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Part I

INTRODUCTION
Chapter 1

Preliminary

1.1 Short Title

(1) This manual issued under instruction of Andhra Pradesh Secretariat Instructions, 2017 may be called “The Andhra Pradesh Secretariat Operations Manual”.

1.2 Definitions

arising reference means any reference issued from the office which gives birth to a file;

branch means a term used to denote one of the central branches, viz, CRB, Central Accounts Section, Strictly Confidential Branch;

business rules means Andhra Pradesh Government Business rules made under Article 166 of the Constitution of India;

current means a communication received in a department from outside the office/ another department and numbered;

chief secretary means the principal officer of Government responsible for overall control and efficient administration of the State Government;

current file means a bundle of chronologically ordered papers received or generated during the course of disposal of a case, either in physical or electronic shape; Ex. Official/ unofficial correspondences, replies, reports, books, orders etc.;
**demi-official correspondence** means an informal communication, not necessarily placed on official record, by a public servant with another public servant or citizen on official matters;

**disposal** means a file containing the final decision on a case;

**department** means a department of the secretariat as listed in the Business rules;

**despatch** means physical or electronic despatch of an outward communication of Government;

**drafting** means the preparation of any communication from Government;

**enclosure of a communication** means a communication or a statement or a plan, sketch or other document which is attached to or accompanies another communication to supplement or elucidate the point, intention or orders conveyed in the latter;

**e-office** means the Information Technology platform on which all cases are disposed by the functionaries of Secretariat;

**flagging** means the process of attaching physically or electronically to the top of papers put up for reference in a case, slips printed with letters of the alphabet or roman numerical;

**issue** means the process of copying or printing and dispatching communications intended for any person or authority;

**linked case** means a scenario where a reference to a paper in one file is necessary for the disposal of another;

**new case** means a paper which is not connected with an existing case;

**note file** means chronological notes on a case with serially numbered paragraphs where each paragraph relates to a reference or an opinion or a decision written by the case worker or decision maker;

**official correspondence** means a formal correspondence in public domain between a Government official and another Government official/ private body/ private individual on an issue;
old case means a paper to be filed with a current pending in the office;

put up papers means papers relating to all the previous orders and connected papers on a case for a decision;

reference means the process of listing out the previous correspondences, rules, laws, and connected papers required for the disposal of a case in the current file, flagging their presence in the current file and mentioning then in the margin of the note file, either physically or in e-file;

registry means the process of issuing unique numbers to the currents being received by the department;

routine note means a note put up by the head of a section for action by a superior officer in simple matters which are not decision-making in nature. Ex. Reminders, etc.;

secretariat means the Government office wherein or through which the Governor or any Minister of the State Government takes cognizance of matters relating to the administration of the State;

secretariat instructions means the instructions issued by the Governor under the Business Rules;

secretary to Government or secretary means the administrative head of a secretariat department and the principal advisor to the Minister-in-charge on all matters;

sectoral note means a note written on one issue out of many issues arising out of examining a case and distinguished from the main note;

tappal means a communication received in the office which has not yet passed through the registry;

unofficial correspondence means the process of obtaining the views/concurrence/opinion of another secretariat department/ officer of the Government other than on the note file;

shadow file means an intra-departmental secretariat file meant for arriving at an opinion/view which will be recorded in the file referred by another department;
Words and expressions used but not defined in these instructions shall have meanings assigned to them in the Andhra Pradesh Business Rules and Andhra Pradesh Secretariat Instructions.

1.3 The Andhra Pradesh Government

1.3.1 Executive Power of the state

(1) The executive power of the State is vested in the Governor of the State and is exercised by him, either directly or through officers subordinate to him in accordance with the provisions of the Constitution of India.

(2) There is a Council of Ministers with the Chief Minister as its head to aid and advise the Governor in the exercise of his functions according to the provisions of the Constitution of India.

1.3.2 The Ministers

(1) The allocation of business of Government among Ministers is made by the Governor on the advise of the Chief Minister.

(2) The transaction of the business is governed by the rules made by the Governor under Article 166 of the Constitution of India and the instructions issued there under. These rules and instructions are known as “The Andhra Pradesh Government Business Rules” (hereinafter referred to as the Business Rules) and “The Andhra Pradesh Secretariat Instructions” (hereinafter referred to as the Secretariat Instructions) respectively.

(3) Each Minister disposes of the Government business in the subjects in his charge according to those rules and instructions.

1.3.3 The Chief Secretary

(1) The Chief Secretary has the following functions.

   (i) Advise the cabinet as its Secretary;

   (ii) Advise the Chief Minister on important policy issues and issues concerning Government of India and other states;
(iii) Undertake inter-departmental coordination;
(iv) Supercede any Secretary to Government, if needed, and circulate a file; and
(v) Responsible for all other matters not falling within the categories of subjects assigned to other Secretaries.

1.3.4 The Departments
(1) Business of the Secretariat is transacted in the departments.
(2) There may be one or more heads of departments under the administrative control of a department.

1.3.5 The Secretary
(1) Officers of the secretariat in a department, and one or more heads of departments may report to a Secretary.
(2) A Secretary, other than an Ex-Officio Secretary, is usually assisted by one or more Mid Level Officers in secretariat.

1.3.6 The Ex-Officio Secretary
(1) The Ex-Officio Secretary (EOS) is a system where a head of the department is assigned the status of a Secretary to Government in Secretariat thereby fusing the functions of assistance to cabinet, policy making and policy implementation into a single functionary.
(2) EOS functions directly from the office of the head of the department with their staff; as a result no sections are assigned to an EOS.
(3) The EOS may authorise an officer not below the rank of an Assistant Director in his office as an attesting officer under Secretariat Instruction 21.
(4) This system is adopted in departments where
   (i) quick response to public issues is required in the form of policy responses by Government; and
   (ii) possibility to delegate financial and functional powers to a head of the department is limited.
1.3.7 Organisation of department

(1) The Secretary organises the work in his department into sections (which term includes wings, cells, units etc.). Two or more sections may be grouped into a division, if needed.

(2) Each section is headed by a Section Officer (SO) and is assisted by up to four Assistant Section Officers (ASOs).

(3) Wings, units etc. may be headed by such staff as the department may notify.

1.4 The secretariat staff

1.4.1 The Section Officer

(1) The functions of SO are as follows.

(i) dispose business allotted to him quickly;

(ii) prioritise the work;

(iii) prepare important proposals and deal with important papers by himself in e-office at short notice;

(iv) ensure accuracy of notes/drafts and the correctness of facts in them;

(v) ensure that no personal opinions or views are expressed;

(vi) prepare ‘note for circulation’ / ‘note for opinions’;

(vii) answer to the officers above him in the hierarchy viz., Assistant Secretary, Mid Level Officer and Secretary in that order;

(viii) keep a tab on timely movement of all the files under circulation or sent to superior officers and if needed personally meet secretary;

(ix) ensure that multiple files are not opened for the same case/class of cases;

(x) distribute the work assigned to him to the ASOs under his control with the approval of the Secretary;
(xi) train ASOs under his control; and  
(xii) maintain discipline in his section.

1.4.2 The Assistant Section Officer

(1) An ASO performs the role of SO for the subjects allotted to him in so far as business disposal is concerned.

(2) The functions of an ASO are as follows.

   (i) Assist the SO;
   (ii) Keep custody of files;
   (iii) draft and reference communications/files in e-office by himself at short notice;
   (iv) dispose cases entrusted to him immediately upon receipt of current;
   (v) perform the role of SO if needed; and
   (vi) maintain personal register, reminder dairy, call book, periodicals and other registers;

(3) Typist Cum Assistant attends work entrusted to him by the SO which may include the work of an ASO.

(4) The functions of other specialised staff heading units/ wings etc. will be specified by the departments concerned.

1.4.3 The Personal Staff

(1) The Private Secretary/ Senior Steno/ Junior Steno/ Special Category Steno shall attend to the following work for the officer to whom they are attached.

   (i) monitor timely disposal of files by the officer;
   (ii) attend personal files of the officer;
   (iii) supervise other peshi staff;
   (iv) maintain fuel coupons/ vehicle log books;
   (v) prepare monthly diary of the officer;
   (vi) other works entrusted to them by the officer.
1.4.4 The Mid Level Officer

(1) The Secretary may delegate his powers to a Mid Level Officer under his control.

(2) The Secretary is, however, responsible for monitoring the exercise of powers by the Mid Level Officers.

1.4.5 The Assistant Secretary

(1) The AS exercises control over the sections placed in his charge both in regard to dispatch of business, and in regard to efficient administration.

(2) The Secretary designates an AS as in-charge of office procedure.

(3) The Office Procedure (OP) consists of

   (i) Establishment - all the personnel matters relating to the staff of all grades, and

   (ii) Office Management - vehicles, communication, office supplies, procurement for office, payment of bills, tappal and such other matters relating to providing support to the staff.

1.4.6 Specialised units in secretariat

(1) CRB

   (i) The CRB is the repository for non-confidential records appertaining to the current year and the preceding 3 years.

   (ii) This branch is under the control of an AS of the of General Administration Department.

   (iii) One of the principal duties of this branch is to see that disposals asked for by the departments are supplied promptly and the papers supplied are returned to the branch as early as possible.

(2) Pay and Accounts Office (PAO)
(i) The PAO deals with all matters connected with drawing and disbursal of amounts relating to departments of the Secretariat.

(ii) It is under the control of the Finance department.

(3) Secretariat Library
Part II

RECEIVING THE COMMUNICATION
Chapter 2

How to receive Tappal

2.1 Nine types of inward communication

(1) Government receives the following types of inward communication (a.k.a. tappal) on which action may be required.

(i) UO notes: They consist of files for consultation of departments, UO notes/correspondence, Government Orders/Memoranda issued where action is required in the receiving department.

(ii) Letter: Letters may be received by hand or post or courier or as an email attachment.

(iii) Short Message Service (SMS) text: SMS text may be received through mobile or data connection.

(iv) Email: Text is directly written as a body in the email and not as an attachment.

(v) Fax: This is similar to a letter copy sent as an email attachment.

(vi) Cover: Closed or by name.

(vii) Packet: Ordinary or by name.

(viii) Wireless message: Ordinary or in cipher.

(ix) Telegram: Ordinary or in cipher.
(2) The inward communication may be papers, articles or electronic data.

(3) The inward communication may comprise of different subjects such as petitions, court orders, establishment matters, RTI requests, proposals from heads of departments, copies of Government orders/memoranda, and so on.

2.2 Functionaries handling tappal

(1) The functionaries who can handle the inward communication are classified into those who can endorse on the papers and the handling staff (see figure below).

(2) The following functionaries are involved in handling and processing inward communication.

(i) Tappal in-charge
(ii) Assistant Secretary, OP

(iii) Diarist

(iv) Turn Duty Assistant

(v) Tappal Seeing Officer

(vi) SO

(3) Role of tappal functionaries

<table>
<thead>
<tr>
<th>Functionary Role</th>
<th>(a) Tappal in-charge is responsible for handling and processing all the inward communication of the department from collection to despatch. He reports to the AS, Office Procedure. (b) The role of tappal in-charge will be played by an SO in-charge of exclusive tappal section for large departments or by an ASO of Office Procedure section in case of small departments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tappal in-charge</td>
<td>AS, OP</td>
</tr>
<tr>
<td>Diarist</td>
<td>(a) Diarist scans, uploads and forwards the inward communications to the sections concerned with copy to AS concerned (Tappal Seeing Officer). (b) The diarist reports to tappal in-charge.</td>
</tr>
<tr>
<td>Turn Duty Assistant</td>
<td>(a) He receives the inward communications outside office hours. (b) He reports to tappal in-charge.</td>
</tr>
<tr>
<td>Section Officer</td>
<td>All the tappal is forwarded to the Section Officer concerned by the tappal in-charge.</td>
</tr>
</tbody>
</table>

(4) Tappal Seeing Officer.

(a) The officer who is authorised to see and issue instructions on a paper is considered as Tappal Seeing Officer (TSO).

(b) The AS, Mid Level Officer and Secretary act as TSOs.

(c) If AS is competent, he will issue instructions on the papers
else he escalates the matter to the MLO.

(d) If MLO is competent, he will issue instructions else he further escalates the matter to Secretary.

(e) The following are the TSOs for different cases.

<table>
<thead>
<tr>
<th>Tappal Seeing Officer</th>
<th>Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>Ephemeral (simple) communications</td>
</tr>
<tr>
<td></td>
<td>Cases where powers are delegated During</td>
</tr>
<tr>
<td></td>
<td>absence of Secretary and MLO</td>
</tr>
<tr>
<td>Mid Level Officer</td>
<td>Cases where powers are delegated During</td>
</tr>
<tr>
<td></td>
<td>absence of Secretary</td>
</tr>
<tr>
<td>Secretary</td>
<td>Important communications such as Government of India letters/orders, court directions</td>
</tr>
</tbody>
</table>

2.3 Tappal collection

2.3.1 Receipt

(1) Timings of receipt of inward communication shall be as follows.

<table>
<thead>
<tr>
<th>Time</th>
<th>Who receives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working days, office hours</td>
<td>Tappal in-charge or his nominee.</td>
</tr>
<tr>
<td>Working days, from close of office till 6.30 p.m.</td>
<td>Turn duty assistant on behalf of Tappal in-charge.</td>
</tr>
<tr>
<td>Holidays, 10-30 a.m. to 4:30 p.m.</td>
<td>Turn duty assistant on behalf of Tappal in-charge.</td>
</tr>
<tr>
<td>Other times, when counter is unattended</td>
<td>Drop in tappal counter of department or General Administration Department</td>
</tr>
</tbody>
</table>

(2) Urgent communications. Deploy a turn duty assistant on duty round the clock (24 x 7 x 365) in General Administration Department for receiving / transmitting all urgent
communication to the Minister/ Officer concerned immediately over phone. Secretaries concerned shall issue instructions and make arrangements in regard to other departments.

(3) Don’t reject tappal with improper designation.

(4) No time limits exist for receipt of tappals or files.

2.3.2 Acknowledgement

(1) UO Notes.
Scan, upload in e-office, and enter the E-receipt number in the UO Transit Register of the sending department.

(2) Email.

(i) No acknowledgement is needed for tappal received by email directly or forwarded from officers containing any instructions.

(ii) AS of OP to obtain an email address from ITC department in the following format to be operated by tappal incharge.

   tappal-<abbreviation of department>@ap.gov.in

   Ex. tappal-gad@ap.gov.in

(iii) Upload the emails received from officers along with instructions, if any, in e-office and send to SO concerned with copy to AS concerned.

(3) Petitions.
Sign in Messenger’s delivery book with name and designation. In case of large scale petitions, AS in-charge will make special arrangements and issue appropriately designed acknowledgements. General format of acknowledgement petitions is as follows.

(i) Name and address of the Petitioner:

(ii) Addressed to whom:
(iii) Number and Date of receipt of petition for future reference:

(iv) Name of the Department/ Section to which petition referred to, for action:

(v) Received Date:

(vi) Stamp:

(vii) Signature and Designation:

Alternatively petitions may be uploaded in specialised petition handling portals designed by Government.

(4) Other tappal.
   Sign with name and designation in messengers handbook

2.4 Process flow

2.4.1 Seven step process for handling tappal

(1) The following is the process flow of handling inward communication(see figure below).

   (i) Step 1. Receive papers addressed to department. (Assignee: Tappal in-charge)

   (ii) Step 2. Open papers in presence of AS, OP. (Assignee: Tappal in-charge)

   (iii) Step 3. Sort papers into sections/departments as per subject distribution. (Assignee: Tappal in-charge)

   (iv) Step 4. Stamp the papers, make entries and send to diarist. (Assignee: Tappal in-charge)

   (v) Step 5. Scan the papers, and take as receipt in e-office. Number is auto-generated. (Assignee: Diarist under control of tappal in-charge)
(vi) Step 6: Send the E-papers with priority marking to the section and copy to AS concerned. In case of papers relating to other departments, send them to the Assistant Secretary concerned. (Assignee: Diarist under control of tappal in-charge)

(vii) Step 7. Send physical copies of papers to Record Room. (Assignee: Tappal in-charge)

(2) The stamp on inward communications will have the following fields.

(i) <name of your department>
(ii) Numbering required: □ Yes □ No

(iii) Date:

(iv) Priority: □ Immediate □ Urgent □ Fixed Date: ________ □ Ordinary

(v) AS:

(vi) Section:

(vii) Department:

(viii) □ Papers □ Article

(ix) E-office receipt number:

(x) Sign of tappal in-charge:

Note:

(1) Immediate means put up in < 24 hours, Urgent means put up in < 3 days, Ordinary means put up in < 7 days, Fixed date means put up within noted date;

(2) All entries are filled by tappal in-charge in ink. E-office receipt number is filled by diarist in ink.

(3) e-office generates the current number automatically upon receipt (unique receipt numbers are assigned to the currents received in a department during a calendar year).

(4) The Section Distribution Register is automatically updated in e-office in the Form B.6.

(5) Maintain a register in e-office for registered/ postal articles in Form B.7 format.

2.4.2 Tasks of different functionaries

Role of tappal in-charge

(1) Maintain the following information on the desk and peruse before beginning work daily.

(i) An up-to-date list of addresses of Minister and Officers;
(ii) an up-to-date list of distribution of subjects among the sections in the Department; and

(iii) all current tappal instructions issued by officers, whether general or special.

(2) Sort the tappal as follows.

(i) Communications addressed to Chief Secretary by name send to Chief Secretary.

(ii) Communications addressed to Chief Secretary and marked ‘SECRET’ or ‘STRICTLY CONFIDENTIAL’ send to Secretary/ MLO.

(iii) Communications addressed to other officers send to officers concerned.

(iv) Other communications send to sections with copy to Tappal Seeing Officers

(3) Send the tappals which have been sorted out section-wise and numbered to the AS, directly in charge of the section, to which the tappals relate.

**Role of AS as Tappal Seeing Officer**

(1) Look through the papers relating to your own sections and have them date stamped.

(2) Send routine papers to the SOs concerned for distribution among the ASOs.

(3) In important papers, note instructions on them and inform MLO/ Secretary if any specific instructions will be given in dealing with the case. Papers received back from MLO/ Secretary without a date stamp or initials of officers should unless they are very urgent, be resubmitted to them for their stamp or initials.

(4) The following papers are important.
(i) Important letters from the Andhra Pradesh Public Service Commission, Government of India, and other State Governments, Foreign Embassies, Consulates, Legislatures in India;

(ii) Papers relating to disciplinary proceedings against Group I and Group II Officers such as references from Director General of Vigilance Enforcement/ Director General Anti-Corruption Bureau/ Tribunal for Disciplinary Proceedings, explanations of the officers or requests for personal interviews;

(iii) Important Judgments or orders of courts;

(iv) Other important communications such as D.O. letters received from senior officers or V.I.Ps. particularly from the Government of India and other State Governments, M.Ps. and M.L.A/ M.L.Cs. and well known public figures; and

(v) Files in which observations have been made by the Chief Minister or Ministers or Chief Secretary.

(5) Transfer of mis-sent papers. AS, OP or the tappal in-charge shall transfer mis-sent U.O. papers intended for another department to the tappal in-charge concerned in that department under acknowledgement after entering in the U.O. Transit Register.

Role of Secretary as Tappal Seeing Officer in important communications

(1) Submit the following papers to the Chief Secretary, Minister-in-charge, Chief Minister and the Governor, as the case may be, the following matters.

(i) Important communications received from the Government of India (including those from the Prime Minister and other Ministers of the Union)

(ii) First report of an occurrence of a matter of administrative or political importance which is required to be reported to the Government of India
(2) Any submission of papers in important matters should not delay Secretariat action on the original papers.

**Role of SO in seeing currents.**

(1) In distribution of currents in section.

(i) As soon as the tappal is received from the AS, distribute the currents and files among the ASOs in the section with such instructions as are necessary.

(ii) Attend to the priority papers first.

(iii) Priority marking by SO. A paper which is not priority marked by the Tappal Seeing Officer, may be marked so by the SO if required.

(2) In important communications

(i) Put up immediately important papers marked for circulation of advance copies.

(ii) Bring to the notice of MLO/ Secretary any omission or oversight.

(3) In miss-sent currents.

(i) Forward the papers to the SO to whom the papers relate to.

(ii) In case, the SO to whom such papers are related refuses to accept, send a routine note to the originating section officer. The routine note should contain the version of the SO who rejected to accept the papers.

(iii) The originating SO shall obtain orders from the AS or above in such cases.

(4) In currents relating to more than one section.

(i) Section which is concerned with the first point mentioned in the communication takes up the papers.
(ii) Forward extracts to other sections concerned for taking separate action.

(iii) General currents, i.e., currents which relate to all sections should be taken up by the section specified for dealing with such papers.

(5) In arising references/ papers without current number.

(i) Scan, take as receipt and assign e-receipt current number if current number is not already generated for any papers originating a file.

(ii) Send a copy of the papers and the current number to tappal in-charge for information.

(6) Others

(i) The SO may assign any of these duties to an ASO under his control.

(ii) Ensure that all staff under his control maintain notebooks for keeping track of important receipts requiring prompt action.

Role of diarist

(1) Scan the papers.

(2) Upload in e-office.

(3) Send to section concerned with copy to Tappal Seeing Officer.

(4) Send physical copy to record room under acknowledgement.

(5) Maintain the prescribed registers either physically or in office.

(6) Any other tasks assigned by tappal in-charge.

Role of turn duty assistant

(1) Receive the following and sent to the Ministers/ officers residences.

(i) inward communications papers, and
(ii) postal articles, registered or ordinary.

(2) Put the papers in opaque covers one for each officer (CS/Secretary etc.) and seal.

(3) Give the covers to the motorcycle messenger under acknowledgement.

(4) Receive seen covers brought back by messenger after collecting from officers concerned.

(5) Scan, upload in e-office and forward the seen papers in them to the SO concerned.

(6) Attend to works entrusted by the SO/AS, OP.

(7) Attend to urgent or special circulation cases.

Role of messenger

(1) Take the sealed covers and deliver to the officer concerned.

(2) Collect the seen covers and deliver to the tappal in-charge/turn duty assistant.
## 2.5 Treatment of different tappal

(1)

<table>
<thead>
<tr>
<th>Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unimportant papers</td>
<td>(a) Send physical papers/article/electronic data directly to the section concerned without numbering. (b) Don’t number unimportant papers (ex: telephonic calls from officers for papers, enclosures, tour programs, spare copies of Government orders or memos/proceedings of head of departments where no action is needed at department level etc.)</td>
</tr>
<tr>
<td>Note from Minister or Officer</td>
<td>Take the note directing the examination of any point or issue, as receipt in e-office and forward to SO concerned with copy to addressee.</td>
</tr>
<tr>
<td>U.O. Notes (includes files sent for consultation)</td>
<td>(a) Take the physical UO note as a receipt in e-office and forward to the marked section with copy to Secretary to whom addressed. (b) Files for consultation are received directly by officer to whom addressed in e-office.</td>
</tr>
<tr>
<td>U.O. Notes (includes files sent for consultation)</td>
<td>(a) Take the physical UO note as a receipt in e-office and forward to the marked section with copy to Secretary to whom addressed. (b) Files for consultation are received directly by officer to whom addressed in e-office.</td>
</tr>
<tr>
<td>Email</td>
<td>(a) Convert to PDF with details of sender (name, designation, email address, date, time, email server address, email service provider) (b) Take as receipt in eoffice.</td>
</tr>
<tr>
<td>Type</td>
<td>Instructions</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| SMS                         | (a) Convert to PDF with details of sender (name, designation, mobile phone number, date, time, SMS service provider). Include screen shot in PDF if available.  
                             | (b) Take as receipt in eoffice                                                                                                             |
| Name covers                 | (a) Personal staff (or) Tappal in-charge to receive and transmit to officer to whom addressed.                                                
                             | (b) Take papers as e-office receipt after addressee sees                                                                                    |
| Articles, registered or insured | Personal staff (or) Tappal in-charge to acknowledge and transmit to officer/ Minister to whom addressed                                    |
| Telegram/ Telegram in cipher | (a) Transmit to seeing officer (AS or officer concerned if by name)                                                                         
                             | (b) Take papers as e-office receipt after seeing officer.                                                                                    |
| Inter-state wireless messages from GoI/ other states. | (a) Transmit to seeing officer (AS or officer concerned if by name)                                                                         
                             | (b) Take papers as e-office receipt after seeing officer.                                                                                    |
| Tappal from private parties for which postal/ courier charges are not paid in full | Reject                                                                                                                                     |
| Valuable enclosures         | (a) Deliver money, cheques and other valuable such as court fee stamps, copy stamp papers, etc., received as enclosure to the SO concerned, who in turn shall hand it over to the SO, Bills section for safe custody under acknowledgement on the current.  
                             | (b) Maintain a Valuables Register in Form B.8                                                                                               |
Adhesive stamps fixed on communications

Deface the adhesive stamps on the communications by applying the date stamp in such manner as to cover or touch some part of the stamps but not in such a way as to obliterate the entries on them or to render the detection of forgeries difficult.

(2) Communicate all communications marked ‘urgent’ the same day.

(3) Opening of tappal in sealed covers is as follows.

<table>
<thead>
<tr>
<th>No marking</th>
<th>SECRET marking</th>
<th>URGENT marking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed covers</td>
<td>AS opens</td>
<td>Officer to whom addressed or his deputy not below opens</td>
</tr>
<tr>
<td>Name covers</td>
<td>Officer to whom addressed or his deputy not below AS opens</td>
<td>Officer to whom addressed or his deputy not below opens</td>
</tr>
</tbody>
</table>

### 2.6 Tappals received by officers direct

(1) Addressed to the Chief Secretary.

Deliver all urgent as well as communications addressed to the Chief Secretary to the head of Chief Secretary’s office or the turn duty assistant at Chief Secretary’s residence.

(2) Addressed to the Secretary.

Secretary concerned will issue instructions in regard to delivery of communications at his office and residence.

(3) Secretary may give instructions on how tappals or files should be received and disposed while he is absent.

(4) In the absence of any specific instructions, the officer in-charge or the next senior most shall dispose the following matters without waiting for return of the Secretary.
(i) Time bound papers; 
(ii) Urgent cases; and 
(iii) Attendance in non-statutory committees.

(5) Officers or their PS to forward all emails received direct by officers to the official email address of the tappal incharge of the department.

2.7 Miscellaneous

(1) Secretary concerned shall provide equipment such as laptops, computers, scanners, printers to those functionaries requiring them such as MLOs/Assistant Secretaries/Sections Officers/Peshi staff/Assistants.

(2) All communications to be sent with the date stamps.

(3) Instructions issued in the respective departments should be followed.

(4) The Director of Printing and Stationery shall print and supply sufficient number of registers and forms required by the departments.
Chapter 3

How to register Papers

3.1 Role of ASO

3.1.1 Inward Communication

(1) Receive currents in e-office

   (i) Receive all communication whether official, unofficial or Demi-official in e-office immediately upon receipt if not already done.

   (ii) Any delay or neglect in this matter will be held a very serious dereliction of duty on the part of the SO and ASO.

(2) Short title

   (i) Enter the title as briefly as possible, just sufficient to convey generally the subject of the paper, e.g., ‘Land acquisition, Anantapur District’.

(3) Index title

   (i) Frame the title and arrange exactly as an index title (see Chapter 4).

(4) Abbreviated designations

   (i) Use the abbreviated designations mentioned in Appendix A.
(ii) In the case of a letter or petition from a non-official, enter the name of the writer and his brief address.

(5) Originating officer’s designation

   (i) If a current is submitted to Government by one officer through one or more other officers, enter the designation of the officer from whom it originated with the number and date of his communication.

(6) Linking new and old currents

   (i) Link the new current numbers of replies to references previously issued and papers which have to be filled with old cases with the old current numbers.

   (ii) The PR will reflect

       a) new current number,
       b) date of receipt,
       c) origin,
       d) outside number, and
       e) date of such communication.

       f) against the previous current number.

3.1.2 Outward Communication

(1) Numbering outward communications

   (i) Number outward communication as follows.

       <current number originating the case> / <year to which the current relates> - <sub-number> , <department name>, dated the < date in the format NN MMMM, YYYY).

       Ex: letter No.1184/17-1, General Administration (PU I) Department, dated the 1st June 2017.

       This numbering is applicable to the following outward communication.
a) Letter (except one numbered in special disposal series)
b) Telegram
c) Endorsement
d) Demi-official
e) Unofficial

(2) Reminders
   (i) Issue reminders and interim replies to reminders received with date of next reminder.
   (ii) Note these in a separately maintained file or in the PR if they are important.

(3) Closing currents
   (i) If the disposal is final, enter the following
      a) nature
      b) number
      c) date
   (ii) The same will be reflected in PR.

(4) Lodged disposals
   (i) Close ‘Lodged’ papers by the entry ‘Lodged’ with the dates of disposal.
   (ii) Same will be reflected in the Personal Register.

3.2 Role of SO

(1) Check titles
   (i) Check the accuracy of the titles while examining the Personal Register.
(2) Check time delays

(i) Watch the time delays when a paper is submitted by the ASO to a higher officer or to an officer through one or more sections.

(3) Transfer mis-sent papers

(i) Transfer mis-sent papers within 24-hours:

   a) if belonging to another department through your Assistant Secretary, and
   
   b) if belonging to your department to the SO concerned directly.

(4) Casual leaves file

(i) Maintain a ‘leaves file’ for casual leaves of each employee.

(5) Supervise work

(i) Supervise ASO’s work on a daily basis and if required over-ride the ASO and perform his duties.

### 3.3 Role of AS

(1) Supervise work

(i) Check weekly whether the daily currents are received in e-office by the SO/ ASO concerned.

(2) Perform original work

(i) Override ASO/SO and perform any of their duties if required.
3.4 Role of e-office system

(1) current / receipt numbers

   (i) Generate receipt numbers (a.k.a. current numbers or ‘C.Nos.’) to all the papers taken as receipts.

(2) Personal register

   (i) Generate the Personal Register for each ASO in Form B.1.

(3) Names of SO/ASO

   (i) Display the names of the SO of the section and the subject ASO on top of PR.

   (ii) Reflect changes in personnel with the dates on which the changes took place.
Chapter 4

How to write Titles

4.1 Writing the Title

4.1.1 General

Object

(1) The object of the Indexes is

(i) to keep Secretaries, Ministers and the Governor informed of the orders that have been passed, but have not been seen by them.

(ii) to enable one to trace the papers containing the orders passed on any particular subject.

Title and head defined

‘title’ means the entry in the Index relating to an individual paper.

‘head’ means the important word that is placed first in the title, by which its alphabetical position in the index is determined and on which primarily depends the possibility of finding the title.

4.1.2 Heads and Sub-heads

Head to be obvious and distinctive

(1) When writing an Index title first select the head.

(2) The head must be a word that will naturally occur to anyone who wants the papers. It must not be too wide.
Standard heads and sub-heads

(1) Consistency is essential in the selection of Index heads.

(2) Even if the heads are badly chosen, so long as there is consistency in their use, less mischief will be done than if they are in themselves better chosen, but papers relating to the same subject are indexed sometimes under one head and sometimes under another.

(3) Consistency can only be secured by adhering to a standard list of Index heads and sub-heads. A general list is given in ‘Handbook of Heads’. In the list some of the heads have their sub-heads printed under them.

(4) The AS for each department of the Secretariat shall issue an Office Order of a list of Index heads, selecting from the general list such heads as it ordinarily requires and adding to them such heads and sub-heads as may be found necessary.

(5) Every ASO and Indexer must constantly refer to the list.

(6) No unauthorised additions shall be done to the heads or sub-heads.

Use of heads and sub-heads

(1) Use a head along or in combination with a sub-head.

(2) Don’t use a sub-head without a head. This instruction is subject, however, to the instructions printed at the head of the list.

(3) Any head, may, if appropriate, be used as a sub-head under another head, for example, “Budget” may be used as a sub-head under “Police”.

(4) Under important and wide heads large number of sub-heads will be required. Every such sub-head must either be a head or sub-head found in the list, or one included in it under proper authority.
Use of General or Miscellaneous sub-heads

(1) Under large heads having several sub-heads, for papers of general nature, a sub-head “General” may be opened. However, use this sparingly.

(2) Don’t index a paper for which a more definite and suitable sub-head can be found under “General”. Cases falling under several sub-heads or no sub-head should be indexed under “General”. Ex. A Government Order dealing with the grant of allowances generally would have to be indexed under “allowances general”.

(3) Never use a “General” or “Miscellaneous” sub-head under a head except for legitimate purposes as sketched above.

(4) Don’t use “General” or “Miscellaneous” heads.

Geographical classification

(1) Introduce geographical classification where possible. Ex. After the head or sub-head should come the name of a district of a municipality. After the name of a district should come the name of the mandal, and after the name of the mandal that of the village.

(2) Arrange the names in strictly alphabetical order. The districts should be arranged alphabetically. Under the name of each district the names of the mandals should be arranged in alphabetical order and under the name of each mandal, the names of the villages should be arranged in alphabetical order where the subject matter lends itself to such a classification.

Personal papers

(1) Index personal papers relating to officials, except village officers, under the name of the officer concerned. A proper title would be e.g. ‘Subrahmanyam D’. ‘Subrahmanyam A’ would come before ‘Subrahmanyam D’.

(2) In cases where a personal paper contains useful discussions on any general questions or has any unique feature about it, ‘cross-reference’ the disposal under the appropriate head and sub-head.
(3) Don’t treat all matters relating to individual officers ‘confidential’. Where, however, the circumstances of the case require that it should be kept confidential, frame the title for the index so as not to reveal any matter which is confidential.

(4) Papers relating to village officers should be indexed under the head ‘Village Administrative Officers’ and according to the geographical classification. The title will be composed thus Class of officer (e.g. Village Administrative Officer), mandal, village, any further particulars officer’s name as in the following example.

“Village Administrative Officers-(Dakkili Mandal, Dandavolu village)- Dismissal (Ravi, P.)”

Papers relating to suits

(1) Index papers relating to suits under the head ‘Suits’, thus; First will come the name of the district in which, followed by that of the place at which, the court is situated which is dealing with the suit, then the designation of the court, then the number of the suit, preceded by appropriate abbreviations ‘A.S.’ (Appeal Suit), ‘O.S.’ (Original Suit), etc.

(2) Arrange the abbreviations in alphabetical order, and under each arrange the suits according to their years and numbers.

Bracketed heads

(1) Don’t use heads printed in brackets in the list in ‘Handbook of Heads’ as heads, but only, if necessary, as sub-heads under the alternative heads printed against them.

(2) Even if they are synonyms of such alternative heads do not use them. For example, under the head ‘Allowances’, ‘Conveyance’ may be, and must be used as a sub-head. Papers are not to be indexed under ‘Exchange compensation’ used as a head.

Use of several sub-heads

(1) The same title may contain more than one sub-head.
(2) No rules exist for order in which these should be arranged. Normally the wider and more abstract comes before the narrower and more concrete.

4.1.3 Title

Title proper

(1) Title proper comes after the heads and sub-heads.

(2) Brevity is the hallmark in a title. It should be brief as is consistent with securing the objects specified above. The title must indicate clearly but briefly one main subject of the order.

(3) If a title shows one at a glance, like a newspaper headline the subject of the paper, it is a good title. Unnecessary length is an evil in a title as it defeats the objects in view.

(4) Never repeat the head or sub-head in the title proper.

Wording and articulation

(1) The title must consist mainly of substantives and adjectives (where indispensable).

(2) Exclude participles and minor parts of speech as far as possible.

(3) In order make strict alphabetical arrangement possible, articulate and break up title into into members, each consisting of as few words as possible and each expressing an element in the subject matter.

(4) Begin each member with a capital letter, to enable determination of the alphabetical order.

(5) Separate each member from the members preceding and succeeding it by a bold dash.

Cross-reference Two or more titles needed

(1) If an order deals with more than one subject, two or more complete titles under different heads may be necessary.
(2) Since the same title must not be repeated under more than one head, either in its entirety or partially, where a subject falls under more than one head, and it seems useful to index it under each head, make a cross-reference or cross-references.

(3) Print the complete title under one head, while against the other heads will be printed merely ‘see so’ (mentioning the former head).

(4) Never repeat the same cross-reference.

Indexing orders of other departments

(1) When an order of another department is indexed in a department, adopt the title under which the order has already been indexed.

(2) If necessary, prefix with a main head which will be more convenient for tracing the paper from the point of view of the department in which it is indexed.

(3) Print the number, the date of the order and the name of the department in italics in the index.

Consolidation of titles when printing

(1) Never print the same words over and over again in successive titles in the index where this can be avoided. This will be understood from the following example.

PASSPORTS

Granted

Ramesh P (Kakinada).
November 8, No.1151 (Ms.)
Ravi Kumar L (Anantapur).
November 8, No.1148 (Ms.)
Srinivas N (Srikakulam).
November 26, No.194 (Ms.)
Swamy T (Nellore).
November 20, No. 1193 (Ms.)
Indexing of questions and resolutions in the Legislature

(1) In indexing Legislative Assembly questions and resolutions, adopt the following form to facilitate consolidation of titles when the Weekly and Annual Indexes are printed.
Andhra Pradesh Legislative Assembly-
Questions–August 2017.
Courts–Sessions–Batta to defence witnesses.
February 26, No.207 (Ms.)
Resolutions–January 2017-
Separation of Judicial and Executive functions.
February 16, No.159 (Ms.)

(2) Make cross-reference, if necessary, under other heads under which the subject of a question or resolution should be entered in the Index.

(3) Index questions and resolutions in the Lok Sabha or the Rajya Sabha under the head ‘Lok Sabha’ or ‘Rajya Sabha’ as the case may be. In important cases give cross-reference under the appropriate heads.

(4) Add the words ‘papers recorded’ at the end of the title of a question or resolution in the Legislature, if the file relating to the question or resolution did not result in any other disposal.

(5) Cases leading to orders

(i) When a case relating to a question or resolution in the Legislature results in the issue of a general order, index the disposal properly under the head relating to the subject matter of the order but such a disposal should invariably be cross-referenced under the appropriate sub-head under the head ‘Andhra Pradesh Legislative Assembly’ as the case may be.

(6) Budget Motions

(i) When the papers relating to a budget motion are recorded, indicate the ‘Demand’ to which the motion is related in the index title. When a substantial reduction is carried in a demand, indicate the fact in the title.
Indexing of letter, demi-official, etc. disposals

(1) When a disposal in the form of a letter, demi-official, endorsement, etc. is to be indexed, prepare a title according to the rules for the docket and get the index approved separately.

(2) Don’t copy the incomplete abstract given at the head of the letter, DO etc.

Examples of titles

(1) Some examples of titles prepared in accordance with the foregoing instructions are given below.

<table>
<thead>
<tr>
<th>Head</th>
<th>Sub-heads</th>
<th>Title proper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers</td>
<td>Re-employment</td>
<td>Procedure Funds Re-appropriation</td>
</tr>
<tr>
<td>Civil departments</td>
<td></td>
<td>Heads of department Powers non recurring expenditure Deposits</td>
</tr>
<tr>
<td>Government Servants</td>
<td>Retired</td>
<td>Employment-Restrictions–</td>
</tr>
<tr>
<td>Conduct Rules</td>
<td>Government servants–</td>
<td>Directorate agency or management of company.</td>
</tr>
<tr>
<td>Books and publications–</td>
<td>Official publication–</td>
<td>Indents Army–Revised procedure</td>
</tr>
</tbody>
</table>

Role of SOs regarding index titles

(1) See that index titles are properly prepared. Get the titles checked by officer when drafts are submitted to him for approval.

(2) Carefully check the Monthly and Annual Indexes to see that the titles are properly arranged and that all defects are rectified.

4.2 Writing indexes

(1) Secretariat follows the ‘slip index’ system of indexing. Indexes are prepared strictly in alphabetical order of the index heads.
(2) Maintain a separate index for each department.

(3) An index consists of two parts.

   (i) Proceedings and letters in the Manuscript series are included in Part I.

   (ii) Proceedings and letters in Routine series and important demi-officials endorsement etc., which are given distinct series of disposals are included in Part II.

(4) Give distinct series of numbers to each of the following groups of disposals included in the index.

   (i) Proceedings and letters in the Manuscript Series

   (ii) Proceedings in the routine series

   (iii) Letters, demi-officials, etc.

   (iv) Endorsements.

(5) In departments other than General Administration Department, letters other than those in the Manuscript Series, Demi-officials and endorsements are not indexed.

4.3 Role of functionaries

4.3.1 Role of indexer

Monthly Index

(1) Circulate indexes of Government Orders of “Routine” series to all officers and sections in the department on a monthly basis.

(2) Prepare the abstracts of the proceedings, letters, etc., which are to be indexed, in accordance with the procedure laid down in the preceding paragraphs.

(3) Prepare the tabling slip (see 12 and B.11) before the proceedings, etc., are numbered.

(4) The disposals prepared in accordance with the orders of Ministers or the Governor are to be shown as ‘circulated’ to them though the disposals themselves may not have been seen by them.
(5) Type the abstracts without errors in the Index proof.

(6) A report should be auto-generated on the evening of the last working day of every month by the Information Technology system as follows.

(i) Abstracts to be arranged alphabetically, for each department and the heading “Government Orders passed during the month ending .......... 20..”.

(ii) Indicate confidential papers by the addition of the word ‘Confidential’ after the number, and clearly indicate Manuscript series after it, as under- January 8, No.17 (Ms.) (Confdl.)

(iii) In printing Part I of the Monthly Index, the disposals seen by the Governor, etc., will be distinguished by distinctive symbols in the manner shown below.

   Disposals seen by the Governor-
   Cases disposed by Cabinet-
   Cases disposed by CM-
   Cases disposed by the Minister-
   Cases disposed by the Secretary-
   Cases disposed by the MLO-

(7) As soon as monthly indexes are generated, send email to the AS/ MLO/ Secretary/ Minister/ Secretary to Governor. This process may also be automated.

(8) Retain a copy of the monthly index for use in compiling the Annual index and provide a copy for use in the Department.

Annual Index

(1) The Annual Index is prepared by utilizing the slips used for the monthly indexes.

(2) On the last day of the year, arrange the slips used for all monthly indexes alphabetically scoring out repeated heads.

(3) Ensure by checking the numbers that all Government orders, letters, etc., issued during the year in the department have been brought on the index.
(4) Check the monthly indexes for omissions.

(5) Maintain a distribution list of the Annual indexes in Form B.14.
For - the form below.

(6) Progress reports

   (i) Submit a report to the AS as per schedule below.

   (ii) Indexes - First week of every month

   (iii) Annual indexes - First week of January of succeeding year.

Miscellaneous

(1) Check proofs of auto-generated indexes.

(2) Email the monthly index to the Secretary/ Minister/ Governor
on the first of next month.

(3) Email the Annual index by 10th of January after the close of
the year to which it relates.

(4) Check the process being followed for auto generation of indexes
and reports through IT system.

4.3.2 Role of ASO/SO/AS

(1) Check the report generated and report any errors to the indexer
and IT department.

(2) Carefully see that the consolidation is being done properly by
the IT system and get any defects rectified.
Part III

PROCESSING THE COMMUNICATION
Chapter 5

How to process Cases

5.1 Structure of a file

(1) A case is processed with the purpose of disposing it.

(2) Processing a case is done through the medium of files.

(3) A file consists ordinarily of the following two portions, in addition to the papers and books put up for reference:

   (i) Note file:

      a) The note file consists of the notes with unofficial references and replies thereto, Demi-official communication from Ministers and the Governor and memoranda for the Council of Ministers.

   (ii) Current file:

      a) The current file consists of ‘official’ (or formal) or ‘Un official’ (or informal) paper or papers under disposal, to which are subsequently added the office copies of any intermediate ‘official’ or ‘un official’ references and the replies thereto.

   (iii) Routine note file is another part of a file where unimportant references such as reminders etc. are placed.

(4) The two portions of the file are maintained separately until final disposal.
5.2 Role of Secretary

(1) Take efficient steps for prompt dispatch of business in your department.

(2) Use personal communication to reduce volume of noting.

(3) Delegate functions and powers to MLOs as deemed fit.

(4) Decide what papers or classes of papers dealt with by ASOs shall pass through the SO on their way to the Secretary or officer to whom powers are delegated and what papers shall be submitted direct.

5.3 Role of officers with delegated powers

5.3.1 Previous history of cases

(1) Take care of the previous discussions and orders on a case prior to discussing a case. Be aware that shaping of Government policy and the success of important schemes of Government is linked to a discussion on its previous history.

(2) Follow the guidelines below in this regard.

   (i) Ensure that all points emerging from discussions and conclusions reached between two or more officers of the department are recorded in the file by authorised officer after confirmation from the officers involved. This is important when there is no clarity or there is a departure from Government policy or where there is a disagreement.

   (ii) Make a thorough personal scrutiny of every paper or file before passing orders or drafting a report to the superiors.

   (iii) Make an effort to find out whether the matter before you is likely to have had a previous history or whether a situation similar to the one dealt with in the file would have arisen in the past.

   (iv) Study the file with a view to finding out whether there is evidence in the file itself suggesting that the matter had been considered on an earlier occasion.
(v) Ensure that proper disposals are given to cases, and that the numbers of the previous and subsequent disposals are noted at the end of the disposal.

(vi) Ensure that proper ‘titles’ are chosen for the final disposals to facilitate subsequent identification and tracing of the disposal.

(vii) Ensure the prompt preparation of indexes of disposals.

(viii) Ensure that the staff consult indexes before putting up notes.

5.3.2 Informally conveyed instructions

(1) Oral/short message service instructions

(i) When giving direction to a subordinate officer for taking action in any case in respect of matters on which he or his subordinate has powers to decide, do so in writing. If there is no time for giving the instructions in writing, follow it up by a written confirmation at the earliest.

(ii) In the performance of your duty/exercise of powers, act in best judgement except when acting under the instructions of a superior. If acting on instructions of a superior, reduce the instructions to writing and seek written confirmation. If the officer giving the instructions is not immediate superior but one higher to him in the hierarchy, bring such instructions to the notice of your immediate superior at the earliest.

(2) Oral orders on behalf of or from Ministers

(i) Whenever a member of the personal staff of Minister communicates an oral order on behalf of the Minister, get it confirmed by him in writing immediately.

(ii) If you receive oral instructions from the Minister or from his personal staff and the orders:

   a) are in accordance with the norms, rules, regulations, or procedures, bring it to the notice of the Secretary immediately;
b) are not in accordance with the norms, rules, regulations, procedures, seek orders of Secretary on further course of action stating the same.

(3) Confirmation of oral instructions

(i) If an officer seeks confirmation of an oral instruction given by Minister/Secretary/superior officer, he shall confirm it in writing whenever such confirmation is sought.

(ii) Personal staff of Minister/Secretary/Subordinate officers should acknowledge the receipt of communications from subordinate officers seeking confirmation of oral instructions.

5.4 Role of MLO

(1) Assist your Secretary.

(2) Dispose the cases delegated to you by your Secretary.

(3) Deal with policy matters and important matters only in consultation with your Secretary.

Note: All instructions applicable to Secretary will apply while performing delegated functions.

