

GOVERNMENT OF KERALA

**THE KERALA SECRETARIAT
OFFICE MANUAL**

PREFACE

Consequent on the formation of Kerala State on November 1956, the "Kerala Secretariat Office Manual" was brought out in 1957, incorporating suitable provisions of the Secretariat Office Manual of the former Travancore-Cochin State and appropriate provisions of the Madras Secretariat Manual.

2. The activities and functions of the Secretariat Departments have undergone drastic changes during the last thirty-nine years. Several executive orders and instructions have been issued from time to time to meet the day-to-day requirements of administration. The procedure followed in the Secretariat has however remained more or less static.

3. It was therefore felt that there is need to revise the Secretariat Office Manual thoroughly to meet the present day requirements. A Special Officer was appointed in the year 1990 to make recommendations for the revision of the Secretariat Office Manual. The recommendations of the Special Officer were at first examined by a team of two Additional Secretaries to Government and thereafter the revised draft prepared by them was scrutinised by a Committee of Secretaries.

4. Matters of special interest to individual departments are not included in this Manual. It is left to each department to include such items in separate compilations, if necessary. Officers and Staff of the Secretariat are expected to go through the contents of this Manual carefully, to be thoroughly conversant with the procedures laid down therein and to observe them strictly and carefully.

5. All amendments to this Manual will be issued by the Personnel and Administrative Reforms Department. Errors or omissions in this Manual, if any, may be brought to the notice of the Personnel and Administrative Reforms Department for appropriate rectification. Any orders issued by individual departments having a bearing on the provisions of this Manual should also be communicated to that Department.

Thiruvananthapuram,
16th February, 1996.

R. RAMACHANDRAN NAIR,
Chief Secretary to Government.

CONTENTS

CHAPTER	<i>Page</i>
I The Secretariat Organisation	.. 1
II Definitions	.. 8
III The course of action on a paper from receipt to disposal.	.. 11
IV Functions of office section	.. 13
V Registry of Papers.	.. 18
VI Referencing and arrangement of files	.. 21
VII Dealing with case and noting	.. 26
VIII Dealing with Inter-departmental references.	.. 31
IX Drafting forms of correspondence and despatch	.. 36
X Rules of correspondence and channels of channels of communication	.. 47
XI Circulation	52
XII Indexing and purports	60
XIII Treatment of Cases after disposal	.. 64
XIV Checks on Delays and Arrears.	.. 67
XV Relations with Legislature and Processing of Legislation	74
XVI Subordinate Legislation	78
XVII Processing of writs and other Suits of Government.	.. 81
XVIII Confidential Papers	89
XIX House keeping and Accounts Branch	.. 91
XX Secretariat Records.	.. 93
XXI Printing and Proof Correction.	.. 100
XXII Office Management.	.. 101
XXIII Publicity and Relation with Press	.. 103
XXIV Miscellaneous.	.. 104
Appendix I Forms	115
Appendix II Forms of correspondence List of files Rejoining	.. 134
Appendix III Permanent preservation	.. 146
Appendix IV List of Index Heads.	.. 148
Appendix V Retension schedule of records	.. 191
Index	325

CHAPTER I

THE SECRETARIAT ORGANISATION

1. *The Kerala Government.*—The executive authority of the State of Kerala is vested in the Governor. It is exercised by the Governor either directly or through the officers subordinate to him in accordance with the Constitution of India. There is a Council of Ministers with the Chief Minister at the head to aid and advise the Governor in the exercise of his functions, except in so far as he is by or under the Constitution required to exercise his functions or any of them in his discretion.

2. *The Ministers.*—The allocation of the business of the Government among the Ministers is made by the Governor on the advice of the Chief Minister. The transaction of business is governed by the rules made by the Governor in exercise of the powers conferred by Article 166 of the Constitution of India and the instructions issued thereunder. These rules and instructions are known as the "Rules of business of the Government of Kerala" (Hereinafter referred to as the Rules of Business) and "The Kerala Government Secretariat Instructions". (Hereinafter referred to as Secretariat Instructions).

3. *The Secretariat.*—The Secretariat is mainly concerned in assisting the Cabinet in framing of policies, approval of plans, programmes and activities for the overall development of the State, the work connected with Legislation, laying down rules and procedure, financial control, general direction and monitoring and evaluating the work done by the implementing departments/Agencies. The business of the Government is transacted in the following Secretariat Departments: —

1. Agriculture Department
2. Co-operation Department
3. Cultural Affairs Department
4. Election Department
5. Finance Department
6. Fisheries and Ports Department
7. Food and Civil Supplies Department
8. Forests and Wild Life Department
9. General Administration Department
10. General Education Department
11. Health and Family Welfare Department
12. Higher Education Department
13. Home Department
14. Housing Department
15. Industries Department

16. Irrigation Department
17. Labour and Rehabilitation Department
18. Law Department
19. Local Administration Department
20. Personnel and Administrative Reforms Department
21. Planning and Economic Affairs Department
22. Power Department
23. Public Works and Transport Department
24. Revenue Department
25. Rural Development Department
26. Scheduled Castes and Scheduled Tribes Development Department
27. Science, Technology and Environment Departments
28. Social Welfare Department
29. Stores Purchase Department
30. Taxes Department
31. Vigilance Department

The said business is classified and distributed between the departments of the Secretariat in the manner specified in the Schedule to the "Rules of Business of the Kerala Government".

4. Each Department of the Secretariat consists of a Secretary to Government, who is the official head of the Department and of such other officers and staff subordinate to him as the government may determine from time to time. When there is more than one Secretary in a Department there shall be a clear division of work. He is Secretary to the Government and not to the Minister in charge of the Department. He is responsible for the careful observance of the rules of business and the Secretariat Instructions in the transaction of business in his Department. There are other subordinate staff and officers to aid him in the proper discharge of business. The Department is further divided into sections: each of which is under the charge of a Section Officer. The Section is the basic unit of administration in the Secretariat.

Apart from the functional sections dealing with the subjects allotted to them there will be an Office Section with specified duties to help in the discharge of the routine office business of that Department. Similarly, there are parliament sections which function chiefly as the nodal sections in respect of matters relating to the legislature.

5 *The Chief Secretary.*— Special powers and responsibilities—In addition to the duty of seeing to the proper transaction of the regular'

Secretariat business allotted to him under the Rules of Business, the Chief Secretary has the following special functions:

- (a) A superintending control over the whole Secretariat.
- (b) Control over the staff attached to the Ministers.
- (c) Business connected with the meetings of the Council of Ministers as laid down in the Rules of Business.
- (d) Responsibility for all matters not falling within the allotment of subjects assigned to other Secretaries.

6. *Secretary.*—The Official Head of each department of the Secretariat is the Secretary. The term ‘Secretary’ denotes Principal Secretary as well as Special Secretary. He is responsible for the careful observance of Rules of Business, provisions of this manual and other instructions laid down in the transaction of Business in his Department. He exercises general supervision of the officers and members of the staff who work under him and is responsible for seeing that the members of the staff perform the duties allotted to them efficiently and expeditiously.

7. *Additional Secretary/Joint Secretary.*—Additional Secretaries and Joint Secretaries occupy a position next to that of Secretary to Government. However in the matter of delegation of powers, they are classified as Head of Departments. In respect of matters specifically allotted to them they exercise the same powers as that of the Secretary and circulate files to Ministers, according to the procedure laid down from time to time. They are competent to represent the Department before Committee of the Legislature also. In the matter of processing important communications, and confidential papers they have to take the same level of responsibility as that of the Secretary to Government. However, in respect of matters of policy, or deviation from existing procedure or practice they shall circulate the files to Ministers through the Secretary in charge of the Department.

8. *Deputy Secretary.*—The Deputy Secretary too occupies a position almost identical to that of a Secretary in regard to subjects allotted to him by the Secretary and in such cases, he can circulate the cases for Orders of Ministers or Governor. But in respect of matters of policy and all important matters the case should be circulated only through the Secretary of the Department.

9. *Under Secretary.*—The Under Secretary exercises control over the sections placed in his charge both in regard to the despatch of business and in regard to discipline. It is his duty to check any tendency to delay and in accordance with the recognised practice attend to all duties assigned to him by the Secretary from time to time.

The Under Secretary must periodically inspect the Personal Registers maintained by the Assistants in the sections under his control and see that they are neatly and properly maintained. He must also see that the section officers under him do the same so far as their respective sections are concerned. It is his duty to bring to the notice of the Secretary any serious delay or other irregularity, and any indication that any member of the establishment is obviously unsuited for his work. He must watch incoming reminders and look into the cause of the delays that have evoked them. He must advise the other ministerial officers on difficult or intricate questions, should they seek or need his advice, and he is at liberty to note on any file should he consider it necessary to do so. The responsibility of the Under Secretary extends to the fair copying and despatch work also. He must examine the Fair Copy and Despatch Register at frequent intervals and see that it is regularly and properly written up and that there is no delay in this branch of work. It is his, duty to see that the rules and office orders are strictly obeyed.

10. *Section Officer.* —The basic administrative unit of a Secretariat Department is the Section and the Section Officer is in charge of it. He is assisted by a certain number of Assistants, Typists, Last Grade Servants and such other staff required for the discharge of the works allotted to him. He is the first line supervisory officer and has to ensure that the staff working under him observe the decorum of office and discharge their duties as per the rules and procedures laid down in the matter. He is responsible for the accuracy of the notes and drafts proceeding from the section. The training of Assistants' under him is one of his principal functions. He has to see that his Assistants, Typists and other staff exercise proper attention in work and do not waste time and stationery. Apart from supervising the work of Assistants, it is his primary duty to attend to difficult papers which the Assistants cannot by themselves handle.

Even when a seat of Assistant in his section is vacant, he has to ensure that the received papers are registered with the help of other available Assistants and urgent papers are attended to. The notes prepared by the Assistant which contain a summary of the facts of the case, precedents, provisions of laws or rules etc. have to be meticulously scrutinised and they should be supplemented wherever necessary by the Section Officer. The Section Officer has to see that the files put up from his section are properly arranged, flagged and referenced for the quick disposal of those issues by the superiors. In short, the Section Officer has to ensure that the received papers are properly attended to and decisions taken are communicated with the least possible delay. The duty of Section Officer is not over by authenticating the outward communications, but it extends to ensuring their proper despatch. Wherever statutory time limits are fixed, it must be ensured that they are observed and Section Officer should set an example. He maintains discipline in his section and sees to it that his orders or instructions are not disputed.

or disregarded by his Assistants and other staff under his control. He should ensure that all papers relating to the subjects allotted to his section are promptly accepted and acted upon in that section itself. He/ she will have authority to inspect shelves, tables etc. whenever found necessary.

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

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

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

11. *Office Superintendent.*—Every Department in the Secretariat is having an office section which receives papers and despatches outward-communications. Office Superintendent is in charge of this Section. Apart from the regular office section attached to the Secretariat Department, there are other sections doing specialised work like reprography, transmission of messages such as telex, teleprinter, fax etc. under the charge of Office Superintendents. Office Superintendent shall be responsible for the prompt receipt and distribution of tappal, indexing, despatch, procuring and distribution of stationery, transmission of records to Records Branch, maintenance of stamp account and other items of work entrusted to the office section.

12. *Assistants.*—The main duty of Assistants is to process the papers which are allotted to them by the Section Officer. They are guided in their work by the Section Officer. They have to register the papers, maintain the registers prescribed, obtain back-papers, disposals, standing

instructions etc. for the processing of cases handled in their seat. They have to prepare notes which should contain a summary of facts, proposals, if any, made by the subordinate offices of Government, rules position in regard to the particular matter under process, standing instructions if any available on the matter etc., The papers will be submitted with a note as aforesaid within 5 days of their receipt in the seat except in time-limit papers. In calculating the time, holidays of all kinds will be excluded. The date will be reckoned with reference to the date stamp affixed by the office section while assigning the current number to the paper. The Assistant will be primarily responsible for any delay in submission of papers. While submitting the files, the Assistant should ensure that they are arranged properly, flagged, referenced and properly page numbered. When files are received back with orders, the drafts for communicating the same should be prepared and submitted to the Section Officer immediately. After approval, the drafts of Government Orders have to be got numbered and fair copied for despatch. The fair copies should be compared, enclosures etc. added and submitted duly initialed for authentication by the Section Officer or other officer concerned. The outward communication should be promptly given over to the office section for despatch. Special instructions if any in regard to the despatch has to be carefully observed. Disposed files, have to be docketed and sent to Records. Back files requisitioned from Records have to be promptly returned after use.

The Assistant shall be primarily responsible for the safe custody of the files/records in his seat. The Section Officer of each section will draw up a list showing distribution of subjects allotted to the Section among Assistants in the Section. He will also assign, a number to each Assistant of the Section in addition to the word, words or letters indicating the Section.

13. *Confidential Assistants.*—Confidential Assistants mainly do shorthand work for the Secretaries or other officers and such other items of work as are entrusted to them from time to time. With a view to tracing out files in circulation, each Confidential Assistant shall maintain a register of files in Form No. XV showing details of all the files received by the Officer with whom he is working. The Registers will be submitted to the Officer for inspection as and when required. Fair copying of Confidential papers and of semiofficial communications as required by the Officer, maintenance of records, registers and other papers in the personal custody of the officer, updating of Acts. Manuals, Rules and other instructions in the personal custody of the Officer with reference to communications received from time to time shall be the responsibility of the Confidential Assistant. The Confidential Assistant shall also be responsible for passing on papers received by Officers to the Office Section immediately under the due acknowledgement.

14. *Typists.*—The Typist attached to a section is responsible for fair copying of all drafts sent to him at once. When the Typists of other Sections in the Department happen to be on leave, those Typists on duty in the Department shall fair copy the drafts relating to such sections also under orders of Deputy Secretary/Under Secretary. The matter typed by him will be compared by the Assistant concerned with the help of the Typist or another Assistant,

15. *Clerical Assistant and Attender*—The Clerical Assistants and Attenders shall discharge the duties that are entrusted to them by the Office Superintendent or Section Officer under whom they are placed.

16. *Binders*—The Binders attached to the Office Sections shall stitch the Registers, disposals and such other papers as instructed by the Office Superintendent or any Officer of the Department.

17. *Peons.*—The Last Grade Employees including Peon shall attend to the work assigned to them by the Officer/Sections with whom he/she is attached.

18. *House Keeping.*—The House-Keeping Cell in the General Administration Department. Attends to the allotment of rooms, furniture, telephones and such other basic necessities for the functioning of the office. Sanitation Wing, PABX, Teleprinter Section, Secretariat PWD Wing, Electrical Wing and Secretariat Garden are also under the control of the House-Keeping Cell.

19. *Telex/Teleprinter Section.*—The Section receive and transmits telex, teleprinter and Fax messages to/ from the Secretariat as well as from other officers of Government.

20. *Records Branch.*—The Records Branch is the repository of all the closed files in the Secretariat. This is under the control of an Under Secretary of the General Administration Department. Section Officers, Attenders and Last Grade Servants are attached to the Branch for the proper upkeep and functioning of this Branch. They supply the disposals requisitioned by Departments and issue copies of public records as laid down in the rules relating to such issue.

21. *Accounts Branch.*—The Accounts Branch deals with matters connected with the salary and other personal claims of the staff cash and contingent expenditure of the Secretariat. Other bills pertaining to the office expenses of the Secretariat are also taken care of by this Branch, This Branch is also attached to the General Administration Department.

22. *Reception Offices.*—There is a Chief Reception Officer and Reception Officers in charge of the different Reception Offices. They function under the control of the Home Department.

23. *Central Agency*.—There is a Central Agency functioning under the General Administration Department out of office hours mainly to receive communications out of office hours. The Central Agency also arranges delivery of immediate communications from Secretariat after office hours. Papers received out of office hours by the Central Agency are handled as per standing instructions.

24. *Secretariat Central Library*.—The Secretariat Central Library is under the charge of a Librarian. It is attached to General Administration Department.

25. *Security Staff*.—The Security Wing is headed by a Chief Security Officer, Assistant Security Officers, Sergeants, Lift Operators, Watch and Ward Staff etc. function under the Chief Security Officer. The Security Wing is under the control of Home Department.

CHAPTER II

DEFINITIONS

26. The following are the definitions of some of the words and expressions used in the Manual:

(1) *"Arising Reference"*—Any reference issued from the office which originates the file is called an "arising reference".

(2) *"Back file"*.—The disposals containing decisions already taken put up for reference to processing of fresh cases are called "backfiles".

(3) *"Rules of Business"*.—"The Rules of Business of the Government of Kerala" made by the Governor of Kerala in exercise of powers conferred by Article 166 of the Constitution of India is referred to as "the Rules of Business".

(4) *"Case"*.—"Case" consists of the current file, note file and any previous papers and books put up for reference.

(5) *"Circulation"*.—The submission of files to Ministers or to the Governor for information or orders is termed "Circulation".

(6) *"Constitution"*.—"Constitution" means the Constitution of India.

(7) *"Council"*.—"Council" means the Council of Ministers constituted under Article 163 of the Constitution of India and includes a Committee of the Council.

(8) "*Current*".—A communication received in one Department from outside the office or from another Department of the Secretariat which is stamped and numbered in the Department is until disposal, known as "current". The number assigned to a current is called a "current number",

(9) "*Current File*".—"Current file" is that part of a case consisting of papers received, drafts of interim references, replies thereto and draft of final orders issued. It is arranged chronologically from top to bottom.

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

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

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

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

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

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

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

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

(18) "*Minister*".—Minister means a member of the Council of Ministers constituted under Article 163 of the Constitution of India.

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

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

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

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

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

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

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

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

(27) "*Routine Note*".—Apart from the usual note file, it may become necessary to clarify points of an ephemeral nature and the notes prepared for that purpose are called "routine notes". They do not usually go into permanent record. Routine notes of a different kind are utilised

in processing inter-departmental references to ensure that only the final opinion arrived at in the Department consulted are communicated to the consulting Department. These notes written in the context of interdepartmental references are also known as 'routine notes'.

(28) "*Secretariat*".—It is the Government office wherein or through which the Governor or any Minister takes official cognisance of matters relating to the administration of the State.

(29) "*Secretariat Instructions*".—Secretariat Instructions means "the Kerala Government Secretariat Instructions".

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

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

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

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

CHAPTER III

THE COURSE OF ACTION ON A PAPER FROM RECEIPT TO DISPOSAL

27. *Receipt of currents*.—Incoming papers in the Departments are received by the Office Section. In addition, communications addressed in the name of officers and those received by the offices of Chief Minister and other Ministers are given to the respective Departments for processing. Ordinary communications are opened in the presence of the Office Superintendent. They are date stamped, numbered and distributed to

* *Note*:—The office of the Governor is not covered by the term 'Secretariat'

the respective sections as indicated by the distribution of subjects. The papers so stamped and numbered are distributed as "Tappal" to the concerned sections after perusal by Under Secretary or Deputy Secretary in charge of the section so that suitable instructions can be given by the officers. The papers so received are acknowledged by the Assistants and registered in the Personal Register. "Secret" or "strictly Confidential" covers are opened by the officers concerned. They are also numbered and processed as in the case of other papers with the exception that they will be handled only by officers who are authorised to¹ handle them. They will not be given down as other routine papers.

28. *Preparation of a case and its processing.*—After registering the papers, they are processed by the Assistant. The initial step is to find out whether they relate to any of the pending files. If so, they are added to the concerned file and further action taken. In other cases; they are treated as a fresh case and a new file is opened. The earlier papers which are available in the records are requisitioned and placed at the bottom of the file. Standing instructions, if any, as well as rules or orders having a relevance to the matter are also collected. After all these materials are collected, the Assistant puts up a note containing the summary of the facts, rules of position, if any, to be considered and precedents if any to be looked into. In very simple cases as well as cases of a routine nature, specific suggestions are also made. The papers are arranged in the proper form" and put up to the Section Officer. The Section Officer scrutinises the whole file and makes such changes as are considered necessary in the note prepared by the Assistant and submits it to the next level officer in charge of the section".

In cases where Finance, Law or Personnel and Administrative Reforms Department or any other Secretariat Department has to be consulted under the Rules of Business/Secretariat Instructions the case shall be referred to that Department at the level of an officer not below the rank of Deputy Secretary or Under Secretary wherever specifically delegated by general orders, and that department's views shall also be incorporated in the note put up for orders.

29. *Decisions on Cases.*—A case shall be disposed of at the appropriate level according to the Rules of Business and standing instructions issued in the Department under the Rules of Business.

30. *Communication of Decisions.*—Once a decision is taken on the file at the appropriate level and if requires to be communicated, it is done in the form of Government Order, Notification, letter or any other approved form of correspondence, the draft of which shall be approved as provided in the delegation of powers. Section Officers are authorised to sign fair copies of orders of Government letters and other forms of communication other than letters to Government of India, other State

Governments, Supreme Court, High Courts, Election Commission, Secretaries to Rajyasabha, Lok Sabha and other State Legislatures, Public Service Commission, Accountant General, Members of Legislative Assembly, Members of Parliament, and other higher dignitaries. Letters to Government of India, Public Service Commission, important authorities etc., shall be signed only by an officer not below the rank of Under Secretary.

31. *Closing of Cases.*—When no further action remains to be taken, in a file the papers are disposed in the form of records to be kept in the Records Branch for future reference. The disposals have to be certified by Section Officer before transmission to the records branch. This certificate ensures that no further action remains to be taken on the file and that it is not prematurely closed. Section Officers should take particular care to see that no file on which any action is due is passed by them for transmission to Records.

32. *Treatment of cases after disposal.*—The disposals are stitched properly and sent to Records for future reference. In important cases requiring reference in future, they are indexed. Every Department publishes the annual index. These indices are utilised by the officers and staff of the Department in order to ascertain whether a particular issue has been considered and disposed earlier.

33. *Preservation of Records.*—The nature of disposal of a file is decided depending on the requirement of those papers for future reference. They are classified with different periods of preservation and destroyed wily on the orders of competent authority. (The Secretariat Records form the repository of entire records) Whenever copies of these public records are required by any persons for his personal use, they are made available subject to the rules governing the matter on payment. The procedure for this will be prescribed by Government from time to time.

CHAPTER IV

FUNCTIONS OF OFFICE SECTION

34. The Office Section under the charge of an Office Superintendent attends mainly to the receipt of papers, its distribution, despatch of outward communications, transmission of disposals to Records, up keep of specified registers, procurement and distribution of stationery etc. In the discharge of these duties the Office Superintendent is assisted by supporting staff like Clerical Assistants, Attenders, Peons, Binders, etc.

35. *Nature of tappal.*—The tappal consists of all communications addressed to the officers of the Department or papers received and handed down to the office section by any of the officers or other functionaries of the Government. This includes files and other unofficial references received from other Department of the Secretariat and also confidential received from other Department of the Secretariat and also confidential at certain levels. The tappal is received by the Office Superintendent or other staff nominated for this purpose.

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

Before entering the current numbers, letters from Government of India, other State Governments, Legislature Secretariat, Advocate General, Public Service Commission, Accountant General, Courts, O. Fs, Petitions and other important papers shall be entered in an inward register kept by the office section in manuscript in the following form:—

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

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

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

"Verified that the above numbers have been entered in the Personal Registers".

Signature

Section Officer,

Date:

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

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

37. *Numbering and Distribution.*—The tappal received in the office section on a particular day after distribution, may be distributed to the sections in the next day. Urgent papers/files should however be distributed on the same day.

38. *Unofficial references.*—Unofficial references received from other departments of the Secretariat will also be submitted to the officers concerned before they are numbered and distributed to the section concerned. These files also have to be entered in the manuscript register

of received papers maintained by the office section along with other papers received. The numbering will be in the margin of the note file where the note has ended for the time being and the date stamp of the office section will be affixed. A new number will be assigned to the file even if it is having a current number in the Department and is presently received back from another Department.

39. *References relating to more than one section* — When a current relates to more than one topic and consequently to more than one section as per the distribution of subjects, it may be given over to the section with which the majority of points or the most important point relates to. In deciding the propriety of distribution, the decision of the Under Secretary or Deputy Secretary in charge of the office section shall be final. The Section receiving such a communication has to communicate extracts or a summary of the points on which action has to be pursued in other sections. General currents, i.e., currents relating to all sections should be taken up by the section specified for dealing with such papers as per the distribution of subjects in the department.

40. *Transfer of papers to other departments.* —When an office section or an officer receiving a paper is satisfied that the paper relates to another department as per the distribution of subjects ordered in the Rules of Business, it shall be immediately forwarded to the office section of the concerned Department. If a paper happens to be numbered and given over to a section in the department, they may transfer it to the appropriate department under orders of Under Secretary or Deputy Secretary in-charge of the Section.

41. *Treatment of valuable enclosures.*—Money, cheques and others valuables received as enclosures to communications will be entered by the office Superintendent in the security register in Form No. XVI in Appendix I and delivered to the cash branch of the accounts section for safe custody and acknowledgement obtained in the margin of the communication.

42. *Treatment of stamps affixed on communications.*—When communications received contain adhesive stamps they shall be punched by the office section. Though, cancellation of the stamps is the primary responsibility of office section, the Section Officers who receive such communication have to ensure that it is properly done.

43. *Procedure in respect of telegrams or other messages received out of office hours.*—During office hours, messages including telegrams are "received by officers and the office sections of different departments. During holidays, the messages are received by the Assistants or Typists put on holiday duty in the office sections. During out of office hours,

such communications are received by the Assistant or Typist put on turn duty in the Central Agency. The person receiving such a communication has to go through it carefully and communicate the contents to the officers concerned at the earliest depending upon the urgency of the matter. In other cases, it may be delivered to the concerned office section when it opens the next working day.

44 *Despatch.*— Outward communications from the Secretariat are prepared by the sections and signed by officers of the Secretariat are prepared by the sections and signed by officers of the Secretariat Departments. They are entered in the Despatch Register given over to the office section for despatch. Despatch by ordinary post shall be done on the same day. Subject to this communications should be despatched within 24 hours in all cases. However, in the case of telex and teleprinter messages, they are delivered direct to the teleprinter section by the concerned sections and officers. When communication intended for despatch to other countries are received, the office section should ensure that they are sent on regular postal stamps and not on service stamps. Similarly for the despatch of communications by Speed Post, the special instructions issued from time to time have to be observed.

45 *Transmission of disposals.*— The disposals in a section are given over to the office section by the Assistants. They have to be stitched properly and transferred to the Records Branch by the Office section. Disposals taken from records directly for reference have to be returned by the Assistants direct to the records branch. However, disposals to which new papers are added should be got stitched from the office section before returning them to the records branch. The transmission of these records should be given top priority by the office sections so as to avoid loss of such disposals and dislocation of work.

46. *Stationery.*—Except in Departments which have authorised the Section Officers to requisition stationery directly, office section shall prepare the annual indent for stationery as well as forms and procure them, maintain the Stock Registers and issue them to the staff and officers as per requirement. Apart from this the Confidential Assistants attached to Deputy Secretaries and above shall requisition any additional item from the Stationery Department or Form Stores as per the indents placed by the respective officers. The procurement and supply of stationery shall be done in time so as to facilitate transaction of official business without any hindrance.

47. *Routine duties.*—The office sections shall attend to other routine functions entrusted to them from time to time like the collection and forwarding of periodical returns, compilation of index, etc.

CHAPTER V

REGISTRY OF PAPERS

48. *Personal Register.*—The currents received by each Assistant should be acknowledged in the tappal book and registered in the Personal Register (Form V in Appendix I) bound volumes of which are supplied to each section to be maintained by the Assistant. Entries must be made neatly in ink. It should not be maintained in loose sheets or in unauthorised note books. The names of Section Officer and the Assistant should be written on the fly leaf in each volume. Changes in personnel should be entered with the dates on which the changes took place.

49. *Special Registers.*—When special subjects like applications under a scheme etc., are processed in a seat, such papers may be entered in the special registers prescribed for that purpose by the Secretary of the Department.

50 *Currents to be entered in the register immediately on receipt.*— As soon as the papers are received in the Section, the Assistant must at once enter them in the Personal Register. Any delay or neglect in this matter will be held a very serious dereliction of duty on the part of the Assistant. Section Officer should see that all currents received in the section are duly registered in the Personal Registers of those Assistants to whom the subjects are allotted. The Registry of papers should be completed on the very day of their receipt. If any seat is vacant or if the Assistant is on leave the Section Officer should get it done by another Assistant in the section or he himself should register the papers.

The Section Officer should ensure that the Assistant to whom the currents have been allotted has acknowledged it in the tappal book. At the close of the day, Section Officer should ensure that the papers have been registered and certify in the tappal book that all the papers have been entered in the Personal Registers. The Under Secretary or Deputy Secretary in charge of the section should ensure that this instruction is scrupulously followed by the Assistants and Section Officers.

51. *All Communications to be registered.*—All current numbered and distributed to the section shall be registered in the Personal Register and then only added to the concerned files.,

The following categories of papers need not be registered in the Personal Register. They shall be disposed of as indicated below:—

(1) Applications for casual leave from members of the office establishment may be filed separately and kept in the section along with the casual leave register and retained till the expiry of one year following the year, in which they were received.

(2) Applications for appointment to posts or applications received in response to specific advertisements made by the Government will be registered in a special register kept for the purpose. Such papers shall be handled as per special instructions, if any, given in the matter.

(3) Any other class of papers which the Under Secretary or other superior officer considers it unnecessary to bring on to the Personal Register.

52. *Number of entries on a page.*—The number of entries on each page of the register shall ordinarily be three. A line in red ink should be drawn across the page after each entry. Insertion between two entries of a fresh entry should not be made except with the initials of the Section Officer.

In the case of an entry relating to a current on which a circular reference is likely to be issued or protracted correspondence is anticipated, adequate space, if necessary a full page, should be allotted to admit of the stages etc. being entered clearly and neatly.

If the space so allotted proves inadequate, slips should be pasted along the page for making additional entries.

The rule that the number of entries on each page of the Personal Register should ordinarily be three, need be followed only in the case of currents which originate new files. Currents relating to old cases i.e., pre-numbers may be registered as closely as possible in a page so that the number of volumes of the Personal Registers can be reduced.

53. *Method of registry of papers.*—Papers are registered in the order of the numbers stamped on them; these are called current numbers or briefly, 'C. Nos.'

54. *Titles to be brief and accurate (column 4 of register).*—The title to be entered in column 4 shall be as brief as possible, just sufficient to convey generally the subject of the paper. It should be framed and arranged exactly as an index title (see Chapter XII Indexing and purports). It is the duty of the Section Officer to check the accuracy of the titles, when he examines the personal register.

55. *Entry in column 5 of currents sent by one officer through one or more other officers.* —In registering a current submitted to Government by one officer through one or more other officers, it is sufficient to enter the designation of the officer from whom it is actually received and also the number and date of his communication.

56. *Entry of dates of submission of Cases to officers and return (columns 7 and 8 of register).*—Whenever a paper is submitted by the Section Officer or Assistant to a Gazetted Officer of the fact and the date of submission should be entered in column 7 and its return in column 8. The Section Officer is responsible for ensuring that this is done by his Assistants. When a paper is submitted to an officer through one or more other sections the fact should be noted in column 7. The actual submission of the paper to the officer should be watched to check delays.

57. *Numbering and entry of references or final disposals Columns 9, 10 and 11).*—When an intermediate reference or a final disposal is issued in the form of memorandum, telegram, letter, endorsement or demi-official, it will be numbered with the current number originating the case, the year to which it relates and a sub number [e.g., Letter No. 1084/A1/95/General Administration (Services-A), dated 1-1-1995] by the subject assistant, the same number and date being given if the same reference or final disposal issues to one or more officers. He will at the same time fill in columns 9, 10 and 11 of the Personal Register in the case of references.

58. *Entry of nature of references Abbreviations (column 9).*—The nature of the reference issued will be noted in column 9 of the register, the letter 'L' being adopted for letter, 'O.M.' or 'M' for office memorandum, 'U.O.' for Un-Official, 'D.O.' for Demi-official, 'T.M.' for Telephonic Message, 'Telgm', for telegram and 'Remi.' for reminder.

59. *Entry of reminders.*—Reminders issued should be entered in red ink in columns 9, 10 and 11 and reminders received should be similarly entered in columns 12, 13 and 14 of the personal register. Against each item the date of next reminder should be indicated in pencil in column 15.

60. *Entry of replies to references and currents to be added to old case (columns 12, 13 and 14)*—Replies to references previously issued and papers which, though not of the nature of replies to previous references, have, for any other reasons, to be filed with old cases will be registered in their turn, the new current number being entered in column 2 and the old current number in column 4. All currents whether they are registered for the first time or registered and carried over to previous currents should be given a serial number in the personal register. The current number and date of receipt, origin and outside number and date of such communications should be entered, without any purport in columns 12, 13 and 14 against the previous current number.

In the case of pre-number currents when registered, the details in columns 5 and 6 need not be entered. But the details relating to them should be entered in columns 13 and 14 against the pre-number.

61. *Closing of currents in personal register (column 15).*—If the disposal is final its nature, number and date will be entered in red ink in the last column of the personal register. For example when a file is closed by an order or letter in the ordinary or routine series, the number and date of disposal will appear in that column. A similar entry will be made when the closure is in the form of an endorsement, memorandum, telegram, demi-official or unofficial. If a paper is returned in original with an endorsement, the fact should be indicated and dated in the last column of the register. The current number in column 2 of the register should be ringed off in red ink as soon as it is finally disposed of.

62. *Treatment of papers wrongly addressed.*—If a paper is wrongly addressed to one department of the Secretariat, it must be immediately transferred to the concerned department under orders of Under Secretary or Deputy Secretary. When the paper relates to another section of the same department, such transfer may be effected by the Section Officer. Papers once transferred by a Section Officer should not be returned to his section except under the orders of superior officers. Papers with time limit or containing important matters should not be delayed while effecting such transfers.

CHAPTER VI **REFERENCING AND ARRANGEMENT OF FILES**

63. *Security of currents with reference to correspondence rules.*—After the papers received by an Assistant are registered, he should scrutinise them to see that the communication conforms to the rules of correspondence as laid down in Chapter X of this Manual as well as the rules of correspondence contained in the Manual followed by the officer who makes the correspondence. In cases where these are not followed, it should be submitted to the Under Secretary in charge of the section for orders to return it. When communications without proper authentication happens to be received, they shall be returned under the signature and orders of Section Officer in charge of the section.

64 *Treatment of communications in different sizes of paper.*—The usual size of paper utilised in the files of Secretariat is that of foolscap paper. When communications are received in very small paper, thin paper or papers of unusual size, they have to be pasted on papers of foolscap size, folded in foolscap size etc., so as to make it convenient for handling. Thick

volumes or books received along with communications should be kept secure with the correspondence portion of the file. In order to facilitate easy reference, they may be flagged and put up at the bottom of the file but should not be left out while the file is stitched for transmission to records.

65. *Communications in illegible handwriting.*— When communications intelligible handwriting are submitted in files, officers of and above the grade of Deputy Secretaries may instruct the Assistants to put up typed copies of such communications.

66. *Tagging of currents and arrangement of enclosures.*—*Except* in the case of bulky papers, all the stitches of thread are cut off and the communication and the enclosures are arranged in the current file chronologically. The papers may be punched at the left side top corner at about an inch inside from the top as well as left sides. A tag may be passed through the hole so that the pages may be turned freely and read conveniently. Papers must be tagged in a tidy manner and the punching should not be done with the pointed end of the tag. The enclosures must be checked carefully with reference to the communication and omissions, if any, should be reported to the sender of the communication. While receiving reports on papers forward[^] from the Secretariat, it must be ensured that the papers so forwarded are received back intact. The enclosures so received back should be added to the appropriate place of the current file from where it was removed for despatch.

67. *Adding currents to a case—Use of facing sheets and slips.*—A paper relating to a pending case will be added to the current file or note file and a new current which does not relate to any case pending in the section shall be processed as a new case. It will be added to a fly leaf indicating that it is a current file. The notes newly commenced will also be added to a fly leaf indicating that it is a note file. As far as possible, only printed fly leaf has to be used. When routine notes are newly written up in a case under inter-departmental or inter-section reference, that shall be added to fly leaf to indicate that it is a routine note. The pads in which files are submitted do not bear any marking to indicate the priority of processing. For this, printed slips carrying inscriptions like 'Urgent', 'Immediate', 'Time Limit', 'Action Today', 'Cabinet Case', 'Assembly Interpellation' etc., may be securely attached to the folding leaf of the pad.

68. *Numbering of currents and notes.*— The currents received are chronologically arranged from the top to the bottom. They should be serially numbered in ink on both sides of the pages. Blank pages should also be numbered. Likewise, the note files are also serially numbered in ink on both sides. Apart from this, the file number, seat number, year of the file and the abbreviations used in respect of the department should be neatly written in ink at the left hand margin of every note sheet. The paragraphs of a note file should be consecutively numbered till it is finally disposed of.

69. *Translation of papers.*—Communications received in Malayalam are invariably to be replied in that language. In respect of Assembly questions received in Tamil and Kannada, which are the approved minority languages of the State, they are got translated by the Law Department.

70. *Reference to outside offices.*—After a paper has been registered and before it is noted upon, it should be considered whether remarks of any other officer has to be obtained before commencing consideration of that matter. If so, the paper may be referred to such office for their remarks at the earliest opportunity. Protracted correspondence and reference for remarks intermittently or in instalments should be avoided. While these remarks are awaited, the collection of back papers, standing orders, precedents etc., should be completed so that the case can be acted upon soon on receipt of the reply

71. *Referencing collection of papers and books of reference.*—After a current has been registered and the steps mentioned in the preceding paragraphs taken, the Assistant will study it and see whether any previous papers or books of reference are required. He should check both his index and his Personal Register in order to trace such papers. It is of great importance to put up previous correspondence bearing materially on points in the paper under disposal. The putting up of relevant previous papers will obviate issue of inconsistent orders and possible wastage of time, for example, in making reference to some other officer which could have been avoided if the previous papers had been traced and put up.

Every paper quoted by its number and date in current and its enclosures should be put up. If it is a file which has been previously disposed of it can be obtained from the records. If it is the despatch number of another office, its disposal can be found out by consulting the Personal Register. If no papers are quoted in the current and a similar case has previously been disposed of, the precedent should be put up. If a paper is referred to only by its subject, indices under the appropriate heads must be consulted for precedents. Stock files maintained in the section will also help sometimes in getting relevant papers, but the submission of stock files should be avoided. When bulky volumes are referred to and the passages in them bearing on the point or points at issue are not long, typed extracts of such passages and not the volumes themselves shall be put up.

72. *Reference to authorities quoted "Flagging".*—The No. and date of disposal of every paper quoted in the current will be noted on the margin of the current or note. Every disposal file put up for reference to which references is actually made in the current or notes must be flagged. No flag must be attached to the current or not files themselves. References to these will be made by quoting the number of the page. Maps and statements will be flagged. Flags will be attached to the brown paper jacket

of the file and not to any of the papers in the file. As far as possible, flags should be arranged in alphabetical order from top to bottom, and in such a way as readily to catch the eye. Thus if flag 'A' is affixed to the top file, flag 'B' will be affixed to the one next below it and so on. They will also be so arranged that one flag does not cover another. There must only be one flag on each file put up for reference. Care must be taken not to use more than one flag bearing the same letter or number on the same occasion.

73. *Use of pins and stapler pins.*—When two or more papers are pinned together, the sharp end of the pin should not be left free at the top. It should be pierced again to rest between sheets of paper. While stapling papers, care must be taken to avoid damages to photos or such other enclosures, which are attached to the current.

74. *Care of papers put up.*—Particular care should be taken in handling old records. Whenever it is seen that a sheet is torn or is loosely stitched, it should be got repaired before submission.

75. *Arrangement of cases.*—After the required references have been obtained the papers in a case will be arranged in three parts viz. (i) Current file (ii) Note file and (iii) Put up papers. The Current file contains all the currents received pertaining to that particular case and approved drafts and office copies of outward communications issued in the course of processing it. The note file contains the notes prepared by the officers who process the case and it shall run continuously as a single note with paragraphs numbered consecutively in the order in which they were written. Put up papers include bulky references, back files, copies of standing instructions or any other material referenced and utilised for the processing of the case. The Current file and Note file shall be maintained separately with distinct facing sheets and tagged separately. Put up papers shall be neatly kept at the bottom of the file.

76. *Reference to books.*—When proceedings, volumes of books are put up, the portion of the volume or book referred to should be marked with tape or a slip of paper and not flagged. Whenever a book is referred to, the number of the relevant page, paragraph, clause, etc., should be quoted. If a book or Act not included in the list of books with the officers is referred to, it should be put up with the file. Such books and Acts will be placed above the flap of the file and not underneath and tied with the tape of the file bound containing the case.

77. *Referencing Note Files.*—All references to authorities quoted in a note shall, as far as possible be made in the body of the note at the end of each sentence within brackets, the number or letter borne by the flag attached to each alone be noted in the margin in pencil. For every statement made in the note, except expression of opinion, an authority

must be cited. If such an authority is to be found in the current file, the page at which it is found and the number of the relevant paragraph on such page should be noted. When it is contained in a previous disposal, the number and the date of such disposal, the number of the page in the file, the number of the paragraph which contains the relevant information will all be noted, the flag being indicated in the margin. When Legislative enactments are referred to, they shall be quoted by their appropriate short titles as given in the list of Acts, Proclamations or Ordinances together with the number and year of enactment.

78. *Linking of Files.*—When it is necessary to refer any one file to a paper in another file that has not been disposed of the two files will be linked, that is, the file put up for reference will be put under the other file and the strings of the lower file, but not its flaps, will be tied round the upper file. Strings of the upper file will be tied underneath it in a bow-out-of-the-way so that there may not be trouble of untying and retying two sides of strings. Each file will thus be tagged with its note file, current file and reference file, properly arranged in its own pad. The two pads must not be put together at the bottom with the contents of the two files mixed together above them.

79. *Restrictions on linking of files.*—Files are not to be linked unnecessarily or merely because they deal with similar cases, but only when it is absolutely necessary to refer to a paper in one file in disposing of the other, or when the orders passed in one apply to the other. Where a linked file is referred to in a case, the reference should invariably give the current number and department of that file so that it could easily be identified after it had been detached. If the linked file is disposed of finally in a Government Order or otherwise while the main case yet remains unclosed, the disposal number of the linked file should invariably be entered. If the disposal is put up in the main case, necessary alterations in the references should be made. On no account should a pending file be flagged and put up for reference in a case. Where a reference to it is absolutely necessary, it should be linked. In most cases, an extract of the relevant portion should prove to be sufficient.

If in a linked file, further action remains to be taken or arises to be taken, on no account should it be deferred because the file happens to be linked with another case. If both belong to the same section, action on both should be taken simultaneously. If, however, a linked file belongs to another section or department it should be detached and sent to it without delay under the orders of the Deputy or Under Secretary as the case may be.

Where the principal case and the linked file bear on the same issue and a single disposal could be put up on both the files, they should, wherever possible, be combined and dealt with as a single case after making necessary alternations to references, page numbers etc.

80. *Routine Note.*—When routine notes are written so as to form an opinion on the file of another department or section, that should be kept as a different part of the file with distinct fly leaves. It should not be tagged on to the note file of the department in which the file originated. While submitting the files with such a routine note, the routine note should be placed on top of all the other parts of the file detailed above.

81. *Arrangement of drafts.*—When files are submitted for the approval of drafts, the fact should be mentioned as the last entry in the note file and the draft as such should be put above the current file and below the note file. When more than one draft is submitted for approval, the drafts so submitted should be numbered. When the draft itself is a statement or voluminous running into pages, a flag with the inscriptions 'Draft for Approval' or in short 'DFA' should be attached to (the left hand corner of the draft. After approval and issue, the draft so submitted should be added to the respective part of the file.

CHAPTER VII

DEALING WITH CASES AND NOTING

82. *Originating a Note.* —The note shall generally be originated by the Assistant. In difficult or very important cases, the Section Officer may either originate the note himself or the notes prepared by the Assistant may be edited and recast. In other cases also the Section Officer may originate the notes if he so desires. Notes shall be written or typewritten only on paper of foolscap size leaving $\frac{1}{4}$ th margin. The margin on the first side of the paper shall be at the left hand side and the margin on the other side of the paper should be on the right hand side. This is to ensure easy reading of papers even after stitching of the disposal. In arising cases, the officers or Ministers concerned may originate the note.

83. *Object and contents of a Note.* —The aim of a note should be to present in the most intelligible, condensed and convenient form with the facts of the case to be dealt with, including where necessary, its past history, the points for decision, useful precedents and the material provisions of the law or rules governing it, supported by full references to the current file or to previous correspondence, and to Acts or other official publications, enabling every fact stated to be verified and every authority cited to be consulted in original. The Section and the Under Secretary or Deputy Secretary must satisfy themselves that proposals submitted to Government do not offend either the provisions of any statute or those of any rule whether statutory or executive, that calculations are accurate and the facts stated correct. In cases of importance, precedents or decisions

in analogous cases should be referred to, especially if they are in conflict with the proposals under consideration, in order both to secure a reasonable degree of continuity and consistency and to obviate the waste of time involved in reiterated discussions of identical or similar points.

