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GOVERNMENT OF MAHARASHTRA

A Braoucher indicating the duties of  
General duty Clerks in Secretariat  
Department



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**BOMBAY**

A Brochure indicating the duties of  
General Duty Clerks in Secretariat  
Departments



## PREFACE.

The General Duty Clerks in Secretariat Departments are expected to perform various functions and to discharge miscellaneous duties which have not, so far, been described at one place. For some time past, there has, therefore, been a demand for bringing out a brochure on the subject. This publication has accordingly been prepared by the O & M Section in consultation with the Secretariat Departments.

2. Suggestions for additions or improvements may please be sent to the O & M Section of General Administration Department.

N. S. PARDASANI,  
Deputy Secretary to Government.

# DUTIES ASSIGNED TO GENERAL DUTY CLERKS IN SECRETARIAT DEPARTMENTS.

## CHAPTER I.

### INTRODUCTORY.

1. The work in the Secretariat is divided into 12 departments and the subjects allotted to each Department are mentioned in the Rules of Business. Each Department is placed under a Secretary, who is assisted by Deputy Secretaries, Under/Assistant Secretaries and a number of branches. The number of branches varies from department to department. Each branch is managed by one Superintendent, one or more Senior and Junior Assistants and two or more General Duty Clerks. The work of noting and drafting is done by Senior and Junior Assistants and also by Superintendents. The General Duty Clerks in a branch attend to the work of keeping movement of papers, tracing previous references, keeping papers on which some action is to be taken after a certain period duly arranged, and compiling properly papers on which final action is taken.

2. In addition to the branches, there is a Central Section in each department viz., (i) Registry, (ii) Typing Section and (iii) Cash Section. The registry is headed by a Senior Assistant and it consists of two sections—receipt section which is directly in his charge and issue section which is in charge of a Junior Assistant. The work in receipt section is done by Clerks under the supervision of Senior Assistant, Registry.

3. As stated above, there are two or more General Duty Clerks working in each branch. The duties of General Duty Clerks mentioned below may be divided among all the General Duty Clerks in a branch suitably.

4. There are some general terms which are used often while describing duties of General Duty Clerks. They are explained in brief below. For fuller details, reference may be made to the paragraphs mentioned at the end of description in each case:—

- (i) Central Diary.
- (ii) Official receipts.
- (iii) Un-official receipts.
- (iv) Branch Diary.
- (v) Index of file numbers.
- (vi) Primary receipts.
- (vii) Secondary receipts.
- (viii) Control Chart.

5. (i) *Central Diary*.—In the receipt section of Registry, stamps bearing date and name of Department are put on references received and details regarding number, date and name of sender are entered in a diary, after running serial numbers are given to those references. This diary is called the central diary of receipts (paragraph 7).

(ii) *Official receipts.*—Communications which are received directly from officers or members of the public and which form part of the branch record are called “official receipts” (paragraph 8).

(iii) *Un-official receipts.*—Files or communications which are received in other departments but which are sent in original to a branch in another department for expressing opinion or for agreeing to particular suggestions, and which are to be returned to the originating departments are called “un-official receipts” or “un-official references” (paragraph 10).

(iv) *Branch Diary.*—This diary is intended to show movements of papers from one stage to another till the communication is filed in the branch (if it is an “official receipt”) or till it is returned to the originating department (if it is an “un-official receipt or reference”). Separate diaries are kept in each branch for official receipts and un-official references (paragraph 8).

(v) *Index of file numbers.*—In each branch, a list of file numbers to be given to communications on their receipt, is maintained. This list is also called “Index of file numbers” (paragraph 19).

(vi) *Primary receipts.*—Primary receipts are those official receipts which provide a fresh starting point for action and constitute an original item of work on which a final reply to the party concerned is to be given or general instructions are to be issued (paragraph 31).

(vii) *Secondary receipts.*—Secondary receipts are those which bring in information, advice, views, etc., which help in taking a final decision or shaping the final reply to be issued on a primary receipt (paragraph 31).

(viii) *Control Chart.*—For watching the period taken for disposal of cases, serial numbers of primary receipts are entered into a chart and struck off in a prescribed manner when the primary receipts are disposed off. This chart is called the “control chart” (paragraph 31 and 32).

6. Broadly speaking, the functions of General Duty Clerks can be divided into the following main categories:—

(1) Diarising of references received in the branch and keeping up-to-date movement of each reference from time to time.

(2) Searching of previous references quoted in the communication under disposal.

(3) Keeping papers on which some further action is to be taken, duly arranged.

(4) Compiling of references on which final action is taken.

(5) Keeping spare copies of Government Resolutions, Government Circulars, etc., issued from the branch duly arranged; and keeping closed files in the branch in proper order.

(6) Maintaining certain registers, charts, statements etc. which are required to be maintained for the branch as a whole.

(7) Miscellaneous.

## CHAPTER II.

## CLASSIFICATION OF REFERENCES RECEIVED IN THE BRANCH AND KEEPING UP-TO-DATE MOVEMENT OF EACH REFERENCE FROM TIME TO TIME.

