



GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES – F)
DEPARTMENT

I N S T R U C T I O N S

ON

GENERAL OFFICE PROCEDURE

8

PREFACE

Office Procedure in the Secretariat is governed by the provisions of the Secretariat Office Manual (SOM) and the Business Rules. These have been amended and further clarificatory instructions issued from time to time. It is felt that compilation of these instructions would be handy and useful for the Officers and staff working in the departments of Secretariat in disposing of cases. Accordingly, this booklet is brought out an upto date for guidance.

SATISH CHANDRA,

*Secretary to Government.
General Administration (Services) Department.*

INDEX

GENERAL OFFICE PROCEDURE INCLUDING AMENDMENTS TO BUSINESS RULES AND SECRETARIAT OFFICE MANUAL

Sl.No.	Order No.	Subject	Page No.
(1)	(2)	(3)	(4)
1.	U.O. Note No. 4590/ Ser.C/ 57-1., dt. 23-12-1957	Office Procedure - Cases as to which Department should deal with decision - Instructions- Issued.	
2.	G.O. Ms. No, 676, G.A. (Ser,C) Dept., dt. 18-11-78.	Andhra Pradesh Govt. Business Rules - Amendment to rule 28 – Issued.	
3.	Memo, No. 1565/ Ser,C/81-1, dt. 15-1-1982	Office Procedure- Correspondence from District Collectors to Govt. Instructions - Issued.	
4.	U.O. Note No, 658/ Ser.C/82-3, dt. 19- 1-1983	Cases pending with the Govt. of India - .Measures to obtain replies - Regarding.	
5.	Memo, No, 146/ Ser,C/83-1, dt. 3-3-1983,	Office hours - Recess for Muslim Government servants to offer prayers on Fridays - Orders - Issued.	
6.	U.O. Note No. 1145/ Ser .. C/83-1, dt. 15-12-1983	Office Procedure - Evening Turn Duty in Departments of Secretariat - Views of the Departments of Secretariat to dispence with the arrangement of . Turn Duty - Called for	
7.	U.O. Note No, 1117/ Ser,C/83-1, dt. 20-12-1983.	Office Procedure - Certain instructions regarding Daily Detention list and such check of Personal Registers by the Section Officers of the Departments of Secretariat ~ Regarding.	
8.	U.O. Note No. 39/ Ser.C/85-I, dt. 16-1-1985.	Office Procedure - Posting of Officials on Holiday Turn Duty in Departments of Secretariat - Orders -Issued.	

Sl.No.	Order No.	Subject	Page Nos.
(1)	(2)	(3)	(4)
9.	U.O. Note No. 1145/ Ser.C/83-9, dt. 13-2-1985.	Office Procedure - Evening Turn Duty in Departments of Secretariat - Certain Instructions - Issued.	
10.	U.O. Note No. 322/ Ser.C/85-1, dt. 30-4-1985.	Office Procedure - References to General Administration (Ser.) Department - Instructions - Reiterated.	
11.	U.O. Note No. 301/ Ser. C/85-I, dt. 14-5-1985.	Business Rules and Secretariat Instructions - Certain Instructions in regard to prompt implementation of orders in circulation - Regarding.	
12.	U.O. Note No. 301/ Ser. C/85-2, dt. 14-5-1985.	Secretariat Office Manual - Certain instructions in regard to the pendency in the Departments of Secretariat - Regarding.	
13.	UO. Note No. 518/ Ser.C/85-1, dt.4-6-1985.	Business Rules and Secretariat Instructions - Certain Instructions in regard to prompt implementation of orders in circulation - Regarding.	
14.	U.O. Note No. 682/ A.R. & T-1/85-1, dt 23-5-1985.	Business Rules - Prompt implementation of orders passed in circulation - Furnishing of fortnightly reports to Chief Secretary.	
15.	U.O. Note No. 550/ Ser.C/85-1, dt. 10-6-1985.	Office Procedure - Monthly review report regarding the implementation of orders in circulation and the pendency in the Departments of Secretariat - Regarding.	
16.	Memo. No. 490/ Ser.c/85-2, dt. 1-8-1985.	Observance of courtesies by the Officers in their dealings with the Members of the State Legislature and Parliament – Regarding.	
17.	U.O. Note. No. 671/ Ser.C/85-1, dt. 10-8-1985.	Office Procedure – Punctuality in attendance – Instructions – Reiterated – Regarding.	

Sl.No.	Order No.	Subject	Page Nos.
(1)	(2)	(3)	(4)
18.	U.O. Note No. 661/ Ser.C/85-1, dt. 26-8-1985.	Business Rules and Secretariat Instructions – Certain Instructions in regard to disposal of cases – Monthly reports – Submission – Regarding.	
19.	U.O. Note No. 1384/ Ser.C/85-1, dt. 2-1-1986.	Consultative Committee of State Legislators for General Administration Department – Proceedings of the meeting held on 8-8-1985 – Certain instructions in regard to the disposal of cases – Issued.	
20.	U.O. Note No. 49/ Ser.C/186-1 , dt. 20-1-1986.	Office Procedure – Supply of spare copies to Departments of Secretariat – Dispensed with Instructions – Issue of Regarding.	
21.	U.O. Note No. 550/ Ser.C/86-1, dt. 20-5-1986.	Office Procedure – Streamlining procedure to tone-up administrative efficiency – Certain Instructions – Issued.	
22.	U.O. Note No. 450/ Ser.C/9I-I, dt. 24-10-1991.	Office Procedure – Reference to General Administration (Ser.) Department – Instructions – Reiterated.	
23.	U.O. Note No. 436/ Ser.c194-1, dt. 29-7-1994.	Office Procedure – Referring the files seeking advice/ opinion of the General Administration (Ser.) Department Certain Clarification – Issued.	
24.	U.O. Note No. 732/ Ser.C/194-1, dt. 26-12-1994	Office Procedure - Streamlining the procedure to tone-up administrative efficiency - Further Instructions - Issued.	
25,	U.O. Note No. 367/ Ser.C195-1, dt. 26-8- I 995	Office Procedure - Maintenance of Official Secrecy - Leakage of information - Preventive Measures Instructions - Reiterated.	
26.	Cir. Note No. 304/ Ser. C/96-1, -dt. 8-5-1996.	Office Procedure - Maintenance of Official Secrecy - Certain Instructions - Reiterated.	

Sl.No.	Order No.	Subject	Page Nos.
(1)	(2)	(3)	(4)
27.	U.O. Note No. 435/ Ser. C /96- I, dt. 16-7-1996.	Office Procedure - Reference to General Administration (Ser.) Department - Further instructions - Issued.	
28.	Memo. No. 57926/ Ser.C/2002-1, dt. 17-12-2002.	Office Procedure - Heads of Departments and Collectors not to correspond direct with GAD (Ser.) Department - Instructions - Issued .	
2. CIRCULATION OF CASES TO MINISTERS			
29.	U.O. Note NO.580/ Ser.C/82-1, dt. 12-5-1982.	Office Procedure - Departments of Secretariat - Ministers calling for files of other Departments.	
30.	U.o. Note No. 187/ Ser.C/83-1, dt. 22-2-1983.	Secretariat Office Manual - Certain Instructions in regard to circulation of files to the Chief Minister - Regarding.	
31.	U.O. Note No. 671/ OP.II/83-1 , dt. 20-4-1983.	Special Assistants of Ministers - Conduct of Business - Instructions.	
32.	Memo. No. 595/ Ser. C/83-1 , dt. 8-6-1983.	Office Procedure - Correspondence by Ministers - Instructions - Issued.	
33.	U.O. Note No. 660/ Ser.C/83-1, dt 30-6-1983.	Secretariat office Manual- Certain instructions in regard to circulation of files to the Chief Minister and implementation of orders in circulation - Regarding.	
34.	U.O. Note No. 655/ Ser. C/83-2, dt. 24-9-1983.	Business Rules and Secretariat instructions - Certain instructions in regard to circulation of files to Chief Minister and prompt implementation of orders incirculation - Regarding.	

