

कार्यालय पद्धति नियमावली
MANUAL OF OFFICE PROCEDURE

(भाग PART I)

संगठनात्मक नियमावली
ORGANISATIONAL MANUAL

रेल मंत्रालय
MINISTRY OF RAILWAYS
(रेलवे बोर्ड)
(RAILWAY BOARD)

(1993)

कार्यालय पद्धति नियमावली
MANUAL OF OFFICE PROCEDURE

(भाग PART I)

संगठनात्मक नियमावली
ORGANISATIONAL MANUAL

रेल मंत्रालय
MINISTRY OF RAILWAYS
(रेलवे बोर्ड)
(RAILWAY BOARD)

(1993)

FOREWORD

This Manual of Office Procedure is meant for the guidance of new entrants to the service in Railway Board's Office as also for the existing staff and officers. All officers and staff, and in particular those who are drafted from the Railways, should get conversant with the provisions in this Manual, as the knowledge of Secretariat procedure thus acquired would be of great assistance to them in dealing with their day-to-day work.

A.N. SHUKLA
Chairman, Railway Board

New Delhi
Dated : 10-11-1993

P R E F A C E

The last edition of the Manual of Office Procedure was published in April, 1970. In the intervening years there have been several structural and other procedural changes which have necessitated an extensive revision of the Manual.

2. The existing Board's Manual of Office Procedure has been revised into two parts viz. Organisational Manual (Part I) and Manual on Office Procedure (Part II).

3. The first part relates to organisational set up, powers and functions of Railway Ministry. This volume incorporates the various changes in the organisational set up which have taken place since, 1970. This volume also includes a chapter on Parliamentary Business.

4. The second part contains provisions on office procedures as well as other general matters e.g. use of mechanical aids, official language, etc.

5. Every member of the office establishment is expected to be familiar with the provisions contained in this Manual.

6. Additions or alterations to this Manual will be notified by means of correction slips or Office Orders issued from time to time, as may be necessary.

MASIHUZZAMAN
Secretary, Railway Board

New Delhi
Dated : 10-11-1993

TABLE OF CONTENTS

	<i>Para No.</i>	<i>Page No.</i>
CHAPTER I—Machinery of Government		
The President	1	1
The Council of Ministers	2	1
Transaction of government business	3	1
Department	4	1
Attached and Subordinate offices	5	2
CHAPTER II—Organisation of the Ministry of Railways, Railway Board—Top Management.		
Constitutional & Legal position of the Ministry of Railways (Railway Board)	6	3
Ministry of Railways (Railway Board)	7	3
Secretariat Establishment	8	3
Railway Board	9	4
Chairman, Railway Board	10	4
Financial commissioner for Railways	11	4
Other Members of the Railway Board	12	4
Director General Railway Health Services, Director General RPF and Advisers, Railway Board	13	4
Procedure for Board's Meetings	14	5
Tour Programme	15	5-6
CHAPTER III—Organisation of the Ministry of Railways (Railway Board)—Middle Management.		
Secretary, Railway Board	16	7
Jt. Secretary	17	7
Deputy/Under Secretaries	18	8
Directorates	19	8
Executive Directors	20	9
Directors	21	9
Joint Directors	22	9
Deputy Directors	23	9
Organisation & Method Unit	24	9
CHAPTER IV—Organisation of the Ministry of Railways (Railway Board)—Office Staff.		
Section Officers	25	10
Assistants	26	10
Upper Division Clerks	27	10
Lower Division Clerks	28	10
Stenographers	29	11
Other Group 'C' Staff... ..	30	11
Group 'D' Staff	31	11-12

TABLE OF CONTENTS —(Contd.)

	<u>Para No.</u>	<u>Page No.</u>
CHAPTER V—Service and Support Units		
Details of Support Units	32	13
Functions of Support Units	33	13
Staff Cars	34	13
Stationery Branch	35	13
Library	36	14
CHAPTER VI—Staff Grievances Procedure & Welfare Functions		
Permanent Negotiating Machinery	37	15
Joint Consultative Machinery Scheme	38	15
Office Council	39	16
Staff Welfare	40	16
CHAPTER VII—Conduct and Discipline		
Service Rules	41	17
Office Attendance & Punctuality	42	17
Casual Leave	43	17
Special Casual Leave	44	18
Compensatory Holiday	45	18
Public Holidays and Restricted Holidays	46	18
Leave on average pay and other recorded leave	47	18
Applications for leave	48	18
Charge Reports	49	18
Leaving Headquarters	50	18
Address of officers and staff	51	18
Overtime allowance, Night Duty allowance, etc.	52	19
Cleanliness of office surroundings	53	19
Security Consciousness	54	19
Care of Government property and consciousness of economy	55	19
CHAPTER VIII—Attached, Subordinate and Field Organisations		
Details of Attached, Subordinate and field organisations	56	20
Functions of Attached, Subordinate and Field Organisations	57	21-22
CHAPTER IX—Legislative Business	58-147	23-47

APPENDICES

APPENDIX I—Brief functions of various Directorates	— 48-53
APPENDIX II—Code of Conduct to be observed by Officials sitting in Official Galleries in the Lok/Rajya Sabha.	— 54-56
APPENDIX III—Register of Promises and undertakings given in Parliament	— 57
APPENDIX IV—Procedure relating to cases involving Legislation in Parliament.	— 58-62

CHAPTER I

MACHINERY OF GOVERNMENT

1. **The President.**—The executive power of the Union formally vests in the President and may be exercised by him either directly or through officers subordinate to him, in accordance with the Constitution.

2. **The Council of Ministers.**—(i) In the exercise of his functions, the President is aided and advised by a Council of Ministers headed by the Prime Minister vide article 74(1) of the Constitution. In actual practice, the executive authority resides in the Council of Ministers.

(ii) The Council of Ministers consists of three categories of Ministers, namely:

- (a) Ministers of Cabinet rank;
- (b) Ministers of State; and
- (c) Deputy Ministers.

(iii) The Cabinet, which consists of Ministers of the first category only, is responsible for shaping the overall policies of the government. In discharging its responsibilities, it sometimes functions through its committees.

3. **Transaction of government business.**—(i) Among the rules issued by the President for the convenient transaction of the business of the government, under Article 77(3) of the Constitution, are:

- (a) The Government of India (Allocation of Business) Rules; and
- (b) The Government of India (Transaction of Business) Rules.

(ii) The Allocation of Business Rules, allocate the business of the government among its different departments which are assigned to the charge of the Ministers by the President on the advice of the Prime Minister. In relation to the business allotted to a Minister, these rules also permit the association of another Minister or Deputy Minister to perform such functions as may be specifically assigned to him.

(iii) The Transaction of Business Rules seek to define the authority, responsibility and obligations of each department in the matter of disposal of business allotted to it. While providing that the business allotted to a department will be disposed of by, or under the direction of the Minister-in-charge, these rules also specify:

- (a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its committees for prior approval; and
- (b) the circumstances in which the department primarily concerned with the business under disposal will have to consult other department concerned and secure their concurrence before taking final decisions.

4. **Department.**—(i) A department is responsible for the formulation of the policies of government within its sphere of responsibility and also for the execution and review of those policies.

(ii) For the efficient disposal of business allotted to it, a department is divided into wings, divisions, branches and sections.

(iii) A department is normally headed by Secretary to the Government of India who acts as the administrative head of the department and principal adviser to the Minister on all matters of policy and administration within the department.

(iv) Where the volume of work in a department exceeds the manageable charge of a secretary, one or more wings may be established with a Secretary/Special Secretary/Additional Secretary/Joint Secretary incharge of each wing. Such a functionary is normally vested with the maximum measure of independent functioning and responsibility in respect of the business falling within his wing, subject, however, to the overall responsibility of the secretary for the administration of the department as a whole.

(v) A section is generally the lowest organisational unit in a department with a well-defined area of work. It normally consists of assistants and clerks supervised by a section officer. Initial handling of cases (including noting and drafting) is generally done by assistants and clerks, who are also known as the dealing hands.

(vi) While the above represents the commonly adopted pattern of organisation of a department, there are certain variations, the most notable among them being the desk officer system. In this system the work of a department at the lowest level is organised into distinct functional desks, each manned by an officer of appropriate rank, e.g. Under Secretary or Desk Officer or Desk Attache who handles the cases himself and is provided adequate stenographic and clerical assistance.

5. Attached and Subordinate offices.—(i) Where the execution of the policies of the government requires decentralisation of executive action and/or direction, a department may have under it executive agencies called 'Attached' and 'Subordinates' offices.

(ii) Attached offices are generally responsible for providing executive direction required in the implementation of the policies laid down by the department to which they are attached. They also serve as repository of technical information and advise the department on technical aspects of questions dealt with by them.

(iii) Subordinate offices generally function as field establishment or as agencies responsible for the detailed execution of the policies of the government. They function under the direction of an attached office, or where the volume of executive direction involved is not considerable, directly under a department. In the latter case, they assist the department concerned in handling technical matters in their respective fields of specialisation.

CHAPTER II

ORGANISATION OF THE MINISTRY OF RAILWAYS (RAILWAY BOARD)— TOP MANAGEMENT

6. Constitutional & legal position of the Ministry of Railways (Railway Board).—

(a) Under the Constitution of India, the legislative power with respect to Railways vests exclusively in Parliament in terms of the provisions contained in article 246/(1) read with Entries 22, 30 and 89 of list I of the Seventh Schedule to the Constitution of India. The executive power also, with respect to Railways, which shall be co-extensive with the legislative power of Parliament, vests exclusively in the Government of India. The subjects, under the Government of India (Allocation of Business) Rules 1961, with reference to which these powers are exercised are as follows :—

(i) *Government Railways*.— All matters, including those relating to Railway revenues and expenditure, but excluding Railway Inspectorate and Railway Audit.

(ii) *Non-Government Railways*.—Matters in so far as provision for control by the Ministry of Railways/Rail Mantralaya, Railway Board/Rail Board is provided in the Railways, Act, 1989 or in the contracts between the Government and the Railways, or in any other statutory enactments, namely regulations in respect of safety, maximum and minimum rates and fares, etc.

(iii) Parliament Questions regarding offences relating to pilferage of Railway property other than offences relating to crime on Government Railways and Non-Government Railways.

(iv) Administration of pension rules applicable to Railway employees.

(b) As stated in Para 3 of the preceding Chapter, the President also framed rules for the more convenient transaction of the business of the Government of India. The subjects allocated to the Ministry of Railways (Railway Board) are under the overall charge of the Minister of Railways, who is a Minister of Cabinet rank. He is assisted in his work by one or more Ministers, who are of the status of Minister of State or Deputy Minister. The Minister of State/Deputy Minister performs such functions as may be assigned to him in relation to the business allotted to the Ministry.

(c) The Railway Board which is the Chief Administrative Body assisting the Minister of Railways and the Minister of State/Deputy Minister for Railways in the discharge of their functions, was constituted under a resolution of the Government of India dated 18th February, 1905. Under Section 2 of the Indian Railways Act, 1905 the Railway Board has been vested with certain powers of the Central Government under the Indian Railway Act, 1980 since revised as Railways Act, 1989. Apart from its functions as the top Railway executive body for the administration, technical supervision and direction of the Railways, the Railway Board functions also as a Ministry of the Government of India and exercises all the powers of the Central Government in relation to the Railways. As a result of the inclusion of the Financial Commissioner, Railways, as a Member of the Railway Board since 1923 and the separation of the Railway Finance from the General Finance since 1924, the Railway Board also exercises the powers of the Government of India in regard to Railway expenditure subject to the ultimate financial authority of the Minister of Railways and the Union Cabinet.

(d) The powers of the Railway Board in all establishment matters are indicated in the Indian Railway Establishment Code.

ORGANISATION

7. *Ministry of Railways (Railway Board)*.—The Ministry of Railways (Railway Board) is under the charge of a Minister of Cabinet rank, who is assisted by Minister of State/Deputy Minister.

8. *Secretariat Establishment of the Railway Board* is organised on the same basis and pattern as the Civil Secretariat with the difference that the service conditions of the staff in the Railway Board are principally linked with those obtaining for Railway servants on Railways rather than with those obtaining in the Civil Secretariat. This has been necessitated by the fact that the Railway Board Secretariat is not only functioning as a Ministry of the Government of India but also as a high administrative and technical unit, controlling the executive functions of Railways. The posts in Railway Board are manned by recruitment through UPSC, Staff Selection Commissions and Railways.

9. **Railway Board.**—The Railway Board as at present constituted, consists of :

- (1) The Chairman ;
- (2) The Financial Commissioner for Railways : and
- (3) Four other members.

10. **Chairman, Railway Board.**—(i) The Chairman, Railway Board is ex-officio Principal Secretary to the Government of India in the Ministry of Railways. He is responsible to the Minister of Railways (or as delegated by him) for arriving at decisions on technical and non-technical questions and advising the Government of India on matters of Railway policy. He deals with Corporate Co-ordination and other corporate functions as well as any other subjects as laid down from time to time. He does not function as a member in charge of any particular discipline but he may, at his discretion, deal with any matter pertaining to any discipline or any other subject. All policy and other important matters are put up to the Ministers through him. He has the power to over-rule the other Members of the Board, except that if the Financial Commissioner does not agree with the Chairman, Railway Board on any matter of finance, the Financial Commissioner may ask it to be referred to the Railway Minister and in case he is unable to agree with the Railway Minister, he has the right to refer it direct to the Finance Minister.

(ii) All cases, in which there is a difference of opinion between two Members of the Board, would be referred to the Chairman, Railway Board, who will try to arrive at a jointly agreed proposal, if necessary, after discussion. The chairman, Railway Board, may also take final decision in regard to inter-departmental differences (subject to the approval of the Ministers being obtained, where necessary) except when there is a difference of opinion between the Financial Commissioner and the Chairman, Railway Board on a financial issue, in which event, if so asked by the Financial Commissioner, the case would be put up by the Chairman, Railway Board to the Railway Minister bringing out both points of view. In cases where the Financial Commissioner is unable to agree with the Minister of Railways on a financial issue, the financial Commissioner may, if he so desires, refer the matter direct to the Finance Minister.

11. **Financial Commissioner for Railways.**—The Financial Commissioner for Railways is vested with full powers of the Government of India to sanction Railway expenditure and is ex-officio Secretary to the Government of India in the Ministry of Railways in financial matters. No proposals involving expenditure affecting Railway Revenues can be sanctioned without his prior concurrence. He has the right to refer direct to the Finance Minister any financial issue on which he finds himself unable to agree with the views of the Minister in charge of the Railway Ministry.

12. **Other Members of the Railway Board.**—The Members of the Railway Board are separately in charge of matters relating to staff, Civil Engineering, Traffic, Electrical Engineering and Mechanical Engineering. They function as ex-officio Secretaries to the Government of India in their respective spheres. Each of the Members is responsible for dealing with all aspects of the technical subject or subjects of which he is in charge. Where a question impinges on the function of another Member, his concurrence is to be obtained and in case of any persisting difference, the issue is to be referred to the Chairman, Railway Board for a decision.

13. (i) **Directors General.**—There are two Directors Generals, in charge of Railway Protection Force and Railway Health Services respectively.

(ii) **Advisers.**—To enable the Board to effectively tackle the additional duties and responsibilities arising from the increased tempo of work, there are Advisers, each in charge of various Directorates.

(iii) Although the Advisers do not form part of the Board, yet they have been authorised to pass final orders on behalf of the Board except with regard to those matters which require formal approval of the Board and Ministers. These officers, while not being Members of the Board as such are invited to attend Board Meetings, when necessary.

14. **Procedure for Board's Meetings.**—(i) Meetings of the full Board with the Ministers are held as and when required at which questions of policy and such other specific subjects as are indicated by the Ministers are discussed.

(ii) The Board normally meets once a week or oftener, as may be necessary to consider major questions of policy and to dispose of other important cases, requiring the orders of the Board or the Minister.

(iii) The Chairman will determine the agenda for meetings of the Board.

(iv) A self-contained memorandum will be prepared on each case to be discussed at the Board's meetings by the Directorate concerned setting out the issues raised, the views of the other concerned Directorates, particularly those of the Finance Directorate in cases having financial implications and finally in a summary of the point or points requiring Board's orders. 10 copies of the Memorandum will be sent to the Secretary's Branch.

(v) Secretary will prepare the Minutes of the Board's meetings, which after approval by the Board Members, will be circulated to the Directorates concerned for necessary action. Copies of the Minutes will be sent to Ministers/Board Members and to Directors General Railway Health Services/Railway Protection Force and Advisers.

15. **Tour Programme.**—(i) When Members of the Board or other Senior Officers go on tour, copies of their tour programme will be prepared by their PSs/PAs and supplied to the following officers for information :—

Chairman, Railway Board :	PSs to MR, MOS(R), DMR, Secretary to PM, Cabinet Secretary; Members of the Board; Directors General, Advisers, Executive Directors concerned; Secretary, Jt. Secretary; Transport Inspector; Chief Secretary to the Govt. of State and the Secretary concerned if visiting the capital of a State; GM's of all Railways concerned.
Financial Commissioner :	PSs to MR, MOS (R), DMR, PS to the Finance Minister, Secretary to the PM, Cabinet Secretary, Finance Secretary, CRB and other Members of the Board, Directors General, Advisers, Planning Commission, Executive Directors concerned; Secretary, Jt. Secretary, Transport Inspector, Chief Secretary to the Govt. of the State and Secretary Concerned of the State, if visiting the capital of a State, General Managers and FA and CAOs of railways concerned.
Other Members:	PSs to MR, MOS (R), DMR, Secretary to the PM, Cabinet Secretary, CRB and other Members of the Board, Directors General, Advisers and Executive Directors concerned; Secretary, Jt. Secretary; Transport Inspector; Chief Secretary to the Government of the State and Secretary concerned if visiting the Capital of State, General Managers of Railways concerned.
Advisers :	PSs to MR, MOS (R), DMR, CRB and other Members of the Board; Executive Directors concerned; Secretary, Joint Secretary; Transport Inspector; and General Managers of Railways concerned.
Executive Directors :	CRB and other Members of the Board concerned, Directors & Joint/Dy. Directors concerned, Secy., Jt. Secy, Transport Inspector and GMs of Railways concerned.
Directors/Jt. Directors :	Executive Directors concerned; Secy. Jt. Secy, Transport Inspector and GMs of Railways concerned.

(ii) When the Chairman, Financial Commissioner and other Members of the Board are visiting the Headquarters of a State, the Principal Private Secretaries concerned should enquire from their officers if they would like the State Government to be addressed; if so, the secretary to the Governor and Chief Secretary to the Government concerned should be written to asking if there are any railway matters which the Governor or any department of the State Government concerned, would like to discuss. Copies of tour programmes should be sent to them. Chambers of Commerce or other Trade interests should also be advised of the tour, if necessary, after consultation with the Officer concerned. These communications should issue under the signatures of the Secretary.

(iii) In the case of tour of Chairman, Railway Board, Financial Commissioner for Railways and other Members of the Board, orders should be obtained if they desire that a Press Note should issue.

(iv) **Cases for Discussion by Members while on Tour.**—Principal Private Secretaries will prepare a list of cases earmarked for discussion by officers whilst on tour and send it to the Branches concerned for information.

(v) **Tour Notes.**—Principal Private Secretaries or Stenographers will supply the Chasing Section/General Branch with at least 6 copies of tour notes of the Officers concerned for distribution to the Branches concerned. The Chasing Section will maintain separate files for the tour notes of the Ministers, while the 'G' Branch will maintain those for the Chairman, the Financial Commissioner and other Members of the Board.

CHAPTER III

ORGANISATION OF THE MINISTRY OF RAILWAYS (RAILWAY BOARD)— MIDDLE MANAGEMENT

16. **Secretary, Railway Board.**—Secretary, Railway Board, who is ex-officio Additional Secretary to the Government of India in the Ministry of Railways, has three types of responsibilities as indicated below:—

(i) As the Secretary of the Board, he attends the Board meetings, draws up the minutes of the discussions and, after getting them approved, issues them to the Directorates concerned for necessary implementation. He also circulates a copy of the minutes to the Ministers/Board Members and Directors General Advisers.

(ii) Secretary, Railway Board is responsible for the general conduct of work in the Ministry and for this purpose he has overall control over the various administrative sections in the Ministry of Railways, namely ERB Sections, Cash Sections, etc. He maintains co-ordination between the various Directorates and is responsible for the strict observance of office procedure. The Parliament work is also under his overall charge. The responsibility for the preparation of Budget for the Office of the Ministry of Railways vests in him. Secretary, Railway Board holds periodical meetings of Advisers/Executive Directors for the purpose of discussing the difficulties experienced by the Directorates in regard to staff, accommodation, etc., as also for keeping Advisers/Advisers Executive Directors apprised of the policies of the Board on important matters. He is also generally responsible for the current relations between the Ministry of Railways and other Ministries of the Government of India.

(iii) The third item of responsibility for the Secretary, is that relating to gazetted establishment of the Zonal Railways in regard to the following aspects:—

- (a) Promotion of officers to administrative grades ;
- (b) Seniority of officers including those promoted from Group 'B' ('Class-II') to Group 'A' ('Class-I').
- (c) Individual cases of fixation of pay of gazetted officers ;
- (d) Transfer of officers on deputation both within India and abroad ;
- (e) Inter-Railway transfer of officers ;
- (f) Disciplinary cases against officers.

17. **Joint Secretaries, Railway Board.**—Jt. Secretaries, Railway Board are responsible for assisting the Secretary in his work pertaining to Establishment and Administration in the Ministry of Railways.

Jt. Secretary Railway Board is responsible for all cases pertaining to non-gazetted staff of the Ministry of Railway. He also assists Secretary in matters relating to Railway Board's Budget, Office Accommodation, Procurement of Stationery etc. He is also O&M Officer of the Ministry of Railways. He represents the Ministry of Railways in the Departmental Council of the Department of Personnel; presides over the Staff Benefit Fund Committee and is associated with other Committees like Canteen Committee, Sports Committee, etc. of the Ministry of Railways.

Jt. Secretary (Gazetted) assists the Secretary in the Establishment work pertaining to Gazetted officers of the Board's Office. He is also handling the cases of posting, transfer and

promotion of all gazetted officers on Zonal Railways.

Jt. Secretary (Establishment) is assisting the Secretary in matters relating to D&A cases, seniority, Pay fixation, leave and review of gazetted officers on Zonal Railways.

Jt. Secretary (Parliament) assists the Secretary in the Parliament work as well as preparation of all material required for the meetings of the Consultative Committees of MPs for the Ministry of Railways.

Joint Secretary (Confidential) is responsible for handling all policy matters relating to career planning of Railway officers on the Zonal Railways. He also assists Secretary in the establishment work of senior officers on Zonal Railways. He also maintains Confidential Reports of all officers of the level of Class I and above of RBSS and Selection Grade and above of All India Railway Services.

18. Deputy/Under Secretaries, Railway Board.—The Deputy/Under Secretaries are assisting the Secretary through their respective Jt. Secretaries in the discharge of various functions relating to General Administration and Establishment work of Railway Board's Office.

19. Directorates.—(i) Below the level of Board members, Advisers/Directors General, the Ministry of Railways (Railway Board) is organised and structured as Directorates, each generally headed by an Adviser or an Executive Director and supported by officers of the rank of Directors, Joint Directors, Deputy Directors and Secretariat Staff. Each Directorate reports to a Member of the Board or an Adviser. At present, the Ministry of Railways (Railway Board) has the following Directorates:—

- (i) Accounts
- (ii) Civil Engineering
- (iii) Coaching
- (iv) Computer & Information Services
- (v) Economic Cell
- (vi) Efficiency & Research
- (vii) Electrical
- (viii) Establishment
- (ix) Finance
- (x) Health
- (xi) Legal
- (xii) Land Management
- (xiii) Management Services
- (xiv) Mechanical Engineering
- (xv) Mechanical Engineering (W)
- (xvi) Mechanical Engineering (PU)
- (xvii) Metropolitan Transport Project
- (xviii) Official Language
- (xix) Pay Commission
- (xx) Planning
- (xxi) Public Grievances
- (xxii) Public Relations
- (xxiii) Railway Electrification
- (xxiv) Safety
- (xxv) Secretary's Directorate
- (xxvi) Security
- (xxvii) Signal
- (xxviii) Statistics & Economics

- (xxix) Stores
- (xxx) Track
- (xxxi) Traffic Commercial & General
- (xxxii) Traffic Transportation
- (xxxiii) Telecom.
- (xxxiv) Vigilance
- (xxxv) Works

(ii) The brief functions of the various Directorates are given in Appendix I.

20. **Executive Directors.**—Executive Directors are the driving force of the organisation and on them rests the responsibility of implementing the policy of the Ministry of Railways (Railway Board). Subject to the general principle that when the policy of the Ministry in any particular aspect is not known, it is not to be assumed, Executive Directors deal on their own or ensure handling by the officers under them all issues arising for consideration in the sphere of their functions and communicate decisions on behalf of the Ministry of Railways (Railway Board). In the case of matters needing consultation with other Directorates particularly the Finance Directorate in cases having financial implications, or even with other Ministries, Departments, UPSC etc. such consultations shall be ensured before final decisions are arrived at and communicated. Issues of major importance of policy will be placed before the Board Member concerned, who, if he considers it necessary, will suggest discussion in appropriate cases, in a Board meeting before a decision is arrived at. In such cases, a Memo will be prepared as enjoined in para 14 (iv), to enable discussion of the issue in a Board meeting. Cases requiring Minister's approval or orders will be submitted to him for decision.

21. **Directors.**—Directors function in the same manner as Executive Directors in the area of their responsibilities. They normally report directly to the concerned Adviser/Director General or Member of the Board.

22. **Joint Directors.**—Joint Directors assist in the disposal, on their own, of a number of items of business coming up for consideration in their area of responsibilities. Though, they normally report to the Executive Directors concerned, they may, in certain cases, e.g. where there is no executive Director or where the particular subject does not fall within the jurisdiction of the Executive Director, put up papers directly to Adviser/Director General or Member of the Board concerned. In areas, where a Joint Director functions as a Branch Officer, he will have the same authority and responsibility as a Deputy Director in regard to the despatch of business dealt with and the maintenance of discipline amongst the staff in the Sections under him.

23. **Deputy Directors.**—Deputy Directors are responsible to the Executive Directors or Directors or Joint Directors concerned for the current work in the Sections under them for which they function as Branch Officers. Generally, they dispose, of their own responsibility, issues of routine character like simple interpretation of Rules, Orders, etc. Executive Directors or Directors may, however, vest in the Deputy Directors the authority to take decisions on issues of routine nature depending on the individual circumstance of the case. Deputy Directors will, without impairing the general responsibility of the Section Officer or other supervisory staff in charge, exercise the necessary control both in regard to the timely despatch of the business dealt with and in regard to the maintenance of discipline among the staff in the sections under their charge.

24. **Organisation and Methods Unit.**—A special organisation known as the Organisation and Methods Division was formed in the Cabinet Secretariat with the aim of initiating and sustaining a concerted effort to improve Administrative efficiency in all Ministries/Departments of the Government of India. This Division now functions under the Ministry of Personnel, Public Grievances and Pensions. Under instructions from the O&M Division, an O&M unit has been set up in the Ministry of Railways. It functions under the Secretary, Railway Board and is responsible for introducing various administrative reforms in the Ministry of Railways. It is headed by a Under Secretary (O & M).

CHAPTER IV

ORGANISATION OF THE MINISTRY OF RAILWAYS (RAILWAY BOARD)—OFFICE STAFF

25. **Section Officers.**—(a) Section officers function as supervisors of Sections/Branches, with a defined allocation of subjects to be handled. They are responsible to the Executive Directors/Directors/Jt. Directors and Deputy Directors under whose charge the Section functions for ensuring

- (i) Prompt and efficient processing of papers coming up for disposal in their Section.
- (ii) An even allocation of work amongst the staff.
- (iii) Appropriate development of abilities of the staff under them.
- (iv) Maintenance of discipline amongst the staff in the Section.
- (v) That the Section is kept neat and tidy.
- (vi) Proper maintenance of files, registers and other documents and papers being handled in the Section.
- (vii) Strict observance of the instructions contained in the Codes Manuals, Office Orders, etc. including prompt submissions of periodical statements.
- (viii) Punctuality in attendance by the staff.
- (ix) Weeding out of old and unwanted papers/documents in the Section.

(b) Section Officers are authorised and are expected to take action on routine matters like sending reminders, interim replies, issuing acknowledgements and other intermediate disposals.

26. **Assistants.**—Assistants occupy the originating secretariat position for case work and correspondence handled in the Ministry. Each Assistant is entrusted with the responsibility of dealing with certain specified subjects from amongst those allocated to the Section as a whole. He opens the files, maintains them, notes on cases on subjects allotted to him, prepares draft replies, memoranda, statements, etc. and ensures prompt disposal of issues brought up for consideration and records the files after action is completed on them. Assistants are expected to type their notes and drafts themselves. Selected Assistants, particularly those who have completed 8 years service in the grade are authorised to submit cases direct to Branch Officers.

27. **Upper Division Clerks.**—Upper Division Clerks perform tasks similar to those performed by Assistants. But cases handled by them are less complex and important but more routine in nature.

28. **Lower Division Clerks.**—Lower Division Clerks are responsible for

- (a) registration and diarisation of papers coming to the Section ;
- (b) maintenance of the various registers in the Section ;
- (c) typing and proof-reading of such material as may be assigned to them by the Section Officer or other supervisory staff.
- (d) preparation of various periodical statements and returns to be furnished by the Section to other sections or offices.
- (e) ensuring despatch of outgoing letters and files of the section;
- (f) indexing and recording work;
- (g) preparation and submission of simple notes and drafts under the guidance of the Section Officer.

29. **Stenographers.**—Stenographers are of four grades :

- (a) Grade 'A' attached to Chairmam, Railway Board & other members of Board.
- (b) Grade 'B' attached to Advisers/Directors Genral and Executive Directors.
- (c) Grade 'C' attached to Directors, Jt. Directore and Deputy Directors.
- (d) Grade 'D' generally attached to Section Officers but in certain cases to other officers also.

As the designation indicates, Stenographers take dictation of notes, Memoranda, drafts etc. and type them on behalf of the officers with whom they are deputed. Their other responsibilities include :

- (i) Being in attendance near their officers for rendering assistance in their official work, like giving telephonic connections, obtaining files and other papers from the Sections.
- (ii) Maintaining registers for recording movement of files and letters passing through the officer.
- (iii) Maintaining the codes, manuals and other rule books up-to-date for the benefit of reference by the officers.
- (iv) Fixing up official engagements, tour etc. of the officer and making arrangements for official meetings held or attended by the officer.
- (v) Ensuring safe custody and disposal of classified documents & other articles provided by the Administration to the officer and observing other security instructions.

30. **Other Group 'C' Staff.**—While the staff listed in paras 25-29 are the main and the largest group of Secretariat Staff, belonging to the three Railway Board Secretariat Services, in view of the technical nature of the responsibilities of the Ministry of Railways, number of other subordinate staff, variously designated give functional support to the organisation. Their duties vary from Directorate to Directorate.

31. **Group 'D' Staff.**—The categories of Group 'D' staff functioning in the Ministry of Railways and their responsibilities are indicated below :

(i) *Record Sorters and Daftries.*—(a) Binding, stitching and mending of files and other papers.

(b) Extracting from the shelves and restoring thereto after use of proceeding etc. in the Record Section and Books and magazines in the Library.

(c) Packing of parcels, sorting of dak and making of sets of various papers.

(d) Insertion of corrections and amendments to Codes, Manuals and other books of reference.

(ii) *Jamadars/Messengers.*—(a) Ensuring that the rooms of officers/Sections with whom they work are kept tidy and clean, and stationery and furniture items are in their places and in order.

(b) Answering of calls from their officers/Sections and ensuring prompt delivery of files and papers to other concerned officers or sections.

(c) Ensuring that no unauthorised person gains entry into the rooms of their Officers/Sections.

(iii) *Farashes*.—Farashes will open and lock the rooms in their jurisdiction, clean and dust the tables, chairs, side-racks and other furniture therein, prevent entry of unauthorised persons while they are on duty. They will also switch off all lights, coolers, air-conditioners, heaters, etc. in office rooms. They will bring into notice of Estate Supervisor or DS(G), any untoward event or happening noticed by them in the office rooms. They will report to Estate Supervisor.

(iv) *Sweepers*.—Sweepers will sweep the floors of the rooms in their charge and also clean and dust the doors, windows, walls, ventilators etc. They also report to the Estate Supervisor.

(v) *Cleaners*.—Cleaners are responsible for maintaining cleanliness in the corridors, staircases and toilets etc. They report to the Chief Health Inspector.

CHAPTER V

SERVICE AND SUPPORT UNITS

32. The following service and support units function in the Ministry of Railways:

- (i) Estate Supervisor's Office
- (ii) Inspector of Works
- (iii) Electrical & Airconditioning Chargemen
- (iv) Staff Cars
- (v) Stationery Branch
- (vi) Library

33. The functions of the above units are as under :—

- (i) *Estate Supervisor's Office.*—The Estate Supervisor, who functions in the administration Wing under the jurisdiction of Secretary, Railway Board, is incharge of cleanliness of the office premises. Supporting Staff in the form of Farashes, Sweepers and cleaners work under his control. Any deficiency observed in the maintenance of clean surroundings in office premises will be reported to him for rectification.
- (ii) *Inspector of Works.*—This functionary also functions under the administrative jurisdiction of Secretary, Railway Board. He attends to the repairs and maintenance of Rail Bhavan, including periodical whitewashing.
- (iii) *Electrical & Airconditioning Chargemen.*—These two functionaries work under the administrative jurisdiction of Secretary, Railway Board, and attend to general repairs and maintenance of electrical appliances and installations of airconditioning units like coolers etc. respectively.

34. *Staff Cars.*—The Transport Inspector controls the scheduling, movement and maintenance of the fleet of staff cars available in the Ministry of Railways. He also processes the proposals for procurement of new cars for the fleet. The control and use of staff cars are governed by the Staff Car Rules as issued and amended from time to time by the Ministry of Finance. He functions under Protocol Officer & Joint Secretary.

35. *Stationery Branch.*—(i) The Stationery section purchases and stocks the various items of stationery required for official use like, note pads, typewriters and other office equipment. They also arrange for the maintenance of furniture and office equipments. They keep an inventory of all these items and arrange for their distribution for official use and account.

(ii) Sections are expected to send their indents for the various items of stationery required by them for official use once in three months by the fifth of January, April, July and October. Indents have to be prepared in the prescribed proforma. Urgent requirements needed before the subsequent indenting date may be requisitioned through the authorisation of Branch Officers.

(iii) Personal staff attached to officers will indent, for the stationery needed for the officers concerned for official use.

36. Library.—(i) The Library in the Ministry of Railways functions under the Executive Director, Statistics and Economics, with a Librarian and an Assistant Librarian in charge. The Library houses such books and journals as are of interest to the Ministry of Railways, particularly those relating to Railways in general, transport and other allied subjects in particular.

(ii) Branches, which publish Code Books, Reports and bring out similar publications will make two copies of the same available to the library, as soon as these are published.

(iii) Books may be borrowed from the library by all officers and staff of the Ministry of Railways by filling in the requisition slip available in the library. Responsibility of returning the books shall remain with the signatory. Books may not be placed by the sections on files for reference. Books meant only for reference like Encyclopaedias, Dictionaries, Directories, Atlases, Hand Books etc. will not be issued on loan. Bound volumes of Journals are for reference only. These may, when necessary, be consulted in the library itself.

(iv) Books borrowed from the library will normally be returned within two weeks. If retention of any book for a further period is desired, these may be got re-issued by the Librarian, who, before allowing such retention will ensure that there is no other pending demand for the book.

(v) The Librarian may in his/her discretion issue books for a longer period than two weeks in cases where it is officially justified.

(vi) Damaged books/missing pages should be brought to the notice of library staff at the time of issue otherwise the borrower shall be held responsible for damages detected at the time of returning such books. Damaged publications may not be issued out on loan.

(vii) Officers/staff proceeding on transfer from the Ministry of Railways are advised, in their own interest, to obtain a no-demand certificate from the Librarian before carrying out such transfer.

