Jt. Secretary
Govt. of India
Ministry of Urban Development

FOREWORD

An up-to-date edition of the Office Manual for the Department of Publication has been a long felt need. The last office Manual, for this organization, which was previously known as Government of India Publication Branch, prior to 1973, was brought out on 22nd October, 1948. It was in two parts, viz. one containing information necessary for the indentors of all categories in their transactions with the office and the other containing general rules and Departmental Instructions for the guidance of the staff.

~~In post 1948 period~~, There have since been several ~~structural~~, ~~administrative and other~~ changes in the functioning of the Government offices. In the case of this the Department of Publication vast changes have taken place as a result of ~~its deep~~ study by the Department of Personnel and Administrative Reforms (Ministry of Home Affairs), in the seventies. This all has necessitated an extensive revision of the Office Manual. Now it has been updated in a combined volume. It is corrected upto June, 1992 incorporating all the functional changes. ~~It has been well arranged to make it up-to-date.~~ I have no doubt that this will be found useful by all concerned.

~~With good wishes,~~

INDRANI

New Delhi, the _____ 1992   Joint Secretary to Govt. of

PREFACE

Govt. of India Publication Branch, under the Ministry of Works and Housing had brought out a Manual incorporating general rules and Departmental instructions for the guidance of the staff working in the Department and the Manual was published in October, 1948. The Publication Branch was later renamed as Department of Publication in 1973 under the Ministry of Works & Housing. As a result of departmentalisation, the Deptt. of Publication now functions under the control of Ministry of Urban Development. There have been successive liberalisation of the substantive provisions contained therein with consequent scores of amendments as also complete replacement of chapters relating to procedures and thus necessity has actually been felt time and again to update the general rules and Departmental instructions. Although every effort has been made to make the Manual as comprehensive and accurate as possible, it is quite possible that a few omissions may be noticed in the compilation, which is now published after a gap of 44 years in a single volume.

This edition has been brought out incorporating all the available amendments issued so far as also the various orders, pending their codification containing Chapters I to X with 12 Appendices with full information and functions with a view to plan, promote and achieve efficiency and desired objectives in this Department as well as to our dealing with agents.

Department of Publication is the second largest publisher, Stockist, Distributor and seller of Govt. publications in the world, handling over 54,000 titles including 29 Journals and Gazette of India all parts (Weekly and Extraordinary) and Delhi Gazette. The Department undertakes the insertion of advertisements in Govt. publications and Periodicals at very moderate and economical rates. The Deptt. also earns foreign exchange through sale of books abroad.

I am indebted to Shri S.N.Chakraborty, exController of Publications for the basic work done by him (for revision of this Manual) which has now been updated.

June 1992

S.K.SOPORY
Controller of Publications

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CHAPTER I

INTRODUCTION

1. Brief history of the Department of Publication.

The Central Publication Branch (now the Department of Publication) was established in Calcutta on 1.4.1924 with a retail book shop attached thereto. Before that such of the functions were performed by a section known as Publication Section in the Government of India Press, Calcutta. The Central Publication Branch functioned as commercial organisation during the year 1928-29 to 1930-31. In 1932, the Branch (excluding the Book Shop later on called Book Depot) was transferred to Delhi. The Manager of Central Publication Branch was renamed as Manager of Publications in 1933. The Branch was renamed as Govt. of India Publication Branch in 1948 under notification No. A-48 dated 11-2-1948 from the Ministry of Works, Mines and Power, New Delhi (£.f.00-M-90/20/47-G.dated 10.3.1948. The Kitab Mahal (Publication Emporium)- retail shop of the Publication Branch was opened by the Hon'ble Minister Shri N.V. Gadgill, Ministry of Works, Mines and Power on 9th July 1948. At present it is housed in the State Emporia Building Unit No. 21, Baba Kharag Singh Marg, New Delhi. The Publication Branch functioned as a Subordinatē office of the earstwhile Chief Controller of Printing and Stationery, till the end of February 1973. / On 1.3.1973, the printing and Stationery Department was trifurcated into three separate Departments, viz. Directorate of Printing, Depart of Stationery and Department of Publication vide Govt. of India , Ministry of Works & Housing, New Delhi resolution No. I-11012/3/73-PI dated 5.2.1973 published in Part I Section I of the Gazette of India. Thereafter, the Department of Publication came into existance as full fledged Department under the Ministry of Works & Housing (now Ministry of Urban Development) with Controller of Publications (Grade 'A') as its head. The post of Manager of Publications was abolished/held in abeyance and the posts of Controller of Publications, Deputy Controller of Publications and Financial Officer (Grade 'B') were created for this Department vide Ministry of Works & Housing letter No. I-11012/3/72-PI(ii) dated 6.1.1973.

2. Organisation of the Department.

The Department of Publication is an independent organisation directly functioning as subordinate to the Govt. of India, Ministry of Urnban Development, New Delhi. It is a service Department as defined in Rule 59 of Account Code Vol. I(cf Govt. of India, Late Deptt. of Industries and Labour O.M. No. A-436 dated 10.11.1930. After a thorough study into the working this Department since 1971, the Administrative Reforms Wing of the Deptt. of Personnel & Administrative Reforms made certain recommendations on the staffing pattern of this Department as per their IXth and last report submitted to the Govt. in January,1978. Para 99.2 of the report regarding the re-organisation of the department is reproduced below:-

99.2 : The revised organisational structure and saffing pattern suggested are given in the succeeding paragraphs. Stated briefly, the Department of Publicationwould be devided into two divisions, viz. Administration Division and Marketing Division. Each of these Divisions would be headed by a Deputy Controller. Each of the Divisions is divided into three Branches. Thus the Administration Division would consist of (a) Administration Branch (b) Business Branch and (c) Finance Branch. The Marketing Division would consist of (a) Periodical Branch (b) Sales Branch and (c) Store Branch. Each of these Branches

GOVERNMENT OF INDIA DEPARTMENT OF PUBLICATION ORGANISATION CHART

CONTROLLER OF PUBLICATIONS

DY. CONTROLLER

Asstt. Controller (Publications)

Financial Officer	Admn. (1)	Business (2) Publications / Periodicals	Store (3) Stock / Supply	Asstt.Director(O.L)
Cash Section Accounts-I Accounts-II Accounts-III Advt. Bill Section I.A.U. Sec. P.S.T. Sec.	Supdt.(Office) Establishment Sec. General Sec. C.R.T. O&M Vigl. Caretaker	Pub. Sec. Advt. Sec. Weeding Out Sec. Kitab Mahal Book Depot,Cal. Sales Counters Main Office UPSC Bldg. CBR Bldg. Udyog Bhawan High Court CGO Complex Bombay Addressing Sec. D.S.K.III Gazette Sec. Gazette D. Unit Periodical Sec.	Supdt.(Army) Pubs. Store Keeper (Civil) Store Keeper (Army) Dy. Store Keepers I,II and IV Civil Des. Sec. Army Desp. Sec. ~~[illegible]~~ ~~[illegible]~~ Sales I,II,III,IV Genl.Enq. Section. Catalogue Section.	Hindi Section

A B S T R A C T

C.P.	1	Supdts.	2	Cashier	1	S.Os	15
D.C.P.	1	S.Ks	2	Accountants	4	H.Cs	6
F.O.	1	DSKs	4			Addg.I/C	1
AC(Pub)	3						
A.D.(OL)	1						

THEY MANAGED THE ORGANISATION WITH HIGHEST CALIBRE AND BEST MANAGERIAL SPIRIT.

Sr. No.	NAME	Period from & to	Rank
1	2	3	4
1.	S/Shri J.M.Golder	1924-1928	Manager ~~Class-I~~
2.	B.U.N.Mazumdar (Offg)	1928-1933	-Do-
3.	A.C.D. Eco	1933-1937	-Do-
4.	E.V.Gregory	1937-1942	-Do-
5.	E.V.Kanade	1942-1945	-Do-
6.	A.A.Whitley	1946-1947	-Do-
7.	S.N.Chatterjee	1947-1950	-Do-
8.	T.N.Srivastava	1950-1951	-Do-
9.	S.R.Dutt	1951-1952	-Do-
10.	A.A.Whitlay	1952-1956	-Do-
11.	V.Ramachandran	1956	-Do-
12.	H.R.Jain	1956	-Do-
13.	K.M.Iyar	1957-1960	-Do-
14.	P.A.Swaminathan	1960-1966	~~Class-I~~
15.	T.S.Roy	1966-1967	-Do-
16.	P.A.Swaminathan	1967	-Do-
17.	Devi Chand Sehdev	1967-1972	-Do-
18.	T.S.Roy	1972	-Do-
19.	S.M.Jambolkar	1973	Controller
20.	B.M.Lal	1973	-Do-
21.	S.S.Narula	1974-1975	Do-
22.	R.P.Singh	1975-1976	-Do-
23.	M.P.Patkar	1976-1979	-Do-
24.	M.S.Khurana	1979	-Do-
25.	D.P.Ohri	1979	-Do-
26.	Amrik Singh	1979-1983	-Do-
27.	R.A.Gaur	1983-1984	-Do-
28.	Krishan Pratap	1984-1985	-Do-
29.	S.N.Chakraborty	1985-1991	-Do-
30.	Suresh Kumar Sopory	1991-to date 1995	-Do-
31.	S.N. Chakraborty	1995-1998	
32.	D.K. Sinha	1998-2002	-do
33.	John Nag	2002 to 2005	

Government of India
Department of Publication
Civil Lines, Delhi-110054

Statement showing the establishment

Designation Post	Revised scales as per CCS (R.P.) Rules 1986 (w e.f. 01.01.1986	Sanction Strength P	T	TOTAL
1	2	3	4	5
Group 'A' Class I (Gazetted)	-			
1. Controller	Rs.3700-125-4700-150-5000	1	-	1
2. Dy.Controller	Rs.3000-100-3500-125-4500	1	-	1
		2	-	2
3.				
Group 'B' (Gazetted)				
1. Financial Officer	Rs.2375-75-3200-EB-100-3500	1	-	1
2. Asstt.Controller	Rs.2000-60-2300-EB-75-3200-100-3500	3	-	3
3. Asstt.Director (OL)	-Do-	-	1	1
		4	1	5
Group 'C'				
1. Supdt.	Rs.1600-50-2300-EB-60-2660	2	-	2
2. Supervising Officer	-Do-	13	2	15
3. Accountant	Rs.1400-40-1800-EB-50-2300	4	-	[illegible]
4. Store Keeper	-Do-	2	-	[illegible]

contd.......2

1	2	3	4	5
5. Head Clerk	Rs. 1400-40-1800-EB-50-2300	6	-	6
6. Stenographer (Sr. Grade)	1400-40-1800-EB-50-2600	1	-	1
7. Librarian	1400-40-1800-EB-50-2300 (for present incumbent only)	1	-	1
8. Cashier	1400-40-1800-EB-50-2300	1	-	1
9. Hindi Translator	-Do-	3	1	4
10. Dy.Store Keeper	1350-30-1440-40-1800-EB-50-2200	4	-	4
11. U.D.Clerk (including 2 Checkers)	1200-30-1560-EB-40-2040	96	5	101
12. Stenographer (Grade III)	-Do-	5	-	5
13. Sr. Addressograph Operator Incharge	-Do-	1	-	1
14. Jr. Salesman	1200-30-1440-EB-30-1800	4	1	5
15. L.D.Clerk	950-20-1150-EB-25-1500	~~135~~ 140	8(LR)	148
16. Telephone Operator	-Do-	2	-	2
17. Care Taker	-Do- (for present incumbent only)	1	-	1
18. Senior Addressograph Operator	950-20-1150-EB-25-1500	5	-	5
19. Driver	-Do-	1	-	1
20. Despatch Rider	-Do-	1	-	1
21 Van Driver	-Do-	1	-	1
22. Carpenter	-Do-	1	-	1
23 Record Keeper	850-15-900-EB-20-1200	22	2(LR)	2

contd.....3

1	2	3	4	5
Graoup 'D'				
1.Jr. Addressograph Operator	Rs.800-15-1010-EB-20-1150	6	-	6
2.Cash Sarkar	-Do-	1	-	1
3.Daftry	Rs.775-12-871-EB-14-1150	25	3(LR)	28
4.Counter	-Do-	3	-	3
5.Indent Picker	-Do-	8	-	8
6.Cleaner Driver	-Do-	1	-	1
7.Peon	Rs.750-12-870-EB-14-940	19	7 (LR)	26
8.Packer	-Do-	16	-	16
9.Farash	-Do-	15	-	15
10.Chowkidar	-Do-	13	-	13
11.Durwan	-Do-	2	-	2
12.Night Watchman	-Do-	2	-	2
13.Labourer	-Do-	106	1	107
14.Safaiwala	-Do-	12	-	1[illegible]
		~~229~~	~~11~~	~~2[illegible]~~
		234 —	11	245

ABSTRACT

Sr.No.	Class	No. of Permanent posts	No.of Temporary posts
1	2	3	4
1.	Graoup 'A'	2	-
2.	Group 'B'	4	1
3.	Group 'C'	~~312~~ 317	19
4.	Graoup 'D'	229	11
		~~547~~ 352	31

is dévided into adequate number of Sections on a functional basis, the details of which are given below. The Financial Branch is to be headed by a Financial Officer whereas the remaining five Branches would be headed by Assistant Controllers.

The post of Deputy Controller (Marketing Grade 'A') and one post of Assistant Controller of Publications(Periodical) (Grade 'B') were created by the Govt. of India in Jan.,1979 vide Ministry of Works & Housing, New Delhi O.M. No. A-11013/1/78-PBN dated 8.1.1979 on the basis of above mentioned recommendation of the DP&AR.

For efficient functioning of theDepartment and better coordination, the Business Branch was subsequently placed under the charge of Deputy Controller(Marketing) w.e.f. 26.4.1985.

Organisation chart showing the existing structure of the Department is annexed as appendix-I. Details of the Sections under each and every branch Officer, their functions and allied matters have been incorporated in the succeeding chapters. Prior to the re-organisation of this Department as per the recommendations of the D.P.&A.R., the structural position of this Department has also been shown in Appendix-II.

FUNCTIONS

The functions of the Department of Publications are mainly publishing, Storage, distribution and sale of Priced Publications/periodicals brought out by the various Ministries/Departments of the Govt. of India including Gazette of India and Delhi Gazette through out India and abroad either direct or through authorised Sale Agents. Most of the unpriced and non saleable restricted/secret Army Publications are also published, stocked and distributed by thås Department according to the instructions from theDefence Authorities concerned.

Another important function of this Department is to secure advertisements from commercial firms, Govt. undertakings, Stationary Bodies and public for publishing in Govt. publications/periodicals published by it and declared open for advertisements.

CHAPTER-II

(1) Administration & Establishment.

