief Minister should, however, be obtained in the case of answers to starred questions & questions which involve:—(i) questions of political nature (ii) questions which raise controversial issues, (iii) questions of general policy.

(e) A serious effort should always be made to collect the required information in getting the answers ready. Secretaries should see that it is not due to fault or delinquency on the part of the Secretariat officials that the requisite information is not collected. If in any case, it is not possible to collect the required information and the answer cannot be got ready in time, an intimation to this effect in the form given below may be given to the Hon'ble Speaker.

"The answer *to starred Assembly question No._____ appearing in the list of Question for_____ (date) in the name of_____ is not ready. This intimation is sent to the Speaker who is requested to extend the time for answering this question, under proviso (ii) to rule 41 of the Rules of procedure and Conduct of Business in the Haryana Legislative Assembly. This question may kindly be included in the list of questions for any date after……..(date)*

Minister-in-Charge.

To

The Speaker, Haryana Vidhan Sabha"

In addition to above, a demi-official letter should also issue from the Minister concerned to the Speaker, Vidhan Sabha indicating in detail the reasons necessitating the request for extension.

This intimation should reach the Speaker Haryana Vidhan Sabha well in time at least three days earlier than them the date fixed for reply to the Question in the House.

(f) No request for extension of time is necessary for unstarred Question because these are not answered on the floor of the House of the State Legislature. If, however the answer to such a Question is not ready by the fixed date an interim reply may be sent in the following form :—

"The answer to Assembly Question No…….. appearing in the list of Un-starred Questions for the…… (date) in the name of….. is not ready. The reply will be submitted as soon as the relevant information has been collected.

Minister-in-charge.

To

The Secretary Haryana Vidhan Sabha"

(g) When a question is asked requiring an answer on a wide scale and the material is not available in the Secretariat but has to be collected by reference to district officers, the question should be referred to, in the first instance to the Minister concerned/Chief Minister for orders whether it will be worthwhile to take action to collect the information or whether the set reply should be given that the time and labour involved in collecting the information will not be commensurate with any possible benefit to be obtained. Whenever necessary orders of the Minister-in-charge/Chief Minister should also be obtained as to whether it would be in the public interest to furnish the information asked for.

(h) In drafting answers to questions doubtful and unverified statements of facts should never be made and, so far so possible, names should be omitted even when the question specially refers to names. When information is to be obtained from the Deputy Commissioner for preparing answers to Legislative Questions, the questions should be referred direct to the Deputy Commissioner concerned, with a copy to the Commissioner, in order to avoid delay. The Deputy Commissioner will ordinarily reply direct to Govt. sending a copy of his reply to the Commissioner, who need only address Govt. in the matter when he thinks it necessary.

(i) If in a question asked in the Legislature, any information is sought regarding communal representation in services, the answer to such questions should be given in the following form:

> *"It* is regretted that this question savours of communalism and cannot, therefore, be answered".

The questions regarding reservation in services for Scheduled Castes and Scheduled Tribes should, however, be answered".

When answers to questions to be asked in the Legislature have finally approved, copies of the questions and answers alongwith Notes for the Pad where necessary, should be prepared and distributed as under :—

1.	Governor	2 copies
2.	Chief Minister	15 copies
3.	Minister-in-charge/Minister of State, Deputy Minister.	1 copy each
4.	Minister/Minister of State, Minister for Parliamentary Affairs.	1 copy each
5.	Chief Parliamentary Secretary/ Parliamentary Secretary (when appointed)	1 copy each
6.	Director Public Relations	4 copies
7.	Secretary Legislature	165 (starred) 110 (unstarred)
8.	Secretary-in-charge	1 copy
9	CM Secretariat	15 copy
10.	Chief Secretary in Political Branch (Through Special Messenger)	6 copies

(j) When an interim answer is given to a question in the first instance, as in clause (e) above and further information is awaited, the final answer, when ready, should be sent to the Secretary of Legislature, for the information of the Hon'ble Speaker of the House and for communication to the Member concerned.

(k) Answers to questions shall be regarded as confidential until they have been delivered in the Assembly.