5.5 Role of AS

5.5.1 Save delay and trouble

(1) Prior to sending the papers to the section, indicate appropriate disposal or write the note or prepare the draft:

(i) while seeing the tappal,

(ii) while receiving files on return from circulation, and

(iii) while receiving UO papers from other departments.
5.5.2 Supervision

(1) Control and supervise the sections placed in your charge.
(2) Instruct sections how to deal with papers, both generally and in individual cases, and oversee them.
(3) Check delays, superfluous noting and unnecessary use of words in notes or drafts.
(4) Enforce the rigid observance rules regarding
   (i) form and scope of office notes and drafts,
   (ii) the communication of copies of documents as enclosures,
   (iii) referencing,
   (iv) the citation of precedents and authorities,
   (v) indexing,
   (vi) the nature of records that should be printed, and
   (vii) the editing of matter for the Press.
(5) In cases put up to the MLO/Secretary,
   (i) see that points on which orders are required are clearly and concisely set forth, and
   (ii) express your own views on them.
(6) In cases where Government have passed orders,
   (i) see that those orders are conveyed completely, accurately and clearly without unnecessary verbiage to those whom they concern, and
   (ii) see that all points for orders are dealt with in the communication to be issued.
5.5.3 Delegated functions

(1) In cases where Secretary has delegated powers, pass final orders approving proposals which are,

   (i) of a routine nature, or
   (ii) which require only the formal sanction of Government.

5.5.4 Draft difficult cases

(1) Make the noting and drafting on a case of a difficult or complicated nature freely using the service of ASOs and SOs for the collection of statistics or papers or any information which he may require.

5.6 Role of SO

5.6.1 Quick disposal

(1) Dispatch work of your section promptly (within 24 hours in short cases and within 48 hours in long cases), steadily and efficiently.

(2) Keep a watch over time marked references received where final replies have to be sent or final orders issued before a particular date and put up such cases to the officers in time.

(3) Constantly examine the cases pending with your ASOs and see that they do not delay them.

5.6.2 Supervision

(1) Advise your ASOs as to the manner in which they should deal with individual cases and encourage them to come to you for advice whenever they have doubts.

(2) Insist on your ASOs studying the currents and beginning to collect papers for reference immediately on their receipt.

(3) Check any tendency to unnecessarily or elaborately researching on matters not pertaining to the issue in question.
(4) See that currents are put up quickly and according to the nature of their urgency and that they are properly referenced.

(5) Check prolixity in noting.

(6) Ensure lucidity, completeness and brevity,

(7) Don’t express views or suggest what orders should be passed except where they necessarily follow from some provision of law or rule or are in accordance with precedent.

(8) Scrutinize a file, picked out a random or for some special reason, from the files that the ASOs have dealt with and are authorized to submit direct to the Secretary or higher officer.

(9) See the modifications of drafts carried out by officers and the notes written by officers, and assess the capability and deficiencies of your ASOs. Keep an eye on such ASOs and guide them accordingly.

5.6.3 Delegated functions

(1) You are authorised to pass final orders in respect of the following cases.

   (i) Sending of files to Bills section for certifying eligibility for leave, for making entries in the Service Books, requesting particulars of loans and advances sanctioned or to be sanctioned.

   (ii) U.O. references by other departments or sections calling for records or requesting the tracing of lost records or files.

   (iii) All currents (including Government Orders) which are sent only for information and not for action.

   (iv) Issue of acknowledgment for records or communications received.

   (v) Lodging of advance copies of petitions when there are no minutes of Ministers or orders of Officers.

   (vi) Calling for old records from the Archives.
(vii) Return of references from Heads of Departments asking for copies or orders.

(viii) Furnishing of periodical reports to the consolidation section where the particulars called for are ‘nil’.

(ix) Dealing with agenda, list of questions and list of papers placed on the Table of the House received from the Legislative Assembly Secretariat.

(x) Intimation of assumption of charge by officers and perusal of CTCs.

(xi) Closing of papers relating to tour programme of Heads of Departments and Ministers and other Officers.

5.6.4 Order of preference in dealing with papers

(1) Deal with papers as they arise.

(2) Give priority to urgent papers and communications from the Government of India.

(3) ‘Special’ papers.

   (i) If you receive a paper or file marked ‘special’ or if in your opinion a paper should be treated as special, see that it is dealt with at once.

   (ii) If the file has to go to any officer when he is not at the Secretariat, see that it is forwarded at once and inform through SMS/phone.

   (iii) After approval of draft see that it is dispatched without delay.

   (iv) You are responsible for any unnecessary or avoidable delay, whether the delay is actually caused by you or not.

Note:

(1) Papers returning from the Secretary or an officer delegated with the powers will follow the same route during onward and return journeys.

(2) The above directions shall apply mutatis mutandis to the ASOs who submit papers direct to Officers.
5.7 Role of ASO

5.7.1 General

(1) Assist the SO in all stages in dealing with a paper.

(2) Study the currents immediately on receipt, collect papers without delay and put up notes and drafts within 24 hours if they are short cases and 48 hours if they are long cases.

(3) Ensure complete and accurate referencing and properly arrange the case.

(4) Assist the SO when he deals with cases himself by procuring previous papers etc.

(5) Cultivate methodical and business like habits.

(6) Freely seek the advice and guidance of the SO whenever you have doubts or difficulties.

5.7.2 Preliminary points for action

(1) Transfer mis-sent currents.

   (i) Transfer papers belonging to another department of the Secretariat with an Unofficial note transferring it to that department.

   (ii) Transfer with approval of AS or SO.

(2) Currents containing points for orders in multiple departments/sections

   (i) If a communication contains matters which require orders from another department/section, forward extract of the relevant portion to such department/section immediately.

(3) Important communications

   (i) Follow Secretariat Instructions regarding important matters which need to be reported to Government of India.

(4) Acknowledgment of communications
(i) Unless a final reply is being sent within a week, immediately acknowledge:

(ii) Letters from representatives in India of Foreign and Commonwealth Governments, or from Ambassadors of India in other countries, or from non-official bodies such as Chambers of Commerce, etc., or from non-officials including Members of Parliament and the State Legislatures or

(iii) D.O. letters from prominent officials such as Secretaries to Government of India.

(5) Urgent references

(i) If there is likely to be delay in issuing orders on an urgent reference from the High Court or a Head of the Department, intimate the fact to them at once.

(6) Reference to outside officers without delay

(i) If the file should be referred to any other officer or authority outside the Secretariat (e.g., the Accountant-General), make this reference at once before referencing and writing of notes.

5.7.3 Papers concerning more than one section

(1) When a paper concerns more than one section in the same department, submit to the Secretary only after each section has noted on it.

(2) When a paper received from another department concerns more than one section, submit to the Secretary stating that other sections are examining matters relating to them.

5.7.4 Points for action after currents are registered

(1) Conformity to correspondence rules

(i) Scrutinise the currents if they conform to ‘correspondence rules’. If they don’t, take orders for their correction.

(2) Illegible communications
(i) Make a copy of illegible communication and record in note.

(3) Bulky papers

Remove all the stitches prior to scanning bulky papers.

(4) Check enclosures

(i) Verify whether the enclosures sent in original with a reference to outside office have been completely returned. If not, inform sender immediately through email/ e-office UO note.

(5) Put up papers

(i) Treat bulky papers for reference purposes as “put up” papers.

(6) Colour coding

(i) The following colour codes are used for cases.

   a) Ordinary - white
   b) Urgent - Red
   c) Special - Blue
   d) Legislature - Yellow

(7) Punch adhesive stamps

(i) Punch all court-fee stamps affixed to documents received in the office through the figure-head if that has not already been done by the tappal in-charge.

(ii) In regard to those affixed in excess of legal requirements issue a certificate to the party concerned in accordance with Standing Orders in Andhra Pradesh Stamp Manual.
5.7.5 Translation of papers

(1) Translate inward communications (petitions or other communications) in the language of the State, viz., Telugu with the assistance, if necessary of the SO of the section or of the staff in some other section of the Secretariat.

(2) If, in any particular case, any special difficulty in translation is experienced, consult the Director of Translations by UO note.

(3) Put up full translations of petitions and brief abstracts of enclosures unless instructions to the contrary are given.

(4) You may get Government orders, press communiqué, leaflets or other important papers translated by the Director of Translations, where necessary.

(5) When sending requisitions for translation, supply the Director of Translations with four spare copies of the notifications, etc., to be translated into the language of the State, viz., Telugu.
Chapter 6

How to start preparing a File

6.1 How to gather references

6.1.1 General

(1) After registering the current, see if any previous papers or books or references are required to deal with it.

(2) Consult the index in order to trace such papers.

(3) Put up previous correspondence bearing materially on points raised in the paper under disposal. This is necessary to obviate the issue of inconsistent orders and wastage of time, as for example, in making a reference to some other officer, which could have been avoided if the previous papers had been traced and put up.

(4) Put up every paper quoted by its number and date in a current and its enclosures.
6.1.2 Trace references

(1) Trace the references as follows.

<table>
<thead>
<tr>
<th>Government disposals</th>
<th>Obtain from records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatch number of another office (for instance the number of a Collector’s letter)</td>
<td>obtain disposal by seeing the Personal Register</td>
</tr>
</tbody>
</table>

| No papers are quoted in the current and similar case has previously been disposed | put up the precedent |

| A paper is referred to only by its subject | (a) consult indexes under the appropriate heads for orders in the ‘Manuscript Series, Printing Series’. 
(b) Trace ‘Routine series’ from register of Routine Orders or other papers from Personal Register or stock files of section. |

6.1.3 Certain papers

Bulky volumes

(1) When bulky volumes are referred to and the passages in them bearing on the point or points at issue are not long, put up typed extracts of such passages and not the volumes themselves.

Copies not available

(1) If the required papers are not printed and the originals or copies are not available, put up substitutes. The substitute for a paper which is under disposal is an extract form the Personal Register and that for a paper which has been disposed of is an extract from the index or Register of Routine Proceedings.
Old records

(1) When particulars of old records are required to put in a case, upload scanned copies in e-office and use them.

(2) Do not detach the records from the physical files and use them. Do not send them as physical UO notes.

(3) Handle old records with care.

(4) Do not injure them by attaching tags or pins or by writing on them or underlining or side lining passages in them.

(5) Whenever it is seen that a sheet is torn or not properly stitched, repair the sheet before scanning in e-office and putting up the paper in the case.

(6) Scan the records received from the Andhra Pradesh State Archives and containing sheets which are fragile or otherwise liable to damage on handling. Return such documents to the Andhra Pradesh Archives safely as soon as copies are taken.

(7) Flag old papers as described in paragraph 93 (a) below.

Urgent currents

(1) Don’t delay currents which require urgent action on the ground that previous papers or books of reference required for their disposal are not readily available.

6.2 How to arrange papers

(1) After the required references are obtained, arrange the papers beginning from the bottom as follows.

   (i) the put-up papers,

   (ii) the current file,

   (iii) the draft where a draft is submitted, and

   (iv) the note file.

(2) Send books of reference physically.
(3) Arrangement of put-up papers
   Arrange in chronological order, the oldest at the bottom, the
   next in date immediately above and so on, the latest being
   placed at the top.

6.3 How to prepare current file

(1) Add the following papers also to the current file.
   
   (i) All official and un-official papers;
   
   (ii) A question in the Legislature and any official or un official
        reference issued in connection with it and replies to such
        references;
   
   (iii) The original of the answer after despatching copies to the
        Legislative Assembly Secretariat; and
   
   (iv) Demi-official communications other than from Ministers
        and the Governor and telephone/ SMS messages.

(2) If the Demi-official or Un official communication contains any-
thing secret, treat the file to which it is added as secret from
that time.

(3) Arrange the papers in the current file chronologically; the pa-
pers of earliest date on the top, each current being followed by
its enclosures arranged chronologically.

(4) In files in which action can be taken only when replies/ returns
are received from several officers, wait till all the references are
received. Thereafter, arrange the replies in such an order which
enables easy reading, and upload in e-office current file at one
go.

(5) Don’t add ephemeral correspondence such as reminders etc. to
current file. Add such correspondence in a separate routine
note file.

(6) Bulky currents
   Create a separate part file if the papers in main file exceed the
storage limit for a file in e-office.
6.4 How to prepare note file

(1) At the head of the first page of the note file, write the title of the file which should be arranged as laid down in Chapter

(2) If an unofficial note from the following sources is sent on a separate sheet of paper, scan the note and make it the first noting of the note file.

   (i) Secretary/MLO, or

   (ii) Legislature secretariat on a question in Legislature.

(3) Year to be recorded in Notes, Drafts, etc
    Record the year along with month and day in the note, draft or order or receipt or dispatch or circulation or return from circulation, etc. in e-office.

6.5 How to flag

(1) Don’t flag current file or note file under disposal. References to these will be made by quoting the number of the page or para, e.g., “p.6 c.f.,” or “para 6 n.f.,”

(2) Attach flags electronically in e-office.

(3) Arrange the flags in such a way as to readily catch the eye.

(4) While flagging papers flag the oldest first and then the later papers in order, commencing with letter flags in alphabetical order and after the alphabet has been exhausted go on with number flags starting from ‘I’ in order.

(5) Use one flag for each paper put up for reference.

(6) Don’t use a particular letter or number flag more than once in the same case. Duplication of flags is a serious mistake.

6.6 How to reference

(1) Write references in the note file
(i) Make all references to authorities quoted in the body of the note at the end of each sentence within brackets, the number or letter borne by the flag attached to each alone being noted.

(ii) Cite an authority for every statement made in the note, except expressions of opinion. If such an authority is found in the current file, note the page at which it is to be found and the number of the relevant paragraph on such page. When it is contained in a previous disposal, note the number and the date of such disposal, the number of the page in that file, and the number of the paragraph.

(iii) Quote legislative enactments by their proper short titles as given in the list of Acts and Regulations.

(2) Referencing the papers in current file and draft

(i) The object of noting references is to connect the whole case so that an officer reading the file may have no difficulty in finding the references.

(ii) Note the number and date of every paper or draft or paper to which reference is made in the note file.

(iii) Enter the page number of the paper at which the reference should be looked up.

(iv) Flag every paper put up. Wherever a reference to this paper is made in the current file or draft, indicate the letter or number of the flag.

(v) Follow this method of indicating papers by flags in notes also.

(vi) Note the following.

a) letter/number of flag, and

b) number and date of the paper flagged and referred.

(3) Referencing books, etc

(i) When proceedings, volumes or books are put up, scan the portion of the volume or book referred to into e-office.
(ii) Whenever a book is referred, quote the number of the relevant page, paragraph, clause, etc.

6.7 How to chain papers

(1) Chain the papers by entering the number and department of the current under disposal on the docket sheet of the latest order in the column “further papers” or on the face of the outer most sheet in the case of ‘Lodged’ and other papers without a docket.

(2) Ensure that, in each of the originals of the orders and papers put up with a case, the order or paper immediately preceding as well as that immediately succeeding each order or paper is noted.

6.8 How to link files

(1) Mode of linking

When it is necessary to refer in one file to a paper in another file that has not been disposed of, link the two files.

(2) Restrictions on linking of files

Don’t link files like unnecessarily or merely because they deal with similar cases, but only when it is absolutely necessary to refer to a paper in one file in order to dispose of the other or when the orders passed on the one will apply to the other.

(3) Where a linked file is referred to in a case, invariably give the current number and department of that file in the reference so that it can easily be identified after it has been detached.

(4) If the linked file is disposed of finally in a Government order or otherwise, while the main case yet remains unclosed, enter the disposal number of the linked file. If the disposal is put up in the main case, make necessary alterations.

(5) Never flag a pending file and put up for reference in a case. Where a reference to it is absolutely necessary, it may be linked. In most cases, an extract of the relevant portion should be sufficient.
(6) If in a linked file further action remains to be taken or arises to be taken, don’t defer it because the file happens to be linked with another case. If the linked file and the principal case belong to the same section, take action on both simultaneously. If however the linked file belongs to another section or department and is not immediately required for the disposal of the principal case detach and send it without delay under the orders of the AS.

(7) Where the principal case and a linked file on the same issue and a single disposal could be put up on both the files, wherever possible combine and deal with it as a single case after making necessary alterations to references, page numbers, etc.

(8) Referencing in linked files

Whenever it is found necessary to refer to a linked file or a top file, as the case may be in the office note, the current number of the file concerned should also be noted. [(e.g.) please see page 6 c.f. of L.F.I.(C.No.635/2017). Please see page 3 n. f. of top file (C.No.356/2017)].
Chapter 7

How to Note

7.1 Structure and format of note file

7.1.1 Structure

(1) Keep in mind the following while preparing a note.

(i) concise

(ii) simple language

(iii) short sentences

(iv) no repetition of words or ideas

(v) no unnecessary information

(vi) no superlatives

(vii) correct spelling and grammar

(viii) use comparative tables instead of paragraphs

(2) Run the check list below for the note you write

(i) Facts
   □ Facts of case are presented
   □ Facts presented are correct
   □ Calculations are accurate
(ii) History
   □ Past history of case is presented
   □ Precedents are presented
   □ Analogous decisions are presented
   □ Conflict of proposals with precedents/ analogous decisions brought out

(iii) Acts/rules
   □ Provisions of governing law/ rules quoted
   □ No Acts violated
   □ No statutory rules violated
   □ No executive rules violated
   □ provision of Business Rules/Secretariat Instructions quoted

(iv) Referencing is done to the following:
   □ Current file
   □ Previous correspondence
   □ Acts
   □ Official publications

(v) Decision
   □ Points for decision are listed and numbered

7.1.2 Format

(1) Arial font, 14 points size, Single line spacing
(2) Header, top centre, red letters:
   (i) Security grading: ORDINARY/ SECRET/ TOP SECRET
   (ii) Title
   (iii) Current number [page nos to of current file]
   (iv) Officer from whom communication received
   (v) Communication number
   (vi) Communication date

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Margins - 1 inch inner, 1 inch outer, 1 inch top, 1 inch bottom.

All paras and officers notings numbered serially.

Referencing contents of current file

(i) Red letters in [ ] brackets,

(ii) Format: [Current number, Authority from whom received, Communication number, Communication date]

Final disposal at end of note,

(i) Disposal number, date

7.2 Structure and format of consultation/ circulation notes

Two types of notes are prepared in the course of putting up a file.

(i) note for consultation, and

(ii) note for circulation.

The structure of these notes shall be as follows.

(i) Issue - One sentence problem statement

(ii) Proposal - Proposed approach

(iii) Rationale - Background of the proposal, justification, options with comparative analysis.

(iv) Considerations and Due Diligence - Non-financial implications; Likely problems and strategies; Financial, Asset and Staff implications.

(v) Consultations (applicable only in notes for circulation) - finance, law, services, public enterprises and departments whose business is affected.

(vi) Recommendation of the Secretary - View of the sponsoring secretary on course of action to be adopted.
(vii) Plans - Implementation plan, Communication plan and Legislative plan

(3) The format of the note shall be as follows.

(i) Title: Subject on top of note

(ii) Maximum 2000 words. Annexures are in addition. Tables, charts, diagrams, maps etc. in annexures.

(iii) Arial font, 14 points size

(iv) 1.5 line spacing

(v) All paras and sub-paras numbered

7.3 Role of ASOs/ SOs

(1) General

(i) After referencing the papers, submit note to officers along with a note or draft reference/ disposal.

(ii) If tabular statements are short include them in the note, else attach them separately and reference them.

(iii) Run the note continuously until final orders are passed.

(iv) Add all intermediate references/ correspondences chronologically in the current file and make a note in the note file with referencing in [ ] brackets.

(v) After final disposal of case, write the disposal number and date at the end of note.

(vi) Affix digital sign or e-sign prior to forwarding the file.

(2) Simple cases

(i) Submit a file for orders along with a draft wherever possible.

(ii) Don’t repeat content of draft in note file.

(3) Handling information in currents
(i) Don’t write noting on current unless they are very brief.

(ii) Don’t reproduce content of a current or note of another department; but correct any error / explain any ambiguity.

(iii) Draw attention to information gaps that need to be filled before a decision can be taken.

(iv) If report is full and clear, write a short summarising note with salient points for decision.

(v) Prepare a single page precis only if note file contents are very lengthy or if an officer asks for it.

(4) Sectional notes

(i) If a case involves several points for orders, take instructions of an officer / Minister and start part file for each point for orders.

(5) Queries of officers

(i) Give A, B, C etc. numbering to questions of officers and give answers to each question in the note.

(6) Further noting

(i) Don’t repeat and rewrite the notes as the case progresses.

(ii) Don’t note unnecessarily.

(7) No opinion

(i) Don’t give any suggestion or opinion on a note. It can only be expressed by an officer.

(ii) Only in cases founded on stature/ rule/ precedent/ routine cases, offer a suggestion.

(8) Referencing previous cases

(i) If a summary of facts/ discussion on principles is already available in another file, simply refer to that discussion and do not start a note afresh.
(ii) Bring out only fresh points, if any, as continuation.

(9) Routine note

(i) Place all ephemeral matter (reminders, letters, DO letters etc. not relevant) as part of “Routine note” and not as part of current file.

(ii) Use routine notes to minimise noting on main file.

(10) One note per case

(i) Submit one and only one note for each case or sectional case.

(ii) Any superior officer, if he finds a note improper, may discard the note of a subordinate and write his own note under his signature.

(11) No cumulative noting

(i) Avoid cumulative noting.

(ii) Hold oral discussions with officers concerned to prepare note on correct lines and avoid congestion of work at top.

(12) Fresh subject

(i) If a fresh subject arises when dealing with a case, open a new file and record its number in the note file of the main file.

(13) Special notes

| Public Accounts Committee/Supplementary estimates | Follow instructions issued by Finance department. |
| Governors address | Circulate notes on address to Governor for his interviews/press meets etc. through Minister-in-charge and Chief Minister. |

Resolutions of bodies/ associations submitted to Government Follow the special instructions on petitions in the Secretariat Instructions.

### 7.4 Inter-departmental consultation - Role of Secretary

1. Follow provisions of Business Rules and Secretariat Instructions.

2. Use personal discussions with other secretaries and officers as far as possible to reduce the volume of noting.

3. Use personal discussions with other secretaries and officers as far as possible to reduce the volume of noting.

4. Don’t send a case to another department unless the business of that department is affected.

5. List out the specific points on which views are sought from a department.

6. Send proposals to advisory departments along with draft orders to save time.

### 7.5 Style in notes and drafts

1. Treat Government as plural noun and ‘Board’ as Singular.

2. Don’t use the words “Instant”, “Proximo”, “Idem” and “Ultimo”. Use the names of the months instead.

3. Don’t use “the same” instead of “it” or some other simple word.

4. Don’t use the expression the “undersigned”.

5. Don’t use slang.

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(6) Don’t use a style in which you never talk. Use an easy natural style similar to how you speak in Telugu.

(7) Don’t use formal words such as “therein” and “thereon”. Instead use “in it” or “on it”.

(8) Don’t use passive verbs. Use active verbs. Ex. Use “I do not understand” in place of “It is not understood”.

(9) Don’t use nouns over verbs. Ex. Use “he should report when he issued the order” in place of “the date of issue of the order should be reported by him”.

(10) Don’t use many words when one can suffice. Ex. Use “assess” in place of “make the assessment”.

(11) Don’t use long words for short ones. Ex. Use “buy” in place of “purchase”. Use “did not” in place of “omitted to” or “failed to”.

(12) Don’t insert words or phases which add nothing to the meaning. Examples follow.

<table>
<thead>
<tr>
<th>Don’t use</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>cases of Inams</td>
<td>Inams</td>
</tr>
<tr>
<td>building purposes</td>
<td>building</td>
</tr>
<tr>
<td>make enquiries</td>
<td>enquire</td>
</tr>
<tr>
<td>for being</td>
<td>to be</td>
</tr>
<tr>
<td>for doing</td>
<td>to do</td>
</tr>
<tr>
<td>returned for being stamped</td>
<td>to be stamped</td>
</tr>
<tr>
<td>infra</td>
<td>Below</td>
</tr>
<tr>
<td>supra</td>
<td>Above</td>
</tr>
<tr>
<td>vide</td>
<td>see</td>
</tr>
<tr>
<td>bona fide</td>
<td>genuine</td>
</tr>
<tr>
<td>the necessary entries</td>
<td>the entries</td>
</tr>
<tr>
<td>do the needful</td>
<td>do what is necessary</td>
</tr>
<tr>
<td>I availed of the leave</td>
<td>I took leave</td>
</tr>
</tbody>
</table>

(13) Avoid foreign or classical words and expressions.

(14) Use Telugu words when their meaning cannot be expressed well in English.

(15) Use short sentences.
(16) Don’t use the word “available”. Ex. Don’t say the “register is not available”. Instead say “the Secretary took the register” or “the register is lost”.

(17) Avoid “split infinitives”. Ex. Write “kindly to state” and not “to kindly state”.

(18) Don’t split verbal phrases. Ex. Instead of “The Collector will, in the circumstances now stated, be requested” say “In the circumstances now stated the Collector will be requested to ...”.

(19) Do not write “marginally noted” which could only mean having marginal notes “write” noted in margin. Similarly plan “marked” could only mean “marked with plans”.

(20) Instead of such a phrase as “the figure for 2015, 2016 and 2015 were 256, 257 and 348, respectively” which is confusing, write “the figure for 2015 was 256, that for 2016 was 257 and that for 2017 was 348”.

(21) Avoid “former” and “later” which are a constant source of confusion.

(22) Don’t use slipshod abbreviations such as “para” for paragraph.

(23) Instead of beginning with “with reference to”, write “In reply to”, “As directed in” and so on; or begin in narrative form “in their order ......... Government directed ..........”.

<table>
<thead>
<tr>
<th>Don’t use</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am unable</td>
<td>to I cannot</td>
</tr>
<tr>
<td>hand over</td>
<td>give</td>
</tr>
<tr>
<td>By the time that</td>
<td>When</td>
</tr>
<tr>
<td>as against</td>
<td>against</td>
</tr>
<tr>
<td>as compared with</td>
<td>compared with</td>
</tr>
<tr>
<td>penultimate</td>
<td>last but one</td>
</tr>
<tr>
<td>make an application</td>
<td>apply</td>
</tr>
</tbody>
</table>

(24) In ordinary English “in case” does not mean the same as “if”. “I shall take my umbrella in case it rains” means “so as to be prepared for rain”. Nor does, “as well as” mean the same as “and”. It is much more emphatic. It would be absurd to say “a man was 5 feet 8 inches high as well as 21 years of age”. But
you might well say that he “was a good painter as well as a remarkable musician”.

(25) Always be as definite as possible. Some examples of this rule have been given above.

(26) Use the first person rather than the third as a general rule.

(27) Don’t omit articles (a, an, the) other than in telegrams and SMS messages.

(28) Use articles correctly.

(29) Never use several words where one will do.

(30) Use tenses and moods correctly. The misuse of “had” is a common error. “had” is used to emphasize the priority of one event in the past to another

<table>
<thead>
<tr>
<th>Wrong</th>
<th>Right</th>
</tr>
</thead>
<tbody>
<tr>
<td>I had gone to bed at 10 O’clock last night</td>
<td>I had gone to bed when the house caught fire</td>
</tr>
<tr>
<td>I am record-keeper from 1973</td>
<td>I have been record-keeper since 1973</td>
</tr>
<tr>
<td>Government press for a reply</td>
<td>Government are pressing for a reply</td>
</tr>
<tr>
<td>The following men now act</td>
<td>are now acting</td>
</tr>
<tr>
<td>No reply was received till January 1st</td>
<td>Up to January 1st, I had re- ceived no reply</td>
</tr>
<tr>
<td>All the stamps have not been punched</td>
<td>the stamps have not all been punched</td>
</tr>
<tr>
<td>The ATO has yet to collect Rs.1,000</td>
<td>The ATO still has to collect Rs.1,000</td>
</tr>
<tr>
<td>Turning to paragraph it may be observed</td>
<td>Turning to paragraph 1, you may observe</td>
</tr>
<tr>
<td>the old building was substituted by a new one</td>
<td>the old building was re- placed by a new one</td>
</tr>
<tr>
<td>Dispose it off</td>
<td>dispose of it</td>
</tr>
<tr>
<td>tear off</td>
<td>tear up</td>
</tr>
<tr>
<td>stick up</td>
<td>stick in</td>
</tr>
<tr>
<td>slips have been pasted</td>
<td>pasted in</td>
</tr>
<tr>
<td>I proceeded to camp</td>
<td>I went to camp</td>
</tr>
<tr>
<td>reside</td>
<td>Live or dwell</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Portion</td>
<td>Part</td>
</tr>
<tr>
<td>In lieu of</td>
<td>Instead of</td>
</tr>
<tr>
<td>He expressed that he was unwilling</td>
<td>he expressed his unwillingness</td>
</tr>
<tr>
<td>Enough of money</td>
<td>Enough money</td>
</tr>
<tr>
<td>It is not used by any</td>
<td>it is not used by any one</td>
</tr>
<tr>
<td>There is no use of sending</td>
<td>it is no use sending</td>
</tr>
<tr>
<td>this is not quite satisfactory</td>
<td>very unsatisfactory</td>
</tr>
<tr>
<td>He was absent in his house</td>
<td>He was not at home</td>
</tr>
<tr>
<td>Match box</td>
<td>Box of matches</td>
</tr>
<tr>
<td>my family members</td>
<td>members of my family</td>
</tr>
<tr>
<td>has breathed his last</td>
<td>is dead</td>
</tr>
</tbody>
</table>
Chapter 8

How to Circulate

8.1 Roles of functionaries

(1) The circulation of cases can be ordered only by the Secretaries and other Officers authorized to do so under Business Rules or Secretariat Instructions.

(2) Prepare a ‘note for circulation’ prior to sending a file to the Minister-in-charge.

(3) The following cases do not require a ‘note for circulation’; record your views and send the file straightaway to the Minister-in-charge.

   (a) Cases to be circulated to the Ministers for information.

   (b) Cases in which the views of Heads of Departments are accepted and consultation with advisory departments is not necessary.

   (c) Postings and transfers of personnel.

   (d) Cases of Legislative Assembly Questions and assurances made in the Legislature.

   (e) Cases which do not involve policy or have financial implications.

(4) If a case is to be treated as ‘Special’ (see 5.6.4), mark it so on the case itself while ordering its circulation.
(5) After ordering circulation send the file to SO, unless you want to prepare the note for circulation yourself.

(6) Send cases intended for the Governor to the e-office address of the Governor’s Secretary.

(7) When a Minister-in-charge passes orders which are at variance with the recommendation of the circulating officer, interrupt further circulation.

8.2 Role of AS

(1) Prepare the weekly lists of papers circulated to the Ministers and the Governor and pending with them for over seven days in Form B.4.

8.3 Role of SO

8.3.1 Run pre-circulation check list

(1) Check the case, note and draft before circulation for the following.

- the case is complete
- papers are properly ordered
- unnecessary papers are removed
- unnecessary portions of the note file and current file are deleted
- no old records are visible
- the flags are proper
- the draft disposal or note bears the signature of the officers who passed it
- drafts not approved are deleted unless necessary for reference
- the headings of notes are properly filled up
- unnecessary notes are not included
- checked and corrected the notes and drafts with reference to any omissions, misstatements of facts or other inaccuracies and brought to the officers notice before passing on the case.
- case is marked ‘special’ (ex. files circulated to Governor/CM/Minister) if orders by the officer ordering the circulation exist.
(2) Bring to the notice of officer concerned if any paper which under the Business Rules and Secretariat Instructions or by practice or by special orders should be circulated and is not marked for circulation.

(3) When the officers/ Minister/ CM/ Governor is on tour, send copy of all papers in e-office after taking them as receipts.

8.3.2 Monitor special files under circulation

(1) See that ‘special’ cases marked for circulation to any Minister reach him/them and are obtained back with orders or a note with the least delay. Deploy a section assistant if needed.

(2) Draw attention of the Ministers’ PS/ OSD over phone or in-person or electronically to the pending cases.

(3) Furnish the information needed by the Minister-in-charge during circulation.

8.3.3 Confidential files

(1) If security classified papers are sent physically, send them in sealed covers or locked boxes to the Minister’s peshi through an Assistant.

8.3.4 Return journey from circulation

(1) If the file has not been seen by the Secretary after return from circulation, send the file to him.

(2) If the file is held with the Secretary for more than 24 hours after being seen by the Minister, immediately call the Secretary and inform him.

8.4 Role of ASO

8.4.1 Entry of cases in circulation register

(1) Enter the cases for circulation in the circulation register FormB.3.
(2) At the foot of the note enter the date of circulation and date of return as follows.
   Date of circulation as- C. 30-6-2017
   Date of return as- R. 2-7-2017.

(3) In rare cases, if circulation is being done physically prepare and give the ‘Circulation Card’ bearing the department, date of circulation and designations of Ministers, or the Governor to whom they are circulated and the order of circulation. Use Form B.5. Give the card to the Assistant.

8.4.2 Circulation of monthly index

(1) Circulate monthly index of Government orders of Manuscript Series to the Governor, or the Ministers in a running e-office file.

8.4.3 Pending files

(1) Send reminder email through the AS direct to the PS/OSD to the Minister if the files are not returned within seven days from the date of circulation.

(2) If the file is still not returned within 2 days, immediately bring it to the notice of the Secretary for in-person/telephonic discussion with the Minister.

8.5 Role of Private Secretary to Minister

8.5.1 In case of e-office files

(1) Keep the user name and password of the e-office account of the Minister in personal custody, in order to keep a tab on time bound files and update the Minister while he is on tour.

(2) Ensure that the digital signature dongle remains in the personal custody of the Minister.

(3) Brief the Minister about the order of circulation and verify if the file is sent to the correct functionary as per the order of circulation. In case of any error immediately bring it to the
notice of the Minister, pull back the file and send it to the right functionary.

(4) Prepare daily list of files pending with the Minister and appraise him for quick disposal.

8.5.2 In case of physical papers

(1) Maintain a simple transit register (Form B.2) showing the papers received by them as well as the current number and department in each case.

(2) Obtain the initials in acknowledgement of the person who is receiving the papers or delivering the papers.

(3) Sign in the transit register of the assistant who delivers the files as acknowledgement.

(4) Submit the sealed cover or file to the Minister concerned.

8.6 Role of Minister/ CM/ Governor

(1) Issue orders, sign and send the file as per order of circulation.

(2) If needed, send back the file seeking further information.

(3) Check with your PS/OSD/ Secretary the daily pendency of files and important papers to be seen.
Chapter 9

How to handle Security Classified Papers

9.1 Security Classification of Papers

9.1.1 General

(1) Every communication received and dispatched by Government, and papers (i.e. notes, correspondence and disposals) of Government in secretariat shall be treated as confidential and not to be communicated to a person not dealing with the subject concerned in the secretariat department unless authorised by an officer of the rank of AS or above dealing with those papers.

(2) The Security Classification to be universally adopted in Government shall be as follows.

   (i) Top Secret
   
   (ii) Secret
   
   (iii) Confidential
   
   (iv) Ordinary

The Security Classification of papers should be made by Secretary or MLO and ensure that the Top Secret category is not unnecessarily employed.

(3) The instructions under this chapter shall be read with provisions of Right to Information Act.
9.1.2 Top Secret

(1) Meaning
These papers contain information of such a nature that for reasons of National security they must only be disclosed to persons whose duty makes it essential that they should have knowledge of it.

(2) Custody
Keep the papers in personal custody of the Secretary. An MLO may assist in the process.

(3) Certain cases

(i) Reference to current or future military operations
(ii) impending movements
(iii) disposition of the armed forces and shipping/secret methods of warfare
(iv) matters of important policies
(v) methods of secret intelligence and
(vi) ciphers

9.1.3 Secret

(1) Meaning
These papers are of such nature that their disclosure to persons other than those whose duty it is to have knowledge of them would cause administrative embarrassment or difficulty or would be helpful to the enemy without being gravely dangerous to the National interest.

(2) Custody
Keep the papers in personal custody of MLOs or an antecedents and character verified SO or Strictly Confidential (SC) Sections of secretariat.

(3) Locate all SC Sections in access controlled premises under surveillance.

(4) Certain Cases
(i) Disciplinary cases
(ii) Appointments and postings
(iii) Cabinet notes

9.1.4 Confidential

(1) Meaning
These are papers which may have to be kept confidential for a limited or unlimited period.

(2) Custody
Keep in custody of SO dealing with the subject.

(3) Certain Cases

(i) Punishment and appeal cases
(ii) Papers of news value
(iii) Disciplinary cases

9.2 Handling Security Classified papers

9.2.1 General

(1) The procedure in the treatment these papers is similar to that of ordinary papers but the following special instructions should be observed.

9.2.2 Tappal and registry

(1) Upon receipt, addressed officer to open.
(2) SO to number the papers.
(3) SO to indicate only a catch word without revealing anything confidential.
(4) SO to generate separate PR.
(5) Secretary to check confidential PR periodically.
9.2.3 Referencing, noting and drafting

(1) While processing ASO to collect previous papers without revealing the purpose for which they are required.

(2) While processing ASO not to show the files to anyone.

(3) Do not remove Top Secret papers from Secretary.

9.2.4 Submission to Officers

(1) While submitting to officers ensure secrecy during transit.

(2) If a confidential paper exists in a file, treat whole file as confidential.

(3) Transmit Secret and Top Secret papers in locked boxes.

(4) Take papers personally during discussions.

(5) While sealing covers containing confidential papers, do the sealing in the presence of the officer concerned or the SO in-charge of Secret papers.

9.2.5 Consultation

(1) A secretary receiving security classified papers from another department for opinion should either examine the papers directly at his level or send only to an officer who is authorised to handle security classified papers in his department.

(2) Make no copies of security classified papers received from another department.

9.2.6 Circulation

(1) Officer concerned to send the file for circulation.

(2) Do not indicate the subject matter openly.
9.2.7  Issue

(1) SO to send the physical confidential unofficial papers intended for other Departments of the Secretariat in sealed covers or packets.

(2) SO to use economy labels and affix the seal on the labels. Fair-copy and dispatch Government Orders, Letters, etc., through an ASO specially detailed for this purpose.

(3) SO to print security classification in bold type on the fair-copy at the top of the first page. Mark the covers also with security classification.

(4) SO to hand over to the ASO only those portions of the papers which have to be copied.

(5) ASO to examine the copies with the assistance of the SO concerned or an ASO of the section concerned or in accordance with any arrangement in force in the department.

(6) If a security classified paper is to be printed, AS/ SO to sign a copy of it and send it to the Director of Printing and Stationery in a sealed cover. Print security classification in bold type at the top of the first page of the paper. Cover to carry the security classification in bold type.

9.2.8  Typing

(1) Entrust typing and dispatch to a specially selected Personal Assistant or Private Secretary preferably the Secretary’s personal staff.

(2) Designate him as the Personal Assistant and get his antecedents and character verified.

(3) If the antecedents of any Secretary’s Personal Assistant/Private Secretary are not satisfactory replace him immediately.

(4) For fair copying Secret and Top Secret Government Orders, Letters, etc. use coloured letter heads specially supplied for the purpose.
(5) When sending security classified files to Secretaries at their residences, deliver them to the Office Assistant at camp residence under acknowledgement.

9.2.9 Duplication of security classified papers

(1) SO to record the number of copies made and serially number and identify each copy in the distribution of dispatch list.

(2) Make no spare copies.

9.2.10 Dispatch

(1) SO to enclose security classified communications by post in double covers, the inner cover being marked with the security classification, sealed at both ends without using economy labels and addressed to the officer for whom it is intended by name while the outer cover should bear only the usual official address and the rank in the Secretariat.

(2) AS to supply special Top Secret seals to Secretaries for use of sealing the Top Secret covers.

(3) SO to use only cloth lined covers as outer covers. Seal the outer cover also at both ends without using economy labels.

(4) SO to send such communications invariably by “Registered Post-Acknowledgement Due”. If dispatched by hand put the communication in single non-cloth-lined covers with both the flaps sealed and the covers clearly marked with the correct name, address and security marking.

(5) SO to put confidential communications which are dispatched by hand or by post in single envelopes fastened with an economy label and sealed, the seal being affixed on the economy label and the covers addressed to the officers both by name and official designation.

9.2.11 Postal registration

(1) SO to register confidential covers sent by post at the post office in the following cases.
(i) ‘Top Secret’ papers;
(ii) ‘Secret’ papers;
(iii) Confidential papers sent to other Governments/ papers relating to disciplinary enquiries/ papers containing valuable documents or original records/ any other confidential paper.

(2) SO to send ‘Top Secret’ and ‘Secret’ communications by “Registered Post acknowledgement due”.

9.2.12 Surprise checks

(1) Officers concerned to make surprise checks at irregular intervals, to cover transit, fair-copying dispatch, custody, etc., and ensure that proper security is maintained at all stages; any irregularities noticed should be set right from time to time.

9.2.13 Telephonic/electronic conversations

(1) All users to assume that somebody else may be listening in as telephonic/ electronic conversations are liable to interception.

(2) Never transmit security classified matters electronically/ telephonically unless a mode is specifically authorised by Information Technology department.

9.3 Spare copies

9.3.1 Printed confidential orders

(1) SO to supply departments of the Secretariat with the usual number of spare copies, and one spare copy to other addressees.

9.3.2 Number of copies for record

(1) SO to print only six copies without notes and four copies with notes of security classified proceedings and letters for record.

(2) SO to enter distribution of copies of each printed order or letter in the space allotted in the “press slip”.

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9.3.3 Disposal of spare copies

(1) SO to keep in his personal custody the spare copies of papers of all kinds whose retention for further use is necessary, including those of letters, emails, etc. separate from the file.

(2) SO to check and weed out stock of fair copies regularly and at frequent intervals.

(3) SO to obtain the AS’s permission for the destruction of any papers whose further retention he considers unnecessary.

9.4 Maintenance of confidential records in departments

9.4.1 What confidential records are kept in departments

(1) Keep confidential disposals of the current and preceding three years in the departments themselves and the earlier disposals in the Andhra Pradesh State Archives.

9.4.2 Confidential records

(1) As soon as a confidential file is closed and the disposal is put away, SO to hand over the record to the ASO in charge confidential records of the section of the department.

(2) ASO to acknowledge its receipt by initialing with date against the disposal in the last column of the Personal Register.

(3) ASO to enter the record in the “Register of Confidential Records” placed in his custody and maintain in Form B.25.

(4) ASO to place the record in its appropriate place in the confidential bundle.

9.4.3 Issue of confidential records

(1) ASO to supply confidential records within the department on requisition (Form B.31 may be used) signed by the SO of the Section requesting a record and countersigned by the SO of the Section to which it relates.
When SO is on casual leave or otherwise absent, the senior-most ASO of the section will sign or countersign, as the case may be requisitions for confidential records.

Requisitions from other departments should be signed by an officer including SO of the department making the requisition.

All requisitions should invariably state the purpose for which the record is required.

When a record is taken out of the confidential records, ASO to make an entry in the confidential record issue register in Form B.26.

For every record issued from the confidential records, ASO to deposit a dummy slip in the place of the record.

When the paper is returned, ASO to score out the entry on the dummy slip and return the requisition to the SO concerned for destruction.

ASO in charge of the confidential records to watch the return of the records and issue reminders once a month.

SOs to return records taken out promptly and also intimate transfer of records from one file to another to the ASO in charge of the confidential records.

At the beginning of every quarter, the ASO in charge to bring to the notice of the AS of the department of any record which has not been returned to the records for more than six months from the date of issue.

The ASO will be held responsible for safe custody of the confidential papers.

9.4.4 Downgrading security classification

At the end of each calendar year, the ASO in charge of the confidential records to prepare a list of confidential papers in the records in his custody, the continued retention of which as ‘confidential’ is prima facie not necessary and submit it to the AS for orders through the SO of the Section concerned.
(2) If it is ordered that any papers need not any longer be treated as confidential the ASO in charge to make out a list of them and transfer them to the CRB.

(3) ASO to obtain the acknowledgement of the SO, CRB in the last column of the Register of Confidential Records.

(4) Both ASO in charge of confidential records and SO of CRB to maintain list of records so transferred.

(5) Strike off the word ‘confidential’ on such records note the words ‘since treated ordinary’ with date.

(6) In order to avoid unnecessary accumulations of Secret papers, ASO to review them periodically with a view to find out if it still necessary to treat them as ‘Secret’.

(7) Whenever it is found that they need not be treated as Secret any longer, down grade the security classification and send down to the appropriate section after obtaining the orders of the Secretary in each case.

(8) Don’t adopt an unnecessarily high security classification.

(9) Downgrade security classification properly and regularly, so that it is possible for really secret papers to be attended to at officers’ level.

9.4.5 Transfer of confidential records to Andhra Pradesh State Archives

(1) Once in every year, the SOs to send confidential records of the fourth year proceeding together with the Register of Confidential Papers and a copy of the list of records to the Director, Andhra Pradesh State Archives.

(2) Director, Archives to acknowledge the receipt of the records in the last column of the register. The list of records so transferred will be kept both in the section and in the Andhra Pradesh State Archives.

(3) The annual schedule for transferring records by different secretariat departments shall be notified by Government.
9.5 Miscellaneous

9.5.1 Mode of address to certain authorities

(1) Military authorities:

   (i) Follow the instructions given in Chapter 13.

(2) When security classified covers have to be dispatched to any authority by name and if the name of the incumbent is not correctly ascertainable or there is a doubt over the point or if the officer is under orders of transfer, the inner cover may, with the orders of the AS, be addressed to “(name and designation) or successor” in order to prevent delay in the covers reaching the proper quarter (the words “or successor” should be underlined in red ink).

9.5.2 Confidential publications

(1) The maintenance and destruction of other confidential publications such as fortnightly reports, reports on newspapers, etc. should be regulated in accordance with the orders in force relating to them.

9.5.3 Custody of seals

(1) The safe custody of seals is of great security importance.

(2) Maintain a list showing the persons to whom seals have been issued.

(3) All such persons will be held responsible for the safe custody of the seals issued to them.

(4) Immediately report to the issuing officer should any seal be lost or mislaid.

(5) The issuing officer to ensure by frequent checks that the stock of these seals is kept intact.

(6) Seal Top Secret papers with a special seal, and not with the ordinary office seal.
(7) Top Secret seals will be issued to those officers who are called on in the course of their work to deal with Top Secret papers; they must on no account leave the personal custody of the officers to whom they are entrusted who will be responsible for their safe-keeping.

9.5.4 Disposal of waste papers

(1) Take great care both in the rooms of officers and sections in disposing of waste papers of all kinds including blotting papers.
(2) Destroy security classified papers by burning completely.

9.5.5 Handling security classified files in eoffice

(1) Mark a file as security classified prior to sending it to other functionaries.
(2) A security classified file sent for consultation to another department can only be returned to the sender and cannot be sent up or down the hierarchy.
(3) A security classified file will be visible for viewing only during the time it is available in the inbox of the functionary with the exception of the Secretary in-charge.
(4) An audit trail of print outs taken, downloads done, viewing times of the file under each login will be available.
(5) The file number of a security classified file will not be visible to any functionary other than the individual in whose login the file is and the Secretary in-charge.

9.6 Leakage of information

9.6.1 Guarding against leakage of official information

(1) Members of the establishment must remember that they are subject to the provisions of the Indian Official Secrets Act and are precluded from divulging to outsiders or to other members of the establishment any information (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity.
(2) It should be borne in mind that what they come to know of in the office is confidential and is not to be mentioned outside the office or to strangers or to anyone other than those whom it is necessary that they should communicate with about such matters in the ordinary official course.