Sl.No.	Order No.	Subject	Page Nos.
(1)	(2)	(3)	(4)
35.	U.O. Note No. 343/ Ser:C/85-1, dt 23-4-1985.	Office Procedure - Correspondence by Ministers - Further instructions - Issued.	
36.	<i>U.O</i> Note No. 1116/ Ser.C/85-1, dt. 10.6-1986.	Office Procedure - Correspondence by Ministers - Instructions - Regarding.	
37.	U.O. Note No. 551/ Ser.C/87-1, dt. 26-6-1987.	Office -Procedure - Correspondence by Minister - Clarification - Issued.	
3. INSTRUCTIONS RELATING TO IMPLEMENTATION OF A.P.			
ADMINISTRATIVE TRIBUNAL ORDERS			
38.	<i>U.O.</i> Note No. 808/ Ser.C/87-1, dt. 1-9-1987.	Suits - Matters relating to orders of the Andhra Pradesh Administrative Tribunal and Courts follow up action - Instructions - Issued.	

GOVERNMENT OF ANDHRA PRADESH

GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O. Note No.4590/Ser.C/57-/.

dated 23rd December, /957

SUB :- OFFICE PROCEDURE - Cases as to which department should deal with -
Decision - Instructions - Issued.

It has been noticed that sometimes considerable time is being wasted by many departments in arguing as to who should deal with a particular case. In the time taken to put forward the arguments of each department, it might well have been possible to finish action in that particular case. In order to check such waste of time and energy, the Chief Secretary has desired that whenever any difference of view as to which department should handle a case arises, it should be informally put up to the Secretary of the Department (where the case was first received) who will get into touch, with the other Secretary concerned and take an agreed decision, if possible. Failing this, the case should under rule 28 of the Business Rules, be submitted to Chief Secretary for a decision at the earliest possible moment, and without letting the file travel from one Department to another more than once.

J. JAYARAMA RAO,
Deputy Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

ANDHRA PRADESH Government Business Rules -- Amendment to rule 28 -- Issued.

GENERAL ADMINISTRATION (SERVICES -C) DEPARTMENT

G.O. Ms. No. 676.

dated 18th November, 1978.

Read the following:--

- I. U.O. Note. No. I 665/Ser-C/60-1, G.A. (Ser-C) Dept., dt. 9-5-1960.
2. U.O. Note. No. 1455/61-1, G.A. (Ser-C) Dept., dt. 23-5-1961.
3. U.O. Ms. No. 470/G.A. (Ser-C) Dept., dt. 8-7-1974,

ORDER:

According to the Business Rule 28 (3) (a), a Minister may send for any paper from any Department for his information and may record his views on the case and, if he so expressly desires, the case should be re-circulated to him before final action is taken. Where the Minister in-charge of the subject disagrees with the views recorded by the Minister who called for the case, the latter Minister will be intimated of the decision after issue of orders, but if in any case the latter Minister expressly indicates a desire, the case will be circulated to the Chief Minister before orders are issued.

A convention was established that in matters of postings and promotions of officers if a Minister other than the Minister directly concerned was desirous of putting forward his views to the Minister in -charge, it should be done at a discussion and that if the two Ministers do not agree, the matter should be referred to the Chief Minister for a decision. It was clarified in the U.O. Note, second cited, that if a Minister calls for a file of a Department, which is not under his, the file should be circulated to him through the Minister in-charge of the subject, except incases of urgency. After the receipt of the file, if that Minister wants to record anything contrary to the views of the Minister concerned, he can do so but on a separate note sheet. The matter should then be referred to the Chief Minister for a decision. The matter was reviewed and instructions were issued in the U.O. Note third cited that the provisions of the Business Rules should be followed.

It has now been decided that instead of Ministers calling for files and noting on them they should discuss the matter with the concerned Minister.

In exercise of the powers conferred by clauses (2) and (3) of Article 166 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Government Business Rules.

AMENDMENT

For clause (a) of sub-rule (3) of rule 28 of the said rules, the following clause shall be substituted, namely:--

"(a) A minister, instead of calling for any papers/files from any department not under his charge, may, if he is desirous of putting forward his views to the Minister incharge, do so at a discussion with the said Minister and, if the two Ministers do not agree on any point or points, the matter shall be referred to the Chief Minister for his decision thereon".

I.J. NAIDU,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

Memo. No. 1565/Ser.C/81-1,

dated 15th January, 1982.

SUB :- OFFICE PROCEDURE - Correspondence from District Collectors to
Government - Instructions - Issued.

According to the Andhra Pradesh Government Business Rules issued under article 166 of the Constitution, the business of the Government is transacted in the Departments of Secretariat and issues of general importance are examined at the Secretariat level only. The rules stress the need for routing correspondence from District Officials to the Government through the Secretary to Government in the concerned Departments. Therefore, all official correspondence with which Secretaries are directly or indirectly concerned has to be addressed to the Secretary concerned. However, in cases of extreme urgency where the Secretary to Government is not readily available and where the matter books no delay, Ministers and other authorities may contact the Collectors and the Heads of Departments direct for obtaining any factual information to save time. Even then it is necessary that the Collectors and Heads of Departments should route their replies through the Secretaries to the Government.

2. All Heads of Departments and District Collectors are requested to follow the above instructions.

S. R: RAMAMURTHI,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U. O. Note No. 658/Services-C/82-3,

dated 19th January, 1983.

SUB :- Cases pending with the Government of India -- Measures to obtain replies --
Regarding.

Instances have come to the notice of the Government where inordinate delays have occurred in the disposal of cases involving consultation with the Government of India. The delay is partly attributed to the non-receipt of replies from the Government of India in time. The fact however remains that there is lack of proper and timely follow up action by the Departments in making references to the Government of India.

2. The matter was also considered at the meeting of the Secretaries to Government held on 2-11- 1982.

3. In order to minimize delays to extent possible, it has been decided that every department should, at the Departmental review meeting look into the cases pending for long with the Government of India. When a Secretary to Government proposes to visit Delhi, a list of such pending cases with the Government of India may be sent in advance to the concerned Ministry of the Government of India informing them that those cases would be discussed by the Secretary during his visit to Delhi. It has also been decided that the Special Commissioner, Government of Andhra Pradesh at New Delhi should also be provided with a copy of the list of cases pending with the Government of India.

4. All the Departments of Secretariat are requested to take action as above in setting the matters which are long pending with the Government of India.

N. K. SUROYA,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

Memorandum No. 146/Ser.C/83-1,

dated 3rd March, 1983

SUB :- Office Hours -- Recess for Muslim Government Servants to offer prayers on Fridays -- Orders -- Issued.

REF :- Memo. No. 666/Ser-C/80-6, dt. 5-12-1980

* * *

Certain clarifications have been sought for in regard to the permission granted to Muslim Government employees in the memo. Cited, to leave office for offering weekly prayers on Fridays, in the context of the fixation of revised lunch hours. The matter has been carefully examined by Government.

2. The Government direct that the Muslim Government servants Who desire to offer weekly prayers on Fridays, may be continued to be allowed to leave Office for an hour and a half from 12-30p.m. to 2-00 p.m., offering prayers for on that day..

B.N.RAMAN,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No. 1145/Ser.C./ 83-1,

Dated 15th December, 1983

Sub:- OFFICE PROCEDURE – Evening Turn Duty in Departments of Secretariat –
Views of the Departments of Secretariat to dispense with the arrangements of
Turn Duty – Called for

Ref:- U.O.Note No. 313/ Admn. Cell/ 66-9, dt.12.10.1966.

* * *

As per para 552 of Secretariat Office Manual, the arrangements for evening turn should be made between 4-00 p.m. to 6-00 p.m. in all Departments of Secretariat. All internal arrangements should be made for sending all outgoing letters, etc., to the despatch branch by 5-00 p.m. except in rare cases of extreme urgency.

In this connection, it may be stated that on a receipt of representation from Andhra Pradesh Last Grade Employees Central Association to the Joint Staff Council for the Departments of Secretariat in regard to posting of peons for evening turn duty, the Joint Staff Council after the due consideration, had reiterated the procedure laid down in para 552 of Secretariat Office Manual and issued instructions in this Department's U.O. Note No. 313/66-9, dated 12-10-1966 to make arrangements for turn duty for attending the urgent work after office hours.

The Education Department have proposed to dispense with the Evening Turn Duty arrangements as their Assistants, Typists and Attenders have expressed their difficulties in attending the evening turn duties and also stated that some of the Departments of Secretariat have discontinued the evening turn duty system. They have also stated that the arrangements for evening turn duty will be made during the Assembly/Council Sessions.