The status of the Govt. of India Publication Branch, which was previously a subordinate Office of the earstwhile office of the C.C.P. & S. was raised as per recommendations of the D.P.& A.R. contained in their 3rd report to a full fledged Department under the Ministry of Works & Housing (now Ministry of Urban Development) w.e.f. 1.3.1973 vide Ministry of Works & Housing Resolution No.I-11012/3/72-PI Dated 5.2.1973. The Officer-Incharge of the publications previously known as the Manager of Publications was redesignated as the Controller of Publication(Grade 'A') raising the status as Head of Department assisted by one Deputy Controller of Publications (Grade 'A') (head of office) and four Assistant Controllers of Publications (Grade 'B'), one Financial Officer(Grade 'B'). The post of Assistant Manager of Publication was also redesignated as Assistant Controller of Publications.

2. On the basis of recommendations of the DP&AR contained in para 99-2 of their IXth Report on the staffing pattern of this Department one post of Deputy Controller of Publications(Marketing Grade 'B') and one post of Assistant Controller of Publications(Periodicals) (Grade 'B') were created vide Ministry of Works & Housing Letter No. A-11013/1/78-PBN dated 8.2.1979.

3. One post of Hindi Officer(Grade 'B') was also created vide Ministry of Works & Housing (Finance Division) u.o. No. 2991-W&S/D-III(b)/80 dated 11.12.1980 received under Ministry of Works & Housing u.o. No.4813/80/S&P dated 17.12.80.

4. Based on the above pattern, duties and responsibilities of the above mentioned Officers are briefly given below:-

1. Controller of Publications.

He is declared as Head of Department under (1) the delegation of financial powers rules and (2) S.R.2 (10). The Administrative and Financial powers vested with him are indicated in Appendix.

2. Deputy Controller of Publications(Administration)

He is declared as Head of Office for the purpose of general financial rules and other financial rules under Rule 13(3) of the delegation of financial power rules 1978. The Administrative and financial powers delegated to him are indicated in Appendix. He is the Divisional Head of the Administration Division, consisting of the following Branches of this Department.

i) Administration Branch

ii) Finance Branch

iii) Hindi Cell

3. Deputy Controller of Publications(Marketing).

He is the Divisional Head of Marketing Division consisting of the following Branches in this Department:-

i) Store Branch

ii) Sale Branch

iii) Periodical Branch

iv) Business Branch

4. Financial Officer.

Under the powers conferred vide article 142 of T.R. Vol. I read with Rule 14 of the Delegation of Financial Powers Rules, 1978, the Financial Officer has been authorised to act on behalf of the ' Head of Office' for the purposes indicated below:-

i) To act on behalf of the 'Head of Office' as drawing and disbursing Officer for Gazetted Officers for their pay and allowances on Establishment pay bill (T.R.22).

ii) To sign all Estt. pay bills (i.e. monthly and supplementary bills) including H.R. Allowance, C.E.A., G.P.F. advances and withdrawals, Honorarium, T.A., D.A. L.T.C. and festival advance etc. and draw payment on them.

iii) To sign, all consignment bills and pass bills for electric and water charges, building rent, Posts & Telegraph charges, Terminal Tax, Service Postage Stamps, Railway freight and Transport charges and draw money for payment to the concerned authorities.

iv) To sanction contigent expenditure to the extent of Rs. 10/- in each case.

v) To sign Cash Book and Contingent Register.

vi) To endorse cheques of Estt. and like cheques being drawing and disbursing officer.

vii) To sign Muster Roll bills and draw payment on contingent bills for payment/disbursement.

viii) To refund money against the cases received in cash section. He is authorised to refund the balance amount to indentors through cash section. The amount ranging for Rs. 1/- onwards.

ix) To keep keys of iron safe of cash section.

x) To make physical verification of cash in hand as Govt. orders on the subject. The powers referred to above are subject to the condition that he will be working under the direct charge of Dy. Controller of Publication (Admn.) and will have the orders on all important matters that may arise in day to day working.

4. (2) He isalso responisble for getting physical verification of stores in this Department as well as in Book Depots and Sale Counters of this Department.

4. (3) He is the Incharge of finance branch consisting of the following sections dealing with the subjects

briefly indicated against each.

i) Internal Audit Unit.

This section is headed by a Supervising Officer. Its function is checking of entries in Store Ledgers with reference to the vouchers.

ii) Progressive Stock Taking.

This section is headed by a Supervising Officer. Its function is physical verification of stores with different Store Keepers/Dy. Store Keepers in the main office by rotation. As per reorganisation of sections as per recommendations of the DP&AR the names of section shall be as under.

iii) Accounts- I.

This section is headed by an Accountant. It handles accounts relating to storage and distribution of publications and over all publication store accounts.

iv) Accounts-II

This section is headed by an Accountant. It handles accounts relating to sale of publications on credit basis and maintenance of deposit accounts.

v) Accounts-III

This section is headed by an Accountant, it deals with Establishment Accounts and over all budgeting.

vi) Cash Section

This section is headed by an Accountant . Its main function is drawal and disbursement of all payments relating to Establishment, receipt of cash drafts, cheques etc. in respect of cost of publications/

advertisements etc. and their deposit in Reserve Bank of India.

vii) Advertisement(Bill) Section.

This section is headed by a Head Clerk. Its main function is billing and realisation of charges for classified advertisements appearing in Indian Trade Journal.

5. Assistant Controller of Publications(Admn.).

He is the Incharge of Admn. Branch consisting of the following sections dealing with the subjects briefly indicated against each:-

i) Establishment Section.

This section is headed by a Supervising Officer. It deals with appointments, promotions, increments, maintenance of service books and personal files, leave, pension, allotment of residential Govt. accommodation, C.G.H.S. and claims regarding reimbursements of Tution fee/C.E.A. and other service matters.

ii) Q & M Section (Vigilance)

This section is headed by a Superintendent. It handles all disciplinary cases, complaints, administrative and vigilance reports, returns, parliament questions and work relating to re-organisation and method and security etc.

iii) General Section.

This section is headed by a Head Clerk. It carries on procurement and issure of stores, furnitures, stationery, liveries and keeping their stock ledgers, office accommodation, contracts, disposal of unserviceable articles and maintenance of office accommodations.

iv) Central Registry and Typing Section.

This section is headed by a Head Clerk. Its main function is to receive the incoming dak, sorting, diarising and transmission of the same to the respective sections, despatch of outgoing dak, maintenance of service postage stamps accounts, and typing and cyclostyling work.

6. Assistant Controller of Publication(Business).

He is incharge of Business Branch consisting of the following sections dealing with the subjects briefly indicated against each:-

i) Publishing Section.

Handles issue of print orders, allotment of symbol Nos., ~~fixation of sale price~~, release and initial distribution of one time publications and also supply of publications on complementary basis.

ii) Advertisement Section.

This section is headed by a Supervising Officer. It deals with appointment of agents, their administration, promotion and termination, all display advertisements in periodicals including I.T.J., Advertisements in Gazette of India, Delhi Gazette, preparation of bills in respect of Advertisements in Gazette of India and Delhi Gazette, maintenance of accounts. Participation in Book Fairs/ Exhibitions and administration of Sale Depots/Sale Counters.

iii) Weeding Out Section.

This section is headed by a Supervising Officer. It undertakes the work relating to weeding out obsolete/

surplus civil publications and periodicals and maintenance of waste paper accounts.

iv) Govt. of India Book Depot, Calcutta, Kitab Mahal, New Delhi and Sale Counters at main office, C.B.R. Building, Udyog Bhawan, U.P.S.C., Delhi High Court and Sale Depots opened in future. The duties/functions of the existing sale depots/sale counters have been defined in suceeding chapters.

7. Assistant Controller of Publications(Stores).

He is Incharge of Store Branch consisting of the following sections dealing with the subjects briefly indicated against each:-

i) Receipt & Return Store Section.

This section is headed by a Store Keeper. Its mainfunction isto receive printed copies of Civil Publications from different Govt. as well as private presses, arranging initial supply of one time publications as per instructions received from publishing section, maintenance of receipt registers, and distributing the copies amongst whole sale store and different retail stores and preparation of Return forms in respect of the publications received back from the indentors.

ii) Whole sale store section.

This section is headed by a Deputy Store Keeper, Its main function is storing the bulk stock of civil publications received from Receipt and Return store section, supplying copies to different retail store sections as per their requisitions and maintenance of store ledgers.

iii) Retail Store Section.

This section is headed by a Deputy Store Keeper. Its main function is maintenance of retail store of civil publications of certain Ministries/Departments, supplying copies to civil Despatch Section alongwith vouchers/indents received from different sale sections and maintenance.

iv) Retail Store-II Section.

This section is headed by a Deputy Store Keeper. Its main function is maintenance of retail store of civil publications of certain Ministries/Departments, supplying copies to civil Despatch Section alongwith relevant vouchers/indents received from different sale sections and maintenance of their store ledgers.

v) Despatch Section (Civil).

This section is headed by a Head Clerk. It handles despatching of all outgoing packets/consignments, bringing inwards consignments from different Railway Stations at Delhi/New Delhi and other allied work.

vi) Army Section.

This section is headed by a Superintendent. Its function is to deal with all sort of indents in respect of supply of Army Publications.

vii) Army Store Section.

This section is headed by a Store Keeper. Its function is to receive fresh Army Publications, from the different Govt. of India Presses, supplying the copies of Army Publications as per vouchers/indents received from Army Section and maintenance of store ledgers. This section is also responsible for weeding out of obsolete army publications in consultation with the Departments concerned.

viii) Army Despatch Section.

This section is headed by a Head Clerk. It handles despatching of Army publications to the indentors.

8. Assistant Controller of Publication (Sales).

He is incharge of Sakes Brahch consisting of the following sections dealing with the subjects briefly indicated against each:-

i) Indent & Sale I Section.

This section is headed by a Supervising Officer. The main function of this section is to deal with indents from Govt. parties for supply of Govt. publications on credit basis and also on S&R basis.

ii) Indent & Sale II Section.

This section is headed by a Supervising Officer. It deals with indents from authorised agents (local and outsiders including foreign) and from sale depots and sale counters of this Department for supply of Govt. publications.

iii) Indent & Sale-III Section.

This section is headed by a Supervising Officer. It deals with all indents for supply of Govt. Publications, by V.P.P.

iv) Indent and Sale-IV Section.

This section is headed by a Supervising Officer. It deals with all indents for supply of Govt. publications on pre-payment.

v) General Enquiry Section.

This section is headed by a Supervising Officer. It deals with all sort of enquiries about the availablity and prices of Govt. publications.

vi) Catelogue Section.

This section is headed by a Librarian. Its function is cateloguing and preparing index card in respect of each publication received in this Department. release of lists of fresh arrivals and publicity of Govt. publications.

9.1 Assistant Controller of Publications(Periodicals).

He is Incharge of the Periodical Branch consisting of the following sections dealing with the subjects briefly indicated against each:-

i) Periodical Section.

This section is headed by a Supervising Officer. Its function is realisation of subscriptions, enlistment of subscribers for all periodicals other than Gazette of India and Delhi Gazette and arranging their distribution/ supply to the subscribers/indentors.

ii) Gazette Section.

This section is headed by a Supervising Officer. This section deals with the work regarding realisation of subscriptions, enlistment of subscribers for Gazette of India andDelhi Gazette and arranging their distributions/ supply to subscribers/indentors.

iii) Addressograph Section.

This section is headed by Senior Addressograph Operator under the over-all supervision of Supervising

Officer, Periodical Section. Its function is embossing address plates of subscribers in respect of all periodicals and preparing address labels as per instructions from the periodical and Gazette Section. This section also embossing address plates of Army Units and prepare address lables for distribution of Army Publications to Army Units as per instructions from Army Section.

iv) Gazette Distribution Unit at Govt. of India Press Mayapuri, New Delhi.

This unit is headed by a Head Clerk. The function of this unit is packing of issues of the Gazette of India and Delhi Gazette as per address labels received from Gazette Section and to get the packets despatched through the publication sorting office in the main office.

v) Store and Despatch(Periodical) Section.

This section is headed by a Deputy Store Keeper. It deals with receipt, stocking and issue of periodicals including Gazette of India and Delhi Gazette.

10. Hindi Officer.

He is Incharge of Hindi Cell who undertake all Hindi work including Hindi typing.

5. A detailed statement showing particulars (viz designation, number of posts, no. and date of sanction and rate of pay) of different categories of officers and staff in the Department of Publication

is given in Appendix No. ....

6. The cash Sircar, the Senior Addressograph operator and Junior Addressograph Operator are also treated as including in the Ministrial establishment (cf CP&S(1) Memorandum No. 2D/42/45-A&F dated 19th May, 1945.)

CHAPTER-XXI

Office Procedure - General Routine.

1. Opening of Dak:

All the incoming Dak ordinary as well as registered are received in Central Registry and opened by the Head Clerk of that section. The complete drill of editing, diarising and sending the receipts to the sections concerned has been detailed in the Chapter of Central Registry and Type Section.

2. Questions in the legislature:

The disposal of questions in the legislature is given precedence over all other work and enquiries made by the Ministry are to be returned with replies within 24 hours of their receipt as a general rule.

3. Foreign diplomatic Missions.

Cases relating to foreign diplomatic missions in this country should be given top priority and as a rule no case should be kept pending for more than fifteen days. There may be exception to this rule in cases in which questions of policy are involved, but even in such cases there should be no undue delay (c.f. Memo No. C 33 dated 10.2.1948 of the Govt. of India

Ministry of Works, Mines and Power - CP&S endorsement No.65/PS/48/986-PS dated the 23rd Feb.,1948).

4. Reports and Returns.

A list of Reports and Returns due for submission on various dates to the Ministry or to other authorities is given in Appendix - to this Mannual. The heads of sections will be held personally responsible for ensuring that these reports and returns are not only submitted in office but also sent out by the due dates.