(3) All members of the establishment must be constantly on their guard against the leakage of any official information whatsoever.

(4) If any member of the establishment is approached by any one not officially entitled to do so either inside or outside the office in regard to any matter which is or will be dealt with in the Secretariat or for any official information in the Secretariat, he should refuse to see him, but refer him politely to the Secretary, the AS and if the person persists, he should be warned that the fact of the visit will be reported to the Secretary and a report should be made accordingly at the very earliest opportunity—If ASO or below to SO; and SO to the AS in a note.

(5) Failure to observe these instructions will render the defaulter liable to punishment.

(6) When private parties (including Members of the Legislature) approach the Officer of the grade of AS or above in the Secretariat for information about matters pending in the Secretariat, the reply should invariably be that the matter is still under consideration and no indication should be given of the exact stage of the file.

(7) Important physical papers, even if they are not confidential, should be circulated only in closed boxes.

(8) Special care should be taken to see that RAs/OSs who carry files do not attempt to peruse them.

9.6.2 Guarding against leakage of confidential and Secret information

(1) PS/PAs’ used note-books should be made over to the AS of the concerned department when a fresh one is taken.
(2) The AS will destroy these note-books after the expiry of three months from the date of the last entry in each book.

(3) Nothing should be placed in a waste paper basket or otherwise discarded which is of a confidential or secret nature.

(4) Such matter must be burnt by the persons responsible for it.

(5) Blotting paper used for writing of a confidential or secret nature should be similarly destroyed.

9.6.3 Prohibition against revealing information to the Press

(1) Members of the establishment shall not have any dealings with the Press or Reporters or Correspondents.

(2) They run a great risk of severe disciplinary action being taken against them if they are reasonably suspected (not necessarily proved) of communicating official information of any kind to the Press, to Reporters or Correspondents or to members of the public.

9.6.4 Prohibition from seeing outsiders in office

(1) Members of the establishment are also prohibited from seeing outsiders at any place in connection with official matters pending in the Secretariat in which such people are personally interested.

(2) They must not accept any presents or remuneration from any visitor, party or other person resorting to Government nor lay themselves under obligation to such persons in any other way.

(3) Visitors should on no account be entertained in sections.

(4) When the visitors approach the department, the members of the establishment shall apprise the visitors that they should meet only the officers at the level of MLO and above with prior appointment.

(5) There shall be a Nodal Officer in each department to meet the visitors coming to a particular department without prior appointment.
(6) He shall regulate those visitors within the department and shall meet their requirements.

9.6.5 Infrastructure security

(1) The ITC department will conduct periodic security audits of all desktops, laptop and other electronic devices operating in the secretariat premises.

(2) ITC department will ensure protection of all the data and information from unauthorised access.
Chapter 10

Speed

10.1 Speed

10.1.1 General

(1) Don’t adhere to rigid formality or procedure when speed of decision making is of paramount importance.

(2) Handle a case only if you are likely to contribute. Don’t move a case without contribution.

(3) Check the following registers
   (i) personal register
   (ii) periodical register
   (iii) reminder diary
   (iv) call book
   (v) the detention list
   (vi) arrear lists

(4) Organise training for staff regularly at Secretariat.

10.1.2 Delegate powers

(1) Delegation is the art of getting things done through others. It implies delegation of functions and conferment of specific authority or powers - administrative and financial - by the superior functionaries to those below.
(2) Delegation leads to quick disposal of work.

(3) Delegate the powers from Minister to Secretary, MLOs, AS and SOs.

(4) Periodically review the working of delegated powers and assess the improvement in speed of decision making.

10.1.3 Level jumping/ Desk officer system

(1) MLOs.
The purpose of the MLOs is to enable them to dispose certain cases at their level without sending them to the Secretary/Minister.

(2) Desk Officer system.
In the Desk Officer system, the Desk Officer directly puts up the file to the officer delegated with the power of final disposal.

(3) Final disposal.
Delegate disposal of certain class of cases/ cases to the SO/AS/MLOs.

(4) Desk officers.
Designate ASO/SO/AS/MLO as the Desk Officer for putting up certain cases/ class of cases.
If ASO/SO is the Desk Officer, he puts up the file directly to the AS.
If AS is the Desk Officer, he puts up the file directly to MLO/Secretary.

(5) Examples of delegation.

<table>
<thead>
<tr>
<th>Class of cases</th>
<th>Desk Officer</th>
<th>Delegated to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanction of casual leaves for all NGOs and Class IV staff</td>
<td>ASO</td>
<td>MLO</td>
</tr>
<tr>
<td>Issue of POL coupons</td>
<td>SO</td>
<td>AS</td>
</tr>
</tbody>
</table>

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10.1.4 Roles of functionaries

(1) Role of MLO/AS

(i) Check delays in the sections in your charge.

(ii) Inspect PRs of ASOs, Call Book, Reminder Diary and Register of Periodicals.

(iii) Deal with delays firmly.

(iv) If no reply is received from the Head of the Department, call for a meeting of the functionary dealing with the subject. If no reply is still received, convene a meeting at the level of Secretary with the Head of the Department.

(2) Role of SO

(i) Dispose work quickly in your section.

(ii) Check PRs once a fortnight.

(iii) Check Call Book, Reminder Diary and Register of Periodicals once a week.

(iv) After the check, take immediate action on delayed and urgent cases.

(v) Ask your ASOs to produce such papers and give them practical help to put them up quickly or should take over and deal with them.

(vi) Ensure that no delay occurs which could with diligence be avoided and that no paper is shelved by ASO.

(vii) Besides the weekly check of registers, inspect frequently the papers pending with each ASO.

(3) Role of ASO

(i) Be responsible for delays in the disposal of their papers at all stages.

(ii) Responsibility continues till despatch of final orders is complete and the paper is closed.
10.2 Periodicals

10.2.1 Role of SO, OP Section

(1) Consolidated periodical register

   (i) Maintain a consolidated Periodical Register in the secretariat department.

   (ii) Adopt Form B.10 in Appendix for the consolidated Periodical Register.

   (iii) Maintain a separate stock file exclusively for the periodicals to facilitate easy reference.

(2) Numbering

   (i) Assign a common, unique, permanent number for each periodical in a continuous series for the entire department.

   (ii) Don’t change the periodical number from year to year.

   (iii) Assign a fresh number for new periodicals.

   (iv) If a periodical is deleted, remove it from the consolidated periodical register, but don’t assign its number to any other periodical.

(3) Period

   (i) While prescribing a periodical, fix the period during which the periodical will continue to be submitted and the frequency.

   (ii) Towards the end of the period, review its continued utility and pass fresh orders regarding continuation of the periodical. For this purpose, keep available the orders prescribing the periodical in both the prescribing department and the reporting departments.
10.2.2 Role of Sections

(1) Register of periodicals

(i) Watch the punctual receipt and despatch of periodicals, reports and returns, in a register of periodicals in Form B.10.

(ii) Write the register at the beginning of the calendar year so far as columns (1) to (4), (6) and (7) are concerned.

(iii) Refer the periodicals by the numbers assigned by Office Procedures section, e.g. ‘P-4’, ‘P-8’, etc., and don’t give separate current numbers.

(iv) Submit the register of periodicals to the AS/ MLO, as the case may be, for inspection once every month on a date to be specified by the officer.

(2) Dues

(i) Where a periodical is due from more than one officer, enter each officer from whom it is due on a separate line in column (3).

(ii) Make full use of the periodical register for this purpose, the last column of which provides for the entry of any routine correspondence such as reminders, etc.

(3) Correspondence

(i) Deal with periodicals in the same manner as other correspondence.

(ii) Don’t bring references received on a periodical or a periodical taken up for action in the Secretariat on to the personal register unless important correspondence arises from them.

(4) Calendar of dates

(i) Paste in front page of the periodical register a calendar of dates, in Form B.15. Form B.15 should indicate the permanent numbers assigned to the periodicals that should
be sent outside the departments or to be received from other Department of Secretariat or Heads of Departments on the particular dates in particular months

(ii) Round off the entries in Form B.15 after these periodicals are sent or received. This will enable you to check whether prompt action is taken on the periodicals.

10.3 Delays and arrears

(1) Arrears are classified as external arrears and internal arrears.

(2) External arrears are checked by means of the following.

   (i) Call Book and
   (ii) Reminder Diary.

(3) Internal arrears in section are checked by means of the following.

   (i) Personal Register
   (ii) Daily Detention List
   (iii) Arrear List
   (iv) Half yearly Business Statement
   (v) Special Register of suits
   (vi) Special Registers

10.4 External arrears

10.4.1 Call Book

Role of SO

(1) Maintain a Call Book in Form B.16.

(2) Make an entry in call book when:
(i) a case is closed by the issue of a Government order or a letter numbered in a manuscript series which requires a reply or calls for a report;

(ii) a reference is made to the Government of India on which orders cannot reasonably be expected for at least three months;

(iii) Other cases in which no action is necessary in the section for at least three months

(3) Treat any reference ordered in such a file as final or if there is no such reference ‘record’ or ‘lodge’ the file if the matter is unimportant.

(4) The file will be treated as closed in the Personal Register.

(5) For the sake of convenience enter “Calls” against 1st, 10th and 20th of a month even though there is no objection to ‘calls’ noted against other dates of a month.

(6) Don’t make an entry in Call Book when an order of “lie over” for a few days is passed. An order to “lie over” does not authorize a “current” to be closed. Note the current number in the Reminder Diary (see sub-Paragraph (2) (f) infra).

(7) Inspection of Call Book:

(i) In order to ensure prompt revival of calls, Check the Call Book on the 1st of every month and submit the Call Book to the AS for check on the 16th of every month.

(ii) Submit the Call Book of the sections to the Deputy Secretary once a month, on a date to be specified by the officer.

**Journey of file ending in Call Book.**

(1) Role of ASO:

(i) Make the proposal to make an entry in the Call Book at the end of the draft when the draft is submitted or, where there is no draft, at the end of note when the note is submitted, and mention the date on which it is proposed to take action next.
(ii) Make no entry in the Call Book without orders of officers.

(iii) When an entry in the Call Book has been ordered, Send the file to the SO.

(iv) When an entry is made in the Call Book, the system closes the relating entry in PR of ASO as final disposal.

(2) Role of SO:

(i) After you receive a file with an order for entry in the Call Book, make the entries in columns (1) to (6) in the Call Book.

(ii) In the file, below the order for entry in the Call Book, make the following entry: "entered in the Call Book No............... , dated................".

(iii) Do serial numbering in the Call Book every year separately.

(iv) Return the file to ASO for issue of the draft.

(3) Role of ASO

(i) After issue of order/ reference in the file, if any, treat the case as finally disposed.

(ii) If a report or reply is received before the date entered in column (6) of the Call Book, communicate the Secretariat current number and date of that report or reply to the SO who should enter that current number and date in column (7) of the Call Book;

(4) Role of SO

(i) Don’t close the entry in the Call Book before the date entered in column(6).

(ii) Send an extract from the Call Book not later than that date to the subject ASO after obtaining a current number from the tappal in-charge.

(5) Role of ASO
(i) Enter this new current number in your Personal Register and send back the extract to the SO entering the new current number and date in column (7).

(6) Role of SO

(i) Enter these in column (7) of the Call Book and return the extract to the subject ASO.

(ii) Close the entry in the Call Book.

(7) Role of ASO

(i) Obtain the original file and “put up” papers from the record room and take such further action as may be necessary.

10.4.2 Reminder Diary

General

(1) Watch the issue of reminders to outside officers and initiation resumption of action on files in the section in the Reminder Diary(B.17).

(2) This diary acts as a reminder to the SO/ASO that some action is necessary.

(3) The following are the entries in the Reminder Diary.

(i) First column is date of the month;

(ii) Second column is the current number (C) of the paper or the number (P) of the periodical or the number (C.B) in the Call Book with reference to which action is to be taken on that day.

(4) SO/ AS/ MLO to check from time to time, the Reminder Diary with reference to the pending files in the section.

(5) AS to nominate an SO/ ASO for each section to keep a Reminder Diary in Form 8.
Role of ASO

(1) At the foot of every draft which entails a reply, whatever may be its form, and every unofficial reference, enter in red ink a date for the issue of the first reminder thus: “Rem, 25th October 2017”. Your superior officer may alter this date.

(2) On return of the draft or approved note, enter in the Reminder Diary the current number (C) against the date approved as that on which a reminder is to be issued, if necessary.

(3) When all replies are received to a reference, score out the entry relating to it in the diary.

(4) If a case is entered in the Call Book, enter the C.B. number in the Reminder Diary against the date on which action is to be taken.

(5) Bring cases which are ordered to lie over also on the Reminder Diary and below each “lie over” order enter a date upon which action should next be taken on the case and note the current number of the case against that date in the Reminder Diary.

(6) Enter cases which are sent in circulation also in the Reminder Diary. Note the current number of the case against the date on which the reminder to the PS/OSD of the Minister is to be issued.

(7) Before the beginning of each year, enter every periodical with which you have to deal or with which your section is concerned, as the case may be, by showing its serial number in the concerned Register of Periodicals against the appropriate date or dates in the diary.

(8) Note: The date in each case will not necessarily be the date on which a periodical is due in or out but will be a date on which action must be begun, e.g., in the case of a periodical due to Government it may be the date on which an advance reminder should be issued and in the case of a periodical due from Government to an outside authority the date will be such as to allow for preparation, noting and circulation and after these for despatch in good time.
Daily duty of ASO

(1) As your first duty on each working day examine the entries in your Reminder Diary against that date and against any holidays immediately preceding that date.

(2) Then examine the entries in the current register against the numbers mentioned on the Reminder Diary against these dates.

(3) If a current is closed, no further action is necessary.

(4) If a current is not closed, at once pick out the file from among the pending cases (which should always be arranged in order of current numbers) and put up the necessary reminders for signature.

(5) If a Call Book number is shown in the Reminder Diary against the date, ask the SO for an extract from the Call Book.

(6) If an entry in a diary relates to the periodical, issue advance reminder or take other appropriate action.

(7) When submitting a reminder suggest a further reminder date and enter the number against this date, as approved or altered in the Reminder Diary.

(8) Continue this process until the reference is replied to or the periodical is received.

(9) Keep the reminders, replies to reminders and notes relating to them distinct from the current file and note file and place with the routine notes and destroy after final orders are passed in the case.

Cases where SO is authorised to pass final orders.

(1) Approve two consequent draft reminders other than Demi-Official reminder to the Heads of Departments in ordinary cases.

(2) File interim replies received from Heads of Departments or Collectors, and

(3) Issue of UO reminders and Exchange reminders.
10.4.3 Printing delays

(1) Role of SO.

   (i) If a paper has been with the Press for more than five days, SO to issue a reminder.

   (ii) Repeat reminders after at intervals: 5 days - 3 days - 3 days - so on.

   (iii) If delay is inordinate, draw attention of your AS.

10.5 Internal arrears

10.5.1 Role of AS/ MLO

(1) For all repetitive cases, standardise the note file template (with required check lists) in a single form from initiation to final disposal. Take care while standardising the note files to prevent shoddy and amateurish work.

(2) Whenever a Demi-official reminder or a reminder in an important case is received from a subordinate officer, call for the file and examine whether action has been taken as required and as promptly as possible.

(3) Give directions for quick disposal if needed.

(4) Issue the reply only after such examination and based on such examination.

10.5.2 Personal Register

Inspection of Personal Register

(1) Secretary of the department to prescribe a certain day of a month in each quarter for each section in your Department for inspection of the Personal Register of the ASOs.

(2) Adopt the following time schedule for the periodical inspection of the Personal Register of each ASO.
<table>
<thead>
<tr>
<th>Inspecting officer</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO</td>
<td>Once a month</td>
</tr>
<tr>
<td>AS</td>
<td>Once a month</td>
</tr>
<tr>
<td>MLO</td>
<td>For ASOs/SOs directly submitting files: Once a month For ASOs/SO submitting files through AS: One a quarter</td>
</tr>
<tr>
<td>Secretary</td>
<td>ASOs under control &lt; 40: Once in six months ASOs under control &gt; 40: Once a year</td>
</tr>
</tbody>
</table>

(3) SO of OP obtain approval and communicate every year, a calendar of dates for submission of Personal Register of each ASO to the AS/ MLO/ Secretary. Fix the dates in such a way that the inspection load on officers is uniformly spread over the entire month.

(4) ASOs to auto generate the PR in the e-office and submit direct to officers concerned as per the time schedule prescribed.

(5) Put up the Personal Registers for check twice a month. SO to do one check and the other to be done by a higher officer.

(6) If a PR is checked by a higher officer in the month, don’t check.

(7) After check by the Officer, route the PR through other officers down the hierarchy.

**Inspection procedure**

(1) Start the PR inspection at 10 a.m. with all papers received up to the evening of the previous day entered and numbered.

(2) Examine all entries dealing with unclosed files.

(3) See that entries in columns (7) and (8) dealing with submission and columns (9) to (14) dealing with references, are up-to-date.

(4) see that new papers are submitted by the SO within five days of receipt and that papers delayed for more than five days in
submission or in the issue of references or other action are submitted to him at once with reasons for the delay unless his knowledge of the files renders this unnecessary.

(5) ASO to answer any queries or remarks made in the register, by the inspecting officer, immediately and the register resubmitted.

(6) Verify framing of the abstracts of all the papers entered to see if they are as per the prescribed heads and sub-heads, and other instructions in this regard.

(7) Paste a fly leaf in the opening page of the Personal Register indicating the columns to provide for the date fixed for submission of the Personal Register each month, the date of actual submission in the month, reasons for delay in submission the initials of the ASO, SO and the AS’s concerned.

(8) Check the delay in submission of the Personal Register at the time of inspection.

10.5.3 Five days rule

(1) Receipts- Role of SO

(i) Put up any current received in the section within two days normally. The period of submitting papers to the decision making authority shall in no case exceed five days from the date of their receipt.

(ii) Not putting up a paper received within the time prescribed here is a serious irregularity.

(iii) If a current involves noting and drafting original content of more than 2 man-days, deploy other ASOs at your disposal or from other sections and ensure that the file is put up within 2 man-days.

(iv) If a case involves extensive drafting of original content, assess the number of man-days of effort required and obtain orders of superior officer for putting up on a date as assessed by you.
(v) Resubmit papers within the same timelines prescribed above from the date on which they are marked back to the office.

(vi) You are responsible for any paper found pending in your section for more than five days without recorded grounds. Holidays will not be excluded in calculating the period of five days.

(2) Issue of orders - Role of SO

(i) Issue final orders within two days from the date of return of the file from circulation.

(ii) In cases where vetting of the draft by advisory departments is required, additional one week is allowed.

(iii) Maintain the list of cases where orders are not issued within prescribed time in Form B.30

10.5.4 Daily detention list

Role of ASO

(1) Prepare a daily Detention list (D list) in Form B.20. D list consists of cases on which action is not initiated for more than 5 days under the Five days rule till previous working day.

(2) Submit D list to the SO daily in the first hour.

(3) Submit D list every Monday to the first level officer i.e. AS/ MLO (in case sections are submitting files directly).

(4) Failure to submit or delay in submitting the D list or failure to include items in the D list is a serious irregularity.

(5) Give prompt attention to all directions issued by officers on the D list.

Role of first level officer

(1) The officer will critically examine the list, if necessary, with files and give instructions to the SO/ASO concerned for their immediate disposal.

(2) Initiate immediate action on any irregularity in relation to D list.
10.5.5  Arrear list

Role of ASO

(1) Prepare and submit Arrear list (A list) showing the cases pending for more than three months in Form B.18.

(2) Failure to submit or delay in submitting the A list or failure to include items in the A list is a serious irregularity.

(3) Give prompt attention to all directions issued by officers on the A list.

(4) Lie over orders:

   (i) Submit to AS, cases seeking 'lie over' orders for short periods.

   (ii) In case such periods exceed 3 months in the aggregate, and further lie over orders are necessary obtain orders of MLO.

   (iii) In case of further delays, obtain orders of the Secretary.

Role of MLO

(1) Critically scrutinize the A list once a month.

(2) Scrutinize A list along with the files at least once in 3 months.

10.5.6  Half yearly business statement

Role of SO

(1) Half-Yearly Business Statement (H list) informs about the accumulation of old files in the department.

(2) Prepare H list (in Form B.19) ending June and December and submit to Chief Secretary in General Administration (PU) Department before 20th of the following month.

(3) Obtain instructions of Chief Secretary after the review of the H list.

(4) Assign a periodical number for the half-yearly return, in your periodical register and watch the prompt submission of the return.
10.5.7 Special register of suits

Role of SO

(1) Maintain a Special Register of Suits for each section.

(2) Enter Original Applications, Review Applications, Contempt Applications, Suits, Writ Petitions and Writ Appeals in the suits register at the appropriate stages.

(3) Get the Suit Register critically scrutinized by the MLO, once a month.

(4) Get the Suit Register and the pending cases scrutinized with the files at least once in 3 months and address Senior Standing Counsels or the Law Offices concerned.

10.5.8 Special registers

Role of SO

(1) Submit any special list or statement showing pendency in accordance with orders in force.

(2) Maintain a Special Register of Important Communications (in Form B.21) to follow up delayed cases and submit to first level officer for check every week.

(3) Maintain a Special Register on Minutes (in Form B.22) of Ministers and remarks of the Secretary to watch the action taken on the minutes of the meetings.

(4) Maintain a Special Register showing the remarks of the Inspecting Officers recorded on the progress of the implementation of Telugu Official Language in the Form B.23.

(5) SO is responsible for the entries made in the Special Registers.

Role of AS

(1) Personally check the Special Registers to correct omissions

(2) Submit Special Registers,

   (i) to the MLO on the first working day of every week
(ii) to the Secretary on the first working day of the last week of the month

(3) Obtain reports from Heads of Departments, wherever necessary, as quickly as possible.

(4) Pursue further examination at Government level without delay at every stage and the files circulated to Ministers or submitted to Secretary within a period of three months.

(5) Inspecting officers write their remarks in the Special Register on implementation of Telugu Official Language. Place before the Secretary this register every six months and obtain his remarks.

10.5.9 Delay with officers and in circulation

Role of SO

(1) Verify the columns 7 and 8 of the PRs of ASOs.

(2) Bring any to the notice of first level officer (AS/ MLO) cases pending with superior officers for more than 14 days.

Role of AS/ MLO

(1) Ensure that files are not pending with you for more than 24 hours.

(2) Brief your superior officer the files pending with you beyond 24 hours.

10.5.10 Delay in issue

Role of SO.

(1) Issue all papers marked for issue in 24 hours from the time of receipt.

(2) Attend all pending papers for issue the following working day and despatch before close of the day.
10.5.11 Delay in proof correction

Role of Director Printing and Stationery

(1) To check the delay in the return of proof to the Press, send to each department every fortnight a list of proofs belonging to the department which have been sent out from the Press and not returned within seven days.

Role of SO

(1) The list should be submitted immediately on receipt with explanation for the delay.

10.5.12 Long pending files

Role of ASO

(1) Submit long pending file with case history sheet in Form B.24.

Role of Secretary/ MLO

(1) To reduce pendency, review the cases pending over one year as per annual schedule that is fixed by the Secretary.

(2) Personally look into the causes for delay or indecision.

(3) Issue directions on course of action to be taken, if required by consulting heads of departments or other departments quickly.
Chapter 11

How to deal with proposals in Legislature

11.1 Proposals for Legislation

11.2 Questions

11.2.1 Circulation of advance copy

Role of circulating officer

(1) As soon as a question which is admitted is received from the Legislative Assembly Secretariat, circulate an advance copy of it to the Minister or Ministers concerned.

(2) Restrict such circulation to questions which the circulating officer considers so important that Minister or Ministers should see them in advance.

11.2.2 References on questions

Role of AS concerned

(1) Don’t make references to Heads of Departments for information regarding answers to questions except in cases of real necessity.

(2) When information is required from Heads of departments to answer a question call for only the necessary particulars.

(3) While calling for information from Head of the Department, don’t forward the question itself unless it is absolutely necessary for a clear understanding of the case.
(4) Never call for a report on the question.

(5) Communicate the name of the Member of the Legislature who puts the question where necessary.

**Complaint on official - Role of AS concerned**

(1) When an allegation or complaint which casts a reflection on the official conduct of a Government Officer, is contained in a question and the truth of such allegation or complaint has to be verified by a reference to the Head of a Department or other authority, send a self contained letter stating the facts as reported and asking for their verification.

(2) Never disclose the source of the allegation or complaint.

(3) Don’t communicate the question or the letter of the Member of the Legislature to the Head of the Department or other authority.

(4) Mark all correspondence “confidential”.

**11.2.3 Draft answers and notes for supplementaries**

**Role of Secretary concerned**

(1) Apart from the note discussing the matter, in case of a starred question, put up a draft answer to the question together with a concise note for answering supplementary questions.

(2) When preparing a draft answer write the word “Starred” red letters or the word “Un-starred” in black letters, as the case may be, at the top of the draft.

(3) In the draft, print on the same sheet of paper the clauses of the question and the draft answers in parallel columns. The clauses of the question should appear on the left half of the page above the answers.

(4) Furnish a Telugu translation of the answer and the note for supplementaries to the Minister, if a Member puts the question in English.
(5) Despatch twenty-five copies of the answers to questions whether starred or un-starred to the Legislative Assembly Secretariat.

(6) Immediately on receipt of the list of starred questions and of un-starred questions with answers to be answered at particular sittings scrutinize the lists.

11.2.4 Answers requiring co-ordination

(1) Send to the Secretaries concerned copies of notices containing all questions admitted by the Speaker as soon as possible, after their admission. (Assignee: Secretary Legislature)

(2) Before dispatching the copies of notices, examine them and if there are any questions, the answers to which, in your opinion, require co-ordination, invite the attention of the Secretary concerned to such questions. (Assignee: Secretary Legislature)

(3) Don’t send separate and varying answers to the Legislative Assembly Secretariat. Circulate the proposed answers to other secretaries and arrive at a uniform answer to the question. Send the answers to the questions thus arrived at to the Legislative Assembly Secretariat quoting the number and date of their reference in which the Secretaries concerned were requested to coordinate the answers. (Assignee: Secretaries concerned)

(4) Scrutinize the notices immediately on receipt and point out to the Legislative Assembly Secretariat as well as to all the departments concerned the questions, the answers to which in your opinion require co-ordination. (Assignee: Secretaries concerned)

(5) Inform the Legislative Assembly Secretariat of the withdrawal or modification, if any, of an answer already dispatched sufficiently in advance. (Assignee: Secretary concerned)

11.2.5 Time limit for dispatch of answers

(1) Send answers ordinarily within forty-two days from the date of admission of the question. Find the date of admission on the copy received from the Legislative Assembly Secretariat. (Assignee: Secretary concerned)
(2) If this is not possible, make an application for extension of time not exceeding two weeks to the Secretary Legislature showing sufficient cause for such extension. (Assignee: Secretary concerned)

(3) Don’t grant further extension of time and include the question in the list of questions after the expiry of the extended time. (Assignee: Secretary Legislature)

(4) If application for extension of time is not made, include the question in the list of questions whether an answer has been sent or not. (Assignee: Secretary Legislature)

(5) In order to avoid undue delay in the dispatch of answers to the questions, maintain a register in the Form given below. (Assignee: AS concerned)

FORM Register Legislative Questions

<table>
<thead>
<tr>
<th>serial number</th>
<th>question number LAQ/ LCQ</th>
<th>starred or unstared</th>
<th>date of receipt</th>
<th>stage at which the matter stands</th>
<th>remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

(6) Submit the register to MLO/ Secretary once a week until the answer is dispatched. (Assignee: AS concerned)

(7) The officer inspecting the register will watch whether there is any unreasonable delay in putting up the files by the sections or in the submission of answers by the subordinate authorities.

11.2.6 Preparing and sending replies

Role of SO concerned

(1) Print twenty-eight copies of the answers to a Legislative Assembly Question, twenty-five copies for the Legislative Assembly Secretariat, one copy each for the Personal Assistant to Minis-
ter concerned and the Private Secretary to Governor, and one copy for being kept in the file for record and reference.

(2) When the draft answer has been approved by more than one Minister, mention the designations of all such Ministers in the answer issued. Mention in the question portion, the designation of the Minister who will answer the question.

(3) When in any answer reference is made to any Government Order or Notification, send three copies of such Government Order or Notification along with the answer for the purpose of preparing ready reference files for the use of the Speaker and the leaders of parties.

(4) In case of a starred question send the connected files to the Minister concerned as soon as the answer has been dispatched or at least a day before the meeting at which the question has to be answered. Before doing this, show the file, where possible, to the AS concerned so that he may ensure that the answers indicate the latest position.

11.2.7 Further action on questions

(1) In order to ensure timely action, send one one-side manuscript copy of the finally edited proceedings of the Legislative Assembly relating to the question-portion, to the Secretaries to Government concerned, in name covers within three days after the day’s sittings. (Assignee: Secretary Legislature)

(2) It may so happen that during the debate on a subject pertaining to a particular department of the Secretariat, matters or aspects relating to some other department or departments of the Secretariat may be touched upon. In such cases, send extracts from debates not only to the Secretary concerned, but also the Secretaries of other departments which the debates touch upon. (Assignee: Secretary Legislature)

(3) Circulate the copies of the extracts among the sections with reference to any supplementary question and answer without waiting for the final printed copies. (Assignee: MLO concerned)
(4) If only an interim answer was given and further information has since been obtained, obtain orders as to which of the following courses should be followed.

(i) whether a further question from the Member may be awaited for supplying the information;

(ii) whether the information may be communicated to the Member by letter;

(iii) whether the information may be placed on the Table of the House. (Assignee: AS concerned)

(5) After the question is answered and after manuscript proceedings of the Assembly are received, either be lodge or record the papers may, if no assurance has been given on the floor of the Legislative Assembly. (Assignee: MLO concerned)

(6) If an assurance has been given, take further action expeditiously. (Assignee: Secretary concerned)

(7) After an answer to a Legislative Assembly un-starred question is dispatched, don’t lodge or record the file till intimation regarding the date of placing of the answer on the Table of the House is received. (Assignee: MLO concerned)

11.2.8 Corrections

Uncorrected proceedings of the Assembly

(1) Send one one-side manuscript copy of uncorrected proceedings of the Legislative Assembly as soon as they are ready relating to starred questions and statements or speeches made by Ministers, to the Secretaries of the departments concerned, in name covers or through e-office, soon after the day’s meeting for factual verification of the replies and statements made by the Ministers on the Floor of House. (Assignee: Secretary Legislature)

(2) If there are any factual errors of a minor nature in them, after obtaining the approval of the Ministers concerned, intimate them to the Assembly Secretariat within a week from the date of receipt of the uncorrected proceedings, to enable Secretary
Legislature to carry out the alterations in the Press copy of the proceedings. (Assignee: Secretary concerned)

**Statements by Minister to correct errors**

(1) If major corrections have to be made, the Minister will make a statement on the Floor of the House after obtaining the permission of the Speaker.

**11.2.9 Short notice questions**

(1) Take orders of the Minister concerned whether he will consent to the waiver of notice and intimate to the Secretary concerned. (Assignee: Secretary Legislature)

(2) Take necessary action immediately on receipt of the question without waiting for orders as to waiver of notice. (Assignee: Secretary concerned)

**11.2.10 Prorogation of Assembly**

(1) On the prorogation of a session, all pending notices and business shall lapse except Bills which have been introduced, Statutory Motions and Resolutions which have been moved in the House and notices of questions and questions which have are pending.

(2) Such Bills, Statutory Motions and Resolutions which have not lapsed, will be carried over to the next session from the stage reached in the expiring session provided that fresh notice is given by the Departments for Motions regarding the same.

(3) Answers to questions should continue to be sent by the Secretaries concerned to the Secretary Legislature even after the prorogation of the session as notices of such questions do not lapse on the prorogation of the Assembly.

**11.2.11 Assurances - Procedure**

**Role of Secretary Legislature**

(1) Send to the Secretaries concerned in name covers or in e-office the extracts from the uncorrected proceedings of each day re-
lating to the question portion and also the statements laid on
the Table of the House in pursuance of the questions with nec-
essary extracts from the entries made in their record of scrutiny
of debates.

(2) On receipt of Assurances, Promises or Undertakings given by
the Ministers, either direct from the Secretary Legislature or
through the Committee of Assurances, take orders in circula-

Role of Secretary concerned

(1) Furnish quickly proper and complete replies to the Assembly
Secretariat keeping the Chief Secretary informed the important
Assurances.

(2) Furnish sixteen copies, in English and Telugu, of Government
orders issuing guidelines or sanctioning schemes or proposals
in respect of each and every assurance. Inform the committees
also where necessary.

(3) Implement all assurances within a period of three months.

(4) In cases of pending items, prepare a separate statement of ac-
tion taken on each Assurance to the Secretary Legislature from
the form given below.

FORM Register of Assurances

<table>
<thead>
<tr>
<th>serial number</th>
<th>c</th>
<th>date</th>
<th>subject</th>
<th>promise made</th>
<th>action taken by the department</th>
<th>remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

(5) Systematically check the Registers of Assurances given by Min-
isters systematically and send a review to General Adminis-
tration Department once in three months.

(6) Send the reports for the quarter ending March, June, Septem-
ber and December in the first week of April, July, October and January, respectively.

Role of Secretary Legislature

(1) Scrutinize the statements received from the Secretaries and place them before the Committee on Government Assurances for its consideration.

(2) Send a copy of the decisions of the Committee on the implementation made, to the departments concerned.

11.3 Papers laid on the table of the house

Role of Secretary concerned

(1) When papers are laid in the Table, supply 350 copies or such number as are asked for by the Secretary Legislature.

(2) In the case of answers to questions, supply these copies along with the answers.

(3) Prepare the copies with the following heading.

PAPERS PLACED ON THE TABLE
(See answer to Legislative Assembly Question No...put by Sri MLA)

(4) Do not authenticate the copies. It is enough if they contain the name of the department from which they originate.

(5) In the case of copies of rules, orders, notifications, statements or reports placed on the Table of the House in pursuance of statutory provisions or with reference to undertakings by the Government in answer to questions or otherwise, authenticate the copies.

(6) Print the copies to be placed on the Table of the House with the following heading.

ANDHRA PRADESH LEGISLATURE - PAPERS PLACED ON THE TABLE OF THE HOUSE
(Subject.....................................................)

135
(G.O. Ms. No. dated )
Published in the Andhra Pradesh Government Gazette on -.
As required under Section of Andhra Pradesh Act.

Notification.
Secretary to Government.

(7) Place all rules framed in pursuance of delegation of legislative powers on the Table of the House without fail within a period not exceeding six months from the date of their publication in the Government Gazette.

(8) Whenever a rule is amended and the amendment of the rule is placed on the Table of the House, print the respective original rule and the rule as amended side by side and place as Annexure as is being done in the case of amending Bills.

(9) Maintain a separate Register on papers to be placed on the Table of the House in each section in your department as given in Form B.32.

(10) Verify the register periodically at your level and get it verified at the level of AS/ MLO once in a month.

(11) There are cases where the laying of the Annual Reports on the working and affairs of any Government Company or Undertaking together with a copy of the Audit Reports and the comments or supplement under sub-sections (2) and (3) of Section 619-A of the Companies, act, 1956 (Central Act I of 1956) or of the Annual Accounts including Audit Report thereon of any Government Undertaking is delayed beyond a period of one year from the last day of the financial year of such company or Undertaking. In such cases furnish a statement authenticated by the Minister-in-charge explaining delay in Annual Reports of Government Companies and Undertakings on the Table of the Legislative Assembly-

11.4 Resolutions

(1) An advance copy of every resolution proposed to be moved in either Chamber of the Legislature shall, unless otherwise
directed, be circulated to the Minister concerned as soon as a copy of it is received from the Legislative Assembly Secretariat.

(2) The file containing the resolution with all available information shall be submitted to the Secretary who will decide on the need for consulting the Heads of Departments.

(3) Notes on resolutions shall as far as possible be self-contained.

(4) In printing notes on resolutions, the resolution itself should be printed in Clare don type at the beginning of the note.

(5) Subject to the orders of the Chief Minister, the attitude of Government to the resolutions should be determined at a meeting of the Council of Ministers.

(6) As soon as the ballot is declared, copies of the notes on the successful resolutions and the orders thereon should be circulated to all Ministers and the Chief Secretary to Government at least a day before the meeting of the Legislature.

(7) No information relating directly or indirectly to the subject matter of a resolution shall be supplied to any Member of the Legislature without the orders of the Chief Minister.

(8) Circulation of resolutions and Budget motions. These files shall be circulated to the Minister concerned as soon as they are ready and in any case not later than a day before the meeting at which they are required for reference.

(9) Further action on resolutions. The department concerned is responsible for any further action that may be necessary in consequence of the replies made to resolutions or of their being passed by the Chamber of the Legislature in which they are moved.
Chapter 12

What to do after case is disposed

12.1 General - Role of ASO

(1) Steps after disposal

(i) After a case is disposed, ensure that dispatch instructions are clear and complete.

(ii) Number and date the disposal.

(iii) If the disposal is final enter its nature, number and date, and if the disposal is intermediate, in addition note the call in the Reminder Diary.

(iv) Obtain approval of SO

(v) Send only approved drafts with enclosures for issue.

(vi) If the orders are not confidential upload in Government Order web platform, else mark it confidential.

(vii) Pass non confidential disposals to OP / Tappal Section

(viii) Prepare the tabling slip in Form B.11.

(2) Unofficial disposals

(i) Send ‘special’ unofficial references to departments and confidential references directly to the department concerned.
(3) Lodging papers

   (i) Close the lodged papers with the entry ‘Lodged’ with number of the current and date of disposal. Ex. Government orders received from other departments. The lodged disposals will be reflected in the PR.

(4) Sending papers in current file

   (i) Send only the copy of the papers available in current file portion of the e-office through UO reference when another section or department seeks such papers.

(5) Copy of file to external offices

   (i) For the following purposes, send an electronic copy of the e-file with the approval of the Secretary.

      a) If required in a Court of law, or

      b) If an investigating officer of Vigilance and Enforcement Department or Anti-Corruption Bureau or Police Department requires.

12.2 Numbering and dating of disposals - Role of ASO

(1) Don’t number and pass a paper for issue without an order from the Secretary/ MLO.

(2) Number the paper as indicated in the chapter ‘Registry of Papers’.

(3) The register in Form B.12 shall be maintained in the e-office system or electronic platform for orders in “Manuscript Series” and “Routine Series”.

(4) Close the files of Strictly Confidential sections on Stock File System as Stock File (Manuscript), Stock File (Routine) based on the importance.

(5) Don’t record papers which will become irrelevant with time in the “Manuscript Series”.

140
(6) Dating of disposals.
Number the disposals on the date on which they are passed by the officer.

12.3 Post despatch Checklist of ASO

☐ despatch is correctly made
☐ call book entries are made
☐ chaining of papers is complete
☐ no further action is needed
☐ put up papers obtained from Andhra Pradesh State Archives are returned
☐ Records obtained from other departments are returned.

12.4 Stock files - Role of ASO

(1) Obtain approval for the list of subjects for which stock file should be maintained from the SO.

(2) Maintain a print out of the list of stock files.

(3) Based on the decision of SO, insert the disposals into stock files. Only disposals containing important decisions which will be required for frequent reference are filed in stock file.

(4) File the disposals chronologically.

(5) Generate the register in Form B.13 with a table of contents.

(6) Obtain inspection report from SO every month, from AS every two months, and MLO every quarter.

(7) Check if the stock file is up-to-date.
Part IV

SENDING THE COMMUNICATION
Chapter 13

Outward Communication

13.1 Forms of correspondence

Correspondence from secretariat are in the following forms.

13.1.1 Letter

(1) Write a letter (includes an email) when you intend to address:

   (i) a higher authority
   (ii) another Government
   (iii) the High Court
   (iv) Presiding Officers of statutory bodies
   (v) Speaker of Legislative Assembly/ Chairman of Legislative Council/ members of legislature/ elected representatives/ non-officials
   (vi) an officer not under the control of state Government
   (vii) an official or non-official association of some standing.

(2) The most commonly used format in any government office is letter.

(3) Use it for corresponding with agencies outside Government, public enterprises, statutory authorities, local bodies and members of public.
(4) It carries more of formality than personal touch. Use it for collecting/eliciting information as well as for conveying views and decisions.

13.1.2 Orders

(1) Orders (proceedings) have one of the following markings.

   (i) Routine (Rt): not of sufficient importance and not retained permanently;
   (ii) Manuscript (Ms): to be retained permanently; and
   (iii) Printed (P): to be printed and retained permanently.

(2) There are two types of orders.

   (i) Government Orders: When the disposal of a case contains the final orders of the Government, adopt the proceedings form.

   (ii) Office Order: Issue Office Order for giving internal instructions to staff for carrying out work, distribution of work among sections / officers, for issuing proceedings of departmental promotion committees etc.

(3) Certain orders may be marked SECRET.

13.1.3 Memorandum

(1) Issue a Government memorandum in the following instances.

   (i) Issue of intermediate orders of Government in a case;
   (ii) Seeking information or opinion from a subordinate officer;
   (iii) Convey information which is not an order; and
   (iv) Acknowledge receipt of a communication.

(2) Circular is a form of memorandum to be issued to large number of people at the same time.
13.1.4 Endorsement

(1) Return a paper in original to the sender or refer to the subordinate officer for disposal or refer to another department or section for information, remarks or disposal. May also use where a copy of communication is to be forwarded to others in addition to the original addressee.

13.1.5 Demi Official letter

(1) Write a Demi Official letter to an officer (not a non-official) or Indian Mission abroad or citizen to invite personal attention on a case. The following salutations are to be adopted.

(i) Between AIS officers.

a) To senior officers: Dear Sri <name of officer>

b) To junior officers: My Dear <name of officer>

(ii) Between Gazetted Officers and AIS officers/ Officers of distinction: Dear Sir/ Dear Madam

13.1.6 Unofficial Note

(1) Send an unofficial reference to obtain views/ opinions/ clarifications/ information etc. quickly without a formal letter or when several offices have to be addressed simultaneously. It is sent in two ways in secretariat/ head of department.

(i) Send the file itself with a note to a secretariat department or head of the department in e-office;

(ii) end a self-contained note to the official email.

Note: Don’t use formal salutation or closing words.

13.1.7 Press Communique or Press Note

(1) Use this when you want to give wide publicity of a Government decision. Press communique is more formal in character than Press Note and will be reproduced intact by the Press. A Press
Note, on the other hand, is intended to serve as a hand out which the Press may edit, compress or enlarge as they deem fit.

13.1.8 Telephonic Message

(1) This form is used for obtaining/conveying urgent information from the Heads of Departments and other Offices.

(2) Instructions conveyed through a telephone shall be written on a note and approval taken indicating the date, time, phone number and name of caller.

13.1.9 Short Message Service

(1) Use this service for fetching urgent information or passing simple instructions or information to the subordinate staff.

(2) Screen shot/record of short message service instructions should be transferred to a note file for orders indicating the date, time, phone number and name of sender.

13.1.10 Telegram

(1) Use this form on occasions of urgency.

(2) Telegrams are of two kinds, viz., Enclair telegrams and Cipher Code telegrams. The former are worded in plain language. The latter are expressed in secret language, (Code or Cipher or both) but a combination in the same telegram of figures and letter having a secret meaning is not permitted, in editing, numbering and issuing of 35 Cipher Code telegrams, the instructions issued by the Government of India, Ministry of External Affairs in respect of external telegrams and by the Ministry of Home Affairs in respect of internal telegrams, should be carefully observed.

(3) Telegrams, other than Cipher Code telegrams, should normally be followed by post copies.

(4) Send telegrams both Enclair and Code telegrams as Telex messages through the Telex service installed in the Secretariat.
(5) When the Telex service is not functioning, send telegrams are sent through the Telegraph Office.

13.1.11 Wireless message

(1) Use this form for communicating very urgent messages. Wireless messages intended for subordinate offices of the Government in the district are sent through the Police wireless. The cipher staff attached to the Police Wireless Office will encode and decode messages in cipher.

13.1.12 Notification

(1) Use notifications for publishing rules and orders passed under legal enactments by the Government. Also use for making announcements about appointments, postings, transfers, etc. In the departments/offices use for publishing matter in government gazette under provisions of any law.

13.2 Content of communication

13.2.1 General

(1) Ensure that letters from secretariat are complete in themselves and independent of enclosures.

(2) Condense the correspondence to the extent possible, remove repetition and unnecessary details.

(3) Deal with only one topic in one communication

(4) Don’t quote demi-official correspondence normally.

13.2.2 General structure of a communication from Government

Beginning of the draft

(1) Abstract

(i) Write the purport of the draft order with the catch word underlined at the top of first page of draft.
Example: ABSTRACT Ministers - Allocation of subjects among Ministers - Orders - Issued.

(2) Nature of disposal

(i) Start the head of draft with nature of disposal such as Letter, Order, Endorsement, etc. Orders which are not meant to be copied should be headed by the word ‘Note’.

(ii) Mark the nature of the proceedings viz., Ms (Manuscript) or P (Printing) or Rt (Routine).

(3) Read

(i) While disposing communications from multiple persons, official or non-official, ‘read’ at the head of the order the number and date of only the latest communication from each such person in order to connect the correspondence. Example: Read. 1) Lr no. 2345 dated 21-6-2017 from Commissioner, GVMC. 2) Lr no. 3432 dated 19-5-2017 from Commissioner, TMC.

(ii) If several communications are received from the same person, ‘read’ the number and date of only the last communication from him.

Body

(1) Prepare the order complete in itself.

(2) For routine matters use stock drafts.

(3) Don’t include anything more than is necessary for the recipient to understand the order.

(4) Don’t include the origin of the order, details of previous correspondences etc. in the order.

(5) Don’t preface an order with a preamble.

(6) Place tables at the end of paragraphs.

(7) When a number of short drafts are put together, write them in the run on form instead of using fresh page for each.
(8) Cases where Government is exercising discretion should not start with “Government declines”. Instead use of “the Government regret that they must decline”.

End of draft

(1) List the addresses at the end of the draft.

(2) If the draft is in response to a communication from a person, mention in his address entry the number and date of last communication in the chain from that addressee, in order to connect the correspondence from that person. Ex. “To the Commissioner, Greater Visakhapatnam Municipal Corporation (through the Mayor), with reference to his Lr. No., dated”.

(3) Make entries relating to reminders etc. in Reminder diary / Call book at end of draft.

13.2.3 How to write a Letter

Header

(1) Mode of dispatch - Top Right
Write by email attachment, by registered post, under certificate of posting, by special messenger etc.

(2) Grading - Top Right
Write grading i.e. Urgent/ Immediate on the right side top corner of the letter.

(3) Emblem - Top Centre
Print Government emblem or the words “GOVERNMENT OF ANDHRA PRADESH” in capitals.

Salutation

(1) From address - Left
Write the name, designation and telephone number of signatory.

(2) To address - Right
Write the address entry of the person to whom it is intended.
(3) Salutation - Left
Letters addressed to official authorities should start with salutation ‘Sir’ and end with subscription ‘Yours faithfully’. Letters addressed to non-officials should start with salutation ‘Dear Sir/Madam’, and those addressed to firms as ‘Dear Sirs’. Don’t use personal pronouns.