The Departments of Secretariat are requested to furnish their opinion, whether they face any difficulty if the evening turn duty is dispensed with. The Departments of Secretariat who were already dispensed with the arrangements of evening turn duty may also state under what circumstances they have dispensed with their above practice and the experience gained by them thereby.

All the Departments of Secretariat are requested to furnish the above information urgently.

CH. VENKATAPATHI RUJU,
Deputy Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No. 1117/Ser.C./ 83-1,

Dated 20th December, 1983

Sub:- Office Procedure -- Certain instructions regarding Daily Detention list and each check or of Personal Registers by the Section Officers of the Departments of Secretariat -- Regarding

* * *

It has been brought to the notice of this Department that some of the Departments are not complying with the instructions contained in Secretariat Office Manual at paras 307,316 and 317 relating to the 'Daily Detention list'. Statement 'of Pending Cases' and check of Personal Registers. This is resulting in delays not being noticed and thus causing undue hardship to the petitioners in getting their replies promptly.

Therefore, all the Departments of Secretariat are requested to strictly adhere to the instructions contained in Secretariat Office Manual and also instructions issued from this Department from time to time in this regard.

K.OBAYYA,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No. 39/Ser.C./ 85-1,

Dated 16th January, 1985

Sub:- Office Procedure -- Posting of Officials on Holiday Turn Duty in Departments
of Secretariat -- Orders -- Issued

* * *

It has been brought to the notice of this Department that due to non availability of staff posted on turn duties during holidays the Officers are often experiencing inconvenience to elicit information on certain urgent matters when concerned departments of the Secretariat are contacted.

2. Attention of the Departments of Secretariat in this connection is invited to paragraphs 553 and 554 of the Secretariat Office Manual according to which arrangements will have to be made for the dispatch of urgent business on every public holiday and some staff should be posted to attend to the work during holidays.

3. In view of the above all Departments of Secretariat are requested to ensure that staff should invariably be posted on turn duty during holidays with instructions that they should be present promptly at their duty points and attend to the emergent business.

SATHINAIR
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.1145/Ser.C./83-9

Dated 13th February, 1985

Sub:- Office Procedure – Evening Turn Duty in Departments of Secretariat – Certain Instructions -- Issued.

* * *

As per para 552 of Secretariat Office Manual, the arrangements for evening turn duty should be made between 4.00 P.M. to 6.P.M. in all Departments of Secretariat.

2. It has been brought to the notice of this Department that the staff put on evening turn duty will have to set aside the regular work of Section or Sections to which they are attached by 4.00 P.M and to attend to the urgent work of the entire Department till it is over. It has also been represented that in some of the Departments like, Housing Municipal Administration and Urban Development, Industries and Commerce, Social Welfare and Irrigation Departments have dispensed with the practice of evening turn duty.

3. The views of the Departments have been ascertained on the question relating to the continuance or otherwise of evening turn duties. Some of the Departments of Secretariat are in favour of dispensing with the evening turn duty arrangements while other departments considered it quite necessary. Since there is no consensus of opinion about the evening turn duty, it has been decided that it is better to leave it to the convenience of the Departments of Secretariat instead of prescribing it uniformly. The Departments of Secretariat will, no doubt invariably put the staff on evening turn duties when the Andhra Pradesh Legislative Assembly/ Council is in Sessions or when urgent work is to be attended to. The Departments of Secretariat are requested to take action accordingly.

4. Necessary amendment to the Secretariat Office Manual will be issued from General Administration (I.C.) Department.

SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.322/Ser.C/85-1

Dated 30th April, 1985

Sub:- Office Procedure – References to General Administration (Ser.C) Department – Instructions – Reiterated.

- Ref:- 1. U.O.Note No.797/Ser.C/77-1, G.A.(Ser.C) Dept., Dated 3.5.1977.
2. U.O.Note No.249/Ser.C/78-1, G.A.(Ser.C) Dept., Dated 13.2.1978.
3. U.O.Note No.493/Ser.C/82-3, G.A.(Ser.C) Dept., Dated 11.10.1982.

* * *

In the references cited, instructions were issued to the departments of Secretariat stressing the need to avoid referring files to General Administration (Services) Department on matters listed and communicated through the U.O. Note first and second cited. The Departments of Secretariat were also informed that except where all interpretation of a service rule was involved or a doubt existed regarding the observance of any prescribed procedure or where a reference to this Department had otherwise been prescribed, files should not be referred to General Administration (Services) Department. In spite of repeated instructions on the subject, it has been observed that in many cases the procedure laid down therein is not being followed strictly and several files are being referred to General Administration (Services) Department unnecessarily. Such unnecessary references are resulting in delay in the disposal of cases, very often, files are being sent to General Administration (Services) Department without indicating the point (s) of references, on which clarification is required. Of late, cases relating to the Administrative Tribunal and annulment cases, which should be referred to General Administration (S.P.F.) Department are being referred to General Administration (Services) Department. Such cases shall be referred to General Administration (S.P.F.) Department only.

2. The Departments of Secretariat are once again requested to ensure that the cases appended in the Annexure to this U.O. Note need not be referred to General Administration Department so as to avoid delay. However, cases involving relaxation of rules should invariably be referred to General Administration (Services) Department for its views.

SATHI NAIR,
Secretary to Government.

ANNEXURE

Cases NOT required to be sent to G.A. '(Ser) Dept.

1. Correction of date of birth entered in the SSLC Register.
2. Proposals for suspension of Officers.
3. Cases relating to disciplinary action against Government servants.
4. Appeals, representations, etc., against disciplinary action of any service matter submitted by any Government servant.
5. Extension of temporary appointments beyond three months and reference to Public Service Commission of such cases (where consultation with P.S.C. is necessary).
6. Declaration of probation.
7. Regularization of Services.
8. Cases to be referred to the Tribunal for Disciplinary Proceedings.
9. Re-employment of retired Government servants and extension of service of Government servants after the date of superannuation.
10. Proposals for permitting the acceptance of part-time employment by Government servants.
11. Grant of Pension or arrears of increments.
12. Relaxation of T.A Rules and Fundamental Rules.
13. Deputation Officers for special studies or training, etc., outside the State.
14. Proposals to lend the services of any Officer to Government of India and State Government or on Foreign Service.
15. Grant of Study leave.
16. Drafts of executive nature.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.301/Ser.C./85-1

Dated 14th May, 1985

Sub :- Business Rules and Secretariat Instructions - Certain instructions in regard to prompt implementation of orders in circulation - Regarding.

Ref:- U.O.Note No.660, Ser.C./83-1, G.A.D., dated 30.6.1983.

* * *

As per the instruction 35 of the Andhra Pradesh Government Business Rules and Secretariat Instructions, the orders passed in circulation shall be issued within a week and within 15 days where inter-departmental consultation is involved. Instructions have been issued in the U.O. Note cited, that as soon as orders in circulation are passed, necessary orders shall be issued within 48 hours. In spite of the above instructions, it has been observed that there is considerable delay in the issue of orders after the files are approved in circulation. Hence, it has been decided that orders passed in circulation should hence forth be issued within 24 hours without fail.

2. The Secretaries to Government are, therefore, requested to ensure that as soon as orders in circulation are passed, orders in the matter should be issued *within 24 hours*.

3. Necessary amendments to the Andhra Pradesh Government Business Rules and Secretariat Instructions will be issued separately.

SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.301/Ser.C./85-1

Dated 14th May, 1985

Sub :- Secretariat Office Manual - Certain instructions in regard to the pendency in
the Departments of Secretariat - Regarding

* * *

As per the provision contained in para 315 of Secretariat Office Manual, papers will normally be submitted by the office within five days of their receipt in office, i.e., from the date revealed by the officers date seal. Similarly papers will normally be resubmitted with in five days from the date on which they are marked back to the office. The Section Officer will be held responsible for any paper found pending in the section without sufficient grounds for more than five days. Holidays will not be excluded in calculating the period of five days.

2. As per the provision thereunder, no paper shall be kept in the office for more than ten days without the permission of the Assistant Secretary, the Under Secretary or the Deputy Secretary as the case may be in spite of the instructions, it has been noticed by Chief Minister that there is considerable delay in submitting the papers. It has been decided that no file should be pending in the Departments without any action beyond seven days. .