(viii) All current journals will be displayed till the arrival of the next issue. Thereafter these will be made available on written request for perusal normally for two days. Similarly, current newspaper will be displayed in the library for two days and may be borrowed only thereafter.

(ix) Any books or material borrowed and later lost/misplaced by the borrower should preferably be replaced within 30 days, failing which he/she should pay the publisher's price plus 50% surcharge.

(x) *Purchase of New Books.*—Recommendations for the purchase of new books/journals may be made giving the following particulars to the Librarian, who will place the same before the Library Committee for a decision :

(i) Title of the Books/Journals

(ii) Author/Publisher

(iii) Price (Approximate, if actual is not known).

(xi) The library is also open to research students of various universities for reference in the library. The authority to grant permission for such purposes vests in the Executive Director (Statistics and Economics).

CHAPTER VI

STAFF GRIEVANCES PROCEDURE & WELFARE FUNCTIONS

37. Permanent Negotiating Machinery.—In order to maintain contact with the organised labour on the Railways and to resolve disputes and differences which may arise between them and the Administration, a Permanent Negotiating Machinery has been set up. This Machinery works in three tiers: viz:

- (i) The railway level, in which the recognised unions have access to the Divisional & Workshop Officers and to officers at the Head-Quarters of the Railway Administration including the General Manager.
- (ii) The Railway Board level, in which the representatives of the recognised Federations of Railway employees meet the Railway Board to obtain decisions on matters which have not been settled at the railway level; and
- (iii) the Tribunal level, in cases in which agreement is not reached between the Federations and the Railway Board and the matters are of sufficient importance to merit reference being made to an adhoc Tribunal consisting of representatives of the Railway Administration and the labour presided over by a neutral Chairman.

38. Joint Consultative Machinery Scheme.—(i) Apart from the Permanent Negotiating Machinery mentioned in the previous para, with the object of promoting harmonious relations and securing the greatest measure of cooperation between the Central Government and its employees, a National Council, Departmental Councils and Office Councils have been constituted under the scheme of Joint Consultative Machinery and Compulsory Arbitration for Central Govt. employees. The Councils discuss matters relating to conditions of service and work, welfare of the employees and improvement of efficiency and standard of work. No individual case can be considered by the councils and in regard to recruitment, promotions and discipline, the councils are to restrict their deliberations to matters of general principles only.

(ii) Matters of interest affecting the Central Government employees generally are considered by the National Council. The Departmental Council of the Ministry of Railways deals with matters affecting the staff employed on the Zonal Railways. The departmental council for Railway employees is presided over by the Member Railway Board in charge of staff matters. Besides the Chairman, there will be ten representatives—6 permanent and not more than four temporary—from the official side and thirty representatives of the staff side—15 each to be nominated by the two recognised Federations, viz. All India Railwaymen Federation and the National Federation of Indian Railwaymen. The chairman may also invite experts to the meeting, for their advice.

(iii) In case a final disagreement is recorded on any matter in the Departmental Council and the matter is one for which compulsory arbitration is provided, it has to be referred to arbitration, if so desired by either side observing the procedure therefor. However, in respect of arbitrable items, before a disagreement is recorded, the matter has to be submitted for consideration of the Cabinet. Before submitting the note for Cabinet, the Department of Personnel are required to be consulted.

In respect of non-arbitrable items, however, a convention has been established by which the staff side if they so desire, can place their points of view before a Committee of Ministers consisting of Home Minister, Labour Minister and the Minister Administratively concerned with the subject. A dispute shall, however not be referred to arbitration from the Departmental Council unless it has been considered by the national Council when the dispute covers matters affecting Central Government employees generally such as regarding minimum remuneration, dearness allowance, and pay of certain common categories etc. The right of either party to claim arbitration is limited to (i) Pay and Allowance, (ii) weekly hours of work and (iii) leave of a class or grade or railway employees. Matters determined by Government in accordance with the recommendations of a commission will not be subject to arbitration for a period of five years, after which they will be arbitrable again. Subject to the overriding authority of the Parliament, recommendations of the Board of arbitration are binding on both sides and orders issued by Govt. pursuant to recommendations of the Board of arbitration shall, unless otherwise, specified in the recommendations or modified by mutual agreement, remain in operation for a period of three years.

39. **Office Council.**—(a) There is an Office council for the employees of the Ministry of Railways. These employees are also represented in the Departmental Council of the Department of Personnel along with the staff of the Central Secretariat Services.

(b) The scope of the Office Council functioning in the Ministry of Railways includes all local matter relating to conditions of work, welfare of employees, improvement of efficiency and standards of work with particular reference to the local conditions. The membership of the council may not exceed five on the official side and eight on the staff side. The staff representatives are nominated through the recognised associations named below :

- (i) The Railway Board Secretariat Service Class II Officers Association representing Section Officers of the Railway Board Sectt. Service.
- (ii) The Railway Board Ministerial Staff Association representing Group 'B' (non-gazetted) and 'C' staff like Assistants, UDCs, LDCs, Stenographers, Drawing Office Staff etc.
- (iii) The Railway Board Class IV Staff Association representing the Group 'D' staff.

(c) Secretary, Railway Board is the Chairman of the Council. The Chairman, in consultation with the representatives of the staff nominates one of them to function as Secretary to the Office Council. A Joint Secretary may also be similarly appointed, if considered necessary.

(d) The meetings of the Office Council shall be held periodically.

40. **Staff Welfare.**—(a) To attend to all matters regarding welfare & Recreation of the staff, particularly belonging to Group 'C' and Group 'D' staff of the Ministry of Railways, a Welfare Section Staffed by Welfare Officer and Welfare Inspectors functions in Railway Board's Office. This Section administers the Staff Benefits Fund through the Committee established for the purpose of providing financial relief for sickness, education, etc. of the staff and their families. It organises sports and recreational activities, family welfare scheme etc.

(b) **Railway Women's Central Organisation (RWCO).**—This Organisation functions at the apex level in the Board's Office and aims at promoting welfare among Railway employees, fostering a state of friendship among them. It provides assistance to deserving wards of Railway employees in the matters of Health, Education etc. It also promotes artistic, cultural activities among the railway employees and thier wards.

CHAPTER VII

CONDUCT AND DISCIPLINE

41. **Service Rules.**—All officers and staff working in the Ministry of Railways, as any other staff in Central Government service, are expected to be familiar with the Railway Services (Conduct) Rules or other relevant Rules and administrative orders governing their conduct. In their own interest they should also study and be in the know of the provisions of Indian Railway Establishment Code Vol. I & II, Railways Servants (Discipline & Appeal) Rules, the various Rules governing recruitment, promotion, seniority etc. in the services to which they belong.

42. (i) **Hours of Attendance.**—The normal hours of attendance at office are from 9-00 a.m. to 5-30 p.m. on all working days with a lunch interval of half an hour from 1-00 p.m. to 1-30 p.m., but any member of the staff may be required to work beyond these hours, when this is necessary, keeping in view the state of office work. Every member of the establishment is expected to be in his/her seat and at work by 9-00 a.m.

(ii) **Attendance Register.**—(a) An Attendance Register will be maintained in each Branch in form S. 37. Every member of staff should, on arrival enter in ink his/her initials together with the time of arrival against his/her name in the relevant dated column against the letter 'A'. The register should be initialled by the Section Officer (or in his absence by the senior most Assistant present) at the bottom of the dated column on the last page of current month in token of scrutiny.

(b) The Section Officer should see the register daily and he is fully responsible for its proper maintenance. The register will be put up to the Branch Officer immediately after 9-00 a.m. Any member of the staff arriving thereafter will mark his/her attendance in Branch Officer's room.

(c) The following abbreviations should be employed to denote the reasons for non-attendance :—

- (i) C.L.—Casual Leave
- (ii) C.H.—Compensatory Holiday in lieu of attendance on a holiday.
- (iii) L.—Leave of any other kind.
- (iv) A.—Absent without leave or permission. This entry may be made in ink. When leave of any kind is sanctioned, the appropriate abbreviation as indicated above should be substituted.
- (v) R.H.—Restricted Holiday

43. **Casual Leave.**—Casual Leave is a concession to an employee to enable him to be absent from duty for a short spell of a few days on account of illness or to enable him to attend to private affairs. The number of days in a calendar year on which an employee in the Ministry of Railways may avail of casual leave is 12 Public holidays including Sundays and closed Saturdays falling within a spell of casual leave or immediately preceding or succeeding, will not be counted as casual leave. A restricted holiday will, for this purpose, be treated as a public holiday. Casual Leave should not, however, be granted in combination with any other leave.

44. **Special Casual Leave.**—Special Casual Leave is granted to an employee for, certain specified purposes in accordance with the provisions contained in this behalf in the Indian Railways Establishment Manual or other orders issued from time to time. Instances of such purposes are, sports activities, participation in meetings of Employees Cooperative Societies, for undergoing sterilisation operation under the Family Welfare Scheme, etc.

45. **Compensatory Holiday.**—Compensatory Holiday is granted to a Group 'C' or 'D' employee in lieu of attendance on Sundays and other holidays. Accumulation of compensatory holiday is not subject to any limit, but normally it should be granted within a month of its becoming due ; unless Executive Director/Joint Director concerned agrees in exceptional circumstances to relax this time limit in the interest of avoiding serious dislocation to current work on account of too many employees asking for compensatory holiday at about the same time, but even in such an event, not more than two days compensatory leave may be granted at a time.

46. **Public Holidays and Restricted Holidays.**—Lists of public holidays and restricted holidays are circulated every calendar year by the Ministry of Home Affairs. The employees of the Ministry of Railways are eligible to avail of the holidays, provided that not more than two restricted holidays can be availed of by an employee in one year.

47. **Leave on average pay and other recorded leave.**—The quantum of leave on average pay and other recorded leave admissible to employees, and the conditions of their admissibility are contained in the Indian Railway Establishment Code Volume I, and other cognate orders issued from time to time.

48. **Applications for leave.**—Applications for leave of all kinds including casual leave will be submitted (except in emergent situations) in advance, in the case of long leave at least a month in advance, to the sanctioning/recommending authority concerned. In the case of leave on medical grounds, the application should invariably be accompanied by a medical certificate from an authorised medical attendant.

49. **Charge Reports.**—Before proceeding on and on return from any leave other than casual leave, officers and staff are expected to sign the charge reports. In addition, in the case of officers, handing over notes will be signed as per extant instructions indicating inter-alia, the state of work, pending files and important proposals under consideration, matters which require personal attention of the relieving officer and have to be pursued and a list of classified documents, files etc. in the custody of the officer handing over charge. Handing over notes should be based on the personal experience and knowledge of the relieved officer except for statistical details for which he may take the assistance of his staff. Handing over notes need be compiled only by those officers who have held charge of a post for not less than six months. For those who have held charge of a post for less than six months, detailed comments on the progress made or difficulties experienced in respect of the items of work included in the handing over notes of the previous incumbent will suffice.

50. **Leaving headquarters.**—Every officer and member of the staff is expected to obtain permission of his superior when he intends to go out of the headquarters either during leave or holidays or otherwise. His outstation address will be indicated either in the charge report form or in a separate note so that he could be contacted in case of need.

51. **Addresses of Officers and staff.**—All Officers and staff are expected to intimate their residential address and any changes therein from time to time to the General Branch for being maintained for official use in case of need. Normally Section Officers and other supervisory staff will furnish a list of residential addresses of the staff under their control and changes therein periodically to the General Branch. One such list will also be displayed in the Section.

52. **Overtime Allowance, night duty allowance, etc.**—Overtime Allowance is granted to eligible Group 'C' and Group 'D' staff for being detained outside the stipulated office hours for performing urgent official duties, disposal of which cannot be postponed to the next working day, in accordance with the orders issued in this behalf by Ministry of Finance from time to time. Night duty allowance is granted to certain essential staff for being placed on duty in night shifts, in accordance with the orders issued in this behalf from time to time. In claiming these allowances, staff are expected to scrupulously observe the conditions governing their grant.

53. **Cleanliness of office surroundings.**—While staff like farashes and sweepers etc. have been provided for the purpose of dusting, sweeping and cleaning the office rooms and furniture etc., officers and staff themselves are expected to ensure neat and tidy surroundings in the rooms occupied by them. In particular, files and papers will be kept neatly arranged and tables and other furniture positioned in good order and repair. If need be, they may call on the servicing facilities available with Stationery Branch, Estate Supervisor etc., for the purpose of ensuring orderly environment.

54. **Security consciousness.**—(i) Officers and staff are expected to familiarise themselves with the provisions in the booklet on "Standing Security Instructions" issued by the Ministry of Railways, and will at all times be guided by them in handling files and other documents and in other actions in the discharge of their duties.

(ii) In the Sections, one member of the staff will act as Security Official by rotation every working day. He will be present in the section at all times of the day including lunch interval. He will prevent entry of unauthorised persons and will ensure at the end of the day that all almirahs containing classified documents etc. are properly locked before the room is made over to the Farash. On the following morning, he will attend office well in advance before scheduled time and have the room opened by the Farash in his presence. A register will be maintained to keep a record of the persons placed on such security duty and the person concerned will sign the register in token of being so placed. If, any other member of the staff happens to sit late for official duty after office hours, he may as well assume the duties of the security official after such hours, in place of the person nominated for that day.

(iii) Personal staff attached to officers will safeguard the custody of files, documents in the rooms of their officers.

55. **Care of Government property and consciousness of economy.**—(i) All officers and staff will ensure that the office furniture and other Government property in their use in the office or in their residences, if provided in the exigencies of administrative interest, need to be taken care of with the utmost concern.

(ii) Officers and staff will ensure that stationery articles like noting sheets, letter pads etc. provided for official work are used with care and the instructions issued from time to time on the need for economy in the consumption of such articles are observed scrupulously.

(iii) Fans, lights and other electrical appliances provided in office will be used just consistent with the needs only and they will be switched off when not required. In particular, the officers or staff, happening to leave the room last at the close of the day's work, will ensure that all the electrical appliances are switched off, before their departure.

CHAPTER VIII

ATTACHED, SUBORDINATE & FIELD ORGANISATIONS

56. (a) The Ministry of Railways have the following Field Organisations, Attached and Subordinate Offices under it.—

(A) Field Organisations/Production Units/Metropolitan Transport Projects.—

- (i) Central Railway, Bombay.
- (ii) Eastern Railway, Calcutta.
- (iii) Northern Railway, New Delhi.
- (iv) North Eastern Railway, Gorakhpur.
- (v) North East Frontier Railway, Guwahati.
- (vi) Southern Railway, Madras.
- (vii) South Central Railway, Secunderabad.
- (viii) South Eastern Railway, Calcutta.
- (ix) Western Railway, Bombay.
- (x) Chittaranjan Locomotive Works, Chittaranjan.
- (xi) Integral Coach Factory, Madras.
- (xii) Diesel Locomotive Works, Varanasi.
- (xiii) Wheel & Axle Plant, Bangalore.
- (xiv) Metropolitan Transport Projects, Calcutta, Bombay, Delhi & Madras.
- (xv) Diesel Component Works, Patiala.
- (xvi) Central Organisation for Modernisation of Workshops, New Delhi.
- (xvii) Rail Coach Factory, Kapurthala.
- (xviii) Northeast Frontier Railway (Construction), Guwahati.
- (xix) Central Organisation for Railway Electrification (CORE), Allahabad.

(B) Attached Offices

- (i) Research, Designs & Standards Organisation, Lucknow.
- (ii) Office of the Railway Liaison Officer with the Directorate General of Supplies & Disposals, New Delhi.
- (iii) Centre for Advanced Maintenance Technology, Gwalior.

(C) Subordinate Offices

(a) Centralised Training Institutions/Railway Recruitment Boards

- (i) Railway Staff College, Vadodra.
- (ii) Indian Railways Institute of Civil Engineering, Pune.
- (iii) Indian Railways Institute of Signal Engineering & Telecommunications, Secunderabad.
- (iv) Indian Railways Institute of Mechanical & Electrical Engineering, Jamalpur.
- (v) Indian Railways Institute of Electrical Engineering, Nasik.
- (vi) Railway Recruitment Boards at Ajmer, Ahmedabad, Allahabad, Bombay, Bangalore, Bhopal, Bhubaneswar, Calcutta, Chandigarh, Guwahati, Gorakhpur, Malda, Madras, Muzaffarpur, Patna, Ranchi, Secunderabad, Srinagar, Trivandrum.

(b) Besides the above, there is a tribunal called the Railway Rates Tribunal set up under the Railways Act, 1989 functioning under the Ministry of Railways, with headquarters at Madras.

(D) Other Offices/units

(i) There are offices of Railway Adviser at Bonn and Dacca, Dy. Railway Adviser's at Paris and London and Technical Assistants at Bonn.

(ii) Two Public Sector Undertakings, viz. Rail India Technical & Economic Services Ltd. and Indian Railways Construction Company Ltd. function under the Ministry of Railways.

(iii) Three Corporations viz. Indian Railway Finance Corporation, Container Corporation of India Ltd. and Konkan Railway Corporation Ltd., also function under the Ministry of Railways. There is also another organisation namely CRIS (Centre for Railway Information Services) which is an autonomous body functioning under the control of Ministry of Railways.

57. The functions of the field organisations, attached and subordinate and other offices mentioned in para 56 are indicated below.—

(a) *Zonal Railways*.—Each Zonal Railway Administration, which is headed by a General Manager, is responsible for the day-to-day operation of the system. Execution of works relating to construction of new lines, maintenance and repair facilities etc. are also the responsibilities of the Zonal Railways. They also account for the financial position of the zone concerned. Each Zonal Railway is organised into a number of Divisions headed by a Divisional Railway Manager for convenience of operational functioning.

(b) *Production Units*.—The Chittaranjan Locomotive Works manufacture electric locomotives and the Diesel Locomotive Works produces Diesel Locos. The Integral Coach Factory and Rail Coach Factory/Kapurthala manufactures Passenger Coaches and EMU Stock. The Wheel & Axle Plant has been newly established for the manufacture of wheelsets for the Rolling Stock. Diesel, Component Works, Patiala manufacture certain components for locomotives and passenger coaches. The Central Organisation for Modernisation of Railway Workshops is responsible for introduction of modern works technology machines and methods, replacement of obsolete machinery and plants on Railways, etc.

(c) *Metropolitan Transport Projects*.—These project organisations were established for undertaking survey and construction of underground/surface Mass Rapid Transit Systems (excluding proposals for urban/suburban like traffic) in the Metropolitan cities viz. Calcutta, Bombay, Delhi and Madras.

(d) *Research Designs and Standards Organisation, Lucknow*.—The RDSO functions as technical adviser and 'Consulting Engineers' to the Ministry of Railways, the Zonal Railways, and Production Units. This organisation is also responsible for development of designs and standards for railway rolling stock, equipment and materials for undertaking research, investigations and testing as necessary for the effective and efficient functioning of the railways. It renders technical assistance in the development of indigenous substitutes for railway equipments and materials and helps in the development of indigenous capacity for the manufacture of such substitutes. It also furnishes the know-how and assistance required in connection with the designs, testing and inspections of railway rolling stock, equipment and materials for export through Public Sector and other agencies.

(e) *Railway Liaison Office*.—This Organisation keeps liaison on behalf of the Railways with the Directorate General of Supplies and Disposals, Chief Controller of Imports and Exports etc. in respect of the indents for Railway stores placed on the DGS & D by the Railways.

(f) *Centre for Advanced Maintenance Technology, Gwalior*.—CAMTECH functions as repository of technical data for use by the Ministry of Railways, Zonal Railways and other Railway offices.

(g) *Centralised Training Institutions.*—5 Centralised Training Institutions viz. Railway Staff College, Vadodara, Indian Railways Institute of Civil Engineering, Pune, Indian Railways Institute of Signal Engineering & Telecommunications, Secunderabad, Indian Railways Institute of Mechanical & Electrical Engineering, Jamalpur & Indian Railways Institute of Electrical Engineering, Nasik provide in-service training to the officers including probationary training to Group A probationers. Indian Railways Institute of Mechanical and Electrical Engineering, Jamalpur also provide Apprenticeship training to the Special Class Railway Apprentices.

(h) *Railway Rates Tribunal.*—This Tribunal has been set up under the Railways Act, 1989. Any complaint against Railway Administration, for showing any undue or unreasonable preference or advantage to or in favour of, any particular person or any particular description of traffic in the carriage of goods or in charging for the carriage of any commodity between two stations a rate which is unreasonable or is levying any other charge which is unreasonable may be made to the Tribunal who will hear and decide complaints in accordance with the relevant provisions of Chapter VII of the Railways Act, 1989 (No. 24 of 1989). The tribunal has, however, no jurisdiction in respect of.—

- (a) Classification or re-classification of any commodity.
- (b) Fixation of wharfage and demurrage charges (including conditions attached to such charges);
- (c) Fixation of fares levied for the carriage of passengers and freight levied for the carriage of luggage, parcels, railway materials and military traffic; and
- (d) Fixation of lump sum rates.

The Central Government may, however, make a reference to the Tribunal for enquiry and report in respect of items (a) to (d) mentioned above.

In addition, the tribunal has been given work in connection with the exercise of revisionary powers of General Managers in regard to cases of dismissal, removal or compulsory retirement from service of Class III employees (including Skilled artisans).

(i) *Offices of Railway Adviser at Bonn and Dacca, Dy. Railway Advisers at Paris and London and Technical Assistants at Bonn.*—The Railway Adviser in Bonn advises the Indian Railways on all technical matters connected with the Railways including those relating to inspection of components purchased in Europe. The inspection of Railways materials ordered in the U.K. and the Continent is carried out by the RA and Dy. RA's Organisations.

The RA's organisation keeps in touch with the advancements in Railway technology and furnishes technical information and literature to the Railways in India as and when required.

The RA in Dacca keeps liaison with the Bangladesh Railway and looks after the matters relating to Indian Railways in Bangladesh.

(j) (i) *RITES.*—RITES has been set up as a Limited Company registered under Companies Act. RITES renders consultation services/management services both abroad and in India on all areas/modes of transportation technology i.e. Railways, Roads, Ports and Harbours, Bridges and Highways, Airports, Inland Waterways, communication and information.

(ii) *IRCON.*—IRCON has been set up as a Limited Company registered under Companies Act. It undertakes Projects both in India and overseas on turnkey basis or otherwise in the Sectors like Railways, Highways, Workshops, Bridges, Transmission lines, Housing etc.

CHAPTER IX

LEGISLATIVE BUSINESS

58. **Control of the Parliament.**—The Control of the Parliament over railway finance and policy is exercised as follows :—

- (i) through the Members of Parliament serving on the National Railway Users Consultative Council;
- (ii) through the Public Accounts Committee which examine accounts showing the appropriation of sums granted by the Parliament for the expenditure of the Government of India, the annual finance accounts the Government of India and such other accounts laid before the Parliament as the Committee may think fit ;
- (iii) through the Estimates Committee which examines such of the estimates as may seem fit to the Committee or are specifically referred to it by the Parliament ;
- (iv) through the Committee on Subordinate Legislation which scrutinises and reports to the Parliament whether the powers to make regulations, rules, sub-rules, bye-laws etc., conferred by the Constitution or delegated by Parliament are being properly exercised within such delegation ;
- (v) through the Committee on Government Assurances which scrutinises whether the assurances, promises, undertakings etc., given by Ministers, from time to time, on the floor of the Lok/Rajya Sabha, have been implemented within the minimum time necessary for the purpose ; and
- (vi) by means of interpolations and resolutions and discussions when the Budget is presented, and the railway demands are voted upon.

59. **National Railway Users' Consultative Council.**—(a) In order to cultivate closer touch with the public opinion a Central Advisory Council was constituted in March, 1922. In the Separation Convention adopted by the Legislative Assembly in September 1924, the constitution of the Central Advisory Council was altered. The representation of interests through the Central Advisory Council for Railways was limited in that the members were drawn only from the Central Legislature. However, as a result of the decision of the Government of India in 1952, the practice of constituting Standing Committees of Parliament including the Central Advisory Council for Railways was abandoned. To secure better representation of Railway Users and afford more frequent opportunities for consultation between Railways and Railway Users on matters relating to the services provided by Railways, a National Railway Users' Consultative Council was formed in 1953. The members of the National Railway Users' Consultative Council hold office for a period of not exceeding two years. The Council consists of about 70 persons appointed to it by the Minister for Railways namely :—

- (1) Secretaries of each of the Ministries of
 - (a) Food and Civil Supplies, (Deptt. of Food) ;
 - (b) Industry
 - (c) Commerce ;
 - (d) Surface Transport ; and
 - (e) Steel & Mines
- (2) Ministry of Railways : Chairman, Members of Railway Board and Adviser, Commercial, Railway Board.
- (3) Eighteen Members of Parliament, twelve from the Lok Sabha and six from the Rajya Sabha.

- (4) A representative of each of the Zonal Railway Users' Consultative Committees not being an official, to be elected by the respective Zonal Railway Users' Consultative Committee.
- (5) Persons appointed to represent coal iron & steel, sugar, jute, cement, salt, cotton and mineral ore industries.
- (6) One member each from the Federations of Chamber of Commerce, the Associated Chambers of Commerce and the All India Manufacturers' Organisation.
- (7) One member to represent Agricultural interests ; and
- (8) Such other Member as the Minister may appoint to represent interests which he may consider necessary to be represented on the Council.

(b) The Council may ordinarily meet at least once a year. The Minister will preside at the meetings of the Council and in his absence the Minister of State for Railways/ the Deputy Minister will act as Chairman. The Director, Traffic (General), Railway Board, will be the Secretary of the Council.

(c) The functions of the Council will be to consider :—

- (1) such matters relating to the services and facilities provided by Railways as may be referred to it for consideration by the Ministers,
- (2) such matters being within the scope of the function of the Zonal Committees as are referred to it for consideration by such committees, and
- (3) such other matters relating to the services and facilities on Railways which an individual member of the Council may with the approval of the Chairman, desire to be included in the Agenda.

Note.—The council will be consultative in character. Questions relating to staff, discipline and appointments will not be brought before the Council.

60. **The Public Accounts Committee.**—(1) There shall be a Committee on Public Accounts for the examination of accounts showing the appropriation of sums granted by the House for the expenditure of the Government of India, the annual finance account of the Government of India and such other accounts laid before the House as the Committee may think fit.

(2) In scrutinising the Appropriation Accounts of the Government of India and the report of the Comptroller and Auditor-General thereon, it shall be the duty of the Committee to satisfy itself :—

- (a) that the moneys shown in the accounts as having been disbursed were legally available for and applicable to the service or purpose to which they have been applied or charged,
- (b) that the expenditure conforms to the authority which governs it, and
- (c) that every re-appropriation has been in accordance with the provisions made in this behalf under rules framed by competent authority.

(3) It shall also be the duty of the Committee.—

- (a) to examine the statement of accounts showing the income and expenditure of state corporations, trading and manufacturing schemes, concerns and projects together with the balance sheets and statements of profit and loss accounts which the President may have required to be prepared or are prepared under the provisions of the statutory rules regulating the financing of a particular corporation, trading or manufacturing scheme or concern or project and the report of the Comptroller and Auditor-General thereon.

- (b) to examine the statement of accounts showing the income and expenditure of autonomous and semi autonomous bodies, the audit of which may be conducted by the Comptroller and Auditor-General of India either under the directions of the President or by statute of Parliament, and
- (c) to consider the report of the Comptroller and Auditor-General in cases where the President may have required him to conduct an audit of any receipt or to examine the accounts of stores and stocks.

(4) If any money has been spent on any service during a financial year in excess of the amount granted by the House for that purpose, the Committee shall examine with reference to the facts of each case the circumstances leading to such an excess and make such recommendation as it may deem fit.

(5) (i) The Committee shall consist of not more than 22 members who shall be elected by both Houses of Parliament every year from amongst their members according to the principle of proportional representation by means of the single transferable vote.

Provided that a Minister shall not be elected as member of the Committee and that if a member, after his election to the Committee, is appointed as Minister he shall cease to be a member of the Committee from the date of such appointment.

(ii) The term of office of members of the Committee shall not exceed one year.

(iii) The Chairman of the Committee shall be appointed by the speaker of the Lok Sabha provided that if the Deputy Speaker is a member of the Committee, he shall be appointed Chairman of the Committee.

61. (i) As a Parliamentary Committee, the Public Accounts Committee has its own Chairman, its own Programme and Procedure. The Committee takes up the examination of the Audit Report and Appropriation Accounts after they have been duly placed before Parliament with the approval of the President. Apart from taking oral evidence from Government representatives the Committee calls for additional information in the form of Memoranda or notes on points on which it requires further elucidation. The Committee's findings are recorded in a report presented to Parliament. Even though the Committee is not an executive body and its opinions and findings are only recommendatory and not mandatory, Government examine each of its recommendations with a view to implementing them and reporting to it the action taken when the next year accounts come up for examination. In the exceptional cases in which Government are not in a position to implement a recommendation, they place their views before the Committee to enable it to present a further Report to Parliament.

(ii) As soon as the report of the Committee is received the Budget Committee Branch will advise the other branches of the subjects on which memoranda or notes have to be supplied to the Committee at their next meeting. Branches should deal with such matters urgently and furnish the Budget Committee Branch with the memoranda, etc. for the Committee as soon as they are ready to enable that branch to arrange for circulation to the committee at once.

62. **The Estimates Committee.**— (i) There shall be a Committee on Estimates for the examination of such of the estimates as may seem fit to the Committee or are specifically referred to it by the House or the Speaker. The functions of the Committee shall be :—

- (a) to report what economics, improvements in organisation, efficiency or administrative reform, consistent with the policy underlying the estimates may be effected ;
- (b) to suggest alternative policies in order to bring about efficiency and economy in administration ;
- (c) to suggest whether the money is well laid out within the limits of the policy implied in the estimates ; and
- (d) to suggest the form in which the estimates shall be presented to Parliament.

(ii) The Committee shall consist of not more than thirty members who shall be elected by the Lok Sabha every year from amongst its members according to the principle of proportional representation by means of the single transferable vote.

(iii) Provided that a Minister shall not be elected as member of the Committee, and that if a member, after his election to the Committee, is appointed as Minister he shall cease to be a member of the Committee from the date of such appointment.

(iv) The term of office of members of the Committee shall not exceed one year.

(v) The Committee may continue the examination of the estimates from time to time through out the financial year and report to the House as its examination proceeds. It shall not be incumbent on the Committee to examine the entire estimates of any one year. The demands for grant may be finally voted notwithstanding the fact that the committee has made no report.

63. **The Subordinate Legislation Committee.**—(i) The Committee on Subordinate Legislation shall consist of not more than 15 members who shall be nominated by the Speaker of the Lok Sabha. The term of office of the members of the Committee shall be one year. The Chairman of the Committee shall be appointed by the Speaker from amongst the members of the Committee, provided that if the Deputy Speaker is a member of the Committee, he shall be appointed Chairman of the Committee.

(ii) The functions of the Committee shall be to consider whether each regulation rule, sub-rule, bye-laws etc.—

- (a) is in accord with the general objects of the Constitution or the Act pursuant to which it is made;
- (b) contains matter which in the opinion of the Committee should more properly be dealt within an Act of Parliament.
- (c) contains imposition of any text;
- (d) directly or indirectly bars the jurisdiction of the courts;
- (e) gives retrospective effect to any of the provisions in respect of which the Constitution or the Act does not expressly give any such power;
- (f) involve expenditure from the Consolidated Fund of India or the Public Revenues;
- (g) appears to make some unusual or unexpected use of the powers conferred by the Constitution or the Act pursuant to which it is made;
- (h) appears to have been unjustifiably delayed in publication or in being laid before the Parliament; and
- (i) for any reasons its form or purpose calls for any elucidation.

(iii) Whenever any 'Regulation', 'Rule', 'Sub-Rule', 'Bye-law' etc. framed in pursuance of the powers delegated by Parliament is proposed or any notification, paper report or document, is proposed to be laid on the Table of Parliament, the following information relating to that paper should be supplied to Parliament Section of the Boards Office for advising the Parliament Secretariat.—

- (1) Name of the Act and No. of Section, if any, under which the paper is to be laid.
- (2) G.S.R./S.O. Number of notification published in Part-II Section 3 of the Gazette.
- (3) Number of Part and Section of the Gazette in the case of all Notifications.
- (4) Date of publication in the Gazette.
- (5) Date on which proposed to be laid.
- (6) Period specified in the parent Act for which it is required to be laid.

Thirty seven copies (16 for Lok Sabha and 21 for Rajya Sabha of all the papers which are intended to be laid on the Table of the House, including two copies properly authenticated by the Minister, will thereafter be forwarded to the Parliament Section for transmission to the Parliament Secretariat concerned in the following form complete in all respects at least two clear days before the date on which they are proposed to be laid on the Table.

"Paper to be laid on the Table of Lok/Rajya Sabha"

AUTHENTICATED

.....
(Here Signature of the Minister)
Minister for.....
(Here designation)

New Delhi
dated the.....

(iv) As and when Rules and Regulations issued by Branches are brought up-to-date and reprinted or cyclostyled, five copies thereof may be supplied to Parliament Section for onward transmission to the Ministry of Parliamentary Affairs.

(v) Government have agreed to implement the following recommendations made by the Committee on Subordinate Legislation in their reports presented to Parliament.

(1) FIXATION OF TIME-LIMIT FOR FRAMING OF RULES.—

- (a) that the rule making power is an enabling provision and when it is not necessary or proposed to exercise it, there is no need to frame rules immediately after the commencement of an Act or within a specified time-limit.
- (b) When in the nature of things, rules are needed only after the actual working of the act has made them necessary, it may not be necessary to frame them immediately.
- (c) That rules should be framed as soon as possible when any purposes of an Act cannot be carried out properly without rules; such rules should be framed preferably within a time-limit of six months and where for any reason it is not considered necessary or feasible to frame rules as indicated above, the position may be intimated in advance to the Committee on Subordinate Legislation through the Ministry of Parliamentary Affairs.

- (2) Steps should be taken to ensure that the specific sections of the parent Act are invariably cited in the preamble of all rules, regulations etc. for the purpose of enabling all concerned to know under what precise authority the rules have been made.
- (3) (a) All rules and amendments to rules should generally be given short titles both in the body and at the top but wherever difficulty is experienced in cases of a small number of rules or amendments, the short title may be dispensed with.
 (b) It is necessary that the short title to each set of amendments should be distinctive and readily recognisable; drafts sent to Law Ministry for scrutiny should for this purpose indicate whether the main rules regulations etc. are being amended for the first, the second or a subsequent issue in the same calendar year.
- (4) In case where draft rules require eliciting public opinion within a period of less than 30 clear days, a press communique should be issued immediately to the effect that draft rules for inviting public opinion have been published in the Gazette so that the public may be aware of the draft rules and may have adequate opportunity to send in their comments.
- (5) As a general rule, retrospective operation should not be given to any subordinate legislation unless the Act, under which it is made, either expressly or by necessary implication permits it. If at all it becomes necessary in a rare case to give retrospective operation to any subsidiary legislation, care should be taken to see that it is in accordance with the principle laid down by courts in this behalf, one of them being that such operation will not effect vested rights.
- (6) All rules issued under delegated authority which are required to be laid on the Table of the House should be laid within a period of 15 days after their publication in the Gazette if the House is in session if it is not in session, then as soon as possible but within 15 days after the commencement of the next session.
- (7) Whenever rules are required to be laid before the Houses of Parliament under any statutory provisions, the amendments to such rules from time to time are also required to be laid on the Table of Parliament.
- (8) When new rules amending the original rules are laid on the Table of the House the relevant extracts from the original rules should also be attached to such rules.
- (9) When small amendments are made in lengthy schedules appended to the rules, the original schedules need not be laid on the Table of the House.

64. **The Government Assurances Committee.**—(i) The Committee shall consist of not more than 15 members, who shall be nominated by the Speaker of the Lok Sabha. The term of office of the members of the Committee shall be one year. The Chairman of the Committee shall be appointed by the Speaker from amongst the members of the Committee, provided that if the Deputy Speaker is a member of the Committee he shall be appointed Chairman of the Committee.

(ii) The functions of the Committee shall be to scrutinise and report on.—

- (a) The extent to which assurances, promises, undertakings, etc., given by Ministers from time to time, on the Floors of the Houses, have been implemented; and
- (b) Where implemented, whether such implementation has taken place within the minimum time necessary for the purpose.