5. General duties of Heads of Sections.

While the heads of many of the Sections have to perform some special duties called for by the particular nature of work required to be donein their sections and such duties have been detailed, wherever necessary, in the respective chapters, thehead of each section is required to carry out the following general duties:-

a) To supervise the working of the section as a whole and arrange for speedy and timely disposal of all items of work therein.

b) To check all thefiles to be put up to the management and see that they are correct in all respects.

c) To satisfy himself that the routine replies that he is authorised to sign on behalf of the Branch Officer or the Controller/Dy. Controller of Publications are not only correct but also do no contain any thing which should not issue under the signature of the head of section.

d) To edit the dak of the section in Central Registry and Type Section, to watch that the urgent and immediate dak/cases marked by him to the dealing clerks are disposed off according to their urgency and to report disposal of unofficial cases to the Branch Officer concerned as required.

e) To pass file orders on letters and files which require no further action and see that record are properly maintained.

f) To ensure the observance of all official orders and instructions and also to economy orders by all in the section.

g) To arrange for the proper circulation of office orders and circulars in the section and for bringing particularly all orders effecting service rights to the notice of each member of the staff in the section.

h) To mark and maintain the attendance register of the section.

i) To deal personally with confidential and very important cases and to watch the proper disposal of reminders.

j) To see that every clerk maintains the disposal register and to check them daily.

k) To ensure that all returns are submitted in due time and registers are properly maintained.

l) To maintain a standing order book containing office orders, important rulings and instructions effecting thesection etc.

m) To ensure that arrear reports are duly submitted and work on an absentees' seat is attended to. To examine once in a week, viz. on Monday, the tables and drawers of each seat as well as the racks in the section in order to satisfy himself that all arrears in hand have been correctly shown in the arrear reports.

n) To keep confidential files and the code or other books required for use in the section in his personal capacity.

o) To arrange for the issue of reminders at regular intervals in 'suspense' cases.

p) To see that no member of the staff of his section granted leave on medical certificate, returns to duty without producing the prescribed fitness certificate and specific permission of the Branch Officer concerned and that in the case of persons on leave other than medical certificate a proper joining report (Except where casual leave is concerned) is submitted through him and his Branch Officer to Establishment section on the very date of return from leave.

q) To ensure that the casual leave and the restricted Holiday account of every member of the staff in his section is properly maintained under attestation of the Branch Officer concerned in the prescribed form S-189.

r) To bring without delay to the notice of Establishment section through his Branch Officer concerned any case of absence without report in his section.

s) To maintain a list of office seals which are used in his section. He is personally responsible for the safe custody of the seals.). If any seal is lost, mislaid or required to be destroyed, the matter must be brought to the notice of the Head of Office through his Branch Officer at once by the head of the section.

t) To maintain an inventory register for the furniture in their section.

u) To ensure that the room occupied by the section under his charge is maintained in a neat and tidy condition.

ATTENDANCE

6. i) Working hours:

The Department of Publication is required to follow in this regard the general orders issued by the Govt. of India. As per Govt. of India decision contained in Department of Personnel & Training O.M. No. 13/4/85-JCA dated 21.5.1985, 5 days working week from Monday was introduced in Civil Administrative Offices of the Govt. of India w.e.f. 3.6.1985. To make up the closed Saturdays, the working hours per day during the 5 days week, when the office is open, were increased by one hour. Accordingly the working hours of all the attached and Subordinate offices of the Govt. of India fixed from 9.30 A.M. to 6.00P.M. with half an hour lunch break from 1.30 P.M. to 2.00 P.M. or otherwise, later on fixed by Govt. of India. Some of the care-taking staff viz. Safaiwalas frashes etc. have to perform their duties in two shifts. The timings of both the shifts were also changed w.e.f. 3.6. 1985 as under:-

Ist shift from 7.30 A.M. to 11.30 A.M.

2nd shift from 2.30 P.M. to 6.30 P.M.

The working hours of Govt. of India Book Depot, Calcutta, Kitabl Mahal, New Delhi and various Sale Counters in Delhi/New Delhi were also fixed from 10.00 A.M. to 6.00 P.M. w.e.f. 3.6.1985.

ii) Marking in Attendance Register:

Attendance Register in form S.37 is to be maintained in each section. Every member of Group 'C' staff should, on arrival enter in ink his initials together with the time of arrival clearly against his name in the relevant date column against the letter 'A'. The attendanceof Group 'D' Staff is to be marked by the Head of the Section concerned giving the time of arrival. At 9.40 A.M., the attendance register should be sent to the Branch Officer concerned by the head of section indicating the non-attendance as per instructions appearing on the attendance register itself. Any person arriving thereafter will mark his attendance in the register in the room of the Branch Officer who should attest the late attendance. While leaving office at the end of the working hours every member of Group 'C' staff should record his initials with the time of departure in the space against the letter 'D' against his name. The departure time of Groupn'C' staff is to be given by the head of the section himself.

Attendance is now to be marked through biometric machine by all employee at the main office & deptt. attendance marking in attendance register

iii) The attendance register is to be maintained by the head of the section personally and kept up to date by posting the casual leave etc. The head of section should ensure the punctuality of staff in his section. He should be very particular in scrutinising the attendance register and debiting C.L. against late attendance as per Govt. instructions circulated from time to time.

iv) The lunch hour must be scrupulously observed not only by the subordinate staff but also by the Supervisory Officials=officers. Periodical surprise checks should be made by the Supervisory Officials/ Officers to ensure that the staff under them do not overstay the lunch hours.

7. Diarising of Letters:

i) With effect from Ist April, 1965, all diary work was centralised in R&I Section (now Central Registry and Type Section). No Section is required to rediarise the letters received duly diarised from Central Registry & Type Section.

ii) The form DP 116 is used by Central Registry & Type Section to diarise the letters. Col. 1 to 4 of the form are to be filled up by that section.

iii) Diarising is done in loose sheets (DP 116) in triplicate with the use of ball pen and carbon. Writing should be very ligible and neat. Not more than 5 letters/indents should be entered on prepage. Both sides of the form are to be used.

iv) Series of diary numbers are allotted to various section every year.

v) The indents are diarised separately.

vi) The letters/communication which are received in various sections otherwise than through C.R.T. Section, are to be diarised in the sections concerned in a register in not in loose sheets, (DP 116). The separate series of diary numbers for diary in the sections are allotted to the various section.

vii) The detailed procedure of diarising the letters/indents in C.R.T. Section and sending the same to the sections concerned is narrated in the chapter of C.R.T. Section. (c.f.O.M. No.10/O&M/64 dated 29.3.1965).

8. Prompt disposal of public correspondence:

i) All communications from M.P.'s, Ministry of State Govts., recognised Associations, Public bodies and members of public generally, which can not be answered promptly should be acknowledged suitably. If any such communication is wrongly addressed to this Department, it should be transferred promptly to the appropriate department under intimation to the party concerned. In such cases where delay is anticipated in sending out a final reply, an interim reply should be sent at the earliest possible stage, indicating wherever possible, the approximate date by which final reply may be expected.

ii) The replies of such communications should be got approved and issued over the signature of the Controller of Publications.

iii) A register for keeping watch on the disposal of such communications is also to be maintained by P.A.'s to C.P./D.C.(P), A.Cs. etc. as well as the head of the section concerned in the form Appendix- respectively. (c.f. Min. of W&H O.M.No. I-34/10/81 WSU dated 25.5.1982).

9. Maintenance of Disposal Register:

i) Every dealing hand should maintain a disposal register in form No. M-30 as indicated below:-

ii) All the fresh receipts received by the dealing clerk on a particular date should be entered in his identification, sorting, storage and retrieval of papers. Every file is to be assigned specific file number which consist of:-

a) The serial No. allotted to the standard head.

b)The serial number of the file opened during the year under the standard head.

c) The year of opening the file(last two digits only).

d) An abbreviated symbol identifying the section.

The list of standard heads will be reviewed at the beginning of each year and revised, if necessary with the approval of the Branch Officer concerned. The serial numbers once allotted to the standard heads should not ordinarily be changed.

12. Out-turn of different categories of employees.

The nature of some items of work does not permit an out-turn to be fixed. In other cases when an out-turn has been fixed, it is needless to state that if the cases gone through are not of routine nature and are also complicated, the out-turn fixed on the basis of routine cases can not be fulfilled, subject to these limitations a statement of out-turn of different categories of employees according to their work is given below:-

Category	Description work	Average daily out-turn per head.
Dealing Clerks	Case dealing and correspondence.	20 cases or 35 letters routine replies are involved.
Store Clerks	Stock-taking,	5 kinds of publications

disposal register on the same day. The disposal of the receipts should be indicated against it on the date on which action has been taken on the particular receipt. The disposal register should be closed at the closed of each day in the following way:-

1. Previous day's balance
2. Day's receipts
3. Total
4. Day's disposal
5. Balance (Arrear) (3-4)

The head of the section will check the disposal register daily and no dealing hand should leave office untill his register is checked. The head of the section will be held personally responsible if the maintaining of the disposal register in the manner laid down here goes by default.

10. Acknowledgement of the Communications/files.

Every dealing Assistant has to give acknowledgement of thecommunications/files received by him from the diarist of his section. It is the duty of each diarist/ transit clerk to obtain the signatures of the dealing assistants concerned invariably in diary sheet/register as a token of receipt by them, while hand-ing over the communications/file to them. The Heads of sections should ensure that the above mentioned instructions are followed rightly in the sections under their charge.

11. Filing System.

A proper filing system is essential for convenient

	arranging stocks, furnishing information reg. availablity of stock and checking indents.	(minimum) to be checked for stock verification and 50 indents to be checked in addition to other miscellaneous work.
	Posting of issue or return/store ledgers.	160 items.
Diarists	Diarising letters and sending them to sections.	200 letters.
Despatch Clerks.	Entry of letters. packets in register.	15,000 letters and packets.
Comptometer Operators (Clerks)	Compilation of the value of issues from vouchers.	350 to 400 vouchers.
Voucherwriters (Clerks)	Writing up vouchers	25 vouchers(80 items).
Typists	Typing of letters and statements.	550 lines(when not compared or 400 lines when compared).
Senior Addressograph Operator	Embossing plates for printing labels.	130 New plates in addition to amending 30 to 40 old plates.
Junior Addressograph Operator	Printing of labels	7,500 impressions

Record Keeper	Arrangement of records and putting up references.	20 requisitions slips to be compiled with in addition to arranging the records.
Duftries	a)Filling of letters	a) 100 letters
	b)Affixing stamps on packets	b) 650 packets
	c)Picking publications noted in the indents received	c) 100 items
	d)Packing publications in bundles	d) 170 packets
Labourers	Carrying publications from one section to another and packts from office to post office.	700 packets.
Clerks in Addressograph Section	a)Checking of printed lables	1200 lables.
	b)Amendments of the list of units	50 items } togeth
	c)Comparing lables (written by hand with the list of units)	150 lables } togeth
	d)Checking lables with the list of units, comparing the serial nos. of distribution lists and putting down the no. of copies where-ever necessary	750 lables
	e)Writing code nos. on lables	1500 lables
	f)Writing lables by hand	200 lables

	g)	Removal of plates from the galley after amending the list of units.	300 plates
	h)	Tracing of serial nos. for army section's letters and despatch section's packets.	125 numbers
	i)	Keeping plates in their respective places	500 plates
	j)	Carrying out of amendments in the list of Units.	150 items
		(c.f. C.P. and S.U.O.I. No. 2/D/39/43.A and F dated 7.12.1948).	
Remittance Clerk		Entry of remittance in cash books with full details	200 remittance
Tracing Clerk		Tracing of letters	20 letters
Distribution Clerk	a)	Amendment of distribution	50 items
	b)	Completion of distribution on theArmy Side.	4 publications
Despatch Clerk	a)	Writing addresses on covers stamping the office copies of letters with the 'Despatched'stamp and initially against such stamps and on the cover etc.	150 letters
	b)	Entry of V.P. packets in the V.P. Journal	50 packets

Weeding Out Clerks	Weeding out obsolete Publications	4 cases
Other Clerks	a) Rreceipt of consignments after comparing with Railway Receipt Register	40 consignments
	b) Checking, sorting and distributing the postal packets received in stock (receipt and return) Section.	100 packets
Senior Addresso-graph Operator	Picking up plates from the removed lot on the re-in-statement of the addresses in the distribution lists or subscribers lists.	150 plates
Junior Addresso-graph Operator	a) Framing of plates	250 plates
	b) Taking out the plates from different galleys for printing the labels according to Army Sec. distfibution lists.	500 plates
Record Keepers	Filling the vouchers in Retail Store Sections categorywise	100 vouchers
Frashes	Dusting the racks(after bringing down the books) and then placing the books back in their proper places.	10 racks

13. Disposal of letters.

Every clerk should have a disposal register in which the following column headings for making daily entries therein should appear:-

i) Date

ii) Serial Nos. of items and diary No.s. of letters or cases received.

iii) Subject (in sections where it is necessary and possible to state.

iv) Details of disposal

v) Day's out-turn showing details of serial Nos. and the dates of the entries in column (ii) constituting the same.

The Clerks in both Army and Civil Supply Sections may, however maintain this register in form No. P.B.81-A. The Heads of sections will check the registers daily and no clerk should leave office until his register is checked.

At the close of each day the disposal register should be closed in the following way:-

1) Previous day's balance

2) Day's receipt

3) Total

4) Day's disposal

5) Balance (arrear) (3-4)

If delay in the disposal of any particular letter for any special reasons is anticipated, an ad-interim reply in form No. P.B. 92 should be issued and the fact of its issue noted in the register in red ink, its final disposal being properly watched.

14. Procedure for submission of cases.

All cases, dealt with by the clerks, should first be put up to the head of section and should be completed in all respect. The head of the Section will then examine the cases in details. Where postcards and other replies of purely routine nature have been put up, the head of section may issue them under his own signature. All other cases are to be submitted to the Branch Officer concerned. The files should be properly (i) Page number (ii) referenced and (iii) flagged. Priority/immediate/ urgent slips to be attached, where necessary.

15. Transit Registers.

To ensure that letters and indents when transferred from one section or group to another are properly handed over to responsible clerks, the initials of the receiving clerks should be entered against the letters or indents shown in the group register. This means that the registers should accompany letters or indents when transfer takes place in all cases. All items transferred should be re-entered in the receiving clerk's register immediately on receipt. Nothing should be received without examining whether it concerns the section or not and if anything is received in arerror it must be transferred to the section concerned at once. In case of any doubt the matter should be brought to the notice of the Assistant Controller concerned in writing and orders taken. No case should pass from one section to another direct without the congnizance of the head of the section unless in any case

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special exemption has been allowed by the Assistant Controller. In the case of Accounts Section, the Accountant is required to sign important cases only.

Every section should maintain two movement registers one outward for recording movements of files sent out and another inward for showing movements of files received from other sections. In these registers urgent files should be entered in red ink and the entries thus made should be examined by the head of the section every alternate day to see if action required has been completed. If not, steps should be taken to speed it up. Other entries in the registers referred to should be examined by the head of the Section weekly for similar action.

16. Noting and Drafting.

While noting and drafting the following points should be borne in mind by the clerks concerned:-

a) The subject matter in brief should bementioned in all cases alongwith the reference.

b) Paragraphs in the drafts should be numbered.

c) In the case of letters passed on theother Departments of offices for disposal, transfer memos should not contain any superfluous matters, but may contain only the remarks 'forwarded for favour of disposal'.

d)Post cards should not be issued to foreign parties., Ministries of Central and State Govts., Supreme Court and High Court etc. in India.

e) Notes and drafts should be brief and to the point. In case of telegrams economy in words should not be effected in such manner as to make the meaning of the communication obscure.

17. Inventory Register.

An inventory register for the furniture in the section is to be maintained by each and every head of the section. A copy of the same is to be supplied to General Section for information and record.