3. The Secretaries to Government are, therefore, requested to ensure that provisions of Secretariat Office Manual are strictly implemented and that no file should be kept pending in the Department beyond seven days.

SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.518/Ser.C./85-1

Dated 4th June, 1985

Sub :- Business Rules and Secretariat Instructions - Certain instructions in regard to prompt implementation of orders in circulation - Regarding.

Ref:- 1. U.O. Note No. 660, Ser-C/83-1, GAD., dt. 30-6-1983 . .
2. U.O. Note No. 301/Ser-C/85-1, G.A.D., dt. 14-5-1985.

* * *

In the reference second cited instructions have been issued to all the Secretaries to Government to ensure that as soon as orders in circulation are passed, orders in the matter shall be issued within 24 hours.

2. It has been pointed out that it may not be possible to implement the orders in circulation within 24 hours due to involvement of consultation with Finance and Law Departments on certain draft orders. It is, therefore, requested that whenever administrative departments refer the cases with drafts to Finance and Law Departments, the files may be attended to immediately so as to facilitate the administrative department to implement the orders passed in the circulation within 24 hours. .

3. The Secretaries to Government, Law/Finance Department are requested to take action accordingly.

SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.682/AR&T.I/85-1

Dated 23rd May, 1985

Sub:- Business Rules - Prompt implementation of orders passed in circulation -
Furnishing of fortnightly reports to Chief Secretary.

Ref:- 1. U.O. Note No. 2557/AR&T.II/77-3, dated 14-10-1977

2. U.O. Note No. 2557/AR&T.II/77-6, dated 8-2-1978.

* * *

In the U.O. Note first cited, detailed instructions were issued to all the Departments of Secretariat for avoiding delay in issue of orders in circulation.

2. In the U.O. Note 2nd cited, all circulating Officers have been requested to adhere to these instructions and maintain the register suggested and ensure that orders in circulation are issued, normally within a week and where other departments have to be consulted (in rare cases) not beyond 15 days from the date on which the final orders have been passed by the Minister/Chief Minister concerned. It was also instructed that delays in this regard will be reviewed by General Administration (AR&T) Department to which a week ending report listing out cases delayed beyond 15 days and reasons therefor in the prescribed *proforma*, which may be sent by all Secretaries to Government, is summarised by the General Administration (AR&T) Department and circulated the same to the Chief Secretary.

3. As the summarising and review of the Reports is invariably delayed due to non-receipt of the reports from one or two Departments, in time, it is considered that it will be quicker if the Secretaries of the concerned Departments, themselves review the cases and circulate the summarising reports to the-Chief Secretary directly ..

4. All the Secretaries to Government Departments of Secretariat are, therefore, requested to review the cases every week-end commencing from the first week-end of May, 1985 and furnish reports to the Chief Secretary directly.

SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.550/Ser.C./85-1

Dated 10th June, 1985

Sub:- OFFICE PROCEDURE -. Monthly review report regarding the implementation of orders in circulation and the pendency in the Departments of Secretariat - Regarding.

Ref:- 1. U.O.Note No. 301/ Ser-C/85-2, G.A.D., dated 14-5-1985.

* * *

Instructions were issued in the reference cited that no file should be kept pending in the department without any action beyond seven days

2. In this connection, Chief Secretary desires to ensure the implementation of the above decision by the Secretaries to Government and that they should also review every month and send a report to Chief Secretary regularly. All the Secretaries to Government are, therefore requested to take action accordingly and send a report of the said review to General Administration Department on or *before 5th of every month positively*

SATHI NAIR,
Secretary to Government

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.490/Ser.C./85-2

Dated 1st August, 1985

Sub:- Observance of Courtesies by the Officers in their dealings with the Members of the State Legislature and Parliament- Regarding

Ref:- 1. Memo. No. 372/Ser. - C/78-1, Genl. Admn. (Ser.-C) Department, dt. 9-3-1978.

2. Memo. No. 710/Ser. - C/78-1, Genl. Admn. (Ser.-C) Department, dt. 29-4-1978.

3. Memo. No. 882/Ser. - C/78-1, Genl. Admn. (Ser.-C) Department, dated 24-5-1978.

4. Memo. No. 1426/Ser. - C/80-1, Genl. Admn. (Ser.-C) Department, dated 20-12-1980.

5. D.O. Lr. No. 587/Ser. - C/81-1, Genl. Admn. (Ser.-C) Department, dated 4-5-1981, from the Chief Secretary to Government.

6. D.O. Lr. No. 322/Ser. - C/84-1, Genl. Admn. (Ser.-C) Department, dated 27-3-1984.

7. Memo. No. 433/Ser. - C/84-1, Genl. Admn. (Ser.-C) Department, dated 9-5-1984.

* * *

In the references 1st to 7th cited, instructions were reiterated regarding the observance of courtesies by the Officers in their dealings with the Members of State Legislature and Parliament. In spite of the above instructions, it was represented by the M.L.As. of Prakasam District, during the course of the discussions, which the Chief Minister had with them on 28-4-1985 that officers are not giving replies to the letters addressed by them and that no action is being taken on their letters.

2. All the officers are once again instructed to show due courtesies towards MLAs., MPs., by promptly acknowledging their letters. Any communication received from them should be replied with utmost expedition. In cases, where it is not possible to send a full reply to the Member, an interim reply should be send acknowledging the receipt of the letter indicating, wherever possible, the action initiated thereon. The final reply should follow quickly.

3. The Departments of Secretariat and Heads of Departments requested to bring these instructions to the notice of all the concerned for their guidance.

SATHI NAIR
Secretary to Government

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.671/Ser.C./85-1

Dated 10th April, 1985

Sub:- OFFICE PROCEDURE - Punctuality in attendance - Instructions Reiterated -
Regarding.

Ref:- U.O. Note No. 3089/Ser.C/65-1, G.A. (Ser.-C) Dept., dt. 6-12-1965

* * *

A point has been raised whether late permissions granted to a Government employee and late attendance without permission can be clubbed for purposes of forfeiture of casual leave.

2. Note under para 546 and 547 of the Secretariat Office Manual lays down as follows:

"A member of the staff will be permitted to attend office late, for valid reasons, normally for three times in a month provided the period of absence does not exceed one hour including the grace time to ten minutes. For every three subsequent occasions or less during the month one day casual leave will be deducted from the casual leave account".

"Para. 547: Forfeiture of a day's casual leave will ordinarily be the penalty for three days late attendance".

The intention underlying the above provisions is that late attendance with prior permission up to three times in a month need not be taken into account for purposes of forfeiture of casual leave. For forfeiture of casual leave as per para 547 of Secretariat Office Manual, late attendance beyond three times in a month should be taken into account.

3. The above clarification may be kept in view while taking action for forfeiture of casual leave for late attendance

SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.661/Ser.C./85-1

Dated 26th August, 1985

Sub:- Business Rules and Secretariat Instructions - Certain instructions in regard to disposal of cases - Monthly reports - Submission.- Regarding

Ref:- 1. U.O.Note No.301/Ser.C/85-1, G.A.(Ser.C) Dept., Dated 14.5.1985.

2. U.O.Note No.301/Ser.C/85-2, G.A.(Ser.C) Dept., Dated 14.5.1985.

3. U.O.Note No.550/Ser.C/85-1, G.A.(Ser.C) Dept., Dated 10.6.1985.

4. U.O.Note No.682/Ser.C/85-1, G.A.(AR&T) Dept., Dated 23.5.1985

* * *

In the U.O. Note No. 301/Ser.-C/85-1, General Administration (Services-C) Department, dated 14-5-1985, instructions were issued for prompt implementation of the orders passed in circulation within 24 hours. In the U.O. Note second cited instructions were issued that no file should be kept pending in the department without any action beyond seven days. In the U .O. Note third cited instructions were issued that Secretaries to Government should review the disposal of cases every month and a report of the review should be sent to General Administration Department or before 5th of every month. Subsequent to these instructions, General Administration (AR&T.I) Department have issued instructions in their U.O. Note No. 682/AR&T.1/85-1, dated;23-5-1985 fourth cited, while mentioning the provisions of Business Rules, that orders passed in circulation should be implemented within a week normally or within 15 days where consultation with other departments is involved. It was instructed that the review reports which were hitherto submitted to General Administration Department may be sent directly to Chief Secretary.