(iii) (a) As soon as the extracts relating to the assurances etc., given by the Minister in the Parliament are received from the Ministry of Parliamentary Affairs, Parliament Section will send them to the branches concerned for their expeditious implementation. If during the course of the review of the extracts of assurances sent by the Ministry of Parliamentary Affairs, it is felt by any Branch that a particular item or items of assurances should not have been so treated, the Ministry of Parliamentary Affairs should be requested within a fortnight of the receipt of such extracts in this office, to consider deletion of the same from the list of assurances, supported by valid reasons. The decision of the Ministry of Parliamentary Affairs in such cases will be final.

(b) As and when necessary action in finalising an assurance has been taken, branches should compile the information in the manner indicated below and send the requisite number of copies to the Parliament Section for transmission to the Ministry of Parliamentary Affairs for laying the same on the Table of the House :—

- (1) Implementation report in respect of every assurance should be sent on the standard form as in Appendix III
- (2) In completing 'When and how fulfilled' column of the form, the following procedure should invariably be followed :—
 - (i) If the information can be conveniently accommodated in this column, in type, single space, by using a single sheet of the form, it may be incorporated in the column. If, however, the information is lengthy and cannot be accommodated in this column, the column should be completed by saying 'See Annexure' and the information furnished in a separate sheet (s) making the same as 'Annexure';
 - (ii) Fifteen copies each of the English and Hindi version of the completed form along with its enclosures, if any, should be sent to the Ministry of Parliamentary Affairs. If the number of Member of Parliament, asking the question, is more than one, one extra copy of the reply along with annexures for every additional member should be sent e.g. if the number of members responsible for the assurance is four, 18 copies should be sent.

Note.—The following points requiring special attention may be kept in view.—

- (a) No copy of the texts of questions asked or answer given or promise made in the House should accompany the completed forms nor should the text be reproduced in the annexure. Texts of questions (relevant and promise made in brief) should be shown in the appropriate columns of the form.
- (b) Particular care should be taken to ensure that the fulfilment of assurances given during any session is not held over beyond the commencement of the next session or a period of three months whichever is earlier. The information furnished should be specific and complete in all respects, and reasons should be given for inordinate delays wherever they occur.
- (c) In the Remarks Column, the reasons for not fulfilling the Assurance within the stipulated period of three months should be indicated.

(c) *Register of Promises and Undertakings.*—Each Branch will keep a record of the promises and undertakings given by the Ministers in respect of subjects dealt with by it in the form given in Appendix III. The Register will be submitted once a month to the Joint Director/Director/Executive Director concerned for information and such instructions as he may consider necessary. The Minister will be kept informed of the progress made in the implementation of promises and undertakings will be particularly brought to the notice of the Minister.

(d) In case it is not possible to fulfil the Assurance within the stipulated period of 3 months, request should be made to Ministry of Parliamentary Affairs under intimation to the Lok Sabha Sectt. and Parliament Unit of this Ministry. In case Rajya Sabha Assurance, the request for extension of time should be addressed to the Committee on Government Assurances, Rajya Sabha, R.S. Sectt. under intimation to Ministry of Parliamentary Affairs and Parliament Branch of this Ministry.

65. **Submission of proposals for expenditure to the Minister.**—The estimated amount required for capital expenditure during the next year is intimated to the Ministry of Finance for necessary provision being made in the "Ways and Means" budget of the Government of India and after it has been ascertained from that Ministry that funds will be available to meet the estimated expenditure, the programmes are submitted to the Minister for Railways for approval.

66. (i) Consequent upon the abolition of the Standing Finance Committee for Railways, the following procedure in regard to the disposal of proposals for expenditure which hitherto were required to be placed before the said Standing Finance Committee has been adopted :—

(1) *Budget Proposals.*—The Demands for Grant with adequate explanations for variations are finalised with the approval of the Financial Commissioner for Railways. These are thereafter incorporated in the Explanatory Memorandum which is approved and signed by the Financial Commissioner before presentation to the Parliament.

(2) *Works Programme.*—(a) Individual Railways' Works Programmes will be discussed with the General Managers and finalised by the Board.

(b) In regard to individual Works costing Rs. 50 Lakhs or more, a self-contained memorandum should be put up and the Minister's approval obtained.

(3) (a) *Rolling Stock Programme.*—After preliminary discussions between the Member Mechanical and the Directors concerned, a memorandum should be drawn up for the approval by the Board and the Minister. As soon as the programme is approved by the Minister, necessary procurement action should be initiated.

(b) *Machinery and Plant Programme.*—The programme of the individual Railways is scrutinised and finalised by the respective Directorates in consultation with the Finance Directorate. Procurement should be authorised to the Railways after the provision made therefor has been passed by the Parliament.

(ii) *Other Proposals of Expenditure.*—A Separate memorandum should be made out and the Minister's approval obtained in regard to the items enumerated below.—

(a) Proposals to purchase railway lines before notice of purchase is given.

(b) Proposals for the creation of permanent Class I Gazetted posts on Railways.

(c) (1) All Schemes for fresh expenditure in the course of the year (not included in the sanctioned Budget) costing Rs. 50 lakhs or more; approval of the Parliament also has to be obtained for all such schemes costing 50 lakhs or more.

(2) All cases of excesses of 40 per cent or over in the case of works costing Rs. 50 lakhs or over, previously approved by the Minister and also all cases of excesses of over 40 per cent in the case of works costing below Rs. 50 lakhs, if the excess takes the revised cost of the work beyond Rs. 1 crore.

(3) All other schemes involving important matters of policy.

(d) All proposals for construction of New Lines before they are sanctioned.

67. (a) The Rolling Stock and Plant and Machinery Programmes, as approved by the Minister, are subject to further modifications which may subsequently become necessary due to one or other of the following causes.—

(i) If any item of Rolling Stock and Plant and Machinery ordered for delivery in the current year is not delivered before the end of the year and is not paid for during the year, it becomes necessary to provide money in the programme for the next year for such items as will be delivered in that year.

(ii) Subsequent information may suggest alterations in the estimated prices at which the stock can be purchased.

(iii) When, owing to the early date on which the programmes are prepared, other modifications are found necessary during the course of the year.

(b) Of the proposed modifications, the important ones, if any, should, however, be specifically brought to the notice of the Minister before the presentation of the Budget to the Parliament.

68. **Annual Budget.**—A statement of the estimated annual Railway receipts and expenditure whether on capital account or on revenue account of the Central Government, is prepared by the Railway Board each year. This statement is known as the "Budget" and is laid before both the Lok Sabha and the Rajya Sabha. The proposed expenditure included in the budget may be either.—

- (i) Voted, or
- (ii) Charged.

The former class includes the items for which the provision of funds is subject to the vote of the Lok Sabha, while funds for the latter class are sanctioned by the President and shall not be submitted to be vote of Parliament.

69. (a) The following Railway expenditure shall be 'Charged' on the Consolidated Fund of India.—

- (i) Interest, sinking fund charges and redemption charges on loans and debt;
- (ii) The salary, allowances and pensions payable to or in respect of the Comptroller and Auditor General of India;
- (iii) Any sums required to satisfy any judgement, decree or award of any Court or arbitral tribunal constituted by the State and invested with the State's inherent judicial powers and the 'trappings of a Court', and
- (iv) Any other expenditure declared by the Constitution/or by Parliament by law to be so charged.

(b) If any question arises as to whether any expenditure does or does not relate to the charged items enumerated in the preceding paragraph, the decision of the President will be final.

70. **Demand for Grants.**—The Railway Budget containing the estimates of both voted and charged expenditure, is submitted to the Lok Sabha in the form of Demands for grants, the vote of Lok Sabha being necessary only for items which are Votable. The Lok Sabha has power to assent or to refuse to assent, to any demand or to assent to any demand subject to a reduction of the amount specified therein.

71. The complete Budget, that is, the demands for grants and the other budget paper, viz., the explanatory memorandum to the budget and the detailed estimates of each railway (known as the Works, Machinery and Rolling Stock Programme) will be presented to the Lok Sabha and the Rajya Sabha. Before the demands for grants are presented to the Parliament, the recommendations of the President should be obtained under Article 113(3) of the Constitution.

72. On the date of the presentation of the Budget in the Parliament, a sufficient number of complete sets of the following documents both in English and Hindi should be supplied by Budget Branch to the Lok Sabha Secretariat for distribution to all members of the two Houses.—

- (1) Speech by the Minister for Railways introducing the Railway Budget;
- (2) Budget of the Railway Revenue and Expenditure;
- (3) Explanatory Memorandum on the Railway Budget;
- (4) Demands for Grants;
- (5) Works, Machinery and Rolling Stock Programme;
 - Part I—Summary
 - Part II—Detailed Programme of Railways
- (6) Any other documents presented with the Railway Budget.

73. **Appropriation Bill.**—Pursuant to Article 114(1) of the Constitution after the Demands for Grants have been voted by the Lok Sabha, there shall be introduced a Bill to provide for the Appropriation out of the consolidated Fund of India of all moneys required to meet the grants so made by the Lok Sabha, and the expenditure, if any, charged on the consolidated Fund of India, but not exceeding in any case the amount shown in the statement previously laid before Parliament.

74. **Grants and Appropriations.**—Demands for Grants, which as stated above relate to the votable part of the Budget, when voted and passed by the Parliament, become 'Grants' available for expenditure within the scope of the Demands. The assignments made by the President from the charged portion of the Budget to meet specific expenditure on charged items are called 'Appropriations'.

75. **Supplementary Appropriations.**—Unforeseen expenditure which cannot be met by re-appropriation from the existing grant and expenditure on a 'new service' not contemplated in the budget, shall be met from out of the balance in the contingency Fund of India placed at the disposal of the Financial Commissioner for Railways. Supplementary estimates for all expenditure so financed shall be presented to Parliament at the first session, meeting immediately after the advance is sanctioned. As soon as Parliament has authorised the additional expenditure by including it in any Supplementary Appropriation Act, the advance made from the Fund shall be resumed to the Fund.

Note.—A work (other than construction or purchase of a Railway line) the total anticipated cost of which exceeds Rs. 50 lakhs are considered as 'New Service'.

76. **Cut Motions.**—From the date the budget is presented to the Parliament, Members of the Lok Sabha send in to the Lok Sabha Secretariat their proposals for cuts in individual demand or for omission of individual demands,

77. A motion may be moved in Lok Sabha to reduce the amount of a demand in any of the following ways :—

- (a) "that the amount of the demand be reduced to Re. 1" as representing disapproval of the Policy underlying the demand. Such a motion shall be known as a "Disapproval of policy cut". A member giving notice of such a motion shall indicate in precise terms the particulars of the policy which he proposes to discuss. The discussion shall be confined to the specific point or points mentioned in the notice and it shall be open to members to advocate an alternative policy.
- (b) "that the amount be reduced by a specified amount" representing the economy that can be effected. Such specified amount may be either a lump-sum reduction in the demand or omission or reduction of an item in the demand. The motion shall be known as an "Economy Cut". The notice shall indicate briefly and precisely the particular matter on which discussion is sought to be raised and speeches shall be confined to the discussion as to how economy can be effected; and
- (c) "that the amount of the demand be reduced by Rs. 100" in order to ventilate a specific grievance, which is within the sphere of the responsibility of the Government of India. Such a motion shall be known as a "Token Cut" and the discussion thereon shall be confined to the particular grievances specified in the motion.

78. The proposals for cuts are made in the following form.—

DEMAND NO. 1

Shri.....to move :—

(That the demand under the head Railway Board (pages 1-2) be reduced by Rs. 100). (Policy of appointing retired Railway Officers as Members of Railway Service Commissions) Railway Recruitment Boards.

79. **Advance List of Motions.**—Intimation of the proposals for cuts is sent to the Board's office in what are known as Advance Lists in type. Immediately on receipt of such lists, the Parliament Branch will distribute them to the Executive Directors/Directors/Jt. Directors concerned, Budget Officer, and Budget Branch.

80. (i) With a view to preventing avoidable waste of effort and money in the preparation of briefs and notes en masse as a routine operation in all cases, briefs should be prepared only on important 'cut motions' irrespective of the Demand to which they relate.

(ii) On receipt of the advance lists of cut motions on Demands for Grants, the Executive Director concerned should immediately obtain the Board's order on the particular motions on which briefs should be prepared for the use of the Ministers. The requisite number of copies of only the briefs so prepared are required to be sent to the Budget Branch.

81. The memoranda, which the Executive Director orders to be prepared, should be brief and at the same time as complete as possible. In drawing up these memoranda, questions asked and answers given, in the Lok Sabha or in the Rajya Sabha previously, must be referred to, and the actual position should be clearly summarised.

82. The file containing the motion and the draft memorandum will be submitted through the branch officer for the approval of the Member of the Board directly in charge of the branch.

82A. After approval by the Member concerned, the motion and the memorandum will be typed by the branch in the following form :—

DEMAND NO. 1

Advance List
Final or Agreed List

(as the case may be)
Item No.....

Shri.....to move :—

That the demand under the head Railway Board (pages 1-2) be reduced by Rs. 100. (Policy of appointing retired Railway Officers as Members of RRB. Here for example, should follow remarks such as :—

"The policy of appointing retired officers to Recruitment Boards is based on the full utilisation of their working experience in selecting the right type of candidates for service and also the fact that being superannuated, they will not look for further prospects of advancement and will, therefore, have no inducement to depart from strict impartiality and independence in making selections. It is necessary that the RRBs should have the service of retired Officers as they are in a good position to judge the suitability of candidates for the particular type of work for which the Railways require them".

83. 25 copies of the memorandum will be made and sent to the Budget Branch for distribution as follows:—

One copy each to the Minister, the Minister of State, the Deputy Minister, the Chairman, the Financial Commissioner the other Members of the Board, Advisers, Budget Officer, Parliament Branch and the remaining kept in Budget Branch for office use.

84. Any alteration subsequently made by a Member of the Board, the Chairman or the Ministers, will be intimated to the Branch by Private Secretary concerned and the Branch will immediately prepare a revised memorandum in substitution of the original and distribute it as before.

85. **Final or Agreed List of Motions.**—The evening previous to the first day of voting for Demands, a consolidated final or agreed list of motions will be received from the Lok Sabha Secretariat. Copies of these will be distributed to Ministers, Chairman, Financial Commissioner and other Members of the Board, Advisers, Secretary, Executive Directors/Directors/Jt. Directors concerned, and the Budget Officer. 25 copies of the lists are also sent to Budget Branch as that Branch co-ordinates the work relating to Cut Motions. The procedure indicated in paragraphs 77-83 will be followed in respect of this also. The list will show the Motions which have been admitted or agreed to be moved for discussion on the floor of the Sabha before the particular Demands or Grants are voted upon.

86. The demands for grants are usually voted in the serial order in which they appear in the Budget and priority should, therefore, be given with discretion to the motions on demands that will first come up for discussion.

87. Branches should study the list of motions and keep ready all files relating to proposed cuts on one table and a slip indicating the whereabouts of those files that are not in the Branch.

88. From the date the Budget is presented to the Parliament till the conclusion of voting on demands, the Branches and the Record Room will be kept open after office hours with the majority of staff on duty until no longer required by the Members or Directors. During this period, Stenographers must not leave office, until all the Branches are closed and Officers have left. One Assistant will be detailed for early duty in each Branch at 8 a.m. each day in case officer requires any papers in connection with cut Motions etc.

89. At the close of the Budget debates and the voting for demands, the Financial Commissioner will draw up a list of the cuts, if any made by the Parliament in the required demands.

90. In regard to the various points raised by the Members of Parliament in the course of the debate on the Railway Budget which are not covered by the Ministers in their replies, the following procedure should be followed :—

- (i) When cyclostyled copies of the Parliamentary debates are received, the Parliament Section will scrutinise them and forward cuttings to the Executive Directors/Directors/Joint Directors along with a forwarding note.
- (ii) Immediately on receipt, the Directorate concerned should have the matter examined urgently and take suitable action on the lines indicated in the forwarding note referred to item (i) above.
- (iii) A complete set of the printed Debates when available will also be forwarded to the Railway Administrations by Parliament Section for action and record.

91. **The Recording of Budget Papers.**—The complete sets of the Railway Budget Papers both in English and Hindi with the Chairman, the Financial Commissioner, the Members of the Board, the Budget Officer, and the Secretary as also the Budget Branch will be stitched for record as follows:—

- (1) Speech by the Minister for Railways introducing the Railway Budget;
- (2) Budget of the Railway Revenue and Expenditure;
- (3) Explanatory Memorandum on the Railway Budget;
- (4) Demands for Grants;
- (5) Works, Machinery and Rolling Stock Programmes :—
Part I—Summary
Part II— Detailed Programme of Railways.
- (6) Any other document presented with the Railway Budget.

92. The Budget Branch will keep the other completed sets of budget papers. The recorded papers will be kept for five years and then destroyed.

93. **Questions in the Lok Sabha and the Rajya Sabha.**—Any Member of the Parliament may ask a question for the purpose of obtaining information on a matter of public importance within the special cognizance of the Minister to whom it is addressed.

94. In matters which are or have been the subject of correspondence between the Government of India and the Government of a State, no question shall be asked except as to matters of fact and the answer shall be confined to a statement of fact.

95. Notices of questions will be addressed to the Secretary of the Lok Sabha Secretariat in respect of questions in the Lok Sabha and the Secretary of the Rajya Sabha Secretariat in respect of questions in the Rajya Sabha. Unless the Speaker of Lok Sabha or the Chairman, Rajya Sabha, as the case may be, otherwise directs, not less than 10 clear days' notice of a question shall be given and no question shall be placed on the list of questions for answer until 5 days have expired from the time when notice of such questions has been given by the Secretary Lok/Rajya Sabha to the Minister to whom it is addressed. Short notice questions may be asked with shorter notice than 10 clear days and such questions will be answered on the date the Minister concerned agrees to reply.

96. The right to ask a question is governed by the following conditions as laid down in the Rules of Procedure and Conduct of Business of the Lok/Rajya Sabha: —

- (i) it shall not bring in any name or statement not strictly necessary to make the question intelligible,
- (ii) if it contains a statement the member shall make himself responsible for the accuracy of the statement;
- (iii) it shall not contain arguments, inferences, ironical expressions, imputations epithets or defamatory statements;
- (iv) it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition ;
- (v) it shall not ask for information as to the character or conduct of any person except in his official or public capacity.
- (vi) it shall not ordinarily exceed 150 words;
- (vii) it shall not relate to a matter which is not primarily the concern of the Government of India;
- (viii) it shall not ask about proceedings in a Committee which have not been placed before the Parliament by a report from the Committee;

- (ix) it shall not reflect on the charter or conduct of any person whose conduct can only be challenged on a substantive motion;
- (x) it shall not make or imply a charge of a personal character;
- (xi) it shall not raise questions of policy too large to be dealt with within the limits of an answer to a question;
- (xii) it shall not repeat in substance questions already answered or to which an answer has been refused;
- (xiii) it shall not ask for information on trivial matters;
- (xiv) it shall not ordinarily ask for information on matters of past history;
- (xv) it shall not ask for information set forth in accessible documents or in ordinary works of reference. For this purpose, proceedings of either House of Parliament are treated as 'accessible documents' for the purpose of disallowance of questions only when the connected proceedings are printed and published as authentic reports;
- (xvi) it shall not raise matters under the control of bodies or persons not primarily responsible to the Government of India;
- (xvii) it shall not ask for information on a matter which is under adjudication by a Court of Law having jurisdiction in any part of India;
- (xviii) it shall not relate to a matter with which a Minister is not officially connected;
- (xix) it shall not refer discourteously to a friendly foreign country;
- (xx) it shall not ask for information regarding Cabinet discussions, or advice given to the President in relation to any matter in respect of which there is a constitutional, statutory or conventional obligation not to disclose information;
- (xxi) it shall not ordinarily ask for information on matters which are under consideration before a Parliamentary Committee; and
- (xxii) it shall not ordinarily ask about matters pending before any statutory tribunal or statutory authority performing any judicial or quasi-judicial functions or any commission or court of enquiry appointment to enquire into or investigate any matter, but may refer to matters concerned with procedure or subject or stage of enquiry, if it is not likely to prejudice the consideration of the matter by the tribunal or Commission or Court of enquiry.

97. **Types of Parliament Questions.**—Questions in the Lok/Rajya Sabha are of three kinds viz., (i) questions of oral answers or "starred" questions, marked with asterisk (ii) "unstarred" questions replies to which are laid on the Table of the House, and (iii) "Short notice questions". Separate notices are required for starred and unstarred questions specifying:—

- (a) the official designation of the Minister to whom the question is addressed; and
- (b) the date on which the question is proposed to be placed on the list of questions for answer.

98. If any question placed on the list of questions for oral answer on any day is not called for answer within the time available for answering questions on that day, a written answer to such question shall be deemed to have been laid on the Table at the end of the Question Hour or as soon as the questions for oral answer have been disposed of, as the case may be, by the Minister to whom the question is addressed.

99. **Supplementary Questions.**—In regard to starred questions, any member when called by the Speaker/Chairman may put a supplementary question for the purpose of further elucidating any matter of fact regarding which an answer has been given, provided that the Speaker/Chairman, shall disallow any supplementary question, if in his opinion, it infringes the rules regarding questions.

100. **Short notice questions.**—A question relating to a matter of public importance may be asked with shorter notice than 10 clear days and if the Speaker/Chairman is of opinion that the question is of an urgent character, he may direct that an enquiry may be made from the Minister concerned if he is in a position to reply and, if so, on what date.

101. If the Minister concerned agrees to reply, such question shall be answered on a day to be indicated by him and shall be called immediately after the questions which have appeared on the list of questions for oral answer have been disposed of.

102. If the Minister is unable to answer the question at short notice and the Speaker/Chairman is of opinion that the question is of sufficient public importance to be orally answered in the House, he may direct that the question be placed as the first question on the list of questions for the day on which it would be due for answer as a starred question, provided that not more than one such question shall be accorded first priority on the list of questions for any one day. In other respects, the procedure for short notice questions shall be the same as for ordinarily starred questions, with such modifications as the Speaker/Chairman may consider necessary or convenient.

103. **Procedure for Dealing with Parliament Questions.**—(a) Ordinarily advance copies of questions are received in the Parliament Branch not later than 10 days before they are due to be answered. In many instances, however, copies of advance lists are received very much earlier. Immediately on receipt of these advance copies, the Section Officer in charge of Parliament Questions will mark off all questions pertaining to the Railway Ministry indicating against such question the branch responsible for dealing with it, and will supply one copy each of the marked Advance Lists to the Executive Director concerned as well as to the Branch direct and also to the Private Secretaries to the Members concerned and the Ministers for their advance information.

(b) On receipt of the advance copy of the question the Executive Director concerned or any other officer nominated by him should give some indication to the Branch as to what action should be taken. The Member concerned might, if necessary, be consulted by the Executive Director and the Minister by the former. Immediately on receipt of these advance lists, action should be initiated and progressed in the Directorates as if the questions included in the lists have been finally accepted.

(c) The advance copy of a question should be treated as an official receipt and placed on the correspondence side of the file with the appropriate serial number. As far as possible, a separate file should be opened for each question under the main file No. dealing with that particular subject in the Branch.

104. (a) The first point to which attention should be directed in dealing with Parliament Questions, is the possibility of the question being inadmissible under the rules as laid down in the preceding paragraphs. In this connection, it should particularly be examined whether :—

- (i) the question or any of its parts repeat in substance questions already answered or questions to which an answer has been refused;
- (ii) the information asked for has been supplied previously to the House concerned either in the form of statements placed on its table or otherwise in the course of debates;
- (iii) the preparation of an answer will involve too much time and labour.
- (iv) it would be against the public interest to disclose the information asked for;

- (v) the information asked for could ordinarily be elicited from the Ministry direct;
- (vi) the question, if starred, could be converted to unstarred, if collection of a mass data is involved; and
- (vii) the question has any patent mistake, error or obscurity.

(b) When it is decided to suggest the disallowance of a question by the Speaker/Chairman an office memorandum stating the reasons which are held to justify disallowance should be addressed to the Secretary of the Lok Sabha or the Rajya Sabha, as the case may be, and forwarded through the Parliament Branch. In the case of information which is not intended to be passed on in the public interest to Members of Parliament, the communication to the Lok/Rajya Sabha Secretariat should be marked 'Confidential' and a clear indication given that the information furnished is only for the use of the Speaker/Chairman.

(c) It must not be presumed that the question will be disallowed and steps should be taken to prepare the necessary reply without waiting for the disallowance list. The Executive Directors may, however, exercise their discretion whether they should wait for replies from the Lok/Rajya Sabha Secretariat before putting up proposed replies.

105. If a question is wrongly addressed to a Minister, the Ministry to which the advance copy has been sent, should immediately contact either the appropriate Ministry or the Parliament Secretariat concerned and obtain its concurrence to the transfer of the question. If the Ministry addressed accepts the transfer, the Parliament Secretariat should at once be informed of it. Such transfers of questions should invariably be routed through the Parliament Branch as far as the Railway Ministry is concerned.

106. If a question affects more than one Ministry, it should be taken over by the Ministry mostly concerned. When a question of this nature is received, the branch concerned should furnish relevant information in regard to the portion relating to the Railway Ministry to the other Ministry, after ascertaining from the latter that they will take over the question or obtain necessary information from the other Ministry if the question is to be taken over by the Railway Ministry as the case may be.

107. (a) It has been observed that at times delay occurs in initiating action on Parliament Questions due to disputes among Directorates in regard to the marking of the Questions. With a view to eliminating delays in this regard, it has been decided that the marking of the Parliament Questions by the Parliament Section should be treated as final. In case, however, an Adviser or an Executive Director considers that the Question does not relate to his Directorate, he will discuss the matter personally with JS(P) or if necessary with Secretary. The decision arrived at after discussion will be final.

(b) A question which concerns several Directorates of the Board's Office will be handled by the Directorate to which the first part relates. In case the first part is inconsequential or concerns more than one Directorate, the Question will be handled by the Directorate to which the main subject relates and the decision of the Secretary in this regard will be final. The Directorate handling the Question will be responsible to collect the necessary information from the other Directorates concerned and put up the complete reply.

(c) When two or more questions relate to one subject, they may be lumped together and given one reply. In such cases each question should be pasted on a separate sheet and the reply prefaced with these words:

"With your permission, Sir, I propose to answer questions Nos.....and..... together". The answer should be typed below the first question and the other question or questions attached.

108. **Preparation of Replies.**—(a) All questions will normally be answered by the Minister of State or the Deputy Minister in both the Houses.

(b) In the copies of the main answers to questions, portfolios of the Ministers should be indicated in the following manner :—

- (i) The Minister for Railways (Shri.....)
- (ii) The Minister of State in the Ministry of Railways (Shri.....)
- (iii) The Deputy Minister in the Ministry of Railways (Shri.....)

109. (a) Where information is available in the office, a draft reply should be prepared and submitted with the relevant papers to the Minister of State or the Dy. Minister who will send cases to the Minister only when considered essential by them.

(b) A 'note for supplementaries' should be prepared for starred questions only which will assist the Ministers in answering all possible supplementary questions. In preparing the note for supplementaries to starred questions, the officer concerned should carefully give all the facts and full background information etc. leading to the replies proposed. He should also try to anticipate the supplementaries that are likely to arise and provide information for their replies also. Care should be taken to see that when any specific rules are referred to in the draft reply to a question, these rules are put up when submitting the draft reply to the Ministers. Inaccuracies in the answers should be avoided by ensuring that relevant information available in any Branch of the office is also taken into account in drafting replies and the note for supplementaries.

110. In preparing a draft reply, the name of the questioner should be given on the top. Parts of the question should be typed out on the left half of the paper and the suggested reply to each part shown opposite on the right half for easy reference.

111. Answers to questions should be brief and to the point. It is always desirable to avoid giving replies which create unnecessary controversy in the House. Where the reply to a starred question is to be at great length or calls for detailed figures, the reading of which is liable to take more than 15 seconds, a synopsis alone would be read out and complete reply in the form of a statement giving the information required should be prepared for being placed on the Table of the House. The synopsis should contain a reference to the statement to be so placed and fifty/hundred extra copies of the statement to be placed on the Table should be sent to the Lok/Rajya Sabha Secretariat giving reference to the number and date of the question. Whenever, in answer to a starred question, a reference is made to a statement being laid on the Table, the fact should invariably be indicated thus :

".....a statement is laid on the Table of the.....Sabha." All such statements should be provided with suitable and comprehensive subject headings. In the case of an unstarred question, such a statement should be attached to the reply.

112. It is necessary that an interim reply should be avoided. Whenever the compilation of information required to be submitted in reply to any question is likely to be delayed, the Parliament Secretariat should be requested to postpone its date of admissibility till the appropriate date by which the information is expected to be ready. Alternatively when an interim reply has to be given and it is proposed to collect information for laying it on the Table of the House later, it is necessary to ensure by adequate pre-examination, that the information promised will in fact be obtainable. Not infrequently such answers in case of starred questions undergo a certain amount of elaboration during the course of supplementaries and bring out a fuller exposition of their subject matter leaving an impression that the original replies given were incomplete and evasive. Whenever this form of reply is inevitable and is proposed to be given, a conscious effort should be made to state the position more fully. It may be possible for example to state the nature of consideration given to the subject matter of a question, the progress registered by it, the time which the process of consideration is likely to take and if possible, tentative propositions which form the basis of consideration.

113. Details about railway matters when required to be furnished in reply to Questions, should be compiled Railway-wise and not State-wise, although asked for in the latter form, and the answer should be prefaced with the sentence:—

"Information about.....is not compiled State-wise but Railway-wise."

114. **Hindi Version.**—(a) Where the original notice of a question is received in Hindi and indicated as such on the printed list of admitted question, the reply should be prepared in Hindi in addition to the usual reply in English. The matter for Hindi translation should reach the Hindi Branch at least 24 hours before the question is to be replied in Parliament. It would facilitate action by the Hindi Branch if copies of all draft replies together with the annexures, if any, after approval of the Executive Directors, are supplied in advance to the Hindi Branch, who will keep tentative drafts ready and finalise them as soon as the English replies approved by the Ministers are sent to them for translation in Hindi.

(b) (i) Hindi (P) Branch will supply to Issue Branch 480 copies (180 copies to Lok/Rajya Sabha and 300 copies to P.I.B.) of complete replies in Hindi both for starred and unstarred questions (in respect of questions tabled originally in Hindi) for despatch to Lok/Rajya Sabha and 100 copies to P.I.B.

(c) To facilitate simultaneous translation of the proceedings in both the Houses of Parliament into English and Hindi, Branches should supply the following material to Parliament Branch, for being forwarded to the respective Secretariate at least a day before they are scheduled to be made in the Parliament :—

(i) Two copies of the texts or at least gists of speeches proposed to be made while :—

- (a) Initiating discussion on a Bill or a motion.
- (b) Intervening in a debate when the intervention was pre-planned.
- (c) Replying to the debate when the reply could be prepared in advance.

(ii) Two copies of the Statement *etc.*, made *suo-moto* or in reply to admitted notice together with their translation in Hindi/English.

115. In case the notes for supplementaries are very lengthy a synopsis should be given at the beginning of the note bringing out the salient points which can be seen at a glance. A note for supplementaries should also be prepared where, in reply to a starred question, the attention of a member is drawn to a statement to be laid on the Table of the House, as such statements are usually placed on the Table of the House an hour before the opening of the Parliament and supplementary questions can be put on them.

116. (a) **Reference to previous answers.**—In quoting references to previous answers reference to Advance Lists should never be given. If the answer actually given is to be quoted, it should be referred to in the following words :

"The Hon'ble Member is referred to the answer given to..... on.....(here given Admitted List No.) on the.....(here give the date) on the same subject" or

"I would refer the Hon'ble Member to the reply given to.....question No.....(here given Admitted list No.) on the.....(here give the date)".

(b) If the draft reply contains references to previous replies or other cases, the relevant files need not be put up unless unavoidable but extracts therefrom should be taken and placed in the file dealing with the question

(c) Reference may be made in the Lok Sabha to answer or debates in the Rajya Sabha and vice-versa provided the reference does not relate to the current session.

117. **Reference to Railways.**—No reference should be made to railways for information required for answering a question unless it is absolutely necessary. Before addressing railway administrations, the branch concerned should make certain that the information required is not available in that or any other branch of the office.

118. (a) Executive Directors concerned will decide for each question whether or not information is to be called for from railways. Care should, however, be taken to keep down the number of references to railways to the minimum possible. Express letters or wireless messages should be addressed to officers by name who are nominated by the Railway Administrations for dealing with all references regarding questions in the Parliament or allied matters, the envelopes containing such outgoing correspondence being affixed with the stamp. Most immediate "Parliament Business" by issue Branch on advice by the Branches concerned. The names of such officers are circulated to branches by about the beginning of each session.

The names of the officers who issue letters or wireless messages from the Board's office should always be indicated below each letter or telegram. Railways have been asked to address replies to these officers by name to avoid delay.

(b) As far as possible, detailed information should be collected from the railways wherever necessary to avoid the necessity for further references and consequent delays in answering questions. Telephone calls should, as far as possible, be avoided.

(c) Parliament Branch should be kept informed about instructions, if any, issued by individual branches to railways in regard to procedural matters pertaining to Parliament Questions.

119. (a) Thirty five copies of the printed admitted Lists of Questions are received by the Parliament Branch 5 days before the dates when the questions are due to be answered. Immediately on receipt of the Admitted Lists the Section in charge of Parliament Questions will mark off all questions and supply a copy each of the printed cutting of question (s) to the Branches concerned and also supply one copy each of the marked lists to the Members of the Board the Executive Directors concerned and the Secretary. On receipt of the List the Executive Director should check up whether all the questions pertaining to his Directorate are ready for answer or not. He should also ensure that draft replies are approved by the Member concerned well in time.

(b) The Parliament Branch will then take cuttings from the Admitted Lists, abstracting from them all questions concerning the Railway Ministry for pasting into the Register of Questions (Form No. 42) maintained by that Branch. A similar Register should also be maintained by each branch.

120. When the admitted list is received, a printed cutting of the relevant questions from the list should be pasted over the advance copy of the question. In cutting the questions from the Final printed lists and pasting them over the Advance copies, it should particularly be ensured that no part of a question is left out in the process of cutting and pasting. If any changes, in the answer and/or notes already approved are required, these should be made. All changes should be approved by the Member of the Board concerned and the file need not be submitted to the Ministers again, unless the changes are of a substantial nature. When, however, Ministers desire draft replies to Parliament Questions to be recast on the lines indicated by them, either in whole or in part, the files should invariably be submitted to them for their final approval to the draft.

121. The draft reply should reach the Minister/Minister of State/Deputy Minister at least 3 clear days before the date on which the question is to be answered. For example if a question is to be answered on the 30th, the reply must reach the Minister/Minister of State/Deputy Minister not later than the afternoon of the 26th and if it is to be answered on the 5th draft reply must reach him not later than the afternoon of the 1st. In order also to give adequate time to the Board Member concerned to examine the draft reply, it should reach him one day before it is due to be submitted to the Minister/Minister of State/Deputy Minister. If, however, for any reason the draft reply is not ready for submission in time to the Board Member, it must be taken by the Officer concerned personally to the Board Member in the morning of the day on which it is due to reach the Minister/Minister of State/Deputy Minister.

122. Any cases in which the draft replies to questions are not ready three clear days before the date on which they have to be answered, should be brought by the Executive Directors to the notice of the Members concerned together with the reasons why it has not been possible to put up draft replies in time.

123. Each Executive Director should nominate one of the Officers in his Directorate to ensure that a proper watch is maintained on the movement of files relating to Parliament Questions and that the time-table laid down for submission of draft replies to Board Members and the Minister/Minister of State/Deputy Minister is adhered to strictly in all cases.

124. Secretary will also keep a watch on all questions and remind the Executive Directors or the Members concerned if the draft reply to any question has not been submitted to the Minister/Minister of State/Deputy Minister three days ahead of the date on which it is due for reply.

125. Section Officers should personally maintain a diary showing the movement of all Parliament Questions and keep a watch on the disposal of each question, to ensure that the question is approved by the Executive Director and the Member concerned in time for its submission to the Minister/Minister of State/Deputy Minister three days ahead of the date on which it is due for reply in Parliament.