84. *Notes not intended to reproduce matter in the Current File.*—A note should not merely reproduce the matter in the current file, still less should it expand it. It should, of course, supply deficiencies or omissions and correct any error or explain any ambiguity in the current, and draw attention to points on which full information may be necessary before orders can be passed. If a report is full accurate and clear, a short note summarising the salient points on which orders should be passed will be sufficient.

It is not necessary to set forth afresh any summary of facts or discussion of principles which already exists in an adequate form in any previous file. It will be sufficient in such a case to draw attention to the previous file, and then add such fresh matter as may be required, but great care should be taken not to overlook any new points. It may be sufficient simply to refer to the notes in the previous file, but it should be carefully verified to see whether there are any fresh points raised in the later communication, and if there are they should be noted on.

85. *Method of Noting.*—Notes should not be written on the current itself except in very simple ones. Notes shall be written or typewritten on paper of foolscap size with one-third margin prescribed for the purpose and on both sides of the paper, blank sheets being added before submission to officers or before circulation. No note shall be written in the margin unless it is very brief. When an officer writes a question in the margin of a note, the reply to it has to be written in continuation of the note and not in the margin. The officer's questions will be copied out afresh at the end of the note and the answer written below the copy, or the letters A, B, C, etc., will be written boldly against each question and the answers marked with the corresponding letter entries written at the end of the note. If the officer writes any questions on the drafts or current, they will be similarly dealt with, and the answers written in continuation of the note and if a note file has not been opened already one will be opened for the purpose. A note should not be concluded at the end of a page. Sufficient space is to be left at the end of the notes for further notice and orders.

86. *Authentication of notes.*—While preparing the notes, the Assistant or officers who prepare them should invariably authenticate the notes. The Assistants and Section Officer should authenticate the note with a dated initial close to the margin where the notes are prepared by them or passed by them comes to an end. Officers of and above the rank of Under Secretary should put their full signature and affix their seal to

indicate the designation, while submitting files to higher authorities, No note should end at the end of a page. When the notes are approved and sent down by the officers, they may, however, put in their dated initials only.

87. *Precis of contents when to be written.*—"When files are to be circulated to Ministers or Governor a summarising note giving a full view of the proposal under consideration should be put up. In cases where other departments concerned have been consulted on the proposals their views have also to be extracted in the summarising note. In other cases also, if the issue dealt with is of a complex nature, officers may direct submission of consolidated notes. A note shall always indicate clearly the points for decision.

88. *Only one note to be submitted by the office in each case.*—Not more than one note shall be submitted by the office on each case, or on each point for orders where the notes are divided into parts. The Section Officer of the section may rewrite or modify the Assistant's note if he cannot accept it, and the Under Secretary may do likewise if he cannot accept the Section Officer's note. While revising or modifying the notes, it shall be written up as a continuation to the notes already added to the note file. The earlier notes should not be destroyed or taken out of the file.

89. *Question for consideration always to be pointed out.*— In some cases perusal of the paper under consideration will be sufficient and nothing is required beyond a brief suggestion for action. When a note is required, it should be a statement of the case showing, more or less in detail according to the importance and stage of the case, the question for consideration, the circumstances leading to it, the rules and the precedents bearing on it and suggestions for action.

90. *Sectional Notes.*—When there are, in a case, several points for orders which, in the opinion of the Secretary, can be more conveniently dealt with separately than in a continuous note, or a Minister directs by a general or special order that such a course should be adopted in any case or class of cases submitted or to be submitted to him, each point shall be separately noted on, the Secretary, nothing after the office note, on each point and space being left after the Secretary's note in each case for the Minister to note. While the notes on each point should begin on a fresh sheet of paper, such separate notes may, if necessary, be preceded by notes dealing with the subject as a whole and not with the individual points for orders, e.g. with matters of principle.

91. *Scope of further noting in a case.*—It may be observed that as each note written in succession of the first office note is intended to advance the case a step towards its disposal, it is evident that its province

should be restricted to such an end. It should not, as is often done; repeat the facts and arguments already summarised in the office note unless the latter is inaccurate, too diffuse or unmethodical. Unnecessary noting should be studiously avoided.

92. *Cases in which suggestion have to be indicated.*—The Assistants and Section Officers may offer opinions and suggestions in cases which are specifically founded on statutes, rules, precedents or declared policies. In other cases, it shall be the function of higher officials to indicate the course of action to be pursued. When inter-departmental references are under taken and the opinion given by the latter department is added which verify the suggestion of the former department, further noting on the new suggestion shall be undertaken by officers of and above the level of Under Secretaries.

93. *Avoidance of cumulative noting.*—Among different officers dealing with a case within a department, cumulative noting should be avoided as far as possible. This can be secured by oral discussions between the officers concerned.

94. *Time limit to be fixed for receipt of replies to intermediate references.*—When an Intermediate reference is issued, a definite time limit for receipt of replies should be specified in the reference and on tins expiry of that period .the papers should be put up to the Secretary concerned who should decide whether to wait for replies which are still due, to issue further reminders or to proceed to disposal. Unless in any case it is specially necessary to wait for all the replies, the papers should be disposed of without further delay.

95. *Notes and orders of Ministers and Governor.*— Notes and orders of the Ministers, notes and decisions of the Council and orders of the Governor shall not be reproduced to offices outside the Secretariat. They shall be communicated only in the form of approved correspondence and Sot extracted as such in the communications.

96. *Notes written by other departments* —The notes written any other departments by way of opinion, advice or concurrence shall not be communicated as such to offices outside the Secretariat.

97. *Noting by Heads of Departments*—In order to achieve speeds disposal of case in matters of importance, the Secretaries to Government may allow Heads of Departments to note in the Secretariat files when they feel that it would expedite decisions making. In such circumstances, the file shall be given over to the Head of Department by Secretaries in charge of the department and received back by the Secretaries themselves. Other officers should not be permitted to mark files indiscriminately to the Heads of Departments unless such Heads of Departments occupies an ex-officio position with definite allotment of Secretariat functions

98. *Proposals in the form of notes.*—When important matters on which high level discussions are already undertaken, as in the case of preparation of Project profiles, Plan Budget, specific schemes etc., in which the Heads of Departments had participated and had formed a consensus with the Secretary in charge of the department or the Minister they may submit the proposals in the form of notes to be processed further in the Secretariat as its continuation. Reference material if any, required for processing the file may be put up as backpapers for reference and referenced and flagged as per instructions contained in Chapter VI. Such notes may be marked direct to the Secretariat Officers of the levels of Deputy Secretary, Joint Secretary or Additional Secretary. Such papers may on receipt be handled by the officers receiving them, and they have to submit the file to Secretary and Ministers after scrutinising the contents of the file.

99. *In what cases drafts may be put up with 'notes for Orders.*—In simple cases, and whenever it is obvious what course should be adopted, a draft may be put up at the same time as the note is submitted for orders. Even in fairly complicated cases, this may sometimes be done, especially if the draft is one asking for further information. The Minister or the Secretary may pass the draft, modify it or amplify it. If he requires further information from the office, he will ask for it. If the Minister or the Secretary is likely to find the draft not self-explanatory, there should be a note to explain it.

100 *Notes for the Council of Ministers.*—The instructions contained in the Business Rules shall be followed.

101 *Routine Notes.*—All notes written in a file which are not directly relevant to the subject matter of that file should be treated as routine notes which will not be entered into the general note, as for example, notes in connection with an officer's requisition for further information, from the office. Routine note should be resorted to so as to minimise noting on the main note file.

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

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

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

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

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

CHAPTER VIII

DEALING WITH INTER DEPARTMENTAL REFERENCES

104. *Provisions of Rules of Business and Secretariat Instructions to be followed.*—Inter-departmental references of files become necessary when the proposal requires clearance, concurrence, advice or opinion of other Department or sections as required by the Rules of Business or the Secretariat Instructions. As far as possible, every department should dispose of the cases allotted to them without making unnecessary references either to outside offices or to other departments of the Secretariat. Such references have to be limited to cases requiring consultation with other Departments under Rules of Business or Secretariat Instructions.

105. *Files to be marked by officers of and above the rank of Deputy Secretary.*—Files requiring concurrence, advice or clearance have to be marked to other departments such as Finance, Law, P&ARD etc., only by officers of and above the rank of Deputy Secretary, where specifically delegated such power under general orders, by Under Secretary. It should not merely contain the statement of facts of the proposal received from the outside office. It should contain a definite proposal tentatively arrived at by the department concerned for the opinion or clearance of the latter department. The consultations have to be made before circulating the file to the Minister in charge of the Department.

106. *When subject relates to more than one department.*—Inter departmental references are mandatory when the subject of a case concerns more than one department. No order shall be issued nor shall the case be laid before the Council of Ministers until it has been considered by all the departments concerned. The requirement of such consultation shall not be deemed to have been satisfied merely by reason of the fact that a case was seen by a particular department at a certain stage. It is absolutely necessary that the proposal indicated for orders should have been brought to the consideration of all the departments concerned and any material alteration at a later stage would require a subsequent consideration.

107. *Perusal of papers by Secretary.*—A Secretary in charge of a department may ask to see papers belonging to any department, other than the Finance Department, General Administration (Special/SS/SC) Department, Vigilance Department and Personnel and Administrative Reforms Department, if such papers are required for the disposal of a case in his department. But such requests should not be made to see papers regarding anti-corruption enquiries. The request by a Secretary for reference to papers of other departments shall be handled under the general or special orders of the Minister in charge of the latter department. In respect of the papers relating to Finance Department, perusal of such papers by the Secretaries in charge of other departments shall be restricted only to matters relating to the financial affairs of the State.

108. *Relaxation of Rules.*—Cases involving relaxation of Service Rules or orders relating to qualifications for appointment, test to be passed, promotion etc. and other cases, where the administrative department feel any doubt about the interpretation or application on such rules or orders, should be sent to the advice section of Personnel and Administrative Reforms Department. Relaxation of statutory rules or orders is made only in rare cases of undoubted personal hardship. Proposals for relaxation of rules, should be examined in the light of guidelines issued in the matter and relevant rules and orders and definite recommendation is made in respect of the action proposed. In such cases, the advice tendered by Personnel and Administrative Reforms Department should be scrupulously followed. However, if any, deviation is found necessary, opinion tendered by the advice sections may be overruled only under the orders of Chief Minister. In such cases, the proposal for overruling the advice should be routed through the Chief Secretary.

109. *Financial matters.*—In respect of matters affecting the finances of the State, as classified from time to time in the Rules of Business, Finance Department shall be consulted except where specific delegations are given to the Administrative Departments under Rule 10 of the Rules of Business.

110. *When to consult Finance Department.*— Consultation with Finance Department should not be resorted to as a matter of course. It may be done in all cases relating to matters which concern the finance of the State. Apart from this, there are situations requiring consultation with Finance Department in respect of matters specified under Kerala Service Rules, Financial Code, or Treasury Code as well. In addition, consultation becomes necessary in matters specifically undertaken by them such as pay revision, etc. While forwarding proposals to Finance Department for concurrence, the proposal should be specific. In matters requiring advice or opinion, the point for such advice has to be specifically brought out.

111. *Consultation with P & A. R. Department.*—Consultations with Personal and Administrative Reforms Department are two-fold. They are (a) matters relating to Administrative set up, and (b) matters relating to the various services and service rules. All Departments of the Secretariat including Law and Finance shall consult the P. & A. R. Department in respect of all proposals for change in the Administrative set up (structure) and functions of Government. This includes request for study of the set up and suggestion for improvements. In deciding delegation of powers to officers either administrative or financial, the opinion of Personnel and Administrative Reforms Department has to be invariably obtained.

In respect of cases involving interpretation of service rules or orders, the opinion of Personnel and Administrative Reforms Department has to be obtained. The advice so tendered shall be scrupulously followed in order to achieve consistency and co-ordination between various establishment sections of the Departments. General instructions in this regard shall also emanate from the advice sections or rules section. The administrative departments handling service matters have to report any significant development based on a Council decision or a judgement of the High Court or Supreme Court to the Personnel and Administrative Reforms Department for initiating further action so as to streamline the rules in line with such exposition of the rule made by the Council or the Courts.

112. *Law Department.*—The functions of the Law Department can be broadly classified into legislative as well as advisory. Inter-departmental references pertain mainly to the advisory aspect. Whenever interpretation of a statute, statutory rule or judgement of a Court becomes necessary the opinion of the Law Department shall be obtained. While forwarding such files, the specific point on which advice is sought has to be indicated. In addition, the draft notifications to be issued under various statutes, statement of facts and other legal instruments have to be got scrutinised by Law Department. Letters seeking opinion of the Advocate General also have to be got scrutinised by Law Department.

113. *Scrutiny of drafts by other Departments.* The instructions regarding scrutiny of drafts by other departments prescribed by Rules of Business as well as Secretariat Instructions have to be scrupulously followed. Whenever statutory notifications are to be issued, their drafts have to be got scrutinised by Law Department as indicated in para 112. In addition, there are other stipulations like scrutiny by the Personnel and Administrative Reforms Department, drafts of notifications proposed to be issued under Kerala Public Service Act and letters proposed to be issued to the Public Service Commission. Such requirement should in no case be overlooked. However, drafts of notifications of a routine nature with no material change of form from the earlier notification like appointment orders etc. need not be sent to Law departments by simply altering the name, date etc. of the incumbents in Department for their fresh scrutiny. They may be issued by the concerned departments by simply altering the name, date etc. of the incumbents in respect of whom the notifications are issued.

114. *Consultation with Public Works Department*—In all matters relating to constructions except in Departments which have their own full-fledged internal machinery to undertake such constructions, fixing of rent for buildings at a rate higher than that allowed by Public Works Department by general orders and other aspects concerning the Public Works Department, they shall be invariably consulted.

115. *Consultation with Revenue Department.*—Revenue Department has to be consulted in all matters relating to land acquisition, except where authorised by general orders land assignment, cases involving land reforms and excess land etc. In respect of stay of Revenue Recovery proceedings, Revenue Department shall be invariably consulted. Stay orders relating to revenue recovery proceedings may be issued only through Revenue Department and such files have to be forwarded to them for further action.

116. *Consultation with Planning & Economic Affairs Department.*—In respect of matters connected with the preparation and implementation of Plan Schemes, the opinion, of Planning and Economic Affairs Department has to be obtained. Such consultation is not required in respect of on going schemes. Any deviation of instructions issued by Bureau of Public Enterprises attached to the Planning and Economic Affairs Department by the public sector undertakings will be allowed by the concerned administrative departments only in consultation with Planning and Economic Affairs Department.

117. *Consultation with Vigilance Department.*—Wherever consultation with Vigilance Department is mandatory it has to be strictly observed. Enquiry reports of the Director of Vigilance Investigation are at times forwarded by the Vigilance Department for departmental action. Such cases will be finally decided by the concerned administrative department only after consulting the Vigilance Department.

118. *Procedure for inter departmental reference*— The files of the concerned department properly referenced and arranged with all material shall be made over to the office section, of the department which is proposed to be consulted. It shall be processed like any other current received by the department. Noting by the latter department may be done in a routine note and departmental deliberations of the department consulted need not find a place in the main file. In such cases only the final opinion of the department shall be endorsed on the main file forwarded for reference. Such endorsement in the main file shall be authenticated by the Section Officer of the latter department in such a way that the receiving department will be in a position to understand the level at which such an opinion is arrived at. For example, authentication may be above the words for Deputy Secretary, for Joint Secretary, for Secretary etc. If remarks are made over, after obtaining orders of the Minister in charge of the latter department, the fact may be specifically included in the concluding part of the remarks.

When files are received by the officers of other departments directly, they shall be processed in the same manner as in the case of departmental files with the exception that the files shall be returned by the officer himself to the officer who marked the file.

119. *Disposal of routine notes and preparation of stock files.*—Routine notes utilised for tendering advice by the Finance Department, Law Department and Advice sections of the Personnel and Administrative Reforms Department form a distinct class of papers. They shall not be made available to any other department because the other departments are to process their files based only on the final remarks tendered. Once the remarks are authenticated and the file returned, the fact will be recorded in the routine note and the entries in the Personal Registers are closed. The routine notes are kept in the concerned Sections as such and they are utilised to process the same case if it is again referred back. While handling the subsequent references the current number last assigned on the file shall form the file number of the routine note. They shall be arranged and kept in the section in the order in which they are numbered.

Whenever new rules come into existence or a new stand is taken in the matter of tendering advice, the extract of such advice shall be typed out and kept up in the stock file of the concerned section. This is to ensure continuity and consistency of advice. Thus the stock file makes it easy to refer to the file in which a particular stand is initially adopted. While extracting the remarks for stock file, care must be taken to mention the number of routine note as well as the number of the current file relating to the other department. This is with a view to ascertaining the decision taken

by the other Department. Copies of final orders issued by the administrative departments, on the basis of advice tendered, may be added to the concerned routine notes and the fact recorded in the stuck tile, if an extract of the notes are kept there.

CHAPTER IX

DRAFTING, FORMS OF CORRESPONDENCE AND DESPATCH

A. Drafting

120. *Contents of drafts.*—The draft prepared for the purpose of communicating a decision taken in a case should contain clear and unambiguous statement of the decision as well as direction, if any, for compliance by the persons receiving such communication. It should be written in precise and unambiguous language using the common terminology that is used for official correspondence. The basic requirement of a good draft is clarity of contents and brevity.

121. *Preparation of drafts.*—Generally drafts are prepared only after obtaining orders in the note file. But in simple cases and whenever it is obvious drafts are submitted immediately on receipt of the current without taking prior orders in note file. Where ever the draft is put up along with a current file and note file, it should bear a slip to indicate that it is a draft for approval or in short 'DFA' When there are more than one draft, it should be serially numbered and indicated as such. In the note file, the officers should indicate which all drafts have been approved and which are returned without approval.

122. *Drafts to be written on separate sheets*—While preparing a draft, it should be prepared on a separate sheet of paper. Draft may not be written on the current or note file itself, 4 margin should be left on the paper and while typing, it should be typed in double line spacing so as to facilitate corrections, if any, by officers.

123. *Drafts to be complete and brief.*—Orders should be so drafted as to be complete in themselves and accordingly, whether issued in print or otherwise, they should not include anything more than is necessary to enable the receiver to comprehend fully the bearing of the order. Wherever relevant the genesis of an order and antecedent correspondence should be included in die draft.

124. *Enclosures to be minimised.*—The rule that every communication should, as far as possible, be complete in themselves is to be strictly observed. However, in respect of important matters, if it can be better understood from the copies of earlier communications, they may be enclosed for reference. The points or orders to be complied with should form part of the main body of the communication.

125. *Keeping of office copy in files.*—All approved drafts bearing the signature of the officer approving it shall be kept in the current file. When the communication contain extracts of passages so marked in the draft or when the draft itself is having a number of corrections, which may not help easy reading, a typewritten, carbon copy of the communication finally issued shall be kept in the file. This will not do away with the necessity of keeping the approved draft in the current file. When communications are actually issued by cyclostyling or printing, such copies may invariably be added to the file to help easy tracing of copies whenever required subsequently. There are communications like routine reminders, acknowledgement card etc. of which there is no necessity to keep copies, the despatch of which will be evident from the entries in the personal register, despatch or transit register. Instead of copies, reminders should be indicated in the Office copy of the original communication in red ink.

126. *Communication of general rulings and orders in part under case.*— In the process of handling a particular case, situations may arise wherein , Government take some general decisions which will have to be communicated to a number of offices for further guidance or compliance. In such circumstances, the decision relating to the particular case may be issued individually and the general instruction may be issued separately.

127. *Economy in copying communications.*—Wherever possible the office copy, and fair copy may be prepared together. When there are a large number of addressees to whom the communication has to be sent, sufficient number of copies may be made out after the draft is approved. While submitting such drafts, it is desirable to indicate the number of copies required for such transmission.

128. *Unnecessary references and piecemeal references.*—No reference should be made to a subordinate officer or to anyone else which is not absolutely necessary. No information, should be called for from a subordinate officer, or from anyone else, which could be gathered from the records in the Secretariat. Such unnecessary references may be avoided by carefully consulting the index, and tracing and examining the previous correspondence. Moreover, when a reference has to be made, great care should be taken to see that it is complete. A common and very serious fault and a frequent cause of delay, is to call for information piece-meal, that is, after one reference has been answered a second is

made which should have been embodied in the first communication itself. The Deputy Secretary or Under Secretary and the Section Officer should see that such unnecessary and incomplete references are avoided.

129. *Preparation of endorsements.*—Wherever endorsements are prepared on the paper which have to be forwarded in original, it may be done on such a way that it is ready for the signature of the officer competent to sign it.

130. *Drafting of Telegrams, Teleprinter messages, Telex and Fax.*—Drafts of Telegrams, Teleprinter messages, Telex and Fax should be brief. While communicating these messages, care should be taken to despatch a post copy of the communication for confirmation of the message already sent. Particulars of the sender should be indicated in the body of the message.

131. *Communication of orders to petitioners.*—When a petition is rejected, reasons for the rejection should, always be given in the Draft Order, unless it has been specifically directed that they should not be given. Care should, however, be taken to ensure that the replies are not such as would involve Government controversies. When an order passed by the Minister or the Secretary has to be communicated to a petitioner, it will be sufficient to give the purport of the order, or so much of the text as may bear immediately on the petitioner's representation. The full text of the order should never be communicated, much less the whole correspondence embodied in the proceedings.

Petitions and communications from private parties received in the Secretariat should be acknowledged immediately on receipt. In the case of petitions, communications etc., received on person, an acknowledgement should be given to the party then and there by the recipient in case the petitioner requests for a receipt. In the case of private persons, organisation, etc, copies of the order issued shall be sent direct to them instead of through the Head of the Department. Where an order has been communicated direct by Government to the person concerned, this should be clear from the endorsements so that the Head of the Department may not communicate it again to the same person. The reply sent to the applicants or petitioners should deal succinctly with to the issues raised and the reasons why certain decisions have been taken. While drafting the replies, it should be ensured that no scope is left for misinterpretation of the communication. For example, when a reply is given on the decision to decline a subsequent request by a petitioner, it should not be worded that his request cannot be considered. In such circumstances, the petitioner will again, come forward either before Government or before the Court requesting for a reconstitution of his case. The reply should be specific and should embody the fact that it has been considered and declined by Government. While doing so, there should not be any

reference in. the communication as to the level of officer or Minister who has taken such a decision. Reply should go as the decision of Government.

132. *Nature of disposal to be indicated on drafts* — When a draft is prepared and put up for approval, it should conform to one of the approved forms of correspondence. It should clearly indicate the nature of disposal of the case, so that a subsequent reference can be made easily. Moreover, this aspect is to be specially borne in mind by officers approving the draft to ensure the period of preservation that is expected in the matter.

133. *Amounts noted in drafts to be written in words.*—In communications, which are of the nature of authorisations of payments to be made, the amounts should be clearly expressed in words as well as in figures.

134. *Approved drafts and its filling.*—As already indicated in para 125 all drafts approved for issue should find a place in the current file. When drafts prepared and passed by officers are subsequently rejected or superseded by fresh drafts, they have to be kept in the file at the bottom till the file is disposed of.

B. Forms of correspondence

135. *The approved forms of correspondence.*—The approved forms of correspondence arising from the Secretariat are indicated below:—

1. Letter
2. Memorandum
3. Office Order
4. Circular
5. Government Order (routine series)
6. Government Order (ordinary series)

- (a) Manuscript
- (b) Printed

7. Proceedings
8. Endorsement
9. Demi-Official letter
10. Un-official Note (U. O. Note)
11. Telegram/Teleprinter/Telex/Fax
12. Notification,

The basic outline of the various forms of communication detailed above is give as Appendix II

136. *Forms of address and subscription of letters*— The prefix Shri /Srimathi shall be used as the form of address in all official correspondence. The form of salutation of letters issued from the Secretariat should be Sir/Madam and the subscriptions to all letters should be ours faithfully. In respect of D. O. letters the form of salutation shall depend on the rank of addressees and the subscription to all the D. O. letters should be 'yours sincerely'.

136. *Contents of communications.*—The letter form is used in majority of communications. Letters should go in the name of Secretary To Government. Memorandum form is used when specified communications are issued to subordinates working within the Secretariat, charge memos and show cause notices are also issued in this form. Office order is used to lay down the distribution, of subjects, procedural matters and such other aspects requiring compliance by the office and reference over a long period of time. Circular form is used to communicate important instructions of a standing nature. Government order form in the routine series as well as in, the ordinary series is adopted to communicate final orders of Government on any matter. When the matter so communicated is a matter of policy, it is classified as ordinary series. Depending on the number of communications required with reference to the addressees, it is again classified as manuscript or printed. The form of proceedings is used to convey decisions taken by authorities specified by Government to discharge the duties vested in them in exercise of any provision of a specific statute. Endorsement used when a paper is returned in original or to pass on the paper to a lower office for disposal when they are competent to dispose it. Demi-official form is used to communicate the stand of Government in an informal way or when it is desired that the matter should receive the personal attention of the individual addressed. It should not be resorted to as a routine communication. Unofficial notes or references are used to convey the opinion to another department or to seek the advice of another department. Telegram/Teleprinter/Telex or Fax forms are used wherever urgency is involved in such communication. Notification form is used to issue certain statutory rules and orders or for notifying certain decision, statutory rules etc., in the Gazette.

C. Despatch

138. *General.*—The work of fair copying, examining papers (confidential and non-confidential) and despatch of each department is done in the respective departments. The fair copying and examining of papers is done by the respective sections and Officers and the communication in the final form are made over to the office section for despatch. Despatch is done by the office section of each department in a centralised manner.

139. *General rules regarding copying.* —The following general rules regarding copying will be observed by the typists:—

(1) Before a typist begins to copy a paper for issue, he shall verify and ensure that it has been approved for issue and bears the initials of the officer who approved it.

(2) All Government Orders, Memoranda, letters, endorsements, etc., except those issued in roneo should be typed in forms printed with the Kerala State Emblem.

(3) Any fair copy extending over more than one page shall be typewritten on both sides of the paper unless otherwise instructed.

(4) All copies must be made neatly and legibly.

(5) Copying must be done with care, erasers and correction being avoided; Interlinations should not be made, especially in 'letters'.

(6) In copying the first words of a separate item in the preamble to a proceedings and the first word of every paragraph in a communication to be issued, a five or six letter space should be left between the word and the prescribed margin.

(7) The margin to be left blank should be on the left hand side of the front page and right-hand side of the back page of a sheet of paper. The margin may be encroached upon only if statements have to be copied in the body of a communication and are too big to be typed on the portion on which the communication is copied.

(8) Marginal entries, unless they are very small, should be inserted by an indenture made on the side on which the communication is copied and should be separated from such communication by three lines ruled or typed on the top, bottom and the side facing the body of the communication.

(9) All fair copies should be typed with single spacing.

(10) In forms of correspondence in which designation of the officer sending the communication has to be typed underneath his signature, the name of the department need not be typed, if that is pointed, embossed or typed at the top of the paper.

(11) In official correspondence, if the designation of an officer is typed, his officiating status (if he is an officiating officer) should not be indicated by the word "officiating" before the designation,

(12) If there are enclosures to accompany a communication they should be indicated by an oblique line in the margin against the paragraph in which they are referred to and the word enclosure/enclosures typed at the bottom.

(13) Copies should be made on the smallest sheet consistent with the dignity and requirements of the communication. The appropriate form, where one has been prescribed, should be used.

(14) The typist should invariably type his initials with date at the left-hand corner at the end of the fair copy.

(15) Drafts of letters should be kept as office copies and carbon copies should be made only when the draft has been so extensively altered as to make it necessary to have a clean copy.

(16) The typist attached to each section, shall keep a register in manuscript indicating the number of communication and the number of lines typed, so as to enable an assessment of the workload. The number of communications pending to be typed should also be noted at the end for each day. This shall be chronologically done and checked by the concerned Section Officer on the last working day of the week.

140. *Despatch instructions.*—When drafts are put up for approval, special instructions for despatch, if any, may be specifically recorded in the margin of the draft by the Assistant preparing the communication or by the officer approving it. Such special instructions shall include despatch by special messenger, despatch by hand, despatch by registered post, number of enclosures (either original or copies) etc. While for warding the communication for despatch to the office section, this instruction also have to be passed *on* so as to enable them to comply with it. Compliance of despatch instructions by the office section is the primary responsibility of the office Superintendent.

141. *Observance of time limit.*—Wherever time limit is indicated for despatch, it should be observed. In all other cases, it must be ensured that no paper for despatch is retained in the office section for more than 24 hours. All communications received before 4 p.m. on a working day shall be despatched the same day. The date of receipt by the office section shall be as revealed by the despatch register through which the communication is made over to the office section. Office section shall in no event refuse to take a communication so made over. If required so, communications for despatch have to be taken over by a dated initial with time of receipt.

142. *Despatch of Telegrams.*—When the telegrams are made over for transmission, the superscription "State Express", "Most Immediate", "Important" etc., should be correctly entered in accordance with the nature of the communication. It should be prepared and made over to

the office section on the appropriate form, inland or foreign as the case may be and telegraphic address made use of as far as possible. The post copies of telegrams for despatch should be separately indicated to avoid duplication of transmission. The telegrams given to the office section for transmission should be despatched immediately on receipt and should not be kept along till the closing hours of the office.

Teleprinter, Telex and Fax messages shall be transmitted to the teleprinter section by the concerned sections directly and not through office section.

143. *One envelope for all communications for same officer.*—If there are several papers for issue to the same officer on the same day, they shall be enclosed in one envelope. The details as to the number and date of each paper should be noted in the local delivery tappal book or the postal despatch register, as the case may be. Subject to this condition, postings of article in Post Offices should be spread over the whole day so as to avoid pressure of work at the last minute before the final clearance of the mail.

144. *Transmission by Posts.*—All official articles whether the postage is prepaid or not shall bear the superscription. "On India Government Service" or "On Service" and this shall be supported by the signature and official designation (to be entered at the lower left-hand corner of the article) of the officer who sends the article or the Section Officer concerned or the despatching Assistant. Service stamps affixed to an article which does not bear the above superscription and not supported by the signature and official designation of the sender will not be recognised by the Post Office in payment of postage,

145. *Checking of Postal receipts for registered articles.*—The despatched should see that correct receipts have been obtained from the Post Office in respect of registered articles and to this end he should then and there collect the postal receipts from the peons through whom the articles were sent to the post office and initial them before they are filed. He should at once bring any omission or mistake to the notice of the Office Superintendent in charge of the Despatch Branch, who will take necessary action for its rectification.

146. *Despatch of communications within the Secretariat.*—Communications addressed to various functionaries of the Secretariat are not routed through the office section. They are given directly to the officers through a transit register by the concerned sections. Wherever the Secretariat Offices are spread out in other buildings, the despatch instructions specially prescribed for those departments have to be observed. When the communications or files are taken out of the Secretariat campus for transmission to another officer, they shall be securely transmitted only in envelopes or file covers.

147. *Method of enclosing papers in envelopes*—When, more than ten foolscap sheets (or their equivalent) are to be despatched in an envelope to the same addressee, the foolscap papers will be folded once lengthwise, when ten or less foolscap sheets (or their equivalent) are to be sent, the foolscap sheets should be folded twice breadth wise; the papers as folded should be put in the smallest sized envelope that will conveniently hold them when so folded; the enclosing of papers in an unnecessarily large envelope, besides involving wastage as regards both stationery and postage, renders the packet liable to damage in transit. Demi-official letters which do not contain bulky enclosures should be sent in the envelopes specially intended for these. Enclosures such as maps, sketches and plans which cannot be easily folded in book form or are liable to be damaged by folding must be detached from the file and sent separately, the fact being so stated in the margin of the communication in the proper place. Very bulky files which cannot conveniently be folded as suggested above may be sent unfolded.

148. *Use of wax cloth while packing*.—Papers which on account of their bulk will not go into envelopes should be securely packed in thin or thick paper when they are intended for local or postal delivery. When they are packed in weather proof sheets, such sheets may be used only as the inter-covering and not as a substitute of paper packing.

149. *Use of special envelopes and economy label*.—When the communications are intended for distant destinations, they have to be enclosed in bull cartridge envelopes and such other thick envelopes to avoid damage in transit. In order to secure economy in the stationery, covers may be closed with Economy labels and address entries made only on such labels. Use of such Economy labels should not be resorted to in respect of bulky envelopes, registered envelopes and envelopes given for transmission through speed post.

150. *Contents not to be noted on covers or labels*.—Outward communications are despatched in covers, with or without economy label. The contents of the letter should not be written on the label or flap of the covers. The covers shall only be numbered for local delivery. The number of communications enclosed in the cover, may be noted in a separate sheet of paper when there is more than one letter in the cover and enclosed in the cover so that the receiving office can cross-check the receipt of all the communications. The number or contents of the communications shall not be written on the covers or economy labels. However, the urgency, time limit etc., and matter requiring personal attention of the officer should be so indicated on the outer cover itself. Confidential papers may be marked confidential and despatched only in double sealed covers bearing the name and designation of the addressee. The entry confidential need be there only in the inner cover.

151. *Addressing the covers and packets.*—The covers and packets in general may be addressed to the respective officers only by designation of the receiving officer. Whenever the communication is specifically addressed in the name of the officer or when the communication itself is demi-official letter, or of a confidential nature such communications may be enclosed only in covers bearing the name and address of the officer concerned.

152. *Local delivery procedure.*—Papers intended for local delivery which are not "urgent" will be put in pigeon holes of the almirah where one hole is allotted for each head of a department., Such papers will be cleared once daily in the evening. Each office section of the Secretariat will hand over before 5 p. m. everyday the covers and packets intended for each Head of Department to the office section of the Secretariat Department to which the Head of the Department is administratively subordinate. Thus for eg. all the Departments (other than P. W. D.) will deliver the covers intended for Chief Engineer, P. W. D. to the office section of the Public Works Department so that the tappal peon from the Chief Engineer's Office need call only at the office section of the Public Works Department to take delivery of the covers and packets intended for his office.

153. *Despatch of valuables.*—Valuables intended for despatch will be put in envelopes or packets and sealed in the presence of the Office Superintendent, who will be responsible for the contents of the packet. The sealed cover should be separately entrusted to the messenger on proper acknowledgement and a list or description of the valuables should be enclosed in the packet and another copy of the list or description should be sent separately with an appropriate letter or memorandum intimating the despatch of the valuables. Letters or packets containing valuables sent by post should be registered insured and the receipts for registered letters etc., will be carefully filed or pasted in registers specially kept up for that purpose.

154. *Despatch by special messengers.*—Letters intended for despatch by special messengers shall be handed over to the office section concerned with an entry in the despatch register containing the date and time of such delivery. The Office Superintendent shall arrange despatch through special messenger. This may be done either by employing the cycle peon attached to the office section or through the motor cycle orderly or any other means of transport depending on the instructions' issued from time to time. While despatching such communications, the bearer shall be entrusted with a local delivery book containing the correct address to which it has to be delivered and the time of despatch from office. The officer receiving the communication has also to record the time of its receipt to ensure prompt delivery. Need for this should be indicated against the entry in the local

delivery book. Such communications may be sent to the residence or any other place where the officer, for whom the communications are to be delivered urgently, is available.

155. *Postage charges—maintenance and check of stamp account.*—A simple daily account of stamps spent should be maintained. The Office Superintendents should check it daily with account of stamps used and the stock of stamps in hand. He, should see that there is no unnecessary wastage.

156. *Stamps of highest denomination to be used in making up postage charges.*—Care should be taken to minimise the number of stamps by using stamps of the highest possible; denominations in each case instead of a large number of stamps of low value. Apart from the needless expenditure which is incurred on account of manufacturing charges, the practice of use of many stamps of low value when a relatively small number of stamps of higher denominations would suffice is open to serious objection from the postal point of view. Some of the numerous stamps affixed may escape cancellation and may afterwards be used improperly, while the necessity for canceling such stamp imposes an unnecessary burden on the postal officials. It is also difficult for these officials to check, with rapidity which is essential in practice the adequacy of the stamps affixed.

157. *Service Stamps not to be used for foreign countries.*—Service postage stamps should not be used for packets, etc, intended for authorities in foreign countries. Ordinary postage stamps should be brought and affixed in all such cases.

158. *Mailing list.*—The office sections should, always maintain a correct and up-to-date list of all Secretaries to Government. Heads of Departments, the Members of the Legislature, and the Parliament, and the Chief Executives of the Public Sector Undertakings and all the Secretariat Officers of the concerned department. In all other cases, the communications may be handed over to the office section for despatch only with full postal address to which it has to be despatched.

159. *Despatch by Speed Post.*—Communications to be dispatched by Speed post has to be sent as per the instructions issued from time to time.

CHAPTER X

RULES OF CORRESPONDENCE AND CHANNELS OF
COMMUNICATION

Rules of Correspondence

160. *Importance of Communication.*—Communications with other offices and individuals are resorted to in order to gather information in the decision taking process as well as to communicate final decisions of Government on any specified matter. Functionally Communications can be broadly classified into (1) intermediate communications and (2) final orders. Intermediate communications include correspondence intended to gather details and reports regarding a matter under process. It also includes interim directions of Government pending final orders. The communications are issued in any of the approved forms prescribed in para 135.

161. *Letter Form.*—When it is proposed to address the following persons or institutions, the letter form should invariably be used. Whether a communication may be issued to them will depend on the practice adopted, rules of protocol, order of precedence and standing instructions, if any, issued from time to time.—

- (a) a higher authority.
- (b) another Government.
- (c) the Judges of the High Court of Judicature.
- (d) the Speaker of the Legislative Assembly.
- (e) Members of Parliament and Members of Legislative Assembly.
- (f) the Public Service Commission.
- (g) members of the Revenue Board.
- (h) an officer not in the administrative control of the Government of the Kerala State.
- (i) the Vice-Chancellor or the Registrar of a University,
- (j) a non-official or a non-official association or society of distinction.
- (k) Advocate General. (1) Vigilance Commission, and other Commissions.

(m) All correspondence of Government whether it be to non-officials or subordinates shall be in the form of letters. When any information or opinion has to be obtained from a subordinate officer by an official reference letter form shall be used. In some cases, the letter may include intermediate orders of Government eg. When an officer is authorised to proceed on leave in anticipation of formal orders which will be issued on receipt of eligibility report from the Accountant General.

162. *Communications to non-officials and petitioners.*—When the decision taken on a petition is communicated to the concerned Government Officer, it need not necessarily be copied to the petitioner or any non-official. Only a letter explaining the decision of Government alone need be sent to the petitioners in such cases.

163. *Government Orders and Circulars.*—When final decisions of Government are communicated, they have to be embodied in the form of Government Order or Circular. Statutory notification are also classified as Government Orders for the purpose of correspondence. When a Government Order does not contain a statement that it is issued as per the order or direction of the Governor, it should be subscribed as 'By order of the Governor'. As all executive actions of Government are undertaken in the name of Governor an order will be ab initio void if this indication is not provided.

164. *Demi official communications.*—It should be restricted to circumstances requiring communication of ideas of information without the formality of official correspondence. D. O. letters or its extracts should not be quoted in other formal communications of Government.

165. *Adherence to rules of correspondence.*—All communications emanating from the Secretariat as well as those received by the various functionaries of the Secretariat should conform to the rules of correspondence. Communications received from subordinate offices which do not conform to such norms should be returned to them immediately for rectification.

166. *Communications to the High Court.*—Communications of an ordinary or routine nature intended for the High Court should be addressed to the Registrar in the usual form. Only such communications as are very important and require the personal attention of the Chief Justice should be sent to him and in such cases they should be sent in the form of a letter addressed to "His Lordship" by name.

167. *Communications to the Legislature Secretariat:*—communications to the Legislature Secretariat should be addressed to the Secretary, Legislative Assembly in letter form.

168. *Communications to Panchayaths.*—Communications to Panchayaths will be addressed to the President of the concerned Panchayath.

169. *Communications to the University .*—Communications to the Vice-Chancellor of the University should be in letter form. Important communications need alone be addressed to the Vice-Chancellor. When Government proceedings are communicated, they should be sent to the Registrar with a covering letter.

170. *Communications to Corporation and Municipalities*.—Communications will be addressed to Mayor/ Chairman.

171. *Communications to the Public Service Commission, Vigilance Commission and the Revenue Board*.—Official communications intended for the Public Service Commission, should be addressed to the Secretary to the Public Service Commission. Similarly, official communications intended for the Revenue Board should be addressed to the Secretary of the Board.

172. *Wording of Communications*.—Whatever be the form, in which communications are issued, it should not contain statements of personal opinion, save in the case of D. O. letters, except when that is a report relating to the personal assessment of a particular issue or person. Formal communication should contain only statements which should form part of a public record.

173. *Address entries*.—All addresses shall be entered in fair copies of the communications. But in respect of replies to the petitioners, only the address of the petitioner need be entered in the copy communicated to him.

174. *Assembly Questions*.—In communicating the answers to questions in the Legislature, the words 'Kerala Legislature' and the number of question together with indication whether it is starred or unstarred and date of posting the question for answer in the house should be noted in the top of the answer. The names of M. L. As. who asked the question have to be entered on the left hand side below the above entries in the same order in which the names are given in the list of printed questions and the name and designation of the Minister concerned have to be given on the right hand side against the names of Member/Members of Legislative Assembly. Fair copies of answers should be signed by Section Officer, when it is received back with the approval of the Minister. Copies, of the answers should be given to the Legislature Secretariat before the due date of answer.

All the copies should be legible and the person authenticating will be personally responsible for transmission of illegible or uncorrected copies. In respect of starred questions Section Officer concerned should ensure that the file relating to it is sent to Minister's office under proper acknowledgement sufficiently early. When final answers are given during the recess of the Legislature, copies of such answers have to be forwarded to all the M. L. As. who raised the question.

175. *Authentication of Communications.*—(1) The Government Order shall be subscribed with the words 'By Order of the Governor' and the name and designation of the highest officer approving the draft either on the draft itself or in the notes should be indicated. Copy should be communicated with the signature of Section Officer with the indication 'Forwarded by order'. Similar authentication should be made on communications like memorandum, office order, circulars, endorsements and U. O. notes.

(2) Letter form should be indicative of the officer approving it and it should be signed by the specified officer. When it is signed by Section Officer it should be so indicated 'Approved for issue'. When the letter is signed by officers below the rank of Secretaries, they have to sign it 'For Secretary to Government'.

(3) When Proceedings are issued by the specified authorities notified by Government under various statutes, if not issued in the form of Government Order, need not contain the words 'By Order of the Governor'. The name, designation and the nature of authority vested should be clearly indicated in the communications and it should be issued under the signature of Section Officer indicating 'forwarded by order'.

176. *Signing of fair copies Special cases.*—(i) Copies of proceedings criticising the head of a department to whom they are sent should be signed by the Secretary of the department concerned unless otherwise directed.

(ii) Special care should be taken in respect of signature on copies: of proceedings issued under legal provisions to be filed in courts of Law (eg. prosecution orders under the Indian Penal Code, or the Arms Act or the Explosives Act).

(iii) Copies of orders, conveying financial sanction (including amendments to Service Rules or orders having financial implication) intended for communication to the Accountant General through the Finance Department should be signed in ink. Government Orders bearing cyclostyled signatures will not be admitted in audit.

(iv) All cases of promotions, transfers, appointments and postings of Gazetted Officers should be promptly intimated to the Accountant General.

(v) Replies to the Members of Parliament and Members of Legislative Assembly should be given by Officers at appropriate levels as specified below:

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

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

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

The copy of the proceedings communicated with the covering letter should also be authenticated.

(viii) The communications in respect of disciplinary proceedings have to be signed by the disciplinary authority himself and should not be authenticated for and on behalf of him.

177. *Use of office seal.*—All communications issued from the Secretariat should bear either the emblem of the Government of Kerala or the common seal of the Department kept under the custody of the Office Superintendent. Communications which do not bear any of these authentications should not be forwarded to any outside office or person.

**CHAPTER XI
CIRCULATION****A. General Instructions**

178. *Points to be observed by Officers Ordering Circulation.*—The circulation of cases is ordered by the Secretaries and other officers authorised to do so, in accordance with the Rules of Business and the Secretariat Instructions, Circulation is the final stage of processing a case and hence it may be ordered only after all other stages of processing a case is over. If the matter under consideration relates to the subjects allotted to more than one department or requires the clearance or consultation with the advisory sections or Finance Department or Law Department etc, those formalities have to be completed before the case is circulated. A circulating note should be summarising one explaining the rules position, precedents if any, existing practice, proposed changes etc. In all cases, points for orders have to be specifically spelt out.

In respect of cases requiring decision by the Council of Ministers the Council notes are prepared after obtaining orders of the concerned Minister and Chief Minister. Drafts of the Council notes should be routed through the Chief Secretary to the Minister concerned for approval.

179. *Order of Circulation.*—The order of circulation of a file will be as follows:—

- (a) The Minister in charge.
- (b) The Finance Minister, if the case requires consultation with Finance Department and Finance Department has not agreed to the proposal or suggested circulation to Minister (Finance).
- (c) Other Ministers;
- (d) The Chief Minister; and
- (e) The Governor.