2. Some Departments of Secretariat are enquiring as to which of the instructions are to be followed. It is hereby clarified that instructions issued in the references first and second cited regarding implementation of the orders passed in circulation within 24 hours and that no file should be kept pending in the department without action beyond 7 days, would stand. As regards review of the disposal of business by the Secretaries to Government and submission of review reports to Chief Secretary, the instructions issued in paras 3 and 4 of the U.O. Note fourth cited will stand, in supersession of the instructions issued in reference third cited.

3. The Departments of the Secretariat are requested to take action accordingly.

SHRAYAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.1384/Ser.C./85-1

Dated 2nd January, 1986

Sub:- Consultative Committee of State Legislators for General Administration Department - Proceedings of the Meetings, held on 8-8-85 - Certain instructions in regard to the disposal of cases - Issued.

Ref:- 1. U.O.Note No.301/Ser.C/85-2, G.A.(Ser.C) Dept., Dated 14.5.1985.

* * *

In the U.O. Note cited, instructions were issued to all the Secretaries to Government, all Departments of Secretariat to ensure that no paper/file should be kept pending beyond seven days.

2. The matter relating to delays in processing the files at the Secretariat level with or without action with the Minister or an Officer for more than seven' days has figured at the Meeting of Consultative Committee of State Legislators for General Administration Department held on 8-8-1985. The Proceedings of the said meeting are extracted below:

"The Chief Minister, while stating that there are delays in processing files "at the Secretariat level, informed the Committee that instructions were issued that no file should be kept pending without action for more than seven days. To a point raised by Sri G. V. Sudhakar Rao as to whether the above instructions on disposal of business apply to Ministers also, the Chief Minister replied, that a file should not be kept pending without action either with a Minister or an Officer for more than seven days. If it is kept pending for more than seven days, sufficient reasons should be adduced".

3. All the Private Secretaries to Ministers/Chief Minister are requested to bring the above proceedings of the Consultative Committee of Legislators to the notice of Honourable Ministers/Chief Minister.

4. All the Secretaries to Government are requested to see that the files circulated to Ministers concerned/Chief Minister are received back by the Department within the stipulated time. If necessary, the Private Secretaries to the Ministers should be reminded for return of the files with the orders of Honourable Ministers concerned/Chief Minister.

SHRAYAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.49/Ser.C./86-1

Dated 20th January, 1986

Sub: Office Procedure – Supply of Spare copies to Departments of Secretariat –
Dispensed with – Instructions – Issue of – Regarding.

In the context of need to observe economy and due to want of a adequate space, it has been decided that spare copies of the G.O.s etc., being issued from Services Branch of General Administration Department should not be maintained. All Departments of Secretariat are, therefore, requested not to send requisitions either orally or in writing for supplying copies of the G.O.s Memos. Etc., issued from the Services Branch of General Administration Department. They are advised to take sufficient number of copies as and when they receive G.O.s etc., from General Administration Department and keep them in their stock files for reference.

SATHI NAIR,
Secretary to Government

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O.Note No.550/Ser.C./86-1

Dated 20th May, 1986

Sub:- Office Procedure - Streamlining Procedure to tone-up administrative efficiency
- Certain instructions - Issued

- Ref:- 1. G.O. Ms. No, 703, G.A. (A.R. & T.I.) Dept., dt. 4-12-1978.
2. Secret. U.O. Note No. 189/SPF. B/81-5, G.A. (SPF-B) Dept., dt. 22-8-1981.
 3. U.O. Note No. 350/SPF.B/84-AI, G.A. (SPF-B) Department, dt. 29-11-1984.
 - 4 U.O. Note No. 301/Ser.-C/85-2, (Ser.-C) Dept., dt. 14-5-1985.
 5. U.O. Note No. 1384/Ser.C /85-1, G.A. (Ser.-C) Department, dt.2-1-1986.

* * *

The Chief Minister has expressed deep concern over the manner in which important matters are handled in the Departments of Secretariat. It has been noticed by him that in a good number of cases, the officers of the Secretariat have been simply approving the notes put up by the office without proper attention and close examination. It has also come to notice that important and time bound cases such as the cases relating to annulment of orders of the Andhra Pradesh Administrative Tribunal etc., are being badly delayed with the result, the relevant files are circulated to Chief Minister at the last minute and in some cases and worse still, after the expiry of the stipulated date. Similarly, concern has been expressed over the manner in which matters relating to sensitive decision of confidential nature, policy making, amendments to Acts and Rules, issues involving substantial financial implications, important courts cases, which are likely to affect vitally, the interests of the Government are being handled in the Departments of Secretariat.

2. In Order to remove the procedural irregularities of the kind mentioned above, instructions have been issued from time to time in the orders cited on many of these items. While reiterating these instructions the following further orders are issued:

- (i) In every case, to be handled by the Office, the note of the Section (Section Officer) should be restricted to mere exposition of the facts of the case and such note should not contain any leading opinion, comment or suggestion- vide sub para (v) of para 95 of the Secretariat Office Manual
- (ii) At the Gazetted level, besides the Section Officer, whose note will be limited to exposition of the facts of the case no file should be seen by more than one officer between the Section Officer and the decision making authority viz., a Minister/Principal Secretary/Secretary to Government; vide sub-para (16) of Para 12 of the G.O. first cited.
- (iii) For any inaccuracies or improprieties in noting on files, either the Secretary to Government or the Joint/Deputy Secretary to Government will be held responsible.
- (iv) No file should be kept with any Officer without action for more than a week, vide references 4th and 5th cited.
- (v) With regard to all matters relating to sensitive decisions of confidential nature, policy making, amendments to Acts and Rules, issues involving substantial financial implications important court cases which are likely to effect vitally the interest of the Government etc., the relevant files must be in the personal custody of Joint/Deputy Secretary to Government and under no circumstances such files should be found in the custody of the officers below the rank of Deputy Secretaries to Government who may open separate registers for such files with the help of the personal staff attached to them.
- (vi) All matters relating to annulment of orders of A.P. Administrative Tribunal and all other time bound matter/should be processed promptly, and circulated to Minister/Chief Minister sufficiently in advance, para 3 of secret U.O. Note

second cited read with U.O. Note third cited.

(vii) No Officer below the rank of Deputy Secretary to Government should carry any files home.

3. All Principal Secretaries/Secretaries to Government are requested to ensure that the above instructions are scrupulously followed with immediate effect.

4. Receipt of this U.O. Note may be acknowledged forthwith.

SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 450/Ser.-C/91-1,

Dated : 24th October, 1991.

SUB.:- Office Procedure - Reference to General Administration (Services) Department - Instructions - Reiterated.

REF.:- I. U.O. Note No. 797/Ser.C/77-1, GAD., dt. 3-5-77.

2. U.O. Note No. 249/Ser.C/78-1, GAD., dt. 13-2-78.

3. U.O. Note No. 493/Ser.C/82-3, Cl.A.D., dt. 11-10-82.

4. U.O. Note No. 322/Ser.C/85-1, GAD., dt. 30-4-85.

* * *

It is observed that of late, files, are being referred to General Administration (Services) Department for advice without indicating the point of reference or issues requiring clarifications. Instructions have been issued in the past indicating the procedure to be followed while referring the cases to General Administration (Services) Department. In spite of those instructions, cases are being referred un-necessarily to General Administration (Services) Department resulting in considerable increase in the volume of work and delay in the disposal of the cases.

2. All the Departments of Secretariat are therefore requested to keep the following instructions in view while referring the files to General Administration (Services) Department for advice:

- (i) While mentioning the facts of the case in brief, the specific point or points of reference would be indicated in the file.
- (ii) Cases, may be referred, if they involve interpretation of service rules in which the Secretary/ Deputy Secretary/Joint Secretary/Additional Secretary considers that a reference to General Administration (Services) Department is necessary.
- (iii) Before sending files the original of the back disposals and up-date copies of the special rules or ad hoc rules should be put up for reference. The cases should be examined carefully with reference to rules, and the stand taken in precedent cases if any, Court's orders etc. The Administrative Department should take a view and then refer the case for advice on specific point or points, if necessary.
- (iv) Sending files "for perusal" or "for remarks if any;" or "General, Administration (Services) to see before circulation" or "before the papers are lodged" should be avoided.
- (v) All cases involving relaxation of rules should be referred to General Administration (Services) Department for its views, without fail.