126. The draft reply should be indicated on the file with a flag 'D.F.A.' and should be typed clean and no corrections of alterations should be made in the typed copy. Notes for supplementaries should be placed separately on the file with a flag 'Note for supplementaries'. The special label prescribed for this purpose, viz., "Questions for Lok/Rajya Sabha", should invariably be placed on the relevant file together with a clear indication of the date on which the question is due for answer.

127. (a) In order to ensure accuracy in the replies to questions and promptness in the preparation of pads for the Ministers, replies to Parliament Questions, should, after approval, be fairied in the Branch concerned with the assistance of the Stenographer of the Branch Officer, where necessary. The Section Officer of the Branch concerned should check whether the reply as finally fairied is free from mistakes and arrange to have the required no. of copies made out and handed over to Parliament Branch along with the specific number of copies of Notes for supplementaries, in respect of starred Questions. The relevant files should also be made available to Parliament Branch in respect of Starred Questions only.

(b) In order to facilitate quick movement of files dealing with Parliament Questions the following procedure should be adopted :—

- (i) As soon as the draft is approved by the Member/Adviser concerned, the Private Secretary concerned should arrange to pass on that file to Parliament Branch who will arrange to take steps to get the draft reply finally approved by the Ministers.
- (ii) The Section Officers of the Branches should arrange for timely supply of fair copies of relevant questions and answers to their Executive Directors/Joint Directors and other officers concerned direct for their scrutiny, before presentation in Lok Sabha or Rajya Sabha, as the case may be.

128. (a) The branches will supply to the Issue Branch, for onward transmission to Parliament Secretariat, 180 copies of answers to Questions. In the case, however, of statements to be laid on the Table, or replies to previous starred/unstarred or Short Notice Questions, referred to in the answers, 50 extra copies in the case of the Lok Sabha and 100 extra copies in the case of the Rajya Sabha should also be supplied.

(b) The Branches will also supply to the Issue Branch for transmission to the Principal Information Officer, Press Information Bureau, 300 copies of answers to Questions.

129. (a) The Adviser and/or Executive Director concerned, after going through the list of questions for a particular day, would decide which officer from the Directorate concerned would attend the Official Gallery during the Question Hour. In case of Important Questions, the Member or the Adviser/Executive Director concerned may himself attend. The Joint Secretary (P) would also be available throughout the Question Hour. Requisition for passes for the Official gallery, where necessary, should reach the Parliament Section at least one day in advance.

(b) The Executive Director will also arrange that if and when he and the Member concerned are both in the Parliament House, one of the Officers of the Branch concerned would be available on the telephone in the office to supply any information that he or the Member may require.

130. During the sessions of the Parliament, all branches must place a Senior Assistant on duty to attend to urgent work on any Sunday or closed holiday immediately preceding a date on which questions are to be asked of the Railway Ministry. On a day when any business relating to Railway Ministry is conducted in the Parliament, the branch concerned should detail staff on duty before and after office hour on that day as well as on the preceding day.

131. A complete record of the uncorrected reports of the Parliament Debates is received in the Parliament Branch of this office early in the morning on the date following the date to which the debates relate. Immediately on receipt of these debates, the Parliament Branch will make out copies of the portions, if any, concerning the Directorates in the Board's Office and see that these copies are handed over not later than 11 a.m. to the Officer concerned in each Directorate nominated to look after Parliament Questions. It will be the responsibility of this Officer to go through the extracts quickly and if any inaccuracies come to his notice, he should bring them immediately to the notice of the Minister/Minister of State/Deputy Minister, as the case may be through the Executive Director/Member of the Board concerned.

132. When a Minister wishes to correct any inaccuracy in the information which he has given in reply to a question or a supplementary question or in debate, the following procedure shall be adopted :—

- (i) The Minister shall give to the Secretary of Lok/Rajya Sabha, notice of his intention to make a statement. The Notice shall be accompanied by a copy of the statement proposed to be made by the Ministry.
- (ii) When the House is in session, the Secretary shall include the item in the list of business on an appropriate day; and the Minister shall, when called upon by the Speaker, make the statement in the House. The branches will, supply to Issue Branch for onward transmission to the Parliament Secretariat requisite number of copies, as specified from time to time, of such statements atleast by 4-00 P.M. on the working day preceding the date on which the statement is to be made in the Parliament. After the statement has been made by Minister, Speaker/Chairman may permit members to ask supplementaries which are strictly relevant to the subject matter of the correction. In order to enable the Ministers to answer all possible supplementaries, the branches should supply 30 copies of notes for supplementaries in regard to the correction involved, to Parliament Branch for use of the Ministers and Board Members.
- (iii) When the House is not in session, the Secretary shall consider whether the statement shall be made by the Minister during the next session in which case the orders of the Speaker/Chairman will be taken. If the matter cannot wait till the next session the statement shall be included in the official report of the debates and a foot note given in the official report of the debates in the following manner :—

“The Original reply or statement by the Minister reads as follows :—

The reply as printed above was sent by the Minister afterwards in substitution of the original reply”.

Note.—In cases where it is not considered desirable to publish the original reply, the revised reply only will be printed with a suitable foot-note.

- (iv) The Minister shall ordinarily intimate to Secretary his intention to correct his reply or statement within twenty four hours thereof, provided that the Speaker/Chairman may on ground being shown waive this requirement.
- (v) The Speaker/Chairman shall determine in each case whether the statement or the correction may be reported to the House by the Minister or laid on the Table of the House.

133. **Disallowance Lists.**—On receipt of intimation of the disallowance or withdrawal of a question, the Parliament Branch should immediately communicate it to the Branch concerned for information. As, however, there is always a possibility of a question which has been disallowed being admitted by Speaker/Chairman on reconsideration, with or without amendments, on a representation made by the Member concerned or otherwise, the final list of questions which is printed and circulated to Ministries five days in advance should alone be considered as the authoritative document. In case of any apparent conflict between the information contained in the disallowance list and the final printed list of questions, a reference can always be made to the House concerned on the telephone or in writing.

134. **Information to be laid on the Table.**—(a) When information has to be laid on the Table in pursuance of a Promise or undertaking given previously, the branches concerned should forward 15 copies of the same in case of Lok/Rajya Sabha duly authenticated by the Minister, to the Secretariat of the Sabha concerned, through the Parliament branch for being laid on the Table.

(b) When any papers are sent for being laid on the Table, the Secretariat of the Lok/Rajya Sabha should be requested, in the forwarding letter, to include them in the list of Business of a day on which the Ministry of Railways will be required to answer questions.

(c) Confidential documents are not to be laid on the Table of the House unless their production is necessary or useful in the Public interest.

135. **Half-an-hour discussion.**—The Speaker/Chairman shall allot half-an-hour for raising discussion on a matter of sufficient public importance which has been the subject of a recent question, oral or written, and the answer to which needs elucidation on a matter of fact. A member wishing to raise a matter shall give notice in writing to the Secretary, Lok/Rajya Sabha, three days in advance of the day on which the matter is desired to be raised, and shall briefly specify the point or points that he wishes to raise provided that the notice shall be supported by the signatures of at least two other members. The Speaker/Chairman shall decide whether the matter is of sufficient importance to be put down for discussion, and may not admit a notice which may, in his opinion, seek to revise the policy of Government.

136. There shall be no formal motion before the House nor voting. The member who has given notice may make a short statement and the Minister concerned shall reply briefly. Any Member who has previously intimated to the Speaker/Chairman, may be permitted to put a question for the purpose of further elucidating any matter of fact, provided that if the Member who has given notice is absent, any Member who has supported the notice may, with the permission of the Speaker/Chairman, initiate the discussion. In respect of such discussions, a brief may be prepared or such other action taken as may be directed by the Minister.

137. **Adjournment Motions.**—(a) A motion for an adjournment of the business of the Parliament for the purpose of discussing a definite matter of urgent public importance may be made with the consent of the Speaker/Chairman. The procedure to be followed in regard to an adjournment motion is governed by the relevant provisions contained in the Rules of Procedure and Conduct of Business of the House concerned. In respect of these motions a brief may be prepared or such other action taken as may be directed by the Minister.

(b) **Calling Attention Notices.**—(i) A Member may give notice calling the attention of the Minister to any matter of urgent public importance, with the permission of the Speaker/Chairman when such notice is received by the Speaker/Chairman and if he finds the notice admissible under the rules, he may allow the matter to be raised in House on the same day, if the notice is received before 10-45 hours or on a subsequent day on the first available opportunity as the Speaker/Chairman may decide.

(ii) In order to avoid any possible delay when a call attention notice happens to be taken on the same day, statements should be prepared by Branches concerned in advance as a matter of course on serious train accidents or such other incidents as murder in running trains, labour strikes etc., on which Call Attention Notice may be given by M.Ps. Arrangement should also be made to have the statements translated in Hindi to avoid any delay in supplying copies of the Hindi version of the statement to the Parliament Secretariat.

(iii) For this purpose, Hindi Officer should nominate a Section Officer and a Hindi Typist from his Branch to be present in Office every day from 08.00 hours when Parliament is in session.

(iv) If the statement is a lengthy one, Branches concerned should prepare a gist thereof, which alone will be read out in the House, the complete statement being laid on the Table of the House.

(v) It should be seen by the Branches that the statement covers the points raised by Members through notices of questions adjournment motions and other notices on the same allied subjects, if any.

(vi) If the notice of the admitted Call Attention Notice has been received in the Ministry atleast a day in advance of the date on which the statement is to be made, a Note for supplementaries should also be prepared by the Branch concerned and after getting it approved by the Minister, 30 copies of the statement alongwith Note for Supplementaries should be supplied to Parliament Branch.

(vii) In addition to the above, 150/100 and 300/150 copies in English and Hindi each of the statement to be made by the Minister in Lok/Rajya Sabha should also be supplied to Issue Branch for onward transmission to the Parliament Secretariat. Requisite number of copies of the statement in English and Hindi, as specified from time to time should also be sent to Issue Branch for onward transmission to Press Information Bureau.

138. **Other Motions.**—(a) Save in so far as is otherwise provided by the Constitution or by the Rules of Procedure and Conduct of Business of the House concerned, no discussion of a matter of general public interest shall take place except on a motion made with the consent of the Speaker/Chairman. The procedure to be followed in this respect is governed by the relevant provisions contained in the Rules of Procedure and Conduct of Business of the House concerned. A brief may be prepared in regard to these motions or such other action taken as may be directed by the Minister.

(b) In the case of motion for election to Parliamentary Committees, the Department of Parliamentary Affairs should be given notice of not less than seven working days before the end of any particular session of Parliament.

139. (a) A resolution may be in the form of a declaration of opinion, or recommendation or may be in the form so as to record either approval or disapproval by the Parliament of an act or policy of Government, or convey a message; or command, urge or request an action or call attention to the matter or situation for reconsideration by Government or in such other form as the Speaker/Chairman may consider appropriate. The form of a resolution moved in Parliament, the conditions of its admissibility, the manner in which it is to move, etc., are set out in the Rules of Procedure and Conduct of Business of the house concerned.

(b) The following instructions should be observed in dealing with cases relating to non-official resolutions :—

- (i) The notice lists or non-official resolutions should be examined as soon as received and any relevant facts or other matter, which the Ministry concerned may wish to place before the Speaker/Chairman, should be communicated to the Secretariat of the House concerned as early as possible, at any rate before the resolutions are put to ballot.
- (ii) As soon as the result of the ballot is known, it should be verified whether the resolution given notice of has secured a priority in the ballot. If so, a brief should be prepared and submitted to the Minister along with the file. It should contain all relevant facts (or references to them when they cannot conveniently be stated in full) with extracts from, or abstracts of the relevant documents, if any, summarised in clear and self-contained form.
- (iii) The draft of the brief for non-official Resolutions, should be submitted to the Ministry of Parliamentary Affairs by the first day of the week on which such business is set down for discussion, so as to enable that Ministry to get the approval of the Parliamentary and Legal Affairs Committee of the Cabinet which decides the attitude of Government on such Resolutions.
- (iv) After discussion has taken place on a Resolution, the relevant proceedings of the House concerned should be examined as soon as they are available and such further action taken without delay as may be called for. A copy of the printed proceedings should be incorporated in and recorded with the file.

(c) In the case of Government resolutions to be moved for the approval of notification, statutory rules etc. issued under the Acts relating to them, notice of not less than 10 days before the conclusion of a session should be given to the Ministry of Parliamentary Affairs for moving them. In respect of rules etc., to which Members of Parliament are entitled to move amendments, they should be laid on the Table of each House sufficiently early to enable Members to table amendments, if desired. This will also enable the Ministry of parliamentary Affairs to find the time for a discussion on them.

140. Government Bills.—When a Government Bill is to be introduced in the Parliament, the procedure prescribed in the Rules of Procedure and Conduct of Business of the Lok/Rajya Sabha shall be followed. The detailed procedure in this regard is described in Appendix IV.

141. The following procedures should be followed in respect of circulation of Government amendments to Bills referred to and under consideration in a Select or Joint Committee of the Lok/Rajya Sabha :—

- (i) Three copies of the proposed amendments should be sent to the Lok/Rajya Sabha Secretariat at least a day before the date of the meeting at which the amendments are to be moved.
- (ii) The Lok/Rajya Sabha Secretariat will circulate the approved amendment after putting them in proper form to the Members of the Committee.
- (iii) Where the amendments are required to be circulated to the Members of the Committee urgently at a time when the Committee is sitting, the officer concerned should ascertain in advance the List No. to be allotted to the Amendments by the Lok/Rajya Sabha Secretariat. After this has been done, cyclostyled copies of the Amendments should be handed over to the officer of the Lok/Rajya Sabha Secretariat present at the meeting, who shall arrange for their distribution.
- (iv) On the prorogation of a session all pending notices, other than notices of intention to move for leave to introduce a Bill, lapse and fresh notices must be given for the next session. It would, therefore, be necessary to repeat notices of amendments to Bills during each session in which the Bills are taken up for consideration, if it is desired that the amendments should be considered by Parliament.
- (v) Whenever any report or publication is referred to in a Bill or an Official motion copies of such reports or publications should invariably be laid on the Table of the House or circulated to members sufficiently in advance of the date of its being discussed in the House.

142. List of Business.—Parliament Branch shall distribute copies of the list of business for the day on which Railway matters are to be discussed in any of the House to the Branch and the Officer concerned and also to the Members of the Board and the Secretary for information. On its receipt the Branch or Branches concerned should collect all relevant papers and take further action as may be required for the conduct of the business.

143. Cutting of Questions, etc. from Debate Volumes.—On receipt of the debate volume, two copies of the final printed versions of all questions and their answers including any supplementary questions and answers in the case of starred questions each pasted on a separate sheet and stamped with the date on which the question was replied to will be supplied by the Parliament Branch to the Branches concerned. The Branches will arrange to circulate copies of these printed versions along with typed copies of the statements laid on the Table of the House, if any referred to in the reply to the Railway concerned so that they may have official information of questions asked in parliament and the answers given.

144. Scrutiny of Record of Proceedings in Parliament.—(i) On receipt in the Ministry of the record of the Proceedings in Parliament, the Assistant concerned will examine it to see :—

- (a) whether any promises assurances or undertakings have been given on the floor of the House, and
- (b) whether there are any points in answers to supplementary questions which require elucidation or amendment and which should be brought to the notice of the Minister.

(ii) In case of (a) necessary entries will be made in the Register or Promises and Undertakings and further action taken vide paragraph 64 (c). In case of (b) the file will be submitted to Senior Officers for orders.

145. Card Index.—(i) A card index of all questions and answers should be prepared by the Parliament Branch for each question separately, and supplied to the branch concerned. Each branch should refer to the card index while dealing with subsequent questions on the same subject. When a card is removed for reference, a slip showing the file for which it is taken should be left in its place. The card must be restored to its place as early as possible.

(ii) One complete set of the debate volumes will be bound and kept in the Parliament Branch for record.

146. Library of the Parliament.—Five copies of all Government Publications, except classified papers and those marked 'for official use only', including the following, should be supplied free to the Library of the Parliament for the use of Members :—

1. Annual Administration Report;
2. History of Indian Railways;
3. History of Services of Gazetted Officers; and
4. Classified List of Indian Railway Officers.

147. Code of Conduct.—The code of conduct to be observed by officials sitting in Official Galleries in the Lok/Rajya Sabha is detailed in Appendix II.

कार्यालय पद्धति नियमावली
MANUAL OF OFFICE PROCEDURE

(भाग PART II)

पद्धति नियमावली
PROCEDURAL MANUAL

रेल मंत्रालय
MINISTRY OF RAILWAYS
(रेलवे बोर्ड)
(RAILWAY BOARD)

(1993)

TABLE OF CONTENTS

	<u>Para No.</u>	<u>Page No.</u>
CHAPTER I—Introductory	1	1-4
CHAPTER II—Dak-Receipt, Registration & Distribution	2	5
Receipt of Dak	3	5
Registration of Dak	4	6
Distribution of Dak		
CHAPTER III—Receipt—Submission and Diarisation	5	7
Perusal and Marking of receipts	6	7
Diarising of Receipts in Sections	7	8
Diarising of Receipts received by Officers	8	8
Movement of Receipts	9	8
Action by Higher Officers	10	9
Allocations of Disputed Receipts		
CHAPTER IV—		
(i) Action on Receipts	11	10
General Principles	12	10
Action by Dealing Hand	13	11
Action by Section Officers	14	11
Examination by Section...	15	11
Constituents of a File	16	12
Numbering of Pages	17	12
Punching of Papers	18	12
Serial Numbers	19	12
Docketing	20	12
Top-Sheets	21	12
Filing of Official, Demi-official and un Official communications	22	13
Referencing and Use of slips		
(ii) Noting	23	14
Notes	24	14
Minute	25	14
Scope and Purpose of Noting by Office	26	14
Direct Submission of case by Sr. Assistants	27	14
Noting by Branch Officer	28	15
Notes and Orders by Joint Director/Director/Executive Director.	29	15
Submission of Cases to the Minister and the Cabinet	30	15
Interchange of Notes between Officers in the Railway Ministry	31	15
Record of Verbal Discussion, Orders and Instructions	32	16
Channel for Submission of cases	33	16
Noting on Un-Official references	34	17
Monthly summary for the Cabinet	35	17
Submission of Cases to the Cabinet	36	17
Submssin of Cases to Finance	37	17
Examination and Progressing of cases referred to Railways, State Govt. or other Ministries, etc.		

TABLE OF CONTENTS—(Contd.)

	<i>Para No.</i>	<i>Page No.</i>
Standard Process Sheets	38	17
Confirmation of Oral Instructions	39	18
Running Summary of facts	40	18
Guidelines for noting	41	18
Modifications of notes or orders	42	19
Noting on files received from other departments	43	19
Aids to Processing... ..	44	20
Oral discussions	45	20
Oral Instructions by Higher Officers	46	20
Oral Orders on behalf of or from Minister	47	20
Examination and progressing of cases in which two or more authorities are consulted	48	21
Arrangement of Papers in a case	49	21
Referencing	50	21
Linking of files	51	22
Use of Urgency Gradings	52	22
(III) Inter-Departmental References		
Written References	53	23
Simultaneous consultation	54	23
Audit objections and draft paras for the Audit Report	55-58	23-24
Unofficial references by attached and subordinate offices	59	24
Correspondence between Government of India and Foreign Governments and International Organisations	60	24
(iv) Other General Instructions		
Acknowledgements or interim replies	61	24
Communications to Members of Parliament	62	24
Communications to State Governments... ..	63	25
Communications to the Administrations of the Union Territories	64	25
Assistant's Diary	65	25
CHAPTER V—Handling of Receipts under Desk Officer System		
General	66	26
Receipt of Dak	67	26
Action by Desk Functionary	68	26
Maintenance of Reference Materials	69	26
CHAPTER VI—Forms and Procedure of Communication		
Forms of written Communications	70	27-29
Telephonic Communications	71	29
Correspondence with attached and subordinate offices	72	29
Inter-departmental consultation	73	29-31
Nodal Ministries/Departments	74	31
References to the Attorney General of India	75	31
References to the Comptroller & Auditor General of India	76	31
References to the Union Public Service Commission	77	31
Correspondence with Union Territory Administration	78	31

TABLE OF CONTENTS—(Contd.)

	<i>Para No.</i>	<i>Para No.</i>
Correspondence with State Government	79	31
Correspondence with Lok Sabha and Rajya Sabha Secretariats ...	80	31
Correspondence with Members of Parliament	81	32
Correspondence with Ministers of State Government	82	32
Correspondence with Foreign Govt. and International Organisations	83	32
Publication of the Gazette of India... ..	84	32
Acknowledgements and interim replies	85	33
Communication of Sanctions	86	33
Correction Slips	87	33-34
Procedure Regarding Publicity in Press	88-99	35-36
 CHAPTER VII—Drafting of Communications		
Procedure for Drafting	100	37
General instructions for drafting	101	37-38
Authentication of Govt. Orders	102	38-39
Addressing Communications to Officers by Name	103	39
Drafting of Demi-Official letters	104	39
 CHAPTER VIII—Issue of Drafts		
Marking of Drafts for issue	105	40
General Instructions regarding typing	106	40
Comparison	107	40
Signing of fair copies	108	41
General Instructions regarding despatch	109	41
Despatch of Postal communications	110	42
Despatch of Courier Dak	111	42
Despatch of Non-postal communications	112	43
Return of Papers after issue	113	43
Issue of inter-departmental notes... ..	114	44
Service Postage Stamps	115	44
Ordinary Postage Stamps	116	44
Stamps Accounts Register	117	44
Action After Issue	118	44
Reference Lists	119	45
 CHAPTER IX—Filing System		
Filing System	120	46
Formation of Files	121	46
Filing system based on subject classification	122-123	46-47
Instances where files need not be opened	124	47
File Register... ..	125	47
Part File	126	47
Transfer, reconstruction and numbering of files	127	47
Movement of files and others papers	128	48
Filing System under desk patern	129	48

TABLE OF CONTENTS—(Contd.)

	<u>Para No.</u>	<u>Page No.</u>
CHAPTER X—Records Management		
Activities involved in records management	130	49
Stage of recording	131	49
Procedure of recording	132	49
Classification of records	133-134	50
Destruction of Ephemeral Files	135	50
Preservation of records of Historical Value	136	51
Stage of Indexing	137	51
Constituents of index slip	138	51-52
Preparation and Custody of Index slips	139	53
Precedent Book—Preparing file for records etc.	140	54-55
Record Retention Schedule	141	55
Custody of Records	142-143	55
Custody of Confidential and Secret recorded proceedings	144	55
Central Secretariat Record Room (National Archives)	145	55
Review and Weeding of Records	146-147	56
Preservation of Records and Registers Maintained in a Branch	148-149	56-57
Maintenance and Destrutions of Spares Copies	150	57
Record Maintained by Officers and their personal staff	151	57
Requisitioning of Records	152	57-58
CHAPTER XI—Security of Official Information & Documents		
Unauthorised Communication of Official Information	153	59
Treatment of Classified Papers	154	59
Confidential Character of Notes	155	59
Communication of Information to the Press	156	59
Use of Restrictive Classification for printed reports etc.	157	60
CHAPTER XII—Checks on Delays		
Weekly Arrears Statements	158	61
Monthly statement of cases pending disposal for over a month	159	61-62
Call Book	160	63
Quarterly Progress Reports of Recording and review of files	161	63
Suspense and Reminder Diary	162-163	64
Responsibility of Section and Branch Officer	164-167	64
Standing Guard Files	168	64
Time Limits for Disposal of Referene Received in the Board's Office	169	65
Watch on Disposal of Communication Received from Members of Parliament.	170	65-66
Register of Parliamentary Assurances	171	67
Check list of Periodical reports	172	67
Responsibility for expeditious disposal of work	173	67

TABLE OF CONTENTS—(Concl'd.)

					<u>Para No.</u>	<u>Page No.</u>
Checks on delays under Desk Officer system...	...	...	...	...	174	68
Review of Periodical reports/returns	...	...	...	...	175	68
Chasing Section	...	...	...	...	176-177	68
 CHAPTER XIII—Inspection						
Purpose and Periodicity	...	...	...	...	178	69
Inspecting Authorities	...	...	...	...	179	69
Inspection Programme	...	...	...	...	180	69
Inspection Report	...	...	...	...	181	69
Supplementary Inspections	...	...	...	...	182	69
Periodic Inspections by Supervisory Officers	...	...	...	...	183	69
 CHAPTER XIV—Use of Mechanical Aids						
Purpose of Mechanisation	...	...	...	...	184	70
Area amenable to Mechanisation	...	...	...	...	185	70
Computer	...	...	...	...	186	70
Word Processor	...	...	...	...	187	70
Electronic Typewriter	...	...	...	...	188	70
Photocopier/Risograph	...	...	...	...	189	70
Dictaphone	...	...	...	...	190	70
Microfilming of Records	...	...	...	...	191	71
Internal Communication Aids	...	...	...	...	192	71
Miscellaneous paper handling equipment	...	...	...	...	193	71
 CHAPTER XV—Miscellaneous						
Official language for purpose of Government Work	...	...	...	...	194	72
Departmental Instructions	...	...	...	...	195	72
Compilation/Consolidation of orders/Instructions	...	...	...	...	196	72
Review of Rules, Regulations and Manuals	...	...	...	...	197	72
Maintenance/Transfer of records in the personal offices of Ministers	...	...	...	...	198	73-74

APPENDICES

<u>Appendix No.</u>	<u>Page No.</u>
1. Dak Register	76
2. Invoice	76
3. Section/Desk diary for receipts	77
4. Movement slip	78
5. Assistant's Diary	79
6. Procedure regarding submission of cases for consideration of the Cabinet	80-82
7. Procedure regarding submission of cases to Finance	83-84
8. Style in notes and drafts... ..	85-90
8(A) Procedure relating to cases involving legislation in Parliament	91-95
9. Acts, Rules and instructions of a general nature to be maintained by each section.	96
10. Specimen forms of communications :—	
(i) Letter	97
(ii) Demi official letter... ..	98
(iii) Office Memorandum	99
(iv) Inter-departmental note	100
(v) En-clair telegram	101
(vi) Express letter	102
(vii) Office Order	103
(viii) Order	104
(ix) Notification	105
(x) Resolution	106
(xi) Press Communique/Note	107
(xii) Endorsement	108
11. Extracts from the Indian Telegraph Rules and P&T Manual regarding classification and use of urgency gradings for state telegrams.	109-110
12. Composition of the Gazette of India and instructions for sending material for publication therein.	111-112
13. The procedure and channels of communications from the Government of India to Foreign Governments, their Missions in India and Indian Missions Abroad.	113-117
14. Invoice for Courier Dak... ..	118
15. Despatch register for postal communications only	119
16. Requisition for service postage stamps.	120
17. Stamps Accounts Register	121
18. File Register... ..	122

APPENDICES—Contd.

<u>Appendix No.</u>	<u>Page No.</u>
19. File Movement Register...	123-124
20. Movement diary ...	125
21. Inter-Sectional movement register...	125
22. Security of official information and documents	126-127
23. Register for watching the progress of recording	128
23(A) List of Files due for Review	129
24. Illustrative list of records fit for permanent preservation...	130-131
25. Precedent Book	132
26. Retention schedule for records prescribed in the Manual of office Procedure	133-134
27. List of files transferred to departmental record rooms.	135
28. Record requisition card...	136
29. Weekly arrear statement	137
29(A) Weekly arrear statement consolidated form for the sections as a whole	138
30. Case Sheet	139
31. Call book	140
32. Numerical abstract of cases pending disposal for over a month	141
33. Consolidated numerical abstract of cases pending disposal for over a month	142
34. Monthly progress report of recording of files...	143
35. Monthly progress report on review of files	144
36. Consolidated monthly progress report on recording of files	145
37. Consolidated monthly progress report on review of recorded file	146
38. Register for keeping a watch on the disposal of communication received from Members of Parliament. (To be maintained by Section/Desk)	147
39. Register for keeping a watch on the disposal of communications received from Members of Parliament. (To be maintained by personal Section of JS/EDs)	148
40. Fortnightly report regarding disposal of communications received from Members of Parliament.	149
41. Particulars of MPs letters pending for over a fortnight	150
42. Register of Parliamentary Assurances	151
43. Check list for watching receipt of incoming periodical report for the year	152
44. Check list for watching despatch of outgoing periodical reports for the year	153
45. Inspection Questionnaire...	154-155
46. Despatch Register to be maintained by the personal officers of the Ministers	156
47. Files Movement Diary to be maintained by the personal officers of the Ministers	157
48. Particulars of files given informally to Ministers	158

CHAPTER I

INTRODUCTORY CHAPTER

1. **Special meanings.**—Special meanings to be attached to some of the terms used in the manual are given below:—

- (1) 'Appendix to correspondence' in relation to a file means lengthy enclosures to a communication (whether receipt or issue) on the file, inclusion of which in the correspondence portion, is likely to obstruct smooth reading of the correspondence or make the correspondence portion unwieldy.
- (2) 'Appendix to notes' in relation to a file means a lengthy summary or statement containing detailed information concerning certain aspects of the question discussed on the file, incorporation of which in the main note is likely to obscure the main point or make the main note unnecessarily lengthy.
- (3) 'Branch Officer' in relation to a Section means the officer who takes the work directly from the Section.
- (4) 'Case' means a current file or a receipt together with other related papers, if any.
- (5) 'Issue Section' means the Issue (Despatch) Section.
- (6) 'Central Registry' means the G (Dak) Section charged with the responsibility of receiving, registering and distributing dak meant for various officers and Sections and includes functionaries like Resident Clerk/Night Duty Clerk.
- (7) 'Classified dak' means dak bearing a security grading.
- (8) 'Come-back case' means a case received back for further action such as re-examination or preparing a draft or a summary of the case.
- (9) 'Correspondence portion' in relation to a file means the portion containing 'receipts' and Office copies of 'Issues' pertaining to the file, including self-contained inter-departmental notes but excluding those recorded on the notes portion of the file itself.
- (10) 'Courier dak' means all dak received or despatched through courier service between the Ministry of Railways and the Zonal Railways or other attached or subordinate offices functioning under the Ministry of Railways.
- (11) 'C.R. No.' means the serial number assigned by the Central Registry to dak in the dak register preceded by the code letter identifying the register.
- (12) 'Current file' means a file, action on which has not been completed.
- (13) 'Dak' includes every type of written communication such as letter, telegram, savingram, inter-departmental note, file which is received, whether by post or otherwise for consideration in the Ministry of Railways.
- (14) 'Dealing hand' means any functionary such as a Lower Division Clerk, an Upper Division Clerk, an Assistant, entrusted with initial examination and noting upon cases.
- (15) 'Department' means any of the Ministries, departments, secretariats and offices mentioned in the first schedule to the Government of India (Allocation of Business) Rules.

- (16) 'Departmental Index' means a consolidated index of files opened by different sections of the Ministry of Railways during a year (except those of classified nature or those proposed to be retained for less than 10 years) arranged in a single series in the alphabetical order of the catchwords under which they have been indexed.
- (17) 'Departmental instructions' means instructions issued by a department to supplement or vary the provisions of the Manual of Office Procedure.
- (18) 'Desk' is an officer-oriented work unit within a department with a specific task assigned to it.
- (19) 'Desk Functionary' means an officer assigned a well defined sub-function or activity in the charge of desk.
- (20) 'Diarist' means a Clerk within a Section charged with the responsibility inter-alia of maintaining the section diary.
- (21) 'Diarising' means registering of receipts in the Section Diary.
- (22) 'Diary number' means the serial number assigned to a receipt in the section diary followed by code letter identifying the section diary ('H' for section diary for Hindi receipts and 'O' for section diary for other receipts) the year and the abbreviated symbol of the section, e.g., 205-H/87-O&M.
- (23) 'Docketing' means making entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) for its identification.
- (24) 'File' means a collection of papers on a specific subject matter assigned a file number and consisting of one or more of the following parts:—
- (a) Correspondence
 - (b) Notes
 - (c) Appendix to correspondence
 - (d) Appendix to notes
- (25) 'Final Disposal' in relation to a case under consideration means completion of all action thereon culminating, where necessary, in the issue of final orders or final reply to the Party from whom the original communication emanated.
- (26) 'Fresh receipt' (FR) means any subsequent receipt on a case which brings in additional information to aid the disposal of the paper under consideration.
- (27) 'Indexing' in relation to a file means indicating its title under appropriate catchwords arranged in their alphabetical order with a view to facilitate its location in the event of need.
- (28) 'Index Slips' means a card or a paper slip displaying the title of a file under a catchword, followed by a reference to its file number.
- (29) 'Issue' means a communication issued in a case.
- (30) 'Issue of draft' includes all stages of action after the approval of a draft ending with despatch of the signed communication to the addressees e.g. fair typing, comparing, attaching enclosures, preparing pads for signature, preparing covers, making entries in the despatch register and messenger books, affixing stamps, where necessary.

- (31) 'Messenger book' means a record, maintained in standard form (No. O&M 13) or any other form of particulars of despatch of non-postal and non-courier communications and their receipt by the addressee.
- (32) 'Minute' means a note recorded by the President, the Vice President, the Prime Minister or a Minister .
- (33) 'Night Duty Clerk' means a clerk on duty outside office hours who performs the functions of the central receipt and issue Section during such hours in the General Branch.
- (34) 'Note' means the remarks recorded on a case to facilitate its disposal, and includes a precis of previous papers, a statement or an analysis of the questions requiring decision, suggestions regarding the course of action and final orders passed thereon.
- (35) 'Notes portion' in relation to a file means the portion containing notes or minutes recorded on a case.
- (36) 'Ordinary postal dak' means postal dak for which no specific acknowledgement is obtained by the Posts & Telegraphs Offices.
- (37) 'Paper under consideration (PUC)' means a receipt on a case, the consideration of which is the subject matter of the case.
- (38) 'Personal staff in relation to a functionary means and includes Private Secretary, Personal Assistant, Stenographer, Assistant, Clerk or any other clerical staff appointed to assist him as well as the personal section of a Minister.
- (39) 'Postal communication' means a communication despatched by post and includes telegram/wireless .
- (40) 'Postal dak' means all dak received through Post & Telegraph Offices.
- (41) 'Receipt' means dak after it has been received by the concerned Section/Officer.
- (42) 'Record clerk' means a clerk in the Record Section responsible inter-alia for typing and maintaining index slips and for looking after routine aspects of recording work.
- (43) 'Recording' means the process of closing a file after action on all the issues considered thereon has been completed, and includes operations like completing references, removing routine papers, revising the file title, changing the file cover and stitching the file.
- (44) 'Reference folder' in relation to a particular subject means a folder containing copies of relevant rules, orders, instructions, etc. arranged in chronological order.
- (45) 'Routine Note' means a note of a temporary value or ephemeral importance recorded outside the file, e.g. a record of casual discussion or a note on a point of secondary importance intended to facilitate consideration of the case by higher officers.
- (46) 'Running summary of facts' in relation to a case means a summary of the facts of the case up-dated from time to time to incorporate significant developments as and when they take place.

- (47) 'Section' means the basic work unit within a Department, responsible for attending to items of work allotted to it. It is generally headed by a Section Officer and includes 'Cell', 'Unit' and other like terms.
- (48) 'Sectional note' means a note recorded on only one of the many issues raised in the PUC.
- (49) 'Section Officer' means an Officer supervising a Section and includes functionaries like Superintendent and Assistant-in-charge.
- (50) 'Security grading' means security marking 'Confidential', 'Secret' or 'Top Secret'.
- (51) 'Standing guard file' on a subject means a compilation consisting of the following three parts:—
- (a) a running summary of the principles and policy relating to the subject with number and date of relevant decisions or orders quoted in margin against each;
 - (b) copies of the decisions or orders referred to, arranged in chronological order; and
 - (c) model forms of communications to be used at different stages.
- (52) 'Standing note' in relation to a subject means a continuing note explaining, among other things, the history and development of the policy and procedure, designed to serve as:
- (a) a complete background material for review of the existing policy or procedure;
 - (b) a brief for preparing replies to Parliament questions or notes for supplementaries thereto; and
 - (c) induction or training material.
- (53) 'Standard process sheet' means a standard skeleton note developed for repetitive item of work, indicating pre-determined points of check or aspects to be noted upon.
- (54) 'Urgent dak' means dak marked 'Immediate' or 'Priority' and includes letters telegrams, savingrams, wireless messages and telex/fax messages."