Subject and References

(1) Letter number
Write the letter number after the salutation. This is the file number indicated in the note file.

(2) Date of approval
Write the date of approval of the communication.

(3) Subject
Write the subject clearly, concisely and indicating contents of the letter. Generally the subject will be the same that is noted in the note file.

(4) References
Immediately after the subject, write the references. Give all the references that are required for following the case. If the letter is a reply, indicate the number and date of the reference.

Body

(1) Body of the letter in convenient paras comes next
Write a letter in first person. Be simple and precise. Ex. Incorrect form: I am to request you to make necessary provision of funds. Correct form: Kindly make adequate provision of funds.

(2) A letter may be typed as email body and sent from the official email address.

(3) If a letter is written under a direction from another authority then write as “I am directed by Government/<name of authority>“.
End of communication

(1) Enclosures
   Indicate enclosures at the left end of the body of the letter. A short oblique line in the margin will indicate that enclosures are to be sent along with the fair copy.

(2) Subscription
   Finally end with yours faithfully on the right end of the body of the letter.

(3) Signature
   Sign by designation of the officer approving it.

Miscellaneous instructions

(1) Copy “Secret” letters on letter heads in light green colour with the word “Secret” and the State Emblem printed in red.

(2) After the body of a letter is completed, the conclusion copied on the right side should be simply “Yours faithfully” in one line. The designation of the officer is, in cases where it has to be shown, entered below the last entry with the usual ‘three lines’ space left for signature.

13.2.4 How to write a GO

Header

(1) Emblem - Top Centre
   Print the emblem and under it write “GOVERNMENT OF ANDHRA PRADESH” in capitals.

(2) Abstract - Centre
   Write the words “ABSTRACT”.

(3) Title
   Write the title / subject of the G.O. This consists of head, sub-head(s) and title proper separated by hyphens. The head and sub-heads should be words from the approved list. This is the purport of the order with the catch word underlined.
(4) Department
Write the name of the secretariat department with section in brackets for easy identification.

(5) Nature of the proceedings
Start the head of draft with nature of the proceedings viz., Ms (Manuscript) or P (Printing) or Rt (Routine).

(6) GO Number
The auto-generated G.O. number with date is taken from electronic registry of orders in two series either Ms or Rt or P. This is not the file number.

(7) Date
Write the date.

(8) Read
Under the date column, write “Read the following”. All the references that are required for issuing the order should be given.

(9) Order
After read, write “ORDER” in capital letters, before the body of the proceedings.

Body

(1) Body in convenient paragraph numbers comes next.
Paragraph 1 gives context of the case. Paragraph 2 indicates sanction order with reference to the delegation. Paragraph 3 refers to availability of budget provision and the relevant budget to which the expenditure is to be debited.

(2) File number
Write the file number in brackets at the end of the body.

(3) Finance authorisation
Within brackets write the UO note number of Finance department or the time and date of concurrence given by Secretary Finance.
End of communication

(1) To address
    The address entry of the person to whom it is intended is indicated at the left hand side bottom after the body of the proceedings.

(2) Copy to
    Besides the person to whom the sanction is concerned, copy of it should invariably be marked to functionaries such as drawing and Disbursing officer, Treasury/Pay and Accounts office, Accountant General and other persons concerned.

(3) Subscription
    There is no subscription except the designation of the signatory.

(4) Authentication
    Signed and authenticated by name and designation of the officer approving the order.

(5) Enclosures
    Proceedings should be comprehensive and self-explanatory. Avoid enclosures. If necessary, provide information in the form of Annexure to the Government Order.

(6) Attestation
    Copy of an authenticated order may be attested by an authorised officer by designation.

Miscellaneous instructions

(1) Print proceedings on the special embossed form but a copy of the proceedings sent to the Director of Printing and Stationery for publication of a notification contained in the order should be on plain paper.

(2) Authenticate the order. (Assignee: Secretary or an officer authorised in this regard)

(3) Enter all addresses in fair copies or orders.

(4) In case of orders on petitions, type only the address entry pertaining to the petitioner in the copy intended for him.
(5) Don’t photo copy Government Orders, etc., for communicating to other departments of secretariat.

(6) Attest the copies of Government orders (see 14.7.4).

(7) Communicate the copies of all orders after attestation to official email of the OP/ Tappal section of the department indicated at 2.3.2.

13.2.5 How to write a Memo

Header

(1) Mode of dispatch - Top Right
Write by email attachment, by registered post, under certificate of posting, by special messenger etc.

(2) Grading - Top Right
Write grading i.e. Urgent, Immediate on the right side top corner of the letter.

(3) Emblem and Department - Top Centre
Write “GOVERNMENT OF ANDHRA PRADESH” and the name of the department in capitals.

Salutation

(1) Don’t use salutations.

Subject and References

(1) Memorandum number
Write the memo number. This is the file number indicated in the note file.

(2) Date of approval
Write the date of approval of the communication.

(3) Subject
Same as in the note file.

(4) References
Immediately after the subject, write the references. Give all the references that are required for following the case.
Body

(1) Body in convenient paragraph numbers comes next.

(2) Write in passive voice.

End of communication

(1) Enclosures
Indicate enclosures at the left end of the body. To addresses.
Write the address entry of the person to whom it is intended
at the left hand side bottom after the body of the memo.

(2) Subscription
Don’t write a subscription except the designation of the signatory.

(3) Signature
Sign by designation of the officer approving it.

13.2.6 How to write an Endorsement

(1) Write as follows.
“A copy (with a copy of the letter to which it is a reply) is
forwarded to ___ for information and guidance/ for necessary
action/ for favour of reply/ for early compliance”.

(or)

“Copies of financial sanctions issued by the departments, where
required to be communicated to the audit authorities through
the accounts department are also sent by endorsement”

(2) Write an endorsement on the last page of the current if there is
room and if not, on a separate form embossed with the Andhra
Pradesh Emblem added to the current.

(3) If endorsement is copied on the current, head “Endorsement
No...... dated ......”, and enter department at top right hand
corner.

(4) If the endorsement is on a separate sheet, enter the depart-
ment at top right hand corner, quote the paper on which the

endorsement is issued, and below it enter “Endorsement No. ......., dated .........”.

(5) If the endorsement is signed by an AS, insert the words “By Order” above the officer’s designation with a three-line space between. Enter the address on the left hand corner below the designation with a three or four line space between. If there is insufficient room make the spaces smaller.

(6) If a copy of an endorsement is to be signed by SO, enter the full name and designation of the officer ordering the disposal. Omit the words “By Order”, and below the address entries use the following authentication:

“Forwarded.

(By Order)

A.B.C.,
Section Officer.”

13.2.7 How to write a DO Letter

Header
Similar to a letter.

Salutation

(1) To address
Write the address entry of the person to whom it is intended at the left hand side bottom after the body of the DO letter.

(2) Salutation
Depending upon the level of the officer to whom it is addressed use the following salutations:

For Senior level officers : Dear Sir/Madam

For Equal level officers : Dear Sri/Smt/ Kumari<write the name of the officer in your own handwriting>

For junior level officers : My Dear <write name of the officer in own handwriting>

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(3) Write the salutation with a five line space between those words and the embossed stamp of the Government.

Subject and References
Similar to letter.

Body
Similar to letter
Write in the first person and in a personal and friendly tone.

End of communication

(1) Subscription
End with an expression of regards. Note that depending upon the level and intimacy of the officers it is written as follows:
- For senior level officers : with kind regards
- For equal level officers : with regards
- For junior level officers : with best wishes

Write the words “Yours sincerely” in a new line on the right half of the side of the paper on which the copying is done.

(2) Signature
Sign by name of the officer approving it.

Miscellaneous instructions

(1) Use printed DO letter formats in the office to help you.

(2) It is similar to the letter with the following changes.

(3) Copy demi officials on embossed paper of quarto or A-4 size.

(4) Copy the name and designation of the officer who signs the demi-official at the top of the page on the left hand side while those of the officer or person to whom the demi-official goes at the foot of the page on the left hand side.
13.2.8 How to write a UO Note

Header

(1) UO Note number - Top
Write the UO note on the top with date. This is the file number as indicated in the note file and the date of approval of the communication indicated.

(2) No salutations

(3) Subject
Same as in note file.

(4) Reference
Give references that are required for following the case.

Body

(1) Body
Body with paragraph numbers.

End of communication

(1) Enclosures
Indication of Enclosures at the left end of the body.

(2) Subscription
Bears no subscription except the designation of the signatory.

(3) Sign
Signed by designation of the officer approving it.

(4) To address - Bottom Left
The address entry of the person to whom it is intended is indicated at the left hand side bottom after the body.

13.2.9 Press Communique and Press Note

(1) Prepare a Press Communique or a Press Note in the form B.9.

(2) Enter the place of issue and date below the words “Press Communique” or “Press Note” and after that the subject, if necessary.
(3) Issue them invariably under the authority of the Director of Information and Public Relations.

(4) Don’t normally authenticate the fair copies.

(5) As soon as Press Communiques and Press Notes have been finally approved for issue, Department of the Secretariat concerned should arrange to send the file/email to the Director of Information and Public Relations marked for issue.

(6) The Director after giving a serial number will arrange to have copies taken of all such papers received up to 3 p.m. each day and have them dispatched to the persons concerned the same day. If it is essential to issue a Press Communique or Press Note after 3 p.m., the department concerned should consult the Director.

13.2.10 How to write a Telegram/ SMS/ Wireless

General

(1) While drafting:

   (i) Exclude non-essential matter

   (ii) Ensure consistency

   (iii) Omit minor parts of speech

   (iv) Message should be concise and clear

(2) Telegrams. Present telegrams only in Secretariat.

(3) Wireless. Transmit wireless messages addressed to Ministers, Secretaries to Governments, etc., of the Government of India and other State Governments through the Police Wireless Communications.

(4) Telegrams in cipher. Issue telegrams in cyphers through Political (S.C.) and Home (S.C.) Departments.
Telegram

(1) Write the telegram in very short, pointed language - “Telegraphic language”.

(2) Check punctuation.

(3) Write in capital letters in double line spacing.

(4) You might have noticed that many organizations will have Telegraphic address, which is referred to as “Grams”.

(5) Keep a list of the telegraphic addresses.

(6) Government telegrams are indicated as “State”.

(7) Telegrams are classified in to two types i.e. Urgent and Ordinary.

(8) Send a post copy after the issue of the telegram.

(9) Whenever a post copy is sent additional information can be furnished through it.

Post copies of Telegrams etc.

(1) Despatch a post of copy of all telegrams/ wireless message and despatch simultaneously with the message.

(2) The post copy of a telegram sent to any of the Indian Missions in foreign countries should be typed in letter form as follows. “I am directed to confirm the following” Telegram despatched to .....on.....instant:- (Body of the Telegram enclair).

Yours faithfully,

(3) Don’t send post copy of a cypher telegram. If in very rare circumstances, it should be necessary to confirm a cypher telegram, take the cipher confirmation in the form of a very liberal paraphrase and never repeat all the words as drafted in the office copy. Send any such post copy only with approval of AS of Political Department.

(4) Departments of the Secretariat to inform the Section Officer, Political (S.C.) Department, sufficiently in advance if any cypher telegram has to be issued. Give departmental reference numbers to cipher telegrams.
Code Telegrams

(1) Check fair copies of telegram in ‘Cipher Code’ prior to submission to officer.

(2) Put up only decoded ‘Cipher Code’ telegrams in file.

(3) Retain original code telegram separately and destroy it on receipt of the post copy or after an interval of three months whichever is earlier.

(4) Send answer to a cipher telegram only in cipher. Don’t send post copy of a cipher telegram under any circumstances.
13.3 Specimens

13.3.1 Letter

<table>
<thead>
<tr>
<th>By email attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>URGENT</td>
</tr>
</tbody>
</table>

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION DEPARTMENT

FROM TO

Sir,

Letter No. 3456/PU 1/2017 dt.

Sub: Refer:

***

<Body of the letter with para numbers>

Yours faithfully

Enclosures:

For Secretary to Govt
13.3.2 Government Order (Proceedings)

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

<write subject with head, sub-head(s), title proper>

GENERAL ADMINISTRATION (PU 1) DEPARTMENT

G.O.Ms/Rt/ P No. Dated

Read the following:

1.
2.

***

ORDER:

<Body of the G.O.>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

XXXXXXXX

SECRETARY TO GOVERNMENT

(or an officer authorised to authenticate)

To

Address Entries to whom it is addressed

Copy to

Accountant General, A.P., Amaravati

Other relevant officers(depending upon the need)

Stock File

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13.3.3 Memorandum or memo

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION DEPARTMENT

Memo. No. 45630/PU 1/2017 - 3 Dated

Sub:
Refer:

***

<Body of the letter with para numbers>

Enclosures:

XXXXXXXX

<write designation of officer>

To
<write to whom it is addressed>
## 13.3.4 DO letter

<table>
<thead>
<tr>
<th>GOVERNMENT OF ANDHRA PRADESH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sri/Smt &lt;write name of sender&gt;</td>
</tr>
<tr>
<td>&lt;write designation of officer&gt;</td>
</tr>
<tr>
<td>&lt;write department and address&gt;</td>
</tr>
<tr>
<td>&lt;write telephone numbers, fax and email&gt;</td>
</tr>
</tbody>
</table>

Dear Sir/Madam
Dear Sri/Smt/
My Dear

D.O.Lr.No. dt.

Sub:
Refer:

***

<Body of the letter with para numbers>

Yours Sincerely

XXXXXXXXXXXXXXXX

<write name of officer>

Sri/Smt.<write name to whom it is addressed>
13.3.5 Press Note

GOVERNMENT OF ANDHRA PRADESH
INFORMATION AND PUBLIC RELATIONS DEPARTMENT
Press Communique No. / Press Note No.
Dated, Amaravati,

(Subject : ..................................)
(Body of the Communique/Note).
Issued by the Director of Information and Public Relations.
Commence the Press Communique or Press Notes with the following heading where it is not inappropriate.
“The following Press Communique/Note is issued.”
### 13.3.6 Telegram

<table>
<thead>
<tr>
<th>STATE</th>
<th>ORDINARY/URGENT TELEGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESSEE (Keep the telegraphic address and send with it)</td>
<td></td>
</tr>
<tr>
<td>Message</td>
<td>(REF YRLR TWENTY FIFTH .) SEND FURTHER DETAILS URGENTLY .</td>
</tr>
</tbody>
</table>

SENDERS TELEGRAPHIC CODE Circular
### 13.4 Special correspondence

<table>
<thead>
<tr>
<th>Authority addressed</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Government of India and Other State Governments | (a) Address through letter ordinarily.  
(b) Write name and official designation at the head.  
(c) Write a self-contained and complete letter with abstract of enclosures if needed.  
(d) Don’t use personal touch/ personal pronouns. |
| High Court | (a) Address to Registrar ordinarily.  
(b) Address only very important communication to the Chief Justice.  
(c) Address DO letters either to Registrar or Chief Justice.  
(d) On the cover indicate whether letter is addressed to Registrar or Chief Justice. |
| Military headquarters, Andhra, Tamil Nadu, Karnataka and Kerala Area | (a) Address to the General Officer Commanding, Headquarters, Andhra, Tamil Nadu, Karnataka and Kerala Area and not to officers by name.  
(b) Mark the envelops ‘Secret’ or ‘Confidential’ if you want the officer to open it.  
(c) If you intend any communications for the personal information of the General Officer-Commanding, make an endorsement on the envelope “to be opened by the General Officer-Commanding personally or by Senior Staff Officer present”. |
| Other Military authorities | Address covers containing secret and confidential documents intended for Commanders and Staff Officers to the officers concerned by name, but with the addition of the words “or next senior officer present”. |
| Urban Local Bodies | (a) Official communications intended for Municipal bodies shall be addressed to the Commissioner through the Mayor/ Chairperson of the Corporation/ Council and not to the Commissioner directly.  
(b) Address election related matters directly to the Commissioner. |
| APPSC | (a) Address official communications intended for the Andhra Pradesh Public Service Commission to the Secretary to the Commission. |
Authority: Advocate General
Instructions:
(a) Address Advocate-General, a highly placed official, only when it is considered essential.
(b) Don’t send copies of Government Orders, etc., addressed to any of the Law Officers which do not require the attention of the Advocate-General to that officer.
(c) In ordinary cases, obtain legal opinion of Advocate General through Law department after orders of the Chief Secretary. In urgent and secret cases, however, the Advocate-General may be consulted directly after approval of Chief Secretary.
(d) Send letter asking for the Advocate-General's opinion on Bills or Proposals for Legislation through the Law Department.
(e) The Advocate-General does not himself generally appear in cases, but only leads the subordinate Law Officers whenever he is required to do so. Use the words ‘enter appearance’ appropriately only in the case of the deputies. When Government considers that the Advocate-General, should appear, use the terms “The Advocate-General, Andhra Pradesh is requested to appear”.
(f) Don't send copies of letter, etc., addressed to either the Government Pleader or any other Law Officer enquiring about the result or stage of a particular case. Don't request AG to send copies of judgment or orders of the High Court or Proceedings. Address all routine correspondence to the Government Pleader. While orders requesting AG to appear or lead any of the subordinate Law Officers, as the case may be, can be communicated to him direct, address all enquiries about the result or stage of a particular case or request for copies of judgment or orders of the High Court, or Proceedings, only to the appropriate sub-ordinate Law Officer.
(g) Any matters connected with the claim of fees, etc., where it is proposed to ask AG to reconsider or where any language which suggests criticism of the Advocate-General has to be used, circulate the file to the Chief Minister through the Chief Secretary. Make payments as per the rates fixed by Government in the Political Division, General Administration Department from time to time.
### Authority Instructions

<table>
<thead>
<tr>
<th>Authority</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td>(a) Send communications to the Vice-Chancellor and the Registrar in letter form.</td>
</tr>
<tr>
<td></td>
<td>(b) Address important communications to the Vice Chancellor.</td>
</tr>
<tr>
<td>Speaker / Chairman of Legislature</td>
<td>(a) Send messages/orders of sanction/recommendation/approval/permission etc. from Governor to the Secretary Legislature through DO letter with a request to place before Speaker/Chairman.</td>
</tr>
<tr>
<td></td>
<td>(b) Send personal communication from Governor/Minister directly.</td>
</tr>
<tr>
<td>Other authorities and private persons or bodies</td>
<td>(a) Prefix the following honorifics in all official correspondence, to names irrespective of the race or religion of the person concerned.</td>
</tr>
<tr>
<td></td>
<td>Man: ‘Sri’ for Indian nationals and ‘Mr’ for foreign nationals;</td>
</tr>
<tr>
<td></td>
<td>Woman: ‘Kumari’ if unmarried and ‘Srimati’ if married Indian nationals, and ‘Ms’ for foreign nationals.</td>
</tr>
<tr>
<td></td>
<td>(b) Address medical practitioners (except those who hold military rank), whether in the service of Government or not, by the title of “Dr.” before their names and with their degrees.</td>
</tr>
</tbody>
</table>

#### 13.5 Correspondence under foreign matters

##### 13.5.1 With foreign missions in India

(1) All official communications with foreign Missions in India should normally only be addressed to and by the Ministry of External Affairs.

(2) There is no objection to direct correspondence with the Consuls-General, Consuls and Trade Representatives of Foreign Governments and the Deputy High Commissioners of Commonwealth Countries in India, on routine matters such as a request for factual information of a non-confidential nature on technical subjects. When in doubt, obtain the advice of the Ministry of External Affairs invariably. If security considerations arise,
consult the Ministry of Home Affairs and or the Ministry of External Affairs should.

(3) Make correspondence which relates to a matter involving, directly or indirectly, a question of policy or one which, though not initially, may eventually raise a policy issue, only through the Ministry of External Affairs.

(4) The Registrar-General of Births, Deaths and Marriages of State may forward certificates of births, deaths and marriages in respect of Foreign Nationals to the Foreign Missions concerned direct.

13.5.2 With Indian missions in foreign countries

(1) There may be direct correspondence with the Indian Missions abroad on routine matters other than those relating to policy, provided copies of such correspondence are endorsed to the Ministry of External Affairs as well as to the administrative Ministry concerned. The following types of cases belong to this category.

(2) Licencing authorities/ Municipal Corporations of State Government may correspond directly with Indian missions abroad.

(3) An organization, Government or private, intending to send a delegation abroad should inform the Indian Mission abroad with copy to Ministry of External Affairs.

(4) Facilitation needed viz. (1) transport arrangements required with the time of arrival and duration of visit, (2) hotel accommodation etc. with mode of payment should be informed to the Indian mission abroad with copy to Ministry of External Affairs.

13.5.3 With foreign Governments

(1) Route all communications with foreign Governments through the Government of India unless covered by a Memorandum of Understanding approved by Government of India.

(2) Indian Courts responsible for enforcing Foreign maintenance orders may correspond directly with Foreign Courts on routine
matters relating to such maintenance orders, and the remittance of payments due under them similarly.

13.5.4 By local bodies of Andhra Pradesh

(1) Communicate with foreign governments with the approval of state Government.

(2) Local bodies may communicate/ technically collaborate with foreign local governments on non-political matters and matters which are not likely to have implications for Government of India/ State Government, keeping the state Government informed.

13.5.5 With private individuals/ organisations abroad

(1) State Government and other Governmental organizations of the state may correspond directly with appropriate individuals, non-official organizations abroad on routine matters.

(2) Copies of such communications need not be sent to the Indian Missions concerned abroad, if it is unlikely that the matter will subsequently have to be pursued further through the agency of those Missions.

(3) The term “Governmental Organizations” also includes Municipal bodies, Zilla Parishads or other authorities legally entitled to or entrusted by the Government with the control or the Management of a municipal or a local fund.

13.5.6 Information on foreign contracts to Indian missions abroad

(1) The Indian Mission in the country concerned should be kept fully informed about important orders or contracts being placed or negotiated direct with foreign firms or industries by State Government departments or other Governmental authorities.
13.6 Communication between HoDs of AP and their counterparts in other Indian States

(1) The Heads of Departments of AP can correspond direct with their counterparts in other States in India on matters of routine nature keeping the controlling Secretary informed.

(2) Correspondence on all important and policy matters should, however, be routed by the Heads of Departments through the controlling Secretary.
Chapter 14

How to Examine and Approve drafts

14.1 Authentication of orders

(Secretariat Instructions 21)

(1) All orders or instruments made or executed by order or on behalf of the Government of Andhra Pradesh will be expressed to be made by order of the Governor of Andhra Pradesh.

(2) Unless Department of Secretariat concerned specially empowers an officer to sign an order or instrument of the Government of Andhra Pradesh, every such order or instrument will be authenticated and signed by the Secretary/ MLO/ AS of the department concerned.

14.2 Procedure for draft approval

14.2.1 Drafts under circulation

(1) Put up the draft in DFA (Draft for Approval) tab.

(2) The Secretary will make the required changes and save the draft prior to sending it for circulation.

(3) The Minister only approves the draft in note file. He will indicate any changes required in the note file portion.

(4) The Secretary concerned will approve the DFA after the approval of the Minister in-charge.
14.2.2 Drafts for consultation

(1) A department who is consulted on a draft will make the necessary modifications in red letters and save it.

(2) The file is returned to the administrative department.

14.2.3 Authenticating officer

(1) All non-financial orders are authenticated by an officer not below AS.

(2) All orders conveying financial sanction shall indicate the amount in words and be authenticated by an officer not below the rank of Assistant Secretary.

14.2.4 Atesting officer

(1) Secretary of a Department may authorise an officer not below the rank of an SO to attest orders.

14.3 Dos and Donts

(1) Once orders are issued, prepare and put up a draft in 24 hours if draft is short and 48 hours if the draft is long.

(2) Issue orders on general rulings arising from a particular case separately from the orders in the particular case.

(3) If multiple drafts are put up for disposal of a case, draw attention to each draft in the note file.

(4) Ensure that sensitive papers are not placed in the files sent to outside secretariat under single file system.

(5) Draft the endorsement and put up a transfer endorsement file ready for signature.

(6) Send post/ mail copies of all important telephonic/ short message service/ telegram messages.

(7) Check the dispatch instructions before issue.
14.4 Special cases

14.4.1 Advocate General

(1) Don’t communicate AG opinion outside the secretariat.

(2) If a public purpose requires communication outside secretariat, communicate only the gist.

(3) Ensure that such cases will not prejudice Government interest/place Government or the AG in an embarrassing position.

14.4.2 Vigilance and Intelligence

(1) Don’t quote communications from intelligence or vigilance agencies.

(2) Communicate only the content.

14.5 Role of ASO

(1) The work of fair copying and examining papers (confidential and non-confidential) of each department is done in the respective departments.

(2) Before you begin to copy a paper for issue, verify that it bears the signature of the authorised officer authorizing the issue.

(3) Print the following on physical copies on sheets embossed with Andhra Pradesh Emblem authenticated by signature in ink.

(i) proceedings of Government (Government Orders), Letters Endorsements, etc., except those photocopied;

(ii) communications to the Government of India, other State Governments, the Accountant-General, and Diplomatic-Missions; and

(iii) communications conveying sanction of expenditure intended for the Accountant-General.

Note: Electronic copies of the above shall contain digital signature of the authorised officer or copy attested by the attesting officer.
(4) Print any fair copy extending over more than one page on both sides of the paper.

(5) Make all copies neatly and legibly. Copy with care; avoid erasures and corrections. Don’t make interlineations especially in letters.

(6) Leave a five or six letter space between the word and prescribed margin for:

(i) the first word of a separate item in the preamble to a proceedings and

(ii) the first word of every paragraph in a communication.

(7) Leave the left hand margin on the front page and right hand margin of the back page blank. Encroach the margin only if statements are copied in the body of the communication and they are too big to be typed in the portion on which the communication is copied.

(8) Start marginal entries with an indent. Separate the marginal entries from three ruled/ typed on the top, bottom and the side facing the body of communication.

(9) Type all copies with single spacing.

(10) In forms of correspondence where designation of officer is typed below his signature, don’t type the department below his signature, if that is printed/ embossed/ typed at the top of the paper.

(11) In official correspondence, if the designation of an officer is typed, don’t indicate his officiating status (if he is an officiating officer) by the word ‘Officiating’ before the designation.

(12) If there are enclosures to accompany a communication indicate them by an oblique line (thus) in the margin against the paragraph in which they are referred to.

(13) Make copies on the smallest sheet consistent with the dignity and requirements of the communications. Use the appropriate form if prescribed.
(14) See that the paper is accurately copied in accordance with the instructions from SO and sent to the OP/ Tappal Section.

(15) Type your initials with date at the left hand corner at the end of a fair copy.

14.6 Role of SO

14.6.1 General

(1) See that instructions are clearly and fully noted on the draft for issue before it is given to the ASO for copying, such as:

   (i) reference/final disposal

   (ii) if a final disposal

      a) nature:

      b) the enclosures:

      c) person(s) to whom to be sent

<table>
<thead>
<tr>
<th>Person To/ Copy to</th>
<th>Whole of communication/ Portion (if portion indicate the text)</th>
<th>Mode of dispatch (dispatch registered post/ registered post acknowledgement due/ email)</th>
</tr>
</thead>
</table>

14.6.2 Questions in the Legislature

(1) In typing answers to questions in the Legislature don’t type the word “Legislature Assembly Secretariat” at the top of the question.

(2) Print the name of the department replying and the date of admission of the question above.
(3) Print the designation of the Minister or Ministers who passed the answer at the bottom.

(4) Photo copy answers to questions asked in the Legislature on one side only signed by an officer of the grade of AS and above of the department.

14.6.3 Marking of important and urgent communications

(1) In order to enable the Heads of Departments, Collectors, etc., to give prompt attention to important and urgent communications received from the Secretariat, mark such communications “Important”, “Urgent”, “Immediate” or “For Personal Attention”, as the case may be.

(2) Only officers of the rank of AS and above should mark the priority on the drafts.

(3) A communication may be classified and marked under two or more categories (e.g. “Immediate” and “Important”)

(4) SO of the section to verify if the markings are done correctly.

14.7 Role of SO

14.7.1 General

(1) Scrutinize to see whether the papers have been copied in proper order and form and whether enclosures have been fully typed.

(2) Compare the fair copies of the draft and the enclosures with the original and correct errors in spelling, punctuations etc.

(3) Submit the paper to the signing officer concerned with enclosures stitched below it.
(4) Carefully compare fair copies of important communications such as cabinet notes, those issued to Foreign Governments, Very Important Personages and security classified communications.

14.7.2 Checking financial statements

(1) Compare the figures, etc., in statements forming enclosures to the proceedings, letters, etc., of the Finance or other Departments.

(2) Check before despatch that the enclosures are in order and that figures, plus or minus signs, etc., have been accurately copied.

(3) Attest fair copies of all enclosures to Government Orders, Official Letters, Endorsements, etc., issued by Departments of the Secretariat as follows.

(True copy/extract)
(By Order)

ABC,
Section Officer

14.7.3 Signing of papers

(1) Put up the disposals for issue under the DFA tab in e-office or submit physically to higher officer for signature if required.

(2) When SO concerned is absent on Casual Leave or is not available in office for any reason, fair copies relating to his section shall be signed by any other SO of the department.

14.7.4 Attesting communications

(1) Attest copies of orders and proceedings of the department as follows.
(By order of the Governor)

A.B.C.,
Secretary to Government

(True copy/extract)

Forwarded to X.Y.Z.

(By Order)

D.E.F.,
Section Officer

Note:
(i) Copy/print the signature of A.B.C., the authenticating officer.
(ii) The signature of D.E.F. is the signature of the attesting officer i.e., SO or any officer authorised in this regard.

(2) If the body of a Government Order or Proceedings specifically refers to the Governor, don’t add the words ‘By order of the Governor’ at the end of the copy of the order.

(3) A covering letter without number but bearing the date on which it is typed for signature and signed by AS/SO should invariably accompany a copy of a proceedings of Government communicated to the Chief Justice of the High Court, to the Accountant-General, to the Andhra Pradesh Public Service Commission, to another State Government or Administration, to the Government of India or to any of the Indian Missions abroad.

(4) Send the attested copy of the proceedings communicated with a covering letter.

14.7.5 Signing of letters

(1) Issue letters ordinarily in the name of the Secretary unless instructions to the contrary are given by the section concerned.
(2) For other than routine letters addressed to the Government of India, other Governments and Administrations, the Andhra Pradesh Public Service Commission or the High Court obtain signature of Secretary/ MLO. In the absence of Secretary/ MLO, enter the word “for” before the word “Secretary/MLO” and obtain signature of AS/ SO.

(3) Copy the name of the officer who signs the letter immediately below his signature.

(4) AS to issue communications in letter form from Secretaries to Government in the style “I am directed”.

14.8 Role of SO - Signing, etc., of telegrams

14.8.1 Inland telegrams

(1) Fair copies of priority telegrams should be signed by the officers authorized to issue the telegrams and in their absence from headquarters by their immediate deputies.

(2) The words “Most Immediate”, “Immediate” or “Important” should appear at the beginning of the address, e.g., “Immediate, Home, New Delhi”.

(3) The address is attested by the Officer authorized to send the telegram.

(4) The word “State priority” should be entered in the space for service instructions.

(5) SO to attest Ordinary and Express Telegrams.

14.8.2 Foreign State Telegrams

(1) Foreign telegrams are attested by an officer of the rank of Under Secretary and above.

(2) In sending them the instructions in section XXIV of the Post and Telegraphs Guide should be observed.
14.8.3 Cipher telegrams

(1) AS, Political Department attests cipher telegrams.

14.8.4 Radio telegrams

(1) When radio telegrams have to be sent the observe instructions in clause 454 and Section XXIII of the Post and Telegraph Guide.

14.9 Role of SO - Signing of orders on appeals for mercy

(1) An officer of the rank of AS or above shall sign any paper for issue such as

(i) an order, letter, telegram or post copy of a telegram, in cases dealing with appeals for mercy from persons under sentence of death,

(ii) fair copies of approved drafts relating to the carrying out or the withholding of a sentence of death.

(2) When submitting fair copies for signature, submit the original draft and the connected papers.

14.10 Signing of fair copies–Special cases

<table>
<thead>
<tr>
<th>Case</th>
<th>Signing authority</th>
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<tbody>
<tr>
<td>1 Copies of communications of 'displeasure' of the Government in the case of AIS Officers.</td>
<td>Chief Secretary</td>
</tr>
<tr>
<td>2 Copies of communications of 'displeasure' of the Government in the case of Revenue Officers, non-cadre secretariat officers, non-cadre Heads of Department</td>
<td>Secretary concerned.</td>
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</table>
3 Disciplinary cases where the Government or the Secretary of the administrative department are or is the disciplinary or appellate or revisional or reviewing authority:

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<td>i)</td>
<td>Fair copy intended to the accused officer(s)</td>
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<tr>
<td></td>
<td>Copies of the communications marked to other officials or Department</td>
</tr>
<tr>
<td>ii)</td>
<td>Fair copies in disciplinary cases where an officer other than Government/Secretary to Government has passed the order as the disciplinary or appellate or revisional or reviewing authority</td>
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4 Proceedings criticizing the Head of a department

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<td>Secretary concerned</td>
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5 Copies of orders containing financial sanctions including orders delegating financial powers to Heads of Departments and Subordinate Officers under them and sanctions of compassionate gratuities and of re-employment of retired officers intended for communication to the Accountant General

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<td>AS or above of the department</td>
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6 Copies of proceedings issued under legal provisions to be filed in court of law (e.g. prosecution orders under section 124-A, Indian Penal Code, or the Arms Act or the Explosives Act).

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<tr>
<td></td>
<td>As prescribed by the department (or) as determined by the SO in the absence of any instructions.</td>
</tr>
</tbody>
</table>
Chapter 15

How to despatch Outward Communication

15.1 General

15.1.1 Modes of despatch

(1) The following are the modes of despatch of Government communications.

(i) Post

(ii) Registered post / Registered post acknowledgement due

(iii) Parcel / Registered parcel

(iv) Special messenger

(v) Courier

(vi) Email

(vii) Internet messenger service

(viii) Telegram.

(ix) Wireless
15.1.2 Email address

(1) Secretary of the department shall sanction only one official email address for dispatch and receipt of communication of the department to be operated by OP/ Tappal section.

(2) Secretary of the department concerned may sanction one official email address for each of the sections under his control.

(3) The official email address of the OP/ Tappal section and other sections shall be notified by the department.

15.2 Role of despatcher in O.P./ Tappal Section

15.2.1 Time lines

(1) Retain no paper for despatch for more than 24 hours

(2) Despatch letters, both official and demi-official, which are received for despatch before 4 p.m. on a working day on the day of receipt.

(3) Note the date of receipt of papers received for despatch on them.

15.2.2 Receipt

(1) Receive and acknowledge the receipt of papers in the Transit Register and return it to the ASO who brought it.

(2) Check papers to see if enclosures are attached to the signed copies and that the papers leave the Secretariat in a complete form.

(3) When a communication or its enclosure is required to be sent by registered Post or parcel, note the fact on the office copy.
15.2.3 Despatch

(1) Promptly despatch papers to the proper address accompanied by the enclosures received from the Section.

(2) Spread postings of articles in post offices over the whole day so as to avoid pressure of work at the last minute before the final clearance of the main and the possible risk of misconnection with the despatches made.

(3) In cases where a communication intended for despatch by post does not actually leave the office on the day it was ready for despatch, enter both the dates on the office copy, as e.g. 29th/30th September 2017 which will signify that the paper was given to the despatcher for issue on the 29th, but was actually sent by the messenger or by post only on the 30th.

(4) When a communication is addressed to an officer through another, note on the office copy the fact of having despatched the fair copy to the latter.

(5) Issue all signed papers and also printed copies of orders of such of the departments as are assigned to them for the purpose by the SO.

(6) Indicate clearly on the office copy, the mode of despatch, viz., by post or by special messenger etc.

(7) Before despatch by post properly weigh and stamp packets, etc., to be sent by post. ASO concerned to frank and affix full signature and designation.

15.2.4 Postage charges

(1) Maintain a simple daily account of stamps spent.

Note:

(1) The SO in-charge of the OP/ Tappal Section of the respective department will check it daily with the account of stamps used and the stock of stamps on hand. He should see that there is no unnecessary wastage.
(2) Use highest possible denominations instead of large number of stamps of low value.

(3) Despatch all communications which are replies to communications of any kind received from private individuals or Associations as “service paid”.

(4) Service postage stamps can be used for pre-paying outward official foreign mail but the postage due on inward foreign mail addressed to Government officers cannot be paid by means of service stamps. The postage marked as due on such articles will however be initialled by an authorized officer of the post office.

15.2.5 Local delivery

(1) Put papers intended for local delivery which are not “special” in pigeon holes of the almirah where a hole is allotted for each Head of a Department.

(2) Clear such papers once daily in the evenings.

15.2.6 Post despatch

(1) If a registered article is required to be sent “acknowledgment due”, ensure by checking the postal receipt that the article has actually been booked as “acknowledgment due”.

(2) After despatch, place the office copies in the trays that are provided to the despatcher for the purpose. The Assistants of the Section will collect the office copies from the trays in OP/ Tappal Section of the respective department, daily without fail.

15.2.7 Checking of postal receipts for registered articles and telegrams

(1) Maintain a register and enter all registered articles and telegrams and see that correct receipts have been obtained from the post office in respect of registered articles and
then and there collect the postal receipts from the ASOs/Assistants through whom the articles or the telegrams were sent to the post office and initial them before they are filed.

(2) At once bring any omission or mistake to the notice of SO, who will take necessary action for its rectification.

15.3 Role of ASO

15.3.1 Address

(1) Address packets containing non-confidential official correspondence by official designation only and not in officer’s name.

(2) Address envelops containing demi-official letters both by name and official designation of addressee.

(3) Send all communications to Heads of Departments to their headquarters unless there are special instructions otherwise.

(4) Maintain a list of official email addresses of all secretariat departments, heads of departments and other important functionaries.

15.3.2 Marking

(1) Mark important and urgent communications “Important”, “Urgent”, “Immediate”, or “For Personal Attention”, as the case may be, in red ink or by means of rubber stamp on the economy label.

(2) Petitions for mercy:

(i) In the case of communications from Government to jail authorities relating to appeals for mercy from condemned prisoners, mark the words “Petition for Mercy-Urgent” in red ink both on the economy label and on the communication itself.
15.3.3 Despatch of valuables

(1) Put valuables intended for despatch to other offices in envelopes or pack and seal in the presence of the SO, who will be responsible for the contents of the packet.

(2) Enclose a list or description of the valuables in the packets and send another copy of the list of description separately with an appropriate letter intimating the despatch of the valuables.

(3) Obtain a certificate of posting for each letter or packet containing valuables unless it is sent by registered post.

(4) File such certificates and the receipts for registered letters, etc., carefully.

15.3.4 Despatch of records to the TDP/ Archives

(1) In order to ensure the safety of valuable documents connected with cases of disciplinary enquiries by the Tribunal for Disciplinary Proceedings, depute a responsible person to take the records intended for delivery at the Office of the Tribunal for Disciplinary Proceedings personally and hand them over to a responsible person in that office and obtain acknowledgment for the records.

(2) The Departments of Secretariat to make their own arrangements to send their closed records to Andhra Pradesh State Archives and to receive the communication viz-a-viz.

15.3.5 Despatch by special messengers

(1) When “special” or “urgent” letters, packets or boxes are sent to officers’ houses, mark the time when they are handed over to the special messenger on the outside or in a separate slip for the information of the officers in order to ensure that there is no undue delay on the part of the special messenger in taking them to the officers’ houses.

(2) Send local tappals containing important communications by special messengers.
(3) When such communications are handed over to the special messengers mark on the outside or in a separate slip for the information of the staff at the receiving office to ensure that there is no delay on the part of these messengers.

(4) Acknowledge the receipt of such important communications by responsible person not lower in rank than that of an Assistant with his full signature.

15.3.6 Affixture of despatch stamp on office copy

(1) Record the fact of despatch by hand or by a rubber despatch stamp on the office copy when there is one, and when there is no office copy, on the page of the note or current file on which the order for despatch is recorded.

(2) Indicate the manner of despatch, i.e., by post (registered or ordinary) or special messenger.

(3) The despatcher to initial with date near the address entry.

15.3.7 Cost of telegrams

(1) Transmit all Government telegrams thorough the Posts and Telegraphs network and recover the cost of any foreign telegrams sent in the interest of private persons from the persons concerned in advance at the rates charged by the Posts and Telegraphs Department.

15.4 Despatch of Government proceedings, letters etc. - Role of ASO

15.4.1 Despatch within and outside secretariat

(1) Send all papers from Government addressed to officers and Departments of the Secretariat or to the Heads of Departments through email.

(2) All the papers from Government should carry the digital signature of the authorised signatory.
(3) Use only official email address of the O.P./Tappal section of the Secretariat Department or the section concerned for despatch.

(4) When despatching from the official email address of the section, mark a copy to the O.P./Tappal section official email address.

(5) Use only official email address of the officials to whom the communication is addressed.

(6) Enable ‘confirm receipt’ option while sending the email; and ensure that the email has not bounced.

(7) Send confidential proceedings, references etc. in a password protected document. Convey the password through any encrypted internet messenger service to the recipient.

(8) In order to draw the immediate attention of a large number of persons to important communications, despatch the non-confidential papers simultaneously through internet messenger services such as Whatsapp.

15.4.2 Government Orders at the disposal of the Press

(1) Despatch copies of Government Orders placed at the disposal of the Press to all addressees concerned on the same day on which they are received from the Government Press, enclosures and accompaniments, if any, being despatched later, if necessary.

15.5 Use of envelops - Role of ASO

(1) Transmission of papers

   (i) Send communications for despatch with any enclosures that are to accompany them but not with any other papers to the OP/Tappal Section after entering in the Transit Register maintained for the purpose.

(2) One envelope for all communications for same officer
(i) If there are several papers for issue to the same officer on the same day, enclose them in one envelope.

(3) Method of enclosing papers in envelopes

(i) When foolscap sheets (or their equivalent) are to be despatched in an envelope to the same addressee:

   a) When more than 10 sheets are there, fold papers once lengthwise, and

   b) When ten or less sheets are there fold twice breadthwise.

(ii) Put the papers as folded in the smallest sized envelope possible to prevent wastage and transit damage.

(iii) Send Demi-officials unless containing bulky enclosures in the envelopes specially intended for these.

(iv) Detach from the papers and send separately, enclosures such as maps, sketches and plans which cannot be easily folded in book form or are liable to be damaged by folding. State the fact in the margin of the communication in the proper place.

(v) Send very bulky files which cannot be conveniently folded as suggested above unfolded.

(4) When papers may be sent packed—Use wax or cloth

(i) Securely pack papers in thin or thick paper, which on account of their bulk will not go into envelopes according as they are intended for local or postal delivery. Note correct address before sending to the OP/Tappal Section of the respective Department for despatch.

(ii) Wax cloth used for packing purposes is intended for an outside wrapper in order to prevent damp getting into the contents of the parcel and not for outer covering. The latter should consist of stout paper, canvas or gunny.
(5) Use of special envelopes in certain cases

(i) Enclose papers intended for the Government of India, other State Governments and Administrations and for distant stations in buff cartridge envelopes, if available, or in thick brown cartridge envelopes, and those delivered locally or intended for stations at short distances, in brown cartridge envelopes.

(6) Use of Economy label

(i) Don’t gum the flap of an envelope containing non-confidential papers but paste an economy label over it to enable reuse of the envelop.

(ii) Use economy labels in the case of confidential papers sent in an envelope, the seal being affixed at the two ends of the economy label.

(iii) In case of registered envelops, paste the flaps and don’t use economy labels.

(7) Contents not to be noted on Economy label

(i) Do not paste a description of list of the contents of a packet, such as the numbers of the communication in it, on the economy label or anywhere on the outside of the packet or envelope.

(ii) If it is desirable to send a description or list, write on a separate sheet and enclose in the envelope or packet.
Chapter 16

How to communicate with media

16.1 Director of Information and Public Relations

16.1.1 General

(1) Director Information and Public Relations will perform the role of handling communications for the Chief Minister and the state Government.

(2) DIPR will appoint a Public Relations Officer on his behalf in every secretariat department with the approval of the Secretary concerned.

(3) The Director of Information and Public Relations will attend to all general matters connected with Government publicity which cannot be properly allotted to any particular department.

(4) The services of the Director of Information and Public Relations may be availed of by any Secretary to assist them, in presenting information intended for publication in a form suitable to the Press.

(5) If a Secretary desires that a particular matter put up by them for publicity should receive special attention of the Press they should so indicate it in copy sent
to the Director of Information and Public Relations who will carry out the wishes of the departments concerned as far as is practicable.

16.1.2 Press cuttings

(1) Subscribe for such papers as are sanctioned by the Government from time to time. (Assignee: DIPR)

(2) Peruse and mark cuttings from the principal newspapers and periodicals published in the State or on the internet. (Assignee: DIPR)

(3) Send cuttings for action or information to the Ministers, Secretary, Political and to the Secretary concerned to their official email address by 8.00 a.m. daily including holidays. (Assignee: DIPR)

(4) Pass on any cutting to the Head of the Department concerned if it is of sufficient importance whether or not further action is considered necessary. (Assignee: Secretary concerned)

(5) Deal with cuttings of articles which appear to be of a character requiring preventive or punitive action. (Assignee: Secretary, Political in Law and Order Division)

16.2 Release of information to the press

(1) The Chief Minister and the Ministers-in-charge will hold periodical Press Conferences.

(2) Any information that has to be released to the Press will be conveyed through:

   (i) The Press Conferences by the Ministers

   (ii) The Press Releases issued by the Director of Information and Public Relations or the departmental PROs
(3) Secretaries in the capacity of Secretary to Government or any other officer of secretariat will not normally hold Press Conferences unless specifically asked to do so by the Minister-in-charge in any particular case or cases.

(4) Secretaries concerned should send important news items intended for release to the press to the departmental PRO or DIPR.

(5) All Government Orders and communications issued by the Departments, which contain news value should be sent to the departmental PRO or DIPR along with a communication plan for release to the press in the appropriate manner.

16.2.1 Communication Plan

(1) Prepare a communication plan, not exceeding two pages, simultaneously for every proposal or outward communication of Government having news value. (Assignee: SO concerned)

(2) Keep a very careful watch and obtain specific orders in the file whether a communication plan will be prepared for any Government Order or proposal at the time of issue or before. (Assignee: SO concerned)

(3) The structure of the communication plan is given below.

   (i) Communications objectives

      a) Objectives: Identify 2 to 3 objectives that will be achieved through the communication plan.

      b) Expected results: Outline expected results

      c) Policy alignment: Link this initiative to the Government’s agenda.

   (ii) Considerations
a) Considerations: Outline significant communications considerations.

b) Manner of handling: Tell how these considerations would be managed.

(iii) Analysis of public environment

   a) Risks and opportunities: Assess the public environment and identify risks/opportunities therein

   b) Data: Present quantitative and qualitative data available through public opinion research data

   c) Stake holder engagement: Analysis of previous stake holder engagement and consultations. Identify who were consulted, the method of consultation, and their reactions.

   d) Centre-state positions:

   e) Media coverage:

(iv) Anticipated reaction

   a) Provide examples of likely positive and negative reactions from various population groups including stakeholders in the table below.

   b) Make reference to specific groups rather than to broad audiences such as the general public.