The levels of circulation will depend on the nature of the issue involved and the instructions contained in the Rules of Business.

180. *Check on delays in circulation.*—The file under submission will bear indication regarding time limit if any, involved in the disposal of the matter. The Confidential Assistant attached to the officer circulating the file shall keep a register of files handled by the officer and time limit, if any, will be noted there while circulating the file.

Non-receipt of the file with orders within the time limit stipulated should be brought to the notice of the officer who ordered circulation. The concerned section also should watch return of the files within time limits, if any, in which action has to be completed. The officer circulating the file should keep close liaison with the personal staff of the Ministers to see that urgent papers are not delayed while under circulation.

181. *Section Officer's duty in watching immediate files in circulation*—The Section Officer concerned shall bring the fact of non-receipt of the files under circulation to the officers who ordered circulation. Notes indicating the time limit for final disposal of such cases may be submitted to the officer who circulated the file, who in turn will forward it to the Private Secretary to the Minister concerned to expedite return of the file.

182. *Circulation of Confidential Files*.—Important Confidential files should be circulated only in file covers or boxes to be opened only by the addressee. Returning of such files to the officer circulating them should also be like-wise. Important files may be circulated in confidential boxes.

B. Procedure in circulation

183. *Acknowledgement of cases*.—Whenever files are circulated to the Ministers or Governor, it shall be done only under acknowledgement except in cases where they are handed over personally by the officers competent to circulate such files. Return of files so circulated shall also be only under acknowledgement.

184. *Circulation of cases to the Governor*—Cases intended for the Governor are to be sent to the Governor's Secretary.

185. *Responsibility of Offices of Ministers in observing order of circulation*.—When cases are circulated to more than one Minister they shall be passed on direct to the next Minister and should come back to the officer circulating it only after the last Minister has seen the case.

The Private Secretaries to Ministers will be responsible for seeing that every case is sent on in circulation in the order in which it is marked and returned to the officer circulating it as soon as the Minister concerned has dealt with it. This applies to all classes of cases.

186. *Papers marked for circulation to be circulated on the same day*.—The papers marked for circulation should be circulated on the same day by the officers who order circulation. Its return also has to be watched by the Confidential Assistants attached to the officer ordering

circulation. The officers competent to order circulation should submit every fortnight a list of cases pending with the Minister for more than two weeks to the Secretary in charge of the department. A consolidated list of these files may be sent over to the Private Secretary concerned to ensure prompt return of those files. The Secretary in charge of a department may, however, delegate this function to one of the senior officers of the department.

C. Procedure on return from circulation

187. *Treatment of cases returned from Circulation.*—The files shall be returned to the Secretariat department only through the office of the Secretary in charge of the department, even if such files are circulated to the Minister by other officers authorised to do so. After a perusal of orders by the Secretary, the files so returned may be given on the same day to the officer who ordered circulation. Final communications based on the orders passed on such files may be prepared and issued by the Department concerned.

188. *Interruption of circulation to supply information called for by a Minister.*—When a Minister wants any information from the office on a case marked for circulation to more than one Minister or to the Governor, the further circulation will cease until the information is supplied. In such cases, the file will be returned to the officer who circulated the case after the names of the other Ministers or the Governor's Secretary have been scored out.

When, in a case marked for circulation to more than one Minister or to the Governor, a Minister passes orders which are not in accordance with the orders suggested in the noting, further circulation should invariably be interrupted and the file will be returned to the Secretary or other officer who directed the circulation.

189. *Miscellaneous instructions to Confidential Assistants.*—(i) When a linked file is attached to a case sent in circulation the fact should, invariably be noted in the circulation register mentioning the current number of the linked file.

(ii) When valuable books or other documents are put up in a case sent in circulation the confidential assistant should, note the fact briefly in the Circulation Register. If any such book or document is not received back when the file returns from circulation, the Confidential Assistant of the officer ordering circulation should, when returning the case to the section concerned, note down that the book or document has not been received back with the case from circulation. The section will take such action as may be necessary to trace out the book or document.

D. Procedure relating to disposal of cases by the Council of Ministers.

190. (i) *Decision of Council—When necessary.*—In the Rules of Business, a list of items requiring decision at the Council level is specifically made out. In all such cases, final decision of Government has to be taken by placing the matter before the Council of Ministers. In addition, the Chief Minister may require any case to be placed before the Council considering its importance,

(ii) *Preparation of Note for the Council of Ministers—Responsibility for watching movement.*—Immediately on receipt of the Chief Minister's orders for placing a case before the Council of Ministers, a Memorandum indicating all the salient facts of the case and the points for decision shall be prepared and circulated to the Chief Secretary to Government for approval. The Note for the Council of Ministers shall be in both Malayalam and English. The Note for the Council shall be prepared only by an officer of the rank of Deputy Secretary and above. Secretaries to Government concerned shall be responsible for the contents and accuracy of the Council Note. In the case of classified files, the officer preparing the Note shall note the number, subject and other relevant details of the file together with date of Chief Minister's orders in a Register to be maintained specially for such files. It will be the responsibility of the officers concerned to watch the movement of the file until the final disposal of the case by the Council of Ministers.

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

At the time of finalising the Note for the Council, the Secretary to Government will ensure that cases which require a reference to Finance Department are formally referred to that Department as required under the Rules of Business and the Secretariat Instructions. The fact whether the case requires consultation with the Finance Department under the Rules and whether such consultation has taken place should also be clearly indicated in the Note. In cases where Finance Department has disagreed or has agreed with certain modifications, the views of Finance Department should be furnished in full in the Note for the Council of

Ministers. Similarly in cases where consultation with the other departments concerned is required, the fact of consultation as well as their remarks should be incorporated in the Note for the Council,

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

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

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

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

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

(viii) *Facing Sheet*.—Each Note for the Council of Ministers shall contain a Facing Sheet as indicated below.

GOVERNMENT OF KERALA
COUNCIL OF MINISTERS
(..... Ministry)

- | | | |
|-----|--|----|
| 1. | File No. | .. |
| 2. | Department | .. |
| 3. | Subject | .. |
| 4. | Name of Deputy/Joint/
Additional Secretary | .. |
| 5. | Name of Secretary | .. |
| 6. | Name of Chief Secretary | .. |
| 7. | Name of Minister concerned | .. |
| 8. | Does the case involve
financial commitments,
implications and if so, has the
Finance Department been
consulted and their remarks
incorporated in the Note for
the Council? | .. |
| 9. | Are any other Departments
concerned with the case and if
so, have they been consulted
and their remarks incorpor-
ated in the Note for the
Council? | .. |
| 10. | Date of Chief Minister's
orders. | .. |
| 11. | Date of draft Note for the
Council approved by the
Secretary | .. |
| 12. | Date of draft Note for the
Council approved by the
Chief Secretary | .. |

- | | |
|---|----|
| 13. Date of draft Note for the Council approved by the Minister concerned | .. |
| 14. Date of submission of fair copies. | .. |
| 15. Date of decision by the Council of Minister | .. |
| 16. Date of communication of the decision | .. |
| 17. Number of Government order communicating the decision. | .. |

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

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

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

(x) *Copies of Government Orders.*—Copies of the Government Orders communicating decisions should be sent promptly to:—

- (a) The General Administration (SO Department indicating the item number of the case and the date of decision, for filing along with the Council decisions; and
- (b) The Office of the Minister dealing with the subject, for the information of the Minister.

These Government Orders must be sent to the above two addressees in 'Envelopes' superscribed "Cabinet Decisions —Government Orders" Separate delivery books may be maintained by the Officers concerned for distributing orders on Cabinet files marked 'Secret'.

(xi) *Extracting decisions of the Council.* —Immediately after proceedings of the Council of Ministers are approved by the Chief Minister, the Chief Secretary will arrange to send, duly signed, extracts of the decisions to the Secretary of the Department for further action. Such decisions need not be put up again to the Ministers for their information since the Council minutes are sent to Ministers by Chief Secretary for custody. The decisions of the Council are Secret documents and copies of the decisions of the Council shall on no account, be extracted without the permission of the Chief Secretary and forwarded to any outside office. Council decisions shall be communicated only in the form of Government Orders.

(xii) *Time limit for preparing Note for the Council.*—The draft Note for the Council should be prepared within three days of the receipt of the file with the orders of Chief Minister and sent to the Chief Secretary for approval. Copies must be taken the same day after it is received from the Chief Secretary after approval. It should be ensured that copies of the Note for the Council of Ministers furnished to the General Administration (SC) Department for circulation to Ministers and Governor, are neat and legible.

(xiii) *Unnecessary reference after decisions.*—Unnecessary references to Departments or Offices, without carrying out the decisions of the Council of Ministers should be avoided, since the required consultations with other Departments are to be made while processing a case and not after Council decisions. If the Department feels that the matter should be seen by the Finance Department or any other Department the file must be sent to such Departments after issue of orders. In cases where a Department may have pertinent submission to make on any particular decision of the Council, the Secretary Additional Secretary of the Department must take the file personally to the Chief Secretary for clarification.

(xiv) *Yearly Statistics.*—At the end of each year a consolidated list of files disposed of by the Council of Ministers must be prepared by each Department for submission to the Chief Secretary by the 15th of January.

(xv) *Bound copy of list and Notes of Council files.*—One copy of the list of Council files disposed of during the year together with their notes and Council decisions as well as the relevant Government Orders issued should be bound and kept in the personal custody of the Secretary of the Department and shown as accountable documents while handing over charge.

(xvi) *Special marking for Cabinet files.*—Council Files should be marked as such to attract the attention of the officers and to facilitate early approval by the Chief Minister and other Ministers.

(xvii) *Disposal of papers connected with the meetings of the Council of Ministers by the Minister's Offices.*—Notes on all the items in the Agenda for the Council of Ministers which have been disposed of till the 1st of July every year should be listed out and sent to the General Administration (SC) Department for destruction.

CHAPTER XII I INDEXING AND PURPORTS

191. *Object of index is two-fold.*—The object of the indices is two-fold. In the first place, they are intended to keep Secretaries, Ministers and the Governor informed of the orders that have been passed, but have not been seen by them. Secondly, they are intended to enable one to trace the papers containing the orders passed on any particular subject.

192. *Title and head defined.*—The entry in the Index relating to an individual paper is called "Title". The important word that is placed first in the title, by which its alphabetical position in the index is determined and on which primarily depends the possibility of finding the title, is called the "Head".

193. *Head must be obvious and distinctive.*—A list of titles and heads are drawn and shown as Appendix IV to the manual. The list is not exhaustive, but indicates the way in which titles have to be drawn up in individual cases. The first thing to do when writing an index title is to select the head. It must be a word that will naturally occur to

anyone who wants the papers. It should be brief and should clearly indicate the nature of the paper general words like petitions, resolutions, should not be used because they do not indicate the subject when searched in the index.

194. *Consistency in Use.*—In Selecting the headings, the most important aspect to be borne in mind is consistency in use. Even if the heads are badly chosen so long as there is consistency in their use, less mischief will be done than if they are in themselves better chosen, but paper relating to the same subject are indexed sometimes under one head and some times under another. The officers who approve the draft as well as index titles on tabling slips should ensure that the purpose is not lost sight of while selecting the titles.

195. *Local classification* —Local classification should be introduced where possible. For instance, after the head or sub-head should come the name of district or of a municipality. After the name of a district should come the name of the taluk, and after the name of the taluk that of the village. These names should be arranged in strictly alphabetical order. The districts should be arranged alphabetically. Under the name of each district the names of the taluk should be arranged in alphabetical order and under the name of each taluk the names of the villages should be arranged in alphabetical order where the subject matter lends itself to such a classification.

196. *Personal Papers.*—(i) Personal papers relating to officials should be indexed under the name of the officer concerned. A proper title would be, eg. 'Subrahmanya Ayyar, D. Sub-Magistrate-Reduced'. 'Subrahmanya Ayyar' would be indexed under 'S' and 'Subrahmanya Ayyar, A' would come before 'Subrahmanya Ayyar, D'.

(ii) In cases where a personal paper contains useful discussions on any general question or has any unique feature about it, it would be useful to cross-reference, the disposal under the appropriate head and sub-head.

(iii) All matters relating to individual officers need not necessarily be treated as confidential. Where, however, the circumstance of the case require that it should be kept confidential, the title for the index should be so framed as not to reveal any matter which is confidential.

197. *Suits and writs.*—While indexing papers relating to writ petitions and suits, it should bear an indication to the number and year of the case so as to facilitate tracing of the papers when the number of date of the case alone happens to figure in the paper for which it is searched. The case title should be incorporated in the index as far as possible

to facilitate location of papers when it is referred to by the name of contesting parties alone. The prefixes like O. P. Writ, appeal, Original Suit etc., should be invariably marked along with the case number. These abbreviations will be arranged in alphabetical order and under each the suits will be arranged according to their years and numbers.

198. *Wording and articulation*— The title must consist mainly of substantives and adjectives (where indispensable). Participles and minor parts of speech should be excluded as far as possible. In order that strict alphabetical arrangement may be practicable it is essential that the title should be articulated or broken up into members, each consisting of as few words as possible and each expressing an element in the subject matter. Each member will begin letters with a capital letter, which will help to determine the alphabetical order and should be separated from the members preceding and succeeding it by a bold dash. It is of no use to try to put too much into a single title. The title must indicate clearly but briefly one main subject of the order.

199. *Two or more titles when necessary cross reference*.—If an order deals with more than one subject, two or more complete titles under different heads may be necessary. But the same title must not be repeated under more than one head, either in its entirety or partially. Instead of this where a subject falls under more than one head, and it seems useful to index it under each head but there is no need for distinct titles under which head, a cross reference or cross-references must be used that is, the complete title will be printed under one head, while against the other heads will be printed merely 'see so and so' (mentioning the former head). The same cross-reference must never be repeated.

200. *Indexing of orders of other departments*.—When an order of another department is indexed in a department, the title under which the order has already been indexed is usually adopted. If necessary, it may be prefixed with a main head which will be more convenient for tracing the paper from the point of the department in which it is indexed.

The number, the date of the order and the name of the department will be printed in italics in the index.

201. *Consolidation of titles*.—The same words must never be used over and over again in successive titles in the index where this can be avoided. The headings common for the titles of various orders should be grouped together and the common word should be shown as a side heading only.

When the tabling slips relating to papers recorded as G. O. (MS) are indexed the words 'papers recorded' should be clearly indicated in the index title. This is to ensure that on subsequent dates, no request

for copies of those orders will come forward from any quarters. When such disposals relate to issue of communications in the form of Circulars, U. O. Notes or Memoranda, the specific nature of communication should be clear from the index titles so as to facilitate tracing of such communications.

202. *Indexing of orders arising from legislative proceedings.*—When the answers to assembly interpellations, resolutions coming up in the Assembly etc., result in the issuance of any order or instruction by the Secretariat Departments, they should be classified under a side heading 'Legislative Assembly'. At the same time cross-reference may, if necessary, be made under any other heads under which the subject of which should figure in, in the index.

However, it is unnecessary to add the words 'papers recorded' at the end of the title of a question or resolution in the legislature, if the concerned file did not result in any other disposal.

203. *System of indexing.*—The system of indexing which obtains in the Secretariat is the 'slip index' system. Indices are compiled strictly in alphabetical order of the index headings.

204. *Consolidation and submission of Index*—In the Secretariat, a consolidated fortnightly index is prepared by the P & A. R Department collecting information from all the other departments of the Secretariat. The consolidated fortnightly index is to be prepared and submitted to all the Secretaries, Chief Secretary, all the Ministers, Chief Minister and the Governor.

205. *Annual index*—Annual index is prepared by the office section attached to each department in respect of all the orders issued from that department. It is printed department-wise and circulated to all the officers and sections of the Secretariat Copies are submitted to all the Ministers, Chief Minister and Governor also. This is kept for reference to identify precedents whenever cases come up for consideration. Spare records copies are kept by the records branch.

206. *Custody of index.*—All the officers and sections of the Secretariat shall keep the index supplied to them for reference. It should be supplied only for official use. The spare copies shall be kept in the records branch of Secretariat. They are not intended to be supplied even to Heads of Departments or any other subordinate offices.

CHAPTER XIII
TREATMENT OF CASES AFTER DISPOSAL

207. *All cases should be closed as disposals.*—When papers are received and registered in the Personal Registrar, they are either added to the existing current files or processed as a new case. There will be an open entry in the Personal Register in respect of every new case. When action in any case is over, the entries in the Personal Register are closed with appropriate indication in the last column of the Personal Register. The nature of the disposal and the way in which the papers are kept away have to be clearly revealed by such entries. The general rule is that there should be a corresponding disposal to every such entry except in cases, where the disposed papers are added to any of the back files. The Assistant who is primarily responsible for the custody of files, is equally responsible for the proper accounting of the disposals as well.

208. *Classification of records.*—Disposed files are broadly classified into four groups. They are (1) Office Orders, (2) Government Order (ordinary series), (3) Government Order (routine series) and (4) Lodged papers. The nature of disposal is decided while approving the draft or closing the file. When more than one communication is issued from the same file, the file should be classified as the disposal to be retained for the longest period. The period of preservation of records will be determined with reference to the instructions relating to destruction of records by the records branch.

209. *How to account for the disposals.*—As indicated in para 207, every entry relating to a new case in the Personal Register should have a corresponding disposal when the case is closed in the Personal Register. The disposals accruing in the section shall be handed over to the office section every fortnight duly passed by the Section Officer for stitching and transmission to the records branch. When back files are requisitioned from the records and the use thereof is over they shall be returned directly to the records branch. When the file for which the back files were requisitioned are disposed of and added to the relevant backfile, such disposal may be got re-stitched from the office section and transferred to the records branch directly.

210. *Linking of disposals.*—When lodged disposals are put up as backfiles for a new case, and a modification or alteration to the decision contained in the lodged papers is arrived at in the new file, the number and date of the disposal relating to the new case has to be recorded on the space provided in the face of the lodged disposal. This is to facilitate tracing of

further papers when a reference is made to the lodged disposal, the decision in which has been subsequently modified. Before the new case is passed for transmission to records, it should be ensured that the put up papers are marked properly.

When new cases are disposed of as office order or Government aided, the disposal should be marked with the back papers utilised in the columns provided in the inner page of the Government Order docket. Likewise, necessary entries should be incorporated in the place marked for further papers in the docket of put up papers. These entries also should be ensured before passing the new disposal for transmission to records branch.

211. *Addition of papers to old disposals.*—When an issue is processed afresh as a new case and the disposal containing earlier papers is put up for reference as a backfile, the new case when disposed may be added to the put up disposal. Such addition of papers to the disposal is to be done when the subsequent decision is to uphold the earlier decision contained in the backfile. When a modification or a subsequent order is issued such new cases is to be closed as a fresh disposal and they should only be shown as further papers on the facing sheet of the backfiles used for reference.

When the backfiles put up are Government Orders which enjoy a longer period of preservation, new cases disposed of otherwise as Government Orders should be added to the disposal containing the Government Orders so that subsequent papers should not be destroyed prior to the destruction of the Government Order itself.

212. *Disposal of orders arising from the same case.* —When a number of Government Orders are issued for the same case and action is continued in respect of that case, one copy each of the order should be separately docketed as a Government Order. On the face of the communication so docketed entry may be made to indicate the file in which notes and orders can be perused. When the last order issued from such a case happens to be one having lesser period of preservation, the file in original should be retained in the docket relating to the order or communication having the longest period of preservation. For example when a Government Order in the routine series and a Government Order in the ordinary series are issued from the same file, then the file as such should be docketed as Government Order ordinary series and copies of the Government Order routine series should be separately docketed with cross-reference to the Government Order ordinary series in which the notes and orders can be perused.

213. *Preparation of disposals in respect of Call Book entries.*—When a case is transferred from the Personal Register to the Call Book, the file is closed in the form of a lodged paper with specific Inscriptions on the face

of it that it is a call book entry to be reopened on *ox* before such and such a date. When the file is reopened with an arising note, which is an extract of the call book, the file as such is placed at the bottom of the case as a disposal. When final orders are arrived at and issued it should not be closed as such without incorporating the portion of the file put up as a lodged paper. The papers contained in the disposal of call book entry has to be closed along with the order issued in the matter and stitched in the chronological order of papers and notes. Necessary entries should also be made in the Personal Register against the case that was transferred to Call Book.

214. *Transfer of disposals to records.*—Disposals accumulate in the section by two ways. They are (1) newly closed files, and (2) disposals requisitioned from the records branch for reference in the process of decision taking. The disposals requisitioned from the records branch have to be returned to the records branch directly. Disposals which have accumulated by the closing of files in a section have to be handed over to the records branch after the disposal is passed for such a transfer by the Section Officer. The disposals so banded over to the office section shall be properly stitched and transmitted to the records branch for preservation.

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

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

The papers should be tagged neatly between two flat boards. On no account should the copies included in the file be removed. Whenever an order added to the stock file supersedes or modifies a previous one included in it, it is very important to note the fact on the previous order and in the table of contents under the heading remarks against the entry relating to it. Section Officers should check the stock files at frequent intervals and should invariably put up at the time of Personal Register inspection.

For a stock file to be reliable and useful, it must be up to date and the supersession or modification of previous orders should without fail be indicated in it. Assistants should remember that stock files are not intended to dispense with reference to disposal or indices.

The Section Officer will decide the subjects on which stock files should be maintained. (Each section should invariably keep a stock file of all instructions and orders regarding office procedure issued from time to time by the officers and also on miscellaneous topics which may come up for reference frequently, e. g., number of copies of 'Papers to be placed on the Table' to be sent to the Legislative Assembly, etc.). A list of stock files maintained should be hung up in the section.

CHAPTER XIV CHECK ON DELAYS AND ARREARS

216. *Duty of Senior Officers.*—Decision taking officers should not only consider the cases which come up before them but should ensure that proper priorities are assigned in respect of each matter coming within their jurisdiction. Their duty to check delays and arrears are two-fold, viz., (1) to ensure proper processing of papers already received in the Secretariat Departments, and (2) to ensure that reports called for from the subordinate offices are not delayed unduly or without just and proper reason.

217. *Periodical reports and returns*—To watch the punctual receipt or despatch of periodical reports and returns, each section will maintain a Register of Periodicals in the prescribed form (vide Form VIII, Appendix). A distinguishing number will be assigned to every periodical in addition to the section number. This number will be permanent and will not be liable to alteration from year to year. They will be referred to by the numbers so assigned, e.g., "Food A.I.P. 4", "Rev (B) P. 8" etc, and will not be given separate current numbers. The register will be written up at the beginning of the calendar year so far as columns (1) and (2) are concerned.

Where a periodical is due from more than one officer, each officer from whom it is due should be entered on a separate line in column (2). References received on a periodical or a periodical taken up for action, in the Secretariat should not be brought on to the Personal Register unless important correspondence arises from them. Full use should be made of the Periodical Register for this purpose, the last column of which provides for the entry of any routine correspondence such as reminders, etc. In other respects, Periodicals should be dealt with in the same manner as other correspondence. The Register of Periodicals shall be submitted to the Under Secretary or Deputy Secretary, as the case may be, for inspection as per the schedule of inspections specified.

Whenever decision on a case involves the despatch or receipt of a report or return periodically every year, orders should simultaneously be obtained for the inclusion of the item in the Register of Periodicals and the assignment of a periodical number to it and necessary entries should at once be made in that register.

218. *Procedure in checking delays and arrears.*—(A) *Internal arrears.*—(1) *Personal Register.*—The receipt of currents is entered chronologically in the Personal Register. Entry in the Personal Register should be ensured by the Section Officer and certificate of registration should be incorporated in the tappal book as provided in para 50. The Personal Register should be kept up-to-date and subjected to inspection every month by the Section Officer (except the month of January) and by other Officers as per the schedule of inspection prescribed by the Secretary in charge of the department.

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

The Officers will also by means of this inspection exercises control, over the framing of the 'abstracts' of all the papers entered and will see that these are as concise as possible and framed according to the rules and the list of prescribed heads of index. He will also exercise or check over the proper maintenance and neatness of the Personal Register. When Assistants are transferred, handing over charge and taking over charge should be recorded in the Personal Register as per the existing instructions. The pending current files not disposed of by 31st January should be carried over to the new Personal Register every calendar year. This process should be completed under the supervision and certificate of the Section Officer. It should not be delayed beyond the first week of February. The periodical inspection of Personal Register should be meticulous to ensure action on all the currents received in the section.

(2) *Call Book*.—When action in a file for a conceivable time is not active, then such entries are closed in the Personal Register and they are entered in the Call Book to be put back in the Personal Register on a specified day or earlier. This exercise is to be resorted to only when action in the current file can not be taken for any conceivable reason for a period exceeding 3 months. The reopening of files should be ensured by the Section Officer as well as other Officers inspecting the Personal Register.

(3) *Reminder Diary*.—Every Assistant should keep a reminder diary in form No. VII, Appendix I in manuscript, Officers of and above the level of Section Officer should keep a daily remembrance to keep track of files (having time limits. The reminder diary should not be misunderstood as one just to facilitate issue of reminders. It is primarily intended to remind further action in any file on a specified future date.

(4) *Periodical Register*.—Periodical Register in form No. VIII, Appendix I should be maintained in the sections receiving as well as issuing periodical returns. There should be only one register in the custody of Section Officer but it has to be written up by the Assistants concerned.

(5) *Suit Register*.—A Suit Register in Form No. XIX, Appendix I should be maintained in every section to facilitate prompt action on files relating to suits and writs: It should be kept in the custody of Section Officer and written up by all the assistants concerned. A Register in manuscript should be maintained by the office section to facilitate tracing of papers received in connection with suits and writs. This should be written up by the persons engaged in distribution of tappal under the supervision of Office Superintendent.

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

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

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

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

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

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

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

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

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

- (1) Review of action taken on the minutes of the previous meeting,
- (2) Number of currents received and action taken.
- (3) Number of files pending decision.
- (4) Number of Personal Register Inspections due and conducted.
- (5) Number of assurances in the Assembly pending final action.

- (6) Number of petitions from the petitions committee of the Legislature on which action has to be completed.
- (7) Number of suits and writs on which statement of facts are yet to be furnished to the Advocate General or the Government Pleader.
- (8) Decisions and directions of the Courts to be complied with.
- (9) Action due on reports of Commission of Inquiry.
- (10) Difficulties, if any, experienced by the department in the transaction of any particular business.
- (11) Pending issues with the subordinate offices.

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

B. *External arrears.*—(1) *Issue of reminders.*—The current files in the Secretariat arise mainly from communications received from other offices and individuals. In respect of files opened on the communications of individuals, it may be necessary to call for reports from the concerned subordinate offices of Government. Whenever a communication is issued from the Secretariat to any subordinate officer of the Government, it has to be replied by such officer within the stipulated time or in other cases within a reasonable time.

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

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

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

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

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

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

CHAPTER XV

RELATION WITH LEGISLATURE AND PROCESSING OF LEGISLATION

A. Legislation

219. *Proposals for legislation*—All proposals for legislation and amendments to enactments and rules shall be dealt with on accordance with the provisions contained in the Rules of Business.

220. *Proposals to initiate legislation to be considered in the administrative departments*.—Every proposal to initiate legislation shall in the first instance be considered in the department to which the subject matter of the legislation relates, where the necessity for the legislation and all points on matters to be included in the draft Bill shall be discussed and settled. A proposal to initiate legislation shall be treated and disposed of as a case.

221. *Preliminary points to be considered*.—Before the details regarding legislation are considered, the Law Department of the Secretariat shall be consulted on the following preliminary points:—

- (1) the need for the proposed legislation from a legal point of view;
- (2) the competence of the State Legislature to enact the measure; and
- (3) the necessity for the previous sanction of the President or recommendation of the Governor as the case may be.

222. *Decision as to the necessity for the Legislation*.—After obtaining the remarks of the Law Department of the Secretariat on the preliminary points, the department concerned will consider in detail the necessity for the legislation, draw up a memorandum on the proposal indicating with sufficient precision the lines on which it should be drafted and a statement of objects and reasons and Financial Memorandum and then submit to the Minister in charge of the subject-matter of the legislation. If the Minister so orders, steps will be taken to introduce the legislation and the file will be submitted to the Minister for Law. It may some times be necessary to consult other Ministers also such as the Finance Minister in certain cases. In such a case, the file will be submitted to the other Minister or Ministers concerned before it is submitted to the Minister for Law.

223. *Drafting of the Bill*—After the file is received back from the Minister for Law, the Law Department should be requested to draft the Bill on the lines suggested by Government. The Law Department will then submit a draft Bill to Government.

224. *Draft Bill to be considered by the Council of Ministers.*—The draft Bill submitted by the Law Department will be placed before the Council of Ministers by the department concerned where a final decision will be taken. After approval by the Council of Ministers with such modifications as it may order, the whole file is transferred to the Law Department for taking further steps for the introduction of the Bill in the Legislative Assembly.

225. *Duties of the Legislative Sections.*—As soon as the final draft Bill is received by the Law Department, it should be communicated to the Secretary to the Legislative Assembly for publication and such other measures as laid down in the Legislative Assembly Rules. The Law Department should also, from time to time, at the different stages of the BUI, issue necessary instructions to the Secretary to the Legislative Assembly regarding the action to be taken at each stage. ,

226. *The Secretary to the Legislative Assembly to intimate the position of a Bill at each stage*—At each stage of a Bill, the decision taken by the Legislature on the Bill should be communicated to the Law Department by the Secretary to the Legislative Assembly.

227. *Procedure after the final passing of a BUI.*—When intimation that a Bill has been finally passed by the Legislative Assembly, together with a copy of the Bill as finally passed by the Legislative Assembly signed by the Speaker, is received in the Law Department, the file should at once be submitted to the Minister concerned. The assent of the Governor should also be obtained by the Law Department and steps taken for publishing the Act in the Gazette. The whole file will then be re-transferred to the department or section to which the legislation relates.

228. *Non-Official Bills.*—Whenever a member of the Legislative Assembly other than a member of Government gives notice of his intention to move for leave to introduce a Bill, the Secretary to the Legislative Assembly shall forthwith give intimation of the motion to the Law Department of the Secretariat. The Law Department shall thereafter send a copy of the Bill with the statement of objects and reasons to the Governor and to the department to which the subject-matter of the Bill belongs.

229. *Administrative Department to obtain the remarks of the Law Department.*—The administrative department to which the subject matter of the legislation belongs, shall send a copy of the Bill to the Law Department who will consider it in its technical aspects such as the need for previous sanction of the President or recommendation of the Governor as the case may be and the competence of the State Legislature to enact the measure. They will also scrutinise the Bill and point out defects in drafting, if any.

229A. *Government Position to be fixed* — After the remarks of the Law Department is received, the Bill will be considered in detail in the Department concerned and a decision will be taken by the Minister as to the attitude that Government should adopt in respect of the Bill. The matter will also be placed

before the Council of Ministers for decision. The procedure laid down for Government Bill will be followed in the case of Non-official Bills also.

230. *Ordinances during the recess of the Legislature.*—Legislation during the recess of the Legislature is achieved by issue of ordinances under Article 213 of the Constitution instructions from the President of India and the concurrence of Central Government wherever necessary are to be obtained before the issue of ordinances. Ordinances are resorted to only in unavoidable circumstances and every ordinance issued will have to be replaced by a Bill within six weeks from the re-assembly of the legislature, failing which the ordinance shall cease to operate.

Whenever a Bill seeking to replace an ordinance with or without modification is introduced in the Assembly a statement explaining the circumstances that necessitated immediate legislation by the ordinance has to be placed before the Assembly. The statement has to be laid on the table at the commencement of the session following the promulgation of the ordinance.

B. Questions, Submissions, calling attention and the resolutions

231. *Procedure for handling questions.*—Assembly interpellations are classified into starred and unstarred. Starred Question indicates that oral answers on the floor of the house are to be given. For the unstarred, written answer is to be laid on the Assembly. Questions are supplied from the Legislature Secretariat to the respective departments. The parliamentary section of each Department should collect them from the Legislature Secretariat. In addition, printed questions are supplied to all sections and officers of the Secretariat. The questions have to be given utmost priority in processing. If details have to be gathered from any other source for answering a question action for getting them collected should be initiated on the very day of the receipt of the questions. Draft answer should be put up to the Minister concerned at least two days before the due date of answer. The answer as approved by the Minister has to be given to the Legislature Secretariat before the day on which the question is posted for answer.

232. *Form of draft answer.*—When there is variation between the typed questions and the printed ones the question as in the printed list has to be taken as the correct one. In the draft answer the question number with clear indication as to whether it is starred or unstarred should be incorporated.

The questions should be written on the left half of the draft and answers on the right hand side of the draft. Just above the questions, the name of MLA should be indicated. The name of the Minister should be indicated just above the answers. The date on which the question is posted for answer should also be indicated at the top on the right hand side of the draft. When the answer refer to any annexure to be placed on the table, one copy of the annexure should be attached to the draft for ready reference.

233. *Communication of final answers.*—When the file is received back with the approval of the Minister, the answers should be copied and five ear copies authenticated by the Section Officer should be given to the Legislature Secretariat before the date of answer. In respect of starred questions, the file should be returned to the Private Secretary to the Minister concerned before the date on which the question is posted. The copies of answers submitted to the Legislature should be legible.

234. *Duties of parliamentary sections in relation of L. A. Interpellation.*-- The Parliamentary sections shall obtain the questions from Legislature and distribute them to the concerned sections in the Department. They shall monitor the movement of interpellation files at each and every stage. An interpellation register of all the questions handled by the Department will be maintained by the parliamentary section. They should collect the answers from all sections and ensure prompt despatch of answers to the -assembly and return of files relating to starred questions to the Minister time. They shall submit a certificate to this effect to the office of Chief Secretary on the eve of every question day in respect of that department.

235. *Short notice questions and submissions.*—The basic procedure laid down for the processing of short Notice Questions and Submissions is the same as that of L. A. Interpellations. The files relating to submissions and short notice questions should be circulated to the Minister in charge well before the date on which they come up in the Legislature. In respect of short notice Questions fair copies of answers have to be given to the Legislature Secretariat just as in the case of other questions, in the case- of submission, Minister just replies on the floor, based on the information available in the file.

"236. *Procedure to be followed in taking action on petitions received from the Committee on Petitions.*—Petitions received by Government from the Committee on petitions should be acknowledged immediately. Each section of the Secretariat should maintain a Register of petitions in Form No. XIV to watch the progress of action. Final decision of Government on the petitions should as far as possible be taken and communicated to the Committee within three months from the date of receipt. If final decision

cannot be taken within three months, the Committee should be informed of the reasons therefore and the time needed for furnishing a final reply. Final decision on the petitions received from the Committee should be taken by an authority not below the rank of Secretary to Government.

237. *Appearance as witness before Committees.*—Whenever officers are summoned by the Committee for giving evidence, they have to appear before the Committee without fail. It may so happen that the same officer may be directed to be present at different places by different committees. If so, advance information should be given to the Secretary to the Legislative Assembly and an officer not below the rank of Joint Secretary should be deputed instead. If even this is not possible' instruction should be sought from the Secretary Legislature Secretariat. Failure to appear before a Committee without just and sufficient cause will be treated as dereliction of duty.

238. *Recommendation of the Committees.*—Every recommendation made by the Committee shall be examined and decision taken by the concerned department by taking orders of Minister concerned. The further action taken on such recommendation should be communicated to the Legislature. Reply to the Legislature Secretary should be approved by Secretary. Fair copy should be signed by an Officer not below the rank of Joint Secretary.

239. *Assurances to the Legislature.*—Action taken on assurances given by Ministers on the floor of the House shall be communicated to the Legislature Secretariat in the form prescribed.

CHAPTER XVI SUBORDINATE LEGISLATION

240. *Competence.*—The Parliament as well as the State Legislature enacts various Acts for the implementation of schemes and welfare measures. In the enactment, the Legislature is more concerned with the object of legislation. The detailed instructions regarding implementation and notification of specific duties and functions of the implementing officers are left to be decided by the executive as and when the requirement arises. With this object in view, the enactments contain sections which empower the executive to formulate statutory rules. The rules and orders framed in exercise of these powers are termed as Subordinate Legislation. The executive derives powers from the provisions of the concerned Act of Parliament or State enactments to issue such statutory rules and notifications.

241. *Limits of statutory rules.*—The competence of the executive to formulate statutory rules is circumscribed by the Authority vested in them by the statute. Statutory rules should confine itself to the scheme of the Act and should never try to transgress the limits indicated by the guidelines contained in the basic; enactment.

242. *Control of subordinate legislation*—The legislature controls the subordinate legislative activity of Government in two ways, ie. by subjecting the draft rules for scrutiny by the Subject Committee and by review by the Committee on Subordinate Legislation of the rules issued by the Government.

Procedure of Committees

243. *Subject Committee.*—According to the Rules of procedure and conduct of Business in the Kerala Legislative Assembly, the Subject Committee is empowered to conduct prior scrutiny of the draft of every statutory rule or notification which is to be issued in exercise of the powers conferred by any statute. However, it is provided that where the exigencies of a given situation so require, and immediate action is called for in the public interest, a rule or rules may be issued in exercise of powers conferred under a statute without placing the rule in draft form before the Subject Committee. When such rule or rules are so issued, it should be simultaneously transmitted to the appropriate Subject Committee together with an explanation as to the reason which necessitated the issue thereof without prior scrutiny by the Committee.

244. *Time limit for making statutory rules.*—When statutory rules for the actual implementation of any enactment is contemplated in the statute, such rules shall be prepared and forwarded to the Subject Committee immediately after the date of assent of the Bill by the Governor or the President.

245. *Preparation of note for the Subjects Committee.*—The note for the Subject Committee should contain full particulars of the case. Copies of all rules or regulations referred to in the notes have to be appended to the note. The note should be got approved by the Minister in charge of the department and then only it should be transmitted to the Legislature Secretariat for placing it before the Subject Committee. 70 copies of the note should be forwarded to the Legislature Secretariat with a forwarding letter. Every copy of the note should be signed by an officer not below the rank of a Joint Secretary. Enclosures attached to the note may, however, be attested by the Section Officer.

246. *Appearance before the Subject Committee.*—The officer summoned by the Subject Committee should appear before the Committee with all necessary materials to give clarification on any points that the Committee may require. The general instructions relating to appearance of officers before die Legislature committees shall be applicable in this case also.

247. *Recommendations of the Subject Committee.*—Whenever the Committee has suggested changes in the draft rule placed before them further action should be taken after taking decision thereon at the appropriate level. Action taken for the implementation of their recommendations should be intimated to the Legislature Secretariat at the earliest possible opportunity.

248. *Committee on Subordinate Legislation.*—Statutory rules and notifications issued by the Government should be placed before the Legislature. Such tabling may be necessitated either by provisions contained in the basic enactment or based on the instructions issued from time to time. The departments may place these notifications in the printed form when the notifications are actually issued. It should not be delayed to be taken up when the Legislature meets for the next session. Such postponement may result in omissions. The Superintendent of Government Presses may be given directions to assign SRO numbers and forward copies to the Legislature while issuing the fair copy of the notification for printing itself.

249. *Form of notification need for explanatory note.*—A statutory notification should invariably contain an explanatory note. This will not form part of the notification proper, but will explain the object of the rule or amendment,

250. *Drafting of statutory rules and notifications.*—Unlike the legislations which are drafted by the Law Department, the statutory rules are drafted by the concerned administrative department itself. The rules so drafted are forwarded to the Law Department for scrutiny. Notifications issued under the Public Services Act have to be got scrutinised by the P & AR Department also in addition to the scrutiny by the Law Department. Simple notifications with no material change with earlier notifications of the same nature like appointment orders etc., need not be scrutinised by the Law Department, if there are already precedents available in the department.

251. *Approval of notifications by Council.*—In order to avoid discrepancy between the decision of the Council and the rules issued on its basis, it is desirable that the draft of the proposed notification is placed before the Council of Ministers along with the note for the Council. The same system may be followed while addressing the Public Service Commission, in respect of notifications issued under the Public Services Act required consultation with the Public Service Commission.

252. *Finality of the notifications.*—The notifications issued under various statutes become final only when the statutory limit fixed for tabling of the notification before the Legislature is over. Suggestions or recommendations,

if any, communicated by the Legislature should be processed and the notification revised on its basis. Till the statutory time limit of laying the notifications is over, and no suggestion or recommendation is received on its basis the statutory rules remain transitory. But the notifications take effect and legal consequences follow with effect from the date specified in the notification itself or in its absence from the date of issue.

CHAPTER XVII

PROCESSING OF WRITS AND OTHER SUITS OF GOVERNMENT

253. *Advocate General and other Law Officers.*—In the matter of conducting writs and other proceedings before the Supreme Court as well as High Courts, the State is represented through the Advocate General. In the High Court, a number of senior Government Pleaders and the Government Pleaders are also appointed to assist him. In the Supreme Court, Standing Counsels are nominated and distribution of work between them is co-ordinated by the Advocate General. In the Courts subordinate to the High Court, the suits and other proceedings are co-ordinated by the District Collector concerned. Government leaders and Public Prosecutors represent Government in those Courts.

254. *Conduct of cases in Supreme Court.*—(1) One of the Government Law Officers in the High Court shall be in charge of Co-ordinating the State litigation in the Supreme Court under the direct control and supervision of the Advocate General.

(2) The Standing Counsel shall, as soon as it becomes necessary under the Supreme Court Rules to file in the Supreme Court a counter affidavit, statement of case or other statement, contact simultaneously the Advocate General's Office and the concerned Administrative Department and shall also forward to the Administrative Department a copy of the writ petition, memorandum of appeal or stay petition, as the case may be, in cases where the Standing Counsel is served with a copy.

(3) On getting the affidavit either, from the Supreme Court or from the Standing Counsel, the Administrative Department shall arrange to take a few copies of the affidavit and furnish one to the Law Department and another to the Advocate General. The statement of facts shall be called for by the Administrative Department without any loss of time. On getting the statement of facts, copies of the same shall be taken and supplied to the Law Department and the Advocate General concerned simultaneously.

(4) The Law Department shall communicate their views and suggestions to the Advocate General and the latter shall finalise the counter affidavit or statement, subject to any formal modifications which, may be left to be made by the Standing Counsel in the Supreme Court to suit the prevalent practice and rules of the Supreme Court. If any more facts are necessary either the Law Department or the Advocate General shall inform the Administrative Department, then the Administrative Department shall obtain the same and furnish to the Law Department or the Advocate General, as the case may be.

(5) Normally it is the duty of the Advocate General to represent Government before the Supreme Court in cases in which it does not become possible for the Advocate General to appear, one of the State Counsel in the panel may be engaged.

255. *Conduct of cases in High Court. (1)* The Advocate General shall forward copies of all original petitions, tax references, tax revisions and other proceedings of an original character filed in the High Court regarding which he received notices and of all interlocutory applications, wherein interim orders are sought to be passed—

(a) to the Administrative Department in the Secretariat, in cases in which orders or actions of the Government are challenged;

(b) to the District Officer or the Head of the Department as the case may be, in cases in which any action of the District Officer the Head of the Department is challenged; and

(c) to the subordinate officer, in cases in which his action is challenged:

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

(2) The Administrative Department shall prepare a draft statement of facts in consultation with the concerned subordinates answering paragraph by paragraph all averments in the petition and forward the same to the Suit Section of the Law Department within four weeks from the date of receipt of the papers by the" Administrative Department.

(3) The Suit Section of Law Department shall scrutinise the draft statement of facts with reference to the records forwarded by the Administrative Department and make such modifications as may be necessary or call for additional particulars that may be required and

after finalisation of the Statement of facts by the Suit Section,, it shall be forwarded to the concerned Administrative Department, which in turn, shall send the same to the Advocate General]. All the relevant records and documents should also be sent to the Advocate General along with the statement of facts. The Advocate General should not be requested to return the records and documents until the case is over, except in exceptional circumstances.

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

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

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

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

Provided that the procedure stated above is not applicable in the case of interlocutory matters on which the Liaison Officer is authorised to swear to affidavits on behalf of the Government or Departmental Officers on the basis of the information available from the files in particular cases. In such cases it would be enough, if the Government or

the Head of the Department or the District Officer or the Subordinate Officer, as the case may be, furnished: to the Liaison Officer direct necessary facts and materials to prepare counter affidavit and statement of defence.

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

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

(8) If at any stage of any proceedings, instructions or assistance of an officer of the Government is deemed necessary by the Government Law Officer in charge of the proceedings, intimation shall be given thereof to the concerned Administrative Department with copy to the Suit Section.

(9) Satisfaction of the decrees passed against, or other liabilities imposed upon, the State shall not be undertaken by the Administrative Department without consulting the Suit Section in the Law Department.

256. Conduct of cases in Courts Subordinate to High Courts.-(1) The Suit Section of the Law Department shall be consulted by the Administrative Department regarding the feasibility or otherwise of filing suits, civil appeals or other civil proceedings on behalf of Government or defending such suits, appeals, etc., against the Government in courts subordinate to the High Court.