CHAPTER II

DAK— RECEIPT, REGISTRATION AND DISTRIBUTION

2. **Receipt of Dak.**—(1) During office hours, the entire dak of the Ministry of Railways (Railway Board), including that addressed to Ministers/Officers by name, will be received in the Central Registry. Where, however, immediate/important dak addressed to Ministers/Officers by name is sent through special messengers directly to the addressees themselves, it will be received by them or their personal staff.

(2) On Sundays and holidays, communications not addressed to any officer by name will be received during normal office hours and outside office hours on all days including Sundays and holidays by the Resident Clerk in 'G' Branch.

(3) *Acknowledgement of Dak.*—The receipt of dak, except ordinary postal dak, will be acknowledged by the recipient signing his name in full and in ink with date and designation.

3. **Registration of Dak.**—(1) Urgent dak will be separated from other dak and dealt with first.

(2) All covers, except those addressed to Ministers/Officers by name or those bearing a security grading, will be opened by the Central Registry.

(3) On opening dak, the Central Registry will check enclosures and make note of any found missing.

(4) All opened dak, as well as the covers of unopened classified dak, will be date-stamped (vide specimen below):—

Ministry of Railways (Railway Board)
Received on.....
C.R. No.....
Sec. Dy. No.....

(5) Letters from Railway Administrations which are sent by Courier Service are received with a challan showing the contents of the cover in duplicate. The clerk in the Central Registry who opens the cover should check the contents carefully and sign the challan in token of receipt. One copy of the Challan will then be returned to the Railway concerned and the other filed in the Central Registry.

(6) The Assistant or the Marking Clerk will go through the letters and mark on each receipt the initial of the branch concerned. If a receipt relates to subjects dealt with in more than one Branch, it will be marked to the branch to which the first subject relates. It will be the responsibility of that branch to show the receipt to the other branches concerned.

(7) To help in the allocation of receipts, a statement showing subjects dealt with in each Branch will be supplied to the Central Registry and kept upto date. The assistant or the marking clerk should consult the In-charge, Central Registry, when in difficulty or doubt about the proper allocation of receipt. The receipts will then be sorted out branch-wise for distribution to the branches concerned. Telegrams and other receipts marked "Immediate" and "Priority" will be separated from other dak dealt with first.

(8) The following categories of dak will be registered by the Central Registry in the dak register (Appendix 1) :—

- (a) telegrams, savingrams, wireless messages and telex/fax messages;
- (b) registered postal dak;
- (c) inter-departmental files;
- (d) court summons and receipts enclosing valuable documents, e.g., service books, agreements etc.
- (e) Parliament questions, resolutions, cut motions and references seeking information relating to them;
- (f) unopened inner covers containing classified dak;
- (g) letters from Members of Parliament; and
- (h) any other category covered by departmental instructions.

4. **Distribution of Dak.**—(1) Each Section will depute a Class-III employee to the Central Registry twice every day for collection of its dak from the Central Registry. Programme to be followed in this connection floor-wise is as below:—

<u>Sections on</u>	<u>Morning</u>	<u>Afternoon</u>
(a) 4th floor & 2nd floor	11.00 A.M.	3.00 P.M.
(b) 3rd floor & Ground floor	11.30 A.M.	3.30 P.M.
(c) 1st floor & 5th floor	12.00 Noon	4.00 P.M.

(2) The employee deputed by the Section will Append his/her signature in full and in ink in the register against entries concerning his/her Section and collect the dak from Central Registry.

(3) Telegrams and other urgent dak will be distributed by Central Registry as and when received duly entered in an invoice in the prescribed form (Appendix 2). The diarist or any other employee of the Section will give acknowledgement in the invoice. The invoice duly signed will then be returned to the Central Registry, where it will be filed Section-wise and date-wise.

(4) Covers of dak bearing security grading shall be entered in a separate register and sent to the Officers concerned and their acknowledgement with date taken in the register.

(5) Official in charge of the Central Registry will ensure:—

- (a) that, as far as possible, sorting, registration and invoicing of dak, is completed on the day of its receipts.
- (b) that to the extent to which the above work cannot be completed during the day and without prejudice to the processing of urgent dak, the Night Duty Clerk in 'G' Section attends to it.

(6) Urgent dak received outside office hours will be sent to the Sections if there is a staff on duty. In other cases, the Night Duty Clerk will obtain instructions from the Branch Officer concerned on telephone or by deputing a special messenger and act according to the instructions obtained.

CHAPTER III

RECEIPT—SUBMISSION AND DIARISATION

5. Perusal and marking of receipts.—The diarist will submit all receipts to the Section Officer who will :—

- (1) go through the receipts;
- (2) mark mis-sent receipts to the sections concerned (as provided in para 10);
- (3) separate those which, either under the instructions within the Directorate or in his discretion, should be seen by higher officer before they are processed and mark them to such officers;
- (4) mark to himself such of the remaining receipts as are of a difficult nature or present any special features requiring his personal attention;
- (5) mark other receipts to the dealing hands concerned, and, where necessary, indicate urgency, grading and give directions regarding line of action;
- (6) keep a note in his diary of important receipts requiring prompt action or disposal by a specified date; and
- (7) submit the case to the officer who last noted on it, if it is one returned by another Ministry/Department.

6. Diarising of receipts in Sections.—(1) Each Section will maintain a Section diary (Appendix 3). Devnagri script will be used for diarising Hindi Receipts.

(2) The Diarist will diarise in the Section Diary all the receipts except the following before they are submitted to the Officers concerned or distributed among the dealing hands:—

- (a) receipts which, as a class, are adequately taken care of by a register specially devised for the purpose (e.g. telephone bills which may be entered in a telephone bills register);
- (b) unsigned communications on which no instructions have been recorded by officers and on which no action is to be taken;
- (c) identical copies of representations, save the one received first;
- (d) post copies of telegrams unless the endorsement contains a message in addition to that contained in the telegrams;
- (e) petty contingent vouchers such as those relating to night duty or overtime claims of the staff, claims for coolie hire or conveyance hire, chits asking for articles of furniture, stationery etc.;
- (f) routine acknowledgements;
- (g) casual leave applications;
- (h) copies of miscellaneous circulars, extracts, etc., circulated by any section for general information, e.g. orders of general application, telephone lists, notices of holidays tour programmes, etc.;

- (i) any other types of receipts which under a specific office order are not required to be diarised.
- (j) receipts which are diarised in a computer, and
- (k) communications received from Members of Parliament for which a separate register is maintained for watching their disposal.

(3) Inter-departmental notes, telegrams, or any other category of receipts sought to be distinguished from the rest, may be entered in the Section diary in red ink.

(4) Papers referred to another department will be diarised each time they are received back. For those referred under diary numbers, however, previous and letter entries in the diary will be linked by giving the earlier and the later diary numbers against each entry.

(5) If a receipt is diarised after a lapse of more than 15 days from the date it bears, the entry regarding date in column 3 of the Section diary will be en-circled in red ink.

(6) The diary number of a receipt will be indicated in the space provided for the purpose in the stamp affixed by the Central Registry.

(7) The Section Officer will scrutinise the Section Diary once a week to see that it is being properly maintained and append his initials duly dated in token of the scrutiny.

7. Diarising of receipts received by Officers.—(i) The personal staff of officers of the rank of Deputy Secretary and above will diarise receipts received by their officers in the respective personal Section diary.

(ii) No receipt will be diarised more than twice. A communication once diarised above the Section level will not be diarised a second time till it reaches the Section, where it will be diarised in the Section diary. For example, a communication received by the Minister and diarised by his personal staff need not be diarised at the level of Members of the Board, Advisers/Secretary Railway Board, Executive Directors/Joint Secretaries, Directors/Joint Directors etc.

8. Movement of Receipts.—(1) Receipts submitted to Officers will move in pads conspicuously labelled as 'Dak Pad'. Their movement and perusal will receive prompt attention.

(2) The Section Officers will keep a careful watch on any hold-up in the movement of receipts. The diarist will bring to his notice any receipts which are not received back from officers within 24 hours.

9. Action by higher officers.—Officers to whom receipts are submitted will:—

- (i) go through the receipts and initial them;
- (ii) remove receipts which he may like to dispose of without assistance from Section or to higher officers;
- (iii) enter the diary numbers of the receipts removed (Vide (ii) above) on the movement slip. (Appendix 4);
- (iv) where necessary, give directions regarding line of action to be taken on other receipts; and
- (v) return them to the Section Officer for action in terms of para 5 (4) and 5(5) above.

10. **Allocation of Disputed Receipts.**—Ordinarily, the marking of the Central Registry on receipts should be treated as final. If, however, any Section Officer considers that a particular Receipt has been incorrectly marked by the Central Registry, the following procedure should be followed:—

(A) *For receipts considered as pertaining to other Directorates.*—If any Branch Officer/Section Officer feels that a particular receipt has been incorrectly marked by the Central Registry, the same should be returned *through the Branch Officer*, to US (E) who is the Branch Officer of Central Registry.

(B) *For receipts considered as pertaining to other Sections in the same Directorate.*—(i) If any receipt marked by the Central Registry pertains to another Branch within the same Directorate, the receipt should be passed on to that Branch. In case that receipt still remains disputed, the matter should be brought to the notice of the Executive Director concerned for a decision in this regard. However, if the receipt pertains to another section outside the Directorate *the same should be passed on to that Branch through the Executive Director concerned* drawing their attention to the subject matter of the receipt.

(ii) In no case, the words 'Not for' may be used while passing on the receipt to another Branch.

(C) If, however, after following the above procedure the dispute still remains unresolved, the papers may be marked to Under Secretary (O & M), who will get the decision of the Joint Secretary/Secretary, which would be final.

Note.—Central Registry should be advised as soon as a receipt is transferred from one section to another to enable them to make necessary changes in the entries made in their Registers.

CHAPTER IV

ACTION ON RECEIPTS

11. **General principles.**—Action on receipts will be so organised that it results in speedy and correct decision-making process. While the detailed drill to be followed is given in the succeeding paragraphs, certain general principles to be observed in this regard are given below :

- (1) An officer will himself initiate action on as many receipts as possible, keeping in view the priority requirements.
- (2) Number of levels at which a case is examined will be reduced to the minimum.
- (3) Paper work will be kept at an essential minimum.
- (4) Least possible time will be taken for examination and disposal of cases.
- (5) While disposing of cases, an officer will aim at optimising the quality as well as the quantity of work performed by him.
- (6) No action on anonymous or pseudonymous letters, representations etc. should be taken, unless ordered in writing by an Executive Director, a Member of the Board or the Ministers.
- (7) in regard to anonymous or pseudonymous complaints no action should, however, be taken.

12. **Action by dealing hand.**—The dealing hand will :

- (1) Go through the receipts and separate urgent receipts from the rest ;
- (2) Enter the receipts in the assistant's diary (Appendix 5).
- (3) Deal with the urgent receipts first.
- (4) Check enclosures and if any is found missing, initiate action to obtain it;
- (5) See whether any other section is concerned with any part or aspect of a receipt and, if so, send copies or relevant extracts to that section for necessary action ;
- (6) Bring the receipts on to a current file if one already exists or open a new file as per paras to be added and indicate file No. in Column 4 of the assistant's diary ;
- (7) File papers in accordance with para ;
- (8) Assign the receipts a serial number and page number in terms of paras 50(1)(2).
- (9) Docket the receipt and reproduce on the notes portion of the file, remarks, if any, made by an officer on the receipt.
- (10) With the help of file register (Appendix 18) indexes, precedent book (Appendix 24), standing guard files, reference folders etc. locate and collect other files or papers, if any referred to in the receipt, or having bearing on the issues raised therein.
- (11) Identify and examine the issue involved in the case and record a note vide instructions in paras 41, 42 & 43

- (12) Arrange and reference papers in the case properly (vide paras 49-50);
- (13) Where necessary, attach a label indicating the urgency grading appropriate to the case (vide para 52);
- (14) Put up the case to the appropriate higher officer; and
- (15) Indicate the date of submission in column 4 of the Assistant's Diary.

13. Action by Section Officer.—(1) The Section Officer will :

- (a) Scrutinise the note of the dealing hand;
- (b) Finally dispose of routine cases;
- (c) Take intermediate routine action;
- (d) record, where necessary, a note setting out his own comments or suggestions; and
- (e) Submit the case to the appropriate higher officer.

(2) What constitutes "routine cases" or intermediate "routine action" in terms of (b) and (c) above will be determined according to the circumstances of each case and in the event of a doubt, the Section Officer will consult the appropriate higher officer.

14. Examination by Section.—When the line of action on a receipt is obvious or is based on a clear precedent or practice, or has been indicated by a higher officer, and a communication has to issue, a draft will be put up without any elaborate note. In other cases, the section while putting up a case, will :

- (1) see whether all the statements, so far as they are open to check, are correct;
- (2) Point out mistakes, mis-statements, missing data or information, if any.
- (3) draw attention, where necessary, to the statutory or customary procedure and point out the relevant laws and rules;
- (4) furnish other relevant data or information available in the department, if any;
- (5) state the questions for consideration and bring out clearly the points requiring decision;
- (6) draw attention to precedents;
- (7) evaluate relevant data and information; and
- (8) suggest, where possible, alternative courses of action for consideration.

15. Constituents of a file.—(i) *Notes and Correspondence.*—Two main parts of a file are (a) 'Notes' (b) 'Correspondence' each one of which is placed in a separate cover. The former contains notes recorded on a "Paper Under Consideration" or a "Fresh Receipt". The "Correspondence" contains all communications received and office copies of out-going communications.

(ii) *Appendix to Notes or Correspondence.*—If the inclusion of any detailed information in the "Notes" is likely to obscure the main point at issue or make the note unnecessarily lengthy, such information or details will be incorporated in a separate and self-contained summary or a statement, which will be placed in a separate cover called "Appendix to Notes". Similarly, if enclosures to a communication received or issued consist of a large mass of material they should be placed in a separate cover called "Appendix to Correspondence".

16. **Numbering of pages.**—Every page in each part of the file should be consecutively numbered in separate series. Blank intervening pages, if any should not be numbered but a line should be drawn diagonally across such pages. The numbering of pages should be done in the centre at the top of every page. If in any case the notes or correspondence portion of file becomes bulky i.e. exceeds 100 pages, it should be temporarily bound in a cover in book form and marked 'Volume I' further action being taken on subsequent pages of notes or correspondence, as the case may be, which will be put in a separate cover and marked 'Volume II'.

17. **Punching of Papers.**—Every paper shall be punched at the left hand top corner to the correct gauge ($3/4$ of an inch from either side) before it is tagged to the correspondence or notes.

18. **Serial Numbers.**—Every communication, whether receipt or issue together with its enclosures kept in the "Correspondence", will be given a serial number in red ink on its first page, preferably on the right-top corner. The first communication will be marked, "Serial No. 1" and the subsequent ones will bear consecutive serial numbers in single series. Enclosure or enclosures to a communication will be treated as a part of the communication and should be given the serial number of the receipt and also the number of the enclosure under it; thus, the enclosures of S. No. 1 will be numbered, 1/1, 1/2, 1/3, and so on.

19. **Docketing.**—Docketing is the process of making entries in the notes portion of a file about each Serial Number (Receipt or Issue) in the "Correspondence" for its identification. A communication will be docketed by writing in red ink, across the page, its Serial Number e.g. "S. No. 4 (Receipt)" "S. No. 5 (Issue)".

20. **Top Sheets.**—The name of the Ministry and Branch and the subject of the file will be given on the top of the first page of the "Notes" before docketing the first serial.

21. **Filing of Official, Demi-Official and Un-Official Communication.**—(i) *Official and demi-official communications.*—All official and demi-official communications will be included in the "Correspondence" portion of a file.

(ii) *Un-official Communications.*—Self-contained un-official references, which are not to be returned, and replies thereto should be included in the correspondence portion of the file. Unofficial references which are to be returned in original will be noted upon without their being brought on to a file. A copy of a summary of the unofficial reference, together with a copy of the note recorded on the file of the originating Ministry in reply, should be retained when necessary, and placed in the "Notes" part of the file.

(iii) *Routine Notes or papers.*—Notes or casual discussions on points of secondary importance, routine correspondence like reminders, acknowledgements etc., and notes intended to elucidate minor points of detail which are of ephemeral nature should not be allowed to clutter up the main file. Similarly in order to maintain the continuity of the main noting on a file, any notes which relate to such purely routine matters as the availability, tracing or movement of connected papers etc., should be recorded separately and not on the main file. All such notes and correspondence should be treated as "Routine papers" and placed below the file as it is, in a separate cover, and destroyed when they have served their purpose.

22. **Referencing and Use of Slips.**—(i) Referencing is the process of putting up and referring to connected records precedents, rules, regulations, codes, books or any other paper having a bearing on a case. Such papers will be flagged with alphabetical slips to facilitate their identification.

(ii) The slip will be pinned neatly on the inside of the page. When a number of files or papers on the same case are to be flagged, the slips should be spread over the whole width of the file so that every slip is visible. Two slips bearing the same letter of the alphabet should not be used on the same case.

(iii) The slip "Paper Under Consideration" (P.U.C.) should be attached to the paper normally "Primary receipt" the consideration of which is the subject matter of the file. The latest communication of a "Subsidiary" receipt which is to be considered in relation to the subject should be flagged "Fresh Receipt" (F.R.). If more than one receipt is under consideration at the same time, P.U.C. slips should be attached to each receipt and numbered I, II, III and so on.

(iv) No slips other than "P.U.C." or "F.R." will be attached to any paper on a current file unless it is absolutely necessary as a matter of convenience. Reference to them will be made by quoting the number of the page in the margin in pencil (e.g. page 6/N, page 20/C).

(v) Not more than one alphabetical slip should be attached to recorded proceedings put up for reference, except as a matter of convenience.

(vi) It should be remembered that the slips are merely a temporary convenience for the quick identification of papers and should be removed as soon as they have served their purpose. To facilitate the identification of references after the removal of slips, it is necessary that the number of the file referred to should be quoted in the body of the note and the number of the relevant page together with the letter of the slip attached thereto indicated in the margin, thus :—

In the body of notes

91/O & M/7

In the margin of note

Flag G/P. 3/N.

(vii) (a) In referring to notes or correspondence of recorded proceedings, the number, month and year of record of the proceedings will always be quoted in red ink in the margin opposite that portion of the text of receipt (or note) to which they refer, thus :—

With reference to Railway Board's letter *No. 86/O&M/19, dated 27th April 1986 on the subject of.....

*S. No. 2 in Progs. O&M Feb.'87 No. 86/O&M/19 B (K)
1-15

(b) An immediate succeeding reference to the same proceedings will be "Ibid" (S. No. 10 or P. 10 of notes). The references to flag should be made in pencil.

(viii) Similarly a description of the Codes, Rules, Regulations, Acts, etc. together with the number of the relevant paragraph or clause referred to will always be quoted in the body of the note while in the margin will be indicated the alphabetical letters of the slip and the page number.

(ix) Books, Codes or Rules etc., referred to need not be put up on a file if copies thereof are available with the Officer to whom a case is submitted. This should however, be indicated in the margin of the notes in pencil. If the book, etc., is not available with the Officer, it should be put up with the file. Such books etc., will be placed on the top of the case and not between papers.

(x) Underlining of particular portion of Notes or Correspondence in a file, whether recorded or current should be avoided. When a special reference is sought to be invited to a particular portion, that portion should be sidelined and marked with a letter of the alphabet to which reference can be made.

II. NOTING

23. **Notes.**—'Notes' are the written remarks recorded on a paper under consideration to facilitate its disposal. They may consist of a precis of previous papers, a statement or an analysis of the question or questions requiring decision, suggestions as to the course of action and orders passed thereon.

24. A note recorded by a Minister, the Prime Minister or the President may be referred to as a "Minute".

25. **Scope and purpose of Noting by Office.**—When the line of action on a receipt is obvious or is based on a clear precedent or practice or has been indicated by the Branch/Higher Officer in the directions given by him on a receipt, a draft reply, where necessary, should be put up for approval without much noting. In other cases office will put up a note. It will be the duty of the office :—

- (i) To see whether all the facts so far as they are open to check, are correct;
- (ii) To point out any mistakes or mis-statements of facts.
- (iii) To draw attention, where necessary, to the statutory or customary procedure and to point out the Law and Rules and where they are to be found.
- (iv) To supply other relevant facts and figures available in the Ministry and to put up the Standing Guard File, on the subject, if any, or other papers containing precedents or previous decisions of policy;
- (v) to state the question or questions for consideration and to bring out clearly the points requiring decisions; and
- (vi) to suggest a course, of action, wherever possible.

26. **Direct submission of cases by Senior Assistants.**—Every Assistant in a conventional section who has more than eight years service in the grade including at least six months in the concerned section shall be required to submit all his cases direct to the Branch Officer. However, in appropriate cases, Assistants with less than eight years service in the grade may also be permitted to submit cases direct to the Branch Officer.

All the cases directly submitted by Assistants to the Branch Officer should, as a rule, go back to the Assistants through the Section Officer. The Section Officer will, however, be free to bring to the notice of the Branch officer any omission or flaws in the submission of cases or the decisions taken and thus give an opportunity to the Branch Officer to reconsider the matter.

27. **Noting by Branch Officer.**—(i) A Branch Officer will dispose of as many case as possible on his own responsibility but will take the orders of higher officers on cases of an important nature or those involving questions of policy. He should endeavour to reduce the number of cases to be submitted formally to higher officer, by taking his verbal directions.

(ii) Where he has to pass orders or to make recommendations for the consideration of higher officers he will confine his note to the actual points that should be dealt with by him without attempting to reiterate the ground already covered in the previous notes. When he agrees with the recommendations made in the preceeding note, he will merely append his signatures. Marginal notes to emphasise special points may, however, be made.

28. Notes and Orders by Joint Director/Director/Executive Director.—A Joint Director/Director/Executive Director should, ordinarily, dispose of majority of cases coming up to him on his own responsibility. He should use his discretion in taking orders of the member or the Adviser concerned on the more important cases, whether orally or by submission of papers. The oral method should be adopted as far as possible.

29. Submission of cases to the Minister and the Cabinet.—(a) All important cases, e.g. matters involving questions of policy, creation of posts in the Junior Administrative grade and above on Railways and of Deputy Directors and above in the Railway Board's Office and first appointments thereto, extension of Service of Officers; deputation of services of Officers within India and abroad; employment during L.P.R. or commercial employment after retirement of heads of departments of Railways, new projects costing Rs. 50 Lakhs and over, appeals addressed to the President etc., should be referred to the Minister before final orders are issued.

(b) When a case is submitted to the Minister, a self-contained summary should be put up, unless the last note on the file will itself serve that purpose. The summary shall give all facts relevant to the case, including the views expressed on the subject by other Ministry or Ministries if any, consulted in the matter and shall specify the point or points on which the orders of the Minister are required.

(c) Cases which are to be sent up for the approval of the Appointments Committee of the Cabinet should be put up to the Minister in the first instance. The approval of the Appointments Committee is necessary for the following :—

- (i) Appointments of Chairman & Members of the Railway Board, Advisers and General Managers of Indian Railways.
- (ii) Grant of extension of service to Chairman & Members of the Railway Board, Advisers and General Managers of Indian Railways.

(d) All cases dealing with any proposal to introduce Government legislation in Parliament and which is required to be brought before the Cabinet (vide Appendix 8A), should be put up through the Minister. In all cases decided to be brought before the Cabinet the procedure prescribed in Appendix 6 should be followed.

(e) All cases that are sent to the Ministers will be routed through the Secretary on return. In order to keep the Chairman informed of files returning from Ministers other than those on purely routine matters, they should be marked by Secretary to C.R.B. for information.

30. Interchange of Notes between Officers in the Railway Ministry.—Interchange of notes between Officers within the Railway Ministry should be avoided as far as possible. The purpose can be served by personal discussion between the Officers concerned.

31. Record of Verbal Discussions, Orders and Instructions.—All points emerging from discussion between two or more Officers and the conclusions reached should be recorded on the relevant file by the Officer Authorising action. Similarly, all verbal orders or instructions given by any officers and, where necessary, the circumstances leading to such orders/instructions, should be recorded on the file.

32. **Channel for submission of cases.**—(i) The channel for submission of cases will ordinarily be : Section Officer/Dy. Director/Joint Director/Director/Executive Director/Adviser/Member/Chairman/Minister, cases moving upto the stage necessary.

(ii) Selected Assistants may be authorised to submit cases direct to Branch Officers.

(iii) Section Officer may be permitted to submit certain types of cases direct to the Executive Director and the joint Director/Director to the Adviser. Executive Director may also submit cases direct to the Minister in respect of certain subjects with the approval of the Board.

(iv) After orders have been passed by competent officers, the file should ordinarily go back to the Branch through all Officers at intermediate stages to keep them informed of the decision taken. In cases of urgent nature, however, the file should be sent direct to the Branch for action, and after action has been taken the file should be put up to other officers for information.

33. **Noting on unofficial references.**—(1) Inter-departmental references broadly fall under two categories, namely :—

(i) Cases where reference is merely for ascertaining factual information; and

(ii) Cases in which the reference seeks concurrence, opinion or a ruling from the Ministry referred to.

(2) In cases falling under (i) the Assistant or the clerk in the receiving Ministry may note the required information on the file itself. In cases falling under (ii) it is necessary frequently that the points involved should be examined in the receiving Ministry. The general rule to be followed in all cases is that any examination and noting should take place off the file and only the final result should be recorded on the file by the officer responsible for commenting upon the reference. All notes off the file will be treated as 'routine' notes and the officer to whom such notes are submitted will consider these routine notes and will either accept the routine notes or record a note of his own. In the former case, he may direct that the note in question or a portion thereof should be reproduced on the main file for communication to the Ministry concerned. In the latter case, if the final note is written by hand, it should be written on the file itself and a copy thereof kept as a record of the final disposal. If the last note is typewritten, it should be typed on the file, a carbon copy being made on the routine sheet. The main file should thereafter be returned to the referring Ministry; the routine notes which are retained in the Ministry to which the reference is made, will serve as a record of the view taken in the Ministry for future reference.

(3) in cases where a note on the file is recorded by an Officer after obtaining the orders of higher Officers the fact that the views expressed therein have the approval of such Officer should be specifically mentioned.

(4) Files referred un-officially to other Ministries/Officers will bear the file number as their U.O. Issue No. and a record of the reference will be kept in the File Movement Register. When the files are returned, the File Movement Register, will be marked off accordingly.

(5) at the beginning of each U.O. Note, the name of the Ministry in which the notes are recorded, should be written or typed. The name, designation and telephone number of the Officer signing a U.O. note should also be typed or written below his signature which should be dated.

34. Monthly summary for the Cabinet.—The Rules of Business prescribe that each Ministry shall submit to the Cabinet a Monthly Summary of its principal activities and such other periodical returns as the Cabinet may require from time to time. It will be the responsibility of each Branch Officer to submit to the Secretary's Section, notes or subjects which should be included in the monthly summary and other periodical returns. The reports will be consolidated by the Secretary and put up to Chairman and Ministers for approval before submission to the Cabinet by the prescribed date.

35. Submission of cases to the Cabinet.—(a) The procedure in regard to the submission of cases for the consideration of the Cabinet, is outlined in Appendix 6.

(b) Cabinet Secretary briefs the press shortly after meetings of the Cabinet and the Economic Committee of the Cabinet when the Parliament is not in session. To ensure that draft Press briefs are available in time, whenever notes and papers are sent for submission to the Cabinet or the Economic Committee of the Cabinet, the connected draft Press briefs should also be submitted to the Cabinet Secretariat simultaneously. Such Press briefs might contain adequate background material leading up to the proposals and such other factual information as might be of interest and can be disclosed to the Press, and also bring out those points which are desired to be highlighted. If in any particular case it is felt that the decision of the Cabinet/Economic Committee of the Cabinet should not be released to the Press, the reasons therefor might be explained in covering letter forwarding the note and papers to the Cabinet Secretariat for submission to the Cabinet/Economic Committee of the Cabinet. Since the Cabinet Secretary briefs the Press only when the Parliament is not in session, the Press briefs need not be sent while Parliament is sitting.

36. Submission of cases to Finance.—(i) When any branch proposes to refer a case to Finance, to any other Branch the point upon which advice or information is required should be briefly but clearly specified. All cases referred to Finance Branch for advice should be shown to that Branch again after final orders are issued on them.

(ii) The procedure for marking and disposal of files in regard to proposals having financial implications is detailed in Appendix 7.

37. Examination and progressing of cases referred to Railways, State Governments or other Ministries, etc.—When Railways, State Governments or other Ministries, etc. are referred to in any matter, the preliminary examination and, where necessary, tabular consolidation of the replies should be started as soon as replies begin to arrive and should not be held over till the receipt of and the replies or the expiry of the target date. The relevant file together with consolidated statement of replies should be submitted to the appropriate Senior Officers for information at regular intervals and, where necessary, to the Minister. On the expiry of the target date, orders should be obtained whether the Railways, etc., whose replies have not been received, may be allowed an extension of time or whether the matter may be proceeded without waiting for the outstanding replies.

38. Standard process Sheets.—For dealing with cases of repetitive nature e.g. sanctioning of leave/GPF advances forwarding of applications etc., standard process sheets given in the Hand Book of House Keeping Jobs issued by the Department of Administrative Reforms and Public Grievances will be used. No notes will be recorded in such cases. In respect of substantive matters dealt with by the departments standard process sheets on similar lines will be devised where

necessary and prescribed through departmental instructions.

39. **Confirmation of oral instructions.**—(i) If an officer seeks confirmation of an oral instructions given by his superior, the latter should confirm it in writing whenever such confirmation is sought.

(ii) Receipt of communication from Junior Officer seeking confirmation of oral instructions should be acknowledged by the Senior Officers or their personal staff or the personal staff of the Minister, as the case may be.

40. **Running summary of facts.**—To facilitate consideration and to obviate repeated recapitulation, a summary of facts will be prepared and placed on the file in a separate folder labelled as such in every case in which it is evident that such a summary would contribute to its speedy disposal. This summary will also include the advice or views of other departments consulted in the matter but not opinions of individual officers within a department. It should be kept up to date, whenever further developments take place.

41. **Guidelines for noting.**—(1) All notes will be concise and to the point. Lengthy notes are to be avoided.

(2) The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence or notes on the same file, should not be attempted.

(3) when passing orders or making suggestions, an officer will confine this note to the actual points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding note, he will merely append his signature.

(4) Any officer, who has to note upon a file on which a running summary of facts is available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.

(5) Relevant extracts of a rule or instruction will be placed on the file and attention to it will be drawn in the note, rather than producing the relevant provisions in the note.

(6) Unless a running summary of facts is already available on the file or the last note on the file itself serves that purpose, a self-contained summary will be put up with every case submitted to the Minister. Such a summary will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any, consulted in the matter and the point on which the orders of the Minister are sought.

(7) If apparent errors or mis-statements in a case have to be pointed out or if an opinion expressed therein has to be criticised, care should be taken to couch the observation in courteous and temperate language free from personal remarks.

(8) When a paper under consideration raises several major points which require detailed examination and respective orders, point (or group of related points) will be noted upon separately in sectional notes ; such notes will begin with a list of the major point (s) dealt with therein.

(9) Notes and orders will normally be recorded on note sheets.

(10) The dealing hand will append his full signature with date on the left below his note. An officer will append his full signature on the right hand side of the note with name, designation and date.

(11) A note will be divided into serially numbered paragraph of essay size, say ten lines each. Paragraph may preferably have brief titles. The first paragraph will give an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and make recommendations for action.

(12) In writing notes the observations made in Appendix 8 Style in notes and drafts will be kept in view.

42. Modification of notes or orders.—(1) Senior Officer should not require any modification in, or replacement of the notes recorded by their juniors once they have been submitted to him. Instead the higher officers should record their own notes giving their views on the subject, where necessary correcting or modifying the facts given in earlier notes. In any case the replacement or modification of the notes which have already been recorded on a file, when the file has been further noted upon by others, should not be permitted.

(2) Where a final decision already communicated to a party is found later on to have been given on a mistaken ground or wrong interpretation of rules due to mis-understanding, such withdrawal may have also legal implications. In all such cases, in addition to consulting the Ministry of Law, wherever necessary, such a withdrawal should be permitted only after the approval of an officer higher than the one who took the original decision, has been obtained and reasons for the reversal or modification of the earlier decision have been duly recorded on the file.

(3) Pasting over a note or a portion of it to conceal what has been recorded is not desirable. Where a note recorded in the first instance requires any modification on account of additional facts or any error having come to notice, a subsequent note may be recorded, keeping the earlier note intact.

43. Noting on files received from other departments.—(1) If the reference seeks the opinion, ruling or concurrence of the receiving department and requires detailed examination will normally be done separately through routine notes and only the final results will be recorded on the file by the officer responsible for commenting upon the reference. The officer to whom such a note is submitted will either accept that note or record a note of his own. In the former case, he may direct that the note in question or a specified portion thereof may be reproduced on the main file for communication to the Department concerned. In the latter case, he will record a suitable note on the main file itself. In either case, a copy of the note recorded on the main file will be kept on the routine notes for retention in the receiving department before the file is returned to the originating department.

(2) Where the reference requires information of a factual nature or other action based on a clear precedent or practice, the dealing hand in the receiving department may note on the file straightaway.

(3) Where a note on a file is recorded by an officer after obtaining the orders of a higher officer, the fact that the views expressed therein have the approval of the latter should be specifically mentioned.

(4) The department will form subject-wise file further in which such routine notes will be kept. The inter-departmental note recorded on the file of the originating department will bear the

subject, file number to facilitate filing of papers and their retrieval for future reference.

44. Aids to processing.—(1) To facilitate processing of cases each Section will develop and maintain the following records for important subjects dealt with by it :—

1. Standing guard files;
2. Standing notes;
3. Precedent book
4. Standard process sheets (for repetitive items of work only); and
5. Reference folders containing copies of circulars, etc.

(2) Apart from copies of acts, rules, orders and instructions concerning subjects dealt with by it, each section is expected to maintain, for ready reference, the Constitution of India and certain acts, rules and instructions of a general nature, references to most of which have been made in this manual.

Each department is expected to procure an adequate number of copies of each of these acts, rules and instructions and make them available to all concerned. A list of such acts, rules and instructions is contained in Appendix 9.

45. Oral discussions.—(1) All points emerging from discussions between two or more officers of the same department and the conclusions reached will be recorded on the relevant file by the officer authorising action.

(2) All discussions/instructions/decisions which the officer recording them considers to be important enough for the purpose, should be got confirmed by all those who have participated in or are responsible for them. This is particularly desirable in cases where the policy of the government is not clear or where some important departure from the prescribed policy is involved or where two or more levels differ on significant issues or the decision itself, though agreed upon by all concerned, is an important one.

46. Oral instructions by higher officers.—(1) Where an officer is giving direction for taking action in any case in respect of matters on which he or his subordinate has powers to decide, he shall ordinarily do so in writing. If, however, the circumstances of the case are such that there is no time for giving the instructions in writing, he should follow it up by a written confirmation at the earliest.

(2) An officer shall, in the performance of his official duties, or in the exercise of powers conferred on him, act in his best judgement except when he is acting under instructions of an official superior to him. In the latter case, he shall obtain the directions in writing wherever practicable before carrying out the instructions, and where it is not possible to do so, he shall obtain written confirmation of the directions as soon thereafter as possible. If the officer giving the instructions is not his immediate superior but one higher to him in the hierarchy he shall bring such instructions to the notice of his immediate superior at the earliest.

47. Oral orders on behalf of or from Minister.—(1) Whenever a member of the personal staff of a Minister communicates to any officer an oral order on behalf of the Minister, it shall be confirmed by him in writing immediately thereafter.

(2) If any officer receives oral instructions from the Minister or from his personal staff and the orders are in accordance with the norms, rules, regulations or procedures, they should be brought to the notice of the Secretary (or the Head of the Department where the officer concerned is working

in .

(3) If any officer receives oral instructions from the Minister or from his personal staff and the orders are not in accordance with the norms, rules, regulations or procedures, he should seek further clear orders from the Secretary (or the Head of the Department) about the line of action to be taken, stating clearly that the oral instructions are not in accordance with the rules, regulations, norms or procedures.