<table>
<thead>
<tr>
<th>Population group</th>
<th>Expected reaction</th>
</tr>
</thead>
</table>

(v) Storyline and core government messages

   a) Announcement storyline: In 5-6 bullets, outline the announcement storyline, relate it to Government priorities, and provide core messages.
b) Benefits: In plain language, describe the benefits and results for people of AP.

c) The indicative format for the press note is given below.

1) Department:
2) Date of decision:
3) Title:  <headline in one sentence in simple language>
4) Decision:  < one sentence in simple language>
5) Major impact:
6) Expenditure involved:
7) Number of beneficiaries:
8) Districts covered:
9) Progress if already running:
10) Likely questions and answers:

(vi) Announcement strategy

a) Scope: state/ national/ international level

b) Timing: Prior to the decision or simultaneously. Keep in mind other competing news items.

c) Above the ground outreach: Present details on planned media and stakeholder outreach

1) Press Conference: By whom, venue, invitees
2) Press Release/ Press Communiqué
3) Campaigns: Print advertisements, electronic media advertisements, hoardings, pamphlets, video clips, songs etc.
d) On the ground outreach: Present details on events to support the announcement with a focus on impacts and benefits to people of the state. Ex. Melas, conferences, cultural programs etc.

e) Social media outreach: Present details on the websites, content, advertisements etc.

f) Sustenance: List out measures to sustain the message.

g) Budget.

16.2.2 Criticism

(1) Press Communiquē Press Notes contradicting criticisms or explaining any particular point of view will not ordinarily be issued.

(2) All such explanatory statements and contradictions of criticisms will be conveyed only at the Press Conferences convened by the Chief Minister or Minister-in-charge.

(3) If a statement or contradiction is urgently necessary, Secretary concerned should issue through the departmental PRO or DIPR in writing.

16.3 Administration reports

Communication procedure - Role of Secretary concerned

(1) Transmit the Departmental Administration Report to the DIPR together with the Press Release or Press Communiqué summarizing the points in the report to which the attention of the Press should be drawn.

(2) In cases where the report is published in advance before it is reviewed by the Government, prepare the
Press Release/Press Communique as soon as the report is received by you and in other cases as soon as the report is approved so that it will be ready when the report has been printed.

(3) The draft of the Press Release/Press Communique should be sent to the DIPR in advance so that he may suggest changes, if necessary.

(4) Prepare and supply to the DIPR for use of newspapers and media, brief summaries of orders reviewing the reports, if such orders are long or complicated.

**Publication procedure**

(1) Send an advance copy of the Departmental Administration Report to the Chief Secretary to Government with a copy to DIPR a week before the date fixed for the publication specifying the date on which the report will be published. (Assignee: Director of Printing and Stationery)

(2) Send sixty-five copies of the reports intended for the distribution to the DIPR, newspapers and news agencies to the DIPR three clear days before the date specified for their publication. (Assignee: Director of Printing and Stationery)

(3) If any additions are required in the distribution list maintained by DIPR, inform such names and arrange for the dispatch of sufficient copies direct by the Director of Printing and Stationery. (Assignee: Secretary concerned)

### 16.4 Publicity

#### 16.4.1 General

(1) There is a difference between the amount of publicity given to a Press Communiqued Press Note due their varying importance.
(2) Press Note: The Government takes a passive or defensive attitude or replies to criticism or explains or provides facts and figures to amplify or expound their declared policy.

(3) Press Communiqué: The Government takes an active role in responding to a situation or takes dynamic action or demonstrates clearly how they discharge their responsibility.

(4) Don’t publish Press Communiqués in the Government Gazette.

(5) As Press Communiqués get sufficient publicity from the Press, Secretary concerned to arrange such publications where needed.

16.4.2 Procedure

(1) All matters for publication in the Press (except administration reports and similar publications and the reviews thereon placed at the disposal of the Press) should be marked either ‘Press Communiqué’/Press Note’ or ‘Press Release’.

(2) Too long or complicated Press Communiqué/Press Notes, Press Releases are likely to be ignored by the Newspapers.

(3) In order to secure maximum publicity prepare brief summaries for the use of newspapers of long or complicated Press Communiqué/Press Notes and forward them to the DIPR along with the Press Communiqué/Press Notes. (Assignee: Secretary concerned)

(4) The following procedure is adopted for releases to Press.

**Press Communiqué/Press Notes**

(1) As soon as Press Communiqué/Press Notes are drafted send the file to DIPR for vetting before
circulation, since the DIPR is responsible for the manner of presentation of the information that is published in a Press Note or Press Communiqué. (Assignee: Secretary concerned)

(2) After the draft is approved in circulation, arrange to send the file to the DIPR marked for issue. (Assignee: Secretary concerned)

(3) After giving a serial number arrange to have copies taken of all such papers received up to 3 p.m. each day and have them dispatched by Email to the press and news agencies the same day. (Assignee: DIPR)

(4) Handover copies in person to such of the Press reporters who meet you daily. (Assignee: DIPR)

(5) Supply copies of Press Notes and Press Communiqué to all dailies in the State irrespective of their circulation. (Assignee: DIPR)

(6) Send copies to relevant news magazines. (Assignee: DIPR)

(7) Supply technical or specialized magazines only with press materials dealing with the subject in which they are interested. (Assignee: DIPR)

(8) Maintain a list of addresses to whom Press Communiqué and Press Notes should be distributed. (Assignee: DIPR)

(9) If it is essential to issue a Press Communiqué Press Note after 3 p.m. consult DIPR in the matter. (Assignee: Secretary concerned)

(10) Retain Press Communiqué Press Notes received after 3.00 p.m. in the department for being numbered serially and issue on the following working day unless a specific request is made by Secretary concerned to issue the same day. (Assignee: DIPR)
Press Release

(1) Press Releases are issued by the DIPR based on orders passed by the Government.

(2) Press Releases are not given as wide a publicity as are given to Press Communiqu and Press Notes.

(3) Prepare Press Release containing a gist of the orders passed by Government which have news value. (Assignee: Secretary concerned)

(4) Furnish DIPR the Press Release along with copies of Government orders. (Assignee: Secretary concerned)

Unofficial Press Notes

(1) Unofficial Press Notes contain information supplied to the Press for making comments.

(2) They will not be published as a communication issued by the Government.

(3) In certain cases, Unofficial Press Notes are issued.

(4) They are not issued in writing, but their substance is communicated orally by DIPR.

16.5 Government advertisements - Procedure

(1) After issuing the financial sanction, send an advertisement, either casual or serial, to DIPR with advice as to the particular section of the Press in which it should appear. (Assignee: Secretary concerned)

(2) Prepare the content of the advertisement and furnish to DIPR. (Assignee: Secretary concerned)
(3) If the advertisement is a notice inviting tender, compose the advertisement in such a manner that the least area is consumed and the advertisement cost is minimised. (Assignee: DIPR)

(4) Register the request and release to the press as far as practicable, according to the advice of the department. (Assignee: DIPR)

(5) Send a copy of the published advertisement to the Secretary concerned. (Assignee: DIPR)

(6) Direct the press to collect the advertisement charges from the department direct. (Assignee: DIPR)

(7) Watch the advertisements and settle the bill. (Assignee: Secretary concerned)
Chapter 17

How to Print in Press

17.1 Printing

17.1.1 Where to print

(1) The printing and binding works of all Departments of the Secretariat are done at the Government Printing Press.

(2) Commissioner Printing and Stationery shall deliver the required number of copies within 15 days.

(3) Printing may also be done at private printers if need arises.

17.1.2 When to print

(1) If it is cheaper to photo copy, don’t print.

(2) Print when copies needed are more than 500 or specialised printing is required.

17.1.3 What to print

(1) Print orders only in the following cases.
(i) Important cases.

(ii) Orders establishing important precedents or containing general instructions or rulings.

(iii) Papers likely to be required frequently for reference in more than one department in the future.

(iv) Orders of general application necessitating circulation to a large number of officers.

17.1.4 Who to print

(1) Secretariat departments shall print the papers needed for them after assessing the copies needed.

(2) Revise the number of copies annually based on the list of addressees.

17.1.5 Who will authorise printing

(1) Only an AS or above can authorise printing with a certification that the copies ordered are not in excess.

(2) SOs should submit orders to print for the initials of the AS of the department concerned and should note in the Press slip (B.9) the number of copies to be printed.

(3) Limit the number of copies to the requirement.

(4) For Orders not involving financial implications, enclose specimen signature of SO of the Department.

(5) For Orders conveying financial sanction, enclose specimen signature of the AS.
17.1.6 Definitions

‘Record set’ means the papers which are printed along with all the correspondence i.e. the designation of all the authorities to whom circular letters are addressed by Government and the lists of papers read in such communications. These papers will contain “For Record Only” in bold type on first page.

‘Issue set’ means the papers which are printed for communication outside the Secretariat.

17.2 Method of preparing the papers

17.2.1 Instructions to press - press slip

(1) SO to send every paper or corrected proof for printing accompanied by a Press Slip (B.9) under his signature with instructions printed on it.

(2) Press to return the Press Slip along with the proofs or revised proofs.

(3) Section to note clear instructions stating what papers are to be printed, whether each is to be printed in full, in abstract or headings only, in what order they are to appear and whether proofs are required, on the manuscript when it is first sent to the Press.

(4) Section to give information as to the number of copies required for signature or copies for placing at the disposal of the Press, or spare copies and of copies of issue and record sets.

(5) Section to state on the indent when a work is first sent to the Press whether copies will be required for any other purposes, and if the Press is for reasons stated asked to keep the type standing, the type will, if it can be spared, be kept for two months, but not longer.
17.2.2 Number of copies for issue sets/record sets

(1) For ‘issue set’ indenting officer to determine the number of copies with reference to the following.

(i) number of addressees;

(ii) availability to the public;

(iii) spare copies to be sent to certain addressees; and

(iv) demand that is likely to be made by the Secretariat departments and subordinate offices for spare copies.

(2) For ‘record set’ limit the number of copies of proceedings to seven copies in the case of non-confidential Government Orders and four copies in the case of confidential Government Orders.

(3) In the case of special sets of Government Orders placed at the disposal of the Press, the number of copies should be limited to four as shown in the first page of the press slip, except in the case of a paper which is likely to be of particular interest to the public.

17.2.3 Transmission of papers to the Press

(1) OP/ Tappal Section to send all papers for printing at the Government Printing Press to their email address.

17.2.4 Check list prior to sending papers for printing

☐ Government Press is alerted in advance of urgent work
☐ Spellings are uniform as in all Government publications.

☐ Large blanks in tabular statements don’t exist.

☐ Indices and list of contents are printed in narrow non-tabular form.

☐ Proceedings of another department are not re-printed in full in the papers.

☐ Number and date of the proceedings are quoted at the top.

☐ Text which is not original is not reproduced. Ex. Text from references of head the department, rules or provisions of Act etc.

☐ Colour is not used unnecessarily. Instead bold type, caps, italics etc. are used effectively.

17.3 Role of Functionaries

17.3.1 Role of SO

Editing matter for the Press

(1) Before correspondence or notes are sent to the Press, edit manuscript matter carefully and completely with names, paragraph numbers, notes and other references inserted exactly as required in the final copies.

(2) When a memorandum is to be printed in a Government Order, enter the name and designation of the Officer who passed. Delete all matter that is not absolutely necessary for permanent record. Omit routine notes, short notes which do not contain discussions of important points or principles and all matter of ephemeral interest such as reminders, inquires seeking information on matters of minor importance, etc.

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(3) In case of doubt consult the AS.

**Editing correspondence**

(1) Don’t print correspondence of an intermediate nature and of a permanent value such as reminders and answers to reminder.

(2) Edit and reduce the printing of correspondence read in Government Order.

**Method of printing orders**

(1) Press has its own rules regarding the fonts, spacing, size and quality of paper etc.

(2) In the case of proceedings, print the abstract immediately after the number and date of the proceedings.

(3) When a judgment forms as enclosure to a paper to be printed, take the orders of the Assistant Secretary as to whether it should be printed or not. (When the judgment is urgently needed for other purposes before it can be printed, or has to be returned in original to the office from which it is received make a copy in the office.)

(4) Print the enclosures and appendices to Government orders immediately after the order and not on a separate sheet.

(5) Print enclosures always in small type immediately below the read paper to which they relate. When there is more than one main enclosure to a read paper print it in chronological order. Print an enclosure to an enclosure after the latter.

(6) In some cases, e.g., when only a portion of a proceedings is communicated to another office, send such portion in manuscript or an extract in print as the case may require.
(7) In such cases, print the complete proceedings for record, the list of addresses at the end of it being so printed as to contain entries indicating clearly what portion of it was actually communicated to each addressee. Distinguish such copies of the proceedings by words “For record only” on it.

(8) Print proceedings and letters following them separately and include in the proceedings volume and in the record bundles in the form in which they are printed for issue.

(9) With the aid of the abstract given in the order, the Press prints a brown docket form which is added by it to the originals of proceedings and letters sent to it. Reproduce this docket in the printed copies of proceedings but not of letters which are not proceeded by any correspondence. Begin the communications or order immediately after the docket and there shall be no separate docket sheets.

17.3.2 Role of ASO

General

(1) Prepare in accordance with the instructions here manuscripts for the press which will be accompanied by a press slip duly filled and also abstracts of Government Orders or letters read, if any, in the proceedings.

(2) Remove all papers which are not intended to be printed.

(3) Maintain the date on which papers are sent to the Press for printing.

(4) Submit the paper to the SO of the Section who counter initials the press slip after satisfying yourself that the papers have been properly edited.
and arranged and that all ephemeral matter has been deleted.

**Despatch of orders on printed reports**

(1) In the case of an order on a printed report which has not been reprinted in full in the proceedings, obtain from the Press a sufficient number of copies of the report for despatch to the addresses.

(2) Mark on manuscript proceedings printed in a subsequent proceedings “Printed in G.O. No......... Department, dated ...........”.

(3) Mark the words “Since printed” on the docket of proceedings which are subsequently printed.

17.4 Proofs

17.4.1 General

(1) Officer who ordered printing to approve Proofs.

(2) Always treat Proof as urgent.

(3) Press corrects the Proofs and doesn’t send to the Secretariat unless they are specially asked for or unless the Press requires information on doubtful points.

(4) Proofs of matter already in print are usually not required.

(5) One copy of proof is sufficient ordinarily.

17.4.2 Proof correction

(1) Don’t do excessive author’s corrections in proofs.
(2) Mark the corrections strictly in accordance with the list of proof-reader’s signs and instructions given in Appendix C.

(3) When the same matter is corrected by more than one person transfer the changes made neatly and correctly to one proof so that only one is returned to the Press.

(4) If proofs are recalled from the Press, make the additional corrections in ink of a different colour to prevent mistakes.

(5) Never correct Proofs in pencil.

17.4.3 Return of proof

(1) Return Proofs for correction promptly.

(2) The Director of Printing and Stationery to send a first reminder after two weeks, a second reminder after four weeks and a third reminder after six weeks from the date of despatch of proofs by his office, if the proofs are not returned to the Press after correction. He will report the matter to the Secretary to the Department concerned if the proofs are not returned to him even after eight weeks.

17.5 Proof Correction

17.5.1 General instructions

Scope

(1) This standard prescribes two sets of symbols to be used in correcting proofs, one in the margin and the other at the place in the text where the correction is to be made.

(2) It also tells you how to prepare a copy for the printer.
Type

(1) Unless overall instructions for the use of different kinds of type have been given to the press, indicate the kind of type required in different places in the manuscript in accordance with the following suggestions.

(2) Underline the words to be printed in capitals by three lines, in small capitals by two lines, in italics by single line and in bold type by a wavy line.

(3) Encircle words and word-groups to be printed in caps and small caps and give the appropriate symbols against them in the margin.

Symbols

(1) Symbols in proof corrections, both in the margin and in the text, shall be used as specified and illustrated in C in the appendix.

(2) For convenience of reference, the proof correction symbols are grouped under the following successive headings.

(A) General  
(B) Punctuation  
(C) Spacing  
(D) Alignment  
(E) Type

Corrections

(1) Give all corrections only in the margin.

(2) Give the correction in the margin opposite to the line to which it belongs.
(3) If a correction cannot be accommodated opposite to the line in the margin, and has therefore, to be given elsewhere, indicate the line to which it belongs.

(4) In the text, use appropriate symbol to indicate the place of correction.

(5) When two or more corrections occur in one line, divide the corrections suitably between the left and right margins, the sequence being always from left to right, irrespective of the margin in which they appear.

(6) Author’s Corrections: Avoid as far as possible.

(7) Where author’s corrections are indispensable, make them in such a way that a minimum amount of extra work at the press is involved.

Checking

(1) Verify the proof corrections carried out by the press in the printed copy, correction by correction, as indicated in the margins of the corrected proofs.

(2) In the case of matter composed by lino-type, check the whole line in which a correction has been made.

(3) In the case of insertions and deletions since it is possible that a number of composed lines or even a whole paragraph may be affected care should be taken to determine the affected lines or paragraph and to check the entire affected matter afresh. This will eliminate the possibility of new errors creeping in as a result of remaking of composed matters.
17.5.2 How to prepare copy for the printer

Manuscript

(1) Print the manuscript on one side of paper in double spacing. In unavoidable circumstances, hand write, but in a perfectly legible hand and on one side of paper only.

(2) Make the manuscript of sheets of uniform size leaving a margin of not less than 3 cm on the left-hand side.

(3) Number the pages consecutively, and securely fasten together at the left-hand top corner.

(4) If, after the sheets have been numbered, it becomes necessary to delete a passage extending over a whole sheet of manuscript, clearly mark the passage through and leave the sheet in place.

(5) Revise the manuscript carefully, and make all corrections in the copy, not in the margin, but in the text in ink, scoring out all rejected matter. If, as a result of revision extensive alterations have to be made re-type the paragraph or pages concerned and check again. The manuscript as sent to the printer should represent the final version of the text.

(6) Consider alteration before sending manuscript to press and not at the time of proof reading.

(7) Subject the typescripts before sending them to press to two entirely different kinds of checking operations.

   (i) First check: Read, re-read and if necessary, amend until satisfied that the meaning has been conveyed as they wish it to be.

   (ii) Second check: Eliminate any in consistency in style punctuation, capitalization or spelling.
(8) Notwithstanding anything contained here, when a printed copy is sent to the press as original, make the corrections in the margin, the margin being extended by pasting strips of paper on to it.

Material other than running matter

(1) Place each diagram, illustration map and table except informal table (see IS:12-1958), on separate sheet.

(2) The processes available for reproduction of diagrams, illustration, maps etc., are so varied that the author should consult the publisher or printer on this matter.

Footnotes

(1) Avoid footnotes as far as possible.

(2) When used, don’t place them at the foot of the sheet, but immediately under the line to which they refer.

(3) Separate the footnote from the text by two horizontal lines drawn across the sheet, one above and the other below the footnote.

(4) To meet the convenience of printers and to save time in seeing the manuscript through, copy all the footnotes out on separate sheets in the same sequence as in the manuscript and with appropriate references to their positions in the text.

17.6 Gazette Notifications

17.6.1 General

(1) Section to despatch all notifications for publication in the Gazette through the O.P./Tappal
Section of the respective Department.

(2) Press itself generally checks the proofs.

(3) In cases where they have to be checked in the Secretariat, the Press will send them in one batch direct to the section concerned.

(4) When, any proof has been received by the OP/Tappal Section that Section should send it immediately to the section concerned.

(5) Sections to keep open the connected file till the date of publication of the notification and close the file only after noting therein the number and date of the notification, page number, section, Part and date of the Gazette in which such notification has appeared.

(6) If the notification is not published within two weeks from the date of its despatch, section to remind the Works Manager, Government Press.

17.6.2 Latest time for the receipt of copy and proofs for the Press

(1) Section will send notifications (accompanied by a signed order) to the Director of Printing and Stationery within 12 working days.

(2) The Director of Printing and Stationery shall return the proof within 10 working days in case of Bills and 12 working days otherwise.

(3) Director of Printing and Stationery is authorized to withhold till the next issue, matter for the Gazette which does not reach the Press in accordance with these instructions.
17.6.3 Holding over of exceptionally long Notifications

(1) Works Manager, Government press may hold over notifications which are exceptionally long, but received within the prescribed time and inform the department concerned of his inability to insert it in the Gazette about to issue.

17.6.4 Gazette Extraordinary

(1) Secretary of the department to sanction issue of Gazette Extraordinary except in the case of notifications issued over the signature of the Chief Secretary or notifications issued on occasions of special importance such as declaration of War, the conclusion of a Peace, the assumption of charge by a Governor, the appointing of Ministers.

(2) Publish notifications received in the Government Press before 12 noon on the same day.

(3) Publish notification containing more than six typewritten pages with the next day’s date.

(4) Publish notifications received after 12 noon bearing the next day’s date.

17.7 Miscellaneous

17.7.1 Binding

(1) SOs of sections to carefully and strictly observe the rules in the Printing Manual regarding the binding of publications and not treat them as a routine matter.
17.7.2 Printing forms, covers, etc

(1) Don’t ask the Press to print forms, covers, etc., which are not on the standardized list without the express orders of Government.

17.7.3 Check on arrears

(1) For check on arrears and delays in printing and proof correction, see Appendix C.
Part V

PERFORMANCE AND REVIEWS
Chapter 18

How to monitor performance

18.1 Monitoring performance

18.1.1 Key Performance Indicators

(1) The implementation of schemes, programs and projects of Government will result in improvement of outcomes in the sector concerned.

(2) The schemes/programs/projects will have specific KPIs for measuring their performance.

(3) These schemes, programs and projects will be implemented by the HODs and AOs.

(4) A HOD/AO is established by Government to serve a purpose.

(5) A HOD/AO will also have KPIs to measure their performance.

(6) A KPI should be measurable.

18.1.2 Role of Secretary

(1) Finalise not more than five KPIs for each Head of the Department and Autonomous Organisation under your control in consultation with them.
(2) Fix annual targets for each KPI.

(3) Break the annual KPI targets to monthly targets.

(4) Finalise the periodicity of measurement of the KPIs viz. real-time/ monthly/ quarterly.

(5) Hold monthly review on the targets and achievements of KPIs for the cumulative period under review with your HODs/ AOs.

(6) Identify the issues and take corrective action.

18.2 How to hold reviews

18.2.1 Role of SO concerned

(1) Maintain a list of all the review meetings to be held by the Minister/ Secretary.

(2) Maintain a list of all attendees for each review meeting with their email addresses and mobile phone numbers.

(3) Obtain the dates of review meetings for the next sixty days from the Minister/ Secretary.

(4) For each review meeting prepare Action Taken Report (ATR) on the minutes of the previous meeting.

(5) Prepare the agenda for each review meeting at least ten days prior to the meeting. ATR will be the first agenda item.

(6) Obtain relevant information from the HOD/ AO concerned while preparing agenda.

(7) Communicate the agenda with date, time and venue to all the invitees at least a week in advance by email.
(8) Check arrangements for holding the meeting.
   □ Audio-visual equipment working
   □ Mike working
   □ Electrical equipment working
   □ Seats sufficient
   □ Refreshments arranged
   □ Note taker arranged
   □ Attendance sheet printed

(9) Verify if all the participants are attending the day before directly or through their personal assistants.

18.2.2 Role of Notetaker

(1) Record all the conversations of the meeting.

(2) Write the name of the speaker.

(3) Write the conversation in the language spoken.

(4) Do not translate the conversation.

(5) Give the record of discussion to the SO concerned for placing in the connected file.

18.2.3 Preparing minutes - Role of AS concerned

(1) Peruse the record of discussion.

(2) Prepare the list of actionable items or decisions.

(3) Write actionable items starting with a verb - in one sentence. At the end of each actionable item write the assignee who is responsible for doing with the due date. Ex. ‘Send’ proposal for launching a new scheme for reducing drop out children in tribal areas (Assignee: Director Tribal Welfare. Due date: 15th October, 2017).
(4) Prepare and place the minutes within one hour of completion of the meeting before the person who chaired the meeting.

(5) Do not:
- write elaborate paragraphs or sentences.
- reproduce the discussions which happened during the meeting.
- reproduce the record of discussions.

(6) Obtain the approval of the chair for the minutes.

(7) Communicate the minutes to all the attendees.

(8) Initiate action of the minutes within two working days if they pertain to you.

18.3 Drive new initiatives/ public policy

18.3.1 Role of Secretary

(1) Prepare a concept note for new initiatives/ public policy.

(2) Follow Business rules and take a decision.

18.3.2 Role of MLO/ AS

(1) Gather the background information required by the Secretary.

(2) Assist the Secretary in preparing the note.
Chapter 19

How to handle Budget

19.1 What is budget

(1) The budget of Government expresses its total activity in monetary terms. Expenses are budgeted in relation to anticipated income in a year.

(2) The Budget consists of the following.

(i) Consolidated Fund of the State
   The transactions relating to the consolidated fund of the state are accounted for in three different sections, viz.
   a) Revenue Account
   b) Capital Account
   c) Loan Account

Under Art 266 (1) of the Constitution, all revenues received, all loans raised by the issue of treasury bills, loans, or ways and means advances and all money received in repayment of loan shall form Consolidated Fund of the State.
(ii) Contingency Fund of the State
As per Art. 267 (2) of the Constitution “Contingency Fund of the State” is in the nature of an advance of 50 crores from the Consolidated Fund of the State. It is intended to provide advances for meeting unforeseen expenditure arising in the course of the year, pending authorization of such expenditure by law to be passed by the state Legislature under Art. 205 and 206 of the Constitution.

(iii) Public Account of the State
As envisaged in Art. 266(2) and 284, the ‘Public Account’ of the state pertains to all public money received by or on behalf of the State Government which are not creditable to the Consolidated Fund of the State. The State Government acts as Bankers in receiving amount which they subsequently recover. Some are merely adjusting heads and all these transactions are cleared eventually by adjustment under final heads.

(3) The need for a Budget arises on account of the constitutional obligation laid down under Article 266 (3) which envisages Parliamentary and Legislative control over expenditure.

(4) Performance budget
While preparing the budget show financial outlays on various sectors along with the physical achievements proposed to be attained from the financial outlay.

(5) Zero base budget
Revise all activities and priorities afresh to create a new and better set-up of allocation for the coming budget year. Don’t make any reference to the level of previous appropriations.
19.2 How to prepare departmental budget estimates

19.2.1 General

(1) Base your BE on the departmental estimates submitted by your Heads of departments and other estimating officers. (Assignee: Secretary concerned)

(2) Base your estimates on those submitted by their District Officers. (Assignee: HODs and other estimating officers)

(3) Prepare Revenue budget and Capital budget separately.

(4) Prepare your estimates in duplicate on the skeleton forms furnished by the Finance Department and send to your Administrative Secretary with a copy direct to the Finance Department. (Assignee: HODs and other estimating officers)

(5) Send your comments on the BE furnished by your HODs and estimating officers. (Assignee: Secretary concerned)

(6) The Accountant General will forward the skeleton forms with the account figures of the previous budget year and the actuals for the first five months of the current financial year to the Finance Department in batches between 10th October and 31st December.

(7) Prepare the estimates in the form below.
(8) Give an explanatory note to justify the provisions under each sub-head of account covering the following.

(i) The objectives of the department or the scheme;

(ii) Physical targets achieved under the scheme during the previous year, the physical targets for the current year and the physical targets for the next year;

(iii) The justification for various categories of posts and the number of posts in each category;

(iv) Relevance of the programme to the overall vision, mission and outcomes of the department; and

(v) The consequence of its non-funding.

19.2.2 Dos and Donts in budget preparation

(1) Keep in view the guidelines under A.P. Budget Manual.

(2) Include the provision for Leave Travel Concession and other fringe benefits to employees, i.e., Educational Concessions etc., under “Salaries”
(3) Show the estimates for contingent expenditure under “130 - office expenses”

(4) Furnish details of the items of contingent expenditure. Give thereasons, figures and actuals for the past three years in respect of each item.

(5) Pay attention while estimating water and electricity charges. Include pending arrears, the increase in tariff rate etc. and provision for the amounts that will become payable in the year.

(6) Wherever arrears are included, indicate detailed reasons together with figures.

(7) Make provisions in the BE for the coming year for all sanctioned schemes.

(8) Don’t make provisions in BE for new schemes which have been submitted to Government but not yet sanctioned.

(9) Avoid inclusion of lump sum provision in the estimates.

(10) Make provisions for contingent expenditure etc. on the basis of the lowest expenditure incurred in any of last three years.

(11) Make provision for the maintenance of office motor vehicles under the sub detailed head ‘057 maintenance of functional vehicles’.

(12) Make provision for maintenance of functional vehicles like Ambulances etc. under the sub-detailed head of account ‘510 - Motor vehicles’ under the respective sub-head of account.

(13) Make provision for payment of hiring charges under the head ‘690-Hiring of Private Vehicles’.

(14) Make provisions for all foreseen items of expenditure and avoid obtaining supplementary grants during the course of the year.
(15) Prepare the estimates very accurately.

(16) While preparing budget include the budget required for Centrally Sponsored Schemes (CSS).

   (i) These schemes are designed by the Central Government and implemented either directly or through the State Governments.

   (ii) Include the finances required to implement these Schemes in Budget.

(17) Prepare BE in such a way that the provision will be spent during the year without surrender of sums at the end of the year.

19.2.3 How to prepare revised budget estimates

(1) The Revised Budget Estimate (RE) for a year is an estimate of the probable receipts or disbursements under each head for that year framed in the course of the year, with reference to the actual transactions recorded for the months of that year for which complete accounts have become available.

(2) RE enables Government to arrive at the appropriate closing balance for the current year which will become the ‘opening balance’ for the next year.

(3) There are 3 methods for the calculation of Revised Estimates under the Budget Manual. Adopt one of the 3 methods which is considered to be most suitable for each particular case.

(4) Note that the Revised Estimates do not authorise any expenditure. If provision is made for additional expenditure in them, apply separately for additional appropriation required. Similarly, a reduction in the provision of funds for the RE
does not obviate the necessity for the formal surrender of any amount provided in the Budget Estimates. Any marked increase in the estimated figures should be covered by Government orders permitting provision of such mass increase.

19.3 How to prepare number statements

(1) As per A.P. Budget Manual, the Heads of Departments and the other Estimating Officers are required to submit number statements to the Finance Department by 1st August every year.

(2) Exhibit a statement giving particulars of posts in each permanent and temporary establishments (both gazetted and non-gazetted), the sanctioned monthly pay, the special pay if any, and the fixed allowances attached to posts or individuals that will be drawn on the 1st April, of the following year and number of officers at each rate of pay.

(3) Show the following provisions under the detailed head salaries and givedetails separately for each of the items.

   (i) Pay of officers and Pay of Establishment.

   (ii) Dearness Allowance/ House Rent Allowance, and Other Allowances.

   (iii) Expenditure on educational concession, medical reimbursement charges etc.

   (iv) Provision under LTC.

(4) Indicate the details of vacant posts and the period they are likely to be vacant in the number statements.
(5) Enclose copies of the Government sanctions in respect of all temporary establishments to the number statements and indicate their references in the statement where the particulars of staff are given.

(6) Send the number statements in respect of posts under Revenue/ Capital and Grants-in-aid towards salaries separately under respective sub-heads, and major heads of accounts.

(7) All the HODs and other estimating officers should furnish the number statements in the formats prescribed by the Finance department.

19.4 How is budget approved

19.4.1 General

(1) Finance Department will determine the final estimates, by about the end of January.

(2) Copies of the budget publication containing inter alia the “Annual Financial Statement” or “Budget” prepared by the Finance Department are sent to the Secretary to the State Legislature for circulation to the members at the time of presentation of Budget by the Finance Minister on a day to be fixed by the Governor which will ordinarily be towards the end of February.

(3) There are three stages in the preparation, presentation and obtaining of approval of legislature for the Budget.

19.4.2 Stages

(1) First Stage
(i) Under Art. 202, of the Constitution, a statement of estimated receipts and expenditure of the State for each financial year has to be laid before the Legislature.

(ii) This statement is known as the “Annual Financial Statement” or “Budget”.

(iii) It shall show separately

a) the sums required to meet the expenditure charged on the Consolidated Fund of the State and

b) the sums required to meet other expenditure proposed to be made from the Consolidated Fund of the State.

It shall distinguish expenditure on revenue account from the other expenditure.

(2) Second Stage

(i) Under Art. 203 of the Constitution, Demand for Grants indicating the service of administration (or Department) to which the demands relate are presented to the legislature.

(ii) These demands are discussed in the Legislative Assembly and voted.

(3) Third Stage

(i) Under Art. 204 of the Constitution, after the Demands for Grants are voted by the Assembly.

(ii) An appropriation required to meet the expenditure charged on the Consolidated Fund, will then be introduced in the Legislative Assembly.
(iii) After the bill is passed by the Houses of Legislature, the Appropriation Act will be submitted to the Governor for approval and this Appropriation Act, permits the chief controlling officer/ subordinate controlling officers/ drawing and disbursing officers to incur expenditure from the Consolidated Fund of the State for meeting the day to day expenditure on public service.

19.4.3 Vote on Account

(1) Thethree stages of budget approval are normally expected to be completed by 31st March. If any delay is anticipated in this regard, demands for advance grants in respect of the estimated expenditure for a part of the Budget year, may be presented to the Legislative Assembly. Thereafter the demands will be discussed, voted and finally passed an appropriation act in the manner laid down in Art.203 and 204 of the Constitution. This is called Vote on Account.

(2) Vote on Account permits the Government to spend money from the Consolidated Fund of the State for a portion of the financial year from 1st April, pending the passing of Appropriation bill for the whole year.

19.5 Budget control

19.5.1 General

(1) The expenditure incurred during the year should be kept with in the provision authorised in the demands for grants and the Appropriation Act.

(2) There is a Chief Controlling Officer for every service or administrative department who will en-
sure control of expenditure with reference to de-
tails of expenditure reported by the disburse-
officers in prescribed format every month.

(3) The figures are consolidated in prescribed format
by the Chief Controlling Officer.

(4) The Treasuries in the Districts and the Pay and
Accounts Officer in the Capital render compiled
account of receipts and expenditure of the Gov-
ernment to the Accountant General.

19.5.2 Reconciliation between department -
treasuries - AG

(1) According to para 19 of the Budget Manual, ev-
ey Chief Controlling Officer should watch the
progress of expenditure continuously and for this
purpose, he should require the Disbursing Offi-
cers to report every month the figures of actual
expenditure during the previous month and the
liabilities incurred, but not yet paid.

(2) Each disbursing officer should maintain a regis-
ter of disbursements and liabilities and as soon
as a bill is encashed at the treasury, it should
be posted in the appropriate columns of the reg-
ister against the District Treasury in which the
payment is made.

(3) The Disbursing Officer and the Chief Controlling
Officer shall reconcile the figures of expenditure
with those booked in the treasury and this re-
conciliation work must be completed on or before
4th of each month for the expenditure incurred
in the previous month.

(4) After the close of each month, every Disbursing
Officer should, after reconciliation with treasury
figures as prescribed by the Chief Controlling Off-
icers in consultation with the District Treasury
Officer, forward to the controlling officer immediately superior to him an extract of his account.

(5) Reconciliation with AG

19.6 Supplementary grants

(1) Unavoidable and unforeseen circumstances may however, arise in the course of a financial year, making it necessary to incur urgently fresh expenditure under one or more detailed heads or to incur expenditure on a new service, not contemplated in the original Budget Estimates.

(2) In such cases, savings in other appropriations by postponement or curtailment of less urgent expenditure may be re-appropriated except when it is on account of a ‘New Service’.

(3) If this is not possible expenditure should be presented to the Legislature as laid down in Art.205 of the Constitution.

(4) 15th February is fixed as the last date for submission to Govt. by controlling officers of applications for surrender of savings in appropriations and for re-appropriation and supplementary appropriations.

(5) 25th February is the date by which the Finance Department should receive the above proposals from the Administrative departments.

(6) In the case of supplementary grants, it is not necessary to postpone the expenditure till the receipt of Appropriation Act.

(7) Bills can be presented at the Treasuries/PAO, after obtaining the approval of the Director
of Treasuries and Accounts by appending the certificate, if it is under the purview of Treasury control, that “The additional amounts included in the statement are those for which the supplementary estimates have been accepted by the Finance Department”.

19.6.1 New service

(1) The revised monetary limits for treating the schemes to be introduced during the course of the year as “New Service/New Instruments of Service” are indicated in the Government orders in force.

(2) Expenditure on a ‘New Service’ not contemplated in the Budget Estimates for the year should not be incurred whether the expenditure is charged or voted and whether it can be met by re-appropriation or not, until it is included in a supplementary statement of expenditure presented to the Legislature and eventually in an Appropriation Act.

(3) If the expenditure can be met from the savings within the grant, wholly or in part, it will be sufficient, if a token sum of ₹1,000/- or the balance actually required, as the case may be, is included in the supplementary statement of expenditure.

19.6.2 Advances from contingency fund

(1) Pending the authorisation of funds by the Legislature, an advance may be sanctioned by the Governor from the “AP Contingency Fund” to enable urgent expenditure being incurred on a “New Service or on an existing service”.

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(2) Advance from the Contingency Fund do not lapse at the end of the financial year.

(3) Supplementary estimates for recoupment of advances sanctioned from the Contingency Fund should be made to the Finance Department by the Administrative Department concerned.

19.6.3 Reappropriation of funds

(1) Re-appropriation of funds as between different grants or between revenue, capital and loans sections within the same sections of the grant are not permissible.

(2) Re-appropriation should not be sanctioned by HODs from Revenue to Capital expenditure and vice-versa.

(3) Re-appropriation of funds from one head to the other as stipulated in para 20 of Budget Manual may be sanctioned by Heads of Departments.

(4) Re-appropriation should invariably be in multiples of Rs. 1,000.

(5) The final appropriations and the actual expenditure in the year under each head of appropriation within the several grants will be shown in the detailed “ Appropriation Accounts” prepared by the Accountant General, after the close of the financial year, together with the explanation reported to him by the controlling officers. Important variations and excesses or savings in the total final appropriation for each grant separately for voted and charged expenditure are brought clearly in the appropriation accounts, which are submitted to the Legislature by the Accountant General.
(6) The Legislative Assembly investigates the variations with reference to the explanations given by the Chief Controlling Officers.

(7) The Public Accounts Committee’s recommendations are in a report presented to the Legislature.

(8) The Legislature exercises control over finance twice, once-before the approval of the Budget and again, after the expenditure figures are brought out by the Accountant General in the form of Appropriation Accounts.
Part VI

Specialised Units
Chapter 20

How to run Central Record Branch

20.1 What is CRB

20.1.1 General

(1) CRB (CRB) is the repository for the current non-confidential records of all Departments of the Secretariat except the Legislature Secretariat.

(2) CRB is under the immediate control of an AS in Political Department.

(i) The CRB is under the control of an SO.

(ii) The records in CRB are distributed in blocks each of which is in the charge of a Record Assistant.

20.1.2 Functions

(1) Receive Records

(i) Receive and store records transferred by the Departments of the Secretariat.
(ii) Stitch new Government Orders, Letters, Endorsements and Lodged papers sent to the Branch from time to time.

(2) Supply Records

(i) Supply records specifically stated in the requisitions.

(3) Maintain Records

(i) Sort originals and spare copies of proceedings, etc., sent or returned by the departments and place them in or restoring them to their proper places.

(ii) Maintain register of records and volumes sent out and returned.

(iii) Send monthly reminders for the return of records issued more than three months ago.

(iv) Furnish to the departments every fortnight, a list of Government Orders where more than 14 days has lapsed since the due date for return.

(v) Keep the bundles and volumes arranged neatly and methodically on the racks.

(4) Destroy records

(5) Annually transfer records to the Andhra Pradesh State Archives.

(6) Maintain Record Space

(i) Clean and dust racks, and the examine records in order to protect them from damage by white-ants.

(ii) Label and varnish record boards.

(iii) Keep the record rooms tidy and in good repair.
### 20.1.3 Working hours

<table>
<thead>
<tr>
<th>Working days</th>
<th>Same as office timings, and one hour beyond the closing time of office. Record assistant to be deployed on turn duty during the one hour.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holidays</td>
<td>No turn duty.</td>
</tr>
<tr>
<td>under negotiable instruments Act, 1881</td>
<td></td>
</tr>
<tr>
<td>Other holidays</td>
<td>Same timings as those of working days. Record assistant to be deployed on turn duty.</td>
</tr>
</tbody>
</table>

### 20.1.4 Custody of records

**Role of SO, CRB**

1. The Branch is under your immediate supervision.
2. Entrust charge of each block in CRB to one Record Assistant.
3. Maintain the records properly and transact business expeditiously.
4. Periodically inspect the registers maintained by the Record Assistants in order to ensure that they are properly maintained.

**Role of SO, section concerned for opening CRB during emergency**

1. Obtain the sealed cover from the guard room and open the premises in the presence of Watch and Ward staff on duty. If an access control system with audit trail is in
presence of Watch and Ward staff is not required.

(2) After the paper required had been taken, send a requisition slip in the e-office to the SO, CRB containing the particulars of the paper taken.

(3) Lock the rooms and return the key to the guard from whom you received it in the same cover re-sealed with your signature on the cover.

(4) Don’t resort to this procedure except in grave cases of urgency, the nature of which should be indicated in the requisition slip.

Role of Record Assistant, CRB

(1) You are in-charge of a block in the Record Room.

(2) Maintain the records properly and transact business expeditiously in your block.

(3) Supervise the work of Record clerks under you.

(4) See that records are neatly and methodically arranged and the rooms kept tidy.

(5) Every morning keep open all the doors and windows to admit light and air.

(6) Promptly attend to requisitions for records

(7) Maintain necessary register showing the records sent out and returned.

(8) Take out from the bundles the records requisitioned for by the Departments of the Secretariat.
(9) Label and varnish record boards according to the special process of varnishing adopted in the Andhra Pradesh State Archives.

**Role of Record Assistant while closing**

(1) After CRB is closed and locked for the day, put the keys in a cover, seal, sign and handover to duty officer present on duty in the guard room.

(2) While on holiday turn duty take the keys from the duty officer on duty in the guard room.

**Role of ASO, CRB**

(1) Deliver records promptly and in-person to the ASO/SO of the Departments of the Secretariat concerned.

(2) Acknowledge the requisitions and also take acknowledgement for the receipt of the records from the SO/ASO of sections concerned.

(3) Sort the requisitions and hand over to the respective Record Assistants.

**Role of AS, GAD while inspection of CRB**

(1) Make a detailed inspection of CRB in the months of May and November each year and at other times, if necessary.

(2) Ensure that the records are being taken proper care of.

(3) Submit a report to the Chief Secretary on the state of the records containing following checklist.
Steps have been taken to remedy the defects noticed in last inspection.
Room is in good repair condition.
Protection from white ants is done.
Cleanliness maintained.
Entry at all points secured.
Lighting is sufficient.
Records are methodically arranged.
Rules regarding issue and return of records are strictly observed.
Old records are periodically destroyed.
Statement of records destroyed during the half-year prepared (only number of papers/bundles destroyed with brief description-no detailed listing necessary).
Condition of the records (state clearly and concisely):

20.1.5 Maintenance of CRB space

Lights in record rooms

(1) Don't allow lights other than electric lights in the record rooms.

(2) Smoking is strictly prohibited.

(3) Do any sealing of record room in the presence of the SO.

Varnishing record boards

(1) First clean each board and smooth with sand paper.

(2) Paste a blank sheet or paper on the outer side of the board with paste made of wheat flour to which a little copper sulfate (blue stone) has been added to protect the paper from insects.
(3) After the paste is dry, affix printing slips denoting the department, numbers etc., of the records, to the paper.

(4) After a similar interval for drying, apply a coating of corn flour gruel all over this side of the Board.

(5) Leave the board in a place free from dust until the corn flour coating is dry.

(6) Give a second coat and dry.

(7) Give a third coat or final coat.

(8) Finish with paper.

(9) Varnish diluted with turpentine.

(10) As soon as the varnish gets dry the boards are ready for use.

**Precautions against white-ants and record pests**

(1) Whenever white-ants appear on the walls or floors of the record rooms re-plaster the affected parts with cement.

(2) Paint teakwood shelves, wooden almirahs and boxes in which records are kept with crude creosote or other suitable insecticide twice a year before and after the rainy season.

(3) Segregate records affected with insect pests from the rest of the records and fumigate or repair before being restored to their original place.

(4) Dust and clean records and record shelves regularly and systematically.
20.1.6 Particulars of records maintained

The under-mentioned records are kept in the CRB.

(1) Original proceedings of Government in the Manuscript Series
(2) Originals of proceedings of Government in the routine series
(3) Originals of Letters, Demi-officials, Lodged papers other than Confidential ‘keep’ papers marked ‘not to be destroyed’, and tour programme of Ministers
(4) Originals of office orders of GAD relating to sanction of increments and advances
(5) Originals of office orders of GAD
(6) Originals of foreigners orders
(7) Originals of proceedings of Government in the routine series issued in GAD

20.2 How to transfer records to CRB

20.2.1 Cleaning the section space - Role of SO

(1) Office space is expensive and should not therefore be used to store papers not required for dealing with cases under process.
(2) Don’t unnecessarily detain and accumulate records.
(3) Don’t accumulate record on tables, side racks, and almirahs. Such accumulation makes the section untidy and presents a picture of confusion which will reflect on your work.
(4) It is easy to quickly obtain records from the Central Record Branch than by hunting for them in ill-arranged lots in your section. Delays and waste of time can thus be avoided.

(5) Unnecessary detention of records with you will deprive other ASOs of these records when they require them. It will also waste your time when they send their requisitions for records to you.

(6) Records detained in sections are often put up in files other than those which were originally taken out from the CRB and no intimation of transfer is sent to that Branch.

(7) This makes it nearly impossible to find out where a Government Order is put up.

(8) The most frequent cause of delay by ASOs in putting up files is the difficulty in locating and obtaining records thus locked up in some unknown file. They waste good deal of their time in going to several departments to enquire about the whereabouts of a record.

(9) They thus delay not only the pending file for which the record is required and very often put it up in an imperfect fashion, but also delay several other papers as much time and already been wasted in tracing the missing record.

(10) This practice is a fruitful source of loss of records.
20.2.2 Deposit fresh disposals

Role of ASO concerned

(1) After action on disposal is complete, arrange the original properly, page and enclose in a docket sheet, tied round with a tape or securely tagged. Place photocopies at the beginning of the file of papers on the docket. Papers not properly arranged will be returned by CRB.

(2) Stitch them in book form.

(3) Lodge Government Orders communicated by another department without docketing and stitching. Keep such lodged disposals in the CRB and destroy them at the end of the usual period.

(4) If the records are too bulky to be conveniently stitched, arrange them properly and get them bound in the Government Press, after removing papers of ephemeral interest.

(5) Don’t send loose papers of any kind or books or pamphlets, etc., without the appropriate departmental disposal numbers to the CRB.

(6) Send the stitched books to the CRB to be put away.