18. Maintenance of Register for requisitions sent to General Section for supply of articles.

All the Supervisors are to maintain a register showing therein the articles requisitioned from General Section, the date on which the requisitions was sent to that section and the date on which requisitioned article was received. In case of no response after a reasonable time, the Supervisor will reind the General Section. If still there is no compliance, the supervisor will bring the matter to the notice of the Branch Officer concerned for processing the matter at the officer's level.

19. Maintenance of Precedent Book and Guard files.

Each Section is to maintain a precedent book, in the form indicated below containing all important decision taken on file by Govt. or by the Head of the Department for future guidance and citing as precedent:-

Precedent Book Form

Heading.... ....

Decision or ruling in brief.	File No. and Govt. Order No. and date

1. Entries in this book will be made under appropriate head arranged in alphabatical order.

2. The pages of this book will be numbered serially and few pages allotted to each head under which the entries are to be made vide 1 above. At the beginning of the book will be written list of heads and pages allotted to each.

3. A copy of each decision/ruling is to be sent to O&M Section for compiling their Master file.

Similarly a guard file is to be compiled by each of the Head of Sections in the following three Parts:-

i) A running summary of the principles and policies relating to the subject with number and date of the relevant decision or orders quoted in the margin against each.

ii) Copies of the decisions or orders arranged in chronological order and

iii) Model forms of communications to be used at different stages (c.f.o.o. No. 23/75 dt.19.7.75).

20. Maintenance of Casual Leave and Restricted Holiday's Account:-

The casual leave and Restricted Holiday's account of each individual will be maintained in the prescribed form as follow:-

i) By Head of Section concerned in respect of individual working in the Section.

ii) By P.A. to D.C.(P) in the case of Gazetted Officers.

iii) By officers concerned in the case of Stenographers and personal Class-IV staff.

The Casual Leave and Restricted Holiday, on application by the Non-Gazetted staff, will be sanctioned by the Branch Officer concerned. In case of Gazetted Officers it will be sanctioned by Controller of Publications.

(c.f.O.O. No.7/74 dated 8.2.1974).

2. Regulation of admission on into the office by passes:-

i) Regulating the enteries of Waste Paper Contractor and his labourers:-

The Waste Paper Contractor should submit a list of persons who are required to do work in waste paper godown. The Contractor(S) and the persons enlisted by him may be issued temporary Indentity Cards for a period of not exceeding 15 days. These are to be reviewed thereafter, if necessary. If there is any change in the list of names, the Contractor will deposit the Identity Card of the person not engaged to General Section for cancellation and issue of new Identity Card if another person is enlisted.

ii) Regulating the entries of C.P.W.D. Contractor and his men.

The procedure laid down for (i) above may be adopted in case of entry of C.P.W.D. Contractor and his men also.

iii) Regulating the entries of Fire Brigade Personnel.

The Assistant Engineer, 2-A, Sub-Division, CPWD Mall Road, Delhi should give a list showing the names and designations of the file Brigade personnel of the unit stationed in the main building and their duty chart. These personnel may be issued temporary identity cards for a period not exceeding 3 months. If there is any change in the list or the duty chart, it should immediately be intimated by the C.P.W.D. to this Department.

2. The contractors and their labourers should not be allowed to enter the office premises before opening of the office or to stay after the working hours. (c.r.o.o. No.6/74 dated 8.2.1974).

22. Destruction of Records.

The period of preservation of some accounts records has been specifically mentioned in Appendix-13 of the Compilation of the General Financial Rules, which has been reproduced in Appendix----I----- to this Manual. The retention schedule of other kinds of record is given in Appendix ....II...... to this Manual. Such of the old files/records any more, should be weeded out under proper orders of the Branch Officers concerned and handed over to weeding out Section by maintaining proper records. Such of the files/records which are required to be preserved permanently or for specific period should be maintained duly indexed. A list of weeded out records/files should be furnished to O&M section through the Branch Officer concerned at the end of each month.

The Branch Officers should conduct inspection of the section under their charge to ensure the weeding out of unwanted records/files.

The records having financial implication are to be weeded out subject to clearance from Accounts-I Section that no audit para pertaining to that record is pending. Register No.12(Misc.) should be maintained for this purpose by Accounts, Estt. ,O&M Section, and General Section particularly and wherever convenient, by other sections.

23. Arrears Reports.

Each section is to put up arrear Reports weekly as well as monthly in the prescribed proforma to the respective Branch Officer who will consolidate the arrear Reports in respect of this Branch and put it up to the Divisional Head/Controller of Publication for information regularly.

If any receipt lying pending with any of the dealing hand is not shown in the Arrear Report, the individual concerned will be held responsible for the same and he will be dealt with severely for the suppression of facts.

A list of receipts/cases pending for over one month should be prepared by each of the Head of Sections in the following proforma and sent to O&M Section by the 3rd of the following month for consolidating and submitting to the Controller of Publications:-

Statement showing the receipts/cases pending over one month for the month ending ________________.

Name of Section			
Dy. No./File No.	With whom pending and since when	Reasons for delay	Remarks of Branch Officer and Higher Officer.

(c.f. O.O. No. 77/C&M/84 dt., 23.3.85 and 16.1.86).

24. Office orders and circulars.

The copies of all the office orders and circulars should be sent to each and every section including Book Depots and Sale Counters. The copies of the same should also be placed in the notice board which will amount to their circulation in the main office. Ignorance of their contents by any member of the staff will not be accepted as an excuse for the non-observation of the orders. Every Head of Section will be responsible for bringing the contents of office orders and circulars to the notice of every member of staff working in his section.

25. Requisition for printing and cyclostyling.

Requisitions for printing except those of advertisements and publications which are handled by Advertisement and Publishing Section respectively, are generally prepared by General Section in form S-99.

The requisitions for cyclostyling the copies should be prepared in the respective sections which require the copies, and sent to Central Registry and Type Section with a certificate from the Branch Officer concerned that the number of the copies required is the absolute imóimum and the work is inescapable. Not more than 500 copies should be syclostyled at one time.

26. Credit-notes.

- This Department has been issuing Civil Credit Notes on account of Railway freight in respect of both outgoing and incoming consignments. The debit on account of these Civil Credit notes used to be raised by the F.A. & C.A.O. Northern Railway and the adjustment used to take place through the Pay & Accounts Office, Ministry of Urban Development, Ansal Bhawan, New Delhi. This facility has been withdrawn w.e.f. Ist April 1982. Instead a new system has been introduced, according to which, this Department will continue to tender Civil Credit notes at Railway Stations. The receiving Railway Station will retain the civil credit notes which will be replaced by cheque by this Department as under:-

i) Civil Credit notes tendered from Ist to 15th of each month will be replaced by the cheque by 20th of each month.

ii) Civil Credit notes tendered from 16th to the end of themonth will be replaced by the cheque on 5th of the following month.

iii) In the month of March, the second cheque will be tendered on 31st March, for credit notes issued upto that date.

The cheques on receipt will be retained by the Railway Station and the Civil Credit notes in lieu thereof will be returned to this Department. In order to implement this procedure, the Van Clerk, dealing with the Civil Credit notes has to submit statement in triplicate stationwise on 15th and on last working day of the each month alongwith counterfoil ofCivil Credit notes for checking in Accounts I Section. Accounts-I Section, after checking it with reference to counterfoils of civil credit notes will pass on the statement stationwise to Cash Section on the following day for drawal of cheque through contingent bill. The cash section will draw it on priority basis through Abstract contingent bill. For the purpose, a cyclostyled contingent bill alongwith a requisition form for the cheque to be obtained from the Pay and Accounts Office may be got prepared and kept ready in cash section. The chques is to be drawn in favour of the F.A.& .C.A.O. Northern Railway. As and when the cheque is received from the Pay & Accounts Office, the same will be handed over to the Van Clerk, who will in turn get the receipt of the cheque as well as the civil credit notes issued for which the payment has been made by cheque. On receipt ofthe Civil credit notes alongwith receipt of the cheque received from the Railway Station, theVan Clerk will return the same to cash section with a covering statement in triplicate, duly tottled up. The statement has to be prepared stationwise talling with the amount of cheque handed over to the Railway. The adjustment bill thereafter be prepared by the cash section. Cash Section may also keep a separate contingent register to watch the preparation/adjustment of contingent bill for civil credit notes.

(c.f. O.O. No.59/3/81-A/cs.-I dated 14.4.82).

The Military credit note is used in respect of stores that are/were bonafiede property of Govt. in the Defence Ministry at the time of despatch and the other stipulationsare that freight is payable by the Defence Ministry and the stores have not been sold nor are for sale to the public. In the case of outgoing consignments, Army Section(including Mobilization section) write up such notes in form No. I-A.F.T. 1711 and in the case of incoming consignments the van clerk does so. While filling up the forms, these sections should remember that in case of wharfage or demurrage charges payable to Railways, separate credit notes will be issued and any alterations in these forms will render them null and void. There is no restriction in the amount for which Military credit notes are issued. The words C.A F.A. Calcutta D.S. Estimates are to be stamped against the words 'debitable to head' in the form.

The Head of office is authorised for the time being to use discretionery powers in connection with the despatch ofPublication etc. by passenger train on Military credit notes where this mode of conveyance is considered unavoidable (c.f. letter No. o321/81/Q. Mov.c(ii) dated 22.12.1947 of the Government of India, Ministry of Defence(Army Branch) and Memo No. 880/987/P.R. &S(a) dated the 20th Jan.,1948 of the same Ministry (P.R.& S. Section).

27. Refunds.

The balance amount left after supply against orders accompained by remittances should be refunded immediately without making enquiries from the indentor. If however, the amount comes below Rs. 1.00, the party should be infobmred of it and asked to have it adjusted against further supplies within a year of the date of intimation (c.f. recommendation made by D.P.&A.R. in para 75 of their report Part-V). In case of remittances for supplies, which this Department is unable to make for reasons like non availability of books, exhaustion of stock etc., the whole amount should be refunded immediately, after the reply intimating the position is issued. If however, a publication is actually in press under print/reprint, the indentor may be informed of the position and the case kept in 'deferred indent' file for that publication as usual.

The following procedure, is to be observed by different sections in respect of refunds against direct receipts in thisDepartment.

a) In case of refunds to be made to private parties the refund form (T.R.41) is to be prepared in duplicate and submitted to Financial Officer for his signature. A money order form showing the name and address of the refundee together with the amount to be refunded, i.e. the amount under refund as showing in (T.R.41) less money order commission) will accompany the refund for (T.R.41) and in the name of the remitter will be written as the Controller of Publications, Department of Publication, Delhi.

b) On receipt of a refund form duly signed by the Financial Officer, it is to be forwarded in duplicate to Cash Section accompained by the Money Order form. All other connected papers should also be forwarded to the Cash Section.

c) No separate advice to the refundee is to be sent but the reasons for the refund and how it has been arrived at are to be shown in the money order coupen.

d) In cases where the amount refunded has been received back undelivered, intimation to this effect should be sent to the refundee on receipt. of advice from the cash section. Further instructions as to the disposal of sums lying at their credit should be asked for. Reminders are to be issued periodically till the amounts are finally adjusted. The refunds to Government Departments and Defence Services are to be made by Demand Drafts and Indian Postal Orders respectively. In such cases Money Orders are not required to be prepared. The refund form (T.R.41) is to be prepared in duplicate and got approved by the Financial Officer. An indication whether the amount is to be refunded by Demand Draft or I.P.O. is to be given on the refund form.

In case of refunds to foreign parties, a prescribed form A-2 obtainable from State Bank of India, Parliament Street, New Delhi is also required to be filled in alongwith refund form (T.R.41) by theSection concerned and got signed by the Financial Officer and then sent to Cash Section for further necessary action.

e) Amount below Rs. 5.00 should not be refunded. The further procedure to be observed by Cash Section in refunding the amount to the refundee is explained in the chapter of cash Section.

28. Work on the seat of absentees.

The head of sections should make arrangements in the seats of absentees from among the men working under them and see that even in cases of short absence, urgent work does not suffer. They should also so arrange that acceptance of sectional papers, if sent within the office hours, is not refused simply on the ground that the receiving clerk of daftry is absent on a particular day. If they are unable to have them accepted by other men in the section, they should themselves accept rather than refuse on such grounds.

If the number of absentees on any day is unduly high in a section, the fact should be brought to the notice of the Branch Officer/Head of Office.

29. Despatch of signed letters and documents:

No file should be sent to C.R.T. Section for the purpose of despatching the signed letters and documents. The portion of the file which is to be sent out together with the office copy of the draft for giving 'despatched' stamp on it should only be sent to that section. In the case of loose papers and original notes and reference to be despatched. The whole thing may continue to be sent to C.R.T. Section. Enclosures required to be despatched alongwith the letters are to be pinned up with the letters by the

Sections concerned before passing on the papers to the C.R.T. Section. In the case of urgent and immediate cases, merely making over the signed letters to the C.R.T. Section will not end there. The issue clerk of the section concerned should see that the letters are despatched actually on the very day.

30. Issue of reminders.

In the cases, in which further action is to be taken on receipt of reply to a particular point, references made by this Department are to be kept in suspense and the receipt of reply regularly watched. The date up to which such cases are to be kept in suspense may also be written thereon and a note kept in the engagement calender (S-114) under the proper date. If replies do not come in proper time, reminders are to be issued at regular intervals. In the sections like the publishing section, the files in the suspense almirah may be arranged date-wise, the dates being typed on separate slips to be pasted in the relevant pigion holes.

31. Over-time Booking.

The work in all sections should be so organised as ordinarily to be caoable of being done during the normal office hours. The question of requiring over-time work to be done arise only in special circumstances, it becomes necessary to perform over time work, the competent authority may authorise such overtime work, after satisfying himself that the work is of such an urgent nature that can not be postponed in the public interest till the next working day and the competent authority shall as far as possible specify before hand the time up to which a Govt. servant may be required to perform over time work (c.f. C.C.P.& S. Memo No. 3/10/68-B&A dated 25.3.1969). In no case the staff should be booked to work overtime for clearance of arrears as such work can will be postponed till the next working day.

The proposal for overtime booking is to be submitted to the competent authority in prescribed requisition form appendix..II.....

32. Economy in the consumption of paper and other stationery productsinvolving the use of paper.

It is imperative for all to effect economy in the consumption of paper by all reasonable means. To achieve the economy in the use of papers and items made of paper, most efficiently the following instructions, as envisaged in the booklet issued by the Chief Controller of Printing and the Stationery(I) on the above subject, are to be followed:.

i) Indents for the above requirements should be got carefully check by all concerned before placing demand for supply of the same.

ii) Small sized communications, post-cards, reminders or acknowledgements should not be posted on to a full sized sheet for filling purposes and printed pages of books or amendments intended for printing purposes should be pasted on obsolete forms or used sheets or printed pages only and not on clean sheets.

iii) Obsolete forms, blank on one side should be used for draft or rough calculations or statements.

iv) Packing papers, wrappers etc. of parcels received should be retrieved and re-used and not thrown as waste paper.

v) Distribution lists of publications and periodicals should be reviewed at intervals to see if any reduction in respect of number of copies can be made. Ministries/Departments may be consulted in such cases. The distribution list of Montly catalouge of civil publications may also be reviewed at intervals for the same purpose. Further additions should not be made without the written orders of the competent authority.

vi) Notings.