*Indexing and distribution of tapal to noting assistants.*

7. The tapal is first received in the Registry Section of the Secretariat Departments and is entered in the central diary of the Registry. The Branches to which the various letters are marked for disposal are indicated in the central diary of the Registry Section, and the tapal is sent accordingly to the various branches of the Departments after sorting. On receipt of the tapal in the branch, it is marked by the Superintendent to the noting assistant concerned and is given to the General Duty Clerk for entering in the branch diary. The General Duty Clerk should then proceed to give each letter a file number with reference to the standard list of file numbers or the Index maintained in the branch for the year (for "Index" please see paragraph 19 below). The letters should then be entered in the branch diary of official receipts maintained in the form shown in Appendix I. The Superintendent of the branch will classify all the letters received into primary and secondary receipts and all primary receipts other than non-actionable and routine will be marked by him as "PX". This marking should be shown by the General Duty Clerk clearly in the branch diary for purposes of maintenance of the control chart as indicated in paragraph 31 below. At this stage, the previous reference, if any, on the same subject should also be connected by giving cross references in the diary, wherever necessary. The General Duty Clerk should then collect the file papers, if any, on the subject and hand over the references with the file papers to the noting assistant to whom they are marked by the Superintendent after making an entry to that effect in the branch diary.

*Maintenance of branch diary of official receipts*

8. After the Noting Assistant has dealt with a case and it is ready for submission to officers, the General Duty Clerk should put it up to the officers concerned after entering the name of the officer and the date on which the case is submitted in the branch diary against the relevant serial numbers of the case in question. On return of the file from the officer, further movements should be recorded in the branch diary i.e., if a communication is to be issued, the date on which it is sent for issue should be mentioned, if an un-official reference is to be made to other Departments, the name of such Department and the date on which it is referred to that Department should be given or if the papers are to be filed, the date on which they are sent for filing should be entered. Whenever a further communication (on which a case is already started in the branch) is received after a few days and entered in the branch diary for official receipts, it is necessary to link the fresh entry with the entry made in the official diary for the original case. This is generally done by giving running serial numbers to entries in official diary and by giving cross reference of this running serial number against the entry/entries of fresh

references made on subsequent dates, as soon as the original reference and fresh reference are linked together in one file. Further movement of the case should, thereafter, be recorded against the latest entry and cross references to the latest entry should be given against the immediately preceding entry pertaining to that case.

9. The General Duty Clerk should keep a check over the return of cases submitted to officers. For this purpose, the General Duty Clerk should scrutinize every month the branch diary with a view to ensuring that no entries in branch diary remain blank. If any blank entries are found, further movement of these cases should be recorded with the help of other records, i.e., the work-sheets of the noting assistant, the Index-cum-Movement Cards, to ascertain whether any of these papers were transferred to other Departments or branches or were disposed off without their movements having been recorded in the branch diary. If, as a result of this scrutiny and action, some cases are still found untraceable, the fact should be brought to the notice of the Superintendent for further instructions.

*Maintenance of diary of un-official references.*

10. In addition to official references, a number of non-official references are also received in a branch from other branches of the same Department or from other Departments for consultation. These references are intended to be returned to the originating branch/Department or are to be passed on to another branch/Department in succession. The General Duty Clerk should enter such references in a *separate diary* (in the form shown in Appendix I) called the "Diary of non-official references" and all the movements regarding their submission to the officers by the noting assistant concerned etc. should be recorded in this diary in the same manner as indicated in paragraph 8 above, till the case is finally returned to the originating branch/Department or is passed on to the next branch/Department to which it is marked. Whenever a department wants to make further inquiries (which are expected to take some time) before the un-official reference is returned to the originating department, and detains the papers for this purpose, the originating department should be informed about this, by issuing a detention memo. in the prescribed printed form. The General Duty Clerk should issue such a detention memo. whenever the noting assistants give specific instructions to this effect on the relevant cases.

11. When such un-official reference is received back in the originating Department the General Duty Clerk of that Department should enter it in the diary of official receipts (and not in the diary of non-official receipts) and make necessary cross entries against the original number under which it was referred un-officially to other Department.

*Maintenance of Index-cum-Movement Cards.*

12. The Index-cum-Movement Cards should be maintained only in the case of "Primary Receipts", described in paragraph 31 below. These cards should be maintained in the form given in Appendix II. While movement

of the case at each stage should be noted on such card, these movements should also be recorded in the branch diary against the relevant entry. Thus, the movement of cases is to be recorded on such cards (in respect of Primary Receipts) *in addition* to and not *in lieu* of movement in the branch diary.

*Maintenance of un-official cards and issue of reminders on un-official cases.*

13. When the officer has authorized an un-official reference to other Department on a particular case, the General Duty Clerk should first mark the movement in the branch diary and at the same time prepare in addition an un-official reminder card for the case in the form shown in Appendix III and then pass on the case to the despatcher for being sent to the Department to which it is marked. The General Duty Clerk should arrange such un-official cards in a tray in chronological order with reference to the date on which reminders for these cases are to be issued. He should check these un-official cards at regular intervals and put up routine un-official reminders in the attached form (Appendix IV) for the signature of the Superintendent and issue them to the Departments concerned on the dates such reminders are due. The un-official reminder card should again be kept in the tray in its appropriate place.