The following types of cases need not be referred to General Administration (Services) Departments :-

- (i) Correction of date of birth entered in the S.S.L.C/S.S.C. Register.
- (ii) Proposals for suspension of Gazetted Officers.
- (iii) Cases relating to disciplinary action against Government servants as per the C.C.A. Rules in force.
- (iv) Appeals, representation etc., against disciplinary action or any service matter.
- (v) Extension of temporary appointments beyond three months and reference to A.P. Public Service Commission of such cases (Where consultation with the Public Service Commission is necessary).
- (vi) Declaration of probation as per rules.
- (vii) Regularisation of services as per rules.
- (viii) Cases to be referred to the Tribunal for Disciplinary Proceedings.
- (ix) Re-employment of retired Government servants and extension of Service of Government servants after the date of superannuation.
- (x) Proposals for permitting the acceptance of part time employment by Government servants.
- (xi) Grant of Pension or arrears of increments.
- (xii) Relaxation of T.A. Rules and Fundamental Rules.
- (xiii) Deputation of Officers for special studies or training etc., outside the State.
- (xiv) Proposals to lend the services of any Officer to Government of India and State Government or on Foreign Service.
- (xv) Grant of study leave.
- (xvi) Drafts of executive instructions.

3. The Departments of the Secretariat are requested to ensure that the above instructions are scrupulously followed while referring the files to General Administration (Services) Department for advice.

K. V. NATARAJAN,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 436/Ser.-C/94,

Dated 29th July, 1994.

SUB.:- Office Procedure - Referring the files seeking advice/opinion of the General Administration (Services) Department - Certain Clarification – Issued.

REF.:- 1. From the Fin. & Ptg. (Pig. Estt.) Dept., Memo. No. 5927/PS/ A 1/94-1,
Dated 13-7-1994.

* * *

The attention of the Finance and Planning (PIg. Estt.) Department is invited to para 4 of the Memo. cited and they are informed that the General Administration (Services) Department is an advisory department in regard to interpretation of rules/orders in force relating to service matters. Therefore, it is not necessary to indicate the concurrence of General Administration (Services) Department, while issuing clarification/orders as was done above in para 4 of the reference cited.

B. SATYANARAYANA MURTHY,

Deputy Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 732/Ser.-C/94-1

Dated 26th December, 1994.

SUB.- Office Procedure - Streamlining the procedure to tone up Administrative efficiency - Further Instructions – Issued

REF.- 1. From the Chief Secretary to Government, D.O.Lr. No. 421/Ser.C/86-1,
dt. 18-4-1986.

2.Genl. Admn. (Ser.C) Department, U.O. Note No. 550/Ser.C/86-1,
dated 20-5-1986.

* * *

Instructions have been issued from time to time urging the Departments of Secretariat to tone up the administration and to improve efficiency at all levels. The Chief Minister has observed that the desired levels of efficiency are yet to be reached. It is felt that the standard of drafting in the Departments has declined alarmingly which may be due to want of time or lack of application. Very often, Senior Officers too have been approving drafts, prepared badly at the lower levels without taking the trouble of applying themselves and correcting the drafts. While in some important cases such as orders of prosecution, dismissal or removal from service or orders sanctioning expenditure, draft orders are shown to the Law Department or to the Finance Department as the case may be. In a large number of other cases orders are directly issued by the Administrative Departments concerned.

2. In order to avoid embarrassment to the Government out of poor drafting and the intention of the Government as recorded in the note file not being properly reflected in the final G.O. it has been decided that Senior Officers of the Department should pay more attention to this aspect of their work than they have been doing so far.

3. The following further instructions are therefore issued :--

(i) Drafting of all important orders and notifications to be issued by the Departments should be attempted by the Assistant Secretary and vetted by the Circulating Officer and where considered necessary approval of the Secretary incharge of the Department be obtained.

ii) Whenever the files are referred to Law Department and Finance Department, there shall be thorough and proper scrutiny of draft orders by the Law Department and Finance and Planning (FW) Department.

4. All Principal Secretaries/Secretaries to Government are requested to ensure that the above instructions are followed scrupulously.

5. The receipt of this U.O. Note may be acknowledged.

B. V. RAMA RAO,

Chief Secretary to Government.

CONFIDENTIAL :

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 367/Ser.-C/95-1

Dated 26th August, 1995.

SUB.:- Office Procedure -- Maintenance of Official Secrecy - Leakage of information - Preventive measures -- Instructions -- Reiterated.

REF.:- 1 G.O. Ms. No. 65, G.A (AR & T.DESK) Dept., dt. 6-2- 1986.

2. U.O. Note No. 824/Ser-C/86-5, G.AD., dt. 6-1-1987.

* * *

In the G.O. 1st cited, *inter alia*, following instructions were issued for maintenance of Official secrecy :-

- (i) The Box system which was in force earlier for transporting secret files shall be revived. If adequate number of boxes are not available with the secretaries, they shall be procured;
- (ii) The procedure for classifying the files as 'Secret' and 'Confidential' shall be reviewed and if any changes are required the instructions shall be modified so that only absolutely confidential files shall be treated as strictly confidential. General Administration (Ser. C) Department will examine the matter and issue necessary instructions separately, if necessary;
- (iii) Whenever high level meetings are convened, only Senior Officers who are actually concerned with the subject need be present and the practice of bringing the entire staff connected with the subject to attend the meetings shall be dispensed with. The briefing meetings during Assembly Sessions with the Chief Minister shall also be attended only by the Secretaries concerned as directed by Chief Minister and that it shall not be necessary to bring other staff. All Departments of Secretariat shall issue similar instructions to the Head of Departments under their administrative control.

2. In the U.O. Note cited, all the Departments of Secretariat were requested to keep in view the illustrations/examples indicated therein for the purpose of classifying the files as "Secret" and "Confidential" and also to follow the Box system to safeguard official secrecy.

3. Despite all these instructions, it is seen that, of late, many details of important files are being published in Newspapers. Evidently, this cannot happen without leakage of information. It is, therefore, considered that number of levels which deal with important policy matters have to be reduced to minimise such leakage of information. While reiterating the above instructions issued in the references cited, it is decided that hereafter files relating to important policy matters and other confidential files should be handled only at the level of Officers viz., Deputy Secretaries/Joint Secretaries and above and not at the subordinate level. By adopting such a procedure, it would be possible to ensure secrecy till the policy is finally announced. It should be ensured that when important files are being sent from one Secretary to another Secretary or to the Minister or to the Chief Minister, they may be sent in sealed covers or in closed boxes. It is absolutely essential that utmost secrecy is maintained in

respect of important files.

4. All Departments of Secretariat are requested to ensure that the above instructions are followed scrupulously.

5. The receipt of this U.O. Note may be acknowledged.

M. S. RAJAJEE,
Chief Secretary to Government.

CONFIDENTIAL :

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 304/Ser.-C/96-1

Dated 8th May, 1996

SUB.:- Office Procedure -- Maintenance of Official Secrecy - Certain Instructions --
Reiterated.

- REF.:- 1. G.O. Ms. No. 65/ AR & T.DESK., G.A. Dept., dt. 6-2-1986.
2. U.O, Note No. 824/Ser-C/86-5, dt. 6-1-1987.
3. U.O. Note No. 367/Ser-C/95-1, dt. 26-8-1995.

* * *

Instructions have been issued from time to time on maintenance of Official Secrecy suggesting preventive measures in regard to leakage of information. The procedure for classifying the files as secret or confidential and the box system of carrying files shall be followed strictly.

2. In spite of all these instructions, instances have come to the notice of Chief Minister that contents of confidential letters exchanged between the Heads of Departments and Secretaries to Government are appearing in the press. As per the existing instructions the confidential letters are to be handled at Secretaries level only.

3. If a letter is received by the Secretary on confidential issues or on matters relating to taxation, such letters should be handled at the level of the Principal Secretary/Secretary himself/herself and there should be no need to refer such letters to the lower level functionaries. In the inevitable situation of having to send the letter to the lower level functionary, it should be ensured that it does not go below a responsible level and it should be ensured that strict confidentiality is maintained. .