This should be as brief as possible on the files and both sides of thenote sheets should be used invariably. Notes, if typed, should be made in single space.

vii) Letters and other communications.

All letters and other communications should be typed in single space and on both sides of the paper. The original draft put up for approval, should be kept as office copy instead of keeping a typed copy for the same unless it has been altered to such an entent as to make it difficult to read.

viii) Rentive correspondance.

a) Post copies of telegrams need not be issued as a matter of routine.

b) Acknowledgement by letter should only be issued for important communications as a special case. Otherwise post card acknowledgement (S.49) would be sufficient. 'A suitable entry in the note in red ink should also be kept in respect of the office copy of the acknowledgement issued by letter.

c) Petitions or memorials or applications should be forwarded, when possible, by endorsing on the documents itself and not by a separate forwarding memo.

d) Brief notes(i.e. for information only' may be added to main file' no action is necessary etc.) should be written on the receipt itself and not on a separate note sheet. No new file should be opened un-necessarily.

ix) D.O. Stationery.

The use of expensive D.O. notes and envelopes duly embossed, should be avoided as far as possible. White printing paper, cut to the requisite size would serve the purpose of ordinary D.O. correspondence. Indent for D.O. Stationery duly embossed should be placed to the minimum quantities.

x) Envelopes.

a) All incoming envelopes should be retrieved for re-use and economy slips should be turn very carefully.

b) Dak received with flaps pasted down should be opened near the edge, which can again be used with an economy slip pasted over the slit.

c) Flaps of both old and new envelopes should not be pasted down in any case but closed with economy labels. The labels should be gummed at two edges only.

d) Economy in the use of envelopes and postage stamps can further be achieved by the following procedures:-

i) by delivering non-confidential correspondance within the same area without envelopes.

ii) by enclosing all letters to one addressee in one large envelope.

iii) by using post-cards where practicable.

it should also be ensured that new envelopes are brought into only after the available used ones have been utilized.

xi. Duplicating.

a) Duplicating should only be resorted when number of copies required is more than 16. Smaller number of copies should be typed.

b) The normal camimum limit for cyclostyling is 500 copies.

c) Stencils should be cut in the most economical manner.

d) When the matter extends to half a page or less, the stencil should be cut in the usual manner across the width. The matter should be repeated in the stencil as many times as it can be accomodated on the sheet.

e) When the matter is more than a half a page but not more than one page and can be duplicated on both sides of the paper, insert the stencil in the usual manner on the typewriter and cut it to within 3/4" from the middle line. Then take out the stencil and replace it in the typewriter by inserting the bottomed. Cut down to not more than 3/4" from the middle line.

£) Cyclostyling should be done on both sides of the paper. In case where it is essential to cyclostyle one side only, the reasons should be recorded on the requisition.

(c.f. occp7s D.O. No.9/10/59/O&M dt. 23.3.1959).

33. Use of Hindi in Official work.

Hindi is to be used:

1. In replying to the communications in Hindi from where it is received.

2. In all correspondance with Hindi speaking areas.

3. In entries to be made in the service books of all the officials/Officers.

4. In sending telegrams to the Ministries/Departments of the Govt. of India and offices of the State Govts. of Hindi speaking states.

5. In writing addresses on envelopes to be sent to offices and individuals in Hindi speaking areas.

6. In noting and drafting to the maximum extent.

7. Hindi and english both must be used for.

i) General orders

ii) Rules, notification, resolutions.

iii) Administrative and other reports.

iv) Contract, agreements, licences, permits, notices and forms of tenders.

v) Circular letters

vi) Rubber stamps and seals.

vii) Govt. advertisements meant for All India coverage or for Hindi speaking areas.

viii) Name plates

i x) Entries in Peon Books for dak meant for local deliveries.

x) Subjects on file covers.

xi) Invitation cards.

xii) Statistical reports.

xiii) Issue of results of Departmental Examinations.

xiv)All sort of forms.

xv) There should be option for use of Hindi in addition to English as an alternative medium for answering question papers for departmental examination.

(c.f.O.O. No.110/2/23-76-Estt(5)/17291/76 dated 7.12.1976)

34. Security Arrangements.

There is no post of Security Officer in this Department. The Deputy Controller of Publication(Admn.) being the Head of Office and dealing with O&M(Vig). Section functions as security officer in this Department (c.f.File No.17/5/74-Estt.(O&M).

The Care-taker with the assistance of Chowkidars/ Durwans/Night Watchmen etc. looks after the work of watch and ward of the Department round the clock in the supervision of Superintendent(O&M) under the over all inchage of Assistant Controller(Admn.). The duties of the caretaker are mentioned in the chapter of O&M Section.

The security instructions received from the Govt. of India from time to time are to be observed in this Department. Apart from the said instructions, the following securing measures are to be taken:-

i) Sealing of stores/godowns.

All the stores/godowns are to be closed and sealed in the presence of the respective Store Keeper/Dy. Store Keeper at the end of working hours and opened next day at the start of working hours in the presence of the same Store Keeper/ Dy. Store Keeper or his nominee.

ii) Other sections are also to be closed and opened in the presence of the Head of Section concerned or the next senior official of the Section.

iii) No member of the staff including Gazetted Officers shall take official papers/files out of office without an exit permit duly signed by theDy. Controller of Publication/Controller of Publications.

iv) The officers are to make surprise visits to different units (i.e. main office, Kitab Mahal, New Delhi and other sale counters in Delhi/New Delhi) by rotation during odd hours and also during holidays/closed days to check the security arrangements. A roster for such security check visits by officers is to be prepared from time to time by O&M(Vig.) Section.

35. Changes in the Manual of the Department of Publication.

All changes in the manual which may be necessitated by the issue of fresh orders and instructions are to be approved by the Controller of Publications before hand for issue in the form of correction slip. The Superintendent (O&M Section) is required to bring to the notice of the Head of Office through the Assistant Controller (Admn.) all such changes necessary in the manual and for this purpose, head of sections should offer suggestions through their Branch Officers to O&M Section, if in their day today working they find that an amendment is necessary in any of the paragraphs of the Manual.

36 Write-off Registers.

Entries in the write off registers(D.P.46) should be made with the prior approval of Controller/Dy. Controller of Publications in each and every case. Each entry should be initiated by the Clerk making the same in the register and attested by the Head of Section concerned. The necessary record in respect of each write off case should be properly maintained for the satisfaction of audit as and when required. Al all amounts to be written off are virtually losses to Govt., sufficient care should be taken by the Head of the Section concerned to investigate each case throughly to see that the amounts proposed to be written off are really irrecoverable. They should only thereafter recommend to Controller/Dy. Controller of Publications the inclusion of a particular item in the write off register. The cost of Publications in case where they are reported to have been returned by the party should not be written off until the office is fully satisfied that the publication were actually lost in transit. Necessary details i.e.

reference number etc., under which the write off orders are given by the Controller/Dy. Controller of Publications should be quoted in the write off register. The reasons for writing off the amount should be given in detail in the remarks Col. of the write off register.

37 Issue of Complimentry copies.

Complimentry copies of the Publication/Periodicals published by this Department may be supplied to agents, advertising agenciesetc. up to a maximum limit of Rs. 1000/- per annum by each of the Controller and Dy. Controller of Publications with a view to attract more customers and to build up a letter clientage for sale of Govt. Publications.

(c.f. Min. of W&H Letter No. L-17016/2/PBN-81 dated 30.7.1981).

Telegrams/Trunk Calls

38 Issue of telegrams, trunk calls and office expensive mode of communication should only be resorted to with the specific approval of the Head of office/Deptt. Only the Gazetted Officers of this Department are authorised to sign the telegrams for issue(c)CCA&S D.O. letter No.3/4/59-F(ii) dated 10.2.1960 office order No.90/6/60 dated 25.4.60.

Consequent to the decision of the P&T Department to introduce revised arrangements to recover telegraph charges in respect of State Telegrams in cash instead of service stamps at all P&T offices, an account has been opened with the Civil Lines Post Office in the name of the

Manager(now Controller) of Publications, Delhi.
All telegrams to be issued are to be sent by the Central Registry & Type Section to Civil Lines Post Office without prepayment of telegraph charges. The Head Clerk, Central Registry & Type Section is to maintain an account in a register in the following proforma to enable Accounts section to pass the monthly bill of charges as soon as received from the postal authorities. The receipts granted by the postal authorities in respect of booking of telegrams should be preserved in C.R.T. Section carefully, serially and month-wise :-

Sr. No.	Date of issue of Telegrams	Diary No.	Addressee	Civi Lines P.O. receipt No. with date	Charges of the telegrams as shwon in the receipt	Signature of Head Clerk C.R.T. Section

The various sections issuing telegrams should send the same to C.R.T. Section and not direct to Civil Lines, Post Office so that proper account can be kept by C.R.T. Section as mentioned in proceeding para. The register should be kept under the personal supervision of the Head Clerk, C.R.T. Section who should check and initial each entry. The register should be submitted to Assistant Controller(Admn.) in the Ist. week of each month.

Maintenance fee at the rate of Rs. 5/- per account per month is to be payable in addition to the telegram charges to the postal authorities.

The bills of telegraphic charges received from the postal authorities should be dealt with Accounts Section.

Accounts-I Section on receipt of the bills from the postal authorities should arrange payments after verifying the register mentioned by C.R.T. Section for the purpose by cross cheques in favour of the officer in whose favour the payment is required by the postal authorities.

(c.f. O.O. No.20/O&M/66 dated 1.3.1967)

CHAPTER -IV

ADMINISTRATION DIVISION

1. The Administrative Division has been re-organised w.e.f. 1.10.1984 in pursuance of the recommendations of the D.P.& A.R. contained in para 99.2 of their IX report on the study of this Department conduct from 1971 read with O.O. No.52/O&M/84 dated 26.4.1985 as under:-

a) Administration Branch

b) Finance Branch

c) Hindi Branch

The functions of these Branches are given in the suceeding paragraphs.

Administration Branch.

This Branch includes the following sections:-

a) Establishment Section

b) O&M(Vigilance) Section

c) General Section

d) Central Registry & Typing Section.

Establishment Section.

Establishment Section is headed by Supervising Officer. The main functions of this Section are to deal with the following subjects with the allied work according to seat of rules/Government orders on each subject separately available in Brouchures, Booklets etc:-

i) Appointment, promotions, posting, transfers etc. of Group 'B', 'C' & 'D'

ii) Leave

iii) Pension

iv) Residential Govt. accommodation

v) Special representation in services

vi) Holidays.

vii) Issue of C.G.H.S. Cards

viii) Verification of character and antecedents.

ix) Médical examination of new recruits.

x) Preparation and maintenance of seniority/gradation list.

xi) Maintenance of service books and personal files of all categories of staff and arrangement for their safe custody.

xii) Increments and crossing of Efficiency Bar cases

xiii) Confirmation/quasi permanency cases

xiv) Verification of service

xv) Circulation of notifications affecting service rights through out the Department including Book Depots/ Sale Counters.

xvi) Pay fixation

xvii) Submission of periodical reports/returns pertaining to this section to the authorities concerned.

xviii) Framing of Recruitment Rules for all group'A' 'B', 'C' & 'D' posts.

xix) Re-imbursement of tution fee and sanction of children Education Allowance.

xx) Forwarding of applications of the employees for appointment elsewhere.

xxi) Property returns.

Stop orders for pay in case of non-settlement of leave cases.

The establishment section will examine whether the leave cases etc. of all employees have been settled. For this purpose, they will request the heads of all sections to fill in casual leave, restricted holidays, compensatory leave etc. in the columns having cross remarks in the attendance,registers, where-ever it is found that the pay should not be disbursed for want of satisfactory settlement of leave cases. Establishment Section will seek orders of Assistant Controller(Admn.) for stopping pay of the employees concerned and sent the same to Accounts-III Section for necessary action. When the leave case is decided an intimation to this effect is to be sent to Accounts-III Section for disbursement of pay.

Staff Proposals.

When submitting proposals for additional staff,the following proformashould be adopted for presenting the complete picture to the Ministry and facilitating a quick decision:-

(Name of the section of branch to which the staff proposal relates).

1. Proposal.

The proposal for ....Section/Branch consists of the demand for the following additional staff.

(Give details of the staff demanded).

11. Statement of the staff in the Section/Branch.

The following table showing the present strength of staff with the additional staff wanted is to be prepared:-

Existing strength		Proposed additional staff.
Name of post	No. of posts.	

-.-.-.-.-.-.-.-.-.- -- -.-.- -.--.-.-.- --.-.-.-.- - -.--.

III. Functions or nature of work to be done in the section.

(Give a brief description of work to be done by each category of staff).

IV. Justification for the proposed staff.

(Facts and figures of increase in the work under each category of the staff in the section/Branch

(c.f. GP&S Memo No.2D/46/ 45-A&F dated 9.6.1945).

Full facts and figures justifying the proposed staff should be given on the following lines:-

1. Nature of work
2. Daily average of quantum of work
3. Average daily out-turn per man.
4. Number of hands required (2÷3)
5. Number of working hand and
6. Shortage (4-5).

The head of office has to satisfy himself on personal investigation that what is being asked for is essential and minimum and he has to give a certificate in the following terms to accompany each proposal for extra staff:-

I have personally satisfied myself that extra staff asked for is the minimum necessary to meet the present situation, that work has not increased due to inefficiency or faulty methods of the existing staff and that each member of the existing staff is giving the maximum out-turn consistent with the maintenance of efficiency.

(c.f.CP&S u.o. No.2D/37-C/42-A&F dt. the 16th March, 1943).

Service Books.

Service Books should be maintained by the Establishment section in accordance with S.R. 197. The annual verification of services as prescribed in article 73 of the Civil Account Code, Vol. I should be done in the case of all classes of employees and the entries in the first page re-attested once in 5 years. Article 74 of the above Code should be carefully followed in the matter of safe custody of service books.

Personal Files.

Personal files should be maintained for each member of the staff. These files should contain the attested copies of the documents relating to educational qualifications, date of birth, permanent as well as present residential addresses etc. notes of praise or penalties papers relating to the grant of increment, etc. Unimportant papers like casual leave applications, late attendance reports etc. need not be kept with the personal files.

Leave files.