(2) The Administrative Departments shall forward to the Suit Section all relevant records while seeking advice on the feasibility or otherwise of filing suits, appeals etc., and this shall be done much ahead of the expiry of the period of limitation in every case. In the case of suit, appeal or other proceedings filed against Government, the records shall be accompanied by a statement of facts answering paragraph by paragraph all averments in the plaint, memorandum of appeal, or application, as the case may be.

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

(4) It shall not be necessary for a Government Law Officer to forward—the plaints, memoranda of appeal, written statements, memoranda of objections, etc., prepared by him to the Government again for further approval by the Suit Section in cases where such plaints etc., were prepared by him conforming in material particulars into the statement of facts already approved by the Suit Section, The Government Law Officer shall, however, forward the plaints, etc., prepared by him deviating in material particulars from the statement of facts already approved by Suit Section, to the Government for further scrutiny and approval by Suit Section. The Inspection Wing of the Law Department, shall, during their inspection of the offices of Government Law Officers, particularly verify whether all plaints, etc., prepared by the Government Law Officers deviating in material particulars from the statement of facts approved by the Suit Section have been sent by them again to the Government for further scrutiny and approval by the Suit Section.

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

257. Conduct of State cases in other States or Union Territories— Whenever any case in which the Government are a party has to be conducted on behalf of the State in a State specified below, the Collector of the concerned district in the concerned State may be requested to instruct the concerned Government Law Officer of that State in, the concerned court center to conduct that case on behalf of that State. If due to any reason it does not become possible for the concerned. Government Law Officer in such court Centre to undertake such work on behalf of this State in any particular cast, suitable lawyers will be

engaged by the District Collector in the concerned other State through the Government Law Officer in the concerned court center on payment of such rates of fees as would be payable if the case were to be conducted by the Government Law Officer of the concerned Court Centre.

Names of States/Union Territories:

1. Andhra Pradesh
2. Pondicherry
3. Mizoram
4. Tripura
5. Haryana
6. Andaman and Nikobar Administration
7. Dadra and Nagar Haveli
8. Manipur
9. Assam
10. Bihar
11. Tamil Nadu.

(2) As regards cases in any court in the States of Meghalaya, Gujarat or Karnataka, the concerned Collector of the concerned State may be requested to instruct the concerned Government Law Officer of that State in the concerned Court Centre to conduct the case on behalf of this State. In case no Government Law Officer in the concerned Court Centre is able to undertake the conduct of the case, suitable, alternative arrangements may be made by the Government or the District Collector, as the case may be, by engaging lawyer in the concerned Court Centre otherwise.

(3) In the case of remaining States, the Law Secretary of the concerned State may be requested to arrange with the Government Pleaders attached to the concerned court to conduct the case on behalf of this State.

258. *Conduct of cases on behalf of other States.*— Whenever any request for conducting any case in any court in Kerala on behalf of any other State referred to in para 257 is received, the Government or the Collector, as the case may be, shall make such reciprocal arrangements for conducting such case, as will correspond to the arrangements that such State will, make in relation to cases of this State in Courts in such State.

259. *Conduct of cases on behalf of Central Government.*—The Government of India, Ministry of Law Department of Legal Affairs have by Notification No. SR. 1412 dated 25-12-1960 authorised the District Government Pleader of every district to appear on behalf of the Central Government in any suit by or against them or against a Public Officer, in the service of that Government in any court subordinate to the High Court in such District. The Government or the District Collector may, therefore, direct the concerned District Government Pleader to appear in any such case on behalf of the Government of India or an officer of that Government. As regards any such case in the High Court, the Government may direct the Advocate General to himself appear in that case or to engage any Government Law Officer in; the High Court.

260. *Matters to be taken care of by the Administrative Department.*—(1) The Head of the Department to which a suit relates shall see that the Government Law Officer is thoroughly acquainted with the facts of the case and with the evidence to be adduced on behalf of Government and that the necessary evidence, whether oral or documentary, is ready by the proper time.

(2) The documents and information required by a Government Law Officer in connection, with the conduct of cases should be forwarded to him promptly.

(3) The Departments concerned, should be meticulously careful in the preparation of counter affidavits, statements of facts and similar other papers to be filed in court and there should not be any delay in the preparation of these documents.

(4) The Heads of Departments, who require the advice of the Advocate General shall address the Government in the Administrative Department concerned and the Government shall decide whether the advice of the Advocate General should be sought or not.

(5) The Government Officers in the various Departments who may make request to Liaison Officer for vacating stay orders or injunction orders issued by the High Court in writ petitions, shall furnish him with copy of the writ petitions and interlocutory applications and also the necessary facts to disclose prima facie the falsity of the allegations in the writ petitions and the irreparable loss or injury caused to Government exchequer by the orders issued by the High Court. The Officers shall directly correspond with the Liaison Officer, Advocate General's Office, in this regard.

(6) All matters relating to suits, appeals and other proceedings are to be treated by the Collectors, Head of Departments and all officers as urgent at all stages.

(7) All Departmental Officers shall see that necessary instructions along with certified copies of judgments for filing appeals against adverse judgments in writ petitions reach the Advocate General within ten days before the date of expiry of the period of limitation for filing such appeal.

(8) The land acquisition officers shall send a copy of the reference made to the court to the Government Law Officer concerned along with a copy of the award including the Note to the Award, etc., and evidence in support of the amount of compensation, simultaneously with the making of the reference so as to enable the Government Law Officer to readily find out the basis on which the compensation has been arrived at well in time.

(9) The directions given by the High Court while disposing of writ petitions should be complied with by the Heads of Departments and other officers within the stipulated time and in cases, where it is found not possible to do so due to any reason, the matter should be taken up with the Advocate General. The concerned officers should instead of sending letters, personally go over to the office of the Advocate General to prepare affidavits, detailing the circumstances under which directions of the court should not be complied with within the stipulated time so that the High Court can be moved for further extension of time before the time already granted expires.

(10) Affidavits for extension of time should be filed as far as possible, at least a week before the time already granted expires. It will not be sufficient to send a Teleprinter message to Advocate General and then to step over the matter. It has to be arranged personally.

(11) If there is a difference of opinion between the concerned Government Law Officer and the Collector as to the manner of conducting a case in any court subordinate to the High Court, a reference shall forthwith be made to Government in order to obtain the instructions of Government as to the manner in which the case is to be conducted.

(12) If the Officers have any doubt in implementing orders or directions of High Court they shall seek clarifications from the concerned Administrative Department in the Secretariat and it would be for the Administrative Department to seek the advice of the Law Department or the Advocate General, as may be deemed necessary.

(13) The District Collectors and other Officers concerned with the deposit of the amounts/cheques in Court for, satisfying decrees or orders of Court shall simultaneously inform the concerned Government Law Officer the fact of such deposit.

(14) The District Collectors and the Departments sending amounts to Government Law Officers or directly making payments into courts in satisfaction of decrees and orders of courts shall ensure that proper receipts/certificates as required in rule 83(4) of the Kerala Government Law Officers (appointment and conditions of service) and conduct of cases Rules 1978 are obtained from courts through the Government Law Officers.

(15) As soon as the certified copy of the judgement and letter from the Advocate General indicating the date of expiry of the period of limitation are received in the Department, it should examine the matter and decide whether appeal should be filed or not.

(16) Heads of departments and officers shall ensure that notice of deposit of amounts is given to the parties by the concerned Government Law Officers and bring to the notice of the Inspection Wing in the Law Department, failure, if any, on the part of the Government Law Officers in this respect.

CHAPTER XVIII

CONFIDENTIAL PAPERS

261. *All Papers are confidential to outsiders and Public.*—Every communication received in the office and registers and papers, notes correspondence and disposals showing the steps taken in connection therewith are confidential so far as the public including the non-Secretariat Government Employees are concerned, unless communication is authorised by Government. Notes or correspondence started in the office as arising papers are no exceptions to this principle.

262. *Confidential papers-Classification.*—There are some paper which are seen, by or shown to only a limited number of officers in the department itself and they are called 'confidential papers'.

They consist of two classes:—

(1) those which being secret or strictly confidential are not ordinarily sent to the office but are kept in the custody of the higher authorities in the Secretariat, and

(2) those that are sent to the office and may have to be kept confidential for a limited or unlimited period. The custody of such papers is generally vested in Section Officers who will keep a register in which they are listed. Whenever there is a change of Section Officers the papers Will be handed over to the successor along with the list.

263. *Issue of Confidential Records.*— Confidential Records shall be supplied within the department on requisition signed by the Section Officer requesting the record. Requisitions from other departments should be signed by a higher officer of the department making the requisition. All requisitions should state invariably the purpose for which the record is required.

264. *Treatment of secret or strictly confidential papers in office.*— Secret or strictly confidential papers belonging to clause (1) of the preceding paragraph, if at all they come into the office otherwise than as tappal, are received in sealed covers from the officers or the Ministers or from circulation, for despatch and occasionally for safe custody. When they are received, the Section Officer concerned personally takes the necessary steps to carry out any instructions indicated on the covers or if there are none takes the covers to the Deputy Secretary or the Under Secretary concerned. If in a case a secret or strictly confidential cover forms an enclosure to a paper in the current file, or such a cover is put up by the Deputy Secretary or the Under Secretary or the Secretary, the Section Officer will submit the case to officers or send it in circulation only in a locked confidential box. The Section Officer will be responsible for the safe custody of the sealed cover.

265. *Treatment of papers relating to appointments and postings.*— All correspondence dealing with appointments and postings is treated as confidential and kept as far as possible in the hands of the higher authorities in the Secretariat.

266. *Treatment of Agenda for meetings of the Council of Ministers and of notes and decisions on subjects discussed.*— Agenda for the meeting of the Council of Ministers, notes for the Council of Ministers on subjects for discussion at a meeting and decision of the Council shall be treated as Confidential. Copies should therefore be circulated only in confidential boxes or in sealed confidential covers.

267. *Treatment of punishment and appeal cases.*—When the case of an officer is put up to Government for punishment or a previous punishment comes up in appeal, the case should invariably be treated as confidential.

268. *Treatment of ordinary confidential papers.*—The following special instruction should be followed in dealing with confidential papers.

When a confidential paper is received in tappal by the Deputy Secretary or the Under Secretary, the Section Officer takes charge of it and enters it in the Personal Register, the abstract being indicated only by a catchword as not to reveal anything which is confidential. The

papers shall be dealt with as far as possible only by the Section Officer. When submitting the file to officers, the Section Officers shall send them in a confidential box or in a sealed confidential cover. If the case is marked for circulation, it should be sent in a confidential box, the subject matter not being indicated on any slip of paper outside the box. When dispatching confidential papers, they should be enclosed in sealed covers.

CHAPTER XIX
HOUSE KEEPING AND ACCOUNTS BRANCH

269. *House Keeping Branch*—The House Keeping Branch of Secretariat attends to house keeping of the Secretariat. The main activities of this Branch are detailed below: —

1. Providing accommodation to Ministers, Officers and Secretariat Departments.
2. Providing telephones to Ministers, their staff and the Secretariat Officers.
3. Maintenance and repair of Electrical Fittings.
4. Maintenance and repair of Water Pipes and Sanitary Fittings.
5. Maintenance of Intercom and Public Address System.
6. Secretariat PABX and Teleprinter Service,
7. Lifts, Car Parks and Cycle stands.
8. Cleaning and Sanitary Work.
9. Secretariat Central Agency (Night Duty)
- 10 Secretariat Garden
11. Laundry
12. All matters relating to Welfare measures for the Secretariat staff.
13. Purchase and supply of furniture and all other items of stores (other than stationery articles) required to cater to the needs of the Offices of Ministers and Secretariat Officers and the Departments/Sections of the Administrative Secretariat.
14. Secretariat Buildings—Repairs and petty constructions.
15. Secretariat Canteen and Secretariat Dispensary.
16. Providing of name Boards.
17. Fire prevention measures in the Secretariat Buildings.
18. Secretariat Staff Council.
19. Disposal of unserviceable articles and waste paper.
20. Maintenance and repair of furniture.

270. *Accounts Branch.*—The Accounts Branch is working as a part of the General Administration Department. Secretary, General Administration Department is the chief controlling officer in respect of all account matters in the Secretariat.

271. *Drawing and disbursing officer.*—The Under Secretaries of General Administration (Accounts) Department are the drawing officers in, respect of amounts drawn towards pay, allowances and the contingent expenditure of the Secretariat. The bills are presented under their hand and seal and the registers are initialed by them.

272. *Preparation of establishment bills.*—The Accounts Section prepares the pay and travelling allowance bills of the non-gazetted officers of the Secretariat including the staff of the Ministers. The salary bills of the Ministers and their Private Secretaries are prepared in the office of the Ministers and presented directly for encashment. The salaries of Gazetted Officers are drawn on separate bills by the officers themselves.

273. *Disbursement of pay.*—The pay of staff drawn by the Accounts Sections is disbursed through the cash branch of the Secretariat. The pay of non-gazetted staff of the Ministers is distributed through the Private Secretaries to the Ministers.

274. *Drawal and disbursement of allowances and advances.*—The Accounts section is responsible for the drawal and disbursement of all allowances to non-gazetted officers of the Secretariat.

275. *Contingent expenditure.*—A permanent advance is maintained by the Accounts Branch and contingent expenses are met from this fund. It is recouped by drawal of contingency bills. Purchase of books and periodicals and service stamps is done through the Accounts Branch. Other office expenses are also made through this branch.

276. *Maintenance of Service Books and Life Insurance Premium Receipt Hooks.*—It is the duty of the Account Section to maintain the service books and the life insurance premium receipt books of all the non-gazetted officers of the Secretariat. Appropriate entries should be made in the service books and got attested by the Under Secretary in charge of accounts and the officer concerned whenever necessary,

In addition, the Accounts Branch keeps all the subsidiary registers like PF Register, Register relating to House Building Advance, Conveyance Advances, Family Benefit Scheme etc., in respect of the staff whose salary is drawn and disbursed by the Accounts Branch.

277. *Pension Papers.*—The accounts section has to prepare and forward all the pension papers relating to non-gazetted staff whose salaries, are drawn and disbursed by them. In respect of gazetted officers also the payments like amounts retained under the Family Benefit Scheme etc., are authorised by the Accounts Branch.

278. *Preservation of bills and acquittance rolls.*—The bills and, valuables received in the Secretariat as enclosures to communications are years as laid down in the Account Code. The Account Section should also maintain all the registers and returns prescribed by the Audit and Account Codes and according to the instructions issued by the Finance Department and the Accountant General from time to time.

279. *Safe custody of valuable.*—All moneys, cheques and other valuables received in the Secretariat as enclosures to communications are forwarded to the cashier of the Account Section for safe custody pending disposal of such papers. The Cashier should acknowledge the receipt of these valuables and bring all such receipt into the register kept for the purpose. When there are returned, acknowledgement should be obtained from the Section Officers of the respective sections.

280. *Other duties.*—The Accounts section shall prepare the Budget estimate relating to the Heads of accounts operated by them and the expenditure under these heads shall be watched and reconciled from time to time.

CHAPTER XX

SECRETARIAT RECORDS

281. *Records Branch.*—The Secretariat Records function as a part of the General Administration Department. It is the repository of all records generated in the transaction of official business. Records Section's main duties are (1) receipt and arrangement of records, (2) proper custody of the records, (3) issue of records requisitioned by the Secretariat Departments, (4) issue of copies as per the rules relating to the same and (5) destruction of unwanted records.

282. *Receipt of records*—The Secretariat Departments forward all the disposed files and other records which have to be retained to the records branch. The office section attached to every department collects the disposals, stitches them in the proper way and then only transmits the

records to the Secretariat Records. The disposals so received through the office section shall be acknowledged and entered in a register by the record section. After entering the receipt, the records are arranged number wise and year wise and stalked in the racks for upkeep.

The disposals which are issued to the Secretariat Departments for reference shall be returned to the records branch directly by the Assistant who requisitioned them and they shall also be replaced in the respective bundles of disposals.

283. *Working Hours.*—(i) *Working days.*—The working hours are from 10.15 a. m. to 5.15 p m. but the Record Section will be kept open till 5.45 p.m. and assistants and attenders will be posted on turn from 5.15 p.m to till 5.45 p. m. to attend to urgent work.

(ii) *Holidays.*—On holidays other than Sundays and other closed holidays a limited staff will be on duty from 11 a.m. to 5 p. m. to attend to really urgent requisitions. Departments should make their own arrangements to obtain the records from the Section.

The Section will not be open on Sundays and other closed holidays.

284. *Closing of Record Section.*—When Section is closed for the day, the keys of all the doors after they are locked shall be put in a cover, sealed, signed and handed over to the Security Staff in charge of keys of the Secretariat who will return it to the record Assistant who first attends office the next morning. The Assistant on turn duty shall ensure before leaving the office that all the doors and windows are properly closed and all the lights and fans are switched off.

285. *Particulars of records maintained.*—The under mentioned records are kept in the Section:—

- (1) Originals of—
 - (a) Proceedings of Government in the ordinary series
 - (b) Government Order in Routine series, Demi-officials, Endorsements Memoranda (Final disposals Letter U. O. Note Circular and Office Order.
 - (c) Lodged papers.
- (2) Spare copies of—
 - (a) Proceedings of Government which have been printed
 - (b) Printed communications from Government of India
 - (c) Indices.
 - (d) Legislative Bills and their connected papers.

(3) Personal Registers for the last 8 years excluding those kept in the concerned sections.

(4) Numbering books of G. Os, Circulars, Office Orders for the last 10 years except those retained by the Office Section.

Note:-- (1) Records which do not come under any of the categories mentioned in this paragraph and which are liable to destruction in the Secretariat Department itself and the preservation of which is not authorised or specially directed by a Secretary to Government should not be transferred to the Record Section.

(2) When Proceedings of Government are printed, spare copies are placed next to their originals.

286. *Transfer of records for destructions.*— The Secretariat Departments shall keep the following registers for a period of 3 years and thereafter shall transfer them to the records branch

- (1) Call Book
- (2) Tappal Register
- (3) File Circulation Register
- (4) Attendance Register
- (5) Reminder Diary
- (6) Interpellation Register
- (7) Fair Copy Register
- (8) Local Delivery Book.
- (9) Stamp Accounts Register

287. *Supply of records.*—(a) Records shall be supplied only on requisitions made in the prescribed form—vide Appendix I, Form III.

(b) Requisitions for records shall be signed by Assistants or superior officers.

Not more than one record shall be asked for in the same form.

Section Officers and Assistants of section should, while calling for records from the Record Section, invariably enter in the printed requisition slips the section in which they are working so as to enable the Record Section to prepare for each section separate lists of reminders for the return of records.

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

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

(d) The requisitions shall be attended to in the order of their urgency. As a general rule no requisition received before 4 p. m. shall be kept pending till the next day without the knowledge of the Section Officer. In order to enable the Section Officer to ensure this, each record assistant shall prepare at the close of each day a list of the requisition slips received during the day which could not be attended to. This arrear list should be submitted to the Section Officer before he leaves office.

(e) Before an original paper is taken out from the records bundle the requisition slip with the date of issue noted in it shall take its place in the bundle.

(f) In the case of any original Government Order the date of issue shall be noted by the Attender in pencil at the top corner of the back of the outer sheet of the Government Order supplied. The record Assistant will note the serial number of issue against the date.

(g) All original papers and volumes issued out of the Records Section shall be entered in a register called the "Issue Register of Records" (Form IV in Appendix I). Spare copies of Government Orders furnished for purposes other than for currents and those sent in compliance with requisitions from heads of departments and officers shall also be entered in this register.

(h) The record and the issue register of records shall then be sent to the assistant or section officer concerned who will acknowledge the receipt of the record in the space provided for the purpose in the register and return the latter to the Record Section.

(i) Papers for which 'urgent' and 'special' requisitions are received shall be furnished forthwith.

(j) When a Government Order or other paper is taken from a file already pending or after its disposal and put up in another file, an intimation slip to the Record Section in the form prescribed below should be prepared by the Assistant taking the paper and it should be signed both by

the Assistant/Section Officer from whose file it was removed and the Assistant/Section Officer for whose file it is taken. The former should not part with the paper until the slip is prepared and he should be responsible for seeing that the slip is sent to the Record Section. In cases where on a requisition from another department, a Government Order or other paper is taken out from a pending file and sent to the other department, the department sending the Government Order or other paper should send a transfer slip to the Record Section and the other department should also send an intimation slip as soon as the paper is received. The record assistants should watch for the second slip and if it is not received, they should bring the matter to the notice of their Section Officer who will then take steps to obtain the slip. When the intimation slip has been received in the Record Section, the previous entry in the requisition slip in, the record bundle and in the Record Issue Register shall be scored out and a fresh entry made.

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

- (1) Government Order or other paper .. No. of Department of dated 19
- (2) Current for which the Government Order or other paper was originally obtained. .. No. of Department of dated 19
- (3) Current for which removed .. No. of Department of dated 19
- (4) Date on which removed
- (5) Signature of Section Officer or Assistant from whose file the Government Order or other paper was taken. ..
- (6) Signature of Section Officer of Assistant for whose file the Government Order or other paper was taken. ..
- (7) Remarks. ..

To

The Section Officer, Record Section.

(k) If a paper is not in the bundle, the record Assistant shall ensure that it has not been received in the Record Section before the requisition is returned. He shall also note in the form of requisition the reason for not furnishing any record (e. g., 'taken out by AB of.....Department for C No.....on').

(1) A requisition from an officer for printed copies of a Government Order which has already been communicated to him may, be complied with by the Record Section without any reference to the department concerned. In the case of papers not communicated to him the permission of the department concerned shall always be obtained.

288. *Deposit of fresh disposals.*—The records branch shall accept only those disposals which are passed for transfer to the records branch by the Section Officer or any other higher officer. The disposal should conform to one of the methods of closing the file and should be properly docketed and stitched. When they are very bulky it should be bound in convenient volumes and the number of volumes should be mentioned on all the volumes. No loose papers of any kind or books or pamphlets etc., without the appropriate departmental disposal numbers should be sent to the Record Section.

289. *Tracing of missing originals.*—Whenever an original paper is not found in its bundle and there is no substitute slip accounting for its absence, or when the entries in the form do not sufficiently account for its absence, the record Assistant shall immediately bring the fact to the notice of the Section Officer, Record Section, who will send a note to the Section Officer concerned in order that a search may be made for it and the paper returned to the records. A thorough search should be made in all blocks in the Record Section itself before a report is sent to the Section Officer concerned.

The Record Section will be held responsible for any record found missing after its receipt in the Section. Records issued to departments should be supported by—

- (1) entry in the issue register duly acknowledged and
- (2) requisition slip in the bundle.

The departments concerned will be held responsible for any record found missing after it is issued to them and acknowledgement obtained in the issue register.

Whenever a record is found missing, a report shall at once be made to the Under Secretary, and a weekly report shall be made by the Section Officer about the progress made in tracing it until it is traced.

290. *Watching of return of records.*—The Record Assistant shall furnish to each department a list signed by the Section Officer, of all original papers furnished by the Records Section during the previous six months but not returned to the Record Section. When such reminders are received, the Section Officer of the concerned department should ensure that they are properly accounted for. The records under active use may be retained and the other disposals should be returned.

291. *Retention schedule of records.*—The retention schedule of records should be as prescribed in G. O. (MS) 33/91P & ARD dated 4-10-1991, given as appendix V. Wherein the periods for which files dealing with the subjects specified in Appendix III have also been prescribed

292. *Transfer of records to State Archives.*—The files which deal with matters specified in Appendix III shall be transferred to the Director of State Archives twice a year when they pass the period of retention mentioned in the G.O. referred to in para 291. This process shall continue and the Director of Archives shall be at liberty to select the disposals for historic preservation and the rest of them shall be returned to the records branch. The disposals so received back shall be again scrutinised by the records branch and they shall be retained in the records branch if necessary and shall be destroyed if they are found not necessary to be preserved.

293. *Destruction of records.*—At the close of every year, the disposals which have passed the period of retention mentioned in the G. O. referred to in para 291, shall be taken out and they shall be scrutinised as laid down in para 292. The question of destruction shall be decided at the level of officer to whom the power is delegated and the details of records destroyed shall be entered in a register which shall be permanently retained in the records branch.

294. *Storing of records and preparation of record boards.*—The records shall be stored in congenial premises free from humidity, termites, rodents, chances of fire etc. Modern equipments for preservation of the records shall be made use of to the extent possible. In respect of invaluable records, they shall be micro-filmed and retained in safe custody. Modern techniques of preparing convenient record boards for packing of records shall be adopted as per instructions from time to time.

295. *Rules regarding issue of copies of official documents.*—(1) *Application for Search.*—Each application presented to Government for the grant of copies of official documents shall be stamped with court fee stamps as fixed from time to time. The search fee shall not be refunded, even if the record requisitioned is not traced.

(2) *Grant of copies.*—Copies of G. Os. Circulars and other notifications shall be made available to the parties on payment of the fee prescribed for such issue. Copies shall be signed by the officer issuing them and the

office stamp affixed and a register shall be maintained indicating the number and date of issue. The fee collected through GAD (Accounts) shall be mentioned in this register.

(3) *Right of Government to deny Copies.*—When an application is received for copy of any official correspondence in respect of which no final decision has been taken, such request shall be summarily rejected, on other occasions also, the concerned department to which the disposal relates has a right to disallow the issue of copies. Such instructions have to be recorded in the disposal itself so as to avoid correspondence between the records branch and the department concerned when an application for copy is received.

(4) *Right of M.Ps./ M.L.As.*—Members of the Union Parliament and of the Kerala State Legislature who, during the period of office, require copies of documents for their use as Legislators will be exempt from the payment of all fees, etc., for this purpose and, if Government decide to let them have such copies, will be entitled to have them furnished on plain paper.

(5) *Delivery of Copies.*—When copy applied for is ready it shall be sent to the application by post. The applicants can also collect it in person or through authorised messengers.

CHAPTER XXI

PRINTING AND PROOF CORRECTION

Printing.

296. *Printing work done at the Government Press.*—The printing work of all Departments of the Secretariat are done at the Government Presses. Printing may be resorted to in the case of all communications which require wide circulation. Printing and Publication has to be made in all cases where such publication is envisaged in a statute. Great care shall be exercised in ordering the printing of proceedings and the connected notes. It should ordinarily be restricted to cases coming under the following categories.—

- (1) Important cases.
- (2) Orders, circulars and instructions establishing important precedents or containing general instructions or rulings
- (3) Papers likely to be required frequently for reference in more than one Department in the future.
- (4) Orders of general application necessitating circulation to a large number of addressees and officers.

297. *Printing to be authorised by a Deputy Secretary.*—No paper shall ordinarily be printed except under the orders of an officer of the rank of Deputy Secretary or except in accordance with standing instructions. Fair copies of such communication shall be authenticated by officers as per the standing instructions issued from time to time.

298. *Number of copies to be specified.*—While forwarding the matter for printing, specific instructions should be given as to the number of copies required, time limit, if any, to be observed and special requirements if any to be specified like size of the printed matter, colour to be used etc. Orders of Government should not be sent in original to the Press for printing. They shall be typewritten copies, and not carbon copies, with impression on one side of the paper only.

299. *Printing of a case in instalments.*—Except when the forwarding of matter for printing cannot be avoided in instalments, as in the case of budget preparation, legislative proceedings and the like; the matter to be printed should be made available to the Press as a single consignment. It shall not be split up at the time of authorising printing. Proofs received from the Press shall be returned at the earliest. Return of proofs may, however, be done in instalments without, splitting up of the matter received at a time.

300. *Proofs.* --Proofs are ordinarily corrected in the Press, and are not sent to the Secretariat unless they are specially asked for or unless the Press requires information on doubtful points.

Proofs of matter already in print should rarely be required. Ordinarily one copy of proof would suffice. Not more than three copies of proof should ordinarily be called for.

301. *Statutory Notifications and Publication of Gazette extraordinary*— Care should be taken in the issue of statutory notifications. Wherever statutory time limits are prescribed for such publication, it should be clearly indicated in the communication authorising publication. When it cannot wait till the next issue of the Gazette, clear instructions as to the publication of it as Gazette Extraordinary may be given.

CHAPTER XXII OFFICE MANAGEMENT

302. *Control.*—The Secretary in charge of a Department exercise full control over the department. He is assisted by other officers working under him. Under Secretary shall be primarily responsible for maintenance of office discipline.

303. *Office Section.*—The office section attends to all the general functions of the Department. Likewise while issuing the distribution of subjects, one of the sections is nominated to attend the miscellaneous papers of the department. Consolidation work is also entrusted to one of the sections, while issuing the distribution of work.

304. *Office papers.*—The papers received and attended to by the office in the course of departmental disposal of business alone will find a place in the form of disposals. They will be disposed of and docketed as instructed in the earlier chapters. Other papers of ephemeral interest will be closed and retained in the department itself and destroyed as waste paper at the close of the year. Casual leave applications, and similar papers will not be recorded and transferred to the records branch. They will be kept only for one year after the close of the year to which they relate.

305. *Personal files.*—The personal files should be maintained by the CR Cell of the General Administration Department and secret sections of the other departments as per instructions issued from time to time. The Under Secretary or Deputy Secretary in charge of these sections shall see that these files are kept up-to-date for reference.

306. *Stationery and forms.*—The stationery and forms required by the sections and officers will be obtained from the Controller of Stationery and distributed by the Office Superintendent with the help of his staff. The Secretaries concerned may order any other system of distribution also.

307. *Stationery articles supplied to Ministers.*—In the case of articles of stationery supplied for use in the office of Ministers, the Private Secretaries concerned should keep proper accounts and they will be held responsible for the return of these articles at the time of winding up of the offices. Cost of such articles, if not returned or accounted for properly, will be recovered from the persons to whom they were supplied.

308. *Custody of date stamps and self-registering stamps.*—The date stamps of officers are in the custody of their Confidential Assistants and the self registering current number stamp will be kept in the custody of Office Superintendent. There shall be a common seal for every department which shall be kept in the custody of Office Superintendent.

309. *Books in Officers rooms.*—The books and folders in the officers' rooms will be kept up-to-date by the Confidential Assistant attached to the officer. However, folders and circulars containing confidential instructions shall be in the personal custody of the officer concerned. Likewise, restricted maps and other classified documents shall be in the personal custody of the officers.

CHAPTER XXIII**PUBLICITY AND RELATION WITH PRESS**

310. *Organisational set up.*--The Public Relations Department work under a Director and he reports directly to the Secretary in charge of the General Administration Department. The Public Relations Department has got District Offices throughout the State and an information office at New Delhi.

311. *Functions.*—The functions of Public Relations Department are (1) to scrutinise newspapers and other publications and communicate items concerning Governmental activities to the Ministers and Departments of the Secretariat, (2) to issue press releases and release advertisements on behalf of Government and other departments of Government, (3) to organise publicity measures like exhibitions, trade fair and such other celebrations, (4) to organise, the cultural activities and represent the State Government in All India Exhibitions, Republic Day parade and such other national events and (5) to perform duties in connection with Press Act and welfare of journalists.

312. *Relation with Press.*—Officers and staff of Government shall not generally have any dealings with the press. Any information to the Press has to be released only through the Director of Public Relations. The Director of Public Relations shall give necessary publicity for any such release through Press, All India Radio or Doordarsan.

313. *Release of advertisement.*—The advertisements in respect of Government Departments shall be released only through the Director of Public Relations or in accordance with the instructions issued by the Government from time to time in this regard. Payment of advertisement charges shall be subject to the norms fixed by the Public Relations Department.

314. *Publicity for Government Notifications.*—It is very important that Press Releases are released to the Press the same day without fail. The matter should be sent to the Director of Public Relations direct as early in the day as possible and in any case not later than 4 p.m. If in any case a Press release has to be issued after 4 p.m. on a day, the concerned Deputy Secretary or Under Secretary should immediately on receipt of such information contact the Director of Public Relations and request him to make arrangements for the receipt and issue of the Press Release the same day.

When amendments to Government notifications, rules, etc., which are pot self-explanatory are forwarded to the Public Relations Department, for release to the Press, a note on the context and scope of the amendment or, in the alternative, copies of the original notification or order should also be sent, so as to enable that department to release such news items in a manner as would give the public a clear idea about the full implication of the amendments.

315. *Press release by Ministers.*—Press release prepared and forwarded by the Ministers shall be given due publicity by the Public Relations Department. Press Conferences by the Ministers shall be arranged by the Public Relations Department whenever desired by the Minister concerned.

316. *Publications.*—It shall be the primary objective of Public Relations Department to create an awareness among the public regarding the activities and achievements of Government and the policies followed by them from time to time. In order to achieve this, periodical publications highlighting the activities in various fields shall be undertaken by the Public Relations Department. Similarly, the departments of Government having publicity shall be helped and aided by the Public Relations Department when ever required.

CHAPTER XXIV

MISCELLANEOUS

A. Distribution of Work

317. *Distribution Order.*—The department-wise distribution of subject is issued as Part II of the Rules of Business. The Secretary in charge of a Department has to periodically re-issue the distribution of work among officers and sections comprised in his department. While doing so, special care should be taken so as to include each and every item of work allotted to his department as per the Rules of Business. In addition to this, it has to be specifically mentioned in the Distribution Order, certain common activities to be undertaken by the department like (1) consolidation of replies to other departments (2) handling of secret papers in the department in respect of departments having no separate section for this work, (3) attending of miscellaneous papers received by the department etc,

318. *Levels of submission of files.*—While ordering the distribution of work, it has to be ensured that an equitable distribution of work is achieved. The levels of officers through which a current goes up should be clearly demarcated. The papers which are seen by Joint Secretaries need not find a way through Additional Secretary when they are submitted

to the Secretary. Joint Secretaries and Additional Secretaries should not be put in direct charge of the sections as they will have to attend to more important duties. As a general guideline, it may be ensured that no file passes through more than three levels of officers beyond the level of Section Officer before it reaches the Minister concerned. It is for the Secretaries to Government to decide which of the three levels of officers should be involved in processing classes of cases.

319. *Secretariat Directory.*—A compilation of all the distribution orders in the form of a 'Secretariat Directory' may be prepared and issued every year so as to facilitate locating of the section handling specified subjects.

B. Maintenance of Registers and Inspections

320. *Maintenance of registers.*—The registers prescribed in the various paras of the Manual have to be kept by the Assistants, Typists, Confidential Assistants and Attenders, The Officers supervising their work have to make sure that the registers in the prescribed format are maintained properly. The basic record kept in the section like Personal Register and other special registers should be updated every year by carrying over the open entries of previous year to the new register.

321. *Inspections.*—The registers kept by the staff have to be inspected as per the schedule of inspections prescribed by the Secretary in charge of the department. Apart from the internal inspections conducted by the officers of the department, the inspection teams of P&AR Department may conduct a periodical inspection of every department at least once in three years. This inspection may be directed to ensure proper observance of the Rules of Procedure as well as to assess the adequacy or otherwise of the staff engaged in the work.

C. Attendance

322. *Hours of Attendance.*—All the members of the Secretariat establishment are expected to attend office from 10.15 a. m. to 5.15 p. m. on all working days. Section Officers must set an example to others by themselves attending office punctually in the section. An interval of 45 minutes from 1.15 p. m. to 2 p. m. will be allowed for tiffin. Peons of the Secretariat should however, reach the office at 9.45 a. m. Muslim Officers who wish to offer Jumma Prayers will be granted an interval of two hours from 12.30 to 2.30 p. m. on Fridays, provided the time so spent is made up if necessary, outside office hours on the same or other days of the week.

323. *Members of the Staff not to leave office during working hours.*—A member of the office establishment shall not leave office during working hours without the previous permission of the Section Officer. Each

Section Officer should maintain a Movement Register in which a member of the staff leaving the Section should note the time of leaving, the purpose and the time of return. The Section Officer should scrutinise entries and initial the register every day. The register should be put up to the Secretary once a month. The Under Secretary will also make surprise visits to the sections and check the register. The Under Secretary may permit any member of the Staff to leave office 30 minutes earlier, if there is a justifiable reason.

324. *Earlier hours on certain special occasions.*—On certain special occasions such as during days of sittings of the Legislature or when certain particularly urgent work has to be transacted, the persons concerned should attend office even at earlier hours, if necessary.

325. *Attendance register.*—An attendance register in the prescribed form will be kept in the custody of the Section Officer of each section, members of the staff must mark attendance as soon as they come to office. It will be closed at 10.25 a. m. and will be submitted to the Under Secretary in charge of the section.

In the A. N. session the Register will be put up to Under Secretary in charge at 2.10 p. m.

All members of staff up to Section, Officer level should mark attendance in the Forenoon and Afternoon session. The officers in charge of the Section shall also mark their attendance in the section attendance register as a token of having checked the attendance. Senior Officers who have Personal Staff attached to their offices shall maintain attendance registers separately.

326. *Late attendance*—If any member of the staff does not reach office in time and mark attendance the word 'late' will be entered against his name in the column for that date. If he comes later on, the time of arrival should be entered by the immediate superior. For every 3 day's late attendance without permission, a day's Casual Leave will be forfeited. Late attendance without permission for less than three days at the end of a calendar year need not, however, be reckoned. Members of the Staff requiring permission to attend office late for some unavoidable reason must apply for it before hand. Such permission can be granted by the Under Secretaries in charge of the section. In the case of officers of and above the level of Under Secretaries by immediate superior officer concerned, can grant such permission. Late permission shall be for a maximum of one hour. The time of arrival should be noted in the Register. If the Officer concerned does not turn up before that time he should apply for Casual Leave or other eligible leave. Late permission should not be granted to any one for more than 3 days in a month.

327. *Urgent work during holidays.*—Proper arrangements should be made for attending to urgent items of work during holidays. A specified number of Assistants, Typists and Peons may be required to attend office for this purpose by turn according to a roster approved by the Under Secretary in charge of Office Section. In preparing turn lists, the entire staff in a particular category should be taken into account so that a person will get a second turn only after the entire staff is covered.

Where necessary, the Section Officers may make special arrangements in regard to the disposal of urgent work in their sections during holidays, after obtaining the orders of the Under Secretary. Persons posted for turn duty special duty on holidays may be granted compensation leave subject to the following conditions:—

(i) Such leave shall not be availed of without the previous permission of the authority competent to grant casual leave.

(ii) Not more than fifteen days in all shall be taken as compensation leave in a calendar year and no such leave shall be taken after the expiry of three months from the particular public holiday or holidays.

(iii) Not more than ten days should be accumulated as such leave, but such leave may be combined with casual leave or other authorised holidays, provided that the total period of absence from duty shall not exceed fifteen days.

(iv) A member of the establishment touring on public (authorised) holidays in connection with the performance of his duties is not eligible for compensatory holidays in lieu of holidays on which he was on tour.

D. Casual Leave

328. Casual leave will be granted under such rules and conditions as are laid down by Government from time to time. It will not be granted on vague grounds. The purpose for which leave is required must be stated definitely. Applications for leave including extensions of leave must be made and permission obtained before the leave is availed. Absence in anticipation of sanction will be allowed if the necessity for the leave or extension could not have been foreseen. When a member of the staff goes on leave, he must invariably hand over office key if any in his custody, to his Section Officer. The Section Officers, are authorised to grant casual leave to the staff in the Section. In the case of Section Officer and above casual leave will be sanctioned by the next higher officer concerned.

E. Handing Over Charge

329. *Handing over of charge by Assistants.*—(1) When an Assistant proceeds on leave other than casual leave or is relieved on promotion, transfer, deputation, training or for any other reason he shall hand over all pending files, and currents, disposals kept in the section, stock files, all the registers kept in the section including special registers, reference books etc., to the relieving Assistant. If no relieving Assistant has come, all these records and papers shall be handed over to the Section Officer or to any other officer nominated by the Under Secretary or Deputy Secretary in-charge of the section. Records to be handed over including disposals kept in the Section and Back Files of pending files should be listed out in triplicate and got acknowledged by the officer to whom charge is handed over. One copy shall be kept by the officer handing over charge, one in the stock file and the third by the officer taking over charge. After handing over all the files and records which are physically available in the section a list of files under submission (only the current number, year and date of submission and to whom submitted need be mentioned) shall also be, drawn up in duplicate of which one copy each shall be kept by the Assistant! Section Officer handing over charge and a copy shall be kept in the stock file of the section. When an Assistant joins a vacant seat he shall be given charge following the same procedure. The fact of such transfer of charge shall be recorded in the first page of the Personal Register Vol. I of the seat in the following form:—

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

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

Attested

Section Officer | Under Secretary".

(2) The outgoing Assistant has to ensure that all the disposals taken by him from the Records branch and the use of which has been over till the date of his relief are returned to the Records branch. Similarly the new disposals accrued in the seat till the date of his relief should be entrusted to the Attender for transmission to Records Branch.

(.3) When any file or disposal is found missing on any account, the fact should be immediately brought to the notice of the Secretary in charge of the Department. A thorough search of the missing file or disposal should be conducted and if necessary, circular letters may be issued to all the departments requesting for a search to facilitate the tracing of the file. When all the efforts for its recovery are found futile, the following procedure may be adopted.

(i) In respect of missing files, they have to be reconstituted by calling for copies of all the communications received as well as issued from the lost file. They may be gathered from the offices from where they were received as well as to whom they were issued. Copies of the inter-section or inter-departmental references may also be collected and retained in the reconstituted file. Such reconstitution of the file may be done based on the entries in the Personal Register. Action if any due on such reconstituted file may be pursued.

(ii) If the missing paper happens to be a disposal, it may also be reconstituted following the same procedure as in respect of the file mentioned in sub-para (i) above. The copy of the final communication may also be added taking out a copy from the stock file and the papers may be stitched as a disposal under orders of the Secretary. On the outer Cover of the disposal, it may be specifically mentioned that it is a re-constituted disposal. Action to re-constitute the disposal has to be done immediately on noticing the missing of the original, otherwise it may not be possible to reconstitute the same after a lapse of time.

(iii) Whenever files or disposals happen to be missing, it should not be treated as a routine affair. The custody of official papers and files is an important responsibility vested with the officers and staff. Hence, any laxity in the discharge of this important function has to be viewed seriously and the delinquent has to be proceeded against.

330. *Handing over of keys and other papers.*—*Officers* and staff who are in charge of the keys or other confidential papers may hand over them to the superiors when they proceed on leave or relinquish charge.

F. General Behaviour

331. *Discipline and courtesy.*—The staff and officers should be have in a disciplined manner and should not make any unnecessary noise in the office premises. They have to be courteous to other officials as well as to visitors. The members of staff should behave in a dignified manner.

(2) No member of the staff should distribute notices or raise funds in the office during office hours.

(3) Officers and staff should not assemble together inside the sections or rooms so as to hold meetings or discussions other than for official purpose.

(4) Officers and staff should not loiter about in office.

G. Maintenance of Reference Material

332. *Books.*—Every officer and section should see that all the necessary books and statutes which are in common use and those required for reference in the Section are obtained and maintained properly. Amendments to the rules have to be noted in the reference books so maintained then and there. Every department has to take special care to bring out up-to-date editions of books and codes published by them.

333 *Stock Files*— Every Assistant has to keep a stock file as provided in para 215. Similarly a stock file on important matters handled by the department have to be compiled incorporating all the standing instructions issued by the department and it has to be kept in each and every section of the department. The Secretary may entrust the preparation of such a stock file to any one of the sections in the department. Whenever a new section is formed in the department, a copy of this stock file has to be made available to them so as to form the basis of processing papers.

334. *Books on important orders.*—All the important orders including Circulars issued by a department may be compiled and issued in print so as to facilitate easy reference. Necessary material for this compilation may be collected along with the preparation of fortnight index which are submitted to the Chief Minister and Governor. The printing and published may be done during the first month of the next year so as to facilitate proper tracing of precedents.

H. Knowledge of Office Procedure and Training

335. *Knowledge of office procedure.*—Every member of the staff other than Last Grade Employees shall be supplied with a copy of this manual. He shall make himself thoroughly conversant with the rules contained

therein. The plea of ignorance will never be accepted as an excuse for disobeying them. The Section Officer of each section must see that every assistant or typist in his section knows and understands the rules and that copies of the Manual supplied to the section are corrected up-to-date. The Section Officer will be held personally responsible for the proper observance of the procedure in the Manual by all in his section.

336. *Training.*—Assistant should be given proper training before actually entrusting them independent charge of a seat in the department.

337. *Workload.*—The workload in respect of any post may be fixed on a reasonable basis and it may be reviewed and refixed periodically whenever a change is found necessary.

338. *Clarifications.*—In the event of any doubt on the procedure laid down in this Manual, the clarification issued by P&ARD Department shall be final.