(7) Use the following wrappers Government Orders in the routine series - Pink wrappers Government Orders in the manuscript series - Brown wrappers

(8) In the case of the press originals, retain the final proof of Government Orders and notes passed by superior authority.
(9) Separate papers of ephemeral nature to be destroyed after a year and transfer to the CRB with a label “to be destroyed on or after .................”.

Role of Record Assistant, CRB

(1) When new disposals are received in the CRB, sort them and, in the case of Government Orders, note in the “Register of Government Orders received”.

(2) Maintain a separate register for each year for each department for which there is a separate series of Government Order numbers. Keep the register up-to-date.

20.2.3 What not to transfer

Role of ASO Concerned

(1) Don’t transfer the following records to CRB

(i) which do not come under any of the categories mentioned in this paragraph

(ii) which are liable to destruction in the Secretariat Department itself

(iii) which are not authorized to be preserved or specially directed by the Secretary.

(2) In determining whether a particular record is ripe for destruction or not, take the date and year of disposal and not the year to which the file relates as the criterion.

(3) Don’t send lodged papers to CRB. Ex: A List, Current Distribution Register, Periodical Register, Call Book, Transit Register,
other Miscellaneous records and all section currents such as tour programmes of Ministers/ Secretaries to Government/ Heads of Departments, etc., Circulars, Miscellaneous papers of General and special interest, Legislative Assembly Agenda, as well as lists of questions put for answer, applications for appointment to posts and other similar papers, which are of ephemeral value only.

(4) Retain confidential “Keep” papers marked “Not to be destroyed” after scrutiny in sections themselves.

20.2.4 Deposit of PRs and GO numbering books

Role of SO, section concerned

(1) At the beginning of each year transfer to the CRB, the Personal Registers and Government Order numbering books relating to the third year previous.

(2) When originals of a particular year are transferred to the Andhra Pradesh State Archives transfer the registers relating to that year also to that office.

(3) Maintain separate Personal Registers and Government Order numbering books for each year to facilitate their transfer to the Andhra Pradesh State Archives.

(4) If 50 per cent or more of the pages in the last volume of a year remain unutilized, don’t transfer that volume to the CRB. Utilise that volume for making entries of currents received in the succeeding year after leaving a minimum number of pages for making entries of carry-forward items.
(5) Transfer this volume containing entries of the previous year and the succeeding year to the CRB along with the other volumes of the Personal Register of the said succeeding year.

20.3 How to retrieve records from CRB

20.3.1 Requisition for records

Role of requisitioning SO/ASO

(1) Note the current number for which a record is required on requisition.

(2) Where a current number cannot be quoted, indicate the subject of the file or the purpose for which the record is required briefly.

(3) Requisitions with vague entries like “for reference” “for AS’s perusal” will be returned by CRB.

(4) The secretariat department may authorise a Head of the Department or an officer outside the Secretariat to take papers from CRB.

Role of Record Assistant, CRB

(1) Supply records only on requisitions made in Form B.27 signed by ASO or above duly indicating the section name. Note: One requisition form shall contain request for records relating to one department only.

(2) Don’t issue records of one department without its consent to another department.
(3) See whether the forms of requisition are duly filled in and signed.

(4) Return any requisition which is either incomplete or does not conform to the rules. If the requisitions are in order, number consecutively for the calendar year and enter the date of receipt in the space provided for the purpose.

(5) Don’t mark requisitions ‘very urgent’ or ‘special’ unless signed by the SO concerned as such. Note the time of receipt and of compliance in the form.

(6) Attend the requisitions in the order of their urgency. Don’t keep any requisition received before 4-30 p.m. pending till the next day without informing SO, CRB.

(7) Prepare at the close of each day a list of the requisition slips received during the day which could not be attended to. Submit the arrear list before the SO, CRB leaves office.

(8) Before an original paper is taken from the records bundle, put a dummy slip duly filled in its place in the bundle, or if there is already in the bundle such a slip relating to the paper required, continue the entries in the slip. When the paper is restored to the bundle score out this entry.

(9) In the case of any original Government Order, note the date of issue in pencil at the top corner of the back of the outer sheet of the Government Order supplied. Note the serial number of issue against the date.

(10) Enter all original papers and volumes issued out of the CRB in a register called the “Issue Register of Records.” Enter the spare
copies of Government orders furnished for purposes other than for currents and those sent in compliance with requisitions from Heads of Departments and officers in this register.

(11) Send the record and the requisition to the ASO/ SO concerned under acknowledgement in the space provided for the purpose in the requisition form and later return to the CRB where the requisitions will be filled in consecutive order of numbers.

(12) Furnish papers for which ‘urgent’ and ‘special’ requisitions are received forthwith; always give preference to papers called for by or on behalf of or for the urgent reference of any officer without delay.

(13) Don’t make staff from departments bringing urgent or special requisitions wait for the records.

20.3.2 Taking paper from a pending file

Role of ASO

taking the paper

(1) When a Government Order or other paper is taken from a file already pending or after its disposal and put up in another file, furnish an intimation slip to the CRB in Form B.28 and signed both by you and the ASO from whose file it was removed.

Role of ASO
giving the paper

(1) Don’t part with the paper until the slip is prepared.
(2) See that the slip is sent to the CRB.

(3) In cases where on a requisition from another Department, a Government Order or other paper is taken out from pending file and sent to the other department, send a transfer slip to the CRB and obtain an intimation slip from the requisitioning department.

Role of Record Assistant, CRB

(1) Watch for the second slip and if it is not received bring the matter to the notice of SO, CRB who will then take steps to obtain the slip.

(2) When the intimation slip is received in the CRB, score out the previous entry in the dummy slip in the record bundle and in the Record issue Register and make a fresh entry.

(3) If a paper is not in the bundle, ensure that it has not been received in the Record Branch before the requisition is returned.

(4) Also note in the form of requisition the reason for not furnishing any record (e.g. taken out by AB of .................Department for C. No.................... on .................)

Role of SO, CRB

(1) You may furnish printed copies of a Government Order which has already been communicated to an officer outside secretariat without any reference to the department concerned.
(2) When the number of copies of a Government Order for which a requisition has been received is not available in the records for supply, ask the department concerned for instructions.

**Role of SO, section concerned**

(1) If a request is received for making available copies of a Government Order, decide in consultation with AS, whether the number of copies asked for should be reprinted.

**20.3.3 Access to research students**

(1) To access the Government orders not available in Government in public domain meet the librarian of the Secretariat library.

(2) Select the required Government orders from the index of such papers maintained in the Library.

(3) Obtain the orders from the CRB, through the Librarian.

(4) Do not take orders out of Library premises

(5) Hand over the orders to the Librarian who will in turn return them to the CRB.

**20.4 How to return records to CRB**

**20.4.1 Return of put away papers**

**Role of ASO**

(1) Put away records which are no longer required in 'put away' trays specially provided for the purpose in the department.
(2) See that the ASO, OP/ Tappal collects the put-away papers and sends them regularly and promptly to the Andhra Pradesh State Archives or the Central Record Branch as the case may be.

Role of ASO, OP/ Tappal

(1) Every morning, collect the papers from the trays, sort them according as they have to be sent to the Andhra Pradesh State Archives or the CRB and enters them in transit registers.

(2) Return records relating to the Andhra Pradesh State Archives through the Central Despatch Branch

(3) Take records of CRB together with the transit register to that branch before 1 p.m.

(4) Get the papers checked by the Record Assistant, CRB and take back the transit register after obtaining initial in it.

(5) In returning Government Order (flat files), never fold them put in small covers. Put them in big covers or bundle them, so as not to fold them.

Role of Record Assistant, CRB

(1) Score out the entries regarding the records in the Record Issue Register under the initials of the Record Assistants in ink.

(2) Sort the papers.

(3) Give papers to the Record Assistants to be restored to their proper places without delay.
20.4.2 Return of papers to CRB

Role of SO, concerned

(1) Return to the CRB records taken out from it as soon as they are done with.

(2) Inspect ASO’s table, side racks, etc., every Friday to have the records sent away to the Record room/CRB.

(3) Record in the D list submitted by you and your ASOs a declaration to the effect that there is no accumulation of papers to be put away or transferred to the CRB or the Andhra Pradesh State Archives.

(4) Discourage the plea of ASOs that Government Orders are detained for use as precedents.

(5) Maintain stock files if Government Orders are required for use as precedents.

Role of ASO, OP/ Tappal

(1) Obtain every Friday, from each SO a certificate that all final disposals due for consignment to the Records are sent.

(2) Submit certificates so collected to SO, OP/ Tappal.

Role of AS/ MLO

(1) Check every Friday, the office tables, racks and office space of all SOs/ASOs to see if they are clear of unnecessary papers.
20.5 How to track records to be returned

20.5.1 Watching of return of records

Role of SO, CRB

(1) Every month ensure one Record Assistant furnishes to each department a list, signed by you of all original papers furnished by the CRB six months previously but not returned to the CRB.

(2) Whenever it appears to you that this delay in the return of records is not properly accounted for bring the matter to the notice of the AS of General Administration Department.

(3) Furnish a list of new Government Orders numbered two weeks previously but not received in the records to the departments every fortnight.

(4) Enter all such reminders in the Record Issue Register.

20.5.2 CRB Reminders

Role of SO, concerned

(1) When reminders from the CRB are received in your section, see that a search is made for the records in question and see that the records that can be released to the CRB are released.

(2) Whenever it is not possible to release and return a record which is still required for reference, send a fresh record requisition slip, signed in full by the ASO concerned
with name written in block letters, capitals underneath and attested by you with your full signature and name in block letters to the CRB for making necessary entries for the renewal of the requisition in the Records Issue Register and Dummy slips.

20.5.3 Tracing of missing originals

Role of Record Assistant, CRB

(1) Whenever an original paper is not found in its bundle and there is no substitute slip accounting for its absence or when the entries in the form do not sufficiently account for its absence, immediately bring the fact to the notice of the SO, CRB.

Role of SO, CRB

(1) Send a note to the SO of the section concerned in order that a search may be made for it and the paper returned to the records.

(2) Make a thorough search in all blocks in the CRB itself before a report is sent to the SO concerned.

(3) You are responsible for any record found missing after its receipt in the Branch.

(4) Records issued to departments should be supported by–

(i) requisition slip duly acknowledged;

(ii) entry in the issue register; and

(iii) dummy slip in the bundle
Role of SO, section concerned

(1) The section concerned is held responsible for any record found missing after it is issued to them and acknowledgment obtained in the requisition slip.

(2) Whenever a record is found missing, send a report at once to the AS and make a weekly report about the progress made in tracing it until it is actually traced.

20.5.4 Register of proceedings, volumes, index, etc.

Role of SO, CRB

(1) Maintain a register in each block of the CRB in which shall be noted the volumes of proceedings.

(2) The register shall also show the number of record bundles and miscellaneous records, if any, other than those specified in <ref section- Particulars of records maintained >.
20.6  Destruction of records

20.6.1  Period of retention

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description of records</th>
<th>Period</th>
<th>Remarks of retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Government orders in Manuscript Series</td>
<td>Three years</td>
<td>After retaining copies in the stock file after a review of the records made by the Departments of Secretariat concerned.</td>
</tr>
<tr>
<td>1.2</td>
<td>Proceedings of Government, Routine series</td>
<td>Three years</td>
<td>After a review made by the General Administration Department</td>
</tr>
<tr>
<td>1.3</td>
<td>Proceedings of Government in the routine series issued by General Administration Department</td>
<td>Ten years</td>
<td>After a review made by the General Administration Department</td>
</tr>
<tr>
<td>1.4</td>
<td>Letters, D.Os., Lodged papers, Tour programmes of Ministers, Arrear List and other miscellaneous records.</td>
<td>One year</td>
<td>After a review made by the Departments of the Secretariat concerned. Those records which are considered important by the Departments concerned will be labelled on the Docket “Not to be destroyed for a period of 1 year” and retained.</td>
</tr>
<tr>
<td>1.5</td>
<td>Central Tappal Registers and Section Distribution Registers.</td>
<td>Four Years</td>
<td>To be destroyed only after a period of four years or the completion of Inspection of the Departments of Secretariat concerned whichever is later.</td>
</tr>
<tr>
<td>Sl. No</td>
<td>Description of records</td>
<td>Period</td>
<td>Remarks of retention</td>
</tr>
<tr>
<td>--------</td>
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<td>--------</td>
<td>---------------------</td>
</tr>
<tr>
<td>2.1</td>
<td>Call Books and circulation registers</td>
<td>One year</td>
<td>After a review made by the Departments of the Secretariat concerned. Those records which are considered important by the Departments concerned will be labeled on the Docket “Not to be destroyed for a period of ___ years” and retained.</td>
</tr>
<tr>
<td>2.2</td>
<td>Attendance Registers, daily abstract books vacation turn Lists and similar registers and lists.</td>
<td>Three years</td>
<td>After a review made by the Departments of the Secretariat concerned. Those records which are considered important by the Departments concerned will be labeled on the Docket “Not to be destroyed for a period of ___ years” and retained.</td>
</tr>
<tr>
<td>2.3</td>
<td>Fortnightly reports (originals)</td>
<td>Three years</td>
<td>-Do-</td>
</tr>
<tr>
<td>2.4</td>
<td>Proofs of the State Administration Report and connected papers.</td>
<td>-Do-</td>
<td>-Do-</td>
</tr>
<tr>
<td>2.5</td>
<td>Budget notes of Finance Department</td>
<td>-Do-</td>
<td>To be destroyed with the concurrence of the Finance Department.</td>
</tr>
<tr>
<td>Sl. No</td>
<td>Description of records</td>
<td>Period</td>
<td>Remarks of retention</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------------------</td>
<td>----------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2.6</td>
<td>Registered Post Registrers, Registered Post Receipts,</td>
<td>One year</td>
<td>The records referred to under item 2.6 and 2.7 relate to the records of the Central Dispatch Branch.</td>
</tr>
<tr>
<td></td>
<td>Registered Post Acknowledgment Due, Receipts, Receipts,</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Stamp Account registers and Roneo Account registers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>Acknowledgment Registers, U.O. Transit Registers,</td>
<td>Six months</td>
<td>The records referred to under items 2.6 and 2.7 relate to the records of the Central Dispatch Branch.</td>
</tr>
<tr>
<td></td>
<td>OP / Tappal section Van Registers, Registers of files</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>returned to Departments of Secretariat Special Messenger</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>registers, Movement and evening turn registers and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>acknowledgement slips.</td>
<td></td>
<td></td>
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</table>

275
<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description of records</th>
<th>Period</th>
<th>Remarks of retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Originals of letters, reports and returns which are printed in full in proceedings and the original manuscript of notes unless the originals contain important additions and corrections made in the Secretariat or unless the originals are letters in foreign Languages of translations in English which accompanies such communication</td>
<td>One year</td>
<td>The original papers to be ultimately destroyed should be removed by the SO/ ASO concerned and sent by him to the Central Record Branch labeled “to be destroyed”</td>
</tr>
<tr>
<td>3.2</td>
<td>Proofs and connected papers of Quarterly/ half-yearly civil lists</td>
<td>One year</td>
<td>-Do-</td>
</tr>
<tr>
<td>Sl. No</td>
<td>Description of records</td>
<td>Period</td>
<td>Remarks of retention</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------</td>
<td>--------</td>
<td>---------------------</td>
</tr>
<tr>
<td>4.1</td>
<td>Office Orders relating to the sanction of increments and advances</td>
<td>After review these records shall be destroyed.</td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>All other office orders</td>
<td>Three years</td>
<td>After review these records shall be destroyed</td>
</tr>
<tr>
<td>5</td>
<td>Electoral rolls</td>
<td>Thirty years</td>
<td>After review these records shall be destroyed at convenient intervals in consultation with the section concerned. The original papers to be ultimately destroyed should be removed by the ASO/ SO concerned and sent to the Central Record Branch labeled “to be destroyed in yyyy”</td>
</tr>
<tr>
<td>6</td>
<td>Personal Register</td>
<td>At the end of 15 years from the year to which they relate</td>
<td>At the end of 15 years, these records shall be destroyed.</td>
</tr>
</tbody>
</table>

**20.6.2 Procedure**

**Role of SO, CRB**

(1) Do the periodical destruction of records after the period of retention prescribed above for each category of records is over.

(2) The period of retention will exclude the year of dis-
posal and the year of destruction. The records which are ripe for destruction shall be reviewed before they are destroyed.

(3) Soon after the end of every year and before the annual transfer of records to the Andhra Pradesh State Archives send the records and registers due for destruction to the section concerned.

(4) Obtain acknowledgement of the receipt of the bundles by the section.

Role of AS concerned

(1) Scrutinize the records and registers so sent by the CRB and return to records so scrutinized for destruction to CRB along with a list and certificates as required in next section.

Role of Record Assistant, CRB

(1) Carryout the destruction of records and registers under the direction of the SO, CRB.

Role of SO, CRB

(1) Certify to the AS concerned that the destruction has been completed.

(2) You are responsible for seeing that the destruction of records is regularly carried out.

(3) Submit a report to the AS, General Administration Department on the matter and bring to the notice cases in which bundles, if any, sent to a SO for scrutiny before destruction have not been returned.
20.6.3 Before destruction

Role of ASO, CRB

(1) Separate the docket sheets which are in good condition from the records and pass on to the departments for being used again after scoring out neatly or pasting over, the original ink entries;

(2) Remove such of the sheets in such records as are written on one side only and give to departments for being used as rough slips by SO/ASOs; and

(3) Remove the dummy slips in these record bundles which are not fully written up and use again in the CRB with necessary alterations in the entries made on them.

Manner of destruction

(1) Tear into small bits each sheet of the records, books and papers to be destroyed and then send to the waste paper room.

20.6.4 Register of records destroyed

Role of AS

(1) Scrutinise the records due for destruction.

(2) Prepare a list of records actually destroyed in duplicate and certified as follows.

“The Records are fit for destruction and do not deserve to be retained further”

(3) Retain one copy of the above list in the department and deposit another copy with the CRB under the personal custody of the Record Assistant.
20.7 Transfer to AP State Archives

20.7.1 Transfer of confidential records

(1) This is governed by Security Classified Papers - transfer of confidential papers to AP State Archives 9.4.5

20.7.2 Annual transfer of records

(1) The following rules regulate the transfer of Secretariat Records to the Andhra Pradesh State Archives.

20.7.3 Records to be deposited

Role of SO, CRB

(1) Deposit annually with the Andhra Pradesh State Archives the following records of the fifth year previous.

   (i) Originals of Proceedings in the Manuscript Series.

   (ii) Four copies of the Indices of all departments of Secretariat.

(2) Deposit annually with the Andhra Pradesh State Archives the originals of Freedom Fighter, Pension Orders of the third year previous.

(3) Sort and arrange

   (i) Before transferring the records, examine them in accordance with rules in force.

   (ii) Remove every paper not worthy of preservation.

Role of Director, Andhra Pradesh State Archives

(1) Return records for rearrangement and to reject records, the preservation of which is neither authorized nor specially directed by a Secretary to Government.
(2) Destroy the originals of Freedom Fighters’ Pension Orders at the end of thirty years from the year to which they relate.

20.7.4 Records retained for preservation

Role of ASO, concerned

(1) File the originals in a series of bundles, each according to date.

(2) File the printed copies in a separate series of bundles, the copies of each paper being kept together.

Role of SO, CRB

(1) Place slips in the appropriate position in the bundle to represent files which are at issue, but which will be sent direct to the Andhra Pradesh State Archives when no longer required for reference.

(2) Such files are known as ‘slip’ records. If files are withheld from deposit because they are missing or confidential, they will not be represented by slips in the bundle.

(3) Complete the bundle by placing the files between wooden boards and tying them with tapes.

(4) Affix a printed table to the upper board indicating the department, the nature of records and the first and last numbers and dates of the bundle.

(5) Protect the label by the special process of varnishing in use in the Record Office.

(6) Bind all registers transferred to the Andhra Pradesh State Archives properly.

(7) Label maps, plans and similar papers connected with proceedings with the numbers and dates of the orders to which they appertain.
(8) Where possible, stitch with the proceedings, one copy or set with the original order, and the others with the copies of the order.

(9) Forward title-deeds and other important documents in sealed covers to the Director of the Andhra Pradesh State Archives.

(10) Issue notice of transfer.

(11) Transfer the records in CRB to the Andhra Pradesh State Archives within a period of six months commencing from the month of April in each year.

20.7.5 Covering lists

Role of SO, CRB

(1) Send the records in each series from the CRB for deposit to the Andhra Pradesh State Archives accompanied by a covering list, known as the “bundle deposit list”, which will show the nature of the series and the first and last numbers of each bundle.

(2) The bundle deposit list should be accompanied by a “deposit supplement” which will give the numbers of all records which are not sent with the initial deposit.

(3) Indicate records which are not included in the first deposit at the Andhra Pradesh State Archives because they are still at issue for reference, but which will be deposited as soon as they are no longer wanted for reference, in the deposit supplement by the word ‘slip’.

(4) Mark other items not to be deposited ‘Confidential’ or ‘Wanting’ if they have been destroyed or lost.

(5) Certify these lists to be correct and add a declaration to the effect that all papers not worthy of preservation have been excluded.

(6) Dispatch records.
(7) Entrust the bundles sent for deposit to a reliable Record Assistant.

Role of Referencer, AP State Archives

(1) Issue a receipt for the bundles immediately, on checking the entries in their labels with the bundle deposit list.

(2) As soon as possible, check the Records in each bundle with the bundle deposit list and deposit supplement.

Role of Director, AP State Archives

(1) Furnish receipt for the records contained in the bundles to the CRB within one month.

Role of SO, CRB

(1) When you deposit bundles or records with the AP State Archives inform the departments of the Secretariat concerned.

(2) Don’t send confidential records other than orders in manuscript series and routine series, memoranda, letters etc., which are marked “Not to be destroyed” after scrutiny for destruction to Andhra Pradesh State Archives.

20.7.6 Slip records

Role of SO, section concerned

(1) If you hold a slip record for reference, send them direct to the Andhra Pradesh State Archives through the OP/ Tappal Section of your Department.

(2) Send them accompanied by a covering list in duplicate signed by an ASO.
Role of Referencer, AP State Archives

(1) File one copy in an annual file and return the other duly receipted to the department concerned.

(2) On receiving slip records for the first time, indicate the fact of receipt in your supplement to the bundle deposit list by scoring through the word “slip” noted against the number of the record under your initials and date.

(3) Carefully preserve the bundle deposit lists and deposit supplements binding them in card-board covers when the file becomes sufficiently thick.

Role of SO, section concerned

(1) In the absence of a receipt from the Andhra Pradesh State Archives, you will be held responsible for the loss of such records.

20.7.7 Records in Andhra Pradesh State Archives

Role of SO, section concerned

(1) Obtain records from the Andhra Pradesh State Archives by telephone requisitions or by sending the requisition slips (see B.27) through the OP/ Tappal section of the Department or in a special cases by sending the slip through a special messenger of the department concerned.

Role of Director, Andhra Pradesh State Archives

(1) Depute a Record Assistant of the Andhra Pradesh State Archives on all working days to the CRB.
Role of Record Assistant, Andhra Pradesh State Archives

(1) Contact the OP/Tappal section of the Departments of Secretariat concerned and handover the records or replies to the ASO attached to the OP Section of the respective Department.

Role of ASO, OP/ Tappal section

(1) Acknowledge at once, the endorsements received from Andhra Pradesh State Archives along with the records supplied.

Role of Record Assistant, Andhra Pradesh State Archives

(1) Collect together all such acknowledgements of the departments of Secretariat daily and hand them over to the Andhra Pradesh State Archives.

Role of Director, Andhra Pradesh State Archives

(1) Treat the records furnished to the Departments of Secretariat in response to the requisition as ‘retransfer’ to the Departments of Secretariat.

(2) Draw a ‘daily Re-transfer list’ (Form B.29) for each department separately in quadruplicate on behalf of the Interim Repository (Andhra Pradesh State Archives).

(3) Furnish the records with three copies of ‘daily retransfer list’ to the OP/ Tappal section of the respective Department of Secretariat.

Role of SO, OP/ Tappal section

(1) Return the first copy of the ‘Daily retransfer list’ to the Andhra Pradesh State Archives with acknowledgement.
(2) Furnish the records to the section concerned along with a copy of the ‘Daily retransfer list’ after obtaining acknowledgement in the other copy.

(3) Return the records to the Interim Repository (Andhra Pradesh State Archives), following the procedure prescribed for ‘Transfer of records’ excepting that it may be done on a day-to-day basis as usual.

Role of Director, Andhra Pradesh State Archives

(1) The records retransferred to the Interim Repository (Andhra Pradesh State Archives) by the Departments of Secretariat will be duly restored in Interim Repository (Andhra Pradesh Archives) in the bundles of the year to which they belong.
Chapter 21

How to run Secretariat Library

21.1 General

21.1.1 Control

(1) The Secretariat Library is a general reference library for all Departments of the Secretariat and for all Government offices in the Capital Region.

(2) The Library is attached to the General Administration Department and is under the immediate control of the AS in charge of OP section.

(3) Purchase of books, periodicals, etc., for the Library shall be sanctioned by the Secretary, Political or the AS, General Administration Department.

(4) The bills in respect of such purchases will be passed by the AS.

(5) This chapter lays down the duties of the Librarian and connected rules.

21.1.2 The Librarian

(1) Responsible for the proper performance of all items of work connected with the Library.
(2) See that the staff under you carry out their duties satisfactorily.

(3) See that all registers are correctly maintained, that books are supplied promptly and their return carefully watched.

(4) See that the correction work is punctually and correctly attended to by the ASO entrusted with that duty.

(5) See that unauthorized persons are not allowed to enter the Library.

(6) See that the doors of all the almirahs are so closed as to secure them from dampness and insects.

(7) Push home the catches in the almirahs after an ASO has had occasion to open an almirah.

(8) Before leaving the office satisfy yourself that all the exits from and the entrances to the Library are properly secured.

(9) Be the custodian of all the keys used in the Library.

21.1.3 Correspondence

(1) Stamp currents received or arising in the Library with the Library date stamp and give serial current numbers and register in the Personal Register.

(2) Deal with currents like office files and keep in the Library.

21.1.4 Disposal

(1) Record correspondence and orders of an important nature or of permanent interest for future reference in Government orders of the General Administration Department.
(2) Preserve correspondence relating to the purchase of books, etc., and payment of bills during the official year in which correspondence was closed and destroy in May following that year.

(3) Destroy all other correspondence immediately after it is closed.

21.2 Receipt

21.2.1 Registry

(1) Stamp every publication received in the Library with the Library date stamp on its title page and also on the outer cover wherever possible, and enter in the register maintained for the purpose.

(2) Submit the registers along with the invoices or bills of payment of the cost of the books to the AS, GAD, who will check the entries in the registers with the bills or invoices.

21.2.2 Transmission of publications not intended for Library

(1) Mark publications received in the Library which are obviously not intended for it, for the correct department or officer, and forward them immediately.

21.2.3 Books to be maintained in the Library

(1) As a general rule, don’t place not more than one copy of a work of general interest in the Library.

(2) The number of copies of the publications of the several Governments to be maintained in the Library is as shown below.

(3) In the case of books of general interest and of those not mentioned, retain the latest available edition alone and dispose of copies of the older editions as surplus.
# BOOKS TO BE KEPT IN THE LIBRARY

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<th>serial number</th>
<th>category name</th>
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<td>Administration Reports</td>
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<td>Kept in Library</td>
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<td>- Andhra Pradesh General</td>
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<td>Establishment lists, Histories of Services etc. - Andhra Pradesh</td>
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<td>University calendars - Andhra Pradesh</td>
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<td>Andhra Pradesh Government Gazette</td>
<td>3</td>
<td>Kept in Library for 5 years, older copies are sent to Andhra Pradesh State Archives</td>
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</tr>
<tr>
<td></td>
<td>Government of India Gazette</td>
<td>-Do-</td>
<td>-Do-</td>
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Newspapers and Journals

<notified from time to time>

Codes, Manuals, Budget Estimates, Census and other Reports etc.

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<th>number of copies</th>
<th>period</th>
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<td>1 set of all with corrections kept in the Library.</td>
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<td>Budget Estimates Andhra Pradesh</td>
<td>1</td>
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</tr>
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<td>-Do-</td>
<td></td>
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<td>Census</td>
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<tr>
<td>(a) Andhra Pradesh</td>
<td>Census Report for 10 years. Older copies are sent to the Andhra Pradesh State Archives.</td>
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<tr>
<td>(b) Other states</td>
<td>-Do-</td>
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<tr>
<td>(c) All India Acts</td>
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<tr>
<td>(a) Central Acts</td>
<td>Kept in the Library</td>
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<td>(b) Andhra Pradesh Acts</td>
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<td>(c) Other states Acts</td>
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<tr>
<td>Selection from records of other states</td>
<td>Copies received kept in the Library</td>
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<tr>
<td>serial number</td>
<td>category name of publication</td>
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<td>Gazetteers</td>
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<td>(a) Andhra Pradesh</td>
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<td>All these kept in the Library</td>
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<td>(b) Other states</td>
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<tr>
<td>(c) All India</td>
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<tr>
<td>(d) Other countries</td>
<td>1</td>
<td>-Do-</td>
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</tbody>
</table>

**Periodicals - Weeklies - Fortnightlies - Monthlies - Quarterlies**

<notified from time to time>

(4) In January each year, send copies in excess of the numbers and older than the years specified in 21.2.3 to the Andhra Pradesh State Archives.

(5) Dispose of any copies in excess of the numbers required to be transferred, periodically by sale or otherwise under the orders of the AS, General Administration Department.

### 21.2.4 Stocking

(1) Don’t stock copies of books and publications in the Library for the Departments of the Secretariat.

(2) Don’t undertake distribution of books for departments.
21.3 Management

21.3.1 Accession lists - Printing and circulation

(1) Enter on slips the titles of the new arrivals at the end of every quarter.

(2) Collect and arrange these slips alphabetically according to subjects and the list is issued every quarter and circulate copies to the Secretary to the Governor and officers of the Secretariat not later than the 15th of the month succeeding that quarter.

(3) File a spare copy of each quarterly list of accessions in the Library, and bind these at the end of the year.

21.3.2 Catalogue - New books

(1) Card catalogues are maintained in the Library in a cabinet for the reference of the Readers.

(2) Make the necessary additions to them immediately after new books are received and catalogued in the Library.

(3) Place the books in the shelves after being catalogued and given the number of that class.

(4) Don’t number the classes of catalogues which consist of annual and other periodical publications, such as general and departmental administration reports. Arrange such the books in the Library almirahs in accordance with the date of their publication.

(5) Don’t catalogue journals and magazines unless they are ordered to be retained in the Library permanently.

21.3.3 Card Indexing

(1) Immediately after a new book is received catalogue, card-index it and place the cards in the appropriate card-index cabinets.
(2) Write in bold type on the left hand top corner of the first card-index the main subject, title, number and class of the book in suitable order.

(3) Cross-index books under more than one subject head if necessary.

(4) Place these index cards in the "Subject Cards Index Cabinet".

(5) Write in bold type in another index card the surname of the author, the given name or initials and the full title of the book.

(6) Place these index cards in the "Author Card-Index Cabinet".

(7) In the case of various administration reports and periodicals received regularly, don’t enter every unit of a series in the index card.

(8) There will be one card for the whole set. Essentially catalogue new books and card-index immediately after receipt received. This is your primary duty.

21.3.4 Gazettes

Andhra Pradesh Government Gazette

(1) Three copies of the Andhra Pradesh Government Gazette are received in the Secretariat Library.

(2) Put a copy of the latest issue of the gazette in a clam- pex file and keep at the counter for reference by the ASOs/ SOs of the Secretariat.

(3) Don’t remove this until replaced by a later issue.

(4) Circulate another copy to the Chief Minister, officers and sections of the GAD and on its return from circulation file in the Library.

(5) File the remaining one copy chronologically according to ‘parts’.
(6) Bind two sets of the Andhra Pradesh Government Gazette at the end of each half-year.

**Gazette of India**

(1) One copy of the Gazette of India is received in the Secretariat Library.

(2) Circulate to the Chief Secretary and other officers of GAD.

(3) Bind this at the end of each half-year.

**District Gazettes**

(1) One copy of each District Gazette is received in the Library from the Revenue Department.

(2) Keep it in the Library till the end of the year following that to which it relates and then sell it.

**21.3.5 Corrections**

**Correction of Codes, Manuals, etc**

(1) See that all books of reference in the Library are kept corrected up-to-date.

(2) Correct the books within a week of the receipt of correction slips.

**Check on corrections**

(1) Maintain a register showing the progress of corrections made and examine this periodically and initial it in token of having done so.

(2) Distribute promptly to the sections of the GAD correction slips intended for them received in the Library.
(3) Note the date of receipt of corrections slips and the date of their despatch to sections in the register.

(4) The pasting of correction slips in the reference books in the sections will be attended to by the sections themselves.

**Mode of correction**

(1) Do correction work shall, as far as possible by pasting slips over the amended articles.

(2) If a slip cancels or modifies part of a book, score out the part cancelled or superseded and note the number of the correction slip in red ink in the margin against it.

(3) The same rule applies when one correction slip cancels or modifies a previous one.

(4) When a book is corrected, enter the number of the correction slips with their dates and the date of correction in the printed form at the end of the book for noting such details, or if there is no such form, in the blank sheet at the end.

**21.3.6 Stock-taking of books**

(1) Spread the stock-taking of books in the Secretariat Library over the year.

(2) Send a reminder for every quarter for the pending books.

(3) Before stock-taking, ask all officers, the Departments of the Secretariat and other offices in the Capital Region to return the books borrowed by them.

(4) Where the return of any particular book is not possible, ask the officers concerned to furnish with a list of such books and with a certificate that the books are actually in their possession.
21.4 **Issue**

21.4.1 **Issue of books - General Rules**

(1) Books may be lent from the Library to-

   (i) Governor;

   (ii) Ministers;

   (iii) Officers and staff of the Departments of the Secretariat who are either permanent or have put in more than one year of regular service.

   (iv) Heads of Departments.

   (v) Officers of IAS Cadre retired from Andhra Pradesh Government and Employees of Secretariat retired and drawing pension from Andhra Pradesh Government after collection of caution deposit of Rs.100/- (Rupees One Hundred only) from each.

(2) M.L.A.s. and M.P.s. of Andhra Pradesh may only consult books in the Library and will not be permitted to take books outside the Library.

(3) The books may be taken on surrendering the borrowers Library ticket and special loans may be had on requisition slips.

(4) Application for membership shall be made in the prescribed admission card. This can be obtained from the Library. In the case of Officers below the rank of AS the admission card shall be countersigned by the SO of the Establishment section of the department concerned.

(5) Officers of the rank of AS and above shall be issued three borrowers tickets and others one borrower ticket which will be deposited in the Library when books are borrowed.
(6) A lost ticket can be replaced without fee but the borrower shall be required to inform the Library immediately of its loss and apply for a new ticket through his office. The borrower shall be responsible for the book drawn on the ticket.

(7) The period of loan of a book shall, ordinary, be 14 days at a time. Loans may be renewed at the discretion of the Librarian for a period of one week at a time for two weeks provided that-

(i) the request for the renewal of loan reaches the Librarian before the date of expiry of the loan; and

(ii) no other reader has applied for the book in the meantime.

(8) Books are, however, liable to be recalled within the period of loan, if there is a special demand for them for official use.

(9) Reminders for books are usually sent as soon as they are overdue, though this is not obligatory.

(10) A fine of rupees five per week or part thereof will be recovered, if the book is not returned within the prescribed time.

(11) In case a book is damaged or lost, the member shall pay the cost of its replacement to the Library.

(12) If the amount is not paid within a month, it shall be recovered from him through the Department who recommended his membership.

(13) If one book of a set is damaged or lost, the member concerned shall be liable to replace the whole set.

(14) Price of rare or out of print books will be assessed by the Librarian.

(15) Borrowers are required to keep the books in good condition. They are not to fold or stain the leaves and
not to make pencil or other marks upon them. They must take the earliest opportunity of reporting to the Librarian and damage or injury done to the books they have borrowed; otherwise they will be held responsible for the damaged books and asked to pay the cost of the new book.

(16) Files shall not be sent to the Librarian for putting up the books required for disposal. This is no part of the Librarian’s duties and such files sent to him will be returned to the department with a note indicating the correct procedure.

(17) Books taken for official use must be requisitioned by an officer of the rank of AS and above. Separate application forms shall be used for books required for different files.

(18) Books borrowed for official use shall not be put up in files. Only extracts of the required portion shall be taken and put up in the files.

(19) Books borrowed from the Library by Departments of the Secretariat must not be sent to other officers without the special permission of the AS, General Administration Department.

(20) All applications for books must be signed in full. In the case of the Governor and Ministers, applications for books may be sent by their Personal Assistants in the prescribed form.

(21) Any change in the address of the borrowers must be intimated to the Librarian.

(22) Encyclopaedias, Dictionaries, Gazetteer, Acts and Codes and other books of reference value will not be lent out of the Library premises.

(23) The Office Procedures section of each department should insist on a clearance certificate from the Library that the staff who relinquishes his appointment in the Secretariat has returned all books borrowed
from the Library and also surrendered the ticket to the Library.

(24) The Borrowers tickets shall be surrendered to the Library when a borrower retires or is transferred from the city.

(25) The privilege consulting books in the Secretariat Library, without removing them, may, if applied for, be allowed to:

(i) those mentioned in sub-rule (1) of 21.4.1.
(ii) Any Group I and Group II Officer other than those included in 21.4.1; and
(iii) Any non-official including M.L.As. and M.Ps. of Andhra Pradesh provided that the non-officials, other than the M.L.As., M.Ps. of Andhra Pradesh shall be allowed the privilege only on production of an authorization from the AS, GAD or the Secretary, Political.

21.4.2 Browne Issue System

(1) Issue a book to a borrower on production of the library ticket.

(2) Remove the book card from the book pocket and insert in the Library ticket of the borrower. Keep it in the counter till he returns the book.

(3) After affixing the date stamp for the return of the book on the date label, issue the book to the borrower.

(4) When the book is returned, the ensure staff at the counter, removes the book card from the library ticket of the borrower and inserts it in the pocket of the book and sends it for replacement in the rack.

(5) Give the library ticket back to the borrower as and when he returns the books so that he may take another book.
21.4.3 Restoration of books returned

(1) When books are returned immediately put back in their proper places on the shelves.

Issue of books to Ministers

(1) In the case of books lent to the Ministers, hold the OSD/PS, as the case may be, responsible for any loss of books and take the acknowledgment of OSD/PS/PA when books are issued from the Library.

21.4.4 Lists

Maintenance

(1) Maintain a list corrected up to date, of all newspapers and periodicals acquired for the Secretariat Library and for the perusal of Ministers.

(2) Note their cost and other particulars in the register maintained for the purpose.

Circulation of lists

(1) Maintain a list of periodicals which are subscribed for in the Library.

(2) Whenever there is a change in the personnel of Ministers or officers of the Secretariat, submit the list to the new officer and ascertain his wishes as to the circulation of any of the periodicals in the list.

(3) When the list is returned, make necessary entries in a register maintained for the purpose.

21.4.5 Lunch room

(1) As soon as a Periodical is received in the Library, enter it in the Periodical Register.
(2) Paste a slip over the wrapper and note the date of its receipt and place in the Lunch Rooms (Junior and Senior) for the perusal of the officers.

(3) Don’t remove the periodicals thus placed from the Lunch Room until replaced by later issues. Issue the old issues to such of the officers as require them.

21.4.6 Examination of newspaper files

(1) Examine the newspaper files once a fortnight to see, if issues up to the end of the previous fortnight are complete and take prompt measures to replace missing numbers.

21.5 Acquisition

21.5.1 Committee

(1) A Committee consisting of 3 or 4 Secretaries constituted by the Chief Secretary every year for acquisition of books for the Secretariat Library meets once in two or three months, as the case may be, to select books.

(2) Place the suggestions received from the Officers and staff, the book reviews and also the books bought on approval basis, etc., before the Committee for consideration.

(3) The Committee, after considering the reviews, suggestions, etc., selects the books for purchase for the Secretariat Library and approves the orders for purchase.

21.5.2 Government publications

(1) Watch the receipt of the annual administration reports (both general and departmental), civil lists and other periodicals of the Government of India, and other State Governments and Administrations.
(2) Take immediate action on any irregularity in their supply.

(3) On receipt, send copies of other Government publications to the Secretariat Department most directly concerned with their subject before they are retained in the Library.

21.5.3 Purchase - For Ministers

(1) Books for constant reference required for the use of the departments and the officers of the Secretariat are purchased by the respective departments from their office contingencies.

(2) Purchase those required by Ministers and officers under the orders of the AS, GAD and debit their cost to the head “2052-Secretariat General Services, 090-Secretariat, 040-General Administration Department, 160-Publications”.

21.5.4 Bills scrutiny

(1) Scrutinize every bill for books and periodicals bought and submit it to the AS, GAD for an order of payment.

(2) Then pass it on to the Claims section after noting the amount of the bills and other particulars in the registers maintained for the purpose.

(3) Examine the registers frequently to see that the budget provision for books and periodicals is not exceeded.
21.5.5 Reference books of Ministers and Secretaries

Role of OSD/PS/PA

(1) The personal staff of Ministers and Secretaries should maintain a list of the books kept for permanent reference at the office as well as at the residences of Ministers and Secretaries.

(2) One copy of this list will be kept in the room, another copy by the OSD/PS/PA and a third by the Librarian.

(3) The list should be checked and certified as correct by the OSD/PS/PA -

(i) annually on the 15th January;

(ii) whenever there is a change of portfolios among ministers necessitating a transfer of books from one Minister to another; and

(iii) whenever there is a change in the personnel of the Junior Personal Assistants.

(4) Should any book be found missing, the fact should be reported to the Librarian who will take the orders of the officer-in-charge of the Library and supply a new copy, if necessary.

(5) Whenever books not considered necessary for frequent reference are ordered by Ministers to be returned to the Library, they should be sent to the Librarian with a note by the OSD/PS/PA stating that the books have been struck out of the two lists. The Librarian will also correct his list.

(6) Books borrowed from the Library, from time to time, for occasional reference will not be included in this list.

(7) The PS/PA are responsible for keeping corrected up to date books of reference in the office rooms and residences of Ministers.
21.6 Disposal

21.6.1 Treatment of newspapers and periodicals after perusal

Periodicals

(1) Lodge periodicals returned from circulation in the Library and then sell as newspaper after the expiry of the period fixed for their retention.

Newspaper files

(1) Newspapers and other periodicals supplied to Ministers and Secretaries will after perusal, be forwarded by their OSD/PS/PA to the Library.

(2) Make up the files of newspapers maintained in the Library from the papers thus received.

(3) Keep these files for one year in the Library and then sell as newspaper.

21.6.2 Disposal of surplus books

(1) As soon as a sufficient quantity of surplus books and waste paper has accumulated in the Library, send it to the waste-paper room.

(2) Entrust an ASO to make a list of books marked “surplus”. Submit the list to the AS, GAD for approval.

(3) Send periodical notices to Departments of the Secretariat and all offices in Capital Region intimating that surplus books have been put aside and that any officer interested in them may personally or through a deputy inspect those books on days of the week and at hours fixed by the Librarian.

(4) Such officers or their deputies should make out duplicate lists of the surplus books they want, and one of
these lists should be submitted to the AS, GAD for sanction.

(5) After his sanction has been obtained, the officers taking the books should themselves make all arrangements for their removal.

(6) Any officer requiring books for his private use will have to pay the price that may be fixed by the AS, GAD but no charge will be made for books removed by officers for reference or use in their offices.

(7) Sell by auction any surplus books that remain after all such applications have been dealt with.

(8) Don’t sell books that have not been made available for public but tear them and sell with other waste paper.

(9) Detach the covers of books, reports, etc., treated as waste paper and send to the Government Press to be used in binding work. If they are not fit for such use sell them with other waste paper.

21.6.3 Destruction of registers

(1) Dispose of the following registers maintained in the Secretariat Library as shown below.

(i) Personal Register: A fresh one will be opened every year, the retention period will be the same as for other Personal Registers.

(ii) Accession Register of books to the Secretariat Library will be maintained to account for the new books added to the Library.

(iii) Register of receipt and circulation of periodicals will be kept in the Library for two years.

(iv) Periodical Payment Register will be kept in the Library for two years.
(v) Register of corrections will be kept in the Library for two years.
Part VII

RUNNING THE SECRETARIAT OFFICES
Chapter 22

Attending Office

22.1 Hours of attendance

22.1.1 General

(1) The Government in General Administration Department shall notify the office hours from time to time.

(2) A member of the office establishment shall not leave the office premises during working hours without the permission of the AS, OP.

22.1.2 Officers and Ministers

(1) AS and MLO are expected to attend office at the prescribed hour of attendance on all working days.

(2) Ministers and Secretaries are expected to attend office at the prescribed hour of attendance on all working days unless they are on tour.

22.1.3 Office staff

(1) SOs, ASOs and other ministerial staff must be in their seats and start work not later than the prescribed hour of attendance. They should also not leave office earlier than the prescribed hour of closure of office.
(2) OSs should attend office half-an-hour earlier than the hours prescribed for others.

(3) OSs and RAs shall not leave office without permission of the AS in charge of OP.

22.1.4 Peshi staff

(1) OSs attached to officers should remain in office until the officers have left.

(2) The turn OS will leave office only after the office is closed for the day.

(3) The office hours for peshi staff shall be as decided by the officer to whom they are attached, provided that the prescribed minimum number of weekly working hours are not reduced.

Residence duties

(1) The following are the hours of work for OSs working at the residences of Ministers and Secretaries.
   Day–8 a.m. to 8 p.m.
   Night–8 p.m. to 8 a.m.

(2) OSs should be on night duty for a week at a time in turn.

(3) At the end of the week, the night duty OSs will go off duty at 8 a.m. and come on duty at 8 a.m. (day duty) next morning, i.e., they will get one day off.

(4) At the end of the week, the day duty OSs will go off duty at 8 p.m. and come on duty at 8 p.m. (night duty) next evening, i.e., they will get one day off.

(5) If there are X Office Assistants attached to the residence, on the day of change there will be only X-2 on day duty instead of X-1. Any day of the week may be selected as the day of change.

(6) The head of the peshi will see that the above hours are observed.
22.1.5 During legislature sessions

(1) On the days on which the Legislative Assembly meets, the office timings shall begin half-hour early.

(2) The officers and staff concerned with the subject coming before the House shall attend office sufficiently early to provide information to the Ministers.

(3) Secretaries should be present in the Legislature and furnish information to the Chief Minister and other ministers with facts and figures on the points raised during important occasions such as address by leaders of opposition, debates on Governor’s address, no-confidence motions, censure motions, general concluding discussions on budget and so on.

22.1.6 Late attendance and leaving office early

(1) Consider regularity and punctuality in attendance while sanctioning leave and in judging one’s diligence.

(2) All staff below the AS in hierarchy from the SO downwards shall take prior permission of AS for attending the office late on any particular day on account of anticipated causes.

(3) Any member of the establishment may obtain permission from the authority who sanctions his Casual Leave to attend office late by 1 hour or leave early by 1 hour up to a maximum of 3 days in a calendar month.