*Sending cases to officers, other sections, typists, despatchers, etc.*

14. The cases processed upon by the Superintendent or noting assistants will be returned to the General Duty Clerk for being sent to the officers or other sections. The General Duty Clerk should arrange to send the cases to the officers or other branches to whom they are marked after making necessary entries in the branch diary. Similarly after the officers have passed orders on the cases and the Superintendent/noting assistant has given necessary instructions for issue of the orders, the General Duty Clerk should arrange to send such cases to the Issue Section for typing fair copies of the orders and for despatching the same to the officers concerned.

*Following up of cases, particularly "Immediate" "Very Urgent" within and outside the Department and making informal enquiries, etc.*

15. The disposal of cases which are marked 'Immediate' or 'Very Urgent' is required to be supervised at every stage with a view to ensuring that unavoidable delay does not occur. The General Duty Clerk, should, therefore, keep track of 'Immediate' cases whenever Superintendents asks him to do so. For this purpose and also for purposes of obtaining other papers, records, etc., from other Departments for disposal of the branch work, the Superintendent of the branch may also call upon the General Duty Clerk to go to other Departments or officers and make necessary enquiries in cases which are of 'Immediate' nature.



## CHAPTER III.

SEARCHING OF PREVIOUS REFERENCES QUOTED IN THE COMMUNICATION  
UNDER DISPOSAL.*Searching of previous papers of files.*

16. After a communication is received and registered in the branch diary, the General Duty Clerk should proceed to trace out the previous papers or files required for its disposal. In every communication received, a reference is generally quoted to the letter to which it is a reply. The reference quoted thus indicates the set of papers required. These papers should either be available in the "await papers" (for "await papers", please see paragraph 18 below), which are in the custody of the General Duty Clerk or in some departments with the noting assistants or in the closed files which are kept in the branch or if the reference in question is an old one, in the closed files sent to the Record Room. If the required papers are in await, they should be removed from the await bundle and put up with the communication and the entire papers handed over to the noting assistant for further action. If the previous papers are in closed files kept in the Section cupboards, the General Duty Clerks should take out the files from the cupboards in the Branch and put up with the communication. The entire batch of papers should then be handed over to the noting assistant for further action. If, however, the previous papers are not readily available, the post may first be given to the noting assistant for entry in his worksheet.

17. If the previous files required are deposited in the Record Room in the Department, the General Duty Clerk should prepare a requisition for such files and put up to the Superintendent for signature. He should then arrange to obtain the files from the Record Room. The papers should then be handed over to the noting assistant for further action. The files so obtained should be returned to the Record Room for safe custody when they are no longer required. In case any previous papers required for the disposal of a communication are already put up with some other case, the General Duty Clerk should search from the branch diary (or Index-cum-Movement Cards) maintained by him and indicate to the noting assistant concerned the latest movement of these papers. In case, the communication in question does not give any reference to previous correspondence and opens altogether a new subject, the General Duty Clerk should give it a new file number, after consulting the Superintendent of the branch.

## CHAPTER IV.

KEEPING PAPERS ON WHICH SOME FURTHER ACTION IS TO BE TAKEN  
DULY ARRANGED.

*Custody of cases kept in await and giving them to noting assistant on due dates for reminders or for further action.*

18. Cases in which replies are expected are marked by the Superintendent or the noting assistant for being kept in "Await". The General Duty Clerk should keep such cases in his custody and arrange them in chronological order according to the dates by which replies are expected or by which they are to be taken out for being put up again for further action. The General Duty Clerk should take out the cases on the due dates and hand them over to the noting assistants for issue of reminders, if replies are not received by the dates or for such further action as may be necessary. In some departments, awaiting papers are retained by noting hands with them. In such cases, General Duty Clerks will not be required to take action as stated above.

## CHAPTER V.

## COMPILING OF REFERENCES ON WHICH FINAL ACTION IS TAKEN.

*Maintenance of subjects list of files or Index.*

19. Each Department prepares after a systematic classification of the subjects dealt with by it, a standard list of "Titles" of files comprising of the (1) main head of title and (2) sub-head of title. The list of main heads of titles is prepared by taking appropriate trilaterals from the subject proper; e.g., the main head "Provincial Co-operative Bank" would be indicated by the letters "P. C. B.". At the beginning of every year, therefore, a list of the main heads of titles should be prepared on the basis of the subjects dealt with in the branch. Under the main heads, sub-heads should be opened in serial order by adding to the trilaterals a number of two digits from 10 to 99. When the number of sub-heads is likely to exceed 99, a new head should be opened. The year of the file should be indicated by adding the last two digits of the year i.e., "60" in the case of files pertaining to the year 1960, to the sub-heads indicated by serial numbers from 10 to 99 as explained above. The General Duty Clerk should prepare such an index of file numbers for the branch at the beginning of every year and get it approved by the Superintendent and the Branch Officer.