48. **Examination and progressing of cases in which two or more authorities are consulted.**—Where two or more State Governments, Central Departments or other authorities are simultaneously consulted, the examination and, where necessary, tabulation of the replies will ordinarily be started as soon as replies begin to arrive and not held over till the receipt of all the replies or the expiry of the target date.

49. **Arrangement of paper in a case.**—The papers in a case will be arranged in the following order from top downwards :—

- (1) Reference books;
- (2) Notes portion of the current file ending with the note for consideration;
- (3) Running summary of facts;
- (4) Draft for approval, if any;
- (5) Correspondence portion of the current file ending with the latest receipt or issue as the case may be;
- (6) Appendix to notes and correspondence;
- (7) Standing guard file, standing note or reference folder, if any;
- (8) Other papers, if any, referred to, e.g. extracts of notes or correspondence from other files, copies of orders, resolutions, gazettes, arranged in chronological order, the latest being placed on the top.
- (9) recorded files, if any, arranged in chronological order, the latest being placed on the top; and
- (10) Routine notes and the papers arranged in chronological order, and placed in a separate cover.

50. **Referencing.**—(1) Every page in each part of the file (viz. notes, correspondence, appendix to notes and appendix to correspondence) will be consecutively numbered in separate series, in pencil. Blank intervening pages, if any, will not be numbered.

(2) Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink on the right top corner of its first page.

(3) The paper under consideration on a file will be flagged "PUC" and the latest fresh receipt noted upon as "F.R." In no circumstances, will a slip, other than "PUC" and "F.R.", be attached to any paper in a current file. If there are more than one 'FR', they should be flagged separately as 'FR-I', 'FR-II' and so on.

(4) In referring to the papers flagged 'PUC' or 'FR', the relevant page numbers will be quoted invariably in the margin. Other papers in a current file will be referred to by their page numbers

only.

(5) Recorded files and other papers put up with the current file will be flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilation are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip, e.g. 'A'/23,n, 'A'/17,c, and so on.

(6) To facilitate the identification of reference to papers contained in other files after the removal of slips, the number of the file referred to will be quoted invariably in the body of the note and the relevant page numbers, together with the alphabetical slip attached thereto, will be indicated in the margin. Similarly, the number and date of orders, notifications and resolutions, and, in the case of acts, rules and regulations, their brief title together with the number of the relevant Section, rule, paragraph or clause, referred to will be quoted in the body of the notes, while the alphabetical slips used will be indicated in the margin.

(7) Rules or other compilations referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being submitted. The fact of such compilations not having been put up will be indicated in the margin of the notes in pencil.

(8) The reference slip will be pinned neatly on the inside of the papers sought to be flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible.

51. **Linking of files.**—(1) If the issues raised in two or more current files are so inter-connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in para (2) below. Such linking may also be resorted to if a paper on one current file is required for reference in dealing with another current file unless a copy of the paper can be conveniently placed on the first file.

(2) When files are to be linked, strings of the file board of the lower file (but not its flaps) will be tied round the upper file and those of the file board or flap of the upper file tied underneath it in a bow out of the way so that each file is intact with all its connected papers properly arranged on its file board or flap.

(3) On receipt back after completion of action, the linked files will be immediately delinked after taking relevant extracts and placing them on the linked files, where necessary.

52. **Use of urgency gradings.**—(1) The two urgency gradings authorised for use on cases are 'Immediate' and 'Priority'.

(2) The label 'Immediate' will be used only in cases requiring prompt attention. The 'Priority' label will be used for cases which, though not warranting prompt attention, have normally to be given precedence over those not bearing any urgency grading.

(3) The grading of urgency assigned to a case will be reviewed by all concerned at different stages of its progress and, where necessary, revised. This is particularly important for cases proposed to be referred to other department.

(4) Where Lok/Rajya Sabha labels for questions, motions, bills are used, it will not be necessary to use, in addition, 'immediate' or 'priority' label.

53. **Written References.**—When it is necessary to consult another Ministry before issue of orders on a case, a reference may be made either by sending the file unofficially or a self contained unofficial note as may be found convenient. When the file itself is sent, the point or points on which opinion of the other Ministry is sought or which it is desired to bring to its notice, should be clearly stated in a single note. Where possible, the drafts of the orders proposed to be issued may also be put up on the file. All routine notes and other papers, except those which should be retained on the file, shall be removed before the file is sent.

54. **Simultaneous Consultation.**—When it is necessary to consult more than one Ministry on a case, such consultation take place simultaneously by self contained unofficial notes. This will not, however, be done in cases involving multiplication of documents to be sent or where the occasion for consulting the second Ministry will not arise until the views of the first Ministry are known. Also, if necessary, a file may be sent to one Ministry while other Ministries are consulted simultaneously by a self-contained unofficial note.

55. **Audit Objections and draft paras for the Audit Report.**—The following procedure should be adopted in dealing with Audit objections and draft paras for the Audit Report :—

- (a) Irregularities of serious nature, such as defalcations, capable negligence, etc. when reported by Audit, should be investigated without any avoidable delay and immediate attention should be paid to the rectification of the defects and other remedial action necessary.
- (b) Other irregularities discovered in the course of audit, which are likely to find a place in the Audit Report, should be discussed between Audit and Administration at suitable levels and the head of the Ministry kept informed of the progress of the disposal of these objections, so that he may have an opportunity to intervene, if necessary, and expedite their settlement.
- (c) As soon as it is indicated by Audit that a particular case may be mentioned in the Audit Report, the draft paragraph would be sent to the head of the Ministry concerned for his information and to enable him to look into the papers and make himself familiar with the case before it comes up for consideration of the Public Accounts Committee. It is not necessary that the content of the language of the paragraph should be specifically agreed to or that there should be prior agreement as to what should be mentioned in Audit Report but it is desirable that there should be no dispute on the facts as stated though the conclusions and opinions will be those of Audit. This does not, however, preclude the head of the Ministry from taking up with Audit the desirability or otherwise of mentioning particular cases in the Audit Report.

56. In the special set-up of the Ministry of Railways and its subordinate Railway Administrations, which is very different from that of other Ministries, the method and the levels at which audit objections and paras are to be dealt will differ. For instance, audit and accounts are separate on the Railways and irregularities and defalcations of the kind mentioned in paragraph above, are normally reported by accounts as a result of internal check. All losses exceeding Rs. 1 lakh are reported to the Board, who examine them with a view to setting right any defects in procedure or taking disciplinary action wherever necessary as a corrective measure. Similarly, audit objections which emanate at lower levels are dealt with at suitable levels between Audit and Administration.

57. In the Board's Office, all draft audit paras proposed by the Chief Auditors and the, D.A.I. will be received and dealt with by the Budget (Committee) Branch in consultation with the Administrative Branch concerned. The Director Finance (BC) will discuss the irregularities reported, with a view to settle differences or remove objections and also keep the Board informed about the progress of important paras. Branches should give immediate attention to these files when referred to them by the Budget (Committee) Branch.

58. Files required by Audit Officers should be readily made available to them without any apprehension that objections may be taken in Audit merely based on contradictions in the views expressed in notes by subordinate officials and higher authorities. If the contents of the file or any part of it are secret or top-secret, the file may be sent personally to the D.A.I. specifying this fact who will then deal with it in accordance with standing instructions for the handling and custody of such documents.

59. **Unofficial references by attached and other offices.**—Attached Offices and subordinate offices directly under the Ministries may make unofficial references to any Ministry in matters of a purely technical or routine nature. In cases involving questions or importance or of policy, no such unofficial reference will be made except through the administrative Ministry.

60. **Correspondence between Government of India and Foreign Governments and International Organisations.**—Correspondence between the Ministries of the Government of India on the one hand and Foreign Governments and International Organisations on the other should generally be channelised through the Ministry of External Affairs. In certain cases and subject to certain conditions, however, Ministries are authorised to communicate direct with the Foreign Governments and International Organisations. Detailed instructions in this regard are contained in Appendix-13.

IV. OTHER GENERAL INSTRUCTIONS

61. **Acknowledgements or interim replies.**—(i) (a) **Acknowledgements.**—All communications from Members of Parliament, recognised associations, Public bodies and responsible members of the public, which cannot be answered promptly, should ordinarily be acknowledged suitably.

(b) When a communication is wrongly addressed to a Ministry, the receiving Ministry will, while transferring it to the Ministry concerned, indicate whether or not its receipt has been acknowledged. When a communication is acknowledged by the first Ministry, the sender will also be informed of the fact of transfer.

(ii) **Interim Replies.**—(a) If delay is anticipated in sending out a final answer, an interim reply may be sent to the party concerned.

(b) A suitable interim reply should immediately be sent to all demi-official letters which cannot be answered promptly.

(c) When a demi-official letter addressed to the Minister by name is sent to the office and if the matter under reference cannot be immediately disposed of, a draft interim reply should be put up forthwith.

62. **Communications to Members of Parliament.**—All replies to communications from Members of Parliament should invariably be issued with the prior approval of the Adviser & under the signature of Executive Director concerned.

63. **Communications to State Governments.**—All official communications from Board's office will be addressed to the Secretaries of the Department concerned. Communications, except those of a purely routine nature, should ordinarily issue under the orders of an Officer not lower in rank than a Joint Director and signed by Secretary or by the officer concerned "for Secretary", Railway Board. Communications of a purely routine nature such as acknowledgements, routine reminders and forwarding memoranda may be signed by Section Officers, "for Secretary".

64. **Communications to the Administrations of the Union Territories.**—(i) In all correspondence or noting the administrative set up of a Union Territory shall be referred to as "Administration".

(ii) All official communications of a routine nature which are clearly relatable to a particular department of the administration, will ordinarily be addressed to the Secretary in the appropriate department. Communications of a general character or those which require urgent attention at a level higher than the departmental Secretary will be addressed either to the Lt. Governor or the Chief Commissioner (as the case may be) or to the Chief Secretary, as the importance of the matter may require.

(iii) Official as well as demi-official communications on all matters of importance and urgency will be addressed direct to the Lt. Governor or the Chief Commissioner concerned as the case may be.

65. **Assistant's Diary.**—Every Assistant will maintain a running record of papers received and dealt with by him in the form given in Appendix 5. Besides receipts marked to him, cases going back to him for re-examination or further action such as putting up a draft, etc., will be included in this Diary.

Proper maintenance of the Diary should help the Assistant in completing the weekly arrear statement (Paragraph 163). Entries made in column 2 and 5 of the Assistant's Diary will enable the Diarist to complete column 8 and 9 of the Section Diary with comparative case and will also facilitate the compilation of Statistical Control Chart. (Paragraph 159).

CHAPTER V

HANDLING OF RECEIPTS UNDER DESK OFFICER SYSTEM

66. **General.**—The general principles governing the action on receipts given in Para 11 will apply to the desk officer system of functioning also. While the general drill for receipt, distribution and handling of dak has been laid down in Chapters II, III and V, the special features that distinguish the desk-pattern from the section-based functioning are given below.

67. **Receipt of dak.**—The Central Registry will send dak along with invoice (Appendix 2) direct to the desk functionary who will acknowledge its receipt. Each desk functionary will maintain a desk diary (Appendix 3).

68. **Action by desk functionary.**—(1) The desk functionary will examine the receipt and will :

- in simple situations, draft and issue a reply ; and
- in other cases submit a draft to Joint Director/Director/Executive Director concerned for approval/signature without any elaborate note.

In case of any doubt he will take appropriate action after discussion with JD/Dir./Exec. Dir. concerned.

(2) Occasionally a communication may give rise to a problem requiring to be solved. In such cases, the paper writing technique described in para will be adopted.

(3) The supporting staff and the stenographer attached to a desk functionary will, *inter alia*, assist him in :

- dealing with simple cases including issue of acknowledgements, forwarding of papers, etc.;
- compilation of data in given forms ;
- maintaining codes, manuals and other relevant research and reference material ;
- records arrangement; and
- typing work

69. **Maintenance of reference materials.**—Each desk functionary will develop a reliable documentation-cum-reference system comprising aids to processing described in Para 44.

CHAPTER VI

FORMS AND PROCEDURE OF COMMUNICATION

70. **Forms of written communications.**—The different forms of written communications used by the Ministry of Railways (Railway Board) are described below. Each form has a use and, in some cases, a phraseology of its own. Specimens of these forms are given in Appendix-10.

(1) *Letter.*—(a) This form is used for corresponding with foreign governments, State Governments, heads of attached and subordinate offices, including the Zonal Railways, statutory bodies like the Union Public Service Commission, public bodies and members of the public generally.

(b) A letter begins with the salutation "Sir(s)" or "Dear Sir(s)", as may be appropriate, (However, no salutation or subscription need be used in the case of letters exchanged with the attached and subordinate offices including the Zonal Railways under the Ministry of Railways).

(c) Official letters emanating from the Ministry and purporting to convey the views or orders of the Government of India must specifically be expressed to have been written under the directions of Government.

(d) All official communications from Railway Ministry to the Zonal Railway Administrations and other attached subordinate offices should be addressed to the General Managers or the Heads of organisations concerned, and not to individual officers.

(e) Letters from the Railway Ministry to other Officers as well as to the State Governments Public Bodies, etc. will go out as from the Secretary, Railway Board. Letters to Members of Parliament and Railways will go out as from the Advisers/Executive Directors.

(f) All letters from the Railways will be addressed to the Secretary, Railway Board indicating the Code initial of the Directorate concerned in brackets along with the designation.

(g) Letters rejecting the views of a General Manager or turning down his proposal should be signed by an Executive Director. Such letters should, on no account, be signed by Deputy Directors or Officers of lower status.

(2) *Demi-official letter.*—(a) This form is generally used in correspondence between government officers for an interchange or communication of opinion or information without the formality of the prescribed procedure. It may also be used when it is desired that a matter should receive personal attention of the individual addressed. Communications to non-officials also take the form of a demi-official letter.

(b) It is written in the first person in a personal and friendly tone.

(c) D.O. letters to General Managers should not be sent by officers below the rank of Executive Directors, except when an Executive Director is on tour or otherwise absent and issue of a D.O. to General Manager is urgently required and cannot wait, in which case it may be sent by a Director.

(3) *Office Memorandum.*—This form is generally used for corresponding with other departments or in calling for information from or conveying information (not amounting to an order of government) to its employees. It may also be used in corresponding with attached and subordinate offices. It is written in the third person and bears no salutation or subscription except the name and designation of the officer signing it.

(4) *Inter-departmental note*.—(a) This form is generally employed for obtaining the advice, views, concurrence or comments of other departments on a proposal or in seeking clarification of the existing rules, instructions, etc. It may also be used when consulting the attached and subordinate offices and *vice versa*.

(b) The inter-departmental note may either be recorded on a file referred to another department or may take the form of an independent self-contained note.

(5) *Telegram/Wireless Message*.—(a) This form is used for communicating with outstation parties in matters demanding prompt attention. The text of the telegram or wireless message should be as brief as possible. As a rule, no telegram or wireless message should be issued if an express letter or a letter marked 'Immediate' or 'Priority' can serve the purpose.

(b) Telegrams are of two kinds *viz.*, enclaire telegrams and cypher/code telegrams. The former are worded in plain language. The latter are expressed in secret language (code or cypher or both) but a combination in the same telegram of figures and letters having a secret meaning is not permitted. In editing, numbering and issuing of cypher/code telegrams, the instructions issued by the Ministry of External Affairs in respect of external telegrams and by the Ministry of Home Affairs in the case of internal telegrams, should be carefully observed.

(c) There are four gradings of urgency authorised for use in State telegrams, *viz.*, "SVH", "Most immediate", "Operation immediate" and "Immediate". The use of these gradings is regulated by the rules issued by the Directorate General of Posts and telegraphs. Relevant extracts from these rules are contained in Appendix 11.

(d) Telegrams other than cypher and code telegrams and wireless messages should normally be followed by post copies.

(6) *Telex/Fax Message*.—In urgent and important matters, a telex message may be sent instead of a telegram in communicating with outstation parties.

(7) *Express letter*.—This form is used in communicating with out-station parties in matters warranting urgent attention at the receiving end but not justifying the expenses of a telegram. It is worded exactly like a telegram but transmitted through a post office instead of a telegraph office.

(8) *Savingram*.—This form is a coded version of an express letter and is used in overseas communications of a secret nature. It is sent by diplomatic bag or through registered insured mail. In all other respects, it is treated like a cypher/code telegram.

(9) *Office Order*.—This form is normally used for issuing instructions meant for internal administration, *e.g.* procedural instructions so as to supplement any of the provisions of this Manual or otherwise, distribution of work among officers and sections, etc.

(10) *Order*.—This form is generally used for issuing certain types of financial and administrative sanctions and for communicating government orders in disciplinary cases, etc., to the officials concerned.

(11) *Notification*.—This form is mostly used in notifying the promulgation of statutory rules and orders, appointments and promotions of Gazetted Officers etc. through publication in the Gazette of India. The composition of the Gazette, the types of matters which are to be published in each part and section thereof, and the instructions for sending the matter for publication therein are indicated in Appendix 12.

(12) *Resolution*.—This form of communication is used for making public announcement of decisions of government in important matters of policy, e.g., the policy of industrial licensing, appointment of committees or commissions of enquiry. Resolutions are also usually published in the Gazette of India.

(13) *Un-official References*.—Un-official references can be made in two different ways, namely :—

- (i) by sending the file itself to a Ministry/Office with a note recorded thereon.
- (ii) by sending a self-contained note or memorandum. This method is generally employed in Ministries (or between a Ministry and its Attached Offices) for obtaining the views, comments etc. of other Ministries on a proposal, obtaining a clarification etc. of the existing instructions or requisitioning papers or information etc. No salutation or complimentary closing words are used in this form. U.O. notes to other Ministries on files will go out as from the Directors/Joint Directors.

(14) *Press Communique/Note*.—This form is used when it is proposed to give wide publicity to a decision of Government. A press communique is more formal in character than a press note and is expected to be reproduced intact by the press. A press note, on the other hand, is intended to serve as a hand-out to the press which may edit, compress or enlarge it, as deemed fit.

(15) *Endorsement*.—This form is used when a paper has to be returned in original to the sender, or the paper in original or its copy sent to another department or office, for information or action. It is also used when a copy of a communication is proposed to be forwarded to parties other than the one to which it is addressed. Normally, this form will not be used in communicating copies to state Governments. The appropriate form for such communication should be a letter.

71. *Telephonic Communications*.—(1) In purely routine matters not warranting a written communication, telephone may be used for communication.

(2) In matters of extreme urgency, communication may be established with other parties, both local and out-station over the telephone. Where necessary, such communications may be followed by written communications in the appropriate forms.

(3) Normally, for communication with the Officers of the Ministry of Railways itself and the Officers of the Zonal Railways and attached and subordinate offices, only Railway telephone should be used wherever such connection is provided.

(4) Resort to telephone trunk calls (including STD calls) will be regulated by instructions issued from time to time.

72. *Correspondence with attached and subordinate offices*.—Correspondence with attached and subordinate offices under the control of other departmentes should be made subject to general instructions as the latter may issue.

73. *Inter-departmental consultation*.—(1) Inter-departmental consultation may take the form of inter-departmental notes, inter-departmental meetings or oral discussions.

(2) In making written inter-departmental references, the following points should be observed :—

- (a) Inter-departmental references will normally be made under the directions of an officer not below the rank of Dy. Director/Under Secretary.
- (b) The points on which the opinion of other departments is sought or which it is desired to bring to their notice should be clearly stated.
- (c) Where possible, the drafts of the orders proposed to be issued may also be shown to the departments sought to be consulted.
- (d) When it is necessary to consult more than one department on a case, such consultation may be effected simultaneously by self-contained inter-departmental notes unless :—
 - (i) it involves copying of a large number of documents available on the file; or
 - (ii) the need for consulting the second department would arise only after the views of the first have become available.

(3) (a) When such a reference requires concurrence of one or more Ministries under the Government of India (Transaction of Business) Rules, the following further points should be observed :—

- (i) The originating Ministry should invariably prescribe a time-limit when calling for comments from other Ministries.
- (ii) In case any of the Ministries so consulted is not in a position to send its comments/concurrence within the prescribed time-limit, it should write back promptly, and in any case, before the prescribed time-limit and indicate the additional time they would require for furnishing their final reply.

(b) When such a reference does not require such concurrence under the Rules, the originating Ministry need not wait for the comments of other Ministry beyond the prescribed time-limit, and it should feel free to go ahead with its scheme/proposal without waiting any longer.

(c) The initiating Ministry should always feel free to recall its file from another Ministry, to which such a reference has been made on a file, if such a course is required to be adopted for expediting the process of decision making in the case. Such a decision to recall a file should be taken at a level not lower than that of a Branch Officer in the originating Ministry.

(4) Inter-departmental meetings may be held where it is necessary to elicit the opinion of other departments on important cases and arrive at a decision within a limited time. No such meeting will normally be convened except under the orders of an officer not below the level of Director. In respect of such meetings, it will be ensured that :—

- (a) the representatives attending the meetings are officers who can take decisions on behalf of their departments;
- (b) an agenda setting out clearly the points for discussion is prepared and sent along with the proposals for holding the meeting, allowing adequate time for the representatives of other departments to prepare themselves for the meeting; and
- (c) a record of discussions is prepared immediately after the meeting and circulated to the other departments concerned, setting out the conclusions reached and indicating the department or departments responsible for taking further action on each conclusions.

(5) On occasions it may be necessary to have oral discussions with officers of other departments, *e.g.*, when:—

- (a) a preliminary discussion between the officers of the departments concerned is likely to help in the disposal of the case ;
- (b) it is desirable to reach a preliminary agreement before proceeding further in the matter.
- (c) inter-departmental noting reveals a difference of opinion between two or more departments ; or
- (d) it is proposed to seek only information or advice of the department to be consulted.

The results of such oral consultation should be recorded in a single note on the file by the officer of the Department to which the case belongs. The note will state clearly the conclusions reached and the reasons therefor. A copy of the note will also be sent to the departments consulted in order that they have a record of the conclusions reached.

74. Nodal Ministries/Departments.—In order that the number of inter-departmental references are minimised so as to facilitate reduced paper work and faster decision making nodal ministries/departments such as Law, Finance, Personnel, Electronics, Environment etc. may lay down clear guidelines on their respective subjects for individual departments to follow Guidelines should be so framed that reference to nodal departments will be necessary in exceptional cases only.

75. References to the Attorney General for India.—References to the Attorney General will be made only by the Ministry of Law, Justice and Company Affairs.

76. References to the Comptroller & Auditor General of India.—References to the Comptroller & Auditor General for his views or advice can be made only by or through the Finance/Accounts Directorate except in matters of day to day Administration in which case other Directorates may correspond direct with the Office of the Comptroller and Auditor General in consultation with the Finance/Accounts Directorates.

77. References to the Union Public Service Commission.—Reference to the Union Public Service Commission will normally be made in the form of letters addressed to the Secretary. In certain matters, *e.g.* requisitions for recruitment, formal references should ordinarily be preceded by informal discussions at appropriate levels.

78. Correspondence with Union Territory Administrations.—All communications of a routine nature which are clearly relatable to the business of a particular department, will ordinarily be addressed to the Secretary in the appropriate department. Other communications may be addressed to the Chief Secretary or the Administrator depending upon the importance of the matter.

79. Correspondence with State Governments.—(1) Communications on subject clearly relatable to the business of a particular department will normally be addressed to the Secretary of that Department. Other communications, including those of special nature or importance warranting attention at higher levels, may be addressed to the Chief Secretary.

(2) Communications other than those of a purely routine nature *e.g.*, acknowledgements, will not ordinarily be addressed to State Governments except with the prior approval and over the signature of an Officer not below the rank of Executive Director/Joint Secretary. Purely routine communications can, however, be signed by a Section Officer.

80. Correspondence with Lok Sabha and Rajya Sabha Secretariats.—Communications meant for the Lok Sabha Secretariat or the Rajya Sabha Secretariat and requiring urgent or high level attention may be addressed to the Secretary General concerned and not to the Speaker or the Chairman direct.

81. **Correspondence with Members of Parliament.**—(1) Communications received from Members of Parliament should be attended to promptly.

(2) Where a communication is addressed to a Minister, it should be replied to by the Minister himself. Similarly replies to communications addressed to the Members/Advisers of the Board, will issue over the signatures of the Board Members/Adviser concerned. In other cases, a reply should normally be issued over the signature of an officer not below the rank of Executive Director.

(3) Normally information sought by a Member should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the Houses of Parliament.

(4) As far as possible, in corresponding with members of parliament, pre-printed or cyclostyled replies should be avoided. The above procedure may also be followed in dealing with communications received from the Ministers of Central/State Governments, MLAs and other high personages.

82. **Correspondence with Ministers of State Governments.**—The procedure laid down in the above paragraph may also be followed in dealing with communications received from the Ministers of State Governments.

83. **Correspondence with Foreign Governments and Inter-national Organisations.**—Correspondence with Foreign Governments and their missions in India, Heads of Indian Diplomatic missions and posts abroad and United Nations and its specialised agencies will normally be channelised through the Ministry of External Affairs. The cases in which and the conditions subject to which direct correspondence may be resorted to are indicated in the instructions entitled "Channel of communication between the Government of India and State Governments on the one hand; and foreign and Commonwealth Governments or their missions in India, Heads of Indian Diplomatic Missions and posts abroad and United Nations and its specialized agencies on the other issued by the Ministry of External Affairs, (Appendix 13).

84. **Publication of the Gazette of India.**—The Gazette of India is published in five parts, each part comprising a number of sections. While sending any matter for publication in the Gazette, the following instructions should be observed :—

- (i) The part and the section of the Gazette in which the matter is to be published (Vide Appendix 12) should invariably be indicated on the copy for the guidance of the press.
- (ii) The original type-script copy along with a copy in Hindi, duly signed in ink by a competent officer, should alone be sent to the press. Cyclostyled copy, carbon copy or a copy which does not bear the officer's signature would not be accepted by the press. Corrections, if any, in the copy sent to the press, should be legible and duly attested by the officer signing it.
- (iii) No matter should be required to be published in a Gazette Extra-ordinary unless it is of such an urgent nature that it cannot wait until the publication of the next ordinary issue of the Gazette.
- (iv) In fixing the date which a Gazette Extra-ordinary should bear, the time schedule prescribed by the Chief Controller of Printing and Stationery should be observed. Where for any special reasons this is not practicable, the Government Press should be consulted before fixing a date.
- (v) The notification to be published in a Gazette Extra-ordinary or the forwarding letter should invariably be signed by an officer not lower in rank than a Director.
- (vi) If the matter to be published is of special public interest and is likely to create a large demand for copies of the Gazette, the press should be advised accordingly under intimation to the Manager of Publications, Publication Branch, who will determine the number of copies to be printed.

85. **Acknowledgements and interim replies.**—(1) All communications from members of Parliament, recognised associations, public bodies and members of the public generally, which cannot be answered promptly will be acknowledged suitably. If any such communication is wrongly addressed to the Railway Ministry, it should be transferred promptly to the appropriate department under intimation to the party concerned.

(2) In all other cases in which delay is anticipated in sending out a final reply, an interim reply be sent to the party concerned at the earliest possible stage, indicating wherever possible the approximate date by which a final reply may be expected.

86. **Communication of Sanctions.**—(1) All sanctions or orders issued in exercise of the powers vested in the President will be expressed as sanctions or orders of the President.

(2) The sanctions or orders issued in exercise of the powers delegated to the Railway Board will be expressed as sanctions or orders of the Railway Board.

(3) With the exception of advances to staff in accordance with the prescribed rules and extant orders, all sanctions or orders in matters involving financial considerations should have the concurrence of the Financial Commissioner for Railways or any other Officer authorised to act on his behalf.

(4) All sanctions and orders involving financial considerations emanating from the office of the Railway Board, should be sent by the Officer concerned over his own designation, to the General Managers, in duplicate, to enable them to make over a copy promptly to the Financial Adviser and Chief Accounts Officer for necessary action. Where the Railway Board as such has power to accord sanction, or to issue orders, the sanction or orders, should be sent direct to the Audit department by the same Officer. All sanctions and orders i.e. orders of the President having financial consideration and intended for the Audit Department should be endorsed by an officer of the Finance Directorate of the Railway Board on behalf of the 'Financial Commissioner for Railways'. All other sanctions and orders though issued in the name of the President but not having any financial consideration may be endorsed to the Audit Department by the Officer of the Administrative branch concerned.

Note.—There is no objection to the making out of copies of financial sanctions including the signatures by cyclostyle process but the copy that is communicated to 'Accounts' and on which payment will have to be authorised should be one which has the signature in ink.

(5) All orders/sanctions issued in consultation with or with the concurrence of the Finance Directorate, the fact of such consultation having been made or concurrence having been obtained should be stated explicitly in the order or sanction itself thus ;

"This issues with the concurrence of the Finance Directorate of the Ministry of Railways."

(6) After orders of the Finance Ministry are communicated to the Railway Administrations for information or guidance or adoption, the Branch concerned should send the case to Accounts III Branch with two spare copies of the communications, when such orders involve accounting considerations.

87. **Correction Slips.**—(i) Branches putting up corrections to the Indian Railway Establishment codes, Volume-I and II and such corrections to other codes as require the sanction of the President must send the files with the proposed correction slip to Finance Branch for their scrutiny on behalf of the President before the file is sent to Accounts-III Branch for issue.

(ii) In correction slips to Codes, reference to Board's Letter No. and date under which the correction slip was initially notified to Railways etc., should be quoted at the bottom. If the correction takes effect from a date different from the date of its issue, the fact should also be indicated in the correction slips.

(iii) Correction Slips to the various codes should normally be issued only after a year of issue of administrative orders in order that issue of amendments to those correction slips, notifying subsequent changes, could be obviated. If, however, the corrections are of nature which are not likely to be modified for a considerable period, the correction slips may issue simultaneously with the administrative orders.

(iv) In order to appreciate the implication of the corrections without referring to the original rule, the revised rule or modified paragraph will be reproduced in the body of the instruction and not only the "words" or part of a paragraph as are intended to replace/substitute the existing words or paragraphs, whenever correction slips are issued.

(v) The approval of the President in the case of corrections to the Indian Railway Establishment Codes will be contained in a general preamble, which will be printed at the top of each batch of corrections; a copy of each list will be endorsed to the Additional Deputy Comptroller and Auditor General of India (Railways) by Accounts-III Branch under the signature of an officer of Finance Branch.

(vi) In the case of corrections to other codes which require sanction of the President, the Branch concerned should put up an endorsement to the Additional Deputy Comptroller and Auditor General of India (Railways), forwarding such correction slips in which the fact of the President's sanction should be made clear. Such endorsement will be signed by an officer of Finance Branch.

PROCEDURE REGARDING PUBLICITY IN PRESS

88. **Communication of information to the Press.**—Information to the Press should normally be communicated to the Press Information Bureau through the Director, Public Relations.

89. **Functions of Information Officers.**—Information Officers of the Press Information Bureau are attached to every Ministry of the Government of India. The Information Officer attached to the Ministry of Railways is designated as the Director, Public Relations and it is his duty, on the one hand, to arrange to give due publicity to the activities and developments on Railways and, on the other, to keep the Railway Ministry informed of the popular reactions thereto. In order to discharge his duties properly, he will maintain a close liaison with other officers in the Railway Board and the latter will give him the necessary facilities.

90. **Press Releases—General Instructions.**—When it is decided to communicate any information to the Press, the Director, Public Relations should be informed. His services may also be utilised in preparing the necessary draft of the Press release.

91. As soon as the draft of the Press release has been finally approved and is ready for issue, it should be communicated to the Director Public Relations, to enable him to take prompt action for handling it through the Bureau. Unless the Board have any special reasons for desiring the Press release to be made on a specific date, the choice of the date and the time of the release will be left to be settled by the Principal Information Officer, Press Information Bureau.

92. If the information received from one Ministry is found to be in conflict with that already released or about to be released by another Ministry, the Press Information Bureau will hold over the release of information to the Press and immediately consult the Ministry or Ministries concerned with a view to reconciling the discrepancy before giving publicity to the material.

93. Unless it is based on published documents, no information should be released by the Press Information Bureau without the prior approval or consent of the Ministry concerned.

94. **Forms of Press Release.**—*Press Communique and Press Note.*—The distinction between these two types of communication and the occasions for their use have been explained in paragraph 70(14).

95. A public notice or any other matter which should appropriately issue in the form of an advertisement should not be issued as Press Communique or Press Note. Material of this kind should be advertised and paid for, although in suitable cases there would be no objection to Press Communique or a Press Note being issued in addition to explain the subject.

96. **Notifications and Resolutions.**—Notifications and Resolutions are published in the gazette of India which is available both to the public and the press. If, however, the subject-matter of a Notification/Resolution is likely to be of general interest to the public such number of printed copies as may be prescribed by the Press Information Bureau should be supplied to the Bureau to enable it to give the matter wide publicity. In certain cases it will be an advantage to issue simultaneously a Press Communique or a Press Note explaining in suitable terms the scope and purpose of the Notification/Resolution.

97. **Official Publications, Reports, White Papers, etc.**—Whenever it is considered necessary to give publicity to any official publication, report etc., the Press Information Bureau should be consulted well in advance about the date and time of the release of the publication and the number of copies required for distribution to the Press.

98. **Press Conferences.**—(a) Press Conferences are generally held by Ministers and Members of the Railway Board. The purpose of such conferences is :—

- (i) to explain to accredited correspondents and selected editors the scope and purpose of an important report or an official statement etc. which is likely to be of wide-spread public interest; or
- (ii) to give the Press a general review of the policy and activities of the Government; or
- (iii) to explain to the Press any specific important developments.

(b) Whenever it is proposed to hold a Press Conference, the Press Information Bureau should be consulted in advance about the purpose, venue, date and time of the conference.

99. **Target date for replies.**—In all important matters in which State Governments, Departments of the Central Government or other Offices, Zonal Railways and other attached and subordinate offices, public bodies or individuals are consulted, time limit for replies may ordinarily be specified. On the expiry of the specified date, orders of the appropriate authority may be obtained whether the parties whose replies have not been received, may be allowed an extension of time or whether the matter may be proceeded with/without waiting for their replies.

CHAPTER VII

DRAFTING OF COMMUNICATIONS

100. Procedure for drafting.—(1) No draft will normally be prepared in simple and straight-forward cases or those of a repetitive nature for which standard forms of communications exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for signature.

(2) The initial level officer will put a draft, wherever considered necessary by him after examination of the matter, for approval by the appropriate officer. It is always necessary to await the approval of the proposal, line of action and/or what the contents of the communication should be before putting up the draft. The higher officer may revise the draft if it does not meet with his approval.

(3) Once he has formulated his views on a case, an officer who is authorised to take decision thereon, may have the fair communication made for his signature and authorise its issue; otherwise, he will prepare a draft and submit it to the appropriate officer for approval.

(4) The officer approving the issue of a draft will append his initials thereto with the date in the margin of each page of the draft. It is also expected of him that he passes orders on the file simultaneously whether the draft so approved should be kept on the file along with the office copy of the communication issued in fair or not.

101. General instructions for drafting.—(1) A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of misconstruction.

(2) Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition, whether of words, observations or ideas should be avoided.

(3) Official communications from the Directorate and purporting to convey the views or orders of the ministry of Railways must specifically be expressed to have been written under the directions of the Ministry. This requirement does not, however, imply that communications should start with the phrase 'I am directed to say' 'The undersigned is directed to convey' which has the effect of distancing the communicator from the reader at the very outset. A more direct and to-the-point format is to be preferred if some degree of rapport is to be established with the receiver of the communication. The obligation requirement can be met in a variety of imagination ways. For instance, variations of the phrase can be added to the operation part of the letter towards the end as under :

.....I have the pleasure to inform you that the Ministry of Railways on reconsideration of the matter, has decided to sanction an additional grant of

OR

.....In the light of the developments, Ministry of Railways conveys its inability to accede to.....

(4) Where appropriate, the subject should be mentioned in communications (including reminders).

(5) Communications of some length or complexity should generally conclude with a summary.

(6) The number and date of the last communication in the series, and if this is not from the addressee, his last communication on the subject, should always be referred to. Where it is necessary to refer to more than one communication or a series of communications this should be done in the margin of the draft.