(4) The penalty for late attendance or to leave office early - with or without prior permission - shall be as follows.
<table>
<thead>
<tr>
<th>With permission</th>
<th>per calendar month</th>
<th>deduction</th>
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<tbody>
<tr>
<td>Late attendance up to 1 hour or leaving office early up to 1 hour up to 3 days</td>
<td>No deduction</td>
<td></td>
</tr>
<tr>
<td>4th day</td>
<td>Half-day Casual Leave</td>
<td></td>
</tr>
<tr>
<td>Attendance after 12.00 noon but before 1.45 p.m. as per leave eligibility</td>
<td>Half-day Casual Leave</td>
<td></td>
</tr>
<tr>
<td>Attendance after 1.45 p.m. NA</td>
<td>Full-day Casual Leave</td>
<td></td>
</tr>
<tr>
<td>Without permission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late attendance up to 1 hour or leaving office early up to 1 hour up to 2 days</td>
<td>No deduction</td>
<td></td>
</tr>
<tr>
<td>3rd day</td>
<td>Full-day Casual Leave</td>
<td></td>
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</table>

(5) If the individual has no Casual Leave to his credit, Earned Leave or Casual Leave that shall accrue in future or Earned Leave that shall accrue in future shall be forfeited.

(6) The SO, OP section before the 5th of succeeding month shall make necessary deductions in the leave accounts of the individual.

(7) If the late attendance is habitual (more than 4 days in a calendar month and for any unauthorized absence) the officer in-charge of the establishment shall institute disciplinary proceedings under the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules.
(8) Permission to leave early for an individual shall be given only when there is no urgent work or all the work assigned to him for the day has been completed.

22.1.7 Attendance Register

(1) An Attendance Register shall be maintained by the AS in-charge of OP.

(2) All the members of establishment shall sign in the register at 10.00 a.m. while entering the office and leaving the office.

(3) AS should generate the attendance report for the day, with absentees, and forward it to MLO concerned by email within one hour from the start of office the next day.

(4) The head of peshi should generate the attendance report for the day, with absentees, and forward it to their Minister or Secretary by email within one hour from the start of office the next day.

(5) If attendance system is automated, the SO, OP section will generate the attendance report for the previous day and send attendance file to AS in-charge of OP within one hour of opening the office.

(6) The attendance report will be in Form -

<table>
<thead>
<tr>
<th>serial number</th>
<th>name</th>
<th>category</th>
<th>in-time</th>
<th>out-time</th>
<th>late/early permission (yes/no)</th>
<th>Attendance (present/late attendance/early leaving/half day absent/absent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>
(7) OP Section will take action for the forfeiture of Casual Leave for late attendance/ early leaving.

22.1.8 Lunch

(1) The time allowed for lunch is half-an-hour between 1.30 p.m. and 2.00 p.m. which shall be availed of uniformly by the staff and officers of the departments of Secretariat.

(2) Lunch rooms have been provided for the staff in the Secretariat buildings.

(3) To prevent bad odour causing inconvenience to others and rodent attacks, members of the staff are not allowed to take their lunch at their seats or in any part of the office rooms, nor are private servants or employees of restaurants permitted to carry lunch into office rooms.

(4) The officers provided with an ante chamber may have their food in it.

(5) AS in-charge of Establishment shall see that these instructions are strictly followed.

22.1.9 Turn Duty on working days

(1) Detail out an SO/ ASO and an OS every day to attend evening turn duty in the Tappal Section of the department for half-an-hour beyond close of office to receive urgent communication and to attend to urgent work after office hours.

(2) The Office Procedure section shall maintain a roaster of all ASOs/OSs in the Department and detail them for evening turn duty in tappal section as per the roaster.

(3) An evening turn duty register will be maintained in the tappal section in the following Form ..
(4) The names of the ASO and OS detailed for turn duty shall be entered as per the roaster and their acknowledgment obtained well in advance.

(5) The staff members detailed for turn duty should acknowledge the same in the register.

(6) If any staff member is not in a position to attend to the turn duty, he may make an informal arrangement with any colleague to take over the turn duty and the person who gives consent to take over the turn duty shall sign the turn duty register noting down specifically “taken over”.

(7) The tappal Assistant who is normally posted to the turn duty shall not deviate from the roaster to avoid any misunderstanding.

(8) The SO of the OP section shall check the evening turn duty register to ensure that the staff are detailed for turn duty as per the roaster and staff members attend to the turn duty promptly.

(9) Besides the above arrangement, the departments of Secretariat may make their own arrangements to attend to the urgent work in the evening turn according to the nature of work in the Department.

22.1.10 Miscellaneous

Staying after office hours

(1) Staff are expected to come to office and leave office exactly at the prescribed time. This will save electricity.

(2) Officers may require any staff member(s) to come early or stay after office hours to handle special work. In such a case, the staff shall not leave unless permission is taken from the officer.
22.2 Holidays

22.2.1 Holidays in public offices

(1) The office is closed on all Sundays and such other days as notified by Government in General Administration Department.

(2) All public offices are closed on days notified as holidays under the Negotiable Instruments Act.

(3) The grant of every holiday is subject to the condition that arrangements will be made for the despatch of emergent business.

(4) A Government servant who is called upon to attend office on a holiday may be granted leave of absence on another day in its place when opportunity offers.

22.2.2 Holiday turns

Procedure and permission to leave headquarters

(1) During holidays, SOs and all staff below in hierarchy will attend office by turn according to the list approved by the AS to Government.

(2) A holiday turn duty register may be maintained in the OP section in the following Form.
(3) The ASO attending the holiday turn duty shall send the tappals to the residences of the officers and strictly follow the instructions contained in SOM regarding the manner in which tappals should be sent to the residence of officers and how further action shall be taken on the tappals on their return after perusal by officers.

(4) The staff members detailed for holiday turn duty are eligible to take compensatory leave on some other day within a period of six months.

(5) On receipt of applications for compensatory leave, the tappal Assistant shall make entries in columns (4) and (5) of the register and then furnish a certificate in the application regarding the holiday turn duty attended to by the individual.

(6) The holiday turn duty register may be checked by the SO, OP once a week and the Assistant Secretary to Government in-charge of OP section once a month.

(7) No SO/ ASO/ staff below shall leave headquarters during holidays without obtaining the permission of the AS.

(8) Any Secretariat staff before leaving the headquarters shall leave his new address with the OP Section.

### 22.2.3 Submission of papers to officers

(1) As a general rule, no papers should be submitted to the officers on Saturdays and Sundays and other holidays except tappals and really urgent papers.
(2) The SO must exercise the utmost discretion in submitting papers on such days.

(3) When an urgent file is sent to the residence of an Officer, the turn ASOs should wait in office till it is received back and necessary further action taken thereon.

22.2.4 Compensatory holidays

(1) No compensatory holiday can be claimed as a matter of right. It shall be within the discretion of the superior officer competent to grant casual leave, to admit a claim for a compensatory holiday.

(2) In the case of AIS officers in respect of whom formal sanction of Casual Leave is not necessary, the authority to admit a claim for compensatory holidays shall be the following.

(3) Secretaries to Government, Heads of Departments, and Collectors - Government

(4) Others - Head of the Department

(5) No compensatory holiday can be availed of unless there has been prior credit of such a holiday to the Government servant’s compensatory holiday account. The authority competent to grant credit for compensatory holiday shall be the authority referred to in rule (1) above.

(6) To be eligible to claim credit for compensatory holiday, an application shall be made within one month of the Sunday or other public holiday on which a Government servant attended to Government work.

(7) Whenever orders are passed admitting credit for a compensatory holiday, the fact shall be entered in the Casual Leave register, on the page allotted to the Government servant, by opening a new column to indicate compensatory holiday.
(8) No Government servant shall be entitled to a credit of more than ten compensatory holidays in all, in a calendar year.

(9) Every compensatory holiday shall automatically lapse at the end of six months of the holiday to which it relates.

(10) Compensatory holidays may be combined with Casual Leave or authorized public holidays subject to the condition that the total period of absence shall not exceed ten days.

(11) A Government servant touring on public authorized holidays in connection with the performance of his duties is not eligible for compensatory holidays in lieu of holidays on which he performs journey.

(12) The Compensatory leave account shall be transferable, so that the Government Servant can avail of this concession, even if they are transferred to other offices.

22.3 Leave

22.3.1 General

(1) Members of the Office establishment should obtain prior permission of the authority concerned for any kind of leave they apply other than leave on medical certificate and get it sanctioned before they proceed on leave.

(2) SOs and the staff below should submit their leave applications to the AS in-charge of OP.

(3) All applications for leave should be either written in ink or sent from the official email address of the employee to the official email address of the Assistant Secretary and should contain the leave address of the applicant.
22.3.2 Leave application - Procedure

(1) The following are the authorities competent to handle the leave applications.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Sanctioning Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOs and ASOs</td>
<td>MLO/ AS delegated with such power by the Secretary</td>
</tr>
<tr>
<td>Personal Staff in residence or office</td>
<td>Head of peshi to take permission from Minister or Secretary and forward to AS.</td>
</tr>
<tr>
<td>Below ASOs</td>
<td>AS</td>
</tr>
</tbody>
</table>

(2) Before submitting leave applications to the MLO/ AS for orders, the OP section will obtain a certificate from the SO, Claims section as to the applicant’s eligibility for the leave applied for.

Communication of orders

(1) Orders passed on applications for leave are communicated to the applicants by office proceedings.

(2) A copy of the proceedings sanctioning leave shall be communicated to the Claims section.

22.3.3 Medical leave - Procedure

(1) A Government servant intending to go on medical leave on Medical Certificate (Under 15-B of A.P. Leave Rules, 1933) shall submit his application accompanied by a certificate from the Authorized Medical Attendant before going on medical leave on Medical Certificate, and in exceptional cases, where such advance application is not possible within seven days from the date of entering on such leave.
(2) On receipt of such application where reference to Medical Board is necessary, such reference shall be made within three days.

(3) Reference to Medical Board shall be made in respect of the following cases.

(i) If a Government servant applies for medical leave on Medical Certificate exceeding 60 days in all or in piecemeal combined with some other kinds of leave.

(ii) Immediately after transfer even though the leave is less than 60 days.

(iii) At the discretion of the leave sanctioning authority in cases of frequent application for grant of medical leave on Medical Certificate even though it is less than 60 days.

(4) Reference to Medical Board is not necessary for granting medical leave on Medical Certificate to Government servants who are admitted as inpatients in Government Hospitals for the period of treatment and also if, the period of leave recommended is co-terminus with the period of treatment.

(5) Government servants who have been on medical leave on Medical Certificate exceeding two months (i.e. 60 days) can re-join duty obtaining a fitness certificate from a Civil Assistant Surgeon in Government service.

22.3.4 Causal leave

General

(1) Casual leave is not a regular leave.

(2) Casual leave is concession given to Government servants to be absent on special circumstances for short periods.
(3) Government servants can absent themselves for not more than 12 days (twelve days) in a calendar year.

(4) Casual leave may be combined with Sundays, other Public Holidays, compensatory leave and Optional holiday provided the absence should not exceed ten days (Executive Instructions contained in Appendix 2 of A.P. Leave Rules 1933 or Annexure VII under Ruling 4 under F.R. 85).

Sanctioning authority

(1) The following shall be the sanctioning authorities for leave.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Sanctioning Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO and below</td>
<td>AS</td>
</tr>
<tr>
<td>MLO and AS</td>
<td>Secretary</td>
</tr>
<tr>
<td>Secretary to Government</td>
<td>Chief Secretary</td>
</tr>
<tr>
<td>Chief Secretary</td>
<td>Chief Minister</td>
</tr>
</tbody>
</table>

Leave address

(1) Applications for casual leave submitted from the residences of the applicants should contain their residential address.

(2) If they propose to leave the headquarters during the leave period, the leave address should also be given.

Leave account - Sanctioning procedure

(1) Separate casual leave sheets shall be maintained in respect of each staff member.

(2) The maximum amount of casual leave eligible to a Government servant in a calendar year is 15 days.
(3) In the casual leave sheet beside the entries regarding the casual leave availed and permission granted to attend office late or to leave the office early separate columns will be provided to account for the compensatory holidays taken.

(4) On receipt of the casual leave application necessary entries will be made in the casual leave account of the individual and the application along with the casual leave sheet will be submitted to the sanctioning authority for sanction of the same.

(5) The entries in the sheets shall be attested by the sanctioning authority.

(6) The casual leave applications need not contain the purpose for which the leave has been requested.

**Peshi staff**

(1) Staff attached to Ministers will obtain the permission of the Minister concerned for casual leave, provided that the leave is admissible.

(2) As soon as permission is granted, the persons concerned shall, before leaving headquarters, report the fact to the AS, General Administration Department.

(3) If a person avails himself of casual leave in the above circumstances when it is not admissible such period will be treated as absent and on leave on loss of pay.

**22.3.5 Optional Holiday**

(1) Besides 15 days casual leave in a calendar year, a Government servant is eligible to avail himself of holidays not exceeding five optional holidays in a year from the optional holidays declared by Government.
22.3.6 Other leaves

Examination leave

(1) In the case of examination leave the application shall, where practicable be supported by the receipt for the fee for admission to the examination.

Absence due to infectious disease

(1) Whenever a case of cholera, or other infectious disease occurs at the dwelling of any member of the office establishment, he must report the fact at once to the SO who is in-charge of the attendance register by a short message service and not in writing (as the written report might convey infection) and must stay away from duty until further orders.

(2) The latter will report such cases to the AS and obtain his orders.

(3) Disregard of this rule will be severely dealt with, as imperilling the health of other members of the staff.

22.3.7 Departure from headquarters

(1) If an AS/ MLO wants to leave the headquarters of Government, he will obtain the previous permission of his Secretary.

(2) When a Secretary leaves the headquarters of Government, the Minister-in-charge and Chief Secretary will be informed of the period of such absence.

(3) The Chief Secretary will make an officer in charge of the current work of the department during the Secretary’s absence.

(4) When the Chief-Secretary avails himself of Casual leave or leaves head quarters of the Government, the Chief Minister and the Secretary to the Governor will
be informed as to who will be in-charge of the current work of his department.

22.3.8 Handing over work during leave or transfer

During casual leave

(1) When an ASO absents himself on casual leave he must hand over or send with his casual leave application any office keys in his custody to the SO of the section and inform the latter about any paper which must be attended to during his absence.

(2) The SO should give specific instructions to the other ASOs in his section to attend to any items of work which need not or should not await the return of the ASO on casual leave (e.g. registering currents, action on urgent papers, issue of urgent reminders, sending of files in circulation, etc.).

(3) When an SO absents himself on casual leave he shall hand over or arrange to send any office keys in his custody to the AS.

(4) SO shall also leave instructions with or send a note to the senior ASO in the section about any urgent matter to be attended to during his absence on leave.

Leave other than casual leave or on transfer

(1) When an ASO/ SO goes on leave other than casual leave, the relieving ASO/ SO must verify all the papers handed over to him with the personal register and see that every paper shown in the register as pending in the section is handed over to him.

(2) Office keys and confidential keys, if any, should also be handed over.
(3) A list of papers and other records handed over shall be prepared in duplicate signed both by the relieving and the relieved officer, and a copy shall be kept by each of them.

(4) The relieved officer shall transmit to the relieving officer all instructions verbally given to him from time to time by the officers under whom he worked or any confidential papers given to him for custody.

(5) When the SO/ASO takes charge of a vacant seat, he must verify all the papers with the Personal Registers and other Registers and bring them to the notice of the AS/MLO, as the case may be, any loss of papers or records taken over by him at the earliest opportunity.

(6) The same procedure must be observed when ASOs/SOs leave the office on transfer, foreign service, deputation, training, etc.

(7) The above provisions will apply mutatis mutandis to OSs, Personal staff and other ministerial staff.

22.4 General discipline

22.4.1 Punctuality and general behaviour

(1) Heads of sections must set an example to others by themselves attending office punctually.

(2) While in office, all members of the establishment must behave in a quiet and dignified manner and give due respect to their superior officers and Ministers.

(3) They must address other members of the establishment courteously.

(4) They must try to maintain perfect silence and if they have occasions to talk they must do so in a low voice so as not to disturb others.
(5) Use of mobile phones, social media, internet and mails for private purpose is strictly prohibited while in office.

(6) It is essential that the Secretariat should present an appearance of business like activity and that there is no slackness in this respect.

(7) Members of the staff should not waste their time either in the restaurants or in loitering or gossiping along the corridors of the Secretariat buildings.

22.4.2 Movement Register

(1) A movement register should be maintained in each section in the form given below.

<table>
<thead>
<tr>
<th>date</th>
<th>name of the person</th>
<th>designation</th>
<th>time of leaving section</th>
<th>purpose</th>
<th>time of return</th>
<th>remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

(2) Every SO and below when he leaves the section and returns to it should make necessary entries in the movement register.

(3) The register should be on the table of the SO and it should be submitted to the AS concerned of the sections promptly and checked by the next higher level officer every day.

(4) There should also be surprise checks of this register and any irregularity in its maintenance by the section should be promptly brought to the notice of the higher officers.

(5) SOs like MLOs also should make surprise visits to the sections under their control and check whether the movement registers are promptly maintained.

(6) The RAs and OSs attached to the OP section should make entries in the movement register kept on the
table of the SO of that section and other RAs/OSs in the register kept on the table of the senior-most of the Section Officers of the sections to which they are attached at the time of leaving their place of duty and at the time of their return to that place.

(7) The SOs concerned should see that entries are properly made by the RAs/OSs in the movement register.

22.4.3 Cleanliness

(1) A waste paper box or basket must be kept within a convenient distance of every member of the staff.

(2) Waste paper must be thrown into this and not thrown about on the floor.

(3) Stationery and records must be put away tidily in the almirahs and not left lying on tables and on the tops of almirahs exposed to dust.

(4) All rubbish and obsolete forms or publications must be cleared away and not left to litter the office.

(5) The office and Officers’ rooms must be properly swept and dusted daily.

(6) The ASOs should keep their tables and side racks clean and the papers neatly arranged.

Dress and Identification

(1) Members of the establishment are encouraged to wear dress reflecting Telugu culture.

(2) All OSs attached to Ministers and officers of the Secretariat shall use while on duty such items of identification as are supplied to them.

(3) Government servants are not bound by any restrictions in the matter of dress and are at perfect liberty to wear, while on duty, whatever dress they like, provided it is in conformity with the ideas of decency current in society.
22.4.4 Knowledge of Secretariat Operations Manual

(1) Every SO, ASO and staff members below them, belonging to the establishment shall make themselves thoroughly conversant with the rules and instructions contained in this manual.

(2) The plea of ignorance will never be accepted as an excuse for disobeying them.

(3) The SO of each section must see that every ASO and staff below him in his section knows and understands the rules and instructions and that the copies of the Manual supplied to the section are corrected up to date.

(4) A new staff member joining the office or section must acquaint himself with the rules and instructions in the Manual.

(5) After the expiry of a month from the date of his joining the office, the SO concerned shall test his knowledge and if he is wanting, he may be given another month’s time.

(6) If the ASO or staff below him have not acquired a reasonable degree of acquaintance with the rules and instructions in this Manual even at the end of that period, the SO may submit a report to the AS.

(7) The SO will be held personally responsible for the proper and intelligent observant of the rules in the Manual by all in his section.

(8) It is the duty of the AS or MLO to see that all members of the staff under him have a thorough knowledge of the Manual and that they carefully observe its provisions.
22.4.5  Maintenance of reference books in section

(1) The reference books and other publications supplied to a section shall be preserved with care.

(2) The ASO of the section shall maintain a list of the books, each book being given the number allotted to it in the list of books kept in the rooms of the Officers of the grade of AS and above in the Secretariat.

(3) The books shall be arranged in serial order and any book taken out for reference should be replaced in its proper place immediately after use.

(4) It is the duty of the ASO mentioned above to see that all correction slips are pasted immediately after they are received.

(5) A note book showing the lists of correction slips received and the number pasted should be submitted to the SO on the first of every month.

(6) SOs and ASOs should realize that going about to procure from other sections or the library, reference books supplied to the section involves avoidable waste of time and hampers work.

(7) They should also realize that reference books, if kept uncorrected, might lead to wrong disposals of papers.

22.4.6  Miscellaneous instructions

(1) No SO or ASO shall take office papers to the house or elsewhere out of the office without an exit slip from an officer of the grade of AS and above which should be surrendered at the gate.

(2) No ASO shall place papers or cause papers to be placed on another ASO’s table without the knowledge of the latter.

(3) When covers or boxes containing office files are sent to the houses of SO/ASOs, the OS who takes them
should hand them over in person to the SO or ASO concerned and should not go away without obtaining his permission.

Grievances

(1) Members of establishment must not have recourse to anonymous petitions or letters in order to ventilate their grievances or supposed grievances.

(2) If any member of the establishment thinks that he has any grievance he may represent it to the AS in person or he may present it in writing to the Secretary.

Needless petitions

(1) Petitions which contain no new facts or grounds for reconsideration of a case, which has already been disposed of by the Government, will be returned to the Government servant.

(2) Persistence in submitting such petitions will render the Government servant liable to disciplinary action.

Service of summons in the office by bailiffs

(1) Summons on persons employed in the Secretariat are permitted to be served personally by Court bailiffs but the latter should first approach the AS of the department concerned, who will arrange for the service of the summons in such manner as is most convenient.
Chapter 23

How to manage Office

23.1 Office control

23.1.1 General

(1) The Secretary is the head of the Office.

(2) The MLO to whom the powers of control and supervision are delegated by the Secretary is responsible for management of all office matters.

(3) Each department of secretariat listed under the AP Government Business Rules shall have an OP section and a Claims section which will perform the following office administration functions. In small departments a single OP section will handle claims subject also.

(i) Office control

(ii) Office correspondence: handling tappal, indexing, circulation etc.

(iii) Office establishment (Human resource matters): leaves, pay and allowances etc.

(iv) Office management: vehicles, consumables and equipment.

(v) Office payments
(4) The General Administration Department will have exclusive sections dealing with aforementioned functions.

(5) The AS appointed by the Secretary shall be in control of the OP section.

23.1.2 Hierarchy

(1) All the ASOs and section staff shall report to the SO concerned.

(2) The AS shall control all the SOs of sections under his control.

(3) The Assistant Secretaries shall report to the MLO concerned.

(4) All the staff working in the peshis of Secretaries/ Ministers shall report to the senior most OSD/ PS/ PA.

(5) Record Assistants shall do the office duties given to them by the SO/ ASOs.

23.1.3 Office subordinates

(1) Office Subordinates will be under the immediate control of the SO in charge of the OP section who is responsible for their proper distribution among sections and officers.

(2) In General Administration Department, the OSs will be under the immediate control of the SO in-charge of OP.

(3) OSs are expected to do the duties allotted to them by SOs and ASOs and by officers to whom they are attached. The ministerial staff should not use Office Assistants for their private work.

(4) Jamedar will attend office punctually and while on duty he should wear uniform supplied to him at Government cost.
(5) The OSs in the peshi of Minister will attend office punctually and as desired by the Minister concerned and while on duty he should wear uniform supplied to him at Government cost.

(6) SO in-charge of OP section will besides attending his duty also exercise supervision over the Office Subordinates under him and see that they are detailed for the duties assigned to them. He shall ensure that the OSs attached to officers keep their clothing tidy and periodically washed and that while on duty they appear neatly dressed. He should also see that OSs working in the office wear their Identify Cards.

(7) Council Office Subordinate (COS) is in charge of the Cabinet Room. He shall see that it is kept tidy and that stationery, etc., are placed on the table in the proper places before the meeting of the Council of Ministers begins and shall wait at the room until the meeting is over. At other times, he shall wait upon the Chief Secretary.

23.2 Office correspondence

23.2.1 Correspondence

(1) The office business is transacted and all correspondence on the subject is carried on in the name and on the responsibility of the Secretary.

(2) Correspondence relating to office matters take the form of letter, or office order or unofficial reference.

(3) The letter form is usually adopted for correspondence with superior or equally ranked authorities and well-known public bodies and firms and if sent by the AS, should contain the expression “I am directed”.

(4) Communications to subordinates and applicants for employment in the office take the form of “letter” or “office order”.

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(5) Fair copies of draft office orders passed by an Assistant Secretary should clearly show that they are issued “By Order”.

(6) When they are attested by a SO, the name of the AS should be typed before the words “By Order”.

(7) Communications to other Secretariat Departments may be by unofficial note; in regard to questions relating to the pay or allowance of members of the establishments, references shall be made unofficially to the Finance Department and in regard to the employment of additional establishment to the Public Department.

23.2.2 Office papers

(1) The OP section will attend to office papers under the direction of the AS.

(2) That section will maintain in manuscript a table of contents of all office orders and keep them in its custody after it is docketed and stitched.

(3) Papers of permanent interest alone will be given an office disposal number.

(4) Papers of ephemeral interest, such as circulars issued for the guidance of the office, turn lists, applications for casual leave, etc., will be separately filed and destroyed after the end of the year succeeding that to which they relate, subject to the orders of the AS.

(5) Files containing notes regarding the appointment, seniority, promotion and punishment of SOs, ASOs and OSs will be maintained by the Assistant Secretary.

23.2.3 Periodical returns

(1) All returns relating to office matters should be submitted by the OP section to the AS on the due dates.
(2) The periodical register should be submitted once in a fortnight.

23.2.4 Address of officers and staff

(1) The OP section shall maintain a list of the addresses of officers and staff corrected up-to-date.

(2) The staff should intimate changes in their address to the OP section.

23.2.5 Circulation of Gazettes

Gazette of India

(1) The Secretariat Library circulates copies of the Gazette of India to the Chief Minister, the Chief Secretary and other Officers and SOs in the General Administration Department.

(2) Circulation of the Gazette to the Officers and Section Officers in other departments is done by the departments concerned.

(3) Each Department arranges for the re-publication in the Andhra Pradesh Government Gazette, if necessary, of any notifications appearing in the Gazette of India with which it is concerned.

(4) It is the duty of SOs to mark notifications for re-publication in the Andhra Pradesh Government Gazette.

Andhra Pradesh Government Gazette

(1) The Andhra Pradesh Government Gazette is received by all Departments and Ministers.

(2) Each department circulates the copy received by it to its SOs and Officers.

(3) It is the duty of SOs to satisfy themselves that all notifications with which they are concerned have been correctly published.
23.2.6 Copies of Acts received

(1) Whenever copies of Acts are received from the Director of Printing and Stationery they should be scrutinized and the amending Acts sorted out and the amendments incorporated in the copies of the original Acts in the rooms of officers and in sections, including spare copies in the Department.

(2) In the case of new enactments, they should be filed together between loose boards as each new Act is received and at the end of the year, they should be bound together and supplied to all officers and sections who may require them.

(3) To facilitate easy reference, a table to contents should also be prepared for each such annual volume.

23.2.7 How to communicate with Government - Role of subordinate officer

Communication form

(1) Use 13 inches (length) x 8 1/2 inches (width) paper.

(2) If wider paper is required, use a paper which has a width of some multiple of 8 1/2 inches.

(3) Use paper of similar quality and size for enclosures except in special cases such as sketch, plan or original enclosures and so on.

(4) Fold and crease papers as little as possible.

(5) Send lengthy communications, or those accompanied by large files or numerous enclosure, through the post (unfolded) between thin card-boards.

(6) Don’t use envelopes intended for flat files for enclosing communications of less than twelve sheets of foolscap.

(7) Dispatch plans, maps, etc., which would be damaged by folding in tin tubes or cases.
(8) Provide thick inside wrapper in addition to outside wrapper to each plan or map - not necessarily of the length of the plan or the map.

(9) Indicate clearly the office from which it is sent and the number and date of the letter to which it forms an enclosure.

(10) Set out the name as well as the official designation of an officer at the head of every letter, memorandum or proceedings issued by you or from your office on your responsibility, irrespective of any signature which may be given by procuration at the end and irrespective of the authority or person to whom it may be sent.

(11) When a copy of a letter, etc., issued by another officer, or from your office on your responsibility is enclosed, don’t omit the name and official designation of such other officer from the copy.

**Arrangement of papers**

(1) Place the letter or proceedings first.

(2) Below the letter or proceedings place the enclosures, if any, arranged in chronological order, the earlier papers above and the later below.

(3) Connect the whole file by a single tag, a hole being bored for that purpose with a punch in the top left-hand corner.

(4) Leave the ends of the tag open and never tie.

(5) Never use pins.

**Transmission through another officer**

(1) In cases where one officer transmits a communication to Government through another officer, e.g., the Accountant-General, note the fact of the transmission
immediately below the entry of the designation of the
officer to whom it is addressed, e.g., “To the Chief
Secretary to Government (through the Accountant-
General)”.

(2) To avoid mistakes in dispatching, write this entry in
red ink, or if typewritten, underlined in red ink.

(3) If there is no enclosure to the original communication,
the transmitting officer shall commence his endorse-
ment immediately below the signature of the forward-
ing officer continuing the endorsement, if necessary,
on sheets added to the original communication.

(4) If there are enclosures to the original communica-
tions, the transmitting officer shall begin his endorse-
ment on a separate sheet which together with other
sheets, if any, containing his communication shall be
added after the enclosures of the original communi-
cation. In neither case is a second tag to be added by
the transmitting officer.

(5) When returning to Government an original communi-
cations referred to you for remarks, maintain the file
of papers in order sent to you and treat your reply as
a fresh communication, tagging it after the original
(referred) communication.

(6) When only enclosures to a Government “Current num-
ber” are returned by an officer to whom a reference
has been made, place these enclosures together in the
order in which they are received, immediately below
his letter and before such further enclosures as he may
find necessary to forward with his reply, and guard by
foolscap sheets with the following entry on the face
of the first sheet:- “Original enclosures received with
No. dated: returned”.

(7) When a file is voluminous, break it into two or more
portions; keep enclosures which are of such a na-
ture that they will not readily lie in book form (e.g.,
sketches and plans) separate.
(8) When enclosures cannot be attached to the communication to which they are enclosures, and are sent to Government in a separate packet, attach a sheet at the top of the file of enclosures by the tag, giving the number and date of the communication to which they refer and the office from which it issued. If this cannot be done, enter the number, date and office on an inner wrapper round the enclosure or file of enclosures.

(9) Clearly number the enclosures at the head of the first page, “Enclosure Nos.1 and 2 etc., to letter No., dated”. Treat statements appended similarly. These do not require dockets.

Contents of communications

(1) Communications addressed to the Government shall as a rule, be complete in themselves and independent of enclosures.

(2) Forward enclosures of importance but merely for possible reference on points of detail.

(3) An exception to the rule here given will be where the case is simple and contained in a few words, and where a brief covering letter or endorsement lays the matter before Government with sufficient clearness.

(4) But this method will not be permitted where it indicates want of attention to the matter in hand by the officer addressing Government.

(5) In forwarding enclosures, note that they can often be forwarded in original to be returned when no longer required. Also that they should never be forwarded in extenso when extracts will suffice.

(6) When an officer in immediate correspondence with Government has to submit views based on those of various subordinate officers, attach a brief precis of
the later to the letter written to Government. Put such precis in a tabular form.

(7) The Government ordinarily receive communications on different subjects from the officer only who is the head of the executive department immediately concerned as for instance on a revenue subject from the Chief Commissioner of Land Administration only and on an educational subject from the Director of School Education or Director of collegiate education, etc.

(8) Heads of departments before submitting reports do their best to make communications complete and independent of reference to other departments.

(9) Thus where it is plain that the opinion of the Director of Health Services or Director of Medical Education will be required by Government before disposing of a paper from the Chief Commissioner of Land Administration, the latter office shall consult the Director of Health Services and Director of Medical Education prior to addressing Government. Intercommunication between the Executive departments is to be freely adopted before the Government is applied to.

(10) Condense the correspondence as much as possible and avoid repetition.

(11) Write separate letters on distinct subject.

(12) Take care not to raise general questions or to apply for specific orders in periodical reports.

(13) When application is made for financial sanction of any sort quote the code wherever possible.

(14) Don’t quote demi-official correspondence persuasion in official communications.

(15) Quote such previous correspondence as has, taken place on the same subject by date and number, adding the department if the paper quoted is a Government Order.
(16) In addressing the Government always quote numbers and dates of Government Orders, where such have been communicated to your, in preference to quoting your own letters included in those orders.

(17) The unnecessary use of terms in English shall be avoided where it is possible to use Telugu terms.

(18) Give dates for calendar years alone. If it is necessary to give them according to the fasli (revenue) or other special year, give the corresponding calendar year also, if necessary, the day and name of the English month.

(19) Adopt intelligible signature.

(20) Address the Government either by letter in the first person, or by endorsement in the third person in simple cases.

(21) Forward tabular statements under the signature without a covering communication.

(22) Punctuate every letter carefully, number the paragraphs, and make the fair copy as complete as possible and ready for the press. Avoid marginal notes and entries which entail much trouble in printing as far as possible.

(23) Make a note as follows in red ink at the foot of all important letters that are likely to be printed or of orders on which it is essential that a larger number of spare copies than usual should be supplied:- It is requested that ...... spare copies of the order on this letter may be furnished.

Covers

(1) Address covers containing official correspondence which is not of a confidential nature, to the officer for whom they are intended by his official designation only and without the addition of his name.
(2) Address demi-official covers to the officer for whom they are intended both by his name and by his official designation. Should the officer addressed by name have vacated his appointment his successor or locum tenetes should open such covers and deal with the communications enclosed if he is competent to do so. If not competent, he should return them to the sender with an intimation to that effect and should treat any information thus obtained as confidential.

(3) Enclose demi-official communications which are intended to be opened by the addressee and by no one else in covers addressed to him by name only, his official designation being omitted. If he has vacated an appointment and they are delivered to his successor or locum tenetes, they should be forwarded to him direct if this address is known and if not, returned to the sender.

(4) Dispatch all letters sent by Government officers in their official capacity in reply to communications of any kind received from private individual or associations ‘service paid’.

(5) Use service stamps pre-paying outward official foreign mail but the postage due on inward foreign mail addressed to Government officers cannot be paid by means of service stamps.

(6) The postage marks as due on such articles will, however, be initialed by an authorized officer, of the Post Office.

(7) The prepayment of postal articles by means of postage labels overprinted for State purposes is not recognized as valid under the regulations of the Postal Union of which India is a member, and foreign postal administrations refuse to accept such stamps in payment of postage.

(8) Submit applications for leave in letters post paid or through official email. Any such applications for-
warded officially by superior officers shall be treated like any other official communication.

General

(1) In forwarding draft minutes of appointment or suggestions regarding appointments, Heads of Departments shall be careful to draw special attention to cases in which such drafts or suggestions contravene any order or rule of the Andhra Pradesh Government or the Government of India.

(2) As the name of the person concerned should be published in full in all notifications relating to individuals which appear in the Andhra Pradesh Government Gazette, Heads of Departments, in submitting to Government proposals which involve Gazette notifications relating to such events as appointments and investiture of powers, etc., shall enter in the draft notification the full name of the individual concerned.

(3) All representations to Government regarding alterations in the scale of supply of stationery or of rules in the Andhra Pradesh Stationery Manual should be submitted through the Director of Printing and Stationery.

(4) In order to prevent unnecessary correspondence, proposition statements shall be submitted concurrently with applications for revision of establishment.

23.3 Vehicles

Functions of OP Section are as follows.

(1) Purchase, condemnation, maintenance and repairs relating to vehicles - 2 wheelers, 3 wheelers and 4 wheelers.

(2) Allotment of vehicles within the department.
(3) Issue of POL to department vehicles.

(4) In case of vehicles used by officers or Ministers this role may be entrusted to the head of peshi concerned subject to the monthly quota fixed by OP Section.

(5) Control of all the drivers and the Head Driver.

(6) All the drivers are in the control of AS, OP Section. The drivers allotted to the Ministers/Officers shall be under the control of the head of peshi.

(7) The assigning of duties, turn duties etc. to the drivers.

(8) Maintenance of the vehicle log books. For pool vehicles log books shall be under the control of OP section and for vehicles allotted to Officers/Minister they shall be under the control of the head of peshi.

(9) Carrying out maintenance and repairs to vehicles through authorised dealers of the companies concerned.

(10) Hiring of private vehicles for the use secretariat department.

(11) Making payments to maintenance, repairs, accessories, hiring charges, refreshments, and supplies relating to vehicles.

### 23.4 Office Purchases

#### 23.4.1 General

(1) All office purchases - equipment and consumables - required for office use will be sanctioned by the Secretary in-charge of the OP Section and bought by the OP section.

(2) The purchases will be kept in charge of OP section under its lock and key.

(3) Particulars regarding their purchase and distribution will be noted in a register maintained for the purpose and submitted every month to the AS for inspection.
(4) The section should see that toiletries and other consumables required by officers are promptly supplied.

(5) The following categories of procurements are made by the OP section.

23.4.2 Electronic and electrical equipment

Computers

(1) All the staff (Assistants, ASO, SO, AS, Personal staff, MLO, Secretary, Minister) will be provided with a desktop computer.

(2) A laptop computer may be provided to such functionaries as sanctioned by the Secretary.

(3) Paste a sticker on each computer indicating a unique number, date of installation etc.

(4) When a successor takes charge of the computer/ laptop from his predecessor, he should examine it carefully and if any damage is found he shall report it immediately to the AS in e-office. In case no damage is reported, it will be presumed that he has taken over the computer in good condition and that he is responsible for any damage subsequently noticed.

(5) Maintain the stock of computers and their peripherals in an asset register which shall be verified by the AS every quarter.

Software

(1) The software applications and licences required in the department or for the use of Minister/ Secretary will be provided by the OP section.

(2) Don’t allow pirated software to be used in any computer.

(3) Ensure that the anti-virus is installed in all the computers.
(4) Get infrastructure security check of all the computers done as per the protocol prescribed by ITC department.

**Printers and photo copiers**

(1) Don’t buy high-speed multi-function printers. Instead hire multi-function printers and photo-copiers on payment of charges per print.

(2) Entrust the responsibility of maintenance of the printers, replacement of cartridges and round-the-clock availability to the lessor.

(3) A limited number of small printers may be purchased only for personal use of the Ministers or Secretaries or MLOs.

(4) Assess the annual requirement of printer consumables and ensure that consumables and cartridges for the models of printers owned by the department are made available within half-hour of indent.

**Other equipment**

The following equipment may be purchased as per requirement of the department.

(1) Electronic equipment such as scanners, fax machines, plotters, writing boards, etc.

(2) Telecommunication equipment such as talking instruments etc.

(3) Electrical equipment such as shredders, television screens, refrigerators etc.

**23.4.3 Stationery**

(1) The following categories of stationery items are usually required in a department.
<table>
<thead>
<tr>
<th>Category</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registers and forms</td>
<td>Usually available with Director, Printing and Stationery. If not available, procured from open market.</td>
</tr>
<tr>
<td>Paper products</td>
<td>Procured from open market</td>
</tr>
<tr>
<td>Writing instruments</td>
<td>-Do-</td>
</tr>
<tr>
<td>Computer consumables (mouses, keyboards, storage devices, cables etc.)</td>
<td>-Do-</td>
</tr>
<tr>
<td>Crockery, bathroom supplies and toiletries for Ministers/ Officers/ common toilets (towels, bedsheets, soaps, slippers, etc.)</td>
<td>-Do-</td>
</tr>
<tr>
<td>Other items (staplers, batteries, house keeping consumables, etc.)</td>
<td>-Do-</td>
</tr>
</tbody>
</table>

(2) Prepare and place the annual indents for the various stationery articles required for the entire Department.

(3) On receipt of the stationery articles, enter in the stock registers to be maintained for the purpose.

(4) Arrange these articles in the racks and take precautionary measures against attack by rats and termites.

(5) Whenever articles are issued to the personal staff of officers and the sections, the store in-charge shall enter the issues made in the stock register and obtain their acknowledgements.

(6) The SO concerned shall check the stock registers once a week and submit the same to the AS once a month.

(7) The AS shall ensure that the stationery articles are
stocked properly and the necessary accounts are maintained properly.

23.4.4 Office furniture

(1) The OP section will maintain a Stock Register in Form Andhra Pradesh Financial Code No.10 showing the total number under each kind of furniture received, number issued and the balance.

(2) The section will maintain a distribution register showing how the various items or furniture are distributed.

(3) Each article will be marked with a number which will be its permanent number indicated in the distribution register.

(4) An inventory of furniture kept in each section or room or hall will be prepared in duplicate and one copy duly acknowledged by the SO or the PS/PA concerned will be kept filed in the OP section.

(5) The duplicate copy of the inventory will be kept by the SO of the section or the PS/PA.

23.4.5 Others procurements

Refreshments

(1) Provide refreshments during the official meetings and to dignitaries visiting the Ministers or Secretaries.

Motorcycle /bicycle

(1) Department may provide motor cycles and bicycles to the messengers of their department.

(2) Repairs may be executed under the orders of the AS. When however, the cost of repairs is in the opinion of the AS not likely to be remunerative, the machine may be condemned with the approval of the Secretary and a new one purchased instead.
(3) A register shall be maintained showing the number of the machine, the date of supply, its original cost and the date and nature of all repairs carried out with the cost of such repairs.

(4) In the first week of each month, the register should be submitted to the AS who will satisfy himself that the expenditure on repairs has not been excessive and initial the register in token of verification.

Liveries and other items

(1) Office subordinates of officers and Ministers, those working in office, drivers, jamedars, etc. are supplied with dress as shown below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description of clothing</th>
<th>Number of wear (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS</td>
<td>Full trousers and Half arm shirts</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Badge with name in Telugu and English</td>
<td>1</td>
</tr>
<tr>
<td>Driver/</td>
<td>Full trousers and Half arm shirts</td>
<td>2</td>
</tr>
<tr>
<td>Motor-</td>
<td>Badge with name in Telugu and English</td>
<td>1</td>
</tr>
<tr>
<td>cycle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>messenger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black leather shoes</td>
<td>1 pair</td>
<td>1</td>
</tr>
</tbody>
</table>

(2) At the end of the period of wear of the clothing pre-
viously supplied new clothing is supplied.

Service postage

(1) The OP section concerned shall present necessary contingent bills and obtain necessary service stamps required for the Department from the treasury for use in the Department.

(2) The service stamps shall be in the custody of the Office Procedure section and proper accounts shall be maintained denomination-wise.

(3) The OP section shall supply necessary service stamps to the tappal sections, as per the requirement, for use by them to despatch covers during turns and during holiday turns.

(4) Necessary stamp accounts shall be maintained in the tappals section of the Department concerned.

Custody of stamps

(1) The date stamps of officers are in their own custody.

(2) The custody of the self-registering current number stamp is in the custody of tappal in-charge.

Books

(1) PS/PA of an officer will serially number the books procured for the officer.

(2) PS/PA shall verify them periodically and ascertain that no book either in the chamber or residence of the officer is missing.

Items not covered

(1) The department may procure items not covered here with the approval of the Secretary.
23.4.6 Miscellaneous

Contingencies-Official residences

(1) The Ministers and Secretaries in-charge of secretariat departments will be provided with official accommodation so as to enable them to handle the affairs of the state and attend to work any time of the day or night.

(2) The OP section should make timely payments for the water, electricity charges, telephone and data connection charges for the official residences.

(3) Office assistants and/or office subordinates will be on duty at official residence.

(4) The SO in-charge of secretariat buildings will issue the required furniture and equipment to the official residences under acknowledgement from the OSD/PS to Minister concerned or the Secretary concerned.

Office stores

(1) A separate register will be maintained for other office stores. One page should be reserved for each kind or class or article.

(2) New articles purchased or supplied during the year should be duly brought into account, those condemned or otherwise disposed of being written off or adjusted in the registers.

(3) Stock-taking should be done in June of each year by an ASO of the OP section specified for the purpose and a report of check submitted to the AS.

(4) If any article is damaged or missing, definite orders should be passed as to whether it should be repaired, replaced or written off.
Supplies

(1) The PS/PA of the officer should get such stationery and forms as are required from the OP sections and place them at the disposal of the officer.

(2) OP Section to supply the requirements to all concerned duly ensuring that there is no complaint.

Sale of unserviceable articles

(1) Unserviceable articles such as broken furniture, record boxes, etc., should be auctioned annually under the AS's orders.

(2) The amount realized should be immediately credited to Government and the bank receipt submitted to the AS for perusal.

(3) As soon as the auction is over, the fact of sale of each article will be noted in the stock register which will be submitted to the AS for initialling the entries.

23.5 Economy measures

23.5.1 Economy in use of stationery

(1) All members of the establishment should use Government stationery as economically as possible.

(2) SOs of sections are responsible for ensuring economy in use.

(3) After tappals are opened, the tappal in-charge should see that the empty brown envelopes are sent to the OP/Tappal Section for use.

(4) For preparing drafts use one sided papers and unused papers.

(5) Don’t paste telegrams, telephone messages or demi-officials on another paper.
(6) Slips sent down by officers need not form part of a note file unless they are very important.

(7) Send newspaper cuttings electronically.

(8) Before sending put-away papers to CRB remove the flags, paper fasteners and gem clips.

(9) Don’t use embossed forms for printing office orders, unofficial notes and notifications to be sent to Director of Printing and Stationery, Government Press for publication in gazette.

(10) Use printers economically.

(11) Don’t affix stamps in excess on postal articles and telegrams.

(12) The SO, CRB should see that tags are removed from records when they are stitched and returned to the OP Sections for re-issue.

(13) The rules in the Andhra Pradesh Stationery Manual and the general orders regarding retrenchment in printing and stationery should be followed.

23.5.2 Economy in expenditure on contingencies

(1) The AS of the department should take personal interest and ensure that the expenditure on contingencies is reduced to a minimum, consistent with the efficiency of public administration.

23.5.3 Miscellaneous

i. Allot office space to the officers and departments in secretariat.

ii. issue instructions on clean green and miscellaneous issues.

iii. Handle matters relating to integrated security of Secretariat.
iv. Sanction water, electricity charges and payments to housekeeping agencies, open area cleaning agencies.

v. Manage Chief Reception Office.

vi. Manage and issue secretariat Building Access Control Cards.

vii. Provide curtains and name boards.
Chapter 24

How to make Payments

24.1 General

(1) Each Department of the Secretariat shall have a Claims section to deal with matters relating to

   (i) preparation of bills in respect of the department
       (Ex: pay bills, TA bills, contingent bills, permanent advance bills)

   (ii) presentation of bills to the Pay and Accounts Office, Secretariat,

   (iii) encashment of the passed bills

   (iv) disbursements of these amounts and

   (v) Budget relating matters

(2) Encashment and disbursement includes by electronic means also.

(3) The various registers prescribed under the Andhra Pradesh Financial Code and the Andhra Pradesh Treasury Code are maintained in the Claims Section.

(4) The Claims section is responsible for drawing and disbursing the amounts in the department. In departments where there is no exclusive Claims section, the OP section will be responsible for drawl and disbursal.
(5) The AS, Claims section / OP Section as the case may be, is the first Drawing and Disbursing Officer.

(6) SO, Claims section / OP section is the second Drawing and Disbursing Officer for the department.

24.2 Pay, allowances and staff TA claims bills - Drawl procedure

(1) The pay bill contains two parts, i.e., Pay and Allowances and recoveries which are to be made in respect of every employee.

   (i) Pay and allowances includes pay, DA, HRA, CCA and other allowances applicable from time to time.

   (ii) Recoveries includes Government recoveries and Non-Government recoveries.


      b) Non Government recoveries: private LIC., Cooperative amounts, court attachment recoveries etc. to be credited into the DDO’s current account.