20. On receipt of a communication, the General Duty Clerk should note whether a file number has already been quoted or indicated in the reference and give a file number to the reference accordingly. In case no file number has been quoted or referred in the reference the General Duty Clerk should see what the subject of the communication is and whether a proper file number has already been allotted in the index of files prepared for the year and approved by the Superintendent and if so allot a proper file number to the reference accordingly. If the subject is not given a file number in the index of files, the General Duty Clerk should allot a new file number to the reference in consultation with the Superintendent of the branch and take an entry about it in the index of files opened for that year under the trilateral and sub-subject concerned. The opening of a new file number (new trilateral) is done in consultation with the Registry, which has got a common list of files opened by all Sections of the Department duly arranged in alphabetical order. This consultation with the main register in the Registry is necessary to avoid duplication of a trilateral in the same Department.

*Compilation of papers :*

21. When a case is finally disposed of and filing orders are given by the noting assistant or Superintendent, the General Duty Clerk should, after taking an entry to that effect in the branch diary, arrange to keep the papers in file covers. There will always be a number of sets of papers bearing the same file numbers. They should be kept in the same file covers in such a

way that the notes and correspondence portion of each set is not disturbed and any set can be easily taken out at any time and put up for reference whenever necessary. In cases where the sets to be filed under one subject are too many, the papers should be filed in two or more separate parts using a separate file cover for each part. The noting assistant and the Superintendent will indicate the category of preservation of the set of papers while passing orders for filing.

## CHAPTER VI.

KEEPING SPARE COPIES OF GOVERNMENT RESOLUTIONS, GOVERNMENT  
CIRCULARS, ETC., ISSUED FROM THE BRANCH DULY ARRANGED,  
AND KEEPING CLOSED FILES IN THE BRANCH IN  
PROPER ORDER.

*Custody of closed files in the Branch.*

22. The branch has to retain in its custody current papers and files of the current year and previous three years. The General Duty Clerk should keep all closed files of the branch in cupboards provided for the purpose and arrange them strictly in alphabetical order as shown in the index. If and when a file is removed from the cupboard, the fact that the file has been removed for such and such purpose should be indicated by inserting a file board or a dummy file in the place of the file with a card affixed to it indicating the papers for which the file has been removed from the collection.

23. The files older than 3 years and which are intended to be preserved for a longer period should be sent to the Registry. The General Duty Clerk should prepare a list of such files every year and send it to the Registry for custody and obtain a receipt for the files from the Registry Section.

*Maintenance of collection of spare copies of orders etc. and supply  
of copies of Government Resolutions etc. to other Departments/  
Branches.*

24. In every branch of a Department a collection of spare copies of all important Government orders, Circulars etc. is maintained as these copies are always required for reference purposes in various files. The General Duty Clerk should maintain this collection in proper order. Whenever important orders of a general nature are issued, the General Duty Clerk should keep sufficient number of spare copies in the branch collection of spare copies.

25. There are three kinds of scales, viz., Scale A, Scale B, and Scale C, for distribution of Government Circulars, etc. When the papers are returned from the Registry Section after issue, the General Duty Clerk should keep one clear copy of the order on the file if the original copy is not a typed one or is a typed one but contains manuscript corrections, alterations, etc., and remove all other spare copies from the file. Out of these spare copies the General Duty Clerk should take out the following number of spare copies for purposes of preservation and keep them aside in the cupboard allotted to the Branch :—

- (1) Papers distributed under Scale "C" : 5 copies.
- (2) Papers distributed under Scale "B" : 10 copies.
- (3) Papers distributed under Scale "A" : 20 copies.

The rest of the spare copies should be arranged in bundles according to the dates of the orders. On the top of the bundle the month and year of the orders in respect of which spare copies are kept should be indicated in bold letters. All such bundles should be arranged and kept separate in cubboards, allotted to the Branch. Whenever there is a demand for the supply of spare copies of the Government Resolutions, Circulars, etc. from other Department/Branches, the General Duty Clerk should attend to such requests or requisitions and arrange to supply the spare copies after consulting the Superintendent of the Branch. Spare copies of Circulars, Government Resolutions, etc. which are not required for reference purposes often, should be destroyed gradually. Instead of destroying all spare copies of one Government Resolution at a time, few spare copies of each Government Resolution, Government Circular, etc. should be destroyed periodically.

## CHAPTER VII.

MAINTAINING CERTAIN REGISTERS, CHARTS, STATEMENTS, ETC. WHICH ARE REQUIRED TO BE MAINTAINED FOR THE BRANCH AS A WHOLE.

*Maintenance of Assembly and Council Question Registers.*

26. When an Assembly or Council Question is received in a branch, the General Duty Clerk should first enter it in the branch diary of official receipts. He should simultaneously enter it in the "Register of Assembly Questions" maintained in the prescribed form (Appendix V) in each branch. The dates of calling for reports and issue of reminders and the stages of disposals, should also be entered in the relevant columns of the register. The date of issue of reply to the Maharashtra Legislature Secretariat should also be indicated against the relevant questions when a reply is finally issued. The serial Nos. of the questions to which replies have finally been issued should be encircled to show that the question is no longer pending disposal. It should also be indicated in the remarks column whether the file has been submitted to the Minister-in-charge for his use in answering the question on the floor of the House.