4. All Departments of Secretariat are requested to ensure that the above instructions are followed scrupulously.

5. The receipt of this U.O. Note may be acknowledged.

N. V. H.SASTRY,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 435/Ser.-C/96

Dated 16th July, 1996

SUB.:- Office Procedure - Reference to General Administration (Services) Department -
Further instructions - Issued

REF.:- General Administration (Ser. C) Department, U.O. Note No. 450/ Ser. C/91-I, dt.
24-10-1991.

* * *

Instructions have been issued in the reference cited (Copy enclosed) in regard to cases which are to be and not to be referred to General Administration (Services) Department for advice/remarks/opinion. In spite of clear/specific instructions, cases which need not be referred to are being referred to General Administration Department in a routine way.

While reiterating the instructions, issued in the reference cited, following further instructions are issued:--

I. The files which need to be referred to the General Administration Department:

1. Where the Department deviate from the view of the General Administration Department and again decided to refer to General Administration Department that department may do so.
2. If the Department feels that there are new grounds for the reconsideration of the proposal which was already referred to General Administration Department once the Department may refer again to General Administration Department.
3. Where the Chief Secretary/Chief Minister has ordered to refer the files to General Administration Department, the Administrative Department has to refer the file to the General Administration Department.
4. Where it is proposed to issue in executive order preceding any amendment to statutory file the Administrative Department may refer the file to the General Administration Department.
5. Where any amendment to the *ad hoc*/special rule is proposed to be issued, the Department have to refer such files to the General Administration Department.

II. Files which need not be referred to the General Administration Department:

- I. If the Department has not taken a definite view on the proposal, such files need not be referred.
2. Where the proposal does not require any relaxation of rules.
3. Where action is required to be taken on any points of the minutes of the D.P.C. such points may be examined in the Department itself and such files need not be referred to General Administration (DPC) Department.

4. Draft Executive Orders need not be referred to General Administration (Services) Department.

The Departments of the Secretariat are requested to ensure that the above instructions are scrupulously followed while referring the files to General Administration (Services) Department for advice.

N. V. H.SASTRY,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 57926/Ser.-C/2002-1

Dated: 17th December, 2002.

SUB.:- OFFICE PROCEDURE -- Heads of Departments and Collectors not to correspond direct with General Administration (Services) Department -- Instructions -- Issued.

REF.:- Govt. Memo. No. 2608/61-1, G.A. (Ser.C) Dept., dated 10-10-1961

* * *

In the Memo. cited, all Heads of Departments including the Collectors and District Judges were requested not to correspond direct with General Administration (Services) Department for clarification or information with regard to the general orders issued by this department and to address the concerned Administrative Department in Secretariat.

Inspite of the above instructions, it is noticed that certain Heads of Departments/Collectors etc., are addressing the General Administration (Services) Department direct for clarification information with regard to the proper course is to address the concerned administrative department in Secretariat who will examine the points raised by Head of the Department/Collector etc., and issue necessary clarification in consultation with the General Administration (Services) Department if required.

While reiterating the instructions issued in the Memo. cited, the Heads of Departments and the Collectors are requested not to correspond direct with the General Administration (Services) Department on such matters and to address only the concerned administrative department of the Secretariat.

B. ARAVINDA REDDY,
Secretary to Government (Services)

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 580/Ser.-C/82-1

Dated: 12th May, 1982.

SUB.:- Office Procedure -- Departments of Secretariat -- Ministers calling for files of other Departments.

REF.:- G.O. Ms. No. 676, Genl. Admn. (Ser-C) Dept., dt. 18-11-1978.

* * *

Of late, there have been several cases of Private Secretaries and Personal Assistants to Ministers calling for files which do not relate to the portfolios of the Minister under whom they are working, from the Departments of the Secretariat, purporting to be with reference to the orders of the Ministers.

2. All Private Secretaries and Personal Assistants to Ministers are informed that the Ministers have been requested in the past by the Chief Ministers to observe the convention in regard to calling from Department for files other than those pertaining to the subjects allotted to the Ministers, namely, that instead of calling for such files and noting on them, the Ministers who are not concerned with the files, discuss matters dealt with in those files with the concerned Ministers. Formal instructions to this effect were issued in the G. O. cited, in which the Business Rule of the Government were also amended to provide for this. A copy of this G.O. is enclosed for ready reference.

3. All Private Secretaries and personal Assistants to the Ministers are requested to bring to the notice of the Ministers the instructions issued earlier and incorporated in the G.O. cited followed by amendments to the Business Rules, to ensure that files of Departments not connected with the Ministers are not called for by any Minister, but his views made known to the Ministers concerned through discussion with them.

4. Receipt of *this U.O.* Note may be acknowledged.

S. R. RAMA MURTHY,

Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 187/Ser.-C/83-1

Dated 22nd February, 1983.

SUB :- Secretariat Office Manual -- Certain instructions in regard to circulation of files to the Chief Minister -- Regarding.

REF.:- U.O. Note No. 1826/60-24, G.A. (O. & M-A) Dept., dt. 24-1-1962

* * *

It has been noticed that in spite of the provisions contained in paras 94, 95 and 178 of the Secretariat Office Manual and the instructions in the U.O. Note cited, some of the Departments of Secretariat are circulating files to the Chief Minister for orders without putting up a summarising note. This is causing avoidable delay in the disposal of files. It is, therefore, necessary. that before the case is submitted or circulated to the Chief Minister for orders, a summarising note should be put up specifying the points on which orders are sought and also referring to the views taken of the other departments, if any. The note ought to be brief and at the same time should cover all material provisions of the law and rules pertaining to the case on hand with full references to the previous correspondence, current file, precedents and connected Acts enabling verification of every fact stated and every authority cited to be fully, and should be self contained enabling the Chief Minister to go through the case easily and pass orders on specific issues raised.

The Departments of the Secretariat are requested to scrupulously follow the above instructions while circulating files to Ministers and Chief Minister.

C.ARJUNA RAO
Secretary to Government

SECRET :

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (OP-II) DEPARTMENT

U.O Note No. 671/OP-II/83-1

Dated 20th April, 1983.

SUB :- Special Assistants of Ministers -- Conduct of Business -- Instructions

REF.:- 1. *U.O* Note No. 178/83-1, dt. 22-1-1983.

2. O.O Rt. No. 242, G.A. (OP-II) Department, dt. 29-1-1983.

3. *U.O.* Note No. 584/OP-II / 83-1, G.A. (OP-II) Department, dt. 21-3-1983.

* * *

It has come to notice that Ministers endorsements on the stay petitions presented by individuals are being allowed to be taken out and passing them on to the authorities concerned for stay of their actions, while the procedure is that orders of the Ministers should be communicated by an officer of the Secretariat Department. As the intention of the Government in appointing, Senior Officers as Special Assistants is to prevent such omissions, all Special Assistants to Ministers are requested to ensure secretarial examination of such cases to enable appropriate orders being passed after due consideration.

B.N. RAMAN,

Chief Secretary to Government

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 595/Ser.-C/83-1

Dated: 8th June, 1983.

SUB :- Office Procedure -- Correspondence by Ministers -- Instructions -Issued.

REF.:- 1. Memo No. 1565/Ser-C/81-1, Genl. Admn. (Ser-C) Dept., dated. 15-1-1982.

2. *UO.* Note No. 671/OP-II/83-1, Genl. Admn.(OP- II) Dept., dated. 20-4-1983..

* * *

Instructions have been issued in Government Memo. first cited that in cases of extreme urgency where the Secretary to Government is not readily available and where the matter brooks no delay, Ministers and other authorities may contact the Collectors and the Heads of Departments direct for obtaining any factual information to save time and in such cases it is necessary that the Collectors and Heads of Departments should route their replies through the Secretary to Government.

2. In the U.O. Note second cited, procedure in regard to the disposal of the stay petitions on which the Ministers may have endorsed, has been indicated to the Special Assistants and it was also stated therein that orders of the Ministers should be communicated by an officer of the Secretariat Department, to the authorities concerned.

3. Government while reiterating the above instructions direct that even if on occasions Minister feels it necessary to communicate to the Head of the Department direct, either a copy should be endorsed to Secretary or the Head of the Department should bring the matter to the notice of the concerned Secretary, so as to prevent the likely embarrassment to the Ministers.

4. All Heads of Departments and District Collectors are requested to follow the above instructions scrupulously.

B.N. RAMAN,

Chief Secretary to Government

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 660/Ser.-C/83-1

Dated 30th June, 1983.