(2) Supply of replies to questions to local officers.—

When replies to questions are likely to be of practical use to local officers, the Administrative Secretary should note on the file, when the reply to a question has been finally approved, whether a copy of it should be sent to local officers concerned or not. When an order is given to supply a copy, the Branch Officer should comply immediately after, but not before the reply to the question has been made in the Legislative Assembly.

(3) Procedure for dealing with resolutions.—

The Procedure for dealing with resolutions on matters of general public interest sent by members to be moved in the Haryana Legislative Assembly is prescribed in **Chapter-XIX of the Rules of Procedure and Conduct of Business** in the

Haryana Legislative Assembly made under Article 208 of the Constitution of India. The department procedure is as follows :—

(a) When a resolution is admitted, and a copy is supplied by the Legislature Secretariat, the Secretariat file, if any on the subject should be put up and submitted, with or without an office note, to the Secretary concerned, who shall, if the resolution is balloted, submit the resolution fully dealt with, to the Minister concerned.

(b) When a resolution has been passed by a House of the Legislature, and an intimation to that effect is received in the Administrative Branch the Secretary concerned shall forth with take the orders of the minister in charge as to the action to be taken to give effect to the resolution.

(4) Distribution of Copies of Assembly Business.—

Copies of assembly business should be sent to all concerned in following manner:-

Number of copies to be sent to Haryana Vidhan Sabha.—

1.	**Starred questions**	165 copies each in English & Hindi
2.	**Un-starred questions**	110 copies each in English & Hindi
3.	**Call attention motion**	260 copies each in English & Hindi
4.	**Papers to be laid/re-laid**	275 copies each in English & Hindi (Alongwith one copy each authenticated by the Minister-in-charge)
5.	**Notifications**	275 copies each in English & Hindi (Alongwith one copy each authenticated by the Minister-in-charge)
6.	**Reports**	260 soft copies in CD format alongwith Four Hard Copies (including one authenticated by the Minister-in-charge)
7.	**Ordinances**	315 copies each in English & Hindi (Alongwith one copy each authenticated by the Minister-in-charge)
8.	**Governor's Address**	325 copies each in English & Hindi
9.	**Budget Speech**	325 copies each in English & Hindi
10.	**Budget documents**	220 copies each in English & Hindi

(5) Internal distribution.—

1.	**Chief Minister's Secretariat**	15 copies
2.	**Chief Secy. (in Parliamentary Affairs/ Political Branch)**	6 copies
3.	**Secretary/Chief Secretary**	1 copy
4.	**Secretary to Governor**	2 copies
5.	**DPR**	4 copies
6.	**Minister-in-charge**	1 copy
7.	**Minister of State (if any)**	1 copy
8.	**Chief Parliamentary Secretary (if any)**	1 copy
9.	**Administrative Secretary**	1 copy

Note.— Number of copies to be distributed is subject to change according to requirement of General Administration Department (Political Branch) from time to time.

(Note for the pad should be enclosed with the replies of starred questions (except with the copies to be sent to Haryana Vidhan Sabha).

18.29 Rules and Regulations under existing Acts.—

(1) Cases in which Legislative Department may be consulted.—

Whenever any department, other than the Legislative Department, proposes—

(a) to issue any statutory rules, regulation, bye-law, notification or order;

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

(c) to submit to the Central Government any statutory rules, regulation, bye-law, notification or order for issue by them;

a draft of the same shall be referred to the Legislative Department for opinion as to whether it is strictly within the powers conferred by the enactment and in proper form as regards working and arrangement, and for revision, if necessary, in these respects.

The Legislative Department is at liberty to make whatever comments it likes and may point out, for example, that the draft rule, regulation, by-law, notification or order is un-necessary or legally in-expedient or that the object would be better achieved by new legislation or in any other manner.(see also para 119)

(2) Where Legislative Department acts on its own initiative.—

Legislative Department may, also on its own initiative, move the Administrative Department concerned to vary, amend or repeal rules, notifications or orders already in force on the ground that they have become ultra vires on account of fresh legislation or declaration by decisions of the Courts or have otherwise, on general principles of law become inexpedient.