Separate register should be maintained for Assembly and Council Questions in the form shown in Appendix V.

27. During the period the Assembly/Council is in session, the General Duty Clerk should on the basis of the above registers prepare every week a progress report in the appended form (Appendix VI) showing the position regarding the number of pending questions, etc. and submit it to the Superintendent of the Branch for being forwarded to the coordinating Branch of the Department for consolidation and transmission to General Administration Department.

PREPARATION AND CONSOLIDATION OF PERIODICAL RETURNS.

*Consolidation of abstracts of work-sheets of individual noting assistants.*

28. The individual noting hands including the Superintendents prepare abstract in the form shown in Appendix VII of the worksheets. This abstract shows the number of cases pending with each of them at the beginning of the week, the number of cases received by them during the week, and the number of cases disposed of by them during the week and the number of cases remaining with each of them at the end of the week, indicating the cases pending within one week, over 1 week, over 2 weeks, over 3 weeks, and total number of cases and also how many such cases are pending for want of papers. From the individual abstracts of each assistant, a consolidated abstract showing the position of arrears in the branch should be prepared in the form given in Appendix VIII by the General Duty Clerk by totalling up the details of abstracts given by the assistants. After totalling up the receipts and disposals of the various assistants, the average disposal per noting assistant per day should be worked out. For working out the average, Saturday should be taken as a half day and Sundays and Holidays should

be excluded. The average should thus be worked out by dividing the total disposals by the number of noting assistants and the number of working days in the week.

(e. g.) Total Disposals 250 : Noting Assistants 5 ; No. of Working days  $4\frac{1}{2}$ .

Average disposal per noting assistant per day =  $250 \div 5 \div 9/2 = 11.1$ .

29. After preparing the abstract, details regarding number of cases pending with the General Duty Clerk for searching previous papers should be entered indicating the number of references pending for over 1 week, over 2 weeks and over 3 weeks. A copy of the consolidated abstract for the branch should be passed on by the General Duty Clerk by Tuesday to the coordinating Branch of the Department for consolidating such abstracts and passing them on to the General Administration Department (O & M Section).

30. If the Superintendent considers it desirable to entrust the work of consolidation of arrears list to the junior-most Junior Assistant in the branch the duties of General Duty Clerk mentioned in this paragraph may be performed by that Junior Assistant.

#### *Maintenance of Control Chart.*

31. All receipts received in a branch will be divided into two categories—(1) Primary receipts i.e. receipts which provide a fresh starting point for action and constitute an original item of work and (2) Subsidiary receipts, i.e. receipts which bring in information, advice, views, etc. which help in taking a final decision or shaping the final reply or orders to be issued on the primary receipts of category (1) above. The Superintendent of the branch while going through the dak and allotting it to the noting assistants will mark all primary receipts excluding the non-actionable and routine (i.e. these primary receipts on which no action is necessary beyond perusal or circulation and these routine primary receipts which call for very routine or stereotyped action and are finally disposed of by a single note and a draft) as "PX". The General Duty Clerk while entering the receipts in the Branch diary should indicate the marking "PX" in Col. 5 of the branch diary against these receipts and simultaneously enter the number thereof in the Control Chart in the form in Appendix IX. A new Control Chart should be opened on the first working day of each month for entering such "PX" receipts received during the month.

32. When a receipt marked "PX" is finally disposed of the General Duty Clerk should, after making an entry to that effect in the Branch Diary, simultaneously score off its serial number in the Control Chart with one or two diagonal strokes according as the receipt is finally disposed of within two or four weeks. Receipts finally disposed of in a period of over four weeks should be struck out by a dash (—). This should be done by the General Duty Clerk on the basis of the filing instructions recorded by the Superintendent or the noting assistants concerned on the cases.

33. An abstract of the Control Chart should be drawn by the General Duty Clerk in the form given in Appendix X after a period of four weeks after the end of the month to which the chart relates. For example, abstract



of the Control Chart for the month of June should be drawn on the first working day of August so that all "within four weeks" disposals are reflected in it. The pending "PX" receipts in the Control Chart need not be brought forward in the Control Chart of the next month, instead the Control Chart of each month should be kept open even after the abstract is drawn till all serial numbers entered therein are finally disposed of and defaced.

34. After the abstract is checked and signed by the Superintendent of the branch, the General Duty Clerk should submit to the Branch Officer and also send a copy thereof to the O & M Section in the Department for being consolidated and sent to the General Administration Department (O & M Section). The General Duty Clerk should also prepare at the end of each quarter an abstract of pending cases in the form mentioned in Appendix XI and take similar action in respect of that abstract.