APPENDIX I

	<i>Page</i>
FORM	
I Tappal Book ..	115
II Tabling Slip ..	115
III Disposals taken out of records ..	116
IV Issue Register of Records ..	117
V Secretariat—Personal Register of Assistants ..	118
VI Call Book ..	119
VII Reminder Diary ..	119
VIII Register of Periodicals ..	120
IX Monthly Business Statement ..	121
X Register or Interpellations ..	123
XI Local Delivery Book ..	124
XII Register showing the Receipt and Disposal of applications for copies ..	125
XIII Form of Stamp Account Register ..	126
XIII Register of Petitions referred by Petition Committee of the Legislature ..	127
XV Register showing circulation of Files ..	128
XVI Security Register ..	129
XVII Register of Recommendation of the Committee on Subordinate Legislation ..	130
XVIII Register of Assurances ..	131
XIX Suit Register ..	132
XX Workload Register of Attenders ..	133

APPENDIX I
FORM I
Tappal Book

Current No.	Assistant's initials
-------------	----------------------

FORM II
Tabling Slip

..... Department

				Circulated to Governor
Printed	(a)	(b)		-----
-----	(c)	series.....		Circulated to Minister
Manuscript	(d)	G.O. No.		Seen
		dated: -----19..		----- by Secretary
				Not seen

Index Title (head and sub head underlined)

Cross Reference

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

FORM III

**Disposals taken out of the
Records**

COUNTERFOIL

1. Disposal No
2. Current No. of paper to which it is taken for reference
3. Name of the Assistant
4. Dated signature of the Assistant

Signature of the
Clerical Assistant
(Records)

**Disposals taken out of the
Records**

1. Disposal No
2. Current No. of paper to which it is taken for reference.....
3. Name of the Assistant
4. Dated signature of the Assistant.....

Initials of the
Clerical Assistant
(Records)

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

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

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

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

Initials of the
Clerical
Assistant
(Records)

Signature
of the Office
Supdt.
(Records)

FORM IV
Secretariat Central Record Branch—Issue Register of Records

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

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

FORM VI

Call Book

Department :

Section :

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

FORM VI

Reminder Diary

Department :

Section :

.....19.....
Branch

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

FORM VIII
Register of Periodicals

Department:

From whom.....,

No. assigned to the Periodical...

Due date

To whom

Sub:

Due date

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

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

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

Section Officer.

FORM X**Register of Interpellations**

Serial Number	Question number and name of member	Date of receipt	Date of answer	Subject	Action taken	Date of submission of draft answer	Date of despatch of final answer	File Number	Remarks
1	2	3	4	5	6	7	8	9	10

FORM XI**Local Delivery Book**

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

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

FORM XII
Register Showing the Receipt and disposal of Application for copies in the
 **Office at**

126
FORM XIII
Stamp Account Register

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

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

FORM XIV
Register of Petition Referred by the Petitions Committee

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

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

FORM XVI
Security Register

FORM XVII

Register of Recommendation of the Committee on Subordinate Legislation

Sl. N.	Date of receipt in the section	Current number	Nature of recommendation	Nature of action desired such as whether the act, Rule, Order etc., is to be amended	Reason for delay in taking final decision	Date of submission to Higher Officers	Direction, if any given by Higher Officers for the speedy disposal of the case	Date of furnishing action taken statement to the Committee
1	2	2	4	5	6	7	8	9

131
FORM XVIII
Register of Assurances

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

	1	Sl. No.
	2	OS/OP/WA/SLP No. & Year & Court
	3	Petitioner
	4	Respondent
	5	File No.
	6	Prayer in brief
	7	Due date for submitting Statement of facts
	8	Date of furnishing Statement of facts
	9	Nature of disposals with number and date
	10	File Number and date of filing/signing of affidavit or counter affidavit
	11	File Number and date of filing replecation if any
	12	Result of OS/OP/WA/SLP
	13	File number and date of receipt of copy of Judgment
	14	Last date for filing appeal
	15	* Whether appeal has been preferred, if so note appeal No. and date
	16	Remarks **

Department.....

FORM XIX
Suit Register

Section.....

Workload Register of Attenders of Secretariat

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

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

APPENDIX II
FORMS OF CORRESPONDENCE

1. Letter form:



..... Department

No. Dated, Thiruvananthapuram,

From Secretary to Government

To

Sir,

Sub:
Ref:

(Body of the Letter)

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

Approved for issue,
Section Officer.

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

2. Memorandum



No.

.....Department

Thiruvananthapuram,

Dated

MEMORANDUM

Sub:

Ref:

(Body of the Memorandum)

Name of Officer

Designation

Forwarded/by order

Section Officer

To

(Address entries)

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

3. Office Order



GOVERNMENT OF KERALA

.....Department
Thiruvananthapuram,
Dated

Office Order No

Sub:
Ref:

(Body of the Order)

Name and designation of the
Officer approving the draft.

To

(Address entries)

Forwarded/By order

Section Officer.

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

4. Circular



GOVERNMENT OF KERALA

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

CIRCULAR

Sub:
Ref:

(Body of the Circular)

Forwarded/By Order
Section Officer

Name and
designation of the
officer approving
the draft.

To
(Address entries)

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

5. Government Order (Routine)



GOVERNMENT OF KERALA

Abstract

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

GENERAL ADMINISTRATION (SPECIAL) DEPARTMENT

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

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

ORDER

Shri A.B.C Deputy Secretary,
Education, is granted Earned Leave/Half Pay Leave etc.

(By order of the Governor)

Secretary to Government.

To

(Address entries)

Forwarded/By order
Section Officer.

Note:—Paragraph should be invariably numbered.

6. Government Order (Ordinary)—(a)

(1)



GOVERNMENT OF KERALA
Abstract

COLLEGES—ADMISSION—RESERVATION OF SEATS FOR SCHEDULED CASTES—
PERCENTAGE—FIXED

GENERAL EDUCATION DEPARTMENT

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

Read:—Letter from the D.P.I. No. 16278/54, dated

ORDER

The Government have decided, etc. etc.

(By order of the Governor)
Secretary to Government.

To
(Address entries)

Forwarded/By Order
Section Officer.

Note:—Paragraphs should be invariably numbered.

6. Government Order (Ordinary)—(b)



GOVERNMENT OF KERALA
Abstract

GRANTS—SUBSIDY FOR THE CONSTRUCTION OF LABORATORY—SANCTIONED

GENERAL EDUCATION DEPARTMENT

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

Read:— (1) From the No dated

(2) From the D.P.I. No dated

ORDER

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

(By order of the Governor)
Secretary to Government

To
(Address entries)

Forwarded/By order
Section Officer.

7. Proceedings

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

NAME OF DEPARTMENT

No. Dated, Thiruvananthapuram.....

Sub:—

Ref.—

ORDER
(Body of the Proceedings)

(Sd.)

Name and designation of the
officer approving the draft.

Forwarded/By Order,
Section Officer
To
(Address entries)

8. Endorsement



GOVERNMENT OF KERALA

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

Name and designation of the
officer signing.

To
(Address entries)

9. Demi-official letters



Name
Designation

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

D.O. No.

Dear Shri/Smt.

(Body of the letter)

Yours Sincerely,

(Name in Capital Letter)

Shri/Smt
(address)

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

10. U.O. Notes

GOVERNMENT OF KERALA

No.....
..... Department
Thiruvananthapuram,
Dated:.....

U. O. NOTE

Sub:—
Ref:—

Name and designation of the
officer approving the draft.

To
(Address entries)

Forwarded/By order,
Section Officer

11. (1) Telegram



TELEGRAM

To

No.

Date:

(Body of the telegram)

(Telegraphic address)

(2) Teleprinter/Telex messages

To

From

No.	Place & Date	Time in	Time out	Name and designation
-----	--------------	---------	----------	----------------------

For *Secretary*

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

12. Notification



GOVERNMENT OF KERALA

Personnel and Administrative Reforms (Rules) Department

NOTIFICATION

G.O. (P) No. **P&ARD.** *Thiruvananthapuram,* 199

S. R. O. No.

RULES

By order of the Governor,
Secretary to Government.

Explanatory Note

To

APPENDIX III

Illustrative list of records fit for permanent preservation because of (A) their value for administrative purposes, and (B) their historical importance

A. *Records of value for administrative purposes.*—Papers of the following categories will normally be among those required to be kept indefinitely for administration's use:

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

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

1. Papers relating to the origin of a department or agency of government; how it was organised; how it functioned; and (if defunct) how and why it was dissolved.
2. Data about what the department/agency accomplished. (Samples by way of illustration may be enough: but the need for such samples may be dispensed with where published annual reports are available).
3. Papers relating to a change of policy. This is not always easy to recognise, but which should be kept for (a) summary for a Minister, (b) the appointment of a departmental or inter-departmental committee or

working group, and (c) notes for the Cabinet or a Cabinet Committee. Generally there should be a conscious effort to preserve all such papers including those reflecting conflicting point of view. In the case of inter departmental committees, however, it is important that a complete set of papers be kept only by the departments mainly concerned-usually the one providing secretariat.

4. Papers relating to the implementation of exchange of policy including a complete set of instructions to executive agencies etc., and relevant forms.

5. Papers relating to a well-known public or international event or cause celebre or to other events which gave rise to interest or controversy on the national plan.

6. Papers containing direct reference to trends or development in political, social economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.

7. Paper cited in or noted as consulted in connection with, official publications.

8. Papers relating to the more important aspects of scientific or technical research and development.

9. Papers containing matters of local interest of which it is un reasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.

10. Papers relating to absolute activities or investigations, or to abortive schemes in important fields.

11. Any other specific categories of records which, according to the departmental instructions issued in consultation with the National Archives, have to be treated as genuine source of information on any aspect of history political, social economic etc., or are considered to be of biographical or antiquarian interest.

APPENDIX IV
LIST OF INDEX HEADS

This is a general list and many of the headings may not be required for the Secretariat. It has been made as wide as possible to enable all officers to draw upon it. A head may be used alone or in combination with any sub-head. Any head may, if appropriate, be used as a sub-head under any other head, e.g., "Budget" may be used as a sub-head under "Police". Local classification should be introduced where possible. For instance, in indexing papers relating to assignments, leases, etc., of land or to encroachments after the main head "Encroachment," should come the name of the taluk such as "Talappalli", "Trichur", etc. After the name of the taluk should come the name of the village, after that the Survey, number and after the survey number the petitioner's name, e.g., "Subramania Pillai A.K." and such useful topographical or other details as "Cart-tract," "Tank-bed", etc. Land acquisition files will be indexed in exactly the same way under "Land acquisition". The names of the taluks and under each taluk the names of the villages will be arranged in strictly alphabetical order. The Survey number will be arranged in numerical order under each village. Personal papers relating to officials should be indexed under the name of the officer concerned. Heads in brackets are not generally to be used as heads, but only, if necessary, as sub-heads. Additional legal heads may be selected if required from the lists at the beginning of each volume of Woodmans digest. The abbreviations (C.L.), (F.L.), etc., in brackets should always be used.

A	Accidents. (See also Railway]
Abkari—	Accommodation See also
Advisory Committee	“Accommodation” under
Beer	respective Departments
Country liquor—[C.L.]	Accountants—
Arrack	(chartered [See also Income-tax]
Toddy	General
Drugs—Cocaine, Ganja	[Income-tax See Income-tax]
Morphia, opium etc.	Taluk Head—
Fixed fee system	[Village, See Village Officers]
Foreign Liquor—[F.L.]	[See also Auditors]
General	Account Code
[Under these sub heads further sub-	Accounts—
heads, such as Duty, Lease, Licen-	Adjustments
ce, Permit, Shop, Shopsite, Ware-	Classification
house, will be opened as required.]	Objection

- Taluk
 [Treasury. See Treasury]
 Village
 [Acquisition. See land Acquisition
 For statements—
- Acquisition of Landed Properties by Government Servants { See "Returns and Statements" under respective departments.
 For general rules See under "Public Service—Bills Circulars, Acts and Rules"
- Acts, Bills, etc. See "Bills, Acts and Rules" under respective subjects and under "Regulations" and "Rules".
 Address—
 [Forms of See Correspondence]
 [Validictory. See Government Servant's Conduct Rules] Adiyara—
 For Devaswom Adiyara
 See "Devaswoms—Institutions."
 [Adjustments. See Accounts]
 Administration Report—
 Excise
 State
 Salt
 [and so on]
 Administrative powers
 Administrative sanction
 Adoption
 Advancement—Backward Classes
 Advances—
 Agricultural
 Cycle
 Floating
 Horse
 House building
 Land improvement
 Motor
 Permanent—
 [General Provident Fund.
 See
 Provident Fund]
 [Survey See Survey]
- Advertisements
 [Affiliation. See Education]
 [Afforestation. See Forests]
 Afghan Sardars
 Agency
 Agrasala—(See under "Ulsavatom")
 Agriculture—General
 Associations
 Bills, Acts and Rules
 Cultivation (crop-war)
 alphabetically—
 Coconut
 Indigo
 Paddy
 Sugarcane
 Tapioca, *etc.*
 Demonstration, Experimental and other Farms and Depots
 Department—
 General, Circulars, Rules Standing Orders, etc.
 Accommodation
 Budget
 Circuit diaries,
 Inspection notes and T.A.
 Bills.
 Establishment—
 Appointments and promotions
 Departmental tests and training
 Deputation
 Exemption
 Leave
 Pay and allowance
 Posting and transfers
 Powers
 Punishments
 Reorganisation and revision
 Retirement and pension
 Security deposits and liabilities
 Service Book.
 Form of correspondence
 Miscellaneous (to include all other details)
 Receipts
 Records
 Refunds from revenue—(See separate head)
 Reports and publications

- Returns and statements
- Supplies, services and contingencies
- Economic Development Board
- Exhibition
- Factories and Mills—(See separate head)
- Fisheries—(See separate head)
- Grants
- Laboratory
- Loans—(See separate head)
- Plant pests
- Scholarship
- Schools
- Sericulture
- Survey
- Veterinary—(See separate head)
- Agricultural Loans
- A. I. R.
- Air-Craft
- Air-guns—(See Arms Regulation)
- Alienations—
 - Land
 - (Pensions—See Pensions)
 - Revenue
 - (Aliens—See Foreigners)
 - Aliens—Enemy—(See also Enemy Property)
- Allotment—
 - Additional—(See also Funds)
- Allowances—
 - Bonus
 - Capitation
 - Charge
 - Compassionate
 - Conveyance
 - (Daily—See Travelling)
 - Deputation
 - Duty
 - Exchange compensation
 - General
 - Grain compensation
 - (Horse—See Conveyance)
 - House rent
 - Local
 - Personal
 - Shorthand
 - Tentage
 - Travelling—(T.A.)
 - Officials
 - Non-officials
 - Witnesses
 - War, etc.
 - Almanac and Directory
 - Almanac—Malayalam
 - Altharas, Kalithattoos and Rest Houses—Kalithattoos—(See separate head)
 - Rest Houses
 - Americans—(See "Europeans, Americans, etc.")
 - Amma Veedus—
 - Arumana, Thiruvattar, Vadasseri, etc., etc.

(To include all grants, concessions and other details— to be arranged name-war alphabetically)

(Ammunition—See explosives)

 - Anchanad
 - Anchal—For concessions to Sreepadam, Kilimanoor and other Eavagais—See under those heads
 - General
 - Bills, Acts and Rules
 - Cards, covers and stamps
 - Delivery
 - Department—
 - General, Circulars, Rules, Standing Orders, etc.
 - Accommodation
 - Budget
 - Circuit diaries, Inspections notes and T.A. Bills
 - Establishment—
 - Appointments and promotions
 - Departmental tests & training
 - Deputation
 - Exemption
 - Leave
 - Pay and allowance
 - Postings and transfers
 - Powers
 - Punishments

- Re-organisation and revision
 Retirement and pension
 Security deposits and liabilities
 Service Book
 Miscellaneous [to include all other details]
 Form of correspondence
 Receipts
 Records
 Returns from revenue—(See separate head)
 Reports and publications
 Returns and statements
 Supplies, services and contingencies—
 Interstatal arrangements
 Letter boxes
 Mail Service
 Money orders and hundies
 Offices— departmental and non-departmental
 Savings Bank
 [Anchors. See Marine]
 [Ancient monuments. See Archaeology]
 [Anicut. See Irrigation]
 [Animals, cruelty to See Cruelty to animals]
 [Animals, wild. See Wild animals]
 Anjengo and Tangasserri
 [Everything regarding this to come under this item]
 Annamanada Devaswom
 See "Devaswoms"
 Annamanada Devaswom lands
 Anthakarazhi Bar [Anthrax. See Cattle disease]
 [Anti-malarial measures. See Malaria]
 [Antiquities. See Archaeology]
 [Anti-rabic treatment. See Pasteur Institute]
 Appeals against acquittal. [See also Criminal Appeals]
 Appeals—
 [This head is for general orders about Appeals, Appeals against orders will be indexed under the subject of the orders, e.g., "Assignment". Departmental appeals will be indexed under the name of the Appellant. Appeals from the decisions of Civil or Criminal Courts will be indexed under "Civil Appeals" or "Criminal Appeals", respectively]
 Second appeals [the above note applies here]
 Appointments
 [General orders about appointments. Individual appointments will be found under the name of the officer concerned.]
 Apprentices.
 Appropriation. See Funds
 Aquarium
 Arachar
 [All grants, concessions, etc., and everything regarding Arachar to come under this item]
 Arat. See "Ceremonies and festivals".
 Arbitration
 Arboriculture
 Archaeology, General
 Ancient monuments
 Bills, Acts and Rules
 Department—
 General Circulars, Rules, Standing orders, etc.
 Accommodation Budget
 Circuit diaries, Inspection notes and T.A. Bills.
 Establishment—
 Appointments and promotions
 Departmental tests and Training
 Deputation
 Exemption

- Leave
 - Pay and allowance
 - Postings and transfers
 - Powers
 - Punishments
 - Reorganisation and revision
 - Retirement and pension
 - Security deposits and liabilities
 - Service Book
 - Form of correspondence
 - Miscellaneous (to include all other details)
 - Receipts
 - Records
 - Refunds from Revenue. See separate head
 - Reports and publications
 - Returns and statements
 - Supplies, services and contingencies
 - Epigraphy
 - Ethnography
 - Finds and discoveries
 - Historic relics preservation
 - Numismatics
 - Aristocratic Families (including Jennies)
 - [The history, pension, privileges, perquisites and all other details pertaining to a family to be entered under that family excepting those relating to the important feudal families to be shown separately]
 - Edavagais—See separate head Amma Veedus do.
 - Koickals and Kottarams. See separate head
 - Arms and Ammunitions—General
 - Bills, Acts and Rules
 - Duty—See, under "Excise"
 - Exemptions
 - Explosives
 - Licences, Permits, etc.
 - Returns and Statements
 - Supply of—See several departments
 - Armistice Celebration
 - See "War and War measures"
 - Armorial Bearings
 - See "Coat of Arms"
 - [Army. See Military]
 - [Arrack. See Country liquor]
 - Arrears—
 - [See also Revenue Recovery]
 - Irrecoverable List
 - [—of pension. See Pensions]
 - Art Festival
 - Art Gallery
 - [Artisan Inams. See Inams]
 - Assault
 - Assessed waste
 - Assessment—
 - Ground-rent
 - [Income-tax—See Income-tax Assessment, Quit rent]
 - [Tree-tax. See Country liquor]
 - Assessors [See also Income tax]
 - Assignment—
 - Darkhast
 - Land
 - Land Revenue
 - Revenue
 - Associations, Clubs and Societies
 - (To be entered place-war, Alphabetical)
 - Assurance, Life
 - [Assurances. See Registration]
 - Asylums [See also Lunatics]
 - Arthirapalli Scheme.
 - Audit
 - Auditors [See also Income-tax]
 - [Auditors' Certificates. See Companies Regulations. See also Income-tax]
 - [Avenues. See Trees]
 - Ayurvedic system. [See Medicine—Indigenous systems]
- B**
- [Backward Classes. See Depressed Classes]
 - Backwaters and Canals. See also under "Works—Public".
 - General
 - Backwaters and Canals

- [To be entered name-wise, alphabetically with details under each]
 Ferries—See separate head
 Navigation—
 Acts and Rules
 Warkalai—Tunnel
 Bacteriology See under "Medical"
 Badges and Belts. For those relating to departments—See "Supplies, services and contingencies" under the respective departments.
 Banks—
 Bank of Travancore
 Central Bank of India
 Indo-Mercantile Bank
 Imperial Bank
 [See Co-operative Credit]
 [See Savings Banks]
 Bankers Books.
 [Banks. See Canals, Tanks etc.]
 [Barges. See Marine]
 Barracks
 Basel Mission
 Bathing Ghats
 [Batta. See Allowances, Grain, Compensation, Travelling]
 [Beer-Breweries Shops
 Taverns See Abkari]
 [Belts. See Clothing]
 Benaras Satram
 [Bench Courts. See Courts]
 [Bench-mark. See Survey]
 Beri-beri [See Medical]
 Beriz deduction [See also Land Acquisition]
 Bhakthivilas and Padmavilas
 Bicycles
 Bills. [See also Treasury]
 [Binding. See Book-binding]
 Bioscope. [See also Electricity]
 [Birds, wild. See Wild Birds]
 [Birth, alteration of date. See Service Books and rolls]
 [Birth and death. See Vital Statistics]
 Bishop
 Black lists
 Black-marks
 (General orders relating to individual orders awarding black-marks to be indexed under the name of the officer concerned)
 [Blankets. See Clothing] [Block survey, See survey] [Board of Examiners. See Examinations]
 [Board, Sanitary, See Aviation]
 Boating and Shipping
 [See also Allowances, Conveyance, Travelling]
 Boats and Ferries
 Body Guard. See under Military
 [Boilers. See Prime-movers] Bonds
 [Bonus. See Allowances]
 Book-binding
 [Book, default. See Black-marks]
 Books and publications. [See also Registration of books] Books, Service. [See Service Books] [Boring. See Pumping and Boring]
 Botanist Government
 Botany
 Boundary [See Survey] Boy scouts
 Boycott
 Breach of Trust
 [Breaches of Contract. See Contract, also Labour]
 [Bricks and Brick-fields. See Public Works]
 [Bridges. See Municipal and Public Works]
 Brigade-Nayar. See "Military"
 Broadcasting
 [Bronze star. See Honours and Titles, Decorations]
 Budget—
 Debate
 Estimate

- Budgets
 General orders regarding individual budgets to be indexed under the name of the department, local body, etc., to which they relate
- Buildings
 Government
 Rented
 (Buildings, See Land Acquisition, Compensation)
 (Bungalows, Travellers, See Travellers Bungalows)
 (Bunker Coal, See Coal)
- Burning and Burial grounds
 (Papers relating to acquisition of land for these to be indexed under Land Acquisition)
 (Barrow pits, See Public Works)
- Castor seed. (See Agriculture)
 Casual leave. (See leave)
- Casualties
 (Cattle-breeding. See Agriculture)
- Cattle Census
 Cattle diseases. (See also veterinary)
 Cattle mortality
 (Cattle pounds. See Pounds)
 (Cattle shows. See also Agriculture and Veterinary)
 Cattle trespass
- Cemeteries and Tombs. See also Burning and Burial grounds
 (Cemetery. See Cemeteries and Cemeteries Tombs)
- Censorship
 (Census, See also Cattle Census)
- Central Prison. See under "prisons"
- Central Records. See under "Secretariat"
- Ceremonies and Festivals.

C

- (Cables. See Telegraphs)
- Cadukaval Lands
- (Camp Equipment, See Service Regulations, Allowances Travelling)
- Camping ground Canals. See "Backwaters and Canals"
- Canoes
- Cantonment Lands—Quilon Capital
- Punishment. See also "Execution—Public".
- Cardamom. See also "Land"
- Car Street. See "Devaswoms-Institutions"
- Car Hire
- Carriages (See Railways)
- Carries
- Carts and Cart-hire
- Carstand
- Cases. Conduct of etc. See under the respective department conducting the case
 (Cash Certificates)
 (Cash chest. See Treasury)
 Cash-keeper. (See also Treasury)
- All major ceremonies and festivals such as Thirumadampu, Installation, Pallikettu etc, come under separate heads. All minor ones like Arat, Sasthamangalam Procession, etc., should come under this.
- (Certificates, Medical See Medical Certificates)
- Certificates of age and nationality
- Certificates of identity
 (Certificates of Seaworthiness See Marine)
- (Cess. See Assessment)
- (Ceylon Pensioners, See Pensioners Political)
- Chalamelphathi
- Chamber of Commerce
- Chamber of Princes. See under "Rulers and Chieftains"
- For Birthday—See separate head
 For Murajampam
 See separate head
 For Devaswom Festivals, See "Devaswoms"

- (Chanks, See Fisheries)
 (Channel. See Irrigation)
 (Chaplains. See Ecclesiastical)
 Charcoal
 (Charge allowance. See Allowance)
 (Charitable Endowments. See Endowments)
 Chatram
 Chavadi
 Cheating
 Chemicals
 Chemico-legal examination
 Chemists
 Chentsus
 Cheriapanickan Thuruthu
 Chiefs. Ruling
 Chief Medical Officer
 Chit Funds
 Chieftains. See "Rulers" and "Chieftains"
 Chiras. See "Bars, Bunds and Chiras"
 Chitties
 Cholera
 Choultries. See "Oottupuras or Choultries"
 Christmas Holidays. See "Holidays"
 Chronology
 (Church. See Ecclesiastical)
 Chowkeys or Customs Houses. See under "Excise"
 Cinema
 Cinchona. (See also Quinine)
 Circuit diaries. "See under Circuit diaries, Inspection notes and T.A. Bills" under the departments concerned.
 Circulars. See under "General Rules, Circulars, Standing Orders etc.," under the several departments and "Public Service"
 (Circumferenter, See Survey Instruments)
 (Civil Assistant Surgeons. Post graduate course See Medical)
 (Civil Courts. See Courts)
 (Civil Jails, See Jails)
 (Civil Lists. See Books and Publications)
 Civil Procedure Code, [Civil P.C.]
 Civil Servants.
 Civil Service Regulations (C.S.R.) (T.S.R.) (See also allowances and Advances, etc.)
 (Civil Suit. See Suit)
 Civil Supplies
 (Classification. See Accounts, Settlement, etc.)
 (Clearance Label. See Marine)
 Clocks
 Clothing
 Coal
 Coat of Arms
 (Cocaine. See Abkari, Drugs)
 (Cocoanut. See Agriculture)
 Cochin Port Fund. (See also Marine)
 Cochin Port Trust
 Coffee
 Coffee-stealing
 (Coin. See Treasury; also Currency)
 Collections
 College. (See also Agricultural, Engineering, "Forest, Medical Veterinary etc.)
 (Commendeering. See Food stuffs etc.)
 Commerce. (See Industries)
 (Commerce, Chamber of See Chamber of Commerce)
 Commission
 Commissioner. [See also Police Commissioner, Devaswom Commissioner, Excise Commissioner)
 (Committee. Advisory. See Abkari, Medical Students etc.)
 (Site—See Site Committee)
 [Temple—See Temple Committee)
 Communal—Poramboke—See Poramboke

- Communications Canals—See under 'Backwaters and canals' and 'Works—Public' Railways. See separate head. Roads, See under 'Works—Public'.
- Communication, Pension, Stipends)
- Community Projects Companies
- Regulation (Companies, insurance)
- (Compassionate Pension. See Pensions)
- (Compensation for dearness of food. See Allowances, Grain Compensation)
- Compensation for tenants improvements
- (Compensation. See Land Acquisition)
- (Compensation Pension, See Pension]
- Completion report. See Public Works.
- (Composition. See Assessment; See also Criminal cases, Income tax, Tools)
- (Compounded Lands. See Assessment)
- (Compulsory Labour)
- (Conduct Official See Misconduct)
- Conferences, informal
- Confessions
- (Confinement. See Wrongful Confinement)
- Congress (Conservancy, See Rivers; also Sanitation)
- (Conservator, See Forests)
- (Construction. See Public Works)
- Consul
- Contingencies
- Contract—
- Breach of—
- Contingencies
- Grant
- Labour
- (Contracts and agreements. See Railways)
- Contribution. See Pension Public Works, etc.
- Controlled commodities Convents. See Mutts, Monasteries Convents etc.
- Converts
- (Conveyance Rates, See "Hire rates")
- (Convicts. See Prisoners) Co-operative—
- Credit Societies
- Unions
- Copies
- Copyists
- Copyright
- (Cordite, See Explosives)
- Coronation. See 'Installation' and 'King'
- Corners
- (Corporal punishment. See Whipping)
- Correspondence
- (Coryndum. See Mines)
- (Cotton. See also Agriculture)
- Cotton Control
- Council of State
- (Counterfeit coins. See Currency)
- (Countersignature. See Contin- gencies and Treasury)
- Country liquor—
- Arrack
- Toddy. See Abkari
- (Under these sub-head further sub-heads, such as Depots Distillery, Lease, Licence, Permit shop Warehouse, etc., to be opened as required).
- Court of Wards (C.W.)
- (Papers relating to individual estates to be indexed under the names of such estates)
- Courts—
- Bench
- Chief

Civil
 Criminal
 District
 Sessions
 Small Cause
 Village Panchayat
 (See also Magistrates, Regarding
 additional legal heads see instructions on page 1)
 Court Mourning See 'King' 'Rulers'
 and Chieftains and 'Palace'
 Courtallam Bungalows, See under
 Bungalows, Government
 Covenants and covenanted
 Officers. See Departments
 concerned.
 Cow slaughter
 (Cowle. See Assignment)
 (Cranage fees, See Marines)
 (Credit. See Co-operative Credit)
 (Credit note. See Railways)
 Cremation grounds. See
 'Burial and cremation grounds'
 Criminal appeal, see also appeal
 against acquittal (Criminal
 Breach of Trust, See Breach of
 trust)
 (Criminal Courts. See Courts)
 Criminal justice
 (Criminal lunatics. See Lunatics)
 Criminal Procedure Code (C.P.C.)
 Criminal settlement Criminal
 statistics Criminal tribes Criminals
 (Crop. See Assessment)
 Crop experiments
 Crown grants
 Cruelty to animals
 Curator for the publication of
 Ancient manuscripts. See
 'Manuscript—Publications'
 Currency
 (Currency chest. See Treasury)
 (Currency notes. See Treasury)
 (Custodian of Enemy Property.
 See Enemy Property)
 Customs

Customs, Imperial Service
 Cutcherry, Amsam),
 (Cycles, See Bicycles)
 Cyclone
 Cyclostyles

D

Dacoity
 (Dam. See Irrigation)
 (Darbar)
 Darkhasts (See Assignment)
 (Dasabandam. See Inams)
 (Dassarah (Navarathri). See
 'Ceremonies and Festivals']
 Date stamps
 (Deadhouse. See Mortuary)
 (Deaths. See Vital statistics)
 (Debentures and Loans. See
 Railways)
 Decentralization
 Decorations
 Decrees. See under "Courts"
 Defalcation. See respective depart-
 ments.
 Defamation
 (Default Book. See Black marks)
 (Defence force. See Military)
 De'Lanoy (Tomb). See under
 "Archaeology"
 Delegations
 Delhi palace. See under Bun-
 galows, Government Demand,
 collection and balance
 (D.C.B.)
 (Demarcation. See Survey)
 Demise (to include all except
 those that come under palace
 rulers and chieftains and king)
 Demobilization
 Denatured spirits, See Spirits
 denatured
 Departmental Publications. See-
 under respective departments
 Departmental Tests. See under
 respective departments

- Deportations, Externments and Internments
- Deposits
(Depot. See Abkari, Country liquor; also Emigration)
- (Depreciation. See Incometax)
- Depressed classes
- (Deputation. See Allowances)
(Orders regarding individual officers to be indexed under the personal names of the latter)
- Deputy Tahsildar
- (Designs. See Type-designs)
- (Despatch. See Correspondence)
- (Destruction of rates. See Plague rates)
- (Destruction of records. See Records)
- (Destruction of wild animals. Wild animals)
- (Destructive insects and pests. See Insects and pests; also Agriculture)
- (Detenues. See Prisoners, State)
- (Devasthanam. See also Religious Institutions and Temples)
- Devaswoms—
- General
 - Bills, Acts and Rules
 - Charities
 - Department—
 - General, Rules, Circulars, Standing Orders etc.
 - Accommodation
 - Budget
 - Circuit diaries, Inspection notes and T.A. Bills
 - Establishment—
 - Appointments and promotions.
 - Departmental tests and training
 - Deputation
 - Exception
 - Leave
 - Pay and Allowance
 - Postings and transfers
- Powers
- Punishments
- Reorganisation and revision
- Retirement and pension
- Security deposits and liabilities
- Service Book
- Miscellaneous (to include all other details)
- Form of correspondence Receipts
- Refunds
- Records
- Refunds from Revenue, Set separate head.
- Reports and publications Returns and statements
- Supplies, services and contingencies
- Institutions:— (Including Bhajanamatoms, Homapuras, major, minor petty private personal deposit, foreign, extinct and other, Devaswoms to be arranged name-war alphabetically, with all the details pertaining to each. Foreign Devaswoms comprise all Devaswoms outside the State as also those to which contributions and subscriptions, etc., are made from the State).
- Japadakshina
- Kanjipura. See separate head and also under the institutions to which they are attached.
- Maramat Works. See respective Devaswoms.
- Mathilagom. See separate head
- Nandavanams
- Oottupuras or Choultries. See separate head.
- Temple entry. See "Civic rights"
- Devolution Officer
- Dewan
(Diamonds. See Mines, Minerals)
- Diary

- (Dictionary. See books and publications)
- (Differential water rate See Assessment—Charge of water)
- (Diglott registers. See Accounts—Village)
- Dinner. See respective functions and occasions
- Director of Public Instruction (D.P.I.)
- Directory. See under "Almanac and Directory"
- Disafforestation. See 'Forests'
- (Discretionary grants. See Grants)
- Dismissal—
(Individual cases to be indexed under personal names and not under this general head)
- Dispensary
- Disposal number system: See Correspondence.
- (Distillery. See Abkari, country liquor, arrack)
- [Distribution list (of work). See Secretariat]
- (Divil. pimping system. See Irrigation)
- (Divisional charges. See Jurisdiction)
- Divisional Officers. (D.Os.)
- Divisions and Taluks, redistribution of—
- Documents—
(Copies of—See copies)
Custody of
Production of—
Return of
- Dogs. (See also Rabies)
- (Domestic economy. See Books and publications)
- (Domestic science classes. See Books and publications)
- Donations, Contributions, Subscriptions by way of Patronage etc.
- Draftsman
- Drainage
- Dramatic performances
(Dredger. See Marine)
(Drugs. See Abkari)
- Dry zone
- Duplicators
- Dutch. See "Europeans", Americans etc."
- Durbar
- Durbar Hall
- Durbar Physician. See "Medical"
- Duty. See "Excise"
- Dwadesi Dharmam. See "Charitable Endowments".
- Dyes and Dyeing
- E**
- Earthquake
- Easements
- Ecclesiastical (Eccl.)
- Eclipse
- Economic condition
- Economic product.
- Edappalli Edavagai (to include all details)
- Edavagais
- Editor's Table-
Papers
Privileges
- Education (Edn.)—
- Elementary
Female
Secondary
Social
Technical etc.,
(Further sub-heads as required)
- Efficiency Audit
- Electoral Rules See under "Legislative Council"
- Elections—
Accounts
Biennial Elections
Bye Elections
Election Materials
General Elections
Polling Stations
Polling Personnel
Presidential Elections

- Tribunals
- Transport
- Electoral Rolls
 - Annual/Special revision
 - Printing
 - Publication
- Electoral Law
 - Statutory Notifications
- Electricity General
 - Bills, Acts and Rules
 - Department—
 - General, Circulars, Rules, Standing Orders etc.
 - Accommodation
 - Budget—
 - Circuit diaries, Inspection notes, and T.A. Bills
- Establishment—
 - Appointments and promotions
 - Departmental test and training
 - Deputation
 - Exemption
 - Leave
 - Pay and allowance
 - Postings and transfers
 - Powers
 - Punishments
 - Reorganisations and revision
 - Retirement and pension
 - Security deposits and liabilities
 - Service Book
 - Miscellaneous (to include all other details)
 - Form of correspondence 1
 - Licence 2
 - Mofussil parts 3
 - Mofussil schemes 4
 - Power house 5
 - Power Supply 6
 - Records 7
 - Refunds from revenue, See
 - Separate head 8
 - Reports and Departmental Publications 9
 - Returns and statements 10
 - Supplies, service and contingencies 11
 - Telephone installations 12
 - Trivandrum 13
 - Wireless sets and Installation 14 See under 'Forests and also the respective departments to which they belong
- Elephants
- Embezzlement (Emergency Reserve, See Police)
- Emigration
- Emperor, See 'King Emperor'
- Employers, liability
- Enclaves—
 - Anjengo and Tangasseseri. See separate head
 - Company's pattom lands in Sherthalai
 - Cochin Sirkar lands within Travancore
- Encroachment, See 'Land' Endowment funds. See (Funds. Endowment)
 - Charitable
 - Religious
- Enemy property—
 - Custodian of Enemy trading (Enfranchisement. See Inams)
 - (Engineer, See Public Works)
- Engineering—
 - College
 - Students
 - (Engines. See Railway)
 - Enlistment. See Recruiting)
 - (Enteric. See Medical)
- Entomology (Ephemeris, See Books and publications)
 - (Epidemic diseases)
- Epigraphy
- Equation test Errata lists. See Accounts—
 - (Village)
- Erosion, Sea Soil Wind
- Escheats
- Establishments
- Estates—
 - Attached
 - Impartible

- Estimate
 (Under: The Account head
 general orders relating to
 estimates will be indexed.
 Individual estimates will be
 indexed under the heads to which
 the individual work relate, *e.g.*
 Irrigation buildings, etc.)
- Ethnography and Ethinology
 European—
 Aided Schools
 Professors
 School examinations
 Service leave rules.
 (European deserters, See Deserters)
 (European graves. See Burial
 grounds)
 (European manufacture. Articles
 of See Stores)
 European vagrancy
 Eurasians
 Evidence
 Evidence powers
 Examinations—
 Promotion
 Septennial, *etc.*
 Examiners—Board of See Exa-
 minations)
 [Excess Profits Duty (E. P. D.) See also
 Income-tax]
 Exchange
 (Exchange compensation. See
 Allowances)
 (Excise. See also Foreign liquor,
 country liquor)
 Excise Committee
 Excise Licensing Board. L.L. B.)
 Excise Manual. See Books and
 publications)
 Execution of Decree. See under
 'Courts'
- Execution—Public. See also
 I 'Arachar'
 (Exemptions. See Examinations)
 Exhibition
 Exhibits
- (Expenditure. See Accounts,
 Funds etc).
 Experimental station
 (Exploring licences. See Mines)
 Explosives—
 Magazine
 Manufacture
 Possession
 Sale
 Transport
 Export (See Trade)
 (Ex-Raja) Index under name of
 State Extradition
 (Extraordinary Pension. See
 Pensions)
 Externment. See 'Deportation,
 etc.'
 Extra Territorial Lands Foreign
 Countries
 Benaras Satrom. See separate
 head Cochin lands owned by
 Cochin Devaswoms under the
 management of the Travancore
 State See under 'Devaswom
 foreign'.
 Courtallam Bungalows. See
 under 'Bungalows' Government
 Delhi Palace. See under
 'Bunglows Government'
 Kakur, See separate head.
 Tinnevelly lands owned by
 Achencoil
 Klankulam and Malayankulam
 Devaswoms in the Shencotta
 taluk. See under 'Dewaswoms
 Foreign'.
 Vannarpet. Tinnevelly. See
 under 'Bunglow Government'.
 (Other lands such as lands in
 the Kombay valley of Madura
 should come here)
- F**
- Factories
 (Fairs See Cattle disease)
 Fairs and Festivals (False
 Evidence. See evidence) (Family
 Pension. See Pensions)

- Famine—
 Programme
 Relief
 Tools
 [Farcy. See Cattle disease]
 Fees—
 Consulting
 Examination, etc.
 Fees to pleaders
 (General orders alone. Individual cases will be indexed under the suit to which they relate)
 Ferries
 [Festivals, See also Fairs]
 [Field measurement book. See Survey]
 [Fifty-five years rule. See Cochin Service Regulations & Travancore Service Regulations]
 [Files. See Correspondence — Stationery]
 Finance Committee
 [Finance Department, See Indian]
 [Financial (Fin) See also Treasury]
 [Financial irregularities. See Accounts, Objection, Appropriation, Defalcation]
 Financial Statement Fines
 General orders about individual orders inflicting to be indexed under the personal name of the office (fined)
 Finger-prints
 Fire—
 Precautions against etc. (Fish See Game and Fish Preservation)
 Fish Farms Fisheries
 Fixed-fee system. See Abkari
 Flags. See Flags and Flag staffs
 [Flags and Flag-staffs]
 [Flag staffs. See Flags and Flag-staffs]
 [Flat-files. See Stationery]
 Floods.
 [Flora. See Botany]
 [Fodder]
 [Food control]
 [Food grains. See also agriculture]
 Food-stuffs.
 Foreign liquor. [See Abkari]
 (Under these heads and sub heads such as duty, licence permit, shop tavern to be opened as required)
 Foreign service. See Cochin Service Regulations & Travancore Service Regulations
 [Foreigner Hostile, See Aliens Enemy]
 Foreigners
 [Foreigners entry of, See Aliens Ingress into the State]
 Foreigners Ordinance
 Foreshore
 Forest College
 Forest Settlement
 Forestry, Board
 Forests [For]
 (Under this sub-heads should be opened as required, *e.g.* disafforestation, reserves, seigniorage, timber transit unreserved etc. See also Grazing)
 Forfeiture
 Foregery
 [Forms. See Stationery]
 Fortnightly report
 Forts and Fortifications
 [Frauds, See defalcations]
 [Franchise—Disabilities of Women and the depressed classes. See
 [Fronter]
 [Fruit Farm. See "Agriculture Demonstration farms"]
 [Fuel. See Forests]
 [Fugitive offenders. See Extradition]
 Funds—
 Appropriation
 Endowment
 Expenditure
 Reappropriation

Resumption of
Sinking—
Surrender of—
Transfer of—
[See also Allotment]
[See also Grants]
[Furlough. See Leave]
Furniture

G

[Game, See Wild birds]
[Game Rules. See Forests]
[Game and Fish Preservation]
[Ganja. See Drugs]
[Goal. See Jails]
[Gauge rain. See Rain-gauge]
[Gazette—
Of India
Fort St. George Malabar
District Mysore
Travancore-Cochin State
Gazetted officers
(General orders only. Order
affecting individuals to be
indexed under their respective names)
Gazetteers
Geneology
General clauses
[General Hospital. See Medical-
Public Works]
[General Provident Fund. See
Provident Fund]
Geology
[Girders and Sleepers. See Railways]
Girl guides
[Glanders. See Farcy]
[Glass. See Stores]
Glue. See Industries, Stationery]
Government Consignments
[Government Farm. See Agriculture]
[Government House. See Public
Works]

[Government Maternity Hospital.
See Medical—Public Works]
[Government. Museum. See
Museum]
[Government Ophthalmic Hospital. See
Medical, Public Works]
[Government Pleader
Government Press
Government Servants' Conduct
Rules. [See also Official Misconduct]
[Governor's Tour. See Tours]
Golf Links
Gosayi Chavadi. See also under
"Oottupuras—Swayampakam"
Government Bungalows. See under
"Bungalows—Government".
[Residential quarters]
Government Printing
General
Central Prison Press
Committees
Department—
General Circulars,
Rules Standing Orders, etc.
Accommodation
Budget
Circuit diaries, Inspection notes
and T. A. Bills.
Establishments—
Appointments and promotions
Departmental tests and training
Deputation
Exemption
Leave
Pay and allowance
Postings and transfers
Powers
Punishments
Reorganisation and revision
Retirement and pension
Security deposits and liabilities
Service Book
Miscellaneous [to include all
other details]
Form of correspondence
Job works Publications Branch

- Printing at Private Presses
 Receipts
 Records
 Refunds from Revenue. See separate head
 Reports and Publications
 Returns and Statements
 Supplies, services and contingencies
 Government Publications
 (Those that have no separate head and the General orders on the subject need alone be entered here)
 Account Code
 Almanac and Directory
 Almanac—Malayalam
 Civil list
 C.S.R.
 Gazette
 History of services
 Statement Manual
 T.S.R.
- } See separate head
- For departmental publications —
 See under the several departments.
 Government of India and Madras
 G.O's, Notifications, Circulars, etc. See under the subjects concerned.
 Governors and Governors-General
 [Grain compensation. See Allowance]
 Grants, Discretionary—Teaching [See also Funds]
 [Gratuity. See Pensions]
 Grazing—
 Fees
 Grounds
 Rules
 [Green manure, See Manure, also Forests]
 Groundnut, See Agriculture]
 Ground-rent. See Assessment]
 Guests—
 General (to include non-political guests only]
- For Political Guests. See under "Visits" Guest House
 Observatory Bungalow (residential portion). See under "Observatory"
 [Gunlicence. See Arms Regulation]
 [Guns. See also Arms Regulation]
- ### H
- Hackney Carriages
 [Hall marking. See Customs]
 [Halting allowances. See Allowances travelling]"
 Handwriting expert.
 [Harbour dues. See Marine]
 Harijan Welfare—
 Financial assistance
 Welfare measures
 Untouchability
 Communities
 [Headman- See Village headman]
 Headquarters
 [Headquarters hospital. See Medical]
 Heads of Departments [General orders only]
 Health lectures. See Medical.
 Sanitation
 [Hides, See Hides and skin]
 Hides and Skins
 Hindu Law
 High Court, See 'Judicial Department'
 Historic Relics preservation. See under 'Archaeology'
 Hill Cultivation. See "Land"
 Hire—Rates for Carts, Boats, etc.
 History of services
 Holidays [Home Rule Movement. See 'Political agitation]
 Honorarium. See Cochin Service Regulations and Travancore Service Regulations.
 Honours and Titles
 Hook swinging
 Hookworm. See Medical