(7) All drafts put up on a file should bear the file number. When two or more communications are to issue from the same file to the same addressee on the same date, a separate serial number may be inserted after the numeral identifying the File No. to avoid confusion in reference, e.g. 93/O&M/105/1, 93/O&M/105/2 and so on.

(8) A draft should clearly specify the enclosures which are to accompany the fair copy. In addition, short oblique lines should be drawn at appropriate places in the margin for ready reference by the typist, the comparers and the despatcher. The number of enclosures should also be indicated at the end of the draft on the bottom left of the page, thus "Encl. 3".

(9) If copies of an enclosure referred to in the draft are available and are, therefore, not to be typed, an indication to that effect will be given in the margin to the draft below the relevant oblique line.

(10) If the communication to be despatched by post is important (e.g. a notice cancelling a licence or withdrawing an existing facility) or encloses a valuable document such as an agreement, service book or a cheque it should be sent under registered post, insured cover or postal certificate as appropriate.

(11) The name, designation and telephone number of the officer, over whose signature the communication is to issue, should invariably be indicated on the draft.

(12) In writing or typing a draft, sufficient space should be left for the margin and between successive lines to admit additions or interpolation of words, if necessary.

(13) A slip bearing the words "Draft for Approval" should be attached to the draft. If two or more drafts are put on a file, the drafts as well as the slips attached thereto will be marked "DFA-I", "DFA-II, DFA-III" and so on.

(14) Drafts which are to issue as "Immediate" or "Priority" will be so marked under the orders of an officer not lower in rank than a Section Officer.

(15) The officer concerned will initial on the draft in token of his approval.

102. Authentication of Government Orders.—(i) All orders and other instruments made and executed in the name of the President should be expressed to be made in his name and signed by an officer authorised to authenticate such order under the Authentication (Orders and other Instruments) Rules, 1958 (*viz.*, by Secretary, Joint Secretary, Deputy Secretary or Under Secretary or by a Director, a Joint Director or a Deputy Director of the Railway Board).

(ii) Where the power to make orders, notifications etc., is conferred by a statute on the Central Government, such orders and notifications will be expressed to be made in the name of the Central Government.

(iii) Subject to any limit fixed in departmental orders, all contracts and/all assurances of property made in the exercise of the executive powers of the Union, may be executed on behalf of the President by an Officer authorised to do so, vide Ministry of Law, Notification No. S.R.O. 3442 dated 2nd November, 1955, as amended from time to time, issued in exercise of powers conferred by the clause 1 of Article 299 of the Constitution, the Officer in the Office of the Railway Board being either an Executive Director or a Director, Joint Director or Deputy Director, as the case may be.

103. **Addressing Communications to Officers by name.**—Normally no communications, other than that of a classified or a demi-official letter should be addressed or marked to an officer by name, unless it is intended that the matter raised therein should receive his personal attention either because of its special nature, urgency or importance, or because some ground has already been covered by personal discussions with him and he would be in a better position to deal with it.

104. **Drafting of demi-official letters.**—(i) As the objective of writing a official (D.O.) letter is to call the personal attention of the addressee, the style of writing should be direct, personal and friendly. More usage of active voice is to be preferred. (e.g. 'I notice' rather than 'it is noticed'). It is expedient to come to the issue at the beginning itself e.g. I seek your cooperation in the matter of.....

(ii) A D.O. letter should preferably not exceed one page. If the message to be conveyed is lengthy, it is better to condense it into one page in a few small and healthy divided paragraphs in a manner that holds the interest of the addressee, the detailed arguments can be set out in appendices.

CHAPTER VIII

ISSUE OF DRAFTS

105. **Marking of drafts for issue.**—After a draft has been approved, the Section Officer will :—

- (a) examine the draft to see that it is a letter-perfect, i.e. all corrections etc. have been properly carried out and that there are no incidental errors;
- (b) indicate if a clean copy of the draft is to be made for use as an office copy;
- (c) specify the number of spare copies required, if any;
- (d) ensure that copies of enclosures are attached to the draft where these are available in the Section;
- (e) give a clear indication on the draft, where a communication is to be despatched by a special messenger on account of its special nature, importance or urgency;
- (f) mark the draft for 'issue' (if there are more than one draft for issue from the same file, indicate the total number of drafts e.g., 'issue 3 drafts); and
- (g) pass on the file to the LDC/Steno. Gr. 'D' for typing fair.

106. **General instructions regarding typing.**—(1) Urgent draft will be attended to first.

(2) Fair copies of all communications will be typed on paper of suitable size, printed forms used as far as possible. If plain paper is used, whether for the original communication or for an endorsement, the name of the Ministry of Railways (Railway Board) will be typed at the appropriate place.

(3) Fair copies will be typed with single spacing unless otherwise directed.

(4) The name of the officer who is to sign the fair copy should be typed in brackets above his designation. His Telephone number should also be typed below the designation. In demi-official letters, however, the designation will not be given.

(5) The oblique lines, as also the number of enclosures indicated in the draft, will be typed at the appropriate places.

(6) No stencil will ordinarily be cut unless more than 15 copies of a paper are required.

(7) The persons typing fair, will type his initials with date in the left hand bottom Corner of the fair copy, e.g. HCK/13-8-93.

107. **Comparison.**—The typed matter, alongwith the draft and relevant files, if any, will be passed on by the typists to the dealing hand, who will :

- (1) compare the fair copies with the draft;
- (2) attach enclosures, if any, and write the word 'attached' below the oblique line on the office copy : and
- (3) send the fair copies along with enclosures and the duplicate Office copy, if any, together with the approved drafts, in a signature pad to the officer concerned for signature.

108. **Signing of fair copies.**—(1) Signing of fair communication and movement of 'signature pads' should receive prompt attention.

(2) On return of the signature pads, the diarist will see that the fair copies have been duly signed by the Officer and that corrections, if any, made by the Officer while signing are carried out in all the copies. The signed fair copies, together with office copies, will then be passed on by the Section Officer concerned to the Issue (Despatch) Section for issue.

109. **General instructions regarding despatch.**—The despatcher in the Issue (Despatch) Section will :

- (1) date fair copy, office copy and spare copies, if any;
- (2) affix the stamp "Issued" (after adjusting date) as per specimen given in the margin, on the office copy and initial it;

ISSUES..... (with enclosures)
Initials.....
Date.....

- (3) where for any reason any enclosure has to be sent separately, make a note to that effect on the communication (both fair copy and office copy) and attach a slip to the enclosure indicating the number and date of the communication to which it relates;
- (4) separate the communications to be sent by post or courier from those to be delivered by hand, for further processing as per paras and;
- (5) enclose communications meant for despatch by post, or those addressed to officers by name, in covers of appropriate size, ensuring at the same time that all communications intended for the same addressee are placed in a single cover;
- (6) use economy slips (O&M 32) for all covers except.
 - (a) those with bulky contents;
 - (b) those addressed to Foreign governments, Private bodies and members of the public; and
 - (c) those intended for despatch under registers or insured covers;
- (7) when window envelopes are to be used, fold the fair communications in such a way that the address typed thereon is visible through the window;
- (8) where other covers are used, write the address and the number of the communication on an economy slip or the cover, as the case may be; and
- (9) bring to the notice of the Section Officer :
 - (a) urgent communications which could not be despatched on the day of their receipt; and
 - (b) ordinary communications which could not be despatched even on the day following the day of their receipt.

110. Despatch of postal communications.—(1) The despatcher will hand over communications to be sent by post to the daftry, who will :—

- (a) Separate those to be sent by foreign post from the rest;
- (b) paste the telegrams, if typed on plain paper, over the printed form of telegram supplied by Posts and Telegraphs department and affix service postage stamps of the appropriate value thereon;
- (c) If a credit deposit account is maintained for issuing telegrams, affix rubber stamp indicating the credit deposit account number in the space provided for affixing postage stamps;
- (d) Affix postage stamps of the appropriate value on covers, packets, etc., where necessary after weighing them, using ordinary postage stamps for foreign post and service postage stamps for inland post;
- (e) Where postal franking machines are in use, frank the cover etc. instead of affixing postage stamps;
- (f) stamp the postal covers with a rubber stamp bearing the name of the Railway Ministry, the name and designation of the Officers/staff in-charge of Issue (Despatch) Section and the facsimile of his signature; and
- (g) return the communications to the despatcher.

(2) The despatcher will enter particulars of the communications and the value of stamps affixed thereon in the despatch register (Appendix 15).

(3) In the case of telegrams, the serial number assigned to them in the despatch register will be noted at a convenient place on the top receipt portion of the printed telegrams form to facilitate the linking of the telegram receipt to the relevant entries in the despatch register.

(4) Postal Registration books could also be used so that the outgoing registered communications could straightway be entered in that book instead of in the despatch register. Each entry in such a book will then be got stamped by the post office.

(5) If a communication is to be sent by registered post (acknowledgement due), the number of the communication should be written on 'acknowledgement card' also so that, when received back, it can be sent to the Section concerned.

(6) Telegrams and wireless messages should be despatched promptly. Registered and insured articles should be sent to the post office well before the closing hour prescribed for the receipt of such communications. Other communications should be posted at convenient intervals.

(7) Receipts for telegrams, registered and insured post, etc., should be checked carefully by the despatcher. These should be filed properly for reference in the event of need.

111. Despatch of Courier Dak.—Dak intended for Railway Administrations and other offices under the Ministry of Railways will, as far as possible, be despatched through courier services. The dak will be sorted out railway-wise and entered in an invoice in triplicate (Appendix 14). One copy of the invoice will be retained in the despatch Section and two copies of the invoice along with the relevant dak will be sent to the Railway concerned. The receiving railway/office will acknowledge the receipt of various communications entered in the invoice and return the second copy to this Ministry for record.

112. **Despatch of non-postal communications.**—(1) Non-postal communications should be sorted out according to the location of the addresses in messenger books and handed over to messengers for delivery to the addressees.

(2) Messenger books should be numbered serially and adequate number of such books allotted to each department/office or several departments/offices grouped conveniently according to their location.

(3) Urgent communications should be despatched promptly. The time of despatch should invariably be noted in the messenger book. The recipients should similarly be required to indicate the time of their receipt. Ordinary communications should be despatched at least twice a day at suitable intervals.

(4) Only urgent communications will be despatched outside office hours. No communication should be sent to an Officer at his residence unless :

- (a) It is of such a nature that action thereon cannot wait till the commencement of the next working day;
- (b) it is marked 'immediate' and addressed to the Officer by name; and
- (c) its delivery to the Officer's residence has been authorised by the Branch Officer concerned at the despatching end.

(5) After the communications have been delivered, the despatcher will examine the messenger books to see that all the communications entered therein have been duly acknowledged by the recipients under dated signatures written in ink. Instances where the communications have not been acknowledged will be immediately brought to the notice of the officer/staff in charge of the Issue (Despatch) Section for investigation and further suitable action.

(6) *Despatch by Diplomatic Bag.*—Communications or packages of an unimportant and non-urgent nature, intended for the Indian Missions abroad, should normally be despatched by the surface route/sea mail or as air cargo. Secret and Top Secret Communications or important and urgent matters may be sent by the diplomatic bags of the Ministry of External Affairs. In such cases, they should be accompanied by a certificate from an officer not lower in rank than an Executive Director or Secretary to the effect that, in the interest of public service, the material is required to be despatched by diplomatic bag, in order to ensure its arrival at destination in time.

(7) *Supply of Spare Copies of Circular Letters etc.*—Spare copies of circular letters, etc., of a recurring nature will be distributed as per lists maintained in each branch according to the requirements of individual railways; whilst spare copies of important circular communications of non-recurring nature should be supplied to railway administrations and other Ministries or offices concerned as may be found necessary in each case.

(8) *Issue of un-official cases.*—Un-official files will be issued and entered in a Despatch Register, as per sample in Appendix 15 to be maintained by Branches themselves. The Diarist will before despatch of an un-official file, prepare, in duplicate, a challan in form appendix 15 of papers to be sent. One copy of the challan will be placed on the bottom of case and the other made over to the dealing Assistant. The un-official file will then be entered in a Peon Book and sent to the Despatcher in the Issue (Despatch) Section who will arrange to have it delivered to the addressee and return the Peon Book to the Branch concerned. File Boards or flaps and not paper slips fastened with pins should be used for transmission of un-official files.

113. **Return of papers after issue.**—After stamping the office copy of the communications as provided in para above, the despatcher will make over office copies to the messenger of the section concerned. The latter will return the papers to the diarist.

114. **Issue of Inter-departmental notes.**—(1) Inter-departmental notes both the Self-contained ones and those recorded on the files will be despatched through to Issue (Despatch) section.

(2) Before sending the files to the Issue (Despatch) section, the diarist will :—

- (a) mark the movement in the file movement register in the case of section's own files, and in the Section Diary in other cases ;
- (b) in respect of section's own files, prepare a challan (O&M10) in duplicate and place one copy on the file and make over the other to the dealing hand concerned ;
- (c) enter the file in the messenger book ; and
- (d) send it to the despatcher of the Issue (Despatch) section.

(3) The despatcher will :—

- (a) remove the file for despatch to the addressee ;
- (b) acknowledge its receipt in the messenger book ; and
- (c) return the messenger book to the section concerned.

115. **Service Postage Stamps.**—(1) *Receipt and custody of Stamps.*—The Section Officer in charge of the Despatch Section will obtain its requirements of Service Postage Stamps from the Section Officer, Cash Branch against requisitions to be made in the form given in Appendix 16. The stamps actually issued by the Section Officer, Cash Branch will be detailed by him on the reverse of the form and acknowledged by the Section Officer, Despatch Section.

116. **Ordinary Postage Stamps.**—Ordinary Postage Stamps and not Service Postage Stamps should be used for official correspondence and articles sent by foreign post to all the foreign and commonwealth countries. A separate despatch register will be maintained for keeping a record of such issues and an account of the expenditure incurred thereon. The Section Officer in-charge of Despatch should inspect this register and also exercise a physical check on the balance of the stamps available with reference to the entries made in the register.

117. **Stamps Account Register.**—(1) The despatcher will maintain an account of the postage stamps in the form given in Appendix 17.

(2) The Section Officer or the staff in-charge of Issue (Despatch) Section will check the entries made in the register every day and append his dated signatures in token of his having done so. He will also conduct surprise test-checks of envelopes ready for despatch by post to make sure :—

- (a) that the value of stamps affixed thereon tallies with that shown in the despatch register ; and
- (b) that the required value has been secured by using the minimum number of stamps of appropriate higher denominations.

(3) The branch officer in-charge of the Issue (Despatch) Section will also inspect the two registers once a month and verify that the value of stamps in hand tallies with that shown in the register.

118. **Action after Issue.**—(1) On receipt of papers after issue, the diarist will :—

- (a) check that the office copies bear the stamp 'issued' ;
- (b) place office copies, with drafts, if any, on the relevant files ; and
- (c) Pass on the files to the dealing hands concerned.

(2) The dealing hand will :

- (a) docket the communication issued ;
- (b) examine whether the case is fit for inclusion in the monthly summary of the principal activities of the Ministry to be furnished to the Cabinet Secretariat in accordance with the instructions issued by it and obtain orders of the appropriate officer.
- (c) examine whether the communication issued constitutes final disposal of the paper under consideration, and if so, initiate action to record the file ; and
- (d) if a reply to the communication issued is to be awaited or further action on the file is to be resumed at a later date, mark the file for being brought forward on that date and pass on the file to the diarist for recording its movement in the file movement register and keeping a note in the reminder diary . Similar action should be taken also on duplicate copies of challan in respect of files referred to other departments.

119. Reference lists.—(1) To facilitate quick despatch of papers, the Issue (Despatch) section will maintain the following lists and Directories :—

- (a) residential addresses and telephone number of officers and staff of the Ministry of Railways ;
- (b) Departments which have arrangements with the Central Registry for receipt of dak outside office hours (with name and telephone number of official in-charge) ;
- (c) residential addresses and telephone numbers of Officers of other Departments designated to receive urgent dak outside Office hours ;
- (d) residential addresses and telephone numbers of officers of other Departments designated to receive parliamentary papers ;
- (e) postal addresses of all Offices under the Railway Ministry, Attached Offices, Subordinate Offices, autonomous bodies, etc., which deal directly with it ;
- (f) telegraphic addresses of state governments and other outstation Offices frequently addressed ;
- (g) Delhi Official Directory issued by the President's Secretariat ;
- (h) Official Directory issued by the Ministry of Home Affairs ;
- (i) List of India's Representatives abroad issued by the Ministry of External Affairs ;
- (j) Diplomatic List issued by the Ministry of External Affairs ; and
- (k) Schedule of postal rates.

(2) These lists etc. will be kept up-to-date and displayed prominently for easy consultation by the despatcher and other officials on duty.

CHAPTER IX

FILING SYSTEM

120. **Filing System**—A proper filing system is essential for convenient identification, sorting, storage and retrieval of papers. The two systems now in use in the Secretariat are described below.

121. **Formation of files.**—Files are formed under the 'file' system, which is an arrangement of papers by subjects. The initial communication or receipt on any subject will receive a file number and it will be continued until the reference is finally disposed or the papers are recorded. When the papers are recorded, they will be known as proceedings.

122. **Filing system based on subject classification.**—(1) Each Section will maintain approved lists of.—

- (a) Standard heads, *i.e.* main subject headings concerning it ; and
- (b) Standard sub-heads, *i.e.* aspects of the main subject headings.

(2) The standard heads will bear consecutive serial number. No such numbers, however, will be allotted to standard sub-heads.

(3) The lists of standard heads and sub-heads will be reviewed at the beginning of each year and revised, if necessary, with the approval of branch officer concerned. The serial numbers once allotted to the standard heads should not ordinarily be changed.

(4) Before opening a new file, the dealing hand will ascertain the standard head to which the paper under consideration relates. He will then propose a suitable title of the file for the approval of the Section Officer. The title will consist of.—

- (a) Standard heads ;
- (b) Sub-heads which will be more indicative of the precise subject than the 'head' (where it is necessary to have more than one sub-head in a little, the wider and more abstract should generally precede that narrower and more concrete) ; and
- (c) A brief content indicating the question or issue under consideration in relation to the standard head and sub-head, and where necessary, the specific institution, person place or thing involved.

(5) The title should be as brief as possible but should give at a glance sufficient indication of the contents of the file so as to serve as an aid to its identification. It should be articulated, *i.e.*, broken up into components, each consisting of the minimum possible substantive words and expressing an element in the subject matter. Each part will begin with a capital letter and will be separated from the preceding one by a bold dash.

(6) As far as possible, there should be a separate file for each distinct aspect of the subject. The title of a file should not be couched in very general or wide term which might attract large number of receipts on different aspects for the matter, thereby making the file unwieldy.

(7) If the issue raised in a fresh receipt or in the note on a current file goes beyond the original scope, a new file may be opened to deal with it, after placing the relevant extracts or copies thereon.

(8) Every file will be assigned a file number which will consist of.—

- (a) the year of opening the file (last two digits only) ;
- (b) an abbreviated symbol identifying the section.
- (c) the serial number allotted to the standard head ; and
- (d) the serial number of the file opened during the Year under the standard head.

123. The first element in the file No. will be separated from another by a slant stroke and the last by a dash.

Thus file opened in, say, Organisation and Method Section during 1984 under the standard head bearing serial number '3' will be numbered consecutively as 84/O&M/3/1, 84/O&M/3/2 and so on, where 'O&M' represents the section.

124. Instances where files need not be opened.—Normally, no new files will be opened for dealing with receipts of purely routine nature (e.g. requests for supply of unclassified factual information, notices of Holidays, miscellaneous circulars) which.—

- (1) can be disposed of straightaway by noting the reply on the source receipts and returning them to the organisation ; or
- (2) are unlikely to generate further correspondence and, therefore, can be placed in a miscellaneous file to be destroyed at the end of the year, or placed in the folder of circulars etc., on the subject.

125. File register.—A Record of files opened during a calendar year will be kept in a file register (Appendix 18) to be maintained by the diarist. A list of approved standard heads along with the serial numbers identifying them should be pasted at the beginning of the register. The pages allotted to the standard heads in the register should also be indicated against each.

126. Part file.—(1) If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. This device may also be resorted to where it is desired to consult simultaneously two or more sections or officers and it is necessary for each of them to see the receipt noted upon.

(2) A part file will normally consist of.—

- (a) receipt or note dealt with ; and
- (b) Notes relating thereto.

(3) Where two or more part files are opened, each will be identified by a distinct number, e.g., part file I, part file II and so on.

(4) A part file will be incorporated with the main file as soon as possible, duplicate papers, if any, being removed.

127. Transfer, reconstruction and numbering of files.—Whenever work is transferred from one section to another, the former will promptly transfer all the related records including files, both current and closed, to the latter. The section taking over the records will not divide, re-classify or renumber the closed files transferred to it. In the case of current files, the endeavour should be to close them at the earliest possible stage and to open new files according to the section's classifications for dealing with the matter further.

128. Movement of files and other papers.—(1) Movement of files will be entered in the file movement register (Appendix 19).

(2) When current files are linked, the movement of the linked files will be marked in the space allotted in the file movement register for the file with which these are linked and also individually in the space allotted in the file movement register for each of the linked files in the manner illustrated in notes 2 and 3 under Appendix 19.

(3) When recorded files are put up with a file, the movement of the recorded files will be marked in the space allotted in the file movement register for the file with which these are put up in the manner illustrated in note 4 under Appendix 19. It will also be ensured that the procedure regarding requisitioning of recorded files as laid down in para 152 is observed.

(4) Movement of files received from other departments/sections and other receipts which have not been brought on to a file in the receiving section, will be noted in the 'remarks' column of the section diary.

(5) No current files will be issued to other sections except against written requisition and after marking its movement in the file movement register.

(6) Files and other papers marked by the under secretary to other officers, sections or departments will be routed through the section for noting file movement.

(7) When the files are handed over personally by the under secretary to other officers etc., he will inform the section officer accordingly who will ensure that the movement of such files is marked in the file movement register.

(8) The personal staff of officers of the rank of Deputy Secretary/Jt. Directors and above will maintain the movement of papers received by their officers in the respective personal section diary (Appendix 20). Movement of any file handed over personally to a higher officer or to the Minister will similarly be noted by the personal staff. Papers/Files marked by them to other departments, however, will be routed through the section concerned, for noting their movement in the file movement register or section diary as appropriate.

(9) *Inter-Sectional References.*— File and papers received in one Branch from other for information, comment etc., will be registered in a separate Inter-Sectional Movement Register (Appendix 21) and not in the Section Diary. Such files will ordinarily be sent by the despatching Branch accompanied with a Peon Book in which the receiving Branch shall acknowledge receipt.

(10) *Top Secret, Secret and Confidential files.*—The movement of Top Secret, Secret and Confidential files between the branches and officers is regulated in accordance with the "Instructions" regarding treatment and safeguarding of Top Secret, Secret and confidential information and papers detailed in Appendix 22.

129. *Filing system under desk pattern.*—The provisions of paragraph (120 to 128) will also be applicable to the desk pattern of functioning. Assistant/Stenographer attached to a desk functionary will assist him in maintaining a proper filing system and movement of files.

CHAPTER X

RECORDS MANAGEMENT

130. **Activities involved in records management.**—Record management concerns the activities concerning recording, retention, retrieval and weeding out.

131. **Stage of recording.**—Files should be recorded after action on the issues considered thereon has been completed. However, files of a purely ephemeral nature containing papers of little reference or research value may be destroyed after one year without being formally recorded.

132. **Procedure for recording.**—(1) After action on the issue (s) considered on the file has been completed, the dealing hand/initiating officer, in consultation with his supervisory officer, should close and record the file in the manner prescribed below :—

- (a) indicate the appropriate classification of record (vide para 133 below) and specify the retention period and the year of destruction on the file cover;
- (b) where necessary, revise the title of the file so that it describes adequately the contents at that stage;
- (c) get the file indexed unless it is to be retained for less than 10 years from the date of closing;
- (d) extract from the file, copies of important decisions, documents, etc. as are considered useful for future reference and add them to the standing guard file/precedent book ;
- (e) remove from the file, all superfluous papers such as reminders, acknowledgements, routine slips, working-sheets, rough drafts, surplus copies, etc. and destroy them;
- (f) complete all references and, in particular, mark previous and later references on the subject on the file cover;
- (g) pass on the file to the clerk;

2. The clerk will :—

- (a) complete columns 4 and 5 of the file register and correct the entry in column 2 where necessary;
- (b) enter the file number in column 2 of the register for watching progress of recording (Appendix 23);
- (c) write the word 'recorded' prominently in red ink, across the entries in the file movement register;
- (d) indicate page numbers and other references (except references to alphabetical slips) made in pencil in ink;
- (e) indicate the year of review on the file cover in respect of class 'C' files;
- (f) prepare fresh covers, where necessary, with all the entries already made thereon and
- (g) hand over the file to the dafttry.

3. The daftry will repair the damaged papers, if any, stitch the file and, show it to the Record clerk for making entries in the register for watching progress of recording (Appendix 23) before keeping it in the bundle of recorded files.

133. **Classification of records.**—Files may be recorded under any one of the following classes:—

(1) *Class 'A' meaning 'keep and microfilm'.*—This classification will be adopted for:—

(a) files which qualify for permanent preservation for administrative purposes (vide part 'A' of Appendix 24) and which have to be microfilmed because they contain :—

(i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum; or

(ii) material likely to be required for frequent reference by different parties.

(b) file of historical importance such as those listed in part 'B' of Appendix 24.

(2) *Class 'B' meaning 'keep but do not microfilm'.*—This class will cover files required for permanent preservation for administrative purposes, such as those listed in part 'A' of Appendix '24', but not containing material of the kind mentioned in (i) or (ii) of sub-para (1) (a) above.

(3) *Class 'C' meaning 'Keep for specified period only'.*—This class will include files of secondary importance and having reference value for a limited period not exceeding '10' years.

134. (1) Every file which is to be recorded will be stamped on the outer cover with the words 'For/Not for Precedent Book' and the Section Officer while approving the classification of the file for record and also the number of years for which a 'B' and 'C' proceeding should be retained, will indicate whether or not a note of the file should be kept in the Sectional Note Book by cutting out 'For' or 'Not for', as the case may be, and attest his action by putting his initials.

(ii) The Section Officer will also make sure that if any decision taken or order issued on the file has a bearing on the Standing Guard File on the subject, the necessary amendments to its relevant parts have already been, or will be made before recording.

(iii) A note to the effect that the file has been recorded will also be made in the File Movement Register as the last entry.

135. **Destruction of Ephemeral File.**—Files which are of a purely ephemeral nature will not be recorded but will be destroyed as soon as they are one year old.

136. **Preservation of records of Historical value.**—Care should be taken to see that files containing papers which are important or are likely to become important in future, however, indirectly, as sources of information on any aspect of history whether political, military, social, economic, etc., of which are, or may in future prove to be, of biographical or antiquarian interests are not destroyed. Specific categories of records of this Ministry which may be treated as genuine source of historical information, will be drawn up, in consultation with the National Archives. However, files containing papers of the following type, which have a definite historical value should invariably be preserved:—

- (i) Originals of despatches from and to the former Secretaries of State.
- (ii) Holograph and autograph letters and originals of the notes of the former Viceroys and Governors General, former Members of Viceroy's Executive council, the President, the Prime Minister, the Ministers, the Commanders-in-Chief and other eminent personages on important matters.
- (iii) Papers containing discussions of important principles and questions of policy.
- (iv) Papers relating to legislation enacted by the Centre.

137. **Stage of indexing.**—Files will be indexed at the time of their recording. Only those file which are categorised as 'A' and 'B' & those in the 'C' category which are to be retained for 10 years (vide para 133) will be indexed.

Index—Its object.—An index of the records of a Ministry provides a means of tracing previous papers on a particular subject.

138. **Constituents of an index slip.**—An index slip is "composed" of two parts, namely, (i) Title and (ii) File Number.

(i) **Title of a file.**—The subject given to file is called its "title". It should be as brief as possible but should give at a glance sufficient indication of the contents of the file so as to serve as an aid to its identification. The "title" should be divided into (a) "Head" (b) "Sub-head" or "Sub-heads", and (c) "content", in the following manner:—

- (a) **Head.**—The important word that is placed first in the title, by which its alphabetical position in the index is determined and on which primarily depends the possibility of finding the title in the index, is called the 'head'. The 'head' must be a word or words that will naturally occur to anyone who wants the paper. It must not be too wide.
- (b) **Sub-Head.**—The 'head' will be followed by a 'sub-head' or 'sub-heads' which should be more indicative of the precise subject of the file than the 'head'. In selecting 'sub-heads' the consideration to be borne in mind will be the same as in selecting the 'head' viz., that the word or words selected should be such as are likely to strike anyone in need of the paper contained in the file. Where it is necessary to have more than one sub-head in a title, the wider and more abstract should generally come before the narrower and more concrete.
- (c) **Content.**—After the 'head' and 'sub-head' will come the 'content'. This must be as brief as is compatible with expressing clearly the exact subject of the file. If a content shows at a glance, like a newspaper headline, the exact subject of the paper, it is a good content. A content worded in general terms is of little practical use, for, if it does not distinguish a file from others relating to closely similar but not identical subjects, time may be wasted in taking out and examining several files before what is wanted is found.

(ii) *File Number*.—The 'title' on an index slip will be followed by a reference to the file number. The procedure for allotting a number to a new file has been enumerated as under :—

All the subjects dealt with in a branch will be classified (list known as 'standard heads') and each subject will be given a number, e.g., Allowance—travelling, No. 15, Accident, No. 16, Passages, No. 34 and so on. This will be the main file number for the subject and whenever new files are opened a sub-number, i.e., serial number of the files opened in a particular year on that subject, will be given after the main number. To distinguish the files of the various branches, a letter to denote the branch and the year in which the file is opened should be prefixed to the main number. Thus the file number of the first receipt on Passages in 1993 will be 93 G34/1, 65 indicates the year 93 G the General Branch, 34 the main file number of the subject and 1 the first file opened on the subject in that year.

138 A. *Standard "heads" and "sub-heads"*.—Consistency is essential in the selection of both heads and sub-heads. For example, files dealing with questions of pay should be indexed always under the head "Pay" and not sometimes under "Pay" and sometimes under "Salary" or "Emoluments". This can be secured by maintaining a list of standard heads and sub-heads for recurring subjects and then adhering to them.

B. *Wording and Articulation*.—The whole title—'Head', 'Sub-head' and 'Content' should consist mainly of substantives, adjectives, (where necessary) and participles. Minor parts of speech should be excluded as far as possible to make a strict alphabetical arrangement practicable. The title should be articulated, or broken up into members each consisting of as few words as possible, and each expressing an element in the subject matter. Each will begin with a capital letter and separated from the preceding one by a bold dash.

C. *Examples of Titles*.—(i) A few examples of 'titles' are given below :—

<i>Subject dealt with</i>	<i>Title prepared.</i>
1. Question whether it is necessary under the U.P.S.C. (Consultation) Regulations to consult the U.P.S.C. in proposals regarding extension of service of officers holding tenure posts.	U.P.S.C. (Consultation) Regulations.— <u>Tenure Posts</u> — <u>Extension of service in—</u> Consultation necessary.
2. Question whether merit should be regarded as the sole criterion in making promotions and confirmations in selection posts.	Selection Posts.— <u>Promotions</u> and confirmations— <u>Merit sole</u> criterion.
3. Enquiry whether it is necessary to communicate adverse remarks in the confidential reports to persons concerned in certain circumstances.	Confidential Reports.— <u>Adverse</u> Remarks— <u>Circumstances in which</u> communication necessary.

(f) In each of the above 'titles' the words in bold letters are 'heads', those underlined are 'sub-heads' and the rest of the 'title' is 'content'.

(3) Index slips will normally be typed on good quality paper. In the case of important files requiring frequent and urgent reference, however, card indexes could also be prepared. Even here, the duplicate set meant for incorporation in the departmental index will be typed on good quality paper. Card indexes, where maintained, will be kept according to an alphabetical order of their respective catch-words, in a single series for all the years. Each department will issue departmental instructions specifying the classified files in respect of which card indexes will be maintained.

(4) to ensure consistency and to facilitate consolidation of departmental index, files relating to parliamentary business will be indexed not only under the appropriate standard heads and sub-heads but also, under the nature of such business, e.g. Parliament questions, cut-motions, resolutions, etc.

(2) After all the files relating to a year have been recoded, the set of index slips in respect of that year meant for use within the section (viz., that arranged in alphabetical order) will be neatly stitched and the stitched compilation kept at a convenient place for reference by all concerned.

139. Preparation and custody of index slips.—(i) Index slips will be prepared only at the time of recording of files. Only those files will be indexed which are proposed to be retained for a period of more than ten years.

(ii) While preparing a file for record the Assistant will underline the catch words (i.e. 'heads and sub-heads') in the title under which the file should be indexed, for the approval of Section Officer.

(iii) After the title and the catch words have been approved by the Section Officer, the index clerk will type out, in duplicate, as many index slips as there are 'heads' and 'Sub-heads' in the title. On the top of the slips the 'head and sub-heads' will be typed, one below the other, followed by the complete title and number of the file. He will then allot a slip to each 'head' and 'sub-head' (by scoring out entries relating to the others) and arrange one set of slips in alphabetical order for use in the Section and the other set in the sequence of file numbers for the use of the compiler of annual index. The index clerk will also write the word 'indexed' on the file cover and initial it.

(iv) Index slips for Secret files will be maintained in the custody of the Section Officer.

139A. Two or more titles, when necessary.—If two aspects of a question are very much interconnected and are dealt with in the same file, two or more complete titles may be necessary e.g., the creation of a post and the appointment of a particular officer to it. Such cases would require two independent index slips e.g.—

- (1) Railway Service Commission, Calcutta—Member.—Additional Post—Sanctioned for two years.
- (2) C.....Shri A.B.—Member—Railway Service Commission. Calcutta—Appointed.

139B. Indexing of questions, bills, resolutions, etc. in the Parliament.—(i) In indexing questions, bills, resolutions etc., in the Parliament, the following form of titles should be adopted to facilitate consolidation for puposes of printing.—

"LOK SABHA
.....Question/Resolution....."
RAJYA SABHA

(ii) When a case relating to a question, resolution, etc., in the parliament results in the issue of a general order, two independent index slips should be prepared in the manner indicated in paragraph 139A above i.e., one under the 'head' Lok Sabha/Rajya Sabha and the other under the subject matter of the order.

139C. (i) Printing of annual index.—An annual index will be compiled for the Railway Ministry as a whole and printed up at the end of each year. The compiler of the annual index will arrange the index slips of all the Sections in an alphabetical order in one series. In editing the index slips for printing, the full 'title' will appear only on the index slips bearing the 'Head'. It will not be necessary to repeat the whole title on the subsidiary index slips bearing the 'sub-heads'. Instead only a cross reference will be made e.g.

Main slip.
U.P.S.C. (Consultation) Regulations.—
Tenure Posts.—Extension of service in—
Consultation necessary. E66PO1-7.

Subsidiary
Tenure Posts.—See "U.P.S.C. (Consultation)
Regulations".—E66PO1-7.
Extension of Service.—See "U.P.S.C. (Consultation)
Regulations." E66PO1-7.

(ii) Index slips of secret files/proceedings should be incorporated in the secret annual index, to be printed separately, and the resultant compilation treated as classified documents.

(iii) Annual index for index for a particular year will normally contain index slips of files opened during that year. Files which remain current for more than 2 years, however, will be included not only in the annual index for the year in which they are opened, but also in the indices of each of the subsequent years during which they were current, ending with the year in which they are recorded.

140. **Precedent Book.**—Every section will maintain a precedent book in the prescribed form (Appendix 25) for keeping note of important rulings and decisions having a precedent value for ready reference. Entries, in this regard will be made at the earliest opportunity and, in any case, at the stage of recording the file.

140A. **Preparing a file for record.**—Recording of cases will be done in the Record Branch. After a file has been marked for record it should be arranged properly for recording. This would involve the following action.—

- (i) Amendment or revision of the title of the file, where necessary, to ensure that it describes adequately its contents at that stage and underlining of the words under which the title should be indexed.
- (ii) Completing references, that is, removing alphabetical slips and giving permanent identification marks to the references quoted in notes and correspondence (where this has not already been done) and marking numbers of previous proceedings or later files on the subject on the cover or top sheet of the file.
- (iii) Preparing a fresh cover for the file with the revised title and details of previous and later references, etc., where necessary.
- (iv) Noting in the File Movement Register the date of recording, classification and in case of "C" files the year of destruction.
- (v) Removing from the file routine notes and papers which may not have been weeded out already.