(3) Publication of rules, regulations and notifications.—

All rules, regulations or notifications, which affect the outside public, should, before being issued by the State Government or, in cases which the previous approval or sanction of the Central Government is necessary, before submission to the Central Government by publishing with a view to giving them greater publicity and for ascertaining whether any objections can be taken thereto. Such publication should be made in the Official Gazette, and in one or two of the local newspapers, English or Hindi, which circulate among the classes of persons whom the proposed rules are likely to effect. But no action should be taken towards the publication of the rules, etc., in their final form in the Official Gazette until it has been definitely ascertained that no objections have been received and, if any received, before these have been dealt with and determined in proper way. The Superintendent or Assistant dealing with the case will be responsible that this order is carried out.

(4) Treatment of rules requiring previous sanction of Central Government.—

(i) All rules, notifications, orders etc., to be issued under the provisions of any legislative enactment, with the previous sanction of the Central Government should, before submission to the Central Government, be referred to the Legislative Department for opinion as to their legality, and also as to whether they are drawn up in proper form. In submitting such rules to the Central Government it should be distinctly stated that they have been drafted in consultation with the Legislative Department.

(ii) Rules, notifications, orders, etc., submitted to the Legislative Department as well as to the Central Government should be typed or printed on half margin in double space.

(iii) When any rules, regulations or notifications are submitted for the sanction of the Central Government it should invariably be stated whether they have been published or not. If they have been published, the result of such publication

should be described, and if they have not been published, the reason for non-publication should be fully explained.

(5) Defects in Acts and Rules.—

All defects in Acts and rules noticed in correspondence or notes are required to be noted in a register maintained in the office of the Secretary, Legislative Department with a view to the matter not being lost sight of, **when** Acts and rules are being amended. Officers noticing such defects should instruct the office to see that the defects in question are noted in this register.

18.30 Business coming before the Council of Ministers.—

Cases are brought before the Council of Ministers in accordance with the procedure laid down in Rule 10 to17 **of** the Rules of the Business of the Haryana Government, 1977, reproduced below :-

10. The Chief Secretary or such other officer as the Chief Minister may appoint, shall be the Secretary to the Council.

11. All cases referred to in the Schedule shall be submitted to the Chief Minister after consideration by the Minister-in-charge with a view to obtaining his orders for circulating or the case under rule 12 or for bringing it up for consideration at a meeting of the Council.

12.(1) The Chief Minister may direct that any case referred to in the Schedule may instead of being brought up for discussion at a meeting of the Council be circulated to the Ministers for opinion, and if all the Ministers are unanimous and the Chief Minister thinks that a discussion at a meeting of the Council is un-necessary, the case shall be decided without such discussion. If the Ministers are not unanimous or if the Chief Minister thinks that a discussion at a meeting is necessary, the case shall be discussed at a meeting of the Council.

(2) If it is decided to circulate any case to the Ministers copies of all papers relating to such case which are circulated among the Ministers shall simultaneously be sent to the Governor. Where such a case is circulated in original to the Ministers, it should be circulated to the Governor also after all the Ministers have seen. The order of circulation shall be as follows :—

(a) the Minister-in-charge;

(b) the Finance Minister (if the case involves financial issues);

(c) other Minister in the order of juniority;

(d) the Finance Minister (if the case involves financial issues);

(e) the Minister-in-charge;

(f) the Chief Minister; and

(g) the Governor.

13.(1) In the cases which are circulated for opinion under rule 12, the Chief Minister may direct, if the matter be urgent, that if any Minister fails to communicate his opinion to the Secretary to the Council by a date to be specified by him in the memorandum for circulation it shall be assumed that he has accepted the recommendations contained therein.

(2) If the Ministers have accepted the recommendations contained in the memorandum for circulation for the date by which they were required to communicate their opinion has expired, the Secretary to the Council shall submit the case to the Chief Minister. If the Chief Minister accepts the recommendations and if he has no observation to make he shall return the case with orders there on to the Secretary to the Council who will pass it on to the Secretary concerned who will thereupon take steps to issue the necessary orders.

14. When it has been decided to bring a case before the Council, the Department to which the case belongs shall, unless the Chief Minister otherwise directs, prepare a memorandum indicating with sufficient precision the salient facts of the case and the points for decision. Such memorandum and such other papers as are necessary to enable the case to be disposed of shall be circulated to the Ministers. Copies of the memorandum and other papers shall at the same time be sent to the Governor.