- (Horse-advance. See advances)
 (Horse-breeding, See Veterinary)
 (Horses. See also Veterinary)
 Hospital. See also General,
 Government maternity
 Government Ophthalmic
 Headquarters
 Hostel
 (Hostile Aliens. See Aliens (Hostile)
 Enemy trading, Defence of India)
 (Hot weather charges. See
 Contingencies)
 House-breaking
 House-sites
 [House-tax. See Municipal]
 Homapuras. See under (Divaswoms)
 Homoeopathy
 Honorifics
 Huzur Appeals. See 'Appeals'
 Huzur Office. See "Secretariat"
 Hydro-electric scheme
 (Hygiene, See Sanitation)
- I**
- Ice House, See "Works—Public
 Workshops and Stores"
 Immigration. See "Emigration and
 Immigration"
 (Impartible estates. See Estates)
 Imperial Banner. See "Coat of
 Arms"
 Imperial Bank of India, See
 "Banks and Banking"
 Imperial Cadet Corps
 Imperial Indian Relief Fund
 Imperial Institute
 (Imperial preference. See Tariff)
 (Import. See Trade)
 (Improvements, Tenants. See
 "Compensation for tenant's
 Improvements")
 Imprest. See Permanent Advance
 in the several Departments
 foams—
 Artisan
 Charitable and Religious
- Dasabandars
 Personal
 Quit-rent
 Survey-excess
 Title-deed
 Income-tax (I.T.)
 Accounts
 Appeals
 Assessment
 Auditors
 Collection
 Composition
 Exemptions
 Refunds
 Review petitions
 Revision petitions. (See also
 Excess Profits Duty, Supertax)
 (Incorrigibles. See Criminals) Indents.
 (See also Plant, Stationery,
 Stores, etc.)
 Indentured labour. See Emigration)
 (Index. See Correspondence,
 Records)
 Index Slips. See Stationery) (India
 Rubber. See Agriculture,
 Rubber),
 (Indian War Loan. See War Loan)
 (Indigo. See Agriculture, Indigo)
 (Industrial Conference. See Indigo)
 Industries
 Indian Constitutional Reforms
 (Infected area See Plague)
 (Infirmary. See cruelty to animals,
 Medical, Veterinary)
 (Informal Conference. See
 Conferences)
 (Informal Panchayats. See Panchayats)
 (Ink. See Stationery)
 (Inoculation. See Plague Vaccination,
 Veterinary)
 Insignias. See "Honors and Insignias".
 Installation
 Internment. See "Deportation, etc.,
 and War dan War measure

Inserstatal Convention
 [Inquiries. See Public Servants]
 [Inspections. See Epigraphy, Archaeology]
 [Insects and Pests. See Agriculture]
 Insolvency
 [Inspecting agency. See Education]
 Instruments—
 Mathematical, etc.
 Drawing
 [Instruments, Survey: See Survey]
 Insult
 [Insurance-See Companies]
 Life
 Postal
 Internal security
 [Invalid pension. See Pension]
 Inventions.
 [Investigations. See Criminal Procedure Code] [Investiture.
 See Honours and Titles]
 [Irrecoverable arrears. See Arrears]
 Irrigation (Irr.)
 Accounts
 Cess Fund
 Dispute
 Panchayats
 Projects
 Works
 (Under these sub-heads further sub-heads such as channels, sluices, etc., may be used as required).
 Irrigation, Major (Irr. Gen.)
 [Papers relating charge for water to be indexed under assessment, charge for water]
 Irrigation, Major (Irr. Ma)
 Irrigation, Minor (Irr. Mi.)
 Irrigation
 Iron [See Mines, See also Industries]
 slands

J

[Jail Corps. See Military]
 [Jail Manufacture. See Stores]
 Jails
 [Jam. See Industries]
 Jamabandi
 [Janmibhogam. See Assessment]
 [Jenmam Registration]
 [Jetty. See Marine—Pier]
 [Joining time. See Cochin Service Regulations and Travancore Service Regulations]
 [Joint patta. See Patta]
 [Joint-stock Companies. See Companies]
 [Judges. See Courts]
 Judicial. [Judl.] Vacation
 Junghar. See "Boats"
 Junglo-streams. See Irrigation (General)
 Jurisdiction
 Jurors—
 Exemption
 Justice of the peace (J.P.)
 (Jute. See Agriculture—Industries)
 Juvenile offenders—

K

Kadapattom. See 'Shop sites'
 Kaiser-I-Hind Medal. See "Honours and Insignias"
 Kakur, General, Circulars, Rules, Standing orders, etc.
 Accommodation'
 Budget
 Circuit diaries. Inspection notes and T. A. Bills
 Establishment—
 Appointments and promotions
 Departmental tests and training
 Deputation
 Exemption
 Leave
 Pay and allowance

- Postings and transfers
 Powers
 Punishments
 Reorganisation and revision
 Security deposits and liabilities,
 Service Book
 Miscellaneous [To include all
 other details]
 Form of correspondence
 Irrigation
 Places of public worship
 Rameswaram Dsvastanam.
 See "Davaswoms—Foreign"
 Receipts
 Records
 Refunds from revenue—See
 separate head
 Reports and publications
 Returns and statements
 Supplies, services and contin-
 gencies
 Survey and boundary
 Miscellaneous
 Kalithattus
 Kallar. Irrigation Scheme
 Hydro-Electric Scheme—
 Separate head
 Kanapattom
 Kandukrishi. General, Bills,
 Acts, etc.
 For establishment and other
 departmental matters—See
 under "Land Revenue
 Department".
 Lands
 (To be arranged survey number-
 war under the respective taluks,
 permission to sue and other
 details regarding any particular
 land also coming under that
 survey number) Nelpuras or
 granaries
 Kanikars. See "Forests—Hillmen"
 Kani land. See "Lands" and
 "Forests"
 Kanjipuras. See also "Davaswoms"
 [Place-war Alphabetically]
- Kanni Elam Tract. See "Land"
 Karazhma. See "Land" and
 "Devaswams"
 Karathilchilavoo. See "Aristocratic
 from Revenue"
 Kareetas. See "Durbar"
 Kala-azar. See Medical Kazil
 Kerosene oil
 Control
 Keys. See Treasury
 Khedda operations. See Elephants
 Khilafat
 King Institute. See also Bacteriology,
 Inoculation Vaccination
 Kilimanur Edavagai
 (Everything relating to the
 Edavagai and family to come
 here)
 King
 (Everything relating King and
 family to come here)
 Kistbandi. See Assessment.
 Kists. See Assessment
 Kodayar Project. Project
 Water cess
 Koickals and Kotcarams
 (Place-war Alphabetically)
 Koodalmanickam Dsvaswam. See
 "Devaswams"
 Kudipati Cess. See "Irrigation
 Contributions"
 Kudumpaporuthi. See "Land"
 Kuthagapattom. For leases by the
 several departments—See
 receipts in these departments.
 For leases by the Revenue
 Department See "Land" and
 "Lease".
- L
- Labour
 Labour and Emigration. See
 Emigration
 Labour Commissioner
 Labour compulsory. See
 Kudimaramat Labour contract. See
 contracts

- Labour Department
 Labour and Employment Bureau
 Labour Planters. See Planters
 labour
 Lakes. See tanks
 Land
 This head is hardly ever to be used. Use such heads as "Assignment—Encroachment"
 Land Acquisition (L.A.) Cash
 Compensation
 Grant of Land
 Notification
 Reference to Courts. See suits
 Land alienation. See Alienations—
 Land
 Land assignment. See
 Assignment—
 Land
 Land attachment. See
 Revenue recovery
 Land cess. See assessment
 Land customs. See customs
 Land encroachments. See
 encroachments
 Land improvement loans. See
 advance
 Land records
 Land Revenue (L. R.)
 Land transfer. See Transfer
 Landed property
 Landed property statement See
 periodical returns
 Landing and Shipping Fee Committee.
 See Marine
 Lascars. See Marine
 Latrines. See Medical—Public
 Works and Sanitation.
 Law and Justice
 Law charges. See Fees to Pleaders
 and Suits
 Law College
 Law Officer. See Government
 Pleader
 Law Reports
 Law suits. See Suits
 Lawrence Asylum Almanac. See
 Books and Publications League
 League of Nations
 Leases. See also Mining leases
 General orders only. Indi-
 vidual cases under personal
 names of officers concerned
 Maternity leave
 Legal practitioners
 Legislative Assembly
 Legislative Council. See also
 Elections
 Leper Asylum. See Medical-
 Public Works
 Lepers. See Medical—Sanitary
 Levelling instrument. See Survey
 Library.
 Licences. See Abkari, Arms, Country
 liquor, Drugs, Explosives,
 Foreign liquor, Game, Kerosene
 oil, Market, Marriage, Mines,
 Motor vehicles, Petroleum,
 Poisons.
 Lien. See appointment
 Life assurance. See Assurance
 Light-house. See, Marine-Public
 Works
 Lightning conductors. See Public
 Works
 Limitation
 Limited proprietors
 Line crossings. See Railways
 Lines. See Railways
 Liquor. See Abkari, Country
 liquor, Foreign liquor
 Liquor Shops. See Abkari,
 Country liquor, Foreign liquor
 Liveries. See clothing
 Loans. See also Advances
 Local allowances. See allowances
 Local purchase. See Stores, also
 Delegations
 Locks. See Canals, also Treasury
 Locusts. See Agriculture Insect
 and Pests
 Lorry and Lorry Drivers. See
 Military
 Lottery
 Luggage. See Cochin Service
 Regulations and Travancore
 Service Regulations

Lunatics
 Criminal. See also Asylums
 Lymph. See Vaccination

M

Machinery
 Magazines
 Magisterial (Mag.) See also Courts
 Magistrates (Mgtes.)
 Assistant
 District
 First Class
 Honorary
 Special
 Subordinate. See also Courts,
 Criminal.
 Magnesite. See Mines
 Mails. See Post Office
 Maintenance. See Criminal Pro-
 cedure.
 Maintenance. See Land Records
 Code
 Malaria. See also Sanitary quinine
 Malikhana. See Pensions
 Malversation
 Manacodum lands in Sherthalai,
 See "Enclaves"
 Manuscripts publications
 General
 Department
 General, Circulars, Rules
 Standing Orders, etc.
 Accommodation
 Budget
 Circuit Diaries, Inspection
 Notes and Travelling Allow-
 ance Bills
 Establishment
 Appointments and promotions
 Deputation
 Exemption
 Leave
 Pay and allowance
 Postings and transfers
 Powers
 Punishments
 Reorganisation and revision

Retirement and pension
 Service Book
 Miscellaneous (to include all
 other details)
 Form of correspondence
 Manuscripts—acquisition of
 Receipts
 Records
 Refunds from Revenue
 Manual waste. See assessment,
 Remission
 Manual wet
 Manganese. See Mines.
 Manual. See books and publications
 Manual training. See education
 Manure. See also agriculture, Forests,
 Green Manure Mappilla outrages
 Mappilla rebellion Maps. See
 Survey and Land Records
 Maramat Department General,
 Circulars, Rules Standing
 Orders, etc.
 Accommodation
 Budget
 Circuit Diaries, Inspection Notes
 and T.A. Bills
 Establishment
 Appointments and Promotions
 Departmental tests and pro-
 motions
 Departmental tests and training
 Deputation.
 Exemption
 Leave
 Pay and allowance
 Posting and transfers
 Powers
 Punishments
 Reorganisation and revision
 Retirement and pension
 Security deposits and liabilities
 Service book Miscellaneous
 (to include all other details)
 Form of correspondence
 Receipts

- Records
- Refunds from revenue—See separate Head
- Reports and Publications
- Returns and statements
- Supplies, services and contingencies. Works of different kinds in the various institutions. See respective departments and "works-Public"
- Marine (mar.)
- Markets. See Municipal Sanitary Board
- Marks. See Merchandise marks
- Marriage. Christian Register
- Remarriage of Hindu widows Mascot Hotel.
- Mathilagam. Arat—See "Ceremonies and Festivals"
- Measures
- Medical (Med.) General Orders only
- Medical
 - Board
 - Certificates
 - Chief Medical and Sanitary Officer
 - College
 - Compounders
 - Institution
 - Practitioners
 - Register
 - Registration
 - School
 - Surgeons
 - (Numerous other sub-heads will of course be required)
- Medical Store
- Medicines (et .)
- Medicine, Indigenous systems
- Melkanganom
 - (Sankethem) Department—See "Land Revenue"
 - Lands—See "Land"
 - Mathilagam. See separate head
- Memorials and representations. See the several departments
- Memorials (Those other than Education and Charitable to come here)
- Merchandise marks
- Merchant shipping. See also Marine
- Meteorology. See also observatory
- Meters. See Electric Meters
- Irrigation Water Supply
- Methylated Spirits. See spirits, Denatured.
- Mica. See Mines Midwifery. See Medical Municipal Mileage allowances. See allowance travelling
- Military
- Military cantonments. See cantonments
- Military pensioners. See pensioners
- Military prisoners. See military
- Military proprietors. See revenue recovery
- Military service Family Pension Fund. See Indian
- Mills. See Industries
- Minerals. See Mines
 - Mines
 - Manganese
 - Mica
 - Monazite (etc.)
 - Private
 - Shared
 - State
 - Quarries
- Mills. See "Factories and Mills"
- Mines and Minerals. See also "Geology"
- Mint and Stamps Misappropriation, Misconduct,
 - Official, Professional
- Mission and Mission Bodies
- Monasteries. See "Mutts. Monasteries, Convents, etc."
- Monazite. See "Geology" and Mines and Minerals
- Monsoon, damages
- Monuments, ancient, see also Archaeology

Morphia. See Abkari Drugs
 Mortuary. See Medical
 Municipal—Public Works
 Mosque. See also Religious
 Institutions Motor Vehicles
 Muhammadans
 Muhammadan Law
 Mule—Breeding. See Veterinary
 Municipal (Mpl.)
 Munitions Munro Island
 Murajapom
 Munsiff, District. See Courts,
 Civil
 Munsiff, Village. See Village
 Officers Murder
 Museum
 Mutts, Monasteries, Convents, etc.
 (place-war alphabetically with
 all details)
 Mycologist, Government

N

Nadavaravu. See "Devaswoms—
 receipts Nadavanams. See
 also under
 "Devaswoms and Palaces"
 Narthakalayam
 National Day
 National Extension Service
 Nationality. See certificates of age
 and Nationality
 Native chiefs. See Indian Chiefs
 Native states
 Nattam. See Village Site
 Naturalisation Navarathri Festival. See
 Ceremonies and festivals
 [Navigation. All general matters
 to come here]
 Nayar Brigade. See Military
 Neendakara Bar. See Bars, Bunds
 and Chiras

Neithalloor Koikal. See Aristocratic
 families
 Netural vessel. See ships
 Neturals
 Newspapers reporters
 Newspapers
 Newspapers, security from
 Newspapers, weekly report.
 See Press Regulation
 Non-Brahmins
 Non-co-operation. See also political
 agitation
 Notes, Currency. See Currency
 notes also Treasury
 Notes Promissory. See Promissory
 notes
 Nuisances, town. See town
 nuisances
 Numismatics. See under
 "Archaeology"

O

Oaths
 Objection petitions
 Objection statements. See Audit
 Treasury
 Observatory
 Observatory
 General
 Astronomy
 Bungalow (Residential)
 Department
 General, Circulars, Rules,
 Standing Orders, etc.
 Accommodation
 Budget
 Circuit Diaries, Inspection notes
 and T.A. Bills
 Establishment
 Appointments and promotions
 Departmental tests and training
 Deputation
 Exemption
 Leave
 Pay and Allowance
 Permanent advance
 Postings and transfers

- Powers
 Punishment
 Reorganisation and revision
 Retirement and pension
 Security deposits and liabilities
 Service book
 Miscellaneous (to include all other details)
 Form of correspondence
 Receipts
 Records
 Refunds from revenue—See separate head
 Reports and publications
 Returns and statements
 Supplies, services and contingencies
 Meterology
 Rain gauges
 Office accommodation. See buildings
 Office Machinery
 Office Manual
 Office Orders
 (General orders regarding their issue, etc., individual orders will be indexed under their subject heads)
 Office procedure
 Officers, gazetted. See Gazetted Officers
 Officers, subordinate. See Subordinate Officers
 Official etiquette. See Correspondence
 Official misconduct. See Misconduct
 Official publication. See Books and Publications
 Official Receiver
 Official Reference
 Official Secrets
 Official Trustee
 Oil control. See Kerosene oil control
 Oil seeds. See Agriculture
 Oils
 Ooliums. See "Uzhiums"
- Oottupurahs or Choultries
 General Agrasala—See under "Utsavatom" Institutions [Alphabetically place-war to include all details such as allowance, establishment and other things]
 Swayampakams—See also under "Gosayi Chavadies"
 Opium. See Abkari, Drugs and Excise Ordinances. See under several short titles
 Oriental languages. See Books and Publications. Education, Examinations—Library
 Orphans and Orphanages
 Out ports. See Marine
 Out-posts. See Police Stations
 Out-turn. See Agricultural Statistics
 Over payments. See also Assessments
 Overseas men
 Overtime men
 Oyster farms. See Fisheries
- P
- Pachippara Dam. See Kodayar Project
 Paddy. See Foodgrains, Agriculture
 Paddy breeding station. See agriculture
 Padlocks. See Treasury
 Padmavilas. See "Bhakthivilas and Padmavilas"
 Pakaravoor Swamiyar "See Mutts, Monasteries, Convents, etc."
 Pallikettu
 Palliport Farm. See "Territorial acquisition and losses"
 Pallivasal Scheme
 Palm disease. See Agriculture
 Panamattam Dsvaswam. See "Devaswams Foreign"
 Panchamas. See Depressed Classes
 Panchayat
 Forest

- Informal
- Union, See Unions
- Village
- Paper, See Stationery
- Currency. See Treasury
- Paper. Government, See
 - Promissory notes
- Paper manufacture
- Parks and Gardens
- Parliamentary questions
- Partition
- Parur Bund. See "Bunds. Bars and chiras
- Paschima Devaswam Land. See
 - Devaswams
- Passports
- Pasteur Institute
- Patent
- Patta. See also Assessment
- Pattadar
- Patta transfer. See transfer
- Pattazhi Devaswom. See
 - Devaswams
- Patents and Designs
- Pattam lands in Sherthalai. See
 - Enclaves
- Pay. See salary
- Pay Bills. See (also) Treasury
- Pensions Compassionate allowance
 - See separate head Family and Political pensions'—
 - See Family pensions Gratuity—See the Department served by the recipient Malikhana—See separate head Superannuation Pension—See the several departments Rules, Circulars, Standing Orders, etc.—See
 - under "Public Service"
 - Pepper (Monopoly, Depot Kuvilla, etc.)
- Periyar. Lease and Project
- Periodicals. See "Supplies, Services and Contingencies" under the several departments, and also "Newspapers and periodicals"
- Permanent Advance. See Advances**
- (Permits) See Abkari
- Personal effects) See C.S.R. and T.S.R. Travelling allowance
- (Pests) See agriculture
- Petitions. (General orders regarding)
- Petrol
- Petroleum
- (Petty construction) See Public Works
- Phosphrous
- Piece goods
- (Piet) See marine
- Pilgrims
- [Pilots] (See marine)
- Pipes. See drainage irrigation, etc.
- Places of public resort
- Plague
 - Infected area
 - Inspection stations
 - Observation
 - Sheds
- Planning
- Plans See Correspondence, estimates, maps, survey.
- Plant, See tools and plants
- Planters. European
- Pleaders, See legal practitioners Police.
- Assistant Superintendent
 - Commissioner
 - Constable
 - District Superintendent
 - Guard
 - Inspector
 - Investigation
- Primitive
 - Establishment—
 - Appointments and promotions
 - Departmental test and training
 - Deputation
 - Expenditure
 - Exemption
 - Leave
 - Pay and allowance
 - Powers
 - Punishments

- Reorganisation and revision
 Retirement and pension
 Security deposits and liabilities
 Service book
 Miscellaneous (to include all other details)
 Form of correspondence
 Receipts
 Records
 Refunds from revenue, See separate head
 Reports and Publications
 Returns and statements
 Supplies, Services and contingencies
 Pier. See "Marine"
 Pilgrims
 Pilots. See Marine
 Pilot. See Stationery
 Pipes. See Drainage, Irrigation, Water Supply, Buildings, etc.
 Places of public resort
 Places of Public Worship
 General Bills, Acts and Rules
 Burial and Cremation grounds
 See also separate head
 Places of Public Worship
 (Churches, Cemeteries, Mosques Hindu Temples, etc., to come under the respective pakuthies arranged taluk-war and alphabetically)
 Plague
 Infected area
 Inspection stations
 Observation Sheds
 Plans. See Correspondence, Estimates, Maps, Survey
 Plant. See Tools and Plant
 Planters, European
 Planters, labour
 Pleadors. See legal practitioners
 Pleadors, Government See Government Pleadors
 Pokkuvarathukars. See also the ceremonies concerned
 Pokkuvaravu Cases. See "Land"
- Police, General
 Bills, Act and Rules
 Crimes
 Criminal Intelligence Department
 Criminal tribes and vagrants Department.—
 General, Circulars, rules, Standing Orders, etc.
 Accommodation
 Arms and Ammunition
 Band
 Budget
 Circuit Diaries, Inspection Notes and T.A. Bills
 Establishment:—
 Appointments and promotions
 Departmental tests and training
 Deputation Leave
 Pay and allowance
 Postings and transfers
 Powers Punishments
 Reorganisation and revision
 Retirement and pension
 Security Deposits and Liabilities
 Service Book Miscellaneous (To include all other details)
 Fire & Fire Engines, See separate head
 Form of correspondence
 Receipts
 Records
 Refunds from revenue. See separate head
 Reports and Publications
 Returns and statements
 Rewards Reserve
 Supplies, Services and contingencies
 Uniforms
 Traffic—Road, water, etc.
 Political (Pol.)

- Political Agent
- Political agitation
- Political detenus. See Prisoners
- State
- Political meetings
- Political pensions. See pensions
- Political prisoners. See Prisoners,
- State Political suspects Politics
- Pollution. See also "Devaswoms"
- "Palace" and Civic Rights
- Polymetrical Table Pony-breeding
- See Veterinary—
- Horse breeding Poojavaippoo.
- See "Ceremonies and Festivals"
- Poonjar Edavagai (Enter all details
- here)
- Poor Houses
- Porambokes. See "Land"
- Ports. See under "Marine"
- Port Dues. See Marine
- Port funds. See Marine
- Port Trust Board
- Post-graduate course. See Medical
- Post mortem. See Medical
- Post Office
- Poultry. See Agriculture
- Pounds
- Powers of Attorney
- Precedence warrant of
- Press. See also Government Press
- Press Regulation
- Press communique
- Press Room
- Prevention of cruelty to animals.
- See Cruelty to animals
- Prices, control of Prickly pear
- Prime-movers
- Printing. See also Press, Stationery
- Priority
- Prisons. General
- Arms and ammunition
- Appeals by prisoners. See infra
- Under respective prisons
- Bills, Acts and Rules
- Central Prison Department General,
- Circulars, Rules,
- Standing Orders, etc.
- Accommodation Budget
- Circuit diaries, Inspection
- Notes and T.A. Bills
- Civil Jails (place-war alphabetically)
- Convicts
- Establishment: —
- Appointments and promotions
- Departmental tests and training.
- Deputation
- Exemption
- Leave
- Pay and allowance
- Postings and transfers
- Powers
- Punishments
- Reorganisation and revision
- Retirement and Pension
- Security deposits and liabilities
- Service Book
- Miscellaneous (to include all
- other details)
- Execution-public. See separate head
- Form of correspondence
- Guard
- Hospital. See "Medical"
- Political prisoners
- Press. See under "Government
- Printing"
- Receipts
- Records
- Refunds from revenue. See separate
- head
- Reports and publications
- Returns and statements
- Supplies, services and contingencies
- Uniforms
- Visitors—Non-official

- Privilege leave. See leave
 Privies. See Latrines
 Prize Court
 Probate
 Procedure Codes. See Civil
 Procedure Code and Criminal Procedure
 Process. See also Revenue
 Recovery, Rent recovery
 Process—Servers
 Processions
 Proclamations
 Progress reports. See Periodical
 return
 Progressive scale. See salary
 Prohibitory orders.
 Projects. See Irrigation
 Promissory notes
 Property, transfer of. See transfer of
 property
 Property, unclaimed
 Proportionate pension. See Pension
 Proposition statement. See Establishment
 Proprietary estate. See Estates
 Proprietary estates village service See
 also Village Officers
 Proprietors, limited. See limited
 Proprietors
 Prescription. See Press Regulation
 Prospecting licences. See Mining
 Provident fund
 Public endowments. See Endowments
 Public Debt. Debenture bonds Sterling
 loans
 Public Health. See "Health public"
 Public library. Bills, Acts and
 Rules Department
 General Circulars, Rules,
 Standing Orders, etc.,
 Accommodation Budget
 Establishment: —
 Appointments and promotions
 Deputation and training
 Exemption
 Leave
 Pay and Allowance
 powers
 Punishments
 Reorganisation and revision
 Retirement and pension
 Security deposits and liabilities
 Service Book
 Miscellaneous (to include all other
 details)
 Form of correspondence
 Receipts
 Records
 Refunds from revenue—See
 Separate head
 Reports and Publications
 Returns and statements
 Supplies, services and contingencies
 Public Service. General
 Account Test Examination— See
 separate head
 Bills, Circulars, Acts, Rules, etc.
 (For T. S. R. —See separate head)
 Cart-hire—"See Hire Rates"
 Compassionate allowance—See
 Separate head
 Entertainment in Public service— See
 also under "Civic Rights"
 Establishment —See under the Various
 departments Form of
 correspondence—See under the
 several departments
 Landed "Property Statements"—
 See under "Returns and
 Statements" in the various
 departments.
 Department
 General, Circulars, Rules,
 Standing Orders, etc.
 Accommodation
 Budget
 Committees
 Circuit diaries Inspection Notes and
 T.A. Bills.

Establishment—
 Appointment and promotions
 Departmental tests and training
 Deputation
 Exemptions
 Leave
 Pay and allowance
 Postings and transfers
 Powers
 Punishments
 Reorganisation and revision
 Retirement and Pension
 Security deposits and liabilities
 Miscellaneous (to include all other details)
 Form of correspondence
 Receipts
 Records Refunds from Revenue—See
 separate head Reports and publications
 Returns and statements
 Supplies, services and contingencies
 Public Prosecutor
 Public resort. See places of Public Servants
 Inquiries
 Legal assistance to
 Public Works
 Public Works Department P. W. D
 Public Works Workshops
 Publications. See Books and Publications
 Publications, Obscene. See Books and
 Publications, Press
 Regulation Act
 Publications, objectionable. See
 Books and Publications; Press
 Act Pulp See Forests, Paper manufacture
 Pumping and Boring
 Punkhas. See Contingencies

Q

Quazi, See Kazi
 Quarantine
 Quarries. See Mines also Quarrying

Quarrying. See Mines
 Quarters. See Buildings
 Question. See Legislative Council
 Quinine. See also Malaria
 Quit-rent. See Inams

R

Rabies
 Rail-born trade. See Trade
 Railway-affecting tank. See Rail-
 way protection
 Railway(s) Rys.
 Accidents
 Board
 Carriages
 Contracts and agreements
 Credit notes
 Debentures and loans
 Engines
 Girders and sleepers
 A class
 B class
 Lands
 Line crossings
 Lines
 Overbridge
 Protection Rates and fares (see
 also Civil Service
 Regulations)
 Rolling stock Station Tickets
 Time-table
 Waggons
 Rainfall. See Season report
 Rain-gauge
 Rameswaram Devasthanam. See
 "Devaswoms—Foreign"
 Rape
 Rates
 Rates and fares. See Railways
 Rats. See also Plague
 Reading Rooms. See "Libraries and
 Reading Rooms"
 Reappropriations. See "Funds"
 Reclamations. General
 Schemes
 Ashtamudi Reclamations
 Kayamkulam Kayal do.

- Vellayani Kayal
 Reclamations
 Veli and Akulam take do
 Vembanad do
 Others
 Registry—See "Lands"
 Records. Departmental—See
 "Records" under the various
 departments (General orders to
 come here)
 Records of rights—See also
 Estates Land Act
 Recovery of rent, of revenue—
 See Revenue Recovery
 Recruiting
 Referencing—See Correspondence
 Reform Scheme
 Reformatory—General
 Department:
 General Circulars, Rules,
 Standing Orders, etc.
 Accommodation
 Budget
 Circuit diaries, Inspection
 Notes and T.A. Bills
 Establishments:—
 Appointment And promotions
 Departmental tests and training
 Deputation
 Exemption
 Leave
 Pay and allowance
 Postings and transfers
 Powers
 Punishments
 Reorganisation and revision
 Retirement and pension Security
 deposits and liabilities Service
 Book
 Miscellaneous (to include all
 other details)
 Form of correspondence
 Receipts
 Records
 Refunds from revenue—See
 separate head
- Reports and Publications
 Returns and Statements
 Supplies, Services and Contingencies
 Refunds from Revenue—Those known
 under well-known names
 For those due to "Aristocratic
 families"
 See under those Families. All
 others to come here
 Janmibhogam
 Karathilchilavoo
 Kudivila
 Thiruppuvaram
 Others
 From credit to Budget heads
 (Arranged alphabetically)
 Customs
 Forests
 Income-tax
 Land Revenue
 Salt, etc.
 Registers—See Correspondence
 Stationery Accounts, Deposits,
 Treasury
 Registers Service—See Service
 Books and rolls
 Registration (Regn.) of births and
 deaths Department—See also
 Vital Statistics of Books
 Janmam—See Cochin Land
 Registration
 Registration of Marriages—See
 Marriage. See Medical
 Practitioners
 Regulation—See under respective
 short titles
 Regulators—See Irrigation—
 Public Works
 Release—See Prisoners
 Relief works—See Famine
 Religious Institutions
 Relinquishments of Inams—See Inams
 Remarriage—See Marriage
 Remission of sentence. See
 Prisoners
 Remissions- See Assessment

- Remittance transfer receipt—See Treasury
- Remittances—See Treasury
- Rent—See Buildings
- Rent Recovery—
- Repatriations—See Aliens—Enemy
- Repealing and Amending Regulations
- Reports—See Completion—Correspondence
- Reports and returns—See Periodical returns
- Reserve Police—See Police Reserve
- Reserved Forests—See Forests
- Resettlement—See Settlement
- Resolutions—See Legislative Council
- Residences—See Buildings, Type designs
- Resignation—See Retirement
- Resumption of funds—See funds Resumption of
- Retaining fee—See Government Pleader
- Retirement (General Orders, Individual cases to be indexed under personal names)
- Retiring Pension—See Pensions
- Retrenchment—See Administrative policy
- Returns and Statements—See also under the subjects or departments concerned
- Revenue Department
- Revenue Inspectors—See also Land Records
- Revenue recovery
- Rewards Police
- Revenue—See also Escheats, Pensions, Wild animals
- Rice—See Food-stuffs
- Rice-batta—See Military
- Riding test—See Equitation test
- Rifle Ranges (Place-war alphabetically)
- Riots and Affrays
- Rinderpest—See Cattle Disease Veterinary
- Riots Rivers—See also Assessment, Charge for water
- Irrigation, Poramboke Quarrying,
- Rivers Conservancy
- Road traffic
- Roads Forests Public, See also Poramboke Public works
- Robbery
- Rolling stock. See Railways
- Ropeway
- Route book Royalty. See Mines
- Royal appeals
- Rubber Plantation—See "Planters and Planting Companies"
- For duty. See under "Excise" See also "Visits" and "Guests" Rulers and Chieftains, Chamber of Princes
- Rules See also "Bills, Acts and Rules" under the several heads
- Ryots. See Conferences, Informal Ryotwari
- S**
- Safes. See Treasury
- Salaries Committee
- Salary. See also Cochin Service Regulations and T.S.R., Treasury, Village Officers
- Salt Circles Epzom Extensions Factory Lists Manufacture (Other sub-headings as necessary)
- Saltpetre (Sanction, Powers of)

- (Index under designation, of officer concerned)
- Sand. See foreshore, Rivers
- Sandalwood. See also Forests
- Sanitation (San)
- Sanitary Board
- Sanitary Design
- Sanitary Engineer
- Sanitary Inspector see also Dry zone
- Sanskrit Manuscript Publications. See "Manuscripts—Publications"
- Sastroms. Benaras—See separate head
- Savings Bank (Saw mills. See Forests)
- Scavenging. See Sanitation
- Scarcity allowance
- Scheduled Castes and Scheduled Tribes—
Welfare Measures
Untouchability
Communities
- Scholarships, Memorial Funds, Prices, Endowments, etc. Those relating to General Education—See under "Education"
Those relating to Technical Education—See the concerned heads
Those relating to Charities other than general and technical education. See "Devaswoms, Charitable Endowments and Mutts, Monasteries, Convent, etc."
- Schools. See Education—Municipal—Public Works—Survey. See Survey.©
Master. See Boy Scouts Customs
- See Customs
- Seamen. See Marine
- Search fees. See Records
- Season report. See also Statistics
- Secretariat—General Circulars, Rules, Standing orders, etc.
- Accommodation
- Association
- Budget
- Charity Fund
- Circuit diaries, Inspection N
- and T.A. Bills Establishment—
Appointments and promotions Departmental tests and training
- Deputation
- Exemption
- Leave
- Pay and allowance
- Postings and transfers
- Powers
- Punishments
- Reorganisation and Revision, Retirements and Pension
- Security deposits and liabilities
- Service Book
- Miscellaneous (to include all other details)
- Form of correspondence
- Library
- Receipts
- Records
- Refunds from revenue—See separate head
- Reports and publications,
Returns and statements
- Supplies, services and contingencies
- Secretary
- Secrets, official. See Official secrets
- Security
- Security Proceedings. See Criminal Procedure Code
- Sedition
- Sedition Committee
- Seditious meetings
- Seed beds. See Assessment Seed Selection. See Agriculture
- Seigniorage. See Forests
- Sepoys. See Military, Revenue
- Recovery
- Sericulture
- Serum. See Medical Veterinary
- Service

- Inferior
- Superior
- Service Books and rolls
- Service, deficiency in. See Pensions
- Service, extension of. See Cochin
- Service Regulations and T.S.R. Service Regulation. See "Travancore Service Regulations and C.S.R." Service rolls. See
- Service Books and rolls Sessions Court, Judge.
- See Court, Sessions
- Sessions
- Settlement (Revenue)—General
 - Bills, Acts, Rules
 - Department
 - General Circulars, Rules, Standing Orders, etc.
 - Accommodation
 - Budget
 - Circuit diaries, Inspection
 - Notes and T.A. Bills
- Establishment—
 - Appointments and promotions
 - Departmental tests and training
 - Deputation
 - Exemption
 - Leave
 - Pay and allowance
 - Postings and transfers
 - Powers
 - Punishments
 - Reorganisation and revision
 - Retirement and pension
 - Security deposits and liabilities
 - Service Book
 - Miscellaneous (to include all other details)
 - Form of correspondence
 - Receipts
 - Records
 - Refunds from Revenue—See separate head
 - Reports and Publications
 - Returns and statements
 - Supplies, 'services and contingencies
 - Shastiabdapoorthi ceremony
 - Shell pit
 - Shells
 - Ship-building. See Marine.
 - Ships, Shipping fee. See Marine
 - Ships, White and Black lists. See Marine
 - Shop-sites
 - Shorthand
 - Shorthand writers. See also Examination.
 - Shroffs. See Treasury
 - Shutters. See Canals, Tanks
 - Silk. See Sericulture
 - Silt. See Canals, Tanks, etc.
 - Sinking Funds. See Funds, sinking
 - Sirkar Vakils, See "Vakils"
 - Site Committee
 - Sites. See House-sites
 - Slavery
 - Slaughter houses
 - Sluices. See Canals, Tanks
 - Smallpox. See also Vaccination, Inoculation
 - Smuggling. See Abkari, Arms' Act Customs
 - Snakes
 - Soaps, See Industries
 - Social and moral hygiene
 - Societies, Assurance. See Assurance
 - Societies, Co-operative Credit. See Co-operative Credit.
 - Soil Conservation
 - Soldiers. See Military
 - Soldiers, discharged. See Demobilization
 - Spare copies of Government Proceedings
 - Special duty
 - Special funds. See also Chavadis, Irrigation (minor), Ponds, (Village officers)
 - Special staff, See Settlement.
 - Special tests. See Examination
 - Specific relief
 - Spike disease. See Sandalwood

- Spinning. See Weaving
- Spirits, denatured
- Spirits rectified
- Sreepadom
(All details to come here except those relating to the individual members of the Royal Family)
- Sreepandaravagai. See "Land" and "Melkanganom"
- Stage carriages
- Stallions. See Advances—Agriculture, Horse-breeding, Mule-breeding, Pony-breeding, Veterinary.
- Stamp manufactory. See "Mint and Stamps"
- Stamp vendors
- Stamping party. See Measures
- Stamps. See also Rubber stamps
- Standardized list. See Forms, Furniture, etc.
- Standing Orders. See concerned departments
- State Charities. See "Charities"
- State Manual
- Statements. See "Returns and Statements" under concerned heads
- State Mourning
- State Prisoners. See Prisoners
- Stationery Department (including Central Printing Office) General Circulars, Rules, Standing Orders, etc. Accommodation Budget Circuit diaries, Inspection notes and T.A. Bills.
- Establishment—
- Appointments and promotions
 - Departmental tests and training
 - Deputation
 - Exemption
 - Leave
 - Pay and allowance
 - Postings and transfers
- Powers
- Punishments
- Reorganisation and revision
- Retirement and pension
- Security deposits and liabilities
- Service Book
- Miscellaneous (to include all other details)
- Form standardisation of Form of correspondence
- Receipts
- Records
- Refunds from Revenue. See separate head
- Reports and publications
- Returns and statements
- Stores
- Supplies, services and contingencies
- Statistics—
- Agriculture
 - Season Report, See also Account—Village, Taluk
- Statistics, Vital. See Vital Statistics
- Steam roller. See Municipal Public Works
- Stenographer, Stenotypist. See Shorthand-writers
- Stock files. See Correspondence
- Stores
- Strawboards. See Stationery
- Strikes
- [Students Advisory Committee. See Committee Advisory, Students]
- Study leave. See leave Subdivisions. See Land Records and Survey
- Sub-Magistrates. See Courts, Criminal, Deputy Tahsildars and Magistrates Subordinate Officers (General orders only Orders affecting individuals to be indexed under the names) Sub-Registrar. See Registration Department

- Subsidy. See Funds
- Sub-treasury. See Treasury
- Sugar Committee
- Sugarcane. See Agriculture
- Suicide
- Suits, Appeal
- Acquisition reference
 - Original
 - pauper
 - (Rent)
 - Small Cause

(First will be indexed any general orders relating to suit, then papers relating to individual suits, under each sub-head (appeals, etc.) First will come the name of the place where the court that is dealing with the suit sits, then the designation of such court e.g. (Irinjalakuda District Munsiff). The names of the places will be arranged in alphabetical order and under each place the designations of the courts will so arranged. Then the number of the suit preceded by appropriate abbreviations 'AS'. (Appeal suit) 'OSs'. (Original suit) etc. These abbreviations will be arranged in alphabetical order and under each the suits will be arranged according to their years and numbers. The year must come before the number.)
- Summons, revenue. See also processes
- Superannuation pension. See Pensions
- Super-tax (S.T.) See also Income-tax.
- Supplies, Civil. See Supplies
- Supplies to—
- Touring Officers
 - Travellers
 - Troops
- Surgeons, Assistant, Civil Assistant, Sub-Assistant. See Medical
- Surrender of funds. See Funds, Surrender of
- Survey—General
- Bills, Acts, Rules etc.
 - Department [General, Circulars], Rules, Standing Orders, etc.
 - Accommodation
 - Budget
 - Circuit diaries, Inspection notes and T. A. Bills.
- Establishment—
- Appointments and promotions
 - Departmental tests and training
 - Exemption
 - Deputation
 - Leave
 - Pay and allowance
 - Postings and transfers
 - Powers
 - Punishment
 - Reorganisation and revision
 - Retirement and pension.
 - Security deposits and liabilities
 - Service Book
 - Miscellaneous (to include all other details) Form of correspondence Receipts Records Refunds from revenue. See separate head
 - Reports and publications
 - Supplies, services and contingencies—Land Records. See also separate head
 - Survey School and Survey training
- Survey and demarcation
- Survey marks. See Survey
- Suspects. See Political suspect

- Suspension
 (General orders on this subject individual cases will be indexed under the personal name of the officer concerned), T
- Suspension of revenue collections.
 See Assessment. v
- T
- Tahsildars (Deputy). See Deputy Tahsildars
- Taluk (Tk)
 (Accounts;. See Accounts, Taluk Clerks, (Head Accounts) See Accountants
 Magistrates. See Magistrates
 Tamil
 Tangasseri. See "Anjengo and Tangasseri."
- Tank, See Irrigation, Public Works, Railway protection.
- Tank-beds. See Porambokes Tank Restoration Scheme See Irrigation Tanks (Bathing tanks alone)
 Irrigation tanks. See Irrigation
- Tanks. See Inams
- Tanks, Ruined
- Tanning
- Tappal. See Correspondence
- Tariff
- Tarpaulins
- Tavern. See Beer
- Taxes. On Land. 'See Land"
 Other taxes. See the respective subjects
- Taxation in kind—abolition of. See Administration
- Tax on Income. See "Income-tax"
- Tea. Duty on tea. See under Excise
- Technical education. See Education
- Technical Examinations. See Examinations
- Technical institute
- Telegrams
- Telegraphs
- Telephones
- Temple. See also Devestanam, Poromboke. Religious Institution
- Temple Committee (Tenants Improvements)
- Tentage. See Allowances and Cochin Service Regulations
- Tents
- Territorial Acquisitions and losses. Pallipport Farm
- Text-Book Committee
- Thalliar Irrigation Scheme
- Thanathuchitta Lands. See "Land"
- Thanneerpandals or Water sheds For those attached to Devaswom. See "Devaswoms"
- Thatchudaya Kaimal "See Devaswoms and Koodalmanickam Devaswom"
- Theft
- Thiruchandoor Devaswom.
 See "Devaswoms—Foreign"
- Thirumadampu Ceremoney. See under "Refunds from Revenue"
- Thiruppurvaram. For those due to aristocratic families. See under "Aristocratic families"
- Thiruvanchikulam Devaswom.
 See "Devaswom".
- Tickets See Railways
- Time Guns
- Time-scale. See salaries
- Time table. See Railways
- Title-deeds See also Inams
- Toddy See Abkari, Country Liquor
- Toll gates. See Tolls
 Tolls Tombs. See also Burning and burial-grounds
- Tools and , plants See Municipal, Public Works
- Topes
- Topographical survey See survey

- Tours
 - Ministers
 - Rajpramukhs
 - Governors
 - Governor-General
 - Town-planning
 - Towns-nuisances
- Tourist Department—
 - Bungalows and Houses
 - Durbar Hall Ernakulam
 - Kanakakunnu, Trivandrum
- Establishment
 - Hotels
 - Hospitality and Entertainments
 - Development and Plan Schemes
- Trade. See also Industry, Inter-portal Convention
- Trade Marks. See Merchandise Marks
- Trade Unions
- Trading with enemy. See Enemy trading
- Traffic, control of training.
 - See Deputation Revenue Inspectors Survey, etc.
- Tramways.
- Transfer of charge. See Service Regulations
- Transfer of Criminal cases
- Transfer of funds. See Funds, transfer of
- Transfer
 - Dry to wet
 - Land, assigned to poramboke Patta. See Transfer of Registry
 - Poramboke to assigned
 - Unassessed to assessed
 - Wet to dry, of officers,. See also Transfer of Registry (General orders only. Individual cases will be indexed under the personal names of the officers concerned)
- Transfer of property
 - Transfer of Registry
 - Transfer of Revenue suits
- Transfer of services. See Service Regulations
- Transliteration. See Correspondence
- Title, Honours and Title holders.
 - See Honours and insignias
- Tobacco. See "Under Excise"
- Transport—General
 - Committees (to include the Advisory Committee and the Traffic Board also)
 - Bills, Acts and Rules
 - Department
 - General, Circulars, Rules
 - Standing Orders, etc.
 - Accommodation
 - Budget
 - Circuit diaries, Inspection Notes and T. A. Bills
- Establishment —
 - Appointments and Promotions
 - Departmental tests and training
 - Deputation
 - Exemption
 - Leave
 - Pay and allowance
 - Postings and transfers
 - Powers
 - Punishments
 - Reorganisation and revision
 - Retirement and pension
 - Security deposits and liabilities
 - Service Book
 - Miscellaneous (to include all other details)
- Form of correspondence
 - Receipts
 - Records
 - Refunds from Revenue. See separate head
 - Reports and Publications
 - Returns and statements
 - Services (Bus or Lorry, in various lines)
 - Supplies services and contingencies