Leave files should also be maintained for each number of staff. These file should contained the papers of all sort of regular leave(@ther than casual leave, special casual leave etc.) and orders sanctioning the leave by the compentent authority.

Increment cases.

The Establishment Section is to keep a regular watch about the accrual of increments of all those who are in a graded post and to put up their cases in due time to the Assistant Controller (Admn.) for sanction so that the increased pay may be drawn in proper time. The calculation of the period to be taken into account for the purpose of arriving at the date on which increment is due should be made in accordance with rules on the subject, keeping in view, particularly, the instruction, regarding the treatment of leave in the case of temporary personnel. In case of increment involving the crossing of efficiency Bar, the case are to be put up to D.P.C. in accordance with the rules.

Confirmation cases.

Whenever a person is appointed on probation, whether against a permanent, quasi-permanent or temporary vacancy, an enquiry into his work and conduct should be made a short time before the expiry of the probationary period as a report submitted to the appointing authority Deputy Controller, as the case may be, for orders which should issue as soon as possible. Even in those few cases where it may be necessary to extend the period of probation to arrive at a definite decision, formal orders must be issued. If the appointment is against a temporary post or apost not clearly vacant, the person concerned will, provided his work and conduct have been satisfactory, continue to be employed in the earstwhile capacity, although no longer on probation. In the case of persons appointed on a permanent or quasi-permanent basis, confirmation will then follow in due course when a clearly permanent post becomes available for the purpose. The appointing authority's orders should be worded accordingly in such cases (c.f. CP&S u.o. No. 28/31/41-A&F dated 29th July, 1941,).

Submission of Holiday Register:

The holiday register (No.54-Unaudited) recommending the grant of a holiday should be put up by the Establishment Section 2 or 3 days before the actual date of holiday. In mentioning a holiday, the Government of India card calendar (S.146) should be followed. The register should pass through theSupervising Officer and the Assistant Controller to the Deputy Controller/Controller. When orders have been passed thereon, the register should be circulated in sections at the latest one day before the actual holiday.

Checking of Attendance Registers:

The attendance registers (S.37) of all the sections are to be checked in Establishment Section in the last week of every month to mark the regular leave against the names of employees in the attendance registers in cases where leave has been sanctioned by the leave sanctioning authority. Establishment section should also see whether the attendance registers are being kept upto date by the heads of sections by posting casual leave.

late attendance etc. against the cross marks put in the attendance registers by the Branch Officers concerned. Any default in maintaining the attendance register by any of the Head of Section should be brought to the notice of his Branch Officer through the Assistant Controller(Admn.).

Maintenance of Register of Addresses:

A register showing the present as well as permanent address of each and every member of the staff is to be maintained in Establishment Section. The changes should be carried out in register as and when it is intimated by the individual concerned. To ensure the proper maintenance of the register, the information may be obtained from the staff by giving a circular annually.

Attachment orders:

When the pay of an employee is attached by any order of a court of law and an attachment order is received in this Department, it should be examined with reference to article, 225 to 229 of the Treasury Rule Vol.I and proper deduction under the rule should be made from the pay bill of the Govt. servant concerned in satisfaction of such an order by the Establishment Section, after taking into account the extent to which the emoluments of a Govt. servant are exempt from attachment for debt. The following allowances are exempted from attachment by order of a court:-

i) All kinds of travelling and conveyance allowances.

ii) All allowances granted for meeting the case of:

a) Uniform

b) ration

iii) All allowances granted as compensation for high cost of living in localities considered by Govt. to be expensive localities including all hill stations.

iv) All allowances granted to provide relief against the increase in the cost of living caused by war conditions (c.f. Govt. of Indi. Home Deptt. Notification(Judicial) No.186/37 dated 2.10.1940 as amended by notification No. 1489-D/43-Public, dated 29.4.1945-CP&S, endorsement No.8/8/ 40-G dated 20.11.1940 and 5.6.1943.).

(4) O&M (VIGILANCE) SECTION:

O&M (Vigilance Section) is headed by Superintendent. This section has to deal with the following subjects:-

1. All disciplinary cases.
2. Complaints in respect of the staff
3. Parliament questions
4. Submission of periodical reports/returns on common matters relating to the Department to the prescribed authorities concerned.
5. Processing of various reports regarding reorganisation or streamlining of procedure.
6. Issue of general office orders/circulars.
7. Delegation of Administrative and financial Powers to the officers of the Department.
8. The matters related to the staff Association and Cooperative Society of the Department.

Disciplinary/complaints cases:

All the disciplinary/complaint cases in respect of the employees of the Department are to be dealt with in accordance with the relevant rules.

Parliament Questions:

The parliament questions are to be attended to on top priority basis and replied to within 24 hours of the receipt thereof. For the purpose of giving a reply to the Parliament question, O&M(Vig.) Section has to obtain the information relating to the question from the section/sections who deal with the subject. The sections concerned should ensure that the requisite information is furnished to O&M(Vig.) Section then and there so that the reply may be issued within the prescribed time limit.

Submission Periodical Reports/Returns:

The periodical reports/returns are to be compiled by O&M(Vig.) Section on the basis of information/figures furnished by the different sections and submitted to the authorities concerned by the due dates prescribed for them.

Processing of various reports regarding re-organisation or streamlining of procedure.

The reports of the work study unit of the Ministry of Urban Development or any other committee appointed by Govt. on the working or staffing pattern in this Department are to be processed by O&M(Vig.) Section and get implemented with the prior approval of the Controller of Publications. However, if any of the recommendation/suggestion of the unit/committee does not suit the requirement of this Department, the Ministry of Urban Development is to be informed accordingly.

Issue of general office orders/circulars:

The Govt. instructions/orders meant for general information of the Govt. servants are circulated amongst the staff through a circular as and when received. Similarly any change in the working of the Department as and when ordered by the competent authority, is notified through an office order. Q

Miscellaneous correspondance on general matters:

Miscellaneous correspondence in respect of items not relating to any particular section in the Department should be attended to by General Section,

Superintendent O&M(Vig.) Section will also be incharge of Care-taker, Stenographers and Group 'D' Staff attached to the different officers, Telephone Operators and Receptionists.

Care-taker:

There is one post of Care-taker in the scale of Rs. 260-400/- in this Department who is responsible for watch and ward of this Department. The following staff is under his charge at present in the head office:-

1.	Chowkidars/Night watchman/Durwans	11
2.	Farashes	6
3.	Safaiwalas	8

The duties and responsibilities of the care-taker are as under:-

i) To mark the attendance of the staff under his charge, deal with the applications for leave, absences and submit the same to Assistant Controller(Admn.) through the

Superintendent O&M(Vig.) Section for orders.

ii) To supervise the work of chowkidars/ night watchmen/durwans by making casual night rounds.

iii) To supervise the work of the safaiwalas and farashes to ensure that dusting and cleanliness of stores, furniture and office rooms is done properly and that the bath rooms etc. are maintained in proper standard of sanitation.

iv) To ensure that all the fire buckets are properly filled with water/sand at all times.

v) To take general care of the building and supervision of the annual white washing.

vi) To bring to the notice of the management any item of repair or other work essential for the up-keep of the building.

vii) To report to the management failure on the part of the staff likely to cause file (i.e. smoking in prohibited rooms/stores) or effect the security of the office in any way.

viii) To see that there is no undesirable and unwholesome collection of men of doubtful character in or near office premises.

ix) To ensure that there is no wastage of electricity by seeing that no un-necessary light, fans, heaters etc. are used during the day or after the office is closed.

x) To mark the attendance of persons booked for duties office hours or on closed day/holidays.

xi) To report to the management un-usual occurances and suggest measures for remedying any defect in the security arrangements etc.

xii) Any other work that may be estrusted to the care-taker by the management.

xiii) The care-taker is to perform duty in two shifts. Morning and évening hours of duty are four hours each i.e. from 7.30 A.M. to 11.30 A.M. and 2.30 P.M. to 6.30 P.M. respectively.

xiv) The care-taker will be governed by such service orders as may be issued by Govt. from time to time.

xv) The care-taker will not be entitled to any overtime allowance (c.f. O.O.No. 2/1/75-Estt.(Pt.II) dated 16.7.75.

Stenographers and Group 'D' staff attached to officers:

The Superintendent O&M(Vig.) Section has to maintain the attendance register of the above mentioned staff and also to maintain there casual leave/restricted holidays accounts.

Telephone Operators:

There are two posts of Telephone operators working on P.A.B.X. board in this Department. Their attendance register and account of casual leave/Restricted holidays etc. are to be maintained by Superintendent O&M(Vig.) Section.

The telephone exchange should remain open from 10.00A.M. to 6.00 P.M. on all working days and also duering lunch hours. The duty hours of telephone operators are fixed as under.

1. One operator from 10.00A.M. to 6.00 P.M. with lunch break from 1.30 P.M. to 2.00 P.M.
2. The second operator from 10.00 A.M. to 6.00 P.M. with lunch break from 2.00 P.M. to 2.30 P.M.

The telephone operators may change their duty hours themselves in rotation of the one month.

Keeping in view the very limited staff of telephone operators, a few L.D.C.s are to be imparted training for operating the PABX Board. In the casual absence of any of the regular Telephone Operators, any of the trained L.D.C. is deputed to work on PABX board in addition to their own duties, for which he/she is entitled to honorarium under the existing Govt. orders on the subject.

Receptionist:

No post of receptionist is sanctioned in this Department. One U.D.C./L.D.C. is deputed to perform the duties of Receptionist at the main entrance of the new Administrative block. His attendance register and account of casual leave/Restricted holidays etc. is to be maintained by Superintendent O&M(Vig.) Section.

Delegation of Administrative & Financial Powers:

The matters relating to the delegation of Administrative and financial powers to the officers ofthis Department are to be attended to by O&M(Vig.) Section.

Staff Association:

There is a recognised staff Association named Department of Publication Staff Association in this Department. All matters relating to the Staff Association are to be dealt with in O&M (Vig.) Section according to the respective rules and orders.

Cooperative Society:

There is a cooperative society named Cooperative Thrift & Crédit Society Ltd., Department of Publication, Civil Lines, Delhi. O&M (Vig.) Section has to take action with regard to the appointment of Returning Officer for the annual general election of the Society according to the orders of the Controller of Publications. Any other matter of the Society where the Department is required to take any action is to be dealt with in O&M (Vig.) Section.

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CHAPTER

5) General Section:

General Section is headed by a Head Clerk.

Functions:

The main duties of the General Section are

a) to initiate timely action for calling tenders for

i) Sale of waste paper

ii) Purchase of packing cases

iii) Other miscellaneous tenders (quotations for maintenance of water coolers, Room Coolers, Office clocks etc.

b) to arrange local purchases of stores/articles as required in the office use.

c) to purchase, repair and hiring of furniture, typewriters, addressograph machines, comptometers and other machines etc.

d) to arrange auction of the unserviceable stock

e) to provide liveries to the staff

f) to maintain the stocks of stationery articles and other forms required for the office use including their procurement distribution, accounting, physical verification, etc.

g) to correspond with C.P.W.D. for additions and alterations in office buildings.

h)to procure reference books, periodicals etc. for use in the office.

i) to arrange telephone facilities.

j) to maintain tell-tale clocks etc.

k) to take action for registration of periodicals, renewal of telegraphic abreviated address of office.

l) to maintain dead stock register of the dead stock articles as used in the Department.

TENDERS

The following annual tenders (sample)notice/form reproduced in Appendix IV to this Manual) are invited every year in the month ofMarch:-

1. Purchase of new pa-cking cases

2. Sale of wastepaper

In addition to the above, tenders for any other special item(s) can also be invited. In the case of other items of tender that may come up within the year for casual purchase etc. or limited tenders can be invited. 7 day's clear notice shall be given to tenderers to quote.

The intending tenderers shall deposit the cost of the copies of the tender forms required by them with the Cash Section which is to issue receipt(T.R.5) to them. That section is to keep a separate pad of the form reserved for this purpose. The tenderers should show the receipts to the General Section to obtain the required copies of the tender foms. The General Section shall keep the accounts of these forms in a register (No.4A-Audited).

The Assistant Controller (Admn.) who opens the tenders, must put his dated initial on all pages of the tender including its enclosures and mark the tenders serially. He shall note down on the appropriate file the total number of tenders received and opened by him so that there may not be any possibility of suppression, substitution, addition/alteration etc. in the tender. If the tender documents are unusually bulky, the Assistant Controller (Admn.) may initial only the important pages such as those containing price, signatures of the tenderers and any special condition. The tenders thus opened for different categories should be dealt with in separate files.

The lowest tenders in the case of stores or services required and the highest one in respect of sale by this office of any article, should ordinarily be accepted. If there is a departure from this practice, full reasons must be recorded on the file by the competent authority. Those tenders which do not fulfil all the conditions of the tender notice and are not also accompained by the call receipt for earnest money where required, may be rejected. The samples where required should also be examined with reference to the specifications in the tender notice. Such samples of the approved contract should be retained throughout the year in office so that the supplies made can be compared with the sample. At the time of deciding the tender for new packing cases, the average rate depending upon the number of packing cases used during the period of, say, three months should be worked out. In deciding the tender for the sale of waste paper preference may be shown to paper Mills or their accredited agents, who will produce documentary evidence to show that they will be collecting paper for supply to paper Mills. As soon as a tender has been accepted, the unsucessful tenderers may also be informed of the result. A comparative statement of tenders received for the year should be maintained in a register (No. 4 - Audited)

Once a contract is entered into, the Controller or Deputy Controller has no authority to increase the rates entered into without getting the sanction of the competent financial authority as laid down in principle 4 of the General Principles applicable to contracts involving expenditure from the Central Revenues vide Appendix ___V___ to this Manual.

Earnest Money and Security deposits:

Earnest money against tender notices where required is not accepted in cash in the Department of Publication but the tenderers are to deposit the same in the local Bank in the shape of call receipt in accordance with the instructions us-ually embodied in the tender notice and to forward the call receipt alongwith their quotations under sealed cover. After the tender has been decided and in those cases where the earnest money has not been forfeited, the call receipt is returned to the tenderers for getting back their amounts from the Bank.

Where security deposits are required for the faithful performance of the terms and conditions embodied in a contract, the amounts are to be deposited by the contractor in the Civil Lines, Post Office, Delhi duly pledged to Government. After the contract has been properly carried out, the Sub-Postmaster, Civil Lines, Post Office, Delhi is addressed by the Department of Publication permitting him to allow the contractor to withdraw the amount and a copy of the communication alongwith the Pass Book is passed on to the contractor for necessary action . Security Deposits can also be accepted in other forms like Bank Guarantee etc. as provided in General Financial Rules.

Earnest money and security deposits are demanded from contractors on the following scale :-

i) Earnest money @ 5 percent of the approximate value of the demand.

ii) Security deposit @ 10 percent of the value of the contract placed.