15. In cases which concern more Ministers than one, the Ministers concerned shall attempt by previous discussion to arrive at an agreement. If an agreement is reached the memorandum referred to in rule 13 or rule 14 shall contain the joint recommendations of the Ministers; and if no agreement is reached, the memorandum shall state the points of difference and the recommendations of the Ministers; and if no agreement is reached, the memorandum shall state the points of difference and the recommendation of each of the Ministers concerned.

16.(1) The Council shall meet at such place and time as the Chief Minister may direct.

(2) After an agenda paper, showing the case to be discussed at a meeting of the Council has been approved by the Chief Minister, copies thereof, together with copies of such memoranda as have not been circulated under rule 14 shall be

sent by the Secretary to the Council, to the Chief Minister and other Ministers so as to reach them two clear days before the date of such meeting. The Chief Minister may, in the case of emergency, curtail the said period of two days. Copies of the agenda and the memoranda shall at the same time be sent to the Governor.

(3) Except with the permission of the Chief Minister no case shall be placed on the agenda of a meeting unless papers relating thereto have been circulated as required by rule 14.

(4) If any Minister is on tour, the agenda, paper shall be forwarded to the Secretary concerned who, if he considers that the discussion of any case should await the return of the Minister, may request the Secretary to the Council to take the orders of the Chief Minister for postponement of the discussion of the case untill the return of the Minister.

(5) The Chief Minister or in his absence, any other Minister nominated by him shall preside at a meeting of the Council.

(6) The Secretary concerned with the case shall attend the meeting unless his presence is excused by the Chief Minister.

(7) The Secretary of the Council shall attend the meetings of the Council and shall prepare a record of the decision. He shall forward a copy of such record to the Secretaries concerned, Minister-in-charge concerned, the Chief Minister and the Governor.

17.(1) When a case has been decided by the Council after discussion at a meeting, the Minister concerned shall take action to give effect to the decision. If however, any deviation is proposed to be made from that decision, the case shall be submitted by the Minister concerned to the Chief Minister for his permission for the case being again brought before the Council. The Secretary concerned shall in each such case cause to be supplied to the Secretary to the Council such documents as the latter may require to enable him to maintain his record of the case.

(2) The decision of the Council relating to each case shall be separately recorded and, after approval by the Chief Minister or any other Minister presiding, shall be placed with the record of the case. Copy of the decisions shall be sent to the Governor.

18.31 Business of the Council is Confidential.—

All papers relating to council business sent to Ministers are marked ‘Confidential’ for the personal use of the Minister, whether the subject actually dealt with is really

confidential or not, papers are enclosed in a closed cover addressed by name and designation. The cover is marked Council Business. Every despatch to a Minister on Cabinet business is entered in a special dak book kept by the Cabinet Section. An acknowledgement of receipt is taken in this book from the Private Secretary or P.A. to the Minister concerned. When the envelop for any reason cannot be handed over and receipted by the Private Secretary, or the Personal Assistant, the Cabinet Section is responsible for seeing that it is delivered to the Minister in time. When a Minister as also his Private Secretary and the Personal Assistant happen to be on tour, the Cabinet Section should contact an official on the Ministers establishment who is at headquarters to have cabinet papers sent to the Minister.

18.32 Preparation of Memorandum for the consideration of CMM.—

For preparation of Memorandum to be placed before CMM for their approval, See guidelines in **Para 8.15 of Chapter-VIII** of this Manual.

****

PROMINENT CONTENTS (Alphabetically)