T.A. Bills, See under "Circuit diaries, T.A. Bills and Inspection notes in the various Departments"
 T.Bs and Camp Sheds
 [Place-war, alphabetically] For "Establishment"—See "Land Revenue Department"
 Treasurer
 Treasure-trove
 Treasury
 Treaty
 Tree patta. See Assessment
 Tree-tax. See Assessment Country liquor
 Tree-value. See Assignment
 Trees
 Trigonometrical Survey. See Survey.
 Troops. See Military
 Trustees
 Trusts. See also Breach of trusts
 Tuberculosis. See Medical
 Type designs. See also Sanitary designs
 Typewriters (T.W.)
 Typists

U

Ulsavamadam
 Agrasala
 Department
 General, Circulars, Rules
 Standing Orders, etc.
 Accommodation
 Budget
 Establishment—
 Appointments and promotions
 Deputation
 Exemption
 Leave
 Pay and allowance
 Postings and transfers
 Powers
 Punishments
 Reorganisation and revision

Retirement and Pension
 Security deposits and liabilities
 Service Book
 Miscellaneous (to include all other details)
 Form of correspondence
 Koppupanam and other allowances
 Receipts
 Records
 Refunds from Revenue. See Separate head
 Returns and statements.
 Supplies, services and contingencies.
 Unauthorised occupation. See Encroachment.
 Unclaimed property. See property.
 Uniforms. See Clothing
 University of Travancore
 General
 Accommodation
 Bills, Acts and Rules
 Bodies (the Senate and the Syndicate)
 Budget
 Circuit diaries. Inspection notes and T.A. Bills.
 Circulars, Rules and Standing Orders
 Committees and conferences
 Concessions to Backward Classes
 Establishment—
 Appointments and promotions
 Departmental test and training
 Deputations
 Exemption
 Leave
 Pay and allowance
 Permanent advance
 Posting and transfer
 Powers
 Punishments

Reorganisation and revision
 Retirement and pension Security deposits and liabilities Service Book Miscellaneous (to include all other details)
 Fisheries (See separate head)
 Form of correspondence
 Receipts
 Records
 Refunds from Revenue. (See separate head)
 Returns and statements
 Supplies, services and contingencies
 Examinations Board, etc.
 Exhibitions
 Institutions—(College to be arranged alphabetically and place-war)
 Manual training
 Medical Inspection
 Provident Fund
 Scholarships—Memorials and Prizes. (See Individual Institutions) .
 Text-book and Curricula Universities (to include other Universities)
 Vacations and holidays
 Unani. See Medicine, Indigenous systems.
 Unreserved Land
 Usury
 Urallars. See the respective Devaswoms
 Uzhiums. See also under "Land—Viruthi or Service Inam"

V

Vaccination. See under "Sanitation" and "Municipalities"
 Vacation. See under "Education" and "Judicial"
 Vagrants. See "Police—Criminal tribes" and "vagrants"

26/178/97—7

Vakils
 Sannads
 Vakalaths
 Vanjipuzha Chief , Edavagai, etc. (to include Peruvanthanam Devaswom)
 Vannarpet Bungalow, See under Bungalows Government
 Veterinary—General
 Animals
 Bills, Acts and Rules
 Birds
 Departments. (See also under "Agricultural Department") '
 Accommodation
 Budget
 Circuit diaries, Inspection notes and Travelling allowance Bills
 Establishment— Appointments and promotions
 Departmental tests and training
 Deputation
 Exemption
 Leave
 Pay and allowance
 Posting and transfers
 Powers
 Punishments
 Reorganisation and revision
 Retirement and pension
 Security deposits and liabilities
 Service Book
 Miscellaneous (to include all other details)
 Form of correspondence
 Receipts
 Records
 Refunds from revenue. (See separate head)
 Reports and publication
 Reptiles
 Returns and statements
 Supplies, services and contingencies
 Viceroy. See "Governors and Governors General"

- Victoria Jubilee Town Hall
 Village Accounts. See Accounts
 Village Adangal, See Accounts
 Village community
 Village Courts. See Courts
 Village Establishment. See Village
 Village
 Officers Village
 Officers (V.O.s.)
 Accountant
 Articians (Hereditary)
 Menon. See Accountant
 Toti (Entries will be made thus.—
 Headman—Taluk—Village, suspended (B. Ramaswami Naidu) (Taluks being arranged in alphabetical orders and under them Villages also so arranged)
 Village Panchayat. See Panchayats
 Village site. See also Dry zone
 Village, list of
 Visits
 Ceremonial
 High peronages
 Warship, etc. Vital statistics
 Volunteers. See
 Military Voters. See
 Elections
 Voting. See
 Elections
- W
- Wages. See also Statistics.
 Wagon. See railways
 Wandering gangs
 War. See also Military. Censorship
 Fortnightly report, trading with the enemy, etc.
 War allowances. See Allowances, war
 War loans
 Warders. See jails
 Wards. (See Court of Wards, Guardian and Wards)
- Warehouse. See Abkari, Custom
 Warkalai Tunnel.
 Warm clothing. See Clothing
 Warrant
 Warrant of precedence. See Precedence, warrant of
 Waste lands. See land
 Water. See Irrigation
 Water Cess. See "Irrigation"
 Water finder. See Agriculture
 Water Sheds. See Thaneerpandals" Water rate. See Assessment
 Water supply. See Local Funds-Municipal Public Works-Sanitary Board
 Water works. Only General matters to come here for Departmental matters. See works Public, Department.
- Weaving
 Weaving expert
 Weights. See measures
 Weirs. See Channel—Irrigation
 Wells. See Advances, Land Improvement Irrigation—Municipal—Public Works—Sanitary Board—Water—rate
 Wharf. See canals, Marine
 Wheat. See Foodstuffs
 Whipping
 Widows. See Marriage
 Wild animals
 Wild birds
 Wild Life
 Wills
 Wool
 Workmen's breach of Contract. See contract
 Works—Public including General Drainage and Water Works, Avenue trees—See separate head Bars, bunds and chiras separate head Bathing ghauts. See separate head Bridges and culverts
 British Works. See separate head

- Buildings—
 Bhakthivilas and Padmavilas—
 See separate head Bungalows—
 Government Residential quarters—
 See separate head
 Departmental buildings under
 "Accommodation" in the
 Departments concerned
 Forest camp sheds and other
 Forest buildings including
 Forest Officers—See "Forest"
 Guest House—See Separate
 head Observatory Bungalow—
 See
 "Observatory"
 Residencies—See separate
 head
 Revenue camp sheds and other
 buildings, including offices—
 See "Land" Revenue Department
 Accommodation
 Sanatorium Buildings—See
 "Sanatorium"
 Satroms—See separate head
 T.B.s and Camp sheds—See
 separate head
 Canals and Irrigation channels See
 "Backwaters and canals"
 and also "Irrigation"
 Communications Canals—See
 "Backwaters and canals"
 Railways—See separate head
 Roads—Name-war alphabeti-
 cally.
 Local roads by taluks
 Main Roads (passing through more
 than one Division)
 Planters roads and private roa
 Ryots roads Other roads
 Department, Public Works
 General, Circulars, Rules,
 Standing orders etc.,
 Accommodation Budget
 Circuit diaries, Inspection Note
 and T.A. Bills
 Establishment—
 Appointments and promotions
 Departmental tests and training.
 Deputation
 Exemption
 Leave
 Pay and allowance
 Postings and transfers
 Powers
 Punishments
 Reorganisation and revision
 Retirement and pension
 Security deposits and liabilities
 Service Book
 Miscellaneous (to include all
 other details) Form of
 correspondence Receipts Records
 Refunds from revenue-See separate
 head
 Reports and publications
 Returns and statements
 Supplies, services and contingencies
 Electrical works—See "Electricity"
 Irrigation—See separate head
 Landing ghauts do.
 Railways do.
 Receipts Miscellaneous-Tolls, etc.
 Tolls, Plant and
 Machinery Town Planning
 Tunnels—Varkala tunnels—See
 separate head
 Works-Private
 works Water works
 Wells
 Works—Miscellaneous Works—Relating
 to departments of Government
 will go under "Accommodation" in
 those, departments
 Workshops and Stores

Workshops, See also Public Works
 Workshops.
 Wound pension. See Pensions
 Wrecks
 Write off, See Account, Arrears
 Wrongful confinement Wrongful
 restrain

X

X-ray apparatus. See Medical
 Yarn

Y

Yarn.
 Y.M.C.A., Y.W.C.A., etc.
 See "Associations, clubs and
 societies"

Z

Zamindars, Samindaris, See
 Estates, Proprietors, Honours
 and Titles
 Zeaphut. See "Installation"

APPENDIX V



GOVERNMENT OF KERALA

Abstract

SECRETARIAT—CREATION, CLASSIFICATION, TRANSFER AND STORAGE OF
RECORDS—RETENTION PERIODS OF RECORDS—GUIDELINES—ISSUED

PERSONNEL AND ADMINISTRATIVE REFORMS (WORK STUDY X)
DEPARTMENT

G.O. (Ms.) No. 33/91/P&ARD. Dated, Thiruvananthapuram, 4th October 1901.

Read:— G.O.(Ms.) No. 157/76/H. Edn. dated 11-10-1976.

ORDER

In order to ensure the retention of records of lasting value, controlling, creation of records and to ensure the selective collection, storage, preservation and dissemination of information, the Government are pleased to issue the following guidelines:—

(1) A "Records Retention Schedule" common to all Departments of the Secretariat is prescribed in Appendix I to this order. While the existing mode of closure of files shall continue, the Records Retention Schedule is to be followed to decide on the appropriate periods of retention in different series.

(2) Separate note files are to be opened only if correspondence, examination, decisions and/or orders are likely.

(3) The retention period of the different types of records determined in terms of needs and utility, shall be as follows:—

(i) *Most Important*

Records which are to be preserved permanently because of their intrinsic value.

(ii) *Important*

Files/records which are to be retained permanently for administrative reasons.

(iii) *Desirable*

Files/records which do not require permanent retention because of their limited administrative or historical importance.

(iv) *Ephemeral*

Records which have no long-term relevance and which can be destroyed after one year.

(4) Papers of ephemeral value to be segregated and kept separately right at the beginning

(5) Current numbered papers on which no further action is required should be lodged without docketing. They are to be transferred to the General Administration (Secretariat Records) Department together with papers of ephemeral value, after one year, for disposal as waste paper.

(6) The following information aids shall be maintained in all the dealing sections as detailed in Appendix II.

- (i) Guard File
- (ii) Standing Note
- (iii) Precedent Book and
- (iv) Subject-wise Stock File

(7) Papers of reference value alone need be added to the relevant stock files

(8) Instruction in paras 82 to 103 of the Kerala Secretariat Office Manual on noting and G.O. (Ms.) No. 40/86/GAD dated 31-1-1986 on the maintenance of current file in two parts, namely one containing substantive papers alone and the other containing only unsubstantive papers like reminders etc., shall be followed strictly and systematically.

(9) Only substantive papers need be kept in closed files/disposals. Others like reminders, additional copies of communication etc., shall be weeded out and transferred to the General Administration (Secretariat Records) Department for disposal as waste paper.

(10) The existing procedure for the transfer of records/disposal to the General Administration (SR) Department and their accounting will be replaced by the revised system for the purpose detailed in Appendix IV.

(11) In order to ensure proper/correct accounts for the disposal already available now in General Administration (SR) Department such disposals and all those disposal already issued from there, which yet to be returned, shall be entered in the Register of Records in the format given at Annexure I. The General Administration (SR) Department shall take urgent appropriate steps for the above.

(12) Records/disposals/files selected for permanent retention should be returned to the State Archives, from time to time.

(13) Files/records which have been retained for over 25 years shall be appraised in consultation with the State Archives Department, those which are to be retained further being transferred to the State Archives.

(14) Appraisal and weeding-out operations of files/records in the General Administration (Secretariat Records) Department are to be conducted by experienced personnel.

(15) The norm of 165 closed files/disposals/records per day per section officer working in the weeding-out branch of the General Administration (SR) Department is prescribed for the appraisal review of disposals/records.

(16) The Under Secretary in charge of the General Administration (SR) Department shall conduct independent review of all the closed files/disposals/records marked for retention and 5 % of those marked for destruction by the weeding-out branch and confirm the correctness of their appraisal.

(17) The appraisal and weeding-out of records shall take place systematically and regularly according to a work plan so that arrears are avoided. The Clerical Assistants attached to the receipt and issue branch shall prepare a list of disposals/records to be appraised and weeded out in each year with reference to the register of records before the end of the preceding year itself. The Under Secretary in charge of the General Administration (SR) Department shall distribute the number of disposals to be appraised and weeded out among the section officers in the weeding-out branch, prepare a work plan for the year for each section officer and monitor the operations every month so that there are no year end arrears.

(18) Since the Secretariat Records Repository houses records in English as well as Malayalam, the General Administration (English Records) Department is renamed as General Administration (Secretariat Records) Department.

(19) The Kerala Secretariat Office Manual will be suitably amended in terms of the above orders.

(20) The General Administration (House Keeping Cell) Department, the General Administration (Service E) Department and the General Administration (Secretariat Records) Department shall take early action to provide the infrastructure of the General Administration (Secretariat Records) Department on the basis of the recommendations indicated in Appendix V to this order.

By order of the Governor,

S. PADMAKUMAR,

Chief Secretary to Government.

RECORDS RETENTION SCHEDULE

APPENDIX I

Why should there be a Record Retention Schedule

One of the pre-requisites for a sound system of records management is that there should be a reasonable ratio between the creation and destruction of records. Disproportionate growth of disposals/records would bring about serious problems in regard to space for their storage, money needed for their scientific management in good physical condition and the man power required for their care and processing. It is therefore imperative that creation of records be kept within manageable limits. One of the steps towards achieving this objective is preparation of a retention schedule of records indicating their period of retention. The 'Records Retention Schedule' for records common to all Departments which is given hereunder has been drawn up without upsetting the existing documentation practices, record groups and classification.

TABLE OF CONTENTS

	<i>Page</i>
PART I—Record relating to establishment and house-keeping activities	203
A—Establishment	•• 201
B—Welfare	•• 231
C—Vigilance	•• 237
D—Common Office Services	•• 245
E—Malayalam, Tamil, Kannada and Hindi	•• 263
F—Public Relations	•• 269
G—Finance, budget, cash and accounts	•• 275
H—Parliament	•• 295
PART II—Records (other than those relating to establishment and house-keeping activities) common to all departments	•• 301

A. Establishment

	Page
1. Creation and classification of posts	203
2. Recruitment	204
3. Scheduled Castes and Scheduled Tribes and Backward Classes and Released Indian Armed Forces Personnel (Ex-servicemen)	207
4. Retrenchment	208
5. Verification re-verification of character and antecedents	209
6. Medical examination	209
7. Service records	210
8. Postings and transfers	213
9. Seniority	213
10. Leave (other than study leave and casual leave)	214
11. Casual Leave (including special leave and compensation Leave)	214
12. Pay /Special pay	215
13. Allowances	215
14. Confidential/assessment report/performance appraisal	216
15. Increment	217
16. Regularisation	217
17. Probation/confirmation	218
18. Promotion/reversion	219
19. Training/scholarships/fellowships in India and abroad	220
20. Departmental examinations	221
21. Deputations and delegations	222
22. Delegation of powers	222
23. Honorarium/awards	223
24. Pension/retirement	223
25. Resignation	224
26. Extension of Service	225
27. Re-employment	225
28. Nomination of employees	226
29. Forwarding of applications	226
30. Study leave	227
31. No objection certificate	227
32. Amalgamation /integration/bifurcation of offices/institutions	228
33. Court cases	228
34. Records other than files	229

RECORD RETENTION SCHEDULE FOR RECORDS COMMON TO ALL DEPARTMENTS

Part I—Records relating to establishment and House-keeping activities**A. Establishment**

Description of record			
Main head	Sub-head	<i>Retention period</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)
1 Creation and classification of posts	1. Continuance/abolition/revival of posts 2. Conversion of temporary posts into permanent ones. 3. Creation of posts 4. Revision of scales of pay.	3 years plus the period of sanction. 3 years 8 years Permanent in the case of Departments issuing the orders and Departments concerned, other Departments need keep only the standing orders weeding out the superseded ones as and when they, become obsolete.	Subject to particulars of sanction being noted in the sanction/Establishment Register.
	5. Up-grading of posts	5 years	
	6. Re-deployment/shifting of posts	3 years	
	7. Change of designation	3 years	

(1)	(2)	(3)	(4)
2. Recruitment	1. Recruitment (General) aspects including provisions of the constitution.	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
	2. Appointment of dependents of deceased employees	Permanent	Subject to appropriate entry being made in the Service Book.
	3. Estimate (annual) of vacancies	1 year	
	4. Employment priorities and maintenance of roster.	(a) 3 years in respect of scheduled castes/tribes. (b) 1 year in the case of others.	
	KPSC (Consultation) Regulations.	Permanent in the case of Departments issuing the orders and the Departments concerned; other Departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	

- | | | |
|--|--|--|
| 6. Framing of recruitment rules. | Permanent in the case of departments issuing the orders and the departments concerned; other departments need keep only the Standing rules weeding out the superseded ones as and when they become obsolete. | |
| 7. Recognition of qualifications. | Permanent in the case of departments issuing the orders and the departments concerned, other departments need keep only the standing rules weeding out the superseded ones as and when they become obsolete. | } Subject to appropriate entry being made in the Service Book. |
| 8. Recruitment through Employment Exchange (general aspects) | 3 years | |
| 9. Recruitment from open market including advertisements inviting of applications. | 5 years or one year after the expiry of the term of appointment whichever is later. | |
| 10. Recruitments through K.P.S.C. | 10 years | |
| 11. Reservation in service (a) Scheduled Castes/ Scheduled Tribes. | 10 years or till the orders/rules in this regard are superseded, whichever is later. | |
-

(1)	(2)	(3)	(4)
	(b) Others	5 years or till the orders/rules in this regard are superseded whichever is later.	
	12. Return regarding appointment and promotion made without consultation with K.P.S.C.	1 year	
	13. Selection Committee for recruitment of Personnel.		
	(a) Constitution	3 years, or 1 year after reconstitution whichever is later.	
	(b) Proceedings	Period of limitation or 3 years, whichever is greater.	
	14. Relaxation of age/ educational qualifications.	5 years	
	15. Condonation of break in service.	1 year	Subject to a. suitable entry being made in the appropriate Service Book/Record and an authenticated copy of order being kept in the service book.

- | | | |
|--|---|--|
| <p>16. Engagement of casual labour.</p> | <p>3 years for purpose of audit.</p> | |
| <p>3. Scheduled Castes, Scheduled Tribes, Backward classes and Released Indian Armed Forces Personnel (Ex-servicemen).</p> | <p>1. Representation in posts and service policy and implementation of safeguards.</p> | <p>Permanent in the case of departments issuing the orders, instructions, etc., other departments need maintain only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.</p> |
| | <p>2. Reservation of vacancies (including Grouping of posts and exclusion of posts and from reservation orders)</p> | <p>} 10 years.</p> |
| | <p>3. Reservation of vacancies.</p> | |
| | <p>4. Complaints from associations regarding Non-observance of reservation in services.</p> | <p>1 year</p> |

The department of Administrative Reforms as the authority responsible for overall policy and co-ordination in the matter may keep such records for appropriate longer periods to be prescribed by them.

(1)	(2)	(3)	(4)
4. Retrenchment	5. Annual statement regarding representation of Scheduled Castes/Scheduled Tribes and Backward classes and Released Indian Armed Forces Personnel. (Ex-servicemen)	1 year	
	1. General principles	Permanent in the case of Departments issuing the orders, instructions etc., other departments need keep only the standing orders and instructions weeding out the superseded ones as and when they become obsolete.	
	2. Individual Orders	3 years	Subject to suitable entries being made in the S.B. A copy of the order will be placed on the Service Book.

5. Verification /reverification of character and antecedents.

Rules (General aspects).

Permanent in the case of, departments issuing the rules, orders and instructions: other departments need keep only the standing rules etc; weeding out the superseded once as and when they become obsolete.

2. Individual Cases:

(i) Cases cleared for appointment: 5 years.

(ii) Cases debarred from, appointment: 20 years.

6. Medical examination

1. Rules (general aspects)

Permanent in the case of departments issuing the rules, orders

(1)	(2)	(3)	(4)
7. Service records.	2. Individual cases	3 years	and instructions : other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.
	1. Service Book	(a) 10 years after the pensionery claims are finally settled and sanctioned.	
	2. Change in name of a government servant	1 year	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of

3. Alteration in the date of birth 3 years

4. Change in qualification of government servant 1 year

5. Gradation/seniority list:

(a) In the case of department preparing and bringing out the compilation. } 10 years or 3 years after the list is revised, whichever is later.

the order being kept in the service book/record

Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in the service book/ record.

Subject to a suitable entry being made in the appropriate service record/Service Book

(1)	(2)	(3)	(4)
	(b) In the case of other departments (ie. those supplying information for such compilation)	1 year after issue of relevant compilation.	
	6. Verification of age and educational qualifications	1 year	Subject to suitable entry being made in the S. B, Subject to suitable entries being made in the appropriate service record/ service book
	7. Admission of previous service not supported by authenticated service record eg. through collateral evidence.	3 years	
	8. Nomination relating to family pension and D.C.R. gratuity	1 year	Subject to the nomination in original being placed in the service book/ record
	9. G. P. Fund nomination	1 year	Subject to the original nomination being placed in the service book/ record

8. Postings and transfers	1. General aspects	Permanent in the case of departments issuing the orders instructions etc. other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete	
	2. Individual orders	3 years for purpose of audit.	Subject to a suitable entry being made in the appropriate service record and the register of postings.
9. Seniority	1. General Principles	Permanent in the case of departments issuing the orders instructions, etc. other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete	
	2. Fixation of seniority in individual cases	5 years	

(1)	(2)	(3)	(4)
3. Representations	5 years	If the representation results in the original seniority being revised, an authenticated copy of the relevant order/decision will be kept in the original file	
10. Leave other than study leave and casual leave	1. Rules (General aspects)	Permanent in the case of Departments issuing the rules other Departments need keep only the standing rules weeding out the superseded ones as and when they become obsolete	
	2. Individual sanctions	One year after the duration of leave.	Subject to suitable entries being made in the appropriate S.B./ Service record and leave account

11. Casual Leave (including t. Rules special Leave and compensation leave)

Permanent in the case or Departments issuing the Rules, orders and instructions, other Departments need keep only the standing rules weeding out the superseded ones as and when they become obsolete.

2. Individual sanctions.

One year.

12. Pay/Special Pay 1. Rules (general aspects)

Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules and orders, weeding out the superseded ones as and when they become obsolete,

2. Individual cases

3 years for purpose of audit.

Subject to suitable entries being made in the appropriate service record/S.B. and pay bill register.

13. Allowances

1. Rules (General aspects)

Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.

(1)	(2)	(3)	(4)
14. Confidential/assessment Report/performance appraisal.	2. D.A., H.R.A. & CCA 3. Deputation (duty) allowance 4. Overtime allowance 5. Travelling allowance 6. Washing allowance 7. Educational concession for children of political sufferers 8. Air Travel by non-entitled personnel 1. Rules (general aspects)	3 years for purpose of audit. Permanent in the case of departments issuing the rules etc. other departments need keep only the standing rules, weeding out of the superseded ones as and when they become obsolete.	
	2. Recording of confidential reports. 3. Communication of adverse entries. 4. Representation expunction of adverse entries	3 years after retirement from service One year	Subject to a copy of the orders/decision thereon being placed in the Dossier of confidential / assessment Report/Performance Appraisal.

15. Increment	1. Rules (General aspects)	Permanent in the case of departments issuing the rules etc., other departments need keep only the standing rules weeding out the superseded ones as and when they become obsolete.	
	2. Withholding of - increments	10 years; or 3 years after final disposal of appeal or final judgment under the normal course of law, whichever is later.	Subject to suitable entry being made in the appropriate service record/S.B.
	3. Representations and petitions	3 years	If the representation results in the original order being revised, suitable entries will be made in the appropriate record.
16. Regularisation	1. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, etc. weeding out the superseded ones as and when they become obsolete.	

(1)	(2)	(3)	(4)
	2. Individual orders	3 years	Subject to a suitable entry being made in the appropriate service record/Service Book.
	3. Representation	3 years	If the representation results in the original orders being revised suitable entries will be made in the appropriate service record/S.B.
17. Probation/confirmation	1. General Principles 2. (probation) Rules (Confirmation)	Permanent in the case of departments issuing the Rules/orders, instructions; other departments need keep only the standing Rules orders and instructions etc., weeding out the superseded ones as and when they become obsolete.	

	3. Declaration of probation/confirmation I	3 years	Subject to suitable entries being made in the appropriate service record/S.B.
	4. Extension of probation		
	5. Representations and petitions	3 years	If the representation results in the original orders being revised, suitable entries will be made in the appropriate service record/ Service Book.
18. Promotion/reversion	1. General Principles		Permanent in the case of departments issuing the orders instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
	2. Departmental Promotion Committee		(a) Constitution: 3 years or 1 year after the D.P.C. has been reconstituted, whichever is later.

(1)	(2)	(3)	(4)
10. Training/ Scholarship/ Fellowship in India and abroad	3. Promotion/reversion orders	Proceedings: 5 years 3 years	Subject to a suitable entry being made in the appropriate service record/Service Book.
	4. Representations and petitions	3 years	If the representation results in the original order being revised, suitable entries will be made in the appropriate service record/S.B.
	1. Within the state 2. Outside the states but within India f 3. Abroad	(a) Cases involving both direct expenditure from public funds and execution of bond/agreement by the trainees.	3 years or one year after the period of validity of bond/ agreement whichever is later.
		(b) Cases involving direct expenditure from public funds but not execution of bond /agreement.	3 years for purpose of audit.

	(c) Gases not involving direct expenditure	1 year	
	(d) reports, submitted by trainees etc., after completion of study	5 years of training	
			Departments organising training programmes and responsible for over all policy and co-ordination may keep such records for appropriate periods to be prescribed by them.
20. Departmental Examinations]. Framing of ruled	Permanent for departments issuing the rules and department concerned; other departments need keep, only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	2. Representations & petitions	1 year	If the representation results in the original orders being revised suitable entries will be made in the appropriate service record/ Service Book.

(1)	(2)	(3)	(4)
21. Deputation & Delegations	1. Rules regarding deputation, including deputation on foreign service in India and abroad 2. Delegation in India/abroad. (a) Issue of orders. (b) Reports 3. Deputation on foreign service	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only standing rules, etc., weeding out the superseded ones as and when they become obsolete. 3 years for purpose of audit. 5 years	To be weeded out only in consultation with the State Archives Department Subject to a suitable entry being made in the appropriate service record/S.B.
22. Delegation of powers	1. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	

	2.	Delegation of administrative and financial powers	Permanent in the case of departments issuing orders and the departments concerned; other need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
	3.	Grant of ex-officio status	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, etc. weeding out the superseded ones as and when they become obsolete.
25. Honorarium/ awards	1.	Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, etc. weeding out the superseded ones as and when they become obsolete.
	2.	Individual sanctions	3 years for purpose of audit.
24. Pension/retirement	1	Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions, other departments need keep only the standing rules and orders weeding out the superseded ones as and when they become obsolete.

(1)	(2)	(3)	(4)
25. Resignation	<p data-bbox="574 302 786 365">2. Grant-of pensionary benefits</p> <p data-bbox="509 764 716 827">Rules and orders 1. (general aspects)</p> <p data-bbox="509 974 699 1037">2. Acceptance of Resignation</p>	<p data-bbox="862 333 1117 485">(a) Pre-verification of Pension cases (b) Invalid pension (c) Family pension (d) Other pensions</p> <p data-bbox="862 716 1182 779">(e) Gratuity/DGR gratuity (f) Commutation of pension</p> <p data-bbox="862 810 1211 1020">Permanent in the case of departments issuing rules, orders etc; other departments need keep only the standing rules and orders, weeding out the superseded ones as and when they-become obsolete.</p>	<p data-bbox="1252 302 1341 331">3 years</p> <p data-bbox="1252 359 1427 716">5 years or till the youngest son attains majority or till the marriage of unmarried daughters or remarriage of (he widow, whichever <i>is</i> later. 5 years 15 years.</p> <p data-bbox="1252 968 1427 1117">Subject to appropriate entry being made in the SR/SB</p>

26. Extension of service	1. Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders etc; other departments need keep only the standing rules, orders and instructions etc., weeding out the superseded ones as and when they become obsolete.	Subject to suitable entries being made in the appropriate Service Records/Service Books.
	2. Individual sanctions	3 years after retirement	
27. Re-employment	1. Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders etc; other departments need keep only the standing orders and instructions etc. weeding out the superseded ones as and when they become obsolete.	
	2. Individual sanction	3 years after the Government servant ceases to be in Government service.	

28. (1) Nomination of employees	(2) 1. General aspects	Permanent in the case of departments issuing the orders, instructions, etc. other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.
	2. Census operations 3. Committees, working groups etc. 4. Election work 5. Invigilation	3 years. 3 years after the expiry of the term of the committee. 3 years, (a) Departments organising examinations and appointing invigilators; 3 years for purpose of audit.
29 Forwarding of applications	1. General aspects	(b) Other departments: 1 year. Permanent for departments issuing the orders, instructions, etc. other departments need keep only the standing order, weeding out the superseded ones as and when they become obsolete.

	2. For allotment of motor cars, motor cycles, scooters, etc.	1 year	
	3. For Examination	1 year	
	4. For posts	Permanent in the case of departments issuing the rules etc other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
30. Study leave	1. Rules (general aspects)		
	2. Sanction of study Leave.	1 year after the expiry of the bond/agreement executed by the government servant.	Subject to suitable entries being made in the appropriate service record/ Service Book and leave
31. No objection certificate	1. General aspects.	Permanent in the case of departments issuing the orders, instructions, etc., other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. One year	
	2. Issue		

(1)	(2)	(3)	(4)
32. Amalgamation/ Integration/Bifur- cation of Offices/ Institutions	1. General aspects/ Rules.	Permanent in the case of de- partments issuing the Rules, orders, instructions, etc; other departments need keep only the standing orders weeding out the superseded ones as and when they become obsolete.	
	2. Individual sanction	10 years.	
33. Court cases	1. O.Ps./Suite	10 years or 3 years after the judgement is delivered which- ever is later, in cases where there is no appeal. In the case of appeal, till the appeal is disposed of.	
	2. Judgments	3 years or till the judgement is implemented, in cases where there is no appeal, In the case of appeal, till the appeal is disposed of.	
	3. Sanction of journeys	3 years for purpose of audit.	

34. Records other than files

<i>Serial No.</i>	<i>Description of record</i>	<i>Retention period</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)
1.	Establishment/Sanction Register	Permanent 10 years 10 years	Where, for any reasons the Register is rewritten the old volume will be kept for 3 years.
2	Rosters for Scheduled Castes and Scheduled Tribes		Roster register may be retained for a period of 5 years from the date of closing thereof.
3.	Register of oath/affirmation of allegiance to the constitution		Subject to suitable entries having been made in the appropriate service record of the officials concerned.
4 .	Service book of:	10 years after issue of final pension/gratuity payment order.	
	(a) Officials entitled to retirement/ terminal benefits.		
	(b) Other employees	3 years after they have ceased to be in service.	

(1)	(2)	(3)	(4)
5.	Leave account of: (a) Officials entitled to retirement/ terminal benefits. (b) Other employees	3 years after issue of final pension/gratuity payment order. 3 years after they have ceased to be in service.	
6.	Casual leave account	To be destroyed at the end of the year.	
7.	Special casual leave register.	To be destroyed at the end of the year.	

B. Welfare

	<i>Page</i>
1. General Staff Welfare Measures	233
2. Departmental Staff Council	233
3. Grants-in-aid	234
4. Co-operative Societies	234
5. Kerala Secretariat Central Library	235
6. Kerala Government Servant's Medical Attendance Rules, 1960	235

B. Welfare

<i>Description of record</i>			
<i>Main head</i>	<i>Sub-head</i>	<i>Retention period</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)
1. General Staff Welfare measures.	1. Broad aspects	Permanent in the case of departments issuing the orders, instructions, etc. other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
	2. Recognition of Service Association—Rules.		
	3. Recognition of associations (individual cases)	Permanent	These records may have some historical value
2. Departmental Staff Council	1. General aspects/ instructions.	Permanent in the case of departments issuing the orders, instructions, etc. other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	2. Staff council/ constitution/ reconstitution	One year after the expiry of the term of the staff council.	
	3. Meetings of Staff council	1 year.	Files containing the proceeding of the meetings may

(1)	(2)	(3)	(4)
			be kept for one year. The notes and other papers calling for the meeting may be destroyed when no longer required.
	4. Staff Union/ association: (a) Recognition (b) Representations	10 years. Appropriate period to be determined by the departments concerned according to the importance of subject matter.	
3. Grant-in-aid	1. General	Permanent in the case of departments issuing the orders, instructions, etc., and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	2. Grant for sports and other cultural activities	3 years for purpose of audit.	
	3. Submission of annual accounts	3 years for purpose of audit.	

4. Co-operative Societies	1. Rules and byelaws/ (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.
	2. Election of office	1 year after the next election.
	3. bearers Meetings of cooperative societies.	1 year
	4. Recovery of contribution and loans.	1 year.
5. Kerala Secretariat Central Library	1. General	5 years
	2. Membership application	1 year.
6. Kerala Government Servant's Medical Attendance Rules, 1960.	1. Rules, orders (General aspects)	Permanent in the case of departments issuing the Rules, orders/instructions etc, other departments need keep only standing rules and orders weeding out the superseded ones as and when they become obsolete.
	2. Reimbursement of medical expenses	3 years for purpose of audit.

C. Vigilance

	<i>Page</i>
1. Kerala Civil Services (Classification, Control and Appeal) Rules, 1960	239
2. Complaints	239
3. Disciplinary proceedings	240
4. Prosecutions	240
5. Appeals	240
6. Petitions	241
7. Court cases	241
8. Kerala Government Servant's Conduct Rules, 1960	241
9. Radio broadcast, contribution of articles, editing or managing of newspapers, publications.	241
10. Evidence before committees of enquiry	242
11. Subscriptions	242
12. Gifts	242
13. Movable/immovable property	242
14. Vigilance Administration	242
15. Prosecution of further studies	243
16. Membership of Territorial Army, Auxiliary Air Force and Naval Reserve.	243

C. Vigilance

<i>Description of record</i>		<i>Retention period</i>	<i>Remarks</i>
<i>Main head</i>	<i>Sub head</i>		
(1)	(2)	(3)	(4)
1. Kerala Civil Services (Classification, Control and Appeals) Rules, 1960	Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
2. Complaints	(a) Those leading to vigilance/disciplinary enquiries.	5 years after the final disposal of appeal or final judgement under the normal courses of law.	If as a result of the complaint a warning is issued/punishment is awarded to the Government Servant, suitable entry will be made in the appropriate Service Record/Service Book.
	(b) Anonymous or pseudonymous complaints on which no action is taken.	To be destroyed at the end of the year.	
	(c) Other complaints.	1 year.	

(1)	(2)	(3)	(4)
3, Disciplinary proceedings	(a) Resulting in imposition of penalties	5 years after the final disposal of appeal or final judgement under the normal course of law.	Subject to a suitable entry being made in the appropriate service record/S.B.
	(b) Resulting in exoneration of the accused officials with or without warning.	5 years	
4. Prosecutions	Proceedings	5 years after final judgement under the normal course of laws	Subject to a suitable entry being made in the appropriate service record/Service Book.
5. Appeals	Those leading to review	5 years	If as a result of the appeal the original order is modified, a suitable entry will be made in the appropriate service record/Service Book

6. Petitions	Those leading to review	5 years	If, <i>as a</i> result of the petition the original order is modified, a suitable entry will be made in the appropriate service record/S.B.
7. Court cases	Involving Government Servants	5 years after final judgement under the normal course of law.	Subject to a suitable entry being made in the appropriate service record/S.B.
8. Kerala Government Servant's Conduct Rules, 1960—Classification and Interpretation of.	1. General aspects	Permanent in the case of departments issuing the rules, orders and instructions ; other departments need keep only the standing orders, etc., weeding out the superseded ones as and when they become obsolete.	
Radio broadcasts, contribution of articles., editing or managing of newspapers, Publications.	Sanction	1 year	

(1)	(2)	(3)	(4)
10. Evidence before Committees of Enquiry.	Sanction	1 year	
.11. Subscriptions.	Sanction	1 year.	
12. Gifts.	Intimations	1 year.	
13. Movable/immovable property.	1. Property returns (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions, other departments, need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.	
	2. Returns of Government Servants 3. Intimation. 4. Sanction.	5 years after the issue of final pension/gratuity payment orders.	Should preferably be dealt with on a separate file for each official to be kept open throughout the official career of the Government Servant.
14. Vigilance—Administration.	1. General aspects 2. Acts, rules, manuals 3. Vigilance set-up	Permanent in the case of departments issuing rules, orders and instructions; other departments need keep	

15. Prosecution of further studies.	<ol style="list-style-type: none"> 1. General aspects 2. Permission 	<p>only the standing rules etc., weeding out the superseded ones as and when they become obsolete.</p> <p>Permanent in the case of departments issuing the orders, instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.</p> <p>1 year after completion of study.</p>
16. Membership of territorial Army, Auxiliary Airforce and Naval Reserve.	<ol style="list-style-type: none"> 1. General aspects 2. Permission 	<p>Permanent in the case of departments issuing the orders instructions etc., other departments need keep only the standing orders, and instructions weeding out the superseded ones as and when they become obsolete.</p> <p>1 year after the official has ceased to be a member of such organisation.</p>

D. Common Office Service***Page***

1	Accommodation	247
2	Working environment	251
3	Furniture	252
4	Stationery and Printed Forms	252
5	Typewriters, Photocopiers, Duplicating machines, calculating and Accounting machines, other office machines/equipments	253
6	Bicycles/Motor cycles	254
7	Office equipment including electrical and mechanical appliances and other miscellaneous stores	255
8.	Liveries	256
9.	Black-listing of firms/contractors	256
10.	Contractors for supplies	257
11.	Telephones	257
12.	Staff Car	258
13.	Unserviceable, obsolete and surplus articles	258
14.	Maintenance of records	259
15.	Printing and binding	259
16.	Library	260
17.	Care-taking arrangements	260
18.	Security	260
19.	Working hours	261
20.	Records other than files	262

D. Common Office Service

<i>Description of record</i>		<i>Retention period</i>
<i>Main head</i>	<i>Sub-head</i>	
(1)	(2)	(3)
1. Accommodation.	Office accommodation (general aspects).	Permanent in the case of departments issuing the orders, instructions <i>etc.</i> , other departments need keep only the standing orders, instructions, <i>etc.</i> , weeding out the superseded ones as and when they become obsolete.
	2. Requirements of office accommodation Estimate to the Estate Officer.	1 year
	3. Shifting arrangements.	(a) If involving expenditures: 3 years for purpose of audit. (b) In other cases: 1 year.

(1)	(2)	(3)	(4)
4. Residential Accommodation (general aspects).	Permanent in the case of departments issuing the orders, instructions, etc., other departments need keep only the standing orders and instructions etc., weeding out the superseded ones as and when they become obsolete.		
5. Applications for allotment of residential accommodation Different types.	1 year		Subject to suitable entries being made in the Register of application for allotment of residential accommodation.
6. Application for change/ exchange of accommodation.	1 year		
7. Application for free/reduced—rent accommodation.	(a) 3 years for purpose of audit, if sanctioned. (b) One year to other cases.		

- 8. Application / offer of out-turn, accommodation its acceptance, rejection and relevant correspondence in relation thereto.
- 9. Application for sharing residential accommodation.
- 10. Application for providing water and electric connections — issue of letter of guarantee.

1 year

- 11. Applications for surrender of accommodation

1 year

- 12. Unauthorised sub letting of Government accommodation

1 year

If as a result of the enquiry, the Government servant is disqualified for Government accommodation or any other penalty is imposed on him suitable entries will be made in the Register of allotment of Quarters

(1)	(2)	(3)	(4)
13. Waiting lists of various types of accommodation from general pool	To be destroyed at the end of the year.		
14. House rent allowance (General aspects)	} Permanent in the case of departments issuing the rules, orders and instructions; other department need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.		
15. Approval of the scale of accommodation (general aspects)			
16. Acquisition / purchase of building, land for Official use	Permanent		A suitable entry will be made in the Register of Assets
17. Hiring/requisitioning of private property	3 years or h year after termination of lease/contract, whichever is the later.		
18. Addition, alterations and maintenance	3 years for purpose of audit.		
19. Renaming of offices	3 years.		

	20. Letting out	3 years after the expiry of	
	(a) on rent	the period of renting out	
	(b) rent-free	One year after the expiry of	
		the period of letting out	
2. Working environment	1. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions, other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete	
	2. Provision of Air conditioners/ Circulators, fans.	Purchase/hiring 3 years for purpose of audit	Subject to proper accounts being made in an appropriate Stock Register.
	3. Provision of glass tumblers and Jugs.	3 years for purpose of audit	Subject to proper accounts being maintained in an appropriate register.
	4. Maintenance of Air-conditioners/ Circulators, fans, heaters etc.	3 years for purpose of audit	Subject to proper account being maintained in the appropriate register

(1)	(2)	(3)	
3. Furniture	1. Rules for purchase, hire, condemnation (general aspects)	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing orders and instructions etc. weeding out the superseded ones as and when they become obsolete-	
	2. Condemnation/ disposal of un-serviceable articles	3 years for purpose of audit	Subject to suitable entries being made in the appropriate stock register.
	3. Hiring/purchase	3 years for purpose of audit	Subject to suitable entries being made in the appropriate Stock register.
	4. Maintenance and repairs.	3 years for purpose of audit	
	5. Physical verification	3 years for purpose of audit.	
4. Stationery and printed forms	1. Rules for procurement (general aspects).	Permanent in the case of departments issuing orders, instructions, etc. other departments need keep only the standing orders and	

	2.	Indent for printed forms on Superintendent of Government Presses.	instructions etc. weeding out the superseded ones as and when they become obsolete.	
	3.	Indent for stationery on Controller of Stationery.	1 year	Subject to suitable entries being made in the appropriate stock register.
	4.	Local purchase,	1 year	
	5.	Supply of Stationery		
	6.	Physical verification	3 years for purpose of audit	
5.	1.	Rules for procurement/disposal (General aspects).	1 year	
			3 years (or purpose of audit)	
			Permanent in the case of departments issuing orders, instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	Subject to Suitable entries being made in the appropriate stock register.
	2.	Condemnation and disposal	3 years for purpose of audit	

(1)	(2)	(3)	(4)
6. Bicycles/ Motor cycles	3. Rate contract	Permanent in the case of departments issuing orders, instructions, etc., other departments need keep only the standing orders weeding out the superseded ones as and when they become absolute.	
	4. Hiring 5. Purchase 6. Repairs and maintenance and bills thereof	3 years for purpose of audit	Subject to suitable entries being made in the appropriate stock register.
	7. Physical verification	Permanent in the case of departments, issuing the orders, instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	1. Rules (General aspects)		
	2. Condemnation and disposal	3 years for purpose of audit	Subject to suitable entries being made in the appropriate stock register.