Role of Drawing and Disbursing Officer (DDO)

(1) Prepare and submit monthly salary bills in APTC Form 47 in respect of the employees under the control of concerned Department through electronic platform of Finance department.

(2) Submit the same to audit for payment as per schedule prescribed by the Government.

(3) After completion of the online data entry, retain one physical copy in the section. This copy is for the purpose of pre-audit of AG, AP. Submit paid vouchers to AG, AP for concurrent audit.
(4) Prepare and submit supplementary salary bills to the audit through electronic platform of Finance department in the form of leave salary of the employee whose salary has not been claimed on account of pending of leave sanctions etc.

(5) Process TA/ LTC claims submitted by the employees concerned and submit the same for payment to the audit.

(6) Upload the data online, in the DDO’s portal under electronic platform of Finance department; Treasury Bill Register (TBR) number is auto-generated.

Role of Treasury/ Pay and Accounts Officer

(1) After receiving such claims in audit, process the claims through HRMS after pre-auditing the salary claims under applicable Government orders and codal provisions. (Assignee: Audit section concerned)

(2) Follow the following steps for processing the claims after DDO presents bill.

   (i) Assign token number for each claim based on the TBR number of the claim.

   (ii) Verify the details of the claim such as head of account, cadre strength details, scrutiny of the claim with reference to fly leaf particulars, eligibility guidelines (pre-audit function undertaken by you).

   (iii) Append pay order on the claim in token of passing.

   (iv) Consolidate all passed claims for generating payment advice/ cheque to the bank.

   (v) Send the details of payment for crediting into the corporate internet banking (CINB) of the treasury unit concerned or PAO.

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Role of agency bank

(1) After receiving the payment advice, debit the consolidated amount to the Consolidated Fund Account of the State and credit to the CINB account concerned and into the authorised beneficiary’s bank account through TRGS/NEFT.

(2) After completion of the debit-credit operations, furnish the daily list of payments (LOP) through bank e-scroll physically and online for the purpose of reconciliation with the payments authorised and also for future accounting purpose.

24.2.1 Bills-Procedure

Pay bills

(1) In order to ensure that the pay bills (APTC Form 47) are correctly prepared, send to the Claims section the particulars of office arrangement relating to leave, other duty, substitute, etc. (Assignee: SO in-charge of Establishment section)

(2) Received acting arrangements from establishment section under acknowledgement. (Assignee: SO in-charge of Claims section)

(3) Follow instructions in 24.2.1

(4) Generate pay slips in the electronic application. (Assignee: ASO in-charge of Claims section)

(5) Distribute pay slips on the last working day of every month. (Assignee: ASO in-charge of Claims section)

(6) Follow instructions in 24.2.1

TA bills

(1) Received TA bill (APTC Form 52) or sanction orders / Leave Travel Concession (Assignee: SO in-charge of Claims section)
(2) Follow instructions in 24.2.1

Contingent bills

(1) Received contingent bill (APTC Form 58), with sanction orders, vouchers and relevant papers from officers or sections concerned. (Assignee: SO in-charge of Claims section)

(2) Follow instructions in 24.2.1

(3) Follow instructions in 24.2.1

Supplementary bills

(1) Received sanction orders (pay fixation arrears, increment arrears, surrender leave salary, DA arrears, additional charge allowance, leave salary, medical reimbursement bills, GPF advances or part final or final withdrawals, loans and advances and so on). (Assignee: SO in-charge of Claims section)

(2) Follow instructions in 24.2.1

Permanent Advance

(1) Received sanction orders. (Assignee: SO in-charge of Claims section)

(2) Follow instructions in 24.2.1

(3) Handover advance cash to authorised person. (Assignee: DDO)

Other bills

(1) Receive Grants-in-Aid bills (APTC Form-102) of the following types.

   (i) Grants in Aid of all kinds

   (ii) Social Security - Ex-gratia payments

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(iii) Ex-gratia and relief to victims of natural calamities

(iv) Legal aid to poor

(v) Discretionary grants made to individuals / institutions

(vi) Adjustments of taxes / cess to local bodies etc.,

(2) Receive Abstract Contingent Bill (APTC Form-57) for the following.

(i) For drawl of all types of advances by Government officers for departmental purposes for which detailed bills have to be submitted to AG.

(ii) Drawls under TR-27 in respect of items for which amount is to be normally drawn on fully vouched contingent bill, and when advance is drawn under specific sanction using the APTC Form 57.

(3) Follow instructions in 24.2.1

**General-Procedure**

(1) Prepare bills in proper A.P.T.C forms on electronic application of Finance department. (Assignee: SO in-charge of Claims section)

(2) Obtain signature of DDO on physical copy. (Assignee: SO in-charge of Claims)

(3) Enter in department bill register and obtain number. (Assignee: ASO in-charge of Claims section)

(4) Send physical copy of bill to PAO. (Assignee: ASO in-charge of Claims section)

(5) Receive intimation sheet of passing of bills. (Assignee: ASO in-charge of Claims section)

(6) Enter token number, cheque number, date contained in the intimation sheet of PAO, in the department bill register. (Assignee: ASO in-charge of Claims section)
(7) Enter token number, cheque number, date contained in the intimation sheet of PAO, in the electronic application of finance department. (Assignee: ASO in-charge of Claims section)

Recoveries-Procedure

(1) Credit Non Government recoveries and Government recoveries other than State Government recoveries into DDO account. (Assignee: SO in-charge of Claims section)

(2) Issue cheques for Non Government recoveries. (Assignee: DDO)

(3) Issue cheques for Government recoveries other than State Government (Income tax, etc.). (Assignee: DDO)

(4) Make Income Tax payments through cheques to respective agencies by 5th of every month. (Assignee: DDO)

(5) Obtain daily list of payments (LoP) from bank/ PAO. (Assignee: SO in-charge of Claims section)


24.2.2 Bills-Ministers and Ministers’ staff

Ministers

(1) Pay bills. Obtain pay slips of Ministers and cabinet rank holders from PAO and follow instructions at 24.2.1. (Assignee: SO in-charge of Claims section of department concerned)

(2) TA bills. Receive TA bills from OSD/ PS to Ministers, and follow instructions at 24.2.1. (Assignee: SO in-charge of Claims section of department concerned)
Staff of ministers

(1) **Pay bills.** Obtain Last Pay Certificate from DDO of previous working station and follow instructions at 24.2.1. (Assignee: SO in-charge of Claims section of GAD)

(2) **TA bills.** Obtain TA bills from OSD/ PS and obtain endorsement / counter signature of AS, O.P./ Establishment Section of department concerned, and follow instructions at 24.2.1. (Assignee: SO in-charge of Claims section of GAD)

Expenditure on tours of Ministers

(1) The section dealing with tours of Council of Ministers in the department concerned should maintain a progressive account of the expenditure incurred on the tours of Ministers and their staff.

(2) Immediately after a tour is decided on by a Minister his OSD/ PS should furnish a copy of the tour programme to the Section.

(3) Immediately after a tour is over the OSD/ PS should furnish to the Claims section of the department actual expenditure incurred by the Minister and his staff in APTC Form No.52 along with original Tickets, Boarding Passes etc.,

(4) In the first week of every month or as soon thereafter as possible the account referred to in sub-paragraph (1) above should be submitted by the SO, Claims section of the department concerned, to the AS, Claims in GAD with a summary statement and after their approval, copies of the statement should be submitted to PAO for payment.

(5) The OSD/ PS to a Minister should maintain a record of all tour programmes of the Ministers neatly arranged date-wise and send it at the end of each year to the CRB properly docketed.
24.2.3 Contingent expenditure bills

(1) All amount payable to private parties and companies which cannot be paid out of the Permanent Advance shall be paid by means of electronic clearance (RTGS/ NEFT).

Role of SO, OP Section

(1) Maintain a Bill Register in the form given below to account for, and to watch, the payment of contingent bills sent to the Claims section for payment.

(2) To ensure filling up of column (8) of the register, obtain the particulars of payments from the Claims section on any day between the 5th and 10th of every month.
(3) Submit the register to the AS concerned once a month for check.

**F O R M**

<table>
<thead>
<tr>
<th>serial number</th>
<th>current number</th>
<th>from whom</th>
<th>bill no.</th>
<th>amount.</th>
</tr>
</thead>
<tbody>
<tr>
<td>and date</td>
<td>received and date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>order number</th>
<th>date of number</th>
<th>date of transmis- payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>and date</td>
<td>date of to con- sion of</td>
<td>to claims by claims</td>
</tr>
<tr>
<td>expenditure</td>
<td>was sanctioned by claims</td>
<td>section</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

### 24.2.4 Permanent Advance

(1) Each Department of Secretariat is sanctioned a Permanent advance to meet any unforeseen expenditure which has to be incurred urgently and it would be very inconvenient to postpone such expenditure.

**Role of SO, OP Section**

(1) As custodian of the Permanent Advance deal with local purchases and contingent expenditure in respect of the Department.

(2) Maintain a Permanent Advance Register in A.P.T.C. Form 8.

(3) Recoup the expenditure incurred at regular intervals by submitting necessary contingent bills to the Claims Section with proper sanction.
(4) Note the recoupments made under Permanent Advance in red ink in columns (7), (8), (9) and (10) of the register.

(5) Note the mode of recoupment and date of recoupment in columns (5) and (6) of the Register, against the respective item of expenditure.

(6) Submit the Permanent Advance Register daily to the AS to Government for check.

24.3 DDO Account

24.3.1 Maintenance procedure

(1) DDO in each department of Secretariat are authorized to open an Account in the Branch of a Nationalized Bank functioning in the Secretariat premises.

(2) The PAO remits claimed amounts in the DDO account.

(3) Prepare a cheque for disbursement from the DDO Account for recoveries and obtain the signature of DDO. (Assignee: SO in-charge of Claims section)

(4) Issue cheque to the concerned. (Assignee: SO in-charge of Claims section)

24.3.2 Maintenance of Main Cash Book

Role of SO Claims section

(1) Maintain a Main Cash Book in APTC Form 5 to account for the daily transactions in the Department from DDO account.

(2) Enter the revenue receipts or sale proceeds or any other amount received in the office on Government account alone on receipt side in columns (1)-(3) of the Main Cash Book.

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(3) Show the remittances of the above amounts in Government account in the Reserve Bank of India, in columns (4) to (6) as disposal.

(4) After closing the cash transaction, if any, in the Cash Book, strike an abstract beneath it submit to the AS (OP) for verification.

Role of AS, O.P. Section

(1) Verify the cash balance with the Cash Book and Bank Pass Book, and record the details of cash balance in words, in your own hand.

(2) Lock the cash box and keep in the cash chest or in the cupboard under your custody.

24.3.3 Subsidiary Cash Book

Role of SO, Claims Section

(1) Maintain a subsidiary cash book in APTC Form 5 to account for the non-Governmental transactions, viz., recoveries made from the salaries of the staff towards Andhra Pradesh Secretariat Staff Co-operative Society Loans, Andhra Pradesh State Co-operative/ Central Co-operative Bank loans, subscriptions towards Cumulative Time Deposit (C.T.D.), Life Insurance, etc.

(2) Enter the recoveries made from the salaries of the staff members, as receipts in the subsidiary cash book and show the remittances made in the respective institutions as disbursements.

(3) Keep the recoveries made towards non-Governmental transactions, as per subsidiary cash book separately from other cash balances and get verified by the AS (Office Procedure) daily, while closing the daily cash accounts.
Role of DDO

(1) Ensure while checking the subsidiary cash book, that the amounts recovered are remitted to the respective institutions without any undue delay.

(2) Check the subsidiary cash book daily and record the cash balance as per subsidiary cash book as in the case of Main Cash Book.

24.4 Miscellaneous

24.4.1 Loans and Advances - Recovery procedure - Registers

Role of SO, Claims section

(1) Maintain necessary recovery registers as contemplated under Andhra Pradesh Financial Code and Andhra Pradesh Treasury Code and any other registers contemplated by the Government in the Finance Department from time to time, to keep proper accounts of the recoveries made from the salaries of the officers and staff members in respect of the loans and advances issued to them.

(2) While preparing the bills certify that necessary entries have been made in the recovery register concerned.

(3) Check the registers concerned, to ensure their proper maintenance.

Role of ASO, Claims section

(1) Enter recovery details in registers.

(2) Update recovery particulars in monthly pay bills.

(3) Calculate the interest after completion of the recovery.
(4) Upload the interest recovery particulars in the pay bill on electronic platform.

(5) Reconcile the figures with figures of A.G. and PAO.

24.4.2  Service Registers and leave account

Role of SO, Claims section

(1) The SRs and leave accounts of staff of the departments of Secretariat are in the custody of the Office Procedure/Establishment sections of the respective Departments.

(2) Beside certifying the leave eligibility, qualifying service, etc., arrange to make necessary entries in the SRs of the staff members in accordance with the rules contained in the Fundamental Rules and attest all the entries made in the SR.

(3) In January of each year, take up for verification the SRs and leave accounts of all the staff members working in that Department and furnish necessary certificate of annual verification of services up to the period ended the 31st December of the previous calendar year with reference to Pay bills, with proper attestation.

(4) After completion of the Annual verification in respect of all SRs submit a compliance report.

Role of Secretary

(1) Check 10 per cent of the total number of SRs, chosen at random, with reference to subsidiary rule 12 under F.R. 74 (a) (iv).

Role of SO, OP Section

(1) Every year, during the first week of March, have the SRs verified by each member of the establishment and
take necessary action for rectification of any defect/ omission noticed.

(2) Obtain the signature of the concerned Government servant in Column (14) of the SR in token of their having verified their SRs.

24.4.3 Number statement - Preparation

Role of SO, Claims section

(1) Assist the Office Procedure section, in the preparation of number statements in respect of the officers and staff of that department by furnishing the ‘actu- als’ under each ‘Head of Account’, operated by it.

(2) Furnish the actuals in respect of the staff of Ministers beside the officers and establishment in GAD.

Role of SO, OP section

(1) Send the number statements to the Finance Department in advance to prepare the Budget Estimates.

24.4.4 Control of Expenditure

Role of SO, Claims section

(1) Watch carefully the contingent and other expenditure, in respect of the department and bring it to the notice of the AS to Government concerned, in advance, any likelihood of the appropriation under any item of expenditure being exceeded.

Role of SO, OP section

(1) Take necessary advance action to get additional allotment of funds in the Revised Estimate or in the Final Modified Appropriation.
24.4.5 Reconciliation of Accounts

Role of SO, Claims section

(1) Attend to the work of reconciliation of Department accounts with the Treasury figures every month as per the schedules fixed by the Accountant-General, to ensure that there is no misclassification of accounts.

(2) On completion of the reconciliation work, furnish a certificate, to the DDO.
**Appendix A**

**Abbreviations**

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<td>Director of Labour</td>
<td>DoL</td>
<td></td>
</tr>
<tr>
<td>Director of Marketing</td>
<td>DoM</td>
<td></td>
</tr>
<tr>
<td>Director of Medical Education</td>
<td>DME</td>
<td></td>
</tr>
<tr>
<td>Director of Medical Insurance</td>
<td>DMI</td>
<td></td>
</tr>
<tr>
<td>Director of Mines and Geology</td>
<td>DMG</td>
<td></td>
</tr>
<tr>
<td>Director of Minorities Welfare</td>
<td>DMW</td>
<td></td>
</tr>
<tr>
<td>Director of Ports</td>
<td>DP</td>
<td></td>
</tr>
<tr>
<td>Director of Printing, Stationery and Stores Purchase</td>
<td>DPS</td>
<td></td>
</tr>
<tr>
<td>Director of Prosecutions</td>
<td>DPR</td>
<td></td>
</tr>
<tr>
<td>Director of Protocol</td>
<td>DoP</td>
<td></td>
</tr>
<tr>
<td>Director of Public Health and Family Welfare</td>
<td>DPH</td>
<td></td>
</tr>
<tr>
<td>Director of Public Libraries and Registrar of Publication</td>
<td>DPL</td>
<td></td>
</tr>
<tr>
<td>Director of School Education</td>
<td>DSE</td>
<td></td>
</tr>
<tr>
<td>Director of Sericulture</td>
<td>Seri</td>
<td></td>
</tr>
<tr>
<td>Director of Social Welfare</td>
<td>DSW</td>
<td></td>
</tr>
<tr>
<td>Director of State Archives</td>
<td>DSAr</td>
<td></td>
</tr>
<tr>
<td>Director of State Audit</td>
<td>DSA</td>
<td></td>
</tr>
<tr>
<td>Director of Sugar and Cane Commissioner</td>
<td>DSC</td>
<td></td>
</tr>
<tr>
<td>Director of Survey Settlements &amp; Land Records</td>
<td>DSLR</td>
<td></td>
</tr>
<tr>
<td>Director of Technical Education</td>
<td>DTE</td>
<td></td>
</tr>
<tr>
<td>Director of Translations</td>
<td>DoT</td>
<td></td>
</tr>
<tr>
<td>Director of Treasuries and Accounts</td>
<td>DTA</td>
<td></td>
</tr>
<tr>
<td>Director of Tribal Welfare</td>
<td>DTW</td>
<td></td>
</tr>
<tr>
<td>Director of Women Development and Child Welfare</td>
<td>DWCW</td>
<td></td>
</tr>
<tr>
<td>Director of Youth Services</td>
<td>DYS</td>
<td></td>
</tr>
<tr>
<td>Director of Insurance</td>
<td>DIN</td>
<td></td>
</tr>
<tr>
<td>Inspector General of Registration and Stamps</td>
<td>IGRS</td>
<td></td>
</tr>
<tr>
<td>Pay and Accounts Officer</td>
<td>PAO</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>In Full</td>
<td>Abbreviation</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Pension Payment Officer</td>
<td>PPO</td>
<td></td>
</tr>
<tr>
<td>Principal Chief Conservator of Forests</td>
<td>PCCF</td>
<td></td>
</tr>
<tr>
<td>State Editor, District Gazetteers dept</td>
<td>SEDG</td>
<td></td>
</tr>
<tr>
<td>State Election Commission</td>
<td>SEC</td>
<td></td>
</tr>
<tr>
<td>Tribunal for Disciplinary Proceedings</td>
<td>TDP</td>
<td></td>
</tr>
</tbody>
</table>

Table A.1: Abbreviations
Appendix B

Forms

B.1 Personal Register of ASO

<table>
<thead>
<tr>
<th>section:</th>
<th>department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>serial number</td>
<td>current number</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
### B.2 Transit register

<table>
<thead>
<tr>
<th>number</th>
<th>date</th>
<th>signature of receiving officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>


### B.3 Circulation register

<table>
<thead>
<tr>
<th>department and current number</th>
<th>to whom circulated</th>
<th>date of circulation</th>
<th>box</th>
<th>date of return</th>
<th>department remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
## B.4 Circulation return watch register

Week ending: – –/– –/– – – –

Department:

<table>
<thead>
<tr>
<th>c.no</th>
<th>subject</th>
<th>date of circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
B.5 Circulation Card

department: 
circulated: – –/– –/– – – –

circulation order:
1. M———–
2. M———–
3. ............
4. CM
5. Governor
### Section Distribution Register

<table>
<thead>
<tr>
<th>Current number</th>
<th>section to which assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
### B.7 Postal Article Register

<table>
<thead>
<tr>
<th>serial number</th>
<th>nature of article</th>
<th>from whom received</th>
<th>section to which assigned</th>
<th>current number</th>
<th>acknowledgement of SO of section to which assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
### B.8 Valuables Register

<table>
<thead>
<tr>
<th>serial number</th>
<th>nature of valuable</th>
<th>from whom received</th>
<th>section to which handed over</th>
<th>acknowledgement of SO of section to which assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>


B.9 Press slip

- □ Ordinary □ Urgent □ Special

Department:
Current No. , dated
G.O. No. , dated

Number of Manuscript pages sent:
Brief subject:

INSTRUCTIONS

Role of SO of section concerned

1. If a paper is marked “urgent” or “special”, sign the Press Slip. Exercise careful discretion in the matter.

2. Fill the number of copies and the details of distribution.

3. In the absence of special instructions to the Press to keep matter standing for a specific period, ordinary papers of 8 pages and under will be kept standing for one week and larger papers for two weeks only. The type of all confidential papers is distributed immediately after striking.

4. Send every paper to the press with this slip, properly and completely filled in; it will be returned by the Press when proofs are furnished.

5. Send it to the Press when a call is made for revised proofs or when corrected proof is sent for striking.

6. When finally returned by Press, fill with the original order or letter.
Role of Works Manager of Press

(1) If, in your opinion a paper has been marked “special” or “urgent” unnecessarily, send the press slip to the AS with a remark to that effect.

(2) Unless a note to the contrary is made against the matter don’t print pencil entries. Bring to the notice of the AS any instance of incomplete or careless editing.

(3) Return this slip to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck off copies are supplied.

(4) Print the names of the Secretary and Ministers in full when they occur on the right hand side, only the first time. When they appear on the left side print the initials alone later.

To
Works Manager,
Government Printing Press

(1) The following copies are required.

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of copies required when struck off (not including copies for editors’ table which are retained in the Press):</td>
<td></td>
</tr>
<tr>
<td>Copies for purchase by the public:</td>
<td></td>
</tr>
<tr>
<td>Copies for media:</td>
<td></td>
</tr>
<tr>
<td>Copies for record:</td>
<td></td>
</tr>
<tr>
<td>Copies for AP State Archives:</td>
<td></td>
</tr>
<tr>
<td>For filing with original signature:</td>
<td></td>
</tr>
<tr>
<td>Spare copies</td>
<td></td>
</tr>
</tbody>
</table>

(2) □ Send proof in duplicate. The papers have been carefully edited.
Proof returned corrected. Please strike off and send number of copies as indicated.
Matter is clear manuscript and is carefully edited. Don’t send proof. Print and supply number of copies as Indicated.

(3) Release type:
- after usual interval.
- at once

Section Officer
## TO BE FILLED IN BY THE PRESS

<table>
<thead>
<tr>
<th>Diary</th>
<th>Initials of press official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received in Press on</td>
<td></td>
</tr>
<tr>
<td>First proof furnished on</td>
<td></td>
</tr>
<tr>
<td>Call for revised proof received on</td>
<td></td>
</tr>
<tr>
<td>Revised proof furnished on</td>
<td></td>
</tr>
<tr>
<td>Corrected proof received for striking on</td>
<td></td>
</tr>
<tr>
<td>Final copies supplied on</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Add model proof photo copy.
### B.10 Register of periodicals

<table>
<thead>
<tr>
<th>number assigned to the periodical</th>
<th>name of periodical</th>
<th>from whom due</th>
<th>date due</th>
<th>date of receipt</th>
<th>to whom due</th>
<th>due date</th>
<th>date of despatch</th>
<th>remarks (write reminders and replies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>
B.11 Tabling slip

department:
series:
security classification::
circulated to:
approved by:
secretary: seen/ not seen
G.O. number:
date:

---

Index Title (head and sub-head underlined)
cross reference

---

Printing: Yes/ No.
If yes, prepare the disposal for Press as given in chapter ‘Printing and Proof Correction’ SO Sign.
### B.12 Proceedings register

<table>
<thead>
<tr>
<th>number of order</th>
<th>date</th>
<th>current number disposed of</th>
<th>index title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
### B.13 Stock file register

<table>
<thead>
<tr>
<th>number</th>
<th>date of disposal</th>
<th>subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
B.14 Annual indexes - Distribution list

1. Office for reference: <official email>
2. CRB: <official email>
3. Other officers, if any: <official email>
4. Indexes for preparing annual indexes: <official email>
B.15  Calendar for periodical register

<table>
<thead>
<tr>
<th>Dates</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>...</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## B.16 Call book

<table>
<thead>
<tr>
<th>serial number</th>
<th>date of entry in this register</th>
<th>subject</th>
<th>old current number</th>
<th>number and date of Government Order, etc., authorizing the entry</th>
<th>date when further action is to be taken</th>
<th>number date of new current</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
</tr>
</tbody>
</table>
### B.17 Reminder dairy

<table>
<thead>
<tr>
<th>date</th>
<th>number (C.P. or C.B.)</th>
<th>date of actual issue of reminders</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
</tbody>
</table>
## B.18 Arrears list

<table>
<thead>
<tr>
<th>serial number</th>
<th>current number</th>
<th>date</th>
<th>from whom received</th>
<th>subject</th>
<th>last reference or reminder issued</th>
<th>last reply received</th>
<th>remarks (enter the number and date of final disposal or the actual stage i.e. the time of submission of the arrear list and reasons for delay)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2(a) 2(b) 2(c)</td>
<td>3</td>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>
B.19  Half-Yearly Business Statement

Statement showing the Half-Year ending 20xx for the office of
Number of Serial numbers disposed of finally.

<table>
<thead>
<tr>
<th>The number of serial numbers pending at the beginning of the Half-year</th>
<th>The number of serial numbers received or initiated during the Half-year</th>
<th>Total of Columns (1), (2)</th>
<th>Out of the cases shown in column (1)</th>
<th>Out of the cases shown in column (2)</th>
<th>Total of columns (4), (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Remaining in arrears

<table>
<thead>
<tr>
<th>One month less (counting from date of registration of first current file)</th>
<th>More than one month and not more than six months</th>
<th>More than six months and not more than one year</th>
<th>More than one year and not more than two years</th>
<th>More than two years and not more than three yrs</th>
<th>More than three years not more than four years</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>More than four years</th>
<th>Total of columns (7) to (13)</th>
<th>Remarks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
</tbody>
</table>

NOTE:

(1) This return is due in the office ....... by the 20th of the month following each calendar half-year.

(2) The unit for the statistics in this return is each single one of the serial numbers entered in column (1) of the Personal Register. The period of pendency
should count from the date on which the first paper was registered.

(3) The return should be accompanied by a brief review of arrears of more than one year, showing—

   (i) The date of each such paper.
   (ii) Brief abstract of the subject matter.
   (iii) Explanation in brief of cause of delay and
   (iv) Date of last reminder sent to officers against whom papers are pending.
## B.20 Daily detention list

<table>
<thead>
<tr>
<th>serial number</th>
<th>current number and date of first receipt in the department</th>
<th>brief title</th>
<th>date of receipt in section</th>
<th>reasons for pen- dency</th>
<th>remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### B.21 Special register of important communications

<table>
<thead>
<tr>
<th>serial number</th>
<th>nature of communication</th>
<th>brief subject</th>
<th>From whom</th>
<th>date of receipt</th>
<th>to whom sent</th>
<th>date of sending</th>
<th>date of submission by section</th>
<th>remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>
B.22 Special register of minutes

<table>
<thead>
<tr>
<th>serial number</th>
<th>current number</th>
<th>current date</th>
<th>subject</th>
<th>from whom received</th>
<th>Outside number and date, if any</th>
<th>minutes of minister/remarks of secretary</th>
<th>due date for submission</th>
<th>date of submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>reference</th>
<th>reminder</th>
<th>receipt of interim reply</th>
<th>present state</th>
</tr>
</thead>
<tbody>
<tr>
<td>issued to whom</td>
<td>number</td>
<td>date</td>
<td>number</td>
</tr>
<tr>
<td>10(a)</td>
<td>10(b)</td>
<td>10(c)</td>
<td>11(a)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>final disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>number</td>
</tr>
<tr>
<td>14(a)</td>
</tr>
</tbody>
</table>
### B.23 Telugu official language register

Special register showing the remarks of the inspecting officers on the progress of the implementation of Telugu official language

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date:</td>
</tr>
<tr>
<td>2</td>
<td>Officer who records remarks</td>
</tr>
<tr>
<td></td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Designation:</td>
</tr>
<tr>
<td>3</td>
<td>Remarks on the implementation of Telugu official Language:</td>
</tr>
<tr>
<td>4</td>
<td>In respect of the maintenance of the registers, note the names of those registers in which entries are not still written in Telugu:</td>
</tr>
<tr>
<td>5</td>
<td>Other subjects:</td>
</tr>
<tr>
<td>6</td>
<td>General:</td>
</tr>
<tr>
<td>7</td>
<td>Signature of the Officer who recorded remarks:</td>
</tr>
</tbody>
</table>
### B.24 Long pending case history sheet

<table>
<thead>
<tr>
<th></th>
<th>Department:</th>
<th>Section:</th>
<th>ASO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C.No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Date of receipt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Subject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>From whom received or how the case arose?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Brief history of the case (viz)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) the ‘purpose’ of the case (i.e.) what is to be achieved</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) the ‘means’ by which it has to be achieved, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) Action taken so far in this regard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Reasons for pendency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Present stage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Orders of the Officer who reviewed the case. (The reviewing officer shall issue clear directions as to how to proceed further with the case)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**B.25 Register of confidential records**

<table>
<thead>
<tr>
<th>date of receipt</th>
<th>number</th>
<th>brief subject</th>
<th>remarks</th>
<th>date paper is received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
**B.26  Confidential record issue register**

<table>
<thead>
<tr>
<th>serial number of requisition</th>
<th>date of receipt</th>
<th>number of disposal</th>
<th>date of disposal</th>
<th>description of document</th>
<th>date of issue from record</th>
<th>current number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>purpose for which taken</th>
<th>signature of SO taking it</th>
<th>signature of ASO in charge of confidential record</th>
<th>date of return</th>
<th>signature of SO returning</th>
<th>initials of ASO in-charge of confidential record</th>
<th>remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
</tbody>
</table>
B.27 Requisition for records

Andhra Pradesh Government Secretariat

<table>
<thead>
<tr>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Record issue No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

To

The Director, Andhra Pradesh State Archives (or)
The SO, CRB, Secretariat.

The following records are required.

<table>
<thead>
<tr>
<th>Purpose:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>serial number</th>
<th>nature of record (G.O.Ms./Rt. /Endorsement/DO/Lodged papers etc.)</th>
<th>number</th>
<th>department</th>
<th>date</th>
<th>Whether original (O), Spare copy (SC) or spare Copy with Notes (SCN)</th>
<th>current number</th>
<th>year</th>
<th>concurrence of the dept. to which the records belong</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td>8</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACKNOWLEDGMENT

Received the above mentioned records except the following items:

Signature:

Designation.
REVERSE SIDE
Special instructions for filling in the form of requisition

(1) Don’t ask records relating to more than one department in the same form.

(2) SO of the department to which the records belong to sign requisition for confidential records be and receipt of such records must be acknowledged by the SO of that department.

(3) Concurrence of the Secretariat Department concerned to which the original record belongs should be obtained in duplicate before sending the requisition to CRB/ Andhra Pradesh State Archives.
**B.28  Intimation of transfer of records from one file or department to another**

<table>
<thead>
<tr>
<th></th>
<th>Paper</th>
<th>Number</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Government order or other paper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Current for which the Government order or other paper was originally obtained</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Current for which removed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Date on which removed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Signature of SO/ASO from whose file the GO/ paper was removed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Signature of the SO/ ASO from whose file the GO/ paper was taken</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Remarks</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To
The SO, CRB.
### B.29 Daily retransfer list

<table>
<thead>
<tr>
<th>serial number</th>
<th>nature of records</th>
<th>number and date</th>
<th>originating department</th>
<th>department by which needed</th>
<th>secretariat current number and date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
B.30 maintain the list of cases where orders are not issued within prescribed time

<table>
<thead>
<tr>
<th>serial number</th>
<th>current number</th>
<th>subject of minister</th>
<th>date of approval</th>
<th>reasons for delay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
B.31 Register of papers issued from and returned to confidential records

<table>
<thead>
<tr>
<th>serial number of requisition</th>
<th>No. and date of disposal or other description of the document</th>
<th>date of issue</th>
<th>signature of the SO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>current number of disposal</td>
<td>date of disposal</td>
<td>description of disposal</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>initials of the ASO</th>
<th>date of return</th>
<th>signature of the SO returning</th>
<th>initials of the ASO</th>
<th>remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>
### B.32 register on papers to be placed on the table of the house

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date of issue of notification.</td>
</tr>
<tr>
<td>2.</td>
<td>Date on which the notification is sent to the Government Central Press for Publication</td>
</tr>
<tr>
<td>3.</td>
<td>Date of Publication.</td>
</tr>
<tr>
<td>4.</td>
<td>Date on which orders are issued for Printing copies of the papers to be laid.</td>
</tr>
<tr>
<td>5.</td>
<td>Date on which Proof is received.</td>
</tr>
<tr>
<td>6.</td>
<td>Date on which the corrected proof is sent back to the press with strike orders.</td>
</tr>
<tr>
<td>7.</td>
<td>Date on which the printed copies are received.</td>
</tr>
<tr>
<td>8.</td>
<td>Date on which copies are sent to Legislative Assembly Secretariat for laying.</td>
</tr>
<tr>
<td>9.</td>
<td>Date on which copies are placed on the Table of the House.</td>
</tr>
</tbody>
</table>
Appendix C

Proof Symbols

C.1 Proof Symbols
<table>
<thead>
<tr>
<th>Instruction</th>
<th>In the text</th>
<th>In the margin</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. GENERAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Substitute word</td>
<td>through the word to be altered</td>
<td>preceded by word to be substituted</td>
</tr>
<tr>
<td></td>
<td>through the letter to be altered</td>
<td>preceded by the letter to be substituted</td>
</tr>
<tr>
<td>2. Delete</td>
<td>through the letter or through the word to be deleted</td>
<td></td>
</tr>
<tr>
<td>3. Insert new matter</td>
<td>in required position</td>
<td>preceded by matter to be inserted</td>
</tr>
<tr>
<td>4. Leave as printed</td>
<td>...... under letters or words to remain</td>
<td>......</td>
</tr>
<tr>
<td>5. Invert type</td>
<td>Encircle letters to be inverted</td>
<td></td>
</tr>
<tr>
<td>6. Replace broken letter</td>
<td>Encircle letters to be altered</td>
<td></td>
</tr>
<tr>
<td>7. Transpose the order of letters or words</td>
<td>between letters or words</td>
<td></td>
</tr>
<tr>
<td>8. Spell the abbreviation or figure in full</td>
<td>Encircle words or figures to be spelt out in full</td>
<td></td>
</tr>
<tr>
<td>9. Insert omitted portion of copy</td>
<td>In required position</td>
<td></td>
</tr>
<tr>
<td>Note: The relevant section of the copy should be returned with the proof, the omitted portion being clearly indicated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Refer to appropriate authority the encircled item, the accuracy or suitability of which is doubted.</td>
<td>encircle words, lines, etc., affected</td>
<td></td>
</tr>
<tr>
<td>11. Symbol to separate different correction in the same line in the margin.</td>
<td>no symbol in the text</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>PUNCTUATION</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Insert full stop</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>13.</td>
<td>Insert colon</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>14.</td>
<td>Insert apostrophe</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>15.</td>
<td>Insert single quotation mark</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>16.</td>
<td>Insert double quotation mark</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>17.</td>
<td>Insert a 3-dot leader</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>18.</td>
<td>Insert ellipsis</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>19.</td>
<td>Insert slant stroke</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>20.</td>
<td>Insert hyphen</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>21.</td>
<td>Insert half em rule</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>22.</td>
<td>Insert one em rule</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>23.</td>
<td>Insert two em rule</td>
<td>✓ in required position</td>
</tr>
<tr>
<td>24.</td>
<td>Under line word or words</td>
<td>under words affected</td>
</tr>
<tr>
<td>25.</td>
<td>Insert a line</td>
<td>draw a line where required</td>
</tr>
</tbody>
</table>
### C. SPACING

<table>
<thead>
<tr>
<th>Action</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>26. Insert space</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>27. Delete and leave space</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>28. Make space equal between words</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>29. Reduce space between words</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>30. Close up; delete space between letters</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>31. Space and closeup</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>32. Closed up and space</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>33. Delete and close up</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>34. Use ligature (e.g. ft)</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>35. Use diphthong (e.g. oe) instead of separate letters</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>36. Increase space between lines or paragraphs</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>37. Push down space</td>
<td>![Symbol]</td>
</tr>
</tbody>
</table>

### D. ALIGNMENT

<table>
<thead>
<tr>
<th>Action</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>38. Correct vertical alignment</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Action Description</td>
<td>Notation</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Straighten lines through lines to be straightened</td>
<td></td>
</tr>
<tr>
<td>Raise lines over lines to be raised</td>
<td></td>
</tr>
<tr>
<td>Raise up to show it separate form existing matter around the portion to be raised up</td>
<td></td>
</tr>
<tr>
<td>Lower lines under lines to be lowered</td>
<td></td>
</tr>
<tr>
<td>Lower down to show it separate from existing matter around the portion to be lowered down</td>
<td></td>
</tr>
<tr>
<td>Place in centre of lines indicating position on both sides</td>
<td></td>
</tr>
<tr>
<td>Indent one em around matter to be indented</td>
<td></td>
</tr>
<tr>
<td>Indent two ems around matter to be indented</td>
<td></td>
</tr>
<tr>
<td>Move lines to the right at left side of group to be moved</td>
<td></td>
</tr>
<tr>
<td>Move lines to the left at right side of group to be moved</td>
<td></td>
</tr>
<tr>
<td>Take letter or word from end of one line to the beginning of the following line.</td>
<td></td>
</tr>
<tr>
<td>in required position</td>
<td></td>
</tr>
<tr>
<td>Take letter or word from beginning of a line to the end of the preceding line.</td>
<td></td>
</tr>
<tr>
<td>in required position</td>
<td></td>
</tr>
<tr>
<td>Begin a new paragraph before the first word of new paragraph</td>
<td></td>
</tr>
<tr>
<td>Combine the paragraphs between the paragraphs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>53. Move portion of matter so that it comes within the position indicated</td>
<td></td>
</tr>
<tr>
<td>54. Change to capitals</td>
<td></td>
</tr>
<tr>
<td>55. Change to small capitals</td>
<td></td>
</tr>
<tr>
<td>56. Use capitals for initial letters and small capitals for the remaining letters</td>
<td></td>
</tr>
<tr>
<td>57. Change to lower case</td>
<td></td>
</tr>
<tr>
<td>58. Change to bold face</td>
<td></td>
</tr>
<tr>
<td>59. Change to italics</td>
<td></td>
</tr>
<tr>
<td>60. Change to roman type</td>
<td></td>
</tr>
<tr>
<td>61. Wrong font replace by letters of correct font</td>
<td></td>
</tr>
<tr>
<td>62. Change to small type</td>
<td></td>
</tr>
<tr>
<td>63. Change to bigger type</td>
<td></td>
</tr>
</tbody>
</table>
C.2 Proof Examples
<table>
<thead>
<tr>
<th>Text as marked for correction</th>
<th>Text as corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. GENERAL</strong></td>
<td></td>
</tr>
<tr>
<td>This is the example in this table.</td>
<td>This is the first example in this table.</td>
</tr>
<tr>
<td>The press proofs of these documents have received and corrected</td>
<td>The press proofs of these documents have been received and corrected.</td>
</tr>
<tr>
<td>This letter should not be deleted</td>
<td>This letter should be deleted.</td>
</tr>
<tr>
<td>This is an example for new insertion of matter</td>
<td>This is an example for insertion of new matter</td>
</tr>
<tr>
<td>A wrong correction is put right by placing dots under the word which has been incorrectly struck through</td>
<td>A wrong correction is put right by placing dots under the word which has been incorrectly struck through.</td>
</tr>
<tr>
<td>An inverted type is encircled so that it may be inverted back to its correct position</td>
<td>An inverted type is encircled so that it may be inverted back to its correct position.</td>
</tr>
<tr>
<td>Broken letters are encircled and the relevant sign given in the margin</td>
<td>Broken letters are encircled and the relevant sign in the margin.</td>
</tr>
<tr>
<td>Letters or words out of order indicated by a transposing sign, which shows the correct sequence.</td>
<td>Letters or words out of order are indicated by a transposing sign, which shows the correct sequence.</td>
</tr>
<tr>
<td>Figures and abbreviations, such as 100 and Oct, which require to be spelt out in full are encircled.</td>
<td>Figures and abbreviations, such as hundred and October, which require to be spelt out in full are encircled.</td>
</tr>
<tr>
<td>The modern form of the book was originally called because of the blocks of wood which were used as their protecting covers.</td>
<td>The modern form of the book was originally called 'Codex.' It was so called because of the blocks of wood which were used as their protecting covers.</td>
</tr>
<tr>
<td>You will read more words per minute with more comprehension when you enlarge your span of recognition, your fixations and reduce regressions.</td>
<td>You will read more words per minute with more comprehension when you enlarge your span of recognition decrease your fixations and reduce regressions.</td>
</tr>
<tr>
<td>Indian standards are prepared meet specific needs.</td>
<td>Indian standards are prepared to meet specific needs.</td>
</tr>
<tr>
<td>B. PUNCTUATION</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>The vast majority of sentences are statements made about a subject, and a full stop is then the appropriate stop in the text and in the margin is be instead of.</td>
<td></td>
</tr>
<tr>
<td>Be strong and of good courage be not afraid, neither dismayed.</td>
<td></td>
</tr>
<tr>
<td>It is in the authors interest to be acquainted with proof correction symbols.</td>
<td></td>
</tr>
<tr>
<td>A printer's devil sometimes surprises even the best of workers.</td>
<td></td>
</tr>
<tr>
<td>It is said Prevention is better than cure.</td>
<td></td>
</tr>
<tr>
<td><strong>Commonwealth conference meets in Amaravati</strong> ... ... 55</td>
<td></td>
</tr>
<tr>
<td><strong>Extracts from Report of Commonwealth conference</strong> ... ... 60</td>
<td></td>
</tr>
<tr>
<td>The Chairman said, &quot;The Responsibility of the Committee is likely to grow the future meetings we are going to have. We have, of course, besides the Certification Marks Scheme of ISI, already a number of quality marking schemes organized by State Governments.&quot;</td>
<td></td>
</tr>
<tr>
<td>Please refer to your letter No.Pub-Doc 57, dated 18 June 2017.</td>
<td></td>
</tr>
<tr>
<td>Please insert hyphen in the word 'make-up'.</td>
<td></td>
</tr>
<tr>
<td>For general proof correction symbols, see items 1-12.</td>
<td></td>
</tr>
<tr>
<td>I taught him a lesson - a good lesson.</td>
<td></td>
</tr>
<tr>
<td>A rule is inserted under words to be underlined.</td>
<td></td>
</tr>
<tr>
<td><strong>GOVERNOR'S ADDRESS</strong></td>
<td></td>
</tr>
<tr>
<td>* Delivered at Assembly on 28 March, 2017.</td>
<td></td>
</tr>
<tr>
<td><strong>GOVERNOR'S ADDRESS</strong></td>
<td></td>
</tr>
<tr>
<td>* Delivered at Assembly on 28 March, 2017.</td>
<td></td>
</tr>
</tbody>
</table>
# C. SPACING

<table>
<thead>
<tr>
<th>#</th>
<th>Space required in the text is indicated by sign given in the margin.</th>
<th>Space required in the text is indicated by sign given in the margin.</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Complete changeover to metric system is expected to be achieved within ten years.</td>
<td>Complete changeover to metric system is expected to be achieved within ten years.</td>
</tr>
<tr>
<td>#</td>
<td>When space between words is unequal, the correction is indicated as shown here.</td>
<td>When space between words is unequal, the correction is indicated as shown here.</td>
</tr>
<tr>
<td>#&lt;</td>
<td>To reduce space between words, the sign (#&lt;) is used in the margin.</td>
<td>To reduce space between words, the sign (#&lt;) is used in the margin.</td>
</tr>
<tr>
<td>Unwanted space is irritating</td>
<td>Unwanted space is irritating</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>The typeface of the entry element in the name of each person shall be the most dominant.</td>
<td>The typeface of the entry element in the name of each person shall be the most dominant.</td>
</tr>
<tr>
<td>Sir, I have found you an argument but I am not obliged to find you an understanding.</td>
<td>Sir, I have found you an argument; but I am not obliged to find you an understanding.</td>
<td></td>
</tr>
<tr>
<td>Ligature should be used in a word like flat.</td>
<td>Ligature should be used in a word like flat.</td>
<td></td>
</tr>
<tr>
<td>It requires great skill to manoeuvre a car into a garage from a narrow street.</td>
<td>It requires great skill to manoeuvre a car into a garage from a narrow street.</td>
<td></td>
</tr>
<tr>
<td>Space is introduced between lines or paragraphs, if the proofs are corrected like this</td>
<td>Space is introduced between lines or paragraphs, if the proofs are corrected like this</td>
<td></td>
</tr>
</tbody>
</table>

# D. ALIGNMENT

<table>
<thead>
<tr>
<th></th>
<th>When the lines are not vertically aligned, two vertical lines are marked in the proof on the affected side of these lines, as shown in the example.</th>
<th>When the lines are not vertically aligned two vertical lines are marked in the proof on the affected side of these lines, as shown in the example.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two parallel lines are put through the lines which are not straight.</td>
<td>Two parallel lines are put through the lines which are not straight.</td>
<td></td>
</tr>
<tr>
<td>When lines are to be raised up, the fact is indicated by the sign as given in the margin.</td>
<td>When lines are to be raised up, the fact is indicated by the sign as given in the margin.</td>
<td></td>
</tr>
<tr>
<td>Where</td>
<td>Where</td>
<td></td>
</tr>
<tr>
<td>A = volume in ml of standard potassium hydroxide solution.</td>
<td>A = volume in ml of standard potassium hydroxide solution.</td>
<td></td>
</tr>
<tr>
<td>When lines are to be lowered, the fact is indicated by the sign as given in the margin.</td>
<td>When lines are to be lowered, the fact is indicated by the sign as given in the margin.</td>
<td></td>
</tr>
</tbody>
</table>
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Amaravati.  

The following is the style of indenting.

1. Indicate by specific proof correction symbol that these lines are to be indented by one em only.
2. When the lines are to be moved to the right hand side, it is indicated as in the margin.
3. When the lines are to be moved to the left-hand side, it is indicated as in the margin.
4. Please take over letter or word from end of this line to the next line of this example.
5. Please take back the letter or word of the second line of this example to the first line.
6. Use the symbol given in the margin to indicate the beginning of a new paragraph. After dealing with two more symbol, we shall give proof correction symbols for the category 'Type'.
7. To be an effective user of your language, you must have facts. Your haziest impressions and opinions have some relation to facts, even if they are incorrectly recollected or interpreted.

<table>
<thead>
<tr>
<th>MEMOS,</th>
<th>ENGAGEMENTS</th>
<th>MEMOS,</th>
<th>ENGAGEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE 2017</td>
<td></td>
<td>JUNE 2017</td>
<td></td>
</tr>
</tbody>
</table>

E. **TYPE**

- When an author places three lines under a word and puts down the appropriate symbol in the margin, the press knows that the author desires the word thus under lined to be printed in capitals.
- Words which are twice underlined are printed in **SMALL CAPITALS**.
Please print the names of all Committee members including the Chairman, Dr. S. R. Ranga Rao, in capitals and small capitals. The Chairman's name will then read in the printed copy as DR. S. R. RANGA RAO.

Lower case types are indicated by encircling the letters to be altered.

Bold types are indicated by putting a wavy line under letters or words to be altered.

Words or letters which are to be changed to Roman type are encircled.

Such letters or words as are set in wrong font are to be encircled so that the compositor can replace them by letters of correct font.