SUB :- Secretariat Office Manual -- Certain instructions in regard to circulation of files to the Chief Minister and implementation of orders in circulation -- Regarding..

REF.:- U.O. Note.No.187/Services-C/83-1, dt. 22-2-83.

* * *

While reiterating the provisions contained in paras 94, 95 and 178 of the Secretariat Office Manual, instructions have since been issued in the U.O. Note cited to the effect that before the case is submitted or circulated to the Chief Minister for orders a summarising note specifying the points on which orders are sought should be put up. The note should be brief and at the same time cover all material provisions of the law and rules pertaining to the case on hand with full references to the previous correspondence, current file, precedents and concerned Acts, enabling the Chief Minister to go through the case easily and pass orders on specific issues raised. In spite of the instructions it has been noticed by Chief Minister that cabinet notes, answers to Assembly/Council questions are not being properly drafted and scrutinised by the Departments. In a cabinet note, a reference to the papers in the current file was made. This would make no meaning to any Minister as he would not have the file before him. In another case relating to land acquisition for an industry, there was no mention about the nature of industry that was proposed to be started.

2. It has also been observed that there is considerable delay in the issue of orders after the files are approved, in circulation.

3. The Secretaries to Government are, therefore, requested to keep in view the instructions issued in the reference cited and the provisions contained in the Secretariat Office Manual while circulating the files to Chief Minister and in preparing cabinet notes and answers to the Assembly/Council questions. They are also requested to ensure that as soon as orders in circulation are passed necessary orders should be issued within 48 hours.

B.N. RAMAN,

Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 655/Ser.-C/83-2

Dated 24th September, 1983.

SUB :- Business Rules and Secretariat Instructions -- Certain instructions in regard to circulation of files to Chief Minister and prompt implementation of orders in circulation -- Reg.

* * *

As per the instruction 35 of the Andhra Pradesh Government Business Rules and Secretariat Instructions, the orders passed in circulation shall be issued within a week and within 15 days where inter-departmental consultation is involved. While reiterating the provisions contained in paras 94, 95 and 178 of the Secretariat Office Manual, instructions have been issued in the U.O. Note No. 660/Ser-C/83-1, dated 30-6-1983 that as soon as orders in circulation are passed necessary orders shall be issued within 48 hours. But there is no provision either in the Andhra Pradesh Government Business Rules or in the Andhra Pradesh Government Secretariat Instructions about the course of action to be taken to get back the file held up with the Minister for more than a month.

2. It may not be possible to prescribe a time limit for the Minister to dispose of the cases circulated to them. The Special Assistants to Ministers may, however, be requested to ensure that no undue delay occurs in the disposal of any file circulated to their Ministers. Simultaneously, the Departments of Secretariat may also be requested to issue reminders every fortnight to the Special Assistants to Ministers, if a file circulated has not been received back within a fortnight of its circulation.

3. The Special Assistants to Ministers and the Departments of Secretariat are, therefore, requested to keep in view the above instructions while circulating the files to the Ministers.

G. V. RAMAKRISHNA,

Chief Secretary to Government

CONFIDENTIAL :

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT**

U.O Note No. 343/Ser.-C/85-1

Dated 23rd April, 1985.

SUB :- Office Procedure - Correspondence by Ministers -- Further instructions -- Issued.

REF:- Govt. Memo. No. 595/Ser-C/83-1, G.A. (Ser-C) Dept., dt. 8-6-1983..

* * *

Honourable Chief Minister approved that Ministers could, on petitions received by them, endorse directly to the Heads of Departments, etc., when it is proposed only to obtain reports, and these need not be routed through the Secretariat Departments. In case Ministers pass an order like granting of stay etc., they should invariably be routed through the concerned Secretariat Department.

2. Some of the Ministers have brought to the notice of the Chief Minister in the Cabinet meeting held on 16-4-1985 that there are inordinate delays in the replies to the endorsements made by them on the petitions sent to the Heads of Departments etc., and in most of the cases they are receiving interim replies.

3. In view of the above, the Secretaries to Government are requested to see that there is no delay in furnishing information of the reports as far as possible within the stipulated time. If it is not possible to submit a reply within the stipulated time, the case may be circulated to the concerned Minister with an interim note indicating the reasons for such delay. The Private Secretaries to the Ministers should watch the disposal in such cases.

SHRAVAN KUMAR,

Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 1116/Ser.-C/85-1

Dated 10th June, 1986.

SUB :- Office Procedure - Correspondence by Minister -- Instructions -- Regarding.

REF.:- 1. U.O. Note No. 580/Ser-C/82-I, GAD. dt 12-5-1982.

2. U .O. Note No. 343/Ser.C/85-1, GAD. dt. 23-4-1985.

* * *

In the U.O. Note first cited, clarificatory instructions were issued to the effect that a Minister, instead of calling for any papers/files from any department not under his charge may, if he is desirous of putting forward his views to the Minister incharge, do so at a discussion with the said Minister and, if the two Ministers do not agree on any point or points, the matter shall be referred to the Chief Minister for his decision there on.

2. In this connection, a question has been raised whether a Minister can make endorsements on petitions presented to him and send them to the concerned officers when the contents of the petition do not fall within the allotted portfolio of that Minister.

3. Under the norms being followed, it is not proper for a Minister to interfere in the matters which relate to another Minister as it will be embarrassing for the Minister who is actually in charge of such matters. In the interest of smooth running of the administration a Minister may at best make endorsements on the petitions presented to him and sent them to the concerned Minister or the Secretary of the concerned Department of Secretariat for pursuing action.

4. All Private Secretaries and Personal Assistants to the Ministers are requested to bring the above instructions to the notice of the Ministers for future guidance.

SHRAVAN KUMAR,

Chief Secretary to Government

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 551/Ser.-C/87-1

Dated 26th June, 1987.

SUB :- Office Procedure - Correspondence by Ministers -- Clarification -- Issued.

REF.:- U.O. Note No. 154/60/Ser.-C/87-1, General Administration Department,
dated 4-6-1987.

* * *

Government consider that existing instructions on the subject of referring petition by Ministers against employees for enquiry by the Anti-Corruption Bureau require to be amplified.

2. Accordingly in supercession of the U.O. Note cited the position is clarified as below:

3. Whenever a Minister receives a petition containing allegations against an employee who is not working in the Department under his control, such petitions with the endorsement of the Minister will be Circulated to the Chief Minister through the concerned Department of the Secretariat under whose administrative control the employee is working.

4. All Private Secretaries and Personal Assistants of Ministers are requested to bring the above instructions to the kind notice of the Hon'ble Ministers.

SHRAVAN KUMAR,

Chief Secretary to Government

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES - C) DEPARTMENT

U.O Note No. 808/Ser.-C/87-1

Dated 1st September, 1987.

SUB :- SUITS -- Matters relating to orders of the Andhra Pradesh Administrative Tribunal and Courts -- Follow up action -Instructions -- Issued.

* * *

It has come to the notice of the Government that in cases where the Andhra Pradesh Administrative Tribunal has passed orders revoking suspension orders issued by the Government there have been abnormal delays in processing the cases and sometimes they are being put up for orders just before the expiry of the limitation period. There is no justification for such delays. Obviously, the departments are not realising the urgency of the matter and the matters are left to the subordinate officers to deal with in a routine manner.

2. Therefore, it is considered, that whenever the Andhra Pradesh Administrative Tribunal or any Court pronounces an order revoking a suspension order the Government Pleader concerned should be contacted to obtain a copy of the order together with his comments within a week. Thereafter, the department should process the case and take a decision as to the further course of action within another week. Where it is considered that the matter should be taken to the Supreme Court, steps should be taken to file S.L.P. and obtain stay of the orders of Andhra Pradesh Administrative Tribunal instead of reinstating the official.. The file should be dealt with personally at least at the levels of a Deputy/Joint Secretary to Government. The file. should be circulated with a tag indicating "TOP PRIORITY" and also specifying the limitation period, so that it could be processed quickly at different levels.

3. Similar steps should be taken with regard to the matters relating to other court cases and time bound matters.

4. The Principal Secretaries to Government, Secretaries to Government are requested to follow the above instructions scrupulously and also to bring these instructions to the notice of all concerned.

SHRAVAN KUMAR,

Chief Secretary to Government