*(a) List of Government of India references pending with the Branch for over three months.*

*(b) List of Government references pending with the Government of India over three months.*

35. Communications received from the Government of India are required to be disposed of with care and expedition. Similarly, communications addressed to the Government of India are required to be watched carefully. To watch the progress in such cases the General Duty Clerk should, after entering the letters in the branch diary, take an entry about them in separate statements maintained in the forms mentioned in Appendix XII and XIII. Copies of such references should be sent to the Governor and Chief Minister in the case of important references if instructions to that effect are given by the noting assistant or Superintendents or higher officers. These cases should be kept separate from the other papers in await and given to assistants for putting up reminders etc. on the due dates without fail. On the last day of the month the General Duty Clerk should prepare separate statements in forms mentioned in Appendix XII and XIII showing the cases of State Government pending with the Government of India for over three months and those of the Government of India pending with the State Government for over three months and submit them to the Superintendent and Branch Officer. On approval, those statements should be passed on to the coordinating Branch of the Department by the 15th of the following month for being passed on to the General Administration Department (O & M).

*List of references pending final replies from the Divisional Commissioners for over two months.*

36. Every Branch is required to send to the Co-ordinating branch by the 10th of the following month a statement showing the references made to the Commissioners of Divisions which are pending with the Commissioners for over 2 months. Similarly, the Commissioners submit to Government a statement showing the cases pending with Government for over 2 months. For this purpose, as soon as a reference is received from/made to the Commissioner, a note should be taken in the forms given

in Appendix XIV and XV indicating the number and date of the Commissioner's Government's reference, its subject, date of receipt in the Department and file number with making the reference Serial number. A separate form should be maintained for the references received from from each Commissioner. At the end of the month, the made to latest movements should be verified and a separate statement showing cases pending for over 2 months with *each Divisional Commissioner* should be prepared in triplicate and passed on to the Co-ordinating Branch for consolidation and passing on to the Commissioners.

*Maintenance of "Select" files.*

37. In every branch, an up-to-date collection of important orders (Government Resolutions, Government Circulars, etc.) is maintained. This is called "Select File". A separate select file should be maintained for each individual subject dealt with in the Branch by the noting assistant concerned. This collection should be kept up-to-date by inserting in it copies of all important orders issued on the subject from time to time. In cases where spare copies of any important orders are not available, the General Duty Clerk should help the noting assistant in getting copies typed from the original files and keeping them on the select files. The select files should have an index at the beginning. These select files should be maintained in addition to the general collection of spare copies mentioned in paragraph 24.

38. The "Select files" guide the noting assistants and also the General Duty Clerk about the important orders which the branch requires in its day-to-day working. The noting assistants and General Duty Clerk should, therefore, see that these files are maintained up-to-date.

*Maintenance of name index register.*

39. A number of references are received on various subjects from private persons, non-official organisations, etc. In order to trace out the files regarding these references quickly, an index register is required to be maintained in the attached form (Appendix XVI). The names beginning with the various alphabets should be allotted a few pages in this register and an index thereof should be kept at the beginning of the register. After references from private persons, non-official organisations, etc. have been given a file number and are entered in the branch diary, the General Duty Clerk should immediately enter them in the name register also showing the name and address of the private person or the non-official organisation concerned, the date of receipt of such reference and the serial number and file number as entered in the branch diary. This register makes it easy to trace out references from private individuals and non-official organisation etc. It is not necessary to record any movements of case papers in the name register. It will be enough if the correct reference in the branch diary is quoted against respective entries. If a very large number of such references are received every week, the General Duty Clerk should, in consultation with the Superintendent, enter only the important communications in the name register.

## CHAPTER VIII.

## MISCELLANEOUS.

*Maintenance of branch collection of books.*

40. Each branch is generally supplied with a set of Acts, Rules and other books and publications required for its day-to-day working. If any publications are wanting, copies thereof are obtained by the Superintendent or the assistant with the approval of officers from the Director, Government Printing and Stationery, if the publications are Government publications or are purchased from the Managers of Private Publications according as the publications are Government of India Publications or Private publications. A list of all publications in the branch should be maintained in the form shown in Appendix XVII and it should be kept up-to-date by making additional entries in respect of new books received or purchased by the Branch.

41. The serial number at which the books are entered in the list should be shown against each book by affixing a slip to the books. The books which are with the Superintendents and the noting assistants should be entered in the general list of collection of books in the branch but in the remarks column, it should be indicated which of the books are with the assistants. Whenever, a book is given to any member outside the branch, a note should be kept by putting a slip in place of that book in the collection of Books. The slip should contain the serial number, name of the book, and the initial of the persons to whom it is given, so that the persons concerned can be reminded after some time in case the book is not received back.

42. Sets containing the important orders issued by the Department during the month are required to be submitted to :—

- |   |     |     |     |           |
|---|-----|-----|-----|-----------|
| (1) The Governor  | ..  | ... | ... | One set.  |
| (2) The Ministers   | ... | ... | ... | One set.  |
| (3) The Deputy Ministers  |     | ... | ... | One set.  |
| (4) The Chief Secretary and all Secretaries   |     |     | ... | One set.  |
| (5) The Deputy Secretary to Government, Finance Department and the Secretary, Inter-State Planning Committee. |     |     |     | Two sets. |
| (6) Deputy Secretary (O & M Section), Administration Department.  |     |     |     | One set.  |

Seven copies of all roneoed or printed orders issued by the branch should, therefore, be kept aside by the General Duty Clerk. Before giving such sets to the co-ordination branch at the end of every month for submission to the Governor etc. he should consult the Branch Superintendent and omit from the sets orders of unimportant nature.