In the case of reliable firms, who have had satisfactory dealings with the subordinate offices for several years, security deposit may be reduced to 5 per cent after obtaining the Contfoller's approval in each case.

Local Purchases:

No petty purchases exceeding Rs. 100/- at a time should be made without calling for tenders/

quotations from at least 3 parties who are regular suppliers of the items concerned. Items should not unnecessarily be split up to come within the limit. Only indigenous articles, if available in the requisite quality and at reasonable price, should be purchased.

Petty purchases of paper required for Government use may be made when absolutely necessary. Every effort should be made to obtain paper through the normal channel i.e. the Controller of Stationery and local purchases should be avoided alltogether if possible, so that no encroachment on the quantity of paper released for non-Governmental use be made.

Cash Memo. over Rs.20/- cannot be accepted in audit as vouchers within the meaning of rule 205 of the Treasury Rules, Volume I, if they are not duly stamped and do not contain an acknowledgement of money received. Under the Stamp Act the dealers cannot refuse to give a stamped receipt and their refusal would be tanstamount to a violation of the Act and evasion to pay Government dues. The cost of stamps should rightly be incurred by the dealers and it cannot be met from the contingent grant of this office.

Purchase, Repair and hire of furniture and other Machines used in the office:-

While initiating action for the purchase of new furniture, general restrictions, ban etc. if imposed by Government should be kept in view. Purchase of other machines such as Addressograph

Machines, Franking Machines, Weighing Machines, Type-writers etc. can be made either as additional requirement or the replacement subject to administrative approval of the competent authority and funds being available. Petty repairs of furniture can be attended to by the office carpenter Breakages of chairs if found to be due to the careless handling by the members of the staff will not be attended to by office. Person responsible for such breakage shall be liable to pay for the cost of repairs. As regards the other repairs of furniture the same need not be done piecemeal but several reports from sections may be accumulated and attended to by the General Section together. Recanning of chairs may be done once or twice during the year. The work should be got done through the recognised association/institution of blind persons. The repairs of typewriters, copy-graph addressograph machines, comptometer, weighing machines etc. should be got done by the respective of the supplying firms. The rate should however, be obtained before hand and got approved by the Deputy Controller or the Controller as the case may be. In case of major repairs of copygraph machine an estimate of the cost of repairs should be obtained from the local agent of the manufacturing firm.

Furniture is hired only on occasions like an annual audit, creation of a post for a short time, etc. Even them it will first have to be found out whether such hiring is indispensable and office is unable to spare any furniture from that in use in different sections. The rates of hire should also be called for from several firms and the lowest onces accepted. Where it is found that the cost of the furniture to be hired will be much less than the total hire charges to be paid for the whole period, it would be better to purchase new furniture.for the sake of economy.

Maintenance of the distribution register of furniture and other machines:

General Section will maintain the Register(s) in respect of all Dead Stock Articles available in the office as per requirements of General Financial Rules. Such register(s) shall provide basis of distribution of the furniture and other machines etc. to various sections in the office.

The Heads of all sections should also be required to maintain a regular record of all moveable articles such as Chairs, tables, machines etc. Transfer of any article to another section should be recorded and signature of the head of the section or the person to whom transferred should be obtained. Information to this effect should be sent to General Section also for making entry in Dead Stock Register. A periodical check of the record thus maintained should be made by the heads of the sections concerned and shortage or loss of any article which cannot be accounted for immediately reported to the General Section. In handing over charge of a section the relieving head of the section should check the stock of the articles recorded in the sectional register. Such balance should be initialled and dated, if found correct, otherwise any loss should be brought to the notice of the Branch Officer for immediate settlement. The General Section on its part should get the stock physically verified annually.

Additions and alternations in the office buildings and electrical installations.

All additions and alterations and even the petty repairs in the office buildings including electrical installations are to be done by the Central Public Works Department. Where the Central Public Works Department considers necessary to submit estimates, they should be forwarded to the appropriate authority for appproval and according administrative sanction before the C.P.W.D. is asked to take up the work.

The Central Public Works Department shall also be asked to prepare designs for those works for which there is reasonable scope of obtaining financial sanction.

Hot weather and Cool Weather arrangements:

The hot weather arrangement consists of setting up Room Coolers and supply of tumblers, goblets etc. An estimate of the total number of tumblers, goblets etc. as required throughout the office should be prepared every year just before the start of Summer season on the basis of one tumbler per head per year, 1 or 2 goblets in small sections and 3 or 4 in big sections. The tumblers should generally be of glass. After the estimate has been prepared and approved by the Controller, General Section should arrange for calling for tenders and the purchase should be made from the lowest tenderer.

The supply to sections should be made on the basis of estimate including a small quantity meant for breakage. Duplicate supplies should be made only under specific orders of the Assistant Controller (Admn.). The requirements of auditors during their annual audit should also be included in the estimate and these tumblers should be set aside if stock for use in the proper time. Simultaneously provision for Room Coolers, Water Coolers etc. should be made according to requirements.

The Cold weather arrangement consists of providing electric heaters/Angithis. General Section shall take suitable steps for purchase and maintenance according to requirements.

Auction:

Articles declared as 'Unserviceable' by the competent authority shall be disposed of through auction. The auction notice should be circulated properly and sufficiently in advance of the date . The highest bid should generally be accepted.

Whenever an auction is held, it should be widely notified and all bids together with the names of the bidders should be recorded. Each sale should also be attested by the officer supervising the auction. For this purpose register No.3(Audited) should be used. Whenever auction is made through Director General of Supplies and Disposals, such cases should be pursued vigorously to avoid further deterioration in the condition of un-serviceable article(s).

Liveries:

The liveries in Delhi office are supplied to members of the Central Services Group 'D' employees in accordance with the scales laid down in Appendix ___VI___ to this Manual. Water proof coats instead of water-proof caps may be issued to office peons and farashes if their issue will add to the efficient discharge of their duties. (of Government of India Home Department Office Memorandum No. 14/9/39-Public dated the 12th February 1941).

Temporary peons employed for not less than one year are entitled to liveries as admissible under rules for supply of liveries to Government servants.

Such articles of livery as have less than one year to complete their normal life need not be returned by the temporary Group 'D' employees concerned, provided that they are discharged otherwise than on grounds of inefficimcy or indiscipline. In all other cases the liveries should be recovered and re-issued or sold, the sale proceeds being credited to Government, if the temporary employees is not retained for the full period for which the liveries have been issued.

The General Section is required to maintain a register of liveries (No.3-Misc) in which all receipt and stocks in hand are to be accounted for. Another register(No.4-Misc:) should indicate its distribution and the eligible employees.

The members of Central Services Group 'D' employed in the Sales Depot, Calcutta, are also entitled to the scale of liveries laid down from time to time by the Government.

Washing allowance to Group 'D' at the Government prescribed rates is also sanctioned in respect of the liveries given to them.

General Section shall arrange supply of liveries Uniform to the Group 'C' employees, such as Drivers Despatch Rider etc. who are entitled for the same.

Supply of Forms for Office Use (D.P. Forms):

The annual indent for D.P. Forms is required to be sent out of the Department of Publications before the Ist May every year. This indent shall cover the requirments of next financial year. It is, therefore, required to be sent 11 months in advance of the commencement of the financial year for which it is placed. The indent shall be prepared on the basis of actual issues during the previous year, anticipated issues during the year in question and the balance stock. Supplementary indents should be avoided as for as possible and every effort should be made to estimate the requirementscorrectly at the time of placing the annual indent.

When a new form is to be introduced, the permission of the Controller/Deputy Controller for its standardization in the D.P. series should be obtained.

A list of forms alongwith their subjects shall be maintained by the General Section. When the forms have been received after printing, they should be properly checked and accounted for with reference to the indent placed. The receipt of some of the forms like voucher pads, cash memo, books etc. which must reach the Publication Department before the commencement of the financial year, should be watched and if they are not received in time, constant reminders should be issued sufficiently in advance to the Press concerned. The cash memo pads meant for the Sales Depots/Counters at New Delhi and Calcutta are to be sent to the Incharge of the respective Books Depot/Counters as soon as they are received from the Press. V.P.P., B.D.P.P.(D.A.) and other voucher books are made over to the Accounts

Sections, which maintain a register of their receipts and issues to the sections concerned and also maintains the stock. The Sales Depot/Counters and the Accounts Section should check every page of these pads and find out if there is any emmission or mistake in numbering which should be brought to the notice of the management forthwith. The General Section should maintain the stock of all other forms just as they do in the case of stationery articles and also maintain their ledgers (D.P.95) showing receipts and issues. The issues are made on receipt of monthly indents from the sections which should be got approved by the Assistant Controller (Admn.). after proper scrutiny. The ledger for forms should be put up monthly to the Assistant Controller (Admn.) after making them throughly uptodate in respect of issue and receipts.

Standard forms:

The position with regard to the standard forms is the same as in the case of D.P. forms, both in respects of issues and receipts as well as the placing of indents. The only exceptions are that the annual indent is to be placed with the Manager, Govergment of India Forms Store, Calcutta, direct in the case of Civil forms and through the Controller of Accounts Military Railway Claims, Calcutta in the case of Military forms like credit note books etc. There is also no question of any arrangements being made by the Publication Deptt. for standardization. The receipt books (T.R. 5) as soon as they are received, should be made over to the Financial Officer after a thorough checking of all the pages of every pad and entering them in a register which is kept with Accounts Section. A certificate should also be recorded on each receipt book on the fly leaf showing the number of receipts of each book; Only such number of receipt books as are required for immediate use should be issued by the Financial Officer after getting their issue noted in the register referred to above.' The completed books should also be kept with the Accounts Section. Similar action should be taken in respect of other standard forms like Cash Book etc.

INDENTS FOR REFERENCING BOOKS REQUIRED IN THE OFFICE.

Annual requirements of all publications required by the officer for its use should be determined at the beginning of the year andthe same should be put up for approval of the Controller/Dy. Controller. Giving the following particulars:

a) Description of Publication

b) Number of copies required

c) Section for which required

d) Price per copy

e) The budget head of account from which the cost will be met.

f) When last purchased and its authority.

With the exception of such publications as are purchased regularly every year, complete justification for the purchase of the publications and for the number of copies asked for should be given for every item. As regards the publications stocked by the Department of Publications the necessity for them and for the number of copies asked for should be explained while indenting for the same. As regards the publications to be purchased from the private book sellers every effort should be made to purchase them frome one of the authorised againts for the sale of Government of India Publications in Delhi with a view to claim the trade discount admissible on their cost.

REGISTRATION OF PERIODICALS:

The periodicals published by this office like Gazette of India, Indian Trade Journal, Indian Labour Journal etc. A written notice of the intention to renew registration should be given to the Post Master General concerned one month before the expiryof the period upto which the registration remains in force. No fee is payable for the renewal of registration (c.f. clause 76(2) of the post and Telegraphs Guide). General Section should therefore, keep special watch in the matter. Any failure to do so will result in non-renewal of the registration for the next year and consequent withdrawal of the Postal concessions. Registration of any fresh periodicals, which necessary, should also be arranged in accordance with the instructions on the subject contained in the P&T Guide (latest edition).

RENEWAL OFTHE TELEGRAPHIC ABBREVIATED ADDRESS OF OFFICE:

'Bookind' is the registered telegraphic address of the office. Its registration should be renewed every year in March at the latest as the existing renewal expires on the 31st March. The charge for renewal is Rs. 20/- payable in service postage stamps. Normally reminders for renewal of the item are received from the postal authorities but General Section should keep the matter in view.

MAINTENANCEOF TELE-TALE CLOCK AND WATCH OVER THE NIGHT WATCHMEN'S DUTY.

The tell-tale clock is used for the purpose of watching if the night watchmen are doing their duties in the night. The winding of the clock is done by The General Section which places a new paper dial daily on the clock, locks up the metal case and hands over the clock to the watchmen. The watchmen are required to punch it hourly while on their rounds in the night. The punched dial is removed by the General Section daily at the time of placing the new dial. The Punched dials are pasted in an obsolete register and put up at regular periods to the management. Where these punchings disclose that the watchmen relaxed in their duties, warnings are to be issued to them under the orders of Assistant Controller (Admn.).

REPAIRS OF TELEPHONES:

Repairs of telephones in the lines are made automatically by the Telephone Exchange when complaints are lodged over the phone. The repairs of case wires or any part of the apparatus are charged for and bills are paid in cash. Before payment, it should however, be examined whether the repairs have been necessitated in mishandling the telephone by any body. In that case the person concerned shall be called upon to pay for the damages. Information for Publication in the Telephone and other Directories. Any change in the matter already appearing in the directories which publish the same free of cost should be intimated to the publishers when they send the cuttings to this Department for verification and return at the time of publishing fresh edition. No matter for which charges are to be paid should be sent for publication.

INDENTS FOR STATIONERY ARTICLES:

The annual indent for stationery articles required by the Deptt. of Publication iste be submitted to the Asstt. Controller, Stationery, Regional Stationery Depot, New Delhi in form I(G.S.O. 154) in duplicate by the Ist April each year. The ident should be based on the actual issues made during the previous year, the stock in hand and the period they are expected to last. Expensive articles should not be indented for un-necessarily.

a) Red tape must not be ordered for the purpose of typing up parcles.

b) Expensive drawing pper will only be supplied in very special circumstances; ordinarily cartrige paper should be indented for.

c) Hand or mould-made paper should only be supplied in very exceptional circumstances.

d) Expensive paper should only be indented for special use; the stationery office price list describes the sorts of paper that should ordinarily be used.

e) Special paper clips, costly class or bronse paper weights, style and fountain pens, and other similar articles should not be indented for except in very special circumstances.

f) Cloth-lined envelopes are expensive and must be very sparingly used. The stationery Office is authorised to reduce supplied where the proportion of such envelopes appears excessive.

Supplementary indents are meant to cover special and emergent demands which could not have been foreseen at the time of submitting the main indent. Requirements of special articles like Jute twine and Hessian cloth are to be intimated annually to theController of Stationery, Calcutta in form No. ....From in the month of August:-

Full description of stores.	Annual Consumption 199 9	199 9	Last 6 months of 199 9 (October to March)
1.	2.	3.	4.

First 6 months of 196 6	Total of Cols.	Average of Cols. 2-5	Balance in stock on 1.4.196	Quantity outstanding on order for 196 6 (as on 1.4.196
5.	6.	7.	8.	9.

Total of col. 8 & 9 for 196 9	Estimated consumption 1.4.196	Estimated balance on 1.4.196.	Quantity indented for 196	Remarks explanation for abnormal in cols. 11 & 12.
10.	11.	12.	13.	14.

Value of Stores indented for	Purpose for which required	For the Ministry of Industry and supply (Directorate General Concerned). Quantity and date of delivery of stores required earlier than June 196.	Whether funds are available to meet the expenditure	Any special instructions
15.	16.	17.	18.	19.