	3. Purchase	3 years for purpose of audit	Subject to suitable entries being made in the appropriate stock register
	4. Repairs and maintenance	3 years for purpose of audit 3	
	5. Physical verification	3 years for purpose of audit	
7. Office equipment including electrical and mechanical appliances and other miscellaneous stores	1. Rules (General aspects)	Permanent in the case of department issuing the orders, instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete	
	2. Condemnation and disposal		
	3. Purchase	3 years for purpose of audit	Subject to suitable entries being made in the appropriate stock register
	4. Repairs and maintenance	3 years for purpose of audit	Subject to suitable entries being made in the appropriate stock register
	5. Physical verification	3 years for purpose of audit	Subject to suitable entries being made in the appropriate stock register
		3 years for purpose of audit	

(1)	(2)	(3)	(4)
8. Liveries	1. Rules (entitled personnel and the scale of items of liveries)	Permanent in the case of departments issuing the rules, orders and instructions other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete	
	2. Procurement of material	} 3 years for purpose of audit	Subject to proper accounts of the articles received being maintained in the appropriate register
	3. Stitching and tailoring		
	4. Supply of shoes and chappals		
	5. Return, renewal and withdrawal		
9. Blacklisting of firma/ contractors	1. Circulars (general aspects)	Permanent in the case of departments issuing the orders, instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become, obsolete	

	2. Individual cases	3 years	Subject to significant events concerning the performance of a contractor being noted in a suitable register or card index
10. Contractors for supplies	1. Approved list	Permanent in the case of departments issuing the orders, instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete	
	2. Registration	3 years	
	3. Waiver/reduction of penalty or condonation of irregularity	3 years for purpose of audit	
11. Telephones	1. Office telephones installation and shifting of telephone bills	} 3 years for purpose of audit	
	2. Residential telephones — installation of—telephone bills		
	3. Repairs and maintenance		
	4. Electric clocks and call bells (procurement and maintenance)		

(1)	(2)	(5)	(4)
12. Staff Car	1. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions, other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete	
	2. Purchase	3 years for purpose of audit	
	3. Non-official journeys	3 years for purpose of audit	
	4. Purchase of P.O.L./ accessories	3 years for purpose of audit	
	(a) payments	One year after the date of adjustment of the advances in the main bills	
	(b) Advances		
	5. Servicing, repairs and replacement of parts and relevant correspondence	3 years for purpose of audit	
13. Unserviceable, obsolete and surplus articles	1. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing	

		rules etc., weeding out the superseded ones as and when they become obsolete.
	2. Notice and conduct of auction	3 years for purpose of audit.
14. Maintenance of records	1. Rules for review of records (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.
15. Printing and Binding	1. Rules for printing and binding (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.
	2. Correspondence relating to printing and binding	3 years

(1)	(2)	(3)	(4)
16. Library	1. Ordering and receipt of books (other than Government publication). 2. Ordering and receipt of periodicals. 3. Purchase of Government publications	3 years for purpose of audit	Subject to suitable entries being made in the accession register.
	4. Lending, transfer (requisition, reminder etc.)	(a) Lending: 1 year (b) Transfer: 3 years for purpose of audit	Subject to suitable entries being made in the accession register.
	5. Binding of books	2 years	
17. Care-taking arrangements	1. Allocation of work among Security Guards, Chowkidars, Sweepers, Scavengers, etc. 2. Maintenance arrangements thereof	1 year after the allocation order ceases to be in force. 3 years for purpose of audit	

18. Security	1. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions: other departments need keep only the standing rules instructions etc., weeding out the superseded ones as and when they become obsolete	
	2. Issue of identity cards 3. Loss of identity cards 4. Temporary passes arrangements	} 1 year	Subject to suitable entries being made in the register of identity cards.
19. Working Hours	1. Orders (General aspects)	Permanent in the case of departments issuing the orders, instructions, etc. other departments need keep only the standing orders, instructions etc., weeding out the superseded ones as and when they become obsolete	
	2. Fixing of working hours	10 years or till the orders are superseded, whichever is later.	

Records other than files			
<i>Sl. No. record</i>	<i>Description of</i>	<i>Retention period</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)
1.	Log Book of Staff Gar, etc.	3 years for purpose of audit	
2.	Stock Register	3 years for purpose of audit	
3.	Library accession Register	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years
4.	Departmental security scale register		
5.	Register of Identity Cards		
6.	Register of spare copies of classified documents		
7.	Telephone bill (including trunk call) register	3 years for purpose of audit	

E. Malayalam, Tamil, Kannada and Hindi

	<i>Page</i>
1. Progressive use of Malayalam in Government Offices	265
2. Development of Malayalam, Tamil, Kannada and Hindi	265
3. Grant of Advance Increments	266
4. Tamil and Kannada Teaching Scheme ..	266
5. Grants of awards ..	266
6. Translation of Codes/Manual etc., into Malayalam	267

E. Malayalam, Tamil, Kannada and Hindi

<i>Description of Records</i>		<i>Retention period</i>	<i>Remarks</i>
<i>Main head</i>	<i>Sub-head</i>		
(1)	(2)	(3)	(4)
1.	Progressive use of Malayalam in Government Offices	1. General aspects	Permanent in the case of Departments issuing the rules, orders and instructions, other departments need keep only the standing orders, rules, etc. weeding out the superseded ones as and when they become obsolete
		2. Periodical reports regarding use of Malayalam as the official language	1 year
2.	Development of Malayalam, Tamil Kannada and Hindi	1. Constitution of Committees	} Permanent
		2. Proceedings of Committees	
		3. Action on the proceedings of Committees	3 years after the completion of action
		4. Revision of Key Board of Malayalam Typewriter	Permanent

3. Grant of advance increments	3 years for purpose of audit	Subject to a suitable entry being made in the appropriate Service record/S.B.
4. Tamil & Kannada Teaching Scheme	1. Training Programmes 2. Examinations	1 year (a) Application: 1 year (b) Results : 5 years for Departments conducting the Examination : 1 year for other Departments.
5. Grant of awards.	(a) Rules, orders (General aspects) (b) For departments making the award	Permanent in the Case of departments issuing rules, orders, instructions, etc., other departments need keep only the standing orders, rules, etc., weeding out the superseded ones as and when they become obsolete. 3 years for purpose of audit Subject to suitable entry being made in the appropriate service record/S.B.

(1)	(2)	(3)	(4)
6. Translation of Codes/ Manual, etc. into Malayalam	(c) For departments in which the recipient is em- ployed.	1 year	
	(a) General aspects	Permanent in the case of Departments issuing the Rules, Orders, instructions etc., other Departments need keep only the standing orders, rules, etc. weeding out the superseded ones as and when they become obsolete.	
	(b) Schemes/Projects including amendments thereto	5 years or 3 years after the period of implementation of the scheme/projects is over, whichever is later.	

F. Public Relations

	Page
1. Reception	271
2. Complaints and enquiries	271
3. Representative Committee	272
4. Press	272
5. Entertainments	272
6. Flags	273
7. Gifts	273
8. Hospitality grant	273
9. Meetings, Conferences, Celebrations and functions	274
10. Delegations	274

F. Public Relations

<i>Description of records</i>		<i>Retention period</i>	<i>Remarks</i>
<i>Main head</i>	<i>Sub-head</i>		
(1)	(2)	(3)	(4)
1. Reception	1. Enquiry-Reception Office	Appropriate periods to be determined by the departments concerned according to the importance of subject matter.	
	2. Regulations regarding entry into office premises	Permanent in the case of departments issuing the orders, instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	3. Arrangements for escorting visitors, (a) Cases involving expenditure (b) Other cases	3 years for purpose of audit. 1 year	
2. Complaints and enquiries	1. By Government representative 2. By others	Appropriate periods to be prescribed by the departments concerned.	

(1)	(2)	(3)	(4)
3. Representative Committee	1. Constitution of 2. Processing cases against the decisions.	}	3 years after the expiry of the period of the Committee
4. Press	1. Propaganda and publicity through rules thereof.	Permanent in the case of department issuing the orders, instruction etc, other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	2. Arrangements for press conference		
	(a) Cases involving expenditure		3 years for purpose of audit.
	(b) Other cases		1 year
5. Entertainments	1. Rules (General aspects)		Permanent in the case of departments issuing the rules, orders and instructions, other departments need keep only the standing rules etc. weeding out the superseded ones as and when they become obsolete.
	2. Arrangements		
	(a) Within the scale prescribed by Government		1 year

	(b) In excess of that scale	3 years for purpose of audit.
6. Flags	Purchase	3 years for purpose of audit.
7. Gifts	1. Rules (General aspects)	Permanent in the case of departments issuing the orders, instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
	2. Purchase of—for visiting delegates	3 years for purpose of audit
	3. Purchase of—for delegation going abroad	
	4. Acceptance transfer of gifts received by officials	3 years
8. Hospitality grant	1. Rules (General aspects)	Permanent in the case of departments issuing the rules, instructions etc., other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.

(1)	(2)	(3)	(4)
9. Meetings, conferences, celebrations and functions	2. Applications for funds from hospitality grant for delegation		3 years for purpose of audit
	1. Reservation of accommodation	(a) Involving Government expenditure (b) Not involving such expenditure	3 years for purpose of audit 1 year
	2. Seating accustical arrangements		
	3. Reception arrangements		
	4. Reporting and translation arrangements		
5. Transport arrangements			
10. Delegations	1. Tour Programme	(a) Involving Government expenditure (b) Not involving such expenditure	1 year
	2. Arrangements for reception and seeing off		3 years for purpose of audit
	3. Arrangements for hotel accommodation		
	4. Arrangements for visits to historical places		At the end of the year.
	5. Arrangements for signing ceremoney of agreement		

G. Finance, Budget, Cash and Accounts

	Page
1. Creation of posts	277
2. Pay	278
3. Special Pay	278
4. Allowances	279
5. Increments	280
6. Pay Revision	280
7. Deputation and delegations	281
8. Delegation of Powers	282
9. Honorarium	282
10. Pension/Gratuity	283
11. Demand for Grants/Budget estimates/revised estimates	284
12. Expenditure statements	284
13. Reconciliation	284
14. Reappropriation	284
15. Supplementary Grants	284
16. Accounts and Audit	284
17. Advances	286
18. Payments and recoveries	287
19. Administrative approval and technical sanction	290
20. Transfer of assets including share certificates	291
21. Purchase of equipments/machinery/materials	291
22. Departmental Purchase Committee	291
23. Financial assistance/Ex-gratia payments/Grant-in-aid/subsidy	292
24. Economy measures including relaxations thereto	292
25. Records other than files	293

G. Finance, Budget, Cash and Accounts

<i>Description of record.</i>		<i>Retention period</i>	<i>Remarks</i>
<i>Main Head</i>	<i>Sub-head</i>		
(1)	(2)	(3)	(4)
1. Creation of posts	1. Continuance of post	3 years plus the period of sanction	Subject to particulars of sanction being noted in Establishment/sanction register.
	2. Creation of posts	8 years	Subject to particulars of sanction being noted in Establishment/sanction Register.
	3. Revision of scales of pay	Permanent in the case of departments issuing the orders and departments concerned, other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete	

(1)	(2)	(3)	(4)
	4. Upgrading of posts	5 years	Subject to particulars of sanctions being noted in Establishment/ sanction Register.
	5. Conversion of temporary posts into permanent ones	3 years	Subject to particulars of sanctions being noted in Establishment/ sanction Register.
2. Pay	1. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete	
	2. Fixation of pay (Individual cases)	3 years for purpose of audit	Subject to suitable entries being made in the appropriate service record / Service Book and Pay Bill Register.
3. Special Pay	1. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions,	

other departments need keep only the standing rules weeding out the superseded ones as and when they become obsolete.

2. Sanction

3 years for purpose of audit

Subject to suitable entries being made in the appropriate service record/ Service Book and the Pay Bill Register.

4. Allowances

1. Rules (General aspects)

Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules weeding out the superseded ones as and when they become obsolete.

- 2. Compensatory Allowances
- 3. Daily Allowance
- 4. Dearness allowances
- 5. Deputation allowances
- 6. House rent allowance
- 7. Over-time Allowance
- 8. Travelling Allowance
- 9. Washing Allowance

3. years for purpose of audit

(1)	(2)	(3)	
5. Increments	<ol style="list-style-type: none"> 1. Rules (General aspects) 2. Advance increments 3. Withholding of increments 	<p>Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules weeding out the superseded ones as and when they become obsolete.</p> <p>3 years for purpose of audit</p> <p>10 years or 3 years after the final disposal of appeal or final judgement under the normal course of law, whichever is later.</p>	<p>Subject to a suitable entry being made in the appropriate service record/Service Book Subject to an authenticated copy of the order being placed on the dossier of CRs. Performance Appraisal Report and suitable entry being made in the appropriate service record/Service Book.</p>
6. Pay Revision	<ol style="list-style-type: none"> 1. General aspects (Rules/Orders/Instructions) 	<p>Permanent in the case of Departments issuing the Rules, Orders and Instructions, other Departments</p>	

		need keep only the standing Rules/Orders weeding out the superseded ones as and when they become obsolete.	
	2. Pay fixation	3 years for purpose of audit	
	3. Petitions	5 years or one year after which the next pay revision, ever is later.	
	4. Option	3 years subject to appropriate entries being made in the Service Records/ Service Book.	
7. Deputation and delegations	1. Rules regarding deputation on foreign service in India and abroad	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	2. Deputations foreign service in India and abroad	3 years plus the period of deputation.	Subject to suitable entries being made in the appropriate service records/ Service Book

(1)	(2)	(3)
8. Delegation of powers	1. Rules (General Aspects.) 2. Delegation of Administrative and financial powers. 3. Grant of Ex-officio Status 4. Declaration of Officers as Head of Departments 5. Declaration of Officers a Controlling and drawing and Disbursing Officers	Permanent in the case of Departments issuing the orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete. Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing rules, order etc., weeding out the superseded ones as and when they become obsolete. 3 years, or till they are superseded (whichever is later)for departments issuing the orders and departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
9. Honorarium	Rules (General aspects)	Permanent in the case of departments issuing the rules,

		orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	2. Sanction of honorarium	3 years for purpose of audit	
10. Pension Gratuity	1. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions: other departments need keep only the standing rules and instructions etc., weeding out the superseded ones as and when they become obsolete.	
	2. Sanction of pensions	(a) Pre-verification of Pension cases	3 years
		(b) Invalid pension; (c) Family Pension (d) Other pension	5 years or till the youngest son attains majority or till the marriage of unmarried daughters or re-marriage of the widow whichever is later.
		(e) Gratuity/DCR Gratuity	5 years
		(f) Commutation of pension	15 years

(1)	(2)	(3)	(4)
11. Demand for Grants and Budget estimates revised estimates	1. Demand No..... 2. Demand No..... 3. Demand No.....	} 5 years	Subject to printed copy of the same being retained for 10 years
12. Expenditure Statements	1. Demand No..... 2. Demand No..... 3. Demand No.....	} One year	
13. Reconciliation	1. Demand No..... 2. Demand No..... 3. Demand No.....	} 1 year	
14. Reappropriation	1. Demand No..... 2. Demand No..... 3. Demand No.....	} 5 years	
15. Supplementary grants	1. Demand No..... 2. Demand No..... 3. Demand No.	} 5 years	
16. Accounts and audit	1. Audit objections and audit paras 2. Estimates Committee	} 5 years	Subject to a copy of the report being retained permanently. The State Archives Department may be consulted before any file is destroyed.
		(a) For departments reported upon predominantly concerned— 10 years	

	(b) For other interested departments	3 years
	3 years	
3. Local audit (annual)	(a) For departments reported upon or predominantly concerned.	10 years. Subject to a copy of the report being retained permanently.
4. Public Accounts Committee		The State Archives Department may be consulted before any file is destroyed.
	(b) For other interested departments.	
5. Other Departmental Committees	Appropriate retention periods to be determined by administrative department concerned.	3 years.
6. Appropriation Accounts	5 years	
7. Accounts classification—opening of new heads.	Permanent in the case of departments issuing the orders; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	

(1)	(2)	(3)	(4)
17. Advances	1. Rules and orders (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
	2. Grant of advance	3 years	<p>Subject;</p> <p>(i) Suitable entries being made in Pay Bill Register; and</p> <p>(ii) In case of motor car/motor cycle/scooter and house building advance; Mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid together with authenticated copies of sanctions.</p>

18. Payments and recoveries	1. Air Passage bills	
	2. Cancellation charges	3 years for purpose of audit
	3. Contingent expenditure	5 years (according to rules)
	4. Electric charges recovery	1 year.
	5. G. P. F. annual statements	1 year
	(a) Provident Fund nominations	2 years after the final payment of the GP. Fund
	6. G.P.F. membership	1 year
	7. Grants-in-aid contributions and donations,	3 years for purpose of audit
	8. Hospitality Fund	
	9. House rent and other allowances	
	10. Last pay certificate	
11. Pay claims	5 years	

1	(2)	(3)	(4)
	12. Permanent Imprest	3 years; or till the relevant orders are superseded (whichever is later) in the case of departments issuing the orders; other departments need keep only the standing orders, weeding out superseded ones as and when they become obsolete.	
	13. Refunds 14. Refreshment bills 15. Service postage stamps 16. TA/Transfer TA claims 17. Reimbursement of legal expenses 18. Reimbursement of tuition fees	3 years for purpose of audit.	
	19. Acceptance of credits/debits	3 years for purpose of audit	

20. Water charges recoveries	}	1 year	
21. Adjustment of missing credits in G.P.F. account			
22. Financing of Insurance policies from G.P.F. account			
23. Rent Demand Statements			
24. Postal life Insurance,		3 years.	Subject to suitable entries being made in the pay bill register.
(a) Nominations		2 years after the final payments	
25. Arrear claims	}	3 years for purpose of audit	
26. Write-off/Waiver of lesses			
27. Expenditure sanction			
28. Economy in Govt. Expenditure		5 years or 3 years after the period covered by the order.	

(1)	(2)	(3)
19. Administrative Approval and technical sanction	29. P. D. Accounts	10 years or till the orders are superseded whichever is later
	(a) General aspects	
	(b) Sanction for opening of P.D. Accounts	3 years
	30. Family Benefit Scheme	3 years, subject to appropriate entries being made in the Register-cum-Broad Sheet.
	31. Sanction of journey	3 years (for purpose of audit).
	1. General aspects	Permanent for departments issuing the orders, instruction etc; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
2. Major works	10 years or 3 years after completion of the work, for purpose of audit.	
3. Minor works	5 years or 3 years after completion of the work, for purpose of audit.	

20. Transfer of assests including share certificates	1. General aspects	Permanent for departments issuing the. orders, instructions etc other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
	2. Terms and conditions	10 years or 3 years after the transfer is effected, whichever is later.
	3. Sanctions	3 years after the transfer or one year after retransfer whichever is later.
21. Purchase of Equipments /Mechinery /Materials	1. General aspects 2. Tenders/Quotations 3. Local purchase	Permanent. 5 years or 3 years after the purchase whichever is later. 3 years.
22. Departmental Purchase Committee	1. Rules/General aspects	Permanent in the case of Departments issuing the Rules/other Departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.

(1)	(2)	(3)	(4)
	2. Papers connected with DPG meetings	5 years or 3 years after the purchase is made whichever is later.	
23. Financial Assistance/ Exgratia payments/ Grant-in-aid/subsidy	1. General aspects/ rules	10 years or till the rules are superseded, whichever is later.	
	2. Sanctions/Payments	3 years	
	3. Share capital Investment	3 years or one year after issue of share certificate whichever is later.	
24. Economy/measures including relaxations	1. General aspects	5 years or till the orders are superseded whichever is later.	
	2. Orders	3 years or one year after the period of applicability of the order.	

Records other than Files

<i>Sl.No.</i>	<i>Description of Record</i>	<i>Retention period</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)
1.	Register of monthly expenditure		To be weeded out after the Appropriation Accounts for the year have been finalised.
2.	Register for watching progress of expenditure	3 years	
3.	Register for reconciliation of accounts	3 years	
4.	Cash Book	10 years	
5.	Cash receipt (Form TR 5) counterfoils and stock register	10 years	3 years for purpose of audit
6.	Petty vouchers	3 years	
7.	Appropriation accounts	3 years	
8.	Pay Bill Register	35 years	
9.	Pay bills and acquittance rolls, where these are maintained separately, for Government employees for whom no service books or service rolls are maintained	35 years	
10.	Postal Life Insurance Register	3 years after all the policies entered therein have matured for payment.	
11.	Increment Register	3 years.	

H. Legislature and Parliament
Page

1. Legislative Assembly Matters	297
2. Records other than files	299

H. Legislature and Parliament

<i>Description of record</i>			
<i>Main Head</i>	<i>Sub-Head</i>	<i>Retention period</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)
1. Legislative Assembly/ Lok Sabha/Rajya Sabha matters	1. General aspects	Permanent in the case of Departments issuing the orders, other departments need keep only the standing orders and instructions etc., weeding out the superseded ones as and when they become obsolete.	
	2. Assurances and undertakings	1 year or till the assurance/undertakings are implemented or till these are dropped by the concerned committee whichever is later.	
	3. Committees	(a) For departments reported upon or predominantly concerned: 10 years.	Subject to copy of the report being retained permanently. The State Archives Department may be consulted before any file is destroyed.

(1)	(2)	(3)	(4)	
		(b) For other interested Departments.	3 years	
	4. Cut-motions, resolutions /calling attention notices-Legislative Assembly. 5. Questions-Lok Sabha /Legislative Assembly. 6. Questions-Rajya Sabha. 7. Legislation.	(a) Admitted and answered/discussed. (b) Disallowed lapsed or withdrawn permanent.	3 years after the dissolution of the concerned Legislative Assembly 1 year	Cases containing materials of a great precedent reference value may be retained for appropriate long periods, either initially or, the time of review.

Records other than files

<i>Sl. No.</i>	<i>Description of Record</i>	<i>Retention period</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)
1.	Legislative Assembly proceedings as maintained by Legislative Assembly Unit	1 year	Subject to action being taken by the sections concerned on their own files to which relevant extracts may be taken.
2.	Register of L. A. Questions	1 Year	

Part II—Records (other than those relating to establishment and house-keeping work) common to all departments

Page		
	1. Creation/abolition/jurisdiction of offices	303
	2. Reorganisation and redistribution of functions	303
	3. Bills, Acts and Ordinances	303
	4. Rules, regulations, codes, manuals, executive procedural instructions (including amendments and interpretations)	303
	5. Delegation of powers	304
	6. Committees/Commissions of enquiry	304
	7. Other committees, study teams, working groups, seminars, etc.	305
	8. Centre-State Relations, Inter-State Relations, Inter-State agreements, conventions, etc.	305
	9. Administration/Annual reports	305
	10. Notices, agenda and proceedings of inter-departmental meetings	306
	11. Notices, agenda and proceedings of inter-departmental meetings	306
	12. Work Study/Case Study/Inspection Reports	306
	13. Arbitration and litigation cases	307
	14. Money order receipts and acknowledgements	307
	15. Circulars regarding holidays and closure of office	307
	16. Attendance Register	307
	17. Administrative Reforms	307
	18. Examinations	307
	19. Family Welfare	308

Page

20.	Schools/Colleges/Other educational institutions including Medical and Engineering Colleges	308
21.	Hospitals/Dispensaries/PH Centres	309
22.	Schemes/Projects	309
23.	Public Health	310
24.	Correction of date of birth	310
25.	Uniforms	310
26.	Transfer/conservation/assignment/acquisition/requisition of land	310
27.	Lok Sabha/Legislative Assembly/Local Bodies constituencies including elections	310
28.	Service Associations	311

**Part II—Records (other than those relating to establishment and house-keeping work)
common to all departments**

<i>Sl. No.</i>	<i>Description of record</i>	<i>Retention period</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)
1.	Creation/abolition/jurisdiction of office	Permanent	
2.	Reorganisation and redistribution of functions.		
	(a) Inter-departmental	Permanent in the case of Departments issuing orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete	
	(b) Inter-departmental	3 years or till they are superseded, whichever is later.	
3.	Bills, Acts and Ordinances	Permanent	
4.	Rules, Regulations, Codes manuals, executive procedural instructions (including amendment and interpretations.)		

(1)	(2)	(3)	(4)
(a) Statutory		Permanent in the case of departments issuing the rules, regulations, etc. other departments need keep only the standing rules etc; weeding out the superseded ones as and when they become obsolete.	
(b) Non-statutory		5 years or till they are superseded whichever is later in the case of departments issuing the rules, regulations, etc., other departments need; keep only the standing rules; etc. weeding out the superseded ones as and when they become obsolete.	
5. Delegation of powers		Permanent in the case of departments issuing the orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
6. Committees/Commissions of enquiry.			
(a) appointment composition, (including terms of		Permanent if set up under a Government resolution;	The State Archives Department may be consulted before files

reference, status of members).	otherwise for appropriate retention periods to be determined by administrative departments concerned.	pertaining to any of these categories are weeded out.
(b) reports (including their processing and implementation)	Permanent if set up under a Government resolution; otherwise for appropriate retention periods to be determined by administrative departments concerned	The State Archives Department may be consulted before files per-training any of these categories are weeded out.
(c) All other matters concerned the commission/committees, eg. evidence tendered before it, its proceedings	5 years after final decisions on the report.	
7. Other committees, study teams, working groups, seminars, etc.	Appropriate retention: periods to be determined by administrative departments concerned.	
8. Centre-State relations/ Inter-state relations, Inter-state agreements, conventions, etc.,	Permanent.	
Administration/Annual Reports	Permanent in the case of Departments preparing the reports. 3 years in the case of reviewing Departments and 1 year in the case of other Departments.	

(2)	(3)	(4)
10. Notices, agenda and proceedings of inter-departmental meetings;	Appropriate period to be prescribed by departments concerned	Subject to follow up action, where necessary, being taken on appropriate subject files to which relevant extracts may be taken.
(a) for departments organising such meetings;		
(b) for other departments	1 year	
11. Notices, agenda and proceedings of Inter-departmental meetings	3 years	Subject to follow up action where necessary, being taken on appropriate subject files to which relevant extracts may be taken.
(a) for units organising such meetings.		
(b) for other units.	1 year	
12. Work Study/Case-Study/ Inspection Reports.	5 years	Subject to a copy of the report being kept in the departmental library, cases containing material of high precedent/reference value may be retained for appropriate longer periods, either initially or at the time of reviews.

- | | | |
|--|---|---|
| 13. Arbitration and litigation cases. | 3 years | Subject to:
(a) the file not being closed until the award/judgement becomes final in all respects by limitation or final decision in appeal/revision and,
(b) case involving important issues/containing material of a high precedent/reference value being retained for appropriately longer period either initially or at the time of reviews |
| 14. Money Order receipts and acknowledgements | 1 year after completion of audit, and settlement of audit objections. | |
| 15. Circulars regarding holidays and closure of office. | To be weeded out at the end of the year. | |
| 16. Attendance register. | 25 years. | |
| 17. Administrative Reforms
(a) Mass contact programme by officers for redressal of public grievances. | 20 years, after which to be retired to State Archives. | 10 years or till they are superseded whichever is later 3 years. |
| 18. Examinations | 1. General aspects.
2. Conduct of | |
-

(1)	(2)	(3)	(4)
19.	Family Welfare	1. General aspects. 2. Recognition of private Hospitals, for Family Welfare activities 3. Training centres Opening of	25 years or till the orders are superseded whichever is later. 10 years or till the orders are superseded whichever is later. 5 years.
20.	Schools/Colleges/other Educational Institutions including Medical & Engineering Colleges.	1. Opening of 2. New Courses starting of 3. Duration of course 4. Syllabus/Curricular/ Scheme of Studies 5. Admissions including cancellation of admissions (a) Rules/General Aspects, (including reservation of seats)	10 years, subject to particulars of sanctions being noted in the sanction/Establishment Register. 5 years or 3 years after the duration of course, whichever is later. 5 years or 3 years after the duration of course, whichever is later. 10 years. 10 years or till the orders are superseded, whichever is later.

	(b) Individual cases	3 years or till the duration of the course is over whichever, later.
	6. Scholarships:	Permanent in the case of Departments issuing the Rules and orders, Other Departments need keep only the standing orders weeding out the superseded ones as and when they become obsolete.
	(a) General aspects/ Rules	
	(b) Sanctions	3 years for purpose of audit.
21. Hospitals/ Dispensaries/P.H. Centres	7. Deficiency in Attendance	One year.
	1. Opening	10 years subject to particulars of sanction being noted in the sanction/Establishment Register.
	2. Bedstrength increase/ decrease of—	5 years subject to particulars of sanction being noted in the sanction/Establishment Register.
	3. Donations/Gifts accepting of—	20 years or till the rules are superseded, whichever is later, in the case of Rules; and 3 years in other cases.
22. Scheme/Projects.	1. Administrative approval	10 years or 3 years after the completion of scheme, whichever is later.
	2. Rephasement	3 years after the revised period of implementation of the scheme.
	3. Government guarantee	3 years after the period of guarantee.
	4. Closure	3 years for purpose of audit.

(1)	(2)	(3)	(4)
23.	Public Health (a) School Health Card Scheme.	1. Administrative Approval	25 years
24.	Correction of Date of Birth	1. Service Book 2. SSLC/Education Record	3 years, subject to appropriate entry being made in the S.B./SSLC/Educational Record concerned.
25.	Uniforms	1. General aspects 2. Scale of supply 3. Change of pattern 4. Purchase and Supply	10 years or till the orders are superseded whichever is later. do. do. 3 years.
26.	Transfer/Conservation/assignment/acquisition/requisition of land	1. General aspects/Rules 2. Notification 3. Sanctions/Individual Orders 4. Court cases	Permanent. 5 years 10 years 10 years or 3 years after the date of judgement whichever is later.
27.	Lok Sabha/ Legislative Assembly—Local Bodies—Constituencies including Elections thereto	1. General aspects 2. Delimitation of area	Permanent in the case of Departments issuing the orders; other Departments need keep only the standing orders weeding out the superseded ones as and when they become obsolete. 10 years or till the orders are superseded, whichever is later.

	3. Conversion/upgradation/ down gradation of Local Bodies.	Permanent. 5 years.
	4. Petitions	5 years or one year after the date of the judgement, whichever is later.
	5. Court cases	3 years or one year after the implementation of judgement, whichever is later.
	6. Judgements.	Permanent in the case of departments issuing the orders/rules; other departments need keep only the standing orders/instructions, weeding out the superseded ones as and when they become obsolete.
28. Service Associations.	1. General aspects Rules/Guidelines	10 years, subject to an authenticated copy of the order and that of the approved. Byelaw being added to the S.F. and the name of the Association being included in the list of recognised Association.
	2. Recognition	

APPENDIX II

Standing Guard File, Standing Note, Precedent Book and Subject-wise Stock File*(i) Standing Guard File*

It is prepared on a 'type' subject dealt with in a section. It consist of the following three parts, viz.

- (a) a running summary of the principle and policy relating to the subject with number and extract from relevant decision or order quoted in margin against each,
- (b) copies of the decision and/or order referred to arranged in chronological order ; and
- (c) model form of communication to be used at different stage .

The Standing Guard File would help quick submission and disposal of cases. It also would help locating previous papers having a bearing on the subject.

(ii) Standing Note

It is a continuous and comprehensive note explaining, interalia, the background, the history, statistics and development of policy of a particular subject. The Standing Note is designed to serve as:—

- (a) a complete background material for review of the existing policy and procedure,
- (b) a brief for preparing replies to L.A./Lok Sabha/Rajya Sabha' Interpellations,
- (c) a induction or training material for new incumbents.

The Standing Note would help retrieval of important files as it contains reference to previous files on the subject. As and when there is change in policy or procedure, the Standing Note should be brought up-to-date by, incorporating relevant changes.

(iii) Precedent Book

The precedent book is a valuable tool for quick retrieval of past papers on the subject under consideration. It is designed for keeping note of important rulings/decisions having a precedent value for ready reference not can also contain entries relating to current files, discussions leading to. It

decisions, nonprecedents as well. Entries in the Precedent Book should also contain references to decisions taken on the subject by other Sections as well as by other Departments. The Precedent Book may be maintained in the following form:—

Precedent Book

Subject :

Decision or Ruling in brief

File No.

Instructions:

- (i) Entries should be made under the appropriate standard heads and sub-heads arranged in alphabetical order.
- (ii) Pages of the Book will be numbered serially. A few pages may be allotted to each standard heading under which entries are made.
- (iii) A list of standard heading and pages allotted to each may be kept at the beginning of the book.
- (iv) *Subject-wise Stock Files.*

These are Stock Files containing copies of relevant rules, orders, instructions, circulars etc., on a particular subject, issued by various authorities arranged in chronological order. There should be a Stock File for each subject. It should not be year-wise but subject-wise containing only standing rules, orders, instructions etc., weeding out the superseded ones as and when they become obsolete.

APPENDIX III

Classification of records, indexing of disposals, closure of files in different series indicating their nature of disposal and prescribing periods of retention for each disposal

1. The existing system of indexing and closure of files in different series, viz. Ordinary (MS/P), Routine (Rt) and Lodged (Endorsement, D.O. Memorandum, Lodged, Letter and Circular) and of deciding the nature of disposal a paper should receive, may continue as such. But appropriate retention periods may be prescribed for each disposal in the different series according to the nature of subject dealt with therein on the basis of the 'Records Retention Schedule' given at Appendix I, and shown separately in the disposal No. as indicate below:

2. Files/papers which are to be classified as 'Most Important' should alone be closed in the Ordinary series as G.O.(P), where 'P' stands for printed. It has been observed that in a number of cases files are closed in the Ordinary Series as G.O.(P) presumably under the wrong impression that files leading to Government Orders, printed copies of which are to be issued, should be closed as G.O.(P). This is a wrong impression gained over the years. Only those files which are to be preserved permanently in the original form and kept in tack, and the current files and relevant portions of the Note file parts of which are to be kept printed for purpose of being made available for frequent consultation/reference to authorised persons like the research scholars, historians, administrators, etc. where it is considered desirable that consultation of such files in the original form should be restricted lest they should be mutilated or torn and thereby destroyed and thus lost in course of time due to constant use, should alone be closed as G.O.(P). In other cases, even if a large number of copies of the G.O.s/Government Circulars are to be got printed for wide circulation and supply, the nature of disposal of the file should correspond to the period over which the disposal/record/closed file will have to be retained.

3. All records groups which are to be classified as 'Important' should be closed in the Ordinary Series as G.O. (MS), where 'Ms' stands for manuscript. These are files/records which are generally to be kept permanently for administrative reasons, but which do not demand their printing or photo copying. They include files/records which should be retained beyond 5 years and more and also those that without any limitations of time. The periods of their retention would vary depending upon the nature of the subject dealt within them. For example, creation of temporary posts on regular establishment. Though such files are closed in the ordinary series as G.O.(Ms.), there is no need to retain them for more than 8 years, as temporary posts normally would become permanent automatically after 5 years of their existence. And these files/disposals are required to be kept only for 3 years beyond this period, for purpose of audit, after which they could normally be weeded out.

4. Such files as those are to be classified as 'Desirable' i.e. those files which are of secondary importance having relevance only for a specified period not exceeding 5 years, should be closed either in the 'Routine Series' as G.O.(Rt) where 'RT' stands for routine, or in the Lodged series as Endorsement, Demi-Official (D.O.), Memorandum, Lodged, Letter and Circular as the case may be. In the case of these files also, the period of their retention would vary depending upon the nature of the subject dealt within them. For example, sanction of journey of officers on tour. These disposals which are usually closed as G.O. (Rt.) need be kept only for a period of 3 years for purpose of audit, after which they could normally be weeded out.

5. It is always advisable that the process of appraisal be conducted before the meaning of the transaction dealt within them has faded from memory. The record creating agency would often be the best judge as to the utility of the record created and, to decide as to how long it is worthy of to be preserved. Papers which are to be classified as 'Ephemeral' which have no long term value, could just be transferred to 'Records' as soon as they are one year old, as waste paper, without being docketed. Disposals which are to be classified as 'Most Important', 'Important' and 'Desirable' may continue to be docketed as is being done at present. But it has to be ensured that these disposals/records carry their retention period and the year of their review/appraisal, prominently indicated on their dockets. Therefore an initial appraisal may be done by the record creating Department/Section itself while the file is being disposed of by the issue of a Government Order/final communication. The period of retention with reference to the 'Record Retention Schedule' given at Appendix I may be indicated in the disposal number, even at the stage of drafting as G.O./final communication so that it could have the approval of the passing officer (s) as well as that of the officer who is finally approving the draft. The figure showing the period of retention (in number of years) may be given immediately after the letters/word indicating the nature of disposal of the file. The year of appraisal/review of the disposal in the 'Records' may also be boldly and prominently written in red ink on the first page of the disposal jacket. These may be done as illustrated below:

(1) (a) G.O. (Ms 8) No. 65/87/P & ARD. dated 30-9-1987 (to mean that the MS disposal No. 65 of 1987 of P&AR Department issued on 30-9-1987 should be retained for a period of 8 years from 1988 onwards).

(b) Year of appraisal— 1996.

(2) (a) G.O. (Rt.3) No. 162/85/P&ARD. dated 20-8-1985 (to mean that the RT disposal No. 162 of 1985 of P&AR, Department issued on 20-8-1985 should be retained for a period of 3year from 1986 onwards).

(b) Year of appraisal—1989.

26/178/97—11

(3) (a) Letter (2) No. 11218/86/W.S.X./P&ARD. dated 4-10-1986 [to mean that the file No. 11218 of 1986 of P&AR (W.S.X.) Department closed in the lodged Series as 'Letter' should be retained for a period of 2 years from 1987 onwards].

(b) Year of appraisal—1989.

And similarly for files closed in the Lodged series as Endorsement, D.O, Memorandum, Lodged and Circular also. This would greatly facilitate easy identification of records/disposals to be appraised/reviewed in a particular year and their timely weeding out without any unnecessary waste of time, which would in turn save a lot of man-power and shelf-space for their storage in the Records'.

APPENDIX IV

Revised system for the transfer of Records/Disposals to the General Administration (S.R.) Department and their accounting and upkeep

1. The records/disposals returned / transferred to GAD (Secretariat Records) should be promptly and correctly accounted for and appropriate entries made in the connected 'Register of Records' in the format given at Annexure I.
2. The fresh disposals transferred to the 'Records' should be entered in the 'Register of Records' in Serial Order of the disposal numbers.
3. The 'Register of Records' in the format given in Annexure I should be maintained separately for disposals in the P/MS/RT and Lodged series respectively for each Department.
4. The disposals in all series taken from the 'Records' should be returned to the 'Records' as soon as their use is over.
5. The disposals in P/MS and RT series should be transferred to the 'Records' as often as possible.
6. The following procedure should be followed for the transfer of fresh Disposals in the Lodged series, i.e., disposals closed as EndtDO.....Memorandum, Lodged, Letter and Circular to the 'Records', viz:
 - (a) Files closed in the Lodged series should be retained in the Sections for a period of six months from the end of the month in which those files were opened (and not closed), after which, they should be entrusted to the Attender attached to the Department, for being transferred to the "Records" in the first fortnight of every month at the rate of disposals of files opened in a particular calendar month, in one single lot, together with a statement of files opened during that calendar month which were closed in the lodged series and which still remain to be closed drawn up in the 'Registrar of files closed in lodged series' in the format given at Annexure II. The latter category of files, viz files still remaining to be closed, when closed subsequently should be transferred to 'Records' as and when they are closed, along with the disposals in the P/MS and RT series. In order to ensure prompt transfer of disposals to Records and also to have an opportunity to the Supervisory Officers to verify it, a certificate to the effect that "all the disposals in the lodged series of files opened during and before the month six months previous to the month to which the Monthly Business Statement relates have already been transferred to the Records" may be attached to the Monthly Business Statement every month.

- (b) The Attender attached to the Department should consolidate these 'Statements of files closed in the lodged series' received from all the Sections of the Department, in serial order, in the "Register of disposals in the Lodged series transferred to 'Records' in the format given at Annexure III, maintained by him and transfer the disposals for the month to the 'Records' together with this consolidated statement, in one single lot.
- (c) The Clerical Assistant concerned in the 'Records' should make necessary entries in the relevant 'Register of Records' to be maintained in the Records in the format given at Annexure I with reference to the 'Register of disposals in the lodged series, furnished by the Attender of the Department in question in serial order, and satisfy himself of the correctness of the disposals/ records received from the Attender. Initially the column 'date of receipt' in the 'Register of Records' may be left blank against the number of those files which still remain to be disposed of, which should be subsequently filled up in due course as and when the relevant disposals are received from the Department.

ANNEXURE I

REGISTER OF RECORDS

Department; **Series** **Year**

<i>Receipt</i>		<i>Issue</i>									<i>Review/ Appraisal</i>		
<i>Disposal No.</i>	<i>Date of receipt</i>	I			II			III			<i>Year in which review wed.</i>	<i>Result of review (mark D for destroy & R for retain)</i>	
		<i>Date of issue</i>	<i>File No. which taken for ref- erence</i>	<i>Date of retur n</i>	<i>Date of issue</i>	<i>File No. which taken for re- ference</i>	<i>Date of re- turn</i>	<i>Date of issue</i>	<i>File No. which taken for re- ference</i>	<i>Date of re- turn</i>			<i>Year due for review</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

*Indicate the year of next Review as "N.R. 1994" (ie. next review due in 1994) in respect of disposals to be retained for a further period.

ANNEXURE II
REGISTER OF FILES CLOSED IN LODGED SERIES

List of files opened during 19 which were closed in the lodged series and which are yet to be closed

Department Section & Branch..... Month & Year.....

<i>Sl. No.</i>	<i>File No. (in serial order)</i>	<i>Files closed*</i>	<i>File yet to be closed*</i>	<i>Disposal handed to Attender*</i>
(1)	(2)	(3)	(4)	(5)

Total No. of disposals handed over to Attender

Total No. of disposals received by Attender

Signature of Assistant with date

Signature of Attender with date

*Indicate by tick mark against the file number given under column 2.

ANNEXURE III**Register of Disposals in the Lodged Series transferred to Records**

Consolidated list of files opened during 19..... which were closed
 in the Lodged Series and which are yet to be closed.
 Department.....Month & Year.....

<i>Sl.No.</i>	<i>File No. (in serial order)</i>	<i>Files closed*</i>	<i>Files yet to be closed</i>	<i>Disposed transferred to "Records"*</i>
(1)	(2)	(3)	(4)	(5)

Total No. of Disposals handed over to "Records"

Total No. of Disposals received in the "Records"
Signature of Attender with date.

*Signature of Clerical Assistant
with date.*

*Indicate by tick mark against file number given under column 2.

APPENDIX V

Relevant Extracts from the recommendations in the Work Study Report (July 1988), of the P & A.R.D. on Records Management.

(1) The General Administration Department (SR) may be re-organised, re-arranged and re-equipped as shown in the proposed lay-out of the Records Room in the Secretariat North Block Cellar Floor given a Annexure IV.

(2) It must be ensured that, uninterrupted and continuous powers supply is provided to the 'Records' by connecting it also to the Secretariat power generator unit.

(3) The following staff attached to (a) the office (b) the weeding out branch and (c) the Receipt and Issue branch of the 'Records' viz.

(i) Section Officers	..	4
(ii) Office Superintendent	..	1
(iii) Assistants	..	5
(iv) Typist	..	1
(v) Clerical Assistant	..	13
(vi) Binder	..	1

may be shifted out of the Records room-the muniment room and accommodated in the spacious room adjacent to the room of the Under Secretary (Records) which is 'presently occupied by Police after they are provided with some other suitable alternative accommodation.

(4) The room of the Under Secretary (Records), Record Room and the adjacent room mentioned above may be connected by providing door D2 in between (D2 in Annexure IV), Entry to the Record Room should normally be through the Door D1 via D2 and D4. D3 Door should be kept dosed.

(5) No outsiders ie, nobody other than the employees of the 'Records' should, under normal circumstances, be let into the Records. All the transactions, viz, the receipt and issue of records should be done at the Counter of the Clerical Assistant concerned, in the office room.

(6) The Records room may, preferably be air-conditioned. Or, in the alternative, if this cannot be arranged for one reason or another it must be ensured that a regular stream of air is maintained in the Record room by providing additionally.—

(i) 9 Suction fans-fans that would 'pump in fresh air from outside— one each above the 9 windows on the southern side.

(ii) 4 more exhaust fans one each above the 4 out of 9 window where there is no exhaust fan is provided at present, on the northern side to pump out the dust borne air from the 'Records room', and

(iii) 28 more ceiling fans throughout the length and breadth of the Records room, suitably interspersed, to prevent dust from settling on the 'Records', as indicated in the layout (proposed) given at Annexure IV as early as possible.

(7) When the, suction fans, the exhaust fans and the ceiling fan are working all the windows and doors of the Records room should be kept closed.

(8) One vacuum cleaner with a properly trained personnel to operate it must be provided in the 'Records room',—It must be ensured that the Records room—the records, the shelves, the Almirahs, the floor, the window sill, the corners of the walls and the ceiling: in short everything and every where in the records room—is thoroughly and properly vacuum cleaned every day before 10 O' clock in the morning and kept always spick and span.

(9) The practice of some of the members of the staff of the 'Records and of even a few others from outside, of taking their meals-lunch-in the Records room should be firmly put an end to. Nobody should ever be allowed to eat or drink any kind of food in the Records room.

(10) The doors to the 'Records' should always be kept closed using door closers.

(11) The Record room should at once be cleared of all the old disposals and other records marked for destruction and heaped on either side of the shelves, the broken chairs and other furniture and other junk lying accumulated here and there gathering clusters of dust, and the 'Records' kept neat and tidy to make it a pleasant place to work in.

(12) The broken furniture and other sundry articles heaped in the open space right in front of the only door to the Records should be removed forthwith and the place kept neat and tidy.

(13) The Attenders should be provided with sufficient number of short triangular type aluminium ladders to enable them to stack and take down bundles of records from height.

(14) 4 more section officers may be posted additionally to the weeding out branch of the 'Records' for the appraisal 'review of the old disposals closed files/records.

(15) A cubicle—room—made of plywood 3.40 m 3.10 m. should be erected/constructed in the open space, attached to the 'Records' as shown in the proposed lay out of the 'Records' given in the Annexure IV for accommodating the 4 Section Officers proposed to be posted additionally in the weeding out branch.