*Custody of Stationery articles and their supply to Noting Assistants.*

43. General Duty Clerks of branches receive monthly stationery on indent from the Registry which is the custodian of stationery articles of the whole department. The General Duty Clerk should keep the stationery received in the Branch in his custody and distribute the same according to the requirements of the noting hands. He should maintain a list of the stationery distributed to them.

*Comparing work other than that done by the Examining Section.*

44. The General Duty Clerk should assist the noting assistants in the Branch in comparing typed copies of agreements or documents of *important nature*. He should also help the noting assistants in comparing fair copies of very important, confidential or immediate drafts which are required to be put up for the signature of the officers.

*Writing of Press requisitions in printed forms.*

45. In some cases, the orders to be issued are of a general nature and very often a number of spare copies are required for being issued to the Heads of Departments and other subordinate offices for their use. In such cases, the orders are got printed from the Government Central Press. Whenever papers are to be sent to the Government Central Press for printing, the noting assistant should write out the necessary Press requisition in standard form No. 209 (e) (Appendix XVIII), obtain the signature of the Superintendent of the branch and arrange to send it to the Press. The receipt of the printed copies from the Press should also be watched from time to time by the General Duty Clerk as well as by the noting assistant concerned. In case, the work of issuing Press requisitions is done by Issue Section, General Duty Clerks and noting assistants may remind that Section, in case printed copies are not received in reasonable period.

APPENDIX I.

(Please see paragraph 7)

Serial No. of the Branch.	Inward and File No. of the correspondence and cross references, if any	From whom received and number and date of reference	Subject	Classification into PPX and S	F. P. put up.	To whom allotted and when given by G. D. C.	To whom submitted and when*	To whom sent out of the Department and when	Date of final disposal
1	2	3	4	5	6	7	8	9	10

\*When a file is returned to the noting branch from an Officer for re-submission, the entry in this column should show the date on which it returned to the branch and was given to the noting hand.

APPENDIX II.

(Please see paragraph 12)  
*Index-cum-Movement Card*

File No.	Subject	Movement
Inward Serial No.		
Cross references, if any.		

APPENDIX III.

(Please see paragraph 13)  
*Un-official Reminder Card*

File No.	Subject	To whom referred and when
Inward Serial No.		
Date for reminding.		

APPENDIX IV.

(Please see paragraph 13)

DEPARTMENT

Unofficial Reference      The attention of

No.      Department is requested to the unofficial reference from

dated      19 .      this Department noted in the margin, the early return of

Subject—      which with a reply will be convenient.

Superintendent, \_\_\_\_\_ Branch,

\_\_\_\_\_ Department.

Unofficial reference to the

Department No.      , dated      19 .

APPENDIX V.

(Please see paragraph 26)

Serial No.	Legislative Assembly/ Legislative Council Question Number	Name of M.L.A./M.L.C.	Subject	Date of receipt	File No.	Date of calling for report	Date of issue of reminders	Date of receipt of report, sub- mission to Government and issue of reply	Remarks
1	2	3	4	5	6	7	8	9	10

APPENDIX VI.

(Please see paragraph 27)

*Pro forma*

Name of Department and Branch	No. of Questions received since 1st April		No. of Questions remaining unreplied to as on the i.e. at the end of the last session		No. of Questions unreplied to as on the		No. of Questions referred to in column 4 to which replies have been sent to the Maharashtra Legislature Secretariat		No. of Questions referred to in column 4 which are pending i.e. difference of columns 4 and 5			
	(a) Assembly	(b) Council	(a) Assembly	(b) Council	(a) Assembly	(b) Council	(a) Assembly	(b) Council	Pending for less than one month		Pending for over one month	
									(a) Assembly	(b) Council	(a) Assembly	(b) Council
1									6		7	

N.B.—Unreplied Questions mean Questions which are not answered on the floor of the House.



## APPENDIX VII.

(Please see paragraph 28).

*Abstract of Work Sheet.*NAME—  

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Number of cases outstanding at the beginning of  
the week.

Number of cases received on—

Monday—

Tuesday—

Wednesday—

Thursday—

Friday—

Saturday—

Total for week—

Total receipts—

Number of cases outstanding at the end of the week  
(see overleaf).

Balance disposed of during the week—

Details of outstandings :—

Up to one week—

„ two weeks—

„ three weeks—

Over three weeks—  

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APPENDIX VIII.

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## APPENDIX IX.

(Please see paragraph 31).

*Control Chart showing disposal of primary receipts other than non-actionable and routine.*

Branch.....Department .....Month.....Year .....

Date.  1	Serial numbers of primary receipts received during the month.  2	Remarks.  3

*Instructions for the maintenance of the Chart.*

(i) The Chart will be maintained by the General Duty Clerk under the direct supervision of the Superintendent.