MAINTENANCE OF THE STOCK OF STATIONERY ARTICLES.:

Packages on receipt must be opened in the presence of a responsible officer. Any deficiencies or excesses in consignments should be reported to the Asstt. Controller Stationery, Regional Stationery Depot, New Delhi/ Controller of Stationery Calcutta at once. Complaints of goods damaged in transit must be accompanied by the Asstt. Controller (A) opinion about the ground, therefore whether the damage was due to bad packing or mishandling. The damaged articles should not be returned to the Stationery Deptt. without the specific orders of the Asstt. Controller Stationery/Controller of Stationery. The stock of stationery articles should be kept under lock and key. Issues and receipts of stationery articles should properly be recorded in the stationery ledger. There should be a periodical checking of the stock by the Asstt. Controller(Admn.) Regular accounts of both stationery articles and forms should be maintained in Registers No.47 and 48 (unaudited).

ISSUES OF STATIONERY ARTICLESTO SECTIONS:

The sections are to submit their indents for stationery articles in for No. Sy.305 duly checked by the heads of the sectionsto the General Section by the 10th of a month, supplementary indents in rare and exceptional cases being put up through Register No.7(misc). The General Section will check the indents on the basis of the life fixed for each article and in the light of issues made in the past to the particular sections, whereever necessary, that section will curtail the requirements. The scale of issue of some of the articles is given in Appendix to this manual. These (like voucher-writers and diarists) who use pencil not pens throughout the day may, however be supplied with pencils/refils at the rate of 1 per man per months

All issues of stationery articles and forms after they have been made in a month are consolidated in Registers No.8 and 9 (Misc) for the purpose of carrying over to the respective ledgers.

INDENT FOR DUSTER, FLOUR FOR PASTE, ETC.

Dusters are supplied half yearly to the peons and farashes. A distribution list is prepared for the supplies to be made every time and the total requirements for cloth are computed according to this list. Permission of the Asstt. Controller(Admn.) obtainedbefore supply is arranged. General Section should also arrange supply of flour, paste etc. for use in the office.

LOCAL PURCHASE OF STATIONERY ARTICLES:-

Ordinarily all requirements of the office should be included in the annual indent for stationery articles or in the supplementary indents when required to be placed In exceptional cases, where the stock has been exhausted and the Stationery Deptt. is not able to supply in time. Urgent requirement can be had arrange Local purchase.

RECORDS:-

The General Section is responsible for the maintenance of the records of all the sections coming within the purview of this chapter and maintain index for important files.(Register No. 51-Un-audited).

V.P.M.O.Forms:

The Director General, Posts and Telegraph sanctioned the obtaining by the Deptt. of Publications of supply of loose V.P. Money Order forms(M.O.51) required for use in the Deptt. direct from the Manager of Govt. Of India Forms Press, Aligarh after getting the names and addresses and facsimile signature of sender printed on it. The entire stock of forms so printed should be taken over by the Deptt. of Publication immediately the foms are ready after printing. The Controller of Printing and Stationery has agreed to bear the additional case involved in printing the names, addresses and facsimile impression of the sender(c.f. letter No. 101-720/33/TL dated 6.4.1934 from the Director General, Posts & Telegraphs). Proper watch should be kept by the General Section over the stock of these forms and an order placed with the Manager of the forms Press, Aligarh for printing the requisite number of forms sufficiently in advance so that piece meal purchase of these money order forms from the local postal authorities may be avoided.

Translation of letters written in languages other than English and Hindi:-

These letters come under two categories viz.(i) these written in Indian Languages and (ii) others written in foreign languages. As regards written in foreign languages, arrangements their translation into English/Hindi exist in foreign languages Deptt. in the Ministry of Defence at the rates prescribed by Govt. As regards the letters of Indian Regional Languages, a panel of translators for translating the communication from the Indian Regional languages into English and vice versa exists in the Ministry of Education. The letter written in different regional languages are to be sent to the translator for that language empanneted with the Ministry of Education for translations at the rate prescribed by the Govt. A copy of the current panel should be obtained from the Ministry of Education for this purpose.

Translation from Indian Regional Languages (including Urdu) into English/Hindi and vice versa may be got done through theGovt. servants working in the Deptt., who know the language well on payment of honorarium, if it can be conveniently done, without detriment to these official duties. If this is not feasible, services of translators empanneled by the Ministry of Education may be utilised on payment of honorarium at the afore said prescribed rate. (c.f. Ministry of Home Affairs, D.P.&A.R. O.M. No. F-17011/1/80-All- owances dated 20.3.80).

A departmental canteen, under over all control of the Controller of Publications, exists in thisDepartment.

The General Section is responsible for drawal of pay and allowances for the canteen employees. This Section is also responsible for arranging loans and advances to the Departmental Canteen. Service condition of the employees of the canteen are governed under the guide lines issued by the Deptt. of Personne, Admn. Reforms & Training, New Delhi.

6 CENTRAL REGISTRY & TYPING SECTION:

This Section is headed by a Head Clerk. The main function of C.R.T. Section is to open the incoming dak, diarise and send the same to the sections concerned, to despatch all out going letters and to do all the typing as well as cyclostyling work of the office.

OPENING AND EDITING OF INCOMING DAK:

The clerks of C.R.T.Section, while broad sorting the dak received in this Deptt. and putting them in different pigeon holes section-wise, should simultaneously put all reminders whether from Govt./ Semi-Govt. Bodies, agents, casual customers or any other authority and the important letters like the summons from Court (other than those addressed to individuals Govt. Servants), letters from V.I.Ps., letters by name etc. in one pigeon hole marked 'IMPORTANT' to be earmarked for the purpose.

ii) Thereafter the Head Clerk C.R.T Section should take out these reminders etc. put in the pigeon hole marked 'IMPORTANT' and sort them out branch-wise for Branch Officers and D.C.P./C.P. concerned.

iii) These reminder etc. should thereafter be entered in the Registers to be maintained Branch Officerwise and sent to them direct at the dak stage.

iv) If the reminder concerns more than One Branch Officer, the Branch Officer will immediately inform the other Branch Officer for joint action.

v) From Section-wise pigeon holes, which the Head Clerk and Section Incharges are going to edit daily, mark to them Branch Officers if any important letter is noticed by them, which was mixed by the Clerk C.R.T. Section, such letters will be handed over by the Section Incharges to the Head Clerk of C.R.T. Section, while scrutinising the dak by them in the C.R.T. Section. The Head Clerk of C.R.T. Section will take further action as in (iii) above on such 'mixed' letters.

vi) The Branch Officers will arrange action on such communications without returning them to C.R.T. Section as C.R.T. Section have put the inwards numbers on them.

(c.f.O.O. No.12/O&M/79 dated 19.11.1979).

DIARISING OF LETTERS/INDENTS.:

All diary work is done in C.R.T. Section. No section is required to re-diarise these letters/ indents. Diarising is done in loose sheets of prescribed Form D.P. 116 in triplicate with the use of pencil/dot pen and carbon. Writing should be very legible and neat. Not more than five letters/ indents should be entered on each page. Both sides of the form should be used.

Letters/Indents relating to various sections should be sorted out by the C.R.T. Section after necessary editing by the Supervisory staff. Letters addressed to Officers by name should be sent to them for opening and marking directly to the Sections concerned.

5. Series of Dy. Nos. have been allotted to various sections. Indents should be diarised for each section separately with the numbers according to the series allotted to that section. The other communications should be diarised in the same way for each section separately according to the series allotted for this purpose. The R&I Section should keep one copy of Diary Sheet for its own record. These sheets should be filed section-wise and stitched in convenient lots as necessary. Daily receipts after being diarised should be sent to the sections concerned with two copies of diary sheets. The Section concerned should return one copy of diary sheet duly signed in token of having received the letters indents etc. as covered by the particular sheets. If any receipt is to be transferred by the section for another section, it should be done in their own transit register. None should be

returned to R&I Section. On receipt of duplicate copy duly signed by the sections, the R&I Section should file them properly.

6. All receipts of remittances(C.B.S. receipts) should be sent to Cash Section without diarising in R&I Section through transit register. On receipt of such C.B.S. and other dak received in the section (other than that received through R&I Section) should be diarised in Cash Section in the prescribed form D.P. 116 in triplicate in the manner indicated in the preceding paras according to the series allotted for the purpose. Original sheet is retained in Cash Section and two copies sent to R&I Section where those are filed as indicated in para 5 above.

7. SECRET/CONFIDENTIAL COVERS:

All secret/confidential covers including those addressed to the Controller /Dy. Controller of Publications by name should be sent by R&I Section in a wooden covered box duly locked to the Steno concerned after entering them in the register. One key of the box should remain with Head Clerk R&I Section and the other one with the Steno to the Controller/Dy. Controller who should return the box and the register of Head Clerk R&I Section after giving the signatures for the contents received.

8. TRACING OF PREVIOUS REFERENCES:

The work of tracing the previous references generally pertains to the concerned section. R&I Section should however render necessary assistance wherever required.

9. DESPATCH OF LETTERS:

Only that portion of the fileswhich is to be sent out should be sent to R&I Section alongwith the office copy of the draft or through Peon Book where the despatch clerk shall sign. in token of having received the documents required to be despatched. The transit clerk in each section should see that enclosures, if any, are attached to the letters etc. and there is no delay in passing on the papers to R&I section. Office copies of all papers despatched should be returned by the R&I Section to the sections concerned without any delay. In despatching letters every clerk in R&I section should bear in mind very carefully the following points:-

i) Economy slips(S.67) are to be used as possible so that the consumption of envelopes may be kept down to the minimum.

ii) Some times the inner cover is put into the outer while sealing wax on the former is still wet, thus causing the inner cover to stick to the outer resulting in damage or destruction to envelope when opened. This should be avoided.

iii) In covers which are sealed, it is some times found that the seals and gum are affixed in such a manner that the covers cannot be opened by removing the economy slips without damaging the flaps of the covers. This should be avoided. Where economy slips are used, flaps should never be gummed or closed with streaks of sealing wax.

iv) A large envelope should not be used when a smaller one will sufficent and the use of stout envelopes should be avoided when thinner one can serve the purpose.

10. All communications intended to be sent by post are to be placed in addressed envelopes and the service postage stamps of the requisite value, after weighment, shall be affixed on the envelopes. Thereafter the envelopes are sorted out into groups with the same value of stamps viz:00.20,00.25,00.35 etc.and entered in the respective dak registers maintained for the purpose.

11. MAINTENANCE OF DAK REGISTERS:

Separate registers are maintained for the despatch of letter of civil side and Army side. All letters of Army side to be sent out by ordinary post or Regd. post are entered in one register. However, two separate register(i) for letters to be sent by ordinary post and (ii) for letters to be sent by Regd. post are maintained in respect of letters of the Civil side. The value of stamps entered in the dak registers is totalled daily and sent to Accounts on the next morning for checking. The stamp accounts as stated in the preceding para shall be prepared on the basis of the transaction recorded in these registers.

12. SERVICE POSTAGE STAMPS ACCOUNT:

The total value of envelopes in each group is required to be indicated in the "Register of Daily Abstract of stamps used" which should be maintained in the form in Annexure I. The total value of stamps used during the day will be entered in Col. No.4 of the service stamps Account register in the form in Annexure-II.

13. The correctness of the entries of out going envelopes entered in the "Register of Daily Abstract of Service Stamps used shall be checked by the Head Clerk ofR&I Section at least once a week by actual counting of covers ready for despatch. This check should be surprise one and a certificate of check made and its results recorded in the register under dated initials of the Head Clerk. The office Asstt. Controller(Admn.) should also make at least a monthly check of this register.

Issue Register:

In addition to the stamp account register as envisaged in para above. C.R.T. Section should also maintain an issue Register in which all the letters meant for issue be entered in order to over come any difficulty in tracing the date of despatch of a particular letter(c.f. O.O. No. 3/79 dated 4.5.79).

Telegrams:

Telegrams signed by any official below the rank of Asstt. Controller of Publications should not be accepted by C.R.T. Section for despatch. The instructions contained in paragraph 38 Chapter 3 should also be followed by Head Clerk C.R.T. Section.

1. DISTRIBUTION OF TYPING WORK:

The work received in the section for typing should be distributed every morning by the Supervisor concerned or the Senior most typist in the section in such a manner that the allotment to each typist is neither too heavy nor light. In distribution the work, the minimum out-turn that is required to be given by a typist should be kept in view and distribution should be made between running matter and tabular work. At the end of the day, the Supervisor concerned or the Senior most typist should see that the work distributed has been duly completed by every typist.

2. COMPARING:

The typed matter should be compared by the Section concerned to which the draft pertains. In the case of important files, the matter should be compared by the Head Clerk himself with the help of the dealing hand.

3. CONFIDENTIAL WORK:

C.R.T. Section is required to spare a typist with a type-writer to do the confidential work belonging to Establishment/O&M Section etc. in that very section under the supervision of Supervising Officer , Estt. Section/Superintendent O.M.(Vig.) Section.

4. GENERAL INSTRUCTIONS TO TYPISTS:

The typists should always keep in mind the instructions above the paper economy in mind as and when they touch a sheet of paper. Violation of paper economy instructions and avoidable waste of paper by them will be treated as breach of discipline and dealt with as such. The margin to be given on papers used for correspondance and noting should be 1¼ inch only. Type writing paper should not be used for copies of correspondance or statements accompanying the letters, memos and U.O. notes to be sent out to private parties or officials in India but ordinary paper should be used for this purpose. For communications to be sent by post outside India, the type-writing paper can, however, be used.

5. In typing all abbreviations even though used in the drafts, should be avoided and the word or words abbreviated should be typed in full after consulting the sections concerned, if necessary.

6. CLEANING AND REPAIRING OF TYPEWRITERS:

Each typist to whom a machine is issued is held to be incharge of the machine and responsible for its care and up-keep. He is required to clean the machine daily and carry out the instructions issued by the makers for cleaning and oiling the machine. He will maintain correctly an up-to-date typewriter card in form X. He will lock the cover of the machine every day before leaving office and will be held personally responsible for any damage to the machine caused by carelessness or negligence, while the machine is in his charge. In the case of repairs or damage, the matter should be reported to General Section for further necessary action.

REGISTER OF TYPEWRITERS:

A register (No.56 unaudited) of type writers in form XI shall be maintained in the Type Section. A machine card in form X shall also be maintained for each type writer. The register and the cards should be put up on 7th of each months to the office Superintendent for necessary inspection.

GESTETNER DUPLICATING MACHINE:

An electrically operated Gestetner Duplicating Machine is utilized in C.R.T. Section for making more than 15 copies of any document. The person operating the machine is required to clean the machine, daily and carry out the instructions issued by the makers for cleaning and oiling the machine. In case of repairs etc., the matter should be reported to the General Section for taking further necessary action.

FINANCE BRANCH