Action after issue	9.7	164
ACTION ON RECEIPT - NOTING	CH-VII	91
Administrative Secretary of the Department	2.4	12
Advice by LR and consultation with AG	17.11	333
Allocation of disputed Fresh Receipts (FR)	4.3	70
Bill - Stages of a Bill	18.2	374
Classification of Cases/Records	11.5	178
Compliance of Court Order in time or file application for extension in time	17.4	329
Confirmation of oral instructions	7.13	98
Contempt of Court- Procedure	17.18	339
Correspondence with Lok Sabha/ Rajya Sabha/ Vidhan Sabha Secretariat	8.6	116
Correspondence with MPs/MLAs	8.14	120
Correspondence with other State Govt.	8.4	116
Correspondence with Subordinate Offices	8.7	116
Court Cases- Institution and Defence	CH.XVII	327
Court Cases - Monitoring of, and implementation of Court/CAT Orders	14.7	277
Creation and Updation of a Standing Guard File	12.8	257
Custody of Record	11.9	184
Definitions	1.1	1
Deletion of Name of CS as Respondent	17.3	329
Despatch and Action Thereafter	CH.-IX	161
Despatcher - General Instructions	9.1	161
Diarizing of receipt in sections	5.2	72
Differences of opinion between Law Officers	16.11	325
Different forms of Drafts	8.2	111
Drafting – General Instructions for Drafting	8.10	117
Drafting of Letter/Circular/DO letter/ Order/ Memo Letter	8.2 (1)	112
Duties of "O & M Officer"	15.3	298
Duties of Advocate General	16.10	324
Duties of an Assistant/Dealing-hand	3.13	38
Duties of Clerk/Diarist/Despatcher/Record Keeper	3.14	41-49
Duties of DDO	3.6	25
Duties of Driver/Peon	3.15	65
Duties of Legal Officer/DA/DDA/ADA etc.	17.8	331
Duties of PS/PA/Stenographers	3.12	38
Duties of Supervisory Officers (Secy./ Spl. Secy./ Addl. Secy./Joint Secy.)	3.3	21
Duties of USSE/DSSE/JSSE	3.5	24
Examination by Assistant/Dealing-hand	7.4	94
Examination by Branch Incharge	7.5	94
Exercise of Executive Powers of the State/ CMM	2.1	11
File Index Register (Head Register)	6.13	84
File Numbering System	6.1	77
Flags and quotation of references	6.8	81
FORMS OF COMMUNICATION - DRAFTING	CH.-VIII	107
Franking Machine	9.8	164
Functions and Duties of Law Department	16.3	318
Functions of Administrative Secretary	3.2	20
Functions and Duties of Law Department	16.3	318
Functions of Administrative Secretary	3.2	20
Functions of Chief Secretary	3.1	19
Functions of PSCM/Addl. PSCM	3.9	32
Handing or taking over charge	6.10	82
Litigation Policy – 2010	17.1	327
Implementation of Orders/ Judgment-Revision and Review	17.16	336
Inspection	CH.XV	297
Inspection – Vision/Object	15.1	297
Inter-Departmental consultation - Method/Procedure	10.1	169
Inter-Departmental meetings/Oral Discussion	10.5	173
Knowledge Management	CH.XII	251
LR & AG, Haryana Functioning and Procedure	CH.XVI	
Legislative powers of the Governor	18.3	375
Legislative Procedure	CH.XVIII	369
Legislative Questions & Resolutions	18.28	389
List of Departments/ Boards/ Corp.	Ann.-A	132
Litigation Management System (LMS)	17.7	330
Measure for Prevention Delays (Use of Grading)	6.5	79
Measures for Prevention of Delays	CH.-XIV	273
Minutes of a Meeting-Guidelines	8.16	130
Modification of notes or order	7.14	98
Notice of Motion	18.15	381
Noting - Guidelines of	7.2	91
Official Language in Govt. communication	8.9	117
Opening of fresh files and separation of subjects	6.7	81
Opinion Branch of LR	16.4	319
Oral instructions by higher officers	7.11	97
Ordinance - Procedure of submission of Draft ordinance	18.5	376
Part file	6.16	86
Memorandum for CMM	18.32	400
Presence of Officer in Contempt Petition	17.5	330
Prevention of Delays -	14.1	273
Procedure for recording	11.7	181
Record Management and Record Retention Schedule	CH.-XI	175
Referencing	6.4	79
Reminder Cases	6.11	82
Review and weeding of records	11.8	182
RTI - Requests under RTI Act, 2005	14.8	278
Standing Guard File	12.6	256
State Litigation Policy, 2010	Ann.-A	354
Supply of information to LR & AG	16.2	318
Time limit for reply should be specified	8.8	116
Time limits for disposal of cases	14.2.	273
Treatment of Secret Documents	CH.-XIII	265
Use of Standard Process Sheet	12.4	254
Weeding of Record	11.13	188