(ii) The General Duty clerk will enter in column 2, the Serial Nos. of "Primary receipts" (i.e., those marked PX) received on a day against the relevant date.

(iii) Primary receipts finally disposed of within two weeks will be neatly scored off with one diagonal stroke (thus/) and those disposed of between two and four weeks with two diagonal strokes (thus//). Receipts disposed of after four weeks will be cut out with a dash (—).

## APPENDIX X.

(Please see paragraph 33).

*Abstract of Control Chart.*

Branch.....Department .....Month.....Year .....

Number of Primary receipts received during the month.  1	Number of Primary receipts disposed of			Percentage of total number of receipts disposed of within 4 weeks to receipts received during the month i. e. percentage of columns 4 to column 1.  5	Remarks.  6
	within two weeks.  2	Between two and four weeks.  3	Total.  4		

*Note.*—(1) This abstract will be drawn after a lapse of four weeks after the end of the month to which the Control Chart relates. It should invariably be prepared on the 1st working day of the month. The name of the month to which the Chart relates should be shown at the top and not the name of the month in which the abstract is drawn.

(2) This abstract will be prepared in duplicate, the original will be submitted to the Branch Officer and the duplicate sent direct to O. and M. Officer of the Department.

APPENDIX XI.

(Please see paragraph 34).

Department.....Abstract for the quarter ending.....  
Abstract showing the number of primary receipts pending final disposal on.....

- (1) Less than 2 months old.
- (2) Between 2 and 6 months old.
- (3) Between 6 and 9 months old.
- (4) Between 9 and 12 months old.
- (5) Over 12 months old.

Total: .....

*Note.*—This abstract should be drawn by counting the number of entries not defaced in the Control Charts of different months.

APPENDIX XII.

(Please see Paragraph 35).

Statement showing the position of the Government of India references pending in the Department as on.....

Serial No.	Name of the Ministry and the number and the date of the Govt. of India's letter.		Subject.	Date of receipt in the Deptt. and the File No.	Date by which reply is due.	Stages of disposal, Other Deptt./Officers with whom reference is pending.	Reasons for the pendency.	Date of reminders issued.	Directions of the officer for further disposal.	
	No.	Date.								
1	2	3	4	5	6	7	8	9	10	11

APPENDIX XIII.

(Please see paragraph 35).

Department .....

*Statement showing position of Government References pending with the Government of India.*

Serial No.	Letter		Subject.	Name of the Ministry of the Government of India with whom pending.	Date by which reply is expected.	Date of reminders sent.	Remarks by Officers, if any.
	Number.	Date.					
1	2	3	4	5	6	7	8



## APPENDIX XIV.

(Please see Paragraph 36).

Statement showing the references received from the Commissioner, \_\_\_\_\_  
 Division, pending in the Department \_\_\_\_\_ Branch \_\_\_\_\_

Serial No.	Number and date of Commissioner's reference.	Subject.	Date of receipt..	File No.	Remarks.
1	2	3	4	5	7

## APPENDIX XV.

(Please see Paragraph 36).

*Statement showing references made to the Commissioner of  
Division \_\_\_\_\_ Branch.*

Serial No.  1	Number and date of Government references.  2	Subject.  3	Date of reminders issued, if any.  4	Remarks.  5

## APPENDIX XVI.

(Please see Paragraph 39.)

Serial No. 1	Name of person or non-official body. 2	Full address of the person or body. 3	Date of receipt. 4	File No. and Serial No. of the receipt. 5

## APPENDIX XVII.

(Please see Paragraph 40).

*List of Books kept in the Library.*

Serial No.	Short Title etc. of the Book.		No. and date of the communication with which, and name of authority from whom, received.	Date of receipt.	No. of copies received.	Remarks showing the reason and the authority for removal of books from the list.	
	Title.	Author					Price.
1	2(a)	2(b)	2(c)	3	4	5	6

## APPENDIX XVIII.

(Please see para. 45).

## GOVERNMENT OF MAHARASHTRA.

## REQUISITION FOR WORK ON THE GOVERNMENT PRESSES.

To

THE MANAGER,

No.

Dated

19

Reference to previous requisition, if any—No.

date

1. Description of work—
2. Government Authority for printing—
3. The Budget Head of Account to which cost is debitable (*vide* G. R., G. D., No. 6970 of 10-8-1929) or chargeable as the case may be—
4. Size in which to be printed—
5. Style of binding, if any—
6. Number of proofs required—
7. Date on which proofs are required (in case of urgent work)—
8. Number of final copies required—
9. Date on which final copies are required (in case of urgent work)—
10. Classification of the work (whether for official use only, gratis, or for sale) *vide* G. O., G.D., Nos. 1371 and 2185, dated 28-2-1917 and 23-2-1918, respectively, and P-118, dated 29-4-1926 and 14-7-1926—
11. Edition of the publication—
12. Special instructions for Press, if any—
13. After final copies have been supplied, type to be (a) kept Standing (b) Distributed—

(Signature in full)

(Designation)

(Address for despatch of completed work).