Items (i) and (ii) above will be completed by the dealing Assistant or Clerk himself. The file will then be passed on to the Diarist who will attend to the remaining items of work. He will also mark on the cover or top sheet, the classification of the file as approved by the Section Officer. In the case of files classified 'B' and 'C' the year in which they will be due for destruction, should also be written on the cover or top-sheet thus "Destroy in....." The Diarist will then submit the file to the Section Officer, who will initial the outer cover, below the 'classification' in token of his approval. The file will thereafter be made over to the Record Branch.

140B. **Editing and Printing of files recorded under Class "A".**—Files classified "A" will be edited for printing by the dealing Assistant in accordance with the detailed instructions given in Appendix III to the Rules for Printing and Binding. The dealing Assistant or Clerk should go through the notes carefully and omit those portions which are not of permanent value. Notes which merely reproduce correspondence should invariably be omitted and summaries of correspondence should invariably be omitted and summaries of correspondence of other printed papers should be printed only when the length of such correspondence and the importance of the case render it likely that those summaries will be useful later.

- (i) Notes which are clearly wrong or irrelevant or which have not been accepted by the Officer passing final orders should either be excised altogether or curtailed.
- (ii) The dealing Assistant or Clerk should also go through the correspondence carefully and indicate for the recorder's guidance:—
 - (a) the papers which are to form the record.
 - (b) the papers to be included in the recorded but not printed in the Proceedings (Deposit papers or Appendix to the original).
- (iii) Letters of a routine character such as reminders, acknowledgements, etc., should be cut out. Where some mention of them is unavoidable, they should be replaced by short phrases such as :—
S. No. 26—acknowledged receipt of S. No. 25.
S. No. 27—reminder to E. Rly.

- (iv) The Section Officer will check whether the editing has been done properly before a file is sent to the press. The number of copies to be printed should be determined in each case according to the requirements of the Ministry itself and of other Ministries or Offices who may need copies.

141. **Record Retention Schedule.**—(1) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every department will:—

- (a) in respect of records connected with accounts, observe the instructions contained in [Appendix to the General Financial Rules;]
- (b) in respect of records, relating of establishment, personnel and house keeping matters common to all departments, follow the 'schedule of periods of retention for records common to all departments' issued by the Department of Administrative Reforms and Public Grievances;
- (c) in respect of records prescribed in this Manual, observe the retention periods specified in Appendix 26; and
- (d) in respect of records, connected with its substantive functions, issue a departmental retention schedule prescribing the periods for which files dealing with specified subjects should be preserved in consultation with the National Archives of India.

(2) The above schedules should be reviewed at least once in 5 years.

142. **Custody of Records.**—The Record Room will be in charge of the Section Officer, Record Branch, under the direct supervision of the Under Secretary (O&M). He will be assisted by Record Sorters and Daftries.

143. The Section Officer, Records Branch, will be responsible for seeing that.—

- (1) the records are properly dusted and kept tidy;
- (2) that the proceedings are arranged according to months and branches and that soiled or torn labels and covers are replaced by fresh ones;
- (3) that no unauthorised person and particularly that no person not belonging to the office is allowed to enter the Record Room or have access to the records, and that the rooms are securely locked when the office closes;
- (4) that requisitions for papers are complied with immediately;
- (5) that change slips are immediately placed in the appropriate bundle of Proceedings returned by branches;
- (6) the Proceedings are restored to their proper place without delay; and
- (7) a register is maintained in which proceedings marked for review in a particular year will be entered in the portion of the register earmarked for that year so that those could be taken out for review in the appropriate year by reference to the Register.

144. **Custody of confidential and secret recorded proceedings.**—Confidential and secret proceedings will be arranged and stacked in a locked cupboard in the Record Room, the keys of which will remain in the custody of the Section Officer, Record Branch.

145. **Central Secretariat Record Room (National Archives).**—Proceedings other than those marked 'secret' or 'top secret' surviving the third review undertaken on their attaining the 25th year of life, will be retired to the National Archives repository. Proceedings transferred to the National Archives will be accompanied by the list of files in duplicate, one copy of which will be retained by the National Archives and the other duly signed, in token of receipt, returned to the Record Branch for record. Secret and top secret proceedings will remain in the custody of the Record Branch until they have been down-graded to the confidential or non-confidential category.

146. Review and weeding of records.—(i) No. 'B' category proceedings, which are to be preserved for 10 years or more, will be weeded out without first reviewing their contents.

(ii) 'B' Category proceedings which are to be preserved for 10 years or more will be reviewed at the end of the 10th and 25th year of their life. The last review will be made in association with the representatives of the National Archives.

(iii) 'A' and 'B (keep)' category proceedings will also be reviewed every 25 years after their retirement to the National Archives. The additional number of printed copies of 'A' category proceedings retained in the Ministry will also be reviewed at the time of the original records to ensure that only the minimum number of printed copies of proceedings is maintained.

147. (i) In January each year, the Record Branch will send to the Branches concerned a list containing details of the proceedings ripe for review in that year together with a list of files in the form at Appendix 23(A), which should be scrutinised by the S.O's concerned with the record references already available with them. The S.O's concerned should return the lists with necessary remarks to the Record Branch within a period of 15 days, failing which it will be presumed that the proceedings are not required to be retained and necessary action will be taken by the Record Branch for their destruction.

(ii) The National Archives will send to the Record Branch each year proceedings ripe for review during that year. On receipt of these proceedings, the Record Branch will distribute them to the Branches concerned for scrutiny and return.

(iii) Proceedings which can be destroyed will be marked in the List of Files (Appendix 27) and sent separately to the Record Branch for destruction. Before destroying such proceedings, the S.O. of Record Branch will also complete column 4 of the list of files (Appendix 27).

(iv) Records not falling within the category of 'files' should also be subjected to periodic reviews and those no longer needed weeded out.

(v) The period prescribed for review or retention of a file or record should count from the year of its closing and not from the year of its commencement.

148. Preservation of records and registers maintained in a Branch.—The following registers should normally be destroyed after the periods mentioned against each under the orders of the Section Officer:—

S. No.	Description of the register/ record/periodical etc.	Period for which to be preserved (to be reckoned after the close of the year to which the record relates)
1.	Receipt register	1 years
2.	Invoice	1 year
3.	Section Diary	3 years
4.	Monthly Summary for the Cabinet	3 years
5.	Monthly note for Indian Missions abroad	3 years
6.	Issue Section Diary	1 year

7. Work sheet for typists	1 year
8. Despatch Register for Postal Dak	5 years
9. Peon Book	1 year
10. Postage Stamps (Accounts Register)	5 years
11. File Movement Register	1 year
12. Movement Diary for Stenographers, P. As and Private Secretaries.	1 year
13. Sectional Note Book/Precedent Book	Permanent
14. List of files sent to Central Record Room/National Archives.	1 year for Section and 25 years for Record Branch.
15. Weekly Arrear Statement	1 year
16. Call book	1 year
17. Suspense and Reminder Diary	1 year
18. List of periodical reports and returns, both incoming and outgoing	The standing list and current register should be maintained, old ones being destroyed as and when they become obsolete.
19. Register of Assurances given in Parliament	3 years
20. List of Files	Permanent
21. Register of Inter-Sectional Movement	1 year after all references entered in the register have been returned to the originating branches.
22. Assistant's Diary	1 year after all the Primary receipts entered in the Diary have been finally disposed of.
23. Index Slips	5 years or till printed departmental index becomes available, whichever is latter
24. Register for keeping a watch on communications received from MPs.	1 year

149. Before a File Movement Register is actually destroyed a list of files for the year to which the Register relates will be prepared in the form given in Appendix 28 and maintained in the branch for future reference.

150. **Maintenance and Destruction of Spare Copies.**—Each section will keep in separate bundles spare copies of important communications issued by it. A register indicating the number and dates of the communication in respect of which spare copies have been kept, will also be maintained in each Section. These bundles should be examined every year and all spare copies which are not likely to be required any longer, should be destroyed under the orders of the Section Officer. Any papers which are still of use should be marked for retention till the next annual examination.

151. **Records maintained by officers and their personal staff.**—Each directorate may issue departmental instructions to regulate the review and weeding out of records maintained by officers and their personal staff.

152. **Requisitioning of record.**—(1) No recorded file will be issued from the departmental or Archival records except against a signed requisition in form O&M 65 in the case of Archival records and in the form at Appendix 28 in the case of other records.

(2) Requisitions for files belonging to other departments and in the custody of the National Archives will be got endorsed by the department concerned before they are sent to the Archives. If the requisitioned file happens to be of a confidential one, the Archives will not supply the file direct to the requisitioning department but route it through the department to which it belongs.

(3) The requisition will be kept in the place of the file issued.

(4) If the requisitioned file is one that has been microfilmed or printed, normally a micro-filmed or printed copy and not the original will be issued to the requisitioning department.

(5) If a requisitioned file initially obtained for being put up in one case is subsequently put up on another, a fresh requisition should be sent to the departmental record room or the National Archives, as the case may be, for replacing the original requisition which will be returned to the party concerned. In the case of records obtained from the National Archives, the fresh requisition slip will be prominently marked 'change slip'.

(6) On return, the requisitioned file will be restored to its place and the requisition returned to the section/official concerned.

(7) Files obtained by a section from the departmental record room will normally be returned within 3 months. If they are not received back within this period, the departmental record room will remind the section concerned. For this purpose, the record room will maintain a simple register for keeping a record of the files issued to the various sections each month. A similar register will be maintained by each section as a record of files borrowed from it by other Sections.

(8) Files obtained by a directorate from the National Archives will not normally be retained for more than 6 months except with the latter's specific knowledge and consent.

CHAPTER XI

SECURITY OF OFFICIAL INFORMATION AND DOCUMENTS

153. **Unauthorised communication of official information.**—Unless authorised by general or specific orders, no official will communicate to another official or a non-official, any information or document which has come into his possession in the course of his official duties.

154. **Treatment of classified papers.**—The provisions contained in this manual apply primarily to unclassified papers. In handling classified papers, the official concerned will have to exercise special care and follow the provisions as contained in the pamphlet 'Standing Security Instructions' being maintained by Security Directorate. According to these instructions, classified papers (other than confidential) are expected to be handled either by officers themselves or by reliable Class III staff in the sections. It is essential that :—

(1) a separate set of registers and other records (e.g. dak register, section diary, file register, file movement register, precedent book, index slips, various arrears and disposal statements) is maintained for such papers by section officer himself ;
and

(2) the recording of such files and their review is also undertaken by him personally.

155. **Confidential character of notes.**—(1) The notes portion of a file referred by a department to another will be treated as confidential and will not be referred to any authority outside the Secretariat and attached offices without the general or specific consent of the department to which the file belongs.

(2) Where the general consent has been obtained under sub-para (1) above, such consent will not be construed to apply to classified files or to files in which the officer to whom the file is proposed to be referred or shown, is personally affected or in which his official conduct is under consideration.

156. **Communication of information to the press.**—(1) Official information to the press and other news media, i.e. radio and television, will normally be communicated through the Press Information Bureau.

(2) Only Ministers, Board Members and other officers specially authorised in this behalf may give information or be accessible to the representatives of the press. Any other official, if approached by a representative of the press, will direct him, to the Director Public Relation.

(3) Whenever it is proposed to release an official information to the press, or to hold a press conference or press briefing, or to give publicity to an official report, resolution or any other publication, the Director, Public Relations will be consulted in advance.

(4) Detailed procedure in respect of matters mentioned in this para, as laid down by the Ministry of Information and Broadcasting, should be followed.

157. Use or restrictive classification for printed reports etc.—(1) The restrictive classification 'For official use only' will not be assigned to any printed report, pamphlet or compilation unless it contains information which it would not be desirable in the public interest to disclose. In doubtful cases, the test that may be usefully applied is whether the publication, whose circulation it is proposed to restrict to official use only, is such that the Minister would be justified in refusing to lay it before the Parliament.

(2) No official publication will be marked "For official use only" except with the prior approval of an officer not below the rank of Deputy Secretary/Joint Director, who will obtain the orders of the Executive Director, Member or the Minister in doubtful cases.

CHAPTER XII

CHECKS ON DELAYS

158. **Weekly Arrear Statement.**—(1) The Weekly Arrear Statement is intended to give a statistical picture of the number of receipts and cases received and dealt with by each Assistant during a week, together with a detailed analysis to the number left over with him. This enables the Section Officer, Branch Officer or higher officer concerned to keep a watch on the progress of work of each Assistant and to take suitable steps to expedite action on delayed cases. On the last working day of every week, each dealing hand will :—

- (a) prepare a weekly arrear statement in the form at Appendix 29.
- (b) give particulars of receipts/cases pending with him for more than 7 days in the form at Appendix 29; and
- (c) send the two statements to the diarist.

(2) The Section Officer will also prepare similar statement in respect of receipts/cases required to be dealt with by him and pass them on to the diarist.

(3) The diarist will consolidate the individual weekly arrear statements in the form at Appendix 29A and submit the consolidated statement together with the individual statements mentioned in (a) and (b) of sub-para 1 above to the section officer on the morning of the first working day of the following week. The individual statements of each dealing hand will be kept in a separate folder.

(4) The Section officer will :—

- (a) check the individual and consolidated arrear statements for their completeness and accuracy;
- (b) scrutinise the statements of receipts/cases which are more than one week old;
- (c) give his remarks or instructions, where necessary; and
- (d) submit the statements to the branch officer;

(5) The branch officer will watch the progress of work in the section and, where necessary, give suitable directions for expeditious handling of delayed receipts/cases.

(6) On receipt back in the section, the folder containing individual arrear statements will be made over to the dealing hands concerned for taking necessary action on the remarks, if any, of the section officer/branch officer and using the form for preparing the arrear statement for the next week.

159. **Monthly Statement of cases pending disposal for over a month.**—(1) Every section will prepare, each month a statement indicating briefly the position of each case pending disposal for over a month.

(2) On the last working day of each month, the diarist will :—

- (a) go through the case sheets (Appendix 30) of pending cases for the preceding month and indicate the latest position of each case included therein column 2 of the statement;
- (b) prepare fresh case sheets for cases opened during the preceding month but not yet finally disposed of by completing columns 1 & 2 of the form and top fixed entries; and
- (c) hand over the case sheets to the dealing hands concerned.

(3) The dealing hand will :—

- (a) scrutinise entries in the first two columns of the case sheets ;
- (b) draw a red line across case sheets of cases that have been finally disposed of or transferred to call book (para 160 and appendix 31) ;
- (c) complete column 3 of other case sheets ; and
- (d) return the case sheets to the diarist by the 2nd of the month following that to which the statement relates.

(4) The diarist will :

- (a) remove the case sheets of files that have been finally disposed of or transferred to call book vide para 160 for being kept in a separate folder;
- (b) arrange the remaining case sheets in chronological order to the dates of the commencement of case the latest being on top.
- (c) place the case sheets in a file cover marked "Monthly statement of cases pending disposal for over a month".
- (d) prepare in duplicate a numerical abstract in the form at Appendix 32; and
- (e) submit the Monthly statement and two copies of the numerical abstract to the section officer by the 3rd of the month.

(5) The section officer will :

- (a) scrutinise the case sheets and, where necessary, add his remarks;
- (b) check the numerical abstract for accuracy;
- (c) submit the monthly statement and one copy of the numerical abstract, with a brief forwarding note, to the branch officer by the 5th of the month; and
- (d) send the second copy of the numerical abstract to the O&M section.

(6) The monthly statement together with the numerical abstract will go up to the Executive Directors concerned through all intermediate officers. Each of these officers may :

- (a) add such remarks as he would like to make about the latest position of a case and reasons for delay, particularly in respect of cases pending with him; and
- (b) in suitable cases, give directions or make suggestions for expeditious disposal.

(7) The Executive Directors concerned may bring any case included in the monthly statement to the specific notice of Board or Ministers, either through submission of the monthly statement itself or otherwise, as deemed fit.

(8) The O&M section will :

- (a) post the figures in the numerical abstract, in the form at Appendix 33 and return the abstract to the section concerned;
- (b) prepare the consolidated statement for the Ministry as a whole by totalling the columns vertically in the form at Appendix 33;
- (c) analyse the trend of disposal of cases; and
- (d) bring to the notice of the Joint Secretary and the Secretary and/or Chairman, Railway Board any significant trends.

160. Call Book.—(1) If a current case has reached a stage when no action can or need be taken to expedite its disposal for at least 6 months (e.g. cases held up in law courts) it may be transferred to the Call Book (Appendix 31) with the approval of an officer not below the rank of Under Secretary/Deputy Director.

(2) Closed cases in which a review is contemplated after a period of 6 months or more may also be included in the Call Book.

(3) Cases transferred to call book vide sub-para (1) above, will be excluded from the monthly statement of pending cases mentioned in para 159 till they are re-opened vide sub-para (4) below.

(4) When a case included in the call book becomes ripe for action or if action has to be restarted as a sequel to an unexpected development, e.g. receipt of a communication from the party concerned earlier than expected, it will be reviewed and its progress watched in the usual way through the monthly statement of pending cases. The date of commencement of such re-opened cases, however, will be the date of occurrence of the development or that of the first note leading to the re-opening of the case.

(5) The Section Officer will scrutinise the call book in the last week of every month to see that the cases which become ripe for further action during the following month are brought forward and action initiated on due dates.

The call book will be submitted to the branch officer once a quarter, i.e., during the months of January, April, July and October. He will satisfy himself that no case on which action could have been taken suffers by its inclusion in the call book and, in suitable cases, give directions for the action to be taken.

161. Quarterly Progress Reports of recording and review of files.—(1) On the first working day of each Quarter, the record clerk of every section will prepare, in duplicate, progress reports on the recording and review of files for the preceding month, in the forms at Appendices 34 and 35 and submit them, together with the following records, to the section officer;

(a) register for watching the progress of recording (Appendix 23 & 34); and

(b) lists of files received for review (Appendix 23A & 35).

(2) The Section Officer will check the two statements, submit one copy of the report to the Branch officer and send the other to the O & M unit.

(3) The O & M section will :

(a) post the figures in the forms at Appendices 36 and 37 and return the reports to the section concerned;

(b) prepare the consolidated statement for the Ministry as a whole by vertically totalling the columns in the form at Appendices 36 and 37;

(c) watch the progress of recording and review work generally; and

(d) bring to the notice of the O&M officer and the Secretary, any significant trends in the matter.

162. **Suspense and Reminder Diary.**—Every Assistant will maintain a Suspense and Reminder Diary in which he will enter datewise :—

- (i) all cases placed in suspense and or those which have been marked for resubmission on a particular date;
- (ii) cases on which reminders are to be issued on specified dates; and
- (iii) cases which have been referred un-officially to other Ministries and the return of which is awaited.

163. Every Assistant will examine the Suspense and Reminder Diary every morning. He will get through the Diarist the files (or copies of challans in respect of files referred to other Ministries etc.) marked for that date. The diarist will hand them over to the Assistant concerned for necessary action after marking their movement in the File Movement Register. If a file is not available, the Assistant will consider whether he can send out a reminder or take any other action without the file or mark the file to be brought forward on a subsequent date. The entries in the diary will be scored off by the Assistant simultaneously.

164. **Responsibility of Section and Branch Officers.**—The primary responsibility for the expeditious disposal of work and the timely submission of arrear or disposal statements etc., rests with the Section Officer. The Branch Officer should keep a watch to see that the statements are submitted punctually and regularly. No paper or case will be kept pending action in a Section beyond 10 days without the knowledge and permission of the Branch Officer.

165. The Section Officer shall regularly inspect say once a week the racks and tables of Assistants and Clerks and satisfy himself that no paper or file has been overlooked.

166. In addition to the above, the Section Officer should examine once a week, all files and current papers with every Assistant and Clerks. This will act as a preventive against possible carelessness and will ensure that no papers lie under blotting pads or in drawers; or kept on tables and shelves unnecessarily. He should be especially particular in the examination when any member of the staff is about to proceed on leave or quit the service. When any files, papers or books that do not concern the person are discovered, they should be returned immediately to the branch or person concerned with an appropriate remark in writing.

167. In the first week of each quarter Section Officer must depute a reliable clerk of the Branch, who has a normal aptitude for neatness and orderliness, to go through all papers, etc., in almirahs and the pending shelves, and to sort out for return to the paper room or appropriate persons or branches, or for sale or destruction of such papers or books etc. as are not needed in the branch. A report that this has been done must be submitted to the Branch Officer.

168. **Standing Guard File.**—(a) A Standing Guard File will be prepared for each suitable 'type subject' dealt with in a Section. It will consist of three parts, viz.,

- (i) a running summary of the principles and policy relating to the subject. The numbers and dates of decisions or orders referred to in the summary will be quoted in margin against each such reference;
- (ii) full copies of the decisions or orders referred to placed in chronological order ;
- (iii) model forms to be used in the issue of orders, notifications etc.

(b) Whenever any new decision is taken on the subject it will be suitably incorporated in the relevant parts of the Standing Guard File.

169. **Time Limits for Disposal of References Received in the Board's Office.**—In the case of letters which are received by the Railway Board from Railway Administrations, the following time limits should be observed for their disposal :—

(1) Ordinary references :—

- (i) In case a reference to another branch is not necessary.
- (ii) In case a reference is to be made to another branch.
- (iii) In case a reference is to be made to more than one Branch.
- (iv) In case a reference is to be made to other Ministries.

10 days from the date of receipt of communication in the Branch.

17 days from the date of receipt of communication in the Branch.

10 days + 7 days for each branch from the date of receipt of communication in the Branch.

10 days as against (i) above and 15 days extra time to be allowed for each Ministry to furnish information or remarks.

(2) In case of letters which require policy decisions, a period upto 60 days should ordinarily suffice. Cases which are referred by other Branches to the Finance Branch, should not ordinarily be detained in the Finance Branch for more than 7 days.

170. **Watch on disposal of communications received from Members of Parliament.**—
(1) The personal staff of each Joint Secretary/Executive Director will maintain a separate register of communications received from Members of Parliament in the form given in Appendix 38. The serial number at which a letter is entered in this register will be prominently marked on that letter together with its date of registration, e. g.,

'125/JS (P)/MP'
20-3-93

(2) To keep a special watch on speedy disposal of communications received from Members of Parliament, each section will :—

- (a) maintain a register as in form at Appendix 39; and
- (b) mark out prominently those communications finally disposed of by rounding off the serial numbers of the register in red ink.

(3) If for any reason an MP's letter is received by a section without being registered in the personal section of the Joint Secretary/Executive Director, immediate steps will be taken to get it registered there.

(4) On the 1st and 15th day of each month, each section will submit the register along with the report in the form at Appendix 40 to the Deputy Director/Joint Director. Particulars of communications pending for more than a fortnight will be given in the form at Appendix 41. The report, with the remarks of Deputy Director/Joint Director, will be submitted to the Joint Secretary/Executive Director and register will be returned to the section.

(5) The personal section of the Joint Secretary/Executive Director will check whether all the communications entered in its register figure in the reports sent by the sections. If any discrepancy is found, it should be reconciled. Thereafter the report will be submitted to the Jt. Secretary/Exec. Director for scrutiny and for such other action as he may consider appropriate.

Time limits for Disposal of references addressed to Ministers.—The time limits shall be as under:—

<u>Category</u>	<u>Target time for submission to Ministers</u>
(i) Papers marked "Most Immediate" ...	2 weeks from the date of receipt.
(ii) Papers marked "Immediate" ...	3 weeks from the date of receipt.
(iii) Other references ...	In a month or so.

In respect of references marked 'Most Immediate' and 'Immediate' as detailed above where remarks have to be called for from the Railways, use should invariably be made of the telephone and the teleprinter services for expediting their reports.

(b) The same time limits should be applied to letters which are received directly by the Railway Board from Members of Parliament, State Governments, State Legislatures, important public bodies, etc.

(c) In the case of a reference containing number of points concerning different Directorates the co-ordination of replies will be undertaken by the Chasing Section. Immediately on receipt of such a reference the Chasing Section will ensure that a copy of the letter is sent out to the Railway/Railways concerned for a report except in cases where the points raised are such that information is likely to be available in the Board's office itself. Simultaneously, copies of the letter should also be sent to the Directorate concerned by Chasing Section for examination whether a reply could be sent even without waiting for the Railway's comments. The Chasing Section will ensure that the Railways reports are received within the target date laid down, by issue of reminders promptly at appropriate levels. On receipt of the report from the Railways, the Chasing Section will refer the case to the Directorates concerned in the form of a statement indicating the points raised in the letter and the comments of the Railway/Railways concerned. The Directorates concerned will arrange to vet the comments, indicating at the same time a suitable draft reply for the Minister's approval and return the statement to the Chasing Branch.

(6) All letters which are issued to Railways calling for their remarks on the letters addressed to Ministers on the targeted dates by which the reply is required to be sent by Railways depending on the category, as detailed in para above, should be superscribed on the body of the Board's letters, on the draft as well as on the fair copy at the top centre of the first page as follows:—

FOR IMMEDIATE ATTENTION
REFERENCE RECEIVED BY
MR/MOS (R)
"TO BE REPLIED TO BY....."

7. A close watch should be kept to get a reply from them within the prescribed time limits and if there is any delay D.O. letters or Wireless message should be addressed to the officers concerned on Railways asking them to expedite their reports. If necessary, use should also be made of the telephone and the teleprinter services in expediting such replies. Where a Railway fails to send a reply within a target date they should be asked to furnish reasons for delays.

8. Replies to communications addressed to the Ministers by the Members of Parliament will normally be issued over the signature of the Minister concerned and those addressed to the Board by the Board Member concerned. In cases, where the original communications have not been addressed by the Members of Parliament to the Board, the draft replies should invariably be shown to the Member/Adviser concerned and issued over the signatures of an officer not below the rank of an Executive Director.

171. Register of Parliamentary Assurances.—(1) Each section will keep a record in the form at Appendix 42 of assurances given by Minister to either House of Parliament, whether in replies to questions or in the course of discussions on bills, resolutions and other motions. A separate register will be maintained for each House and entries therein will be made session-wise.

(2) The section officer will :—

- (a) scrutinize the register once a week;
- (b) ensure that necessary follow-up action is in fact being taken; and
- (c) submit the register to the Under Secretary/Dy. Director and Deputy Secretary, Joint Director/Director or Executive Director, every fortnight if the House concerned is in session and once a month otherwise, drawing their special attention to assurances which are not likely to be implemented within a period of three months.

(3) The Deputy Secretary/Jt. Directors/Executive Directors will keep the higher officers and Ministers informed of the progress made in the implementation of promises and undertakings given by them in Parliament. Cases in which there is likely to be any delay in the implementation of a promise or an undertaking should be particularly brought to their notice.

172. Check-list of periodical reports.—(1) To ensure timely receipt, preparation and despatch of periodical reports, each section will maintain two check-lists, one for incoming reports and the other for outgoing reports in the forms at Appendixes 43 and 44. All periodical reports will be listed in column 2 of the appropriate check-list in the order of their frequency, weekly reports being entered first, fortnightly reports next, and so on.

(2) The check-lists will be prepared at the commencement of each year, approved by the section officer, shown to the Branch officer and displayed prominently on the wall.

(3) The section officer will go through the check-lists once a week to plan action on items requiring attention during the next week or so. After a periodical report has been received or despatched the relevant entry in the date column of the appropriate check-list will be rounded off in red ink.

173. Responsibility for expeditious disposal of work.—(1) The Primary responsibility for expeditious disposal of work and timely submission of arrear and disposal statements rests with the Section Officer. To this end, he will inspect the section diary and the assistant's diaries, and take such other action as may be necessary to ensure;

- (a) that no paper or file has been overlooked; and
- (b) that no receipt or case actually pending with the dealing hand has been excluded from the relevant arrear statement.

(2) The branch officer also will keep a close watch on the progress of work in the sections under his control. In particular, he will ensure that the prescribed arrear and disposal statements are submitted punctually and regularly.

174. Checks on delays under desk officer system.—The provisions of paragraphs 158 to 173 will also govern the desk pattern of functioning.

175. Review of periodical reports/returns.—(1) An annual review of periodical reports and returns relating to each section will be conducted at the level of Executive Director or above with the following objectives :

- to eliminate those that are unnecessary;
- to redesign those that do not provide information/data in usable form;
- to rationalise/simplify the essential ones by combining two or more of them where possible; and
- to revise the frequency in relation to the need with due regard to constraint of time required for collection of information/data from field levels.

(2) The annual review will be completed by the 30th September each year.

(3) The results of the review will be reported by the sections to the O&M Unit by the 7th of October.

(4) The O&M Unit will consolidate the reports received from the various sections and send a report covering the Ministry as a whole, to the Department of Administrative Reforms and Public Grievances by the 15th of October.

176. Chasing Section.—The duties of this Section which is attached to the Secretary, are to make notes and keep track of cases/receipts the disposal of which require to be specially watched. Such cases/receipts will fall under the following categories:—

- (i) All files on which the Ministers have asked for any information to be obtained or have passed any orders.
- (ii) Inward letters on which the Ministers have indicated their desire that special action should be taken.
- (iii) Cases/receipts which the Board may desire to be specially watched.
- (iv) Any other cases/receipts which may be indicated as requiring special attention.

177. The Chasing Section will keep a note of all such letters and files in their register. The following procedure will be adopted for dealing with inter-disciplinary references:—

- (a) Directorate which is concerned with maximum number of items in a reference will co-ordinate such a reference with other Directorate(s) and put up a consolidated reply covering all the points raised therein directly to MR/MOS (R).
- (b) In case, equal number of items concern more than one Directorate, the Chasing Section will then co-ordinate information and put up a consolidated reply covering all the points raised in the reference, to MR/MOS (R).
- (c) The time schedule prescribed for disposal of CA-iii references i.e., 7 days, where no information is required from the Railways and within 21 days, where information is required from the Railways, should be strictly adhered to.
- (d) In cases, where, target date has been mentioned by MR/MOS(R) the same should be complied with without fail.

CHAPTER XIII

INSPECTIONS

178. **Purpose and periodicity.**—Each section in the Ministry of Railways will be inspected once a year to see to what extent the provisions of this manual and the instructions issued thereunder are being followed. Questionnaires at Appendices 45 will be used for this purpose.

The Record Room in this Ministry will be inspected in association with the National Archives of India once a year.

179. **Inspecting authorities.**—As far as possible, the inspection will be conducted by an officer of or above the rank of Under Secretary/Dy. Director who does not handle any part of the section/desk's work.

180. **Inspection programme.**—The O&M Section will draw up in advance, every year, for the approval of the Secretary, a programme of inspections of sections/desks to be undertaken indicating the names of the inspecting officers.

181. **Inspection report.**—(1) The inspecting officer will present his report to the branch officer endorsing a copy each to the Section officer/Desk functionary concerned and the O&M section.

(2) The Section officer/Desk functionary will take necessary action to rectify the defects pointed out in the inspection report and submit a compliance report to the branch officer within 15 days endorsing a copy to the O&M section.

(3) In appropriate cases, the O&M section will arrange to submit the inspection reports to the Executive Director/Director/Jt. Director concerned.

(4) The O&M section will report the significant points, if any, emerging from the inspection reports to the Jt. Secretary and Secretary. In addition, the O&M section will bring to the notice of the Department of Administrative Reforms, if need be :

- (a) deficiencies noticed in the existing procedures;
- (b) suggestions received for improvement of procedures common to all departments together with comments thereon; and
- (c) any other points of general application emerging from the inspections.

182. **Supplementary inspections.**—(1) Apart from the annual general inspection vide para 178 Executive Directors/Directors concerned may prescribe supplementary inspections for all or any of the sections under them with special reference to the nature of their work.

(2) Surprise inspections may be organised in accordance with such instructions as the Board may lay down.

183. **Periodic inspections by supervisory officers.**—The inspections as provided in paras 178 to 182 should be supplemented by periodic inspections by the Branch Officer, Jt. Director/Director/Exec. Director who is responsible for the effective functioning of the sections/desks in his charge.

CHAPTER XIV

USE OF MECHANICAL AIDS

184. **Purpose of mechanisation.**—Use of mechanical aids in the disposal of business in Government departments is intended to facilitate faster processing of information, more accurate analysis of facts and figures, higher efficiency and productivity, and elimination of fatigue arising from performing repetitive jobs manually.

185. **Areas amenable to mechanisation.**—The following areas of office work are suitable for mechanisation :

- (a) storage and retrieval of information;
- (b) processing of information;
- (c) document creation and duplication; and
- (d) communication.

186. **Computer.**—(1) A computer may be used for storing, retrieving and processing of large quantities of information of all types in a fast and accurate manner. It facilitates quick updating of information.

(2) Computers can be broadly classified into three categories viz. mainframes, minicomputers and micro or personal computers. The most appropriate computing system for a department will be decided in consultation with the National Informatics Centre of the Department of Electronics.

187. **Word Processor.**—(1) A word processor is a microcomputer which can be used for storing, altering and rearranging in any desired manner pages of text in large numbers. The output from a word processor is of high quality and is useful in offices which have substantial report writing work involving repeated editing.

(2) A micro or personal computer (PC) can also be made to serve word processing functions with the help of an appropriate software package.

188. **Electronic typewriter.**—An electronic typewriter can perform all the functions than a word processor is capable of subject to display and memory limitations. It is suitable for offices, where typing load is high.

189. **Photocopier/Risograph.**—(1) A Photocopier/Risograph produces copies of any document on plain paper faster than cyclostyling. It may be used in offices where copying load is high.

(2) As photocopying is relatively expensive, it is advisable to use the facility only when the number of copies needed does not exceed fifteen.

190. **Dictaphone.**—This is a compact machine which enables an officer to record dictation at his convenience without having to wait for his Stenographer. The cassette containing the dictated message can be handed over later to the stenographer who will type the matter straightway without taking it down in long or shorthand first.

191. **Microfilming of records.**—A microfilm is a largely reduced photographic image of a document which can be magnified to any desired degree in order to be read or printed. It is amenable to computer aided retrieval systems. Microfilming of records can bring about nearly 98 percent savings in the space occupied by original records, besides assuring their longevity. It may be used in offices where a large number of records are required to be maintained permanently.

192. **Internal Communication aids.**—Electronic Private Automatic Exchange (EPAX) provides fast and efficient internal communication facility and helps in reducing the frequent movement of persons and files within the office.

193. **Miscellaneous paper handling equipment.**—Paper collators, cutting and stitching machines, binding machines and document shredders are some of the devices which save time and labour involved in activities such as set-making, stitching of files and reports and weeding out of unwanted records.

CHAPTER XV

MISCELLANEOUS

194. **Official language for purpose of government work.**—(1) In accordance with the provisions of Article 343 of the Constitution, Hindi became the official language of the Union with effect from the 26th January, 1965. However, the Official Languages Act permits the continued use of English for specified purposes of government work subject to certain conditions.

(2) Each Officer/Section is expected to ensure that the provisions of the above Act and the instructions issued thereunder by the Ministry of Home Affairs are strictly observed and that, in particular:—

- (a) communications to State Governments, which have adopted Hindi for the purpose of communication with the Central Government, are, as far as possible, in Hindi;
- (b) communications to State Governments, which have not adopted Hindi as their official language, are in English;
- (c) all communications received in Hindi irrespective of the source, are replied to in Hindi;
- (d) in noting and drafting, an official is permitted to use Hindi or English as convenient, without being required to provide translation in the other language.
- (e) an official who does not possess working knowledge of the language used in a case, is provided with a translation or a precis thereof in the language he knows and employs for the purpose of government work;
 - (i) Resolutions, general orders, rules, notifications or press communiques;
 - (ii) administrative and other reports and official papers laid before a House of Parliament; and
 - (iii) contracts and agreements executed and licences, permits, notices and forms of tenders.

195. **Departmental instructions.**—(1) This manual lays down the essential procedures for efficient paper work management, i.e. processing, handling and control of official papers, in the Ministry of Railways. To provide for sufficient flexibility, the manual suggests the issue of departmental instructions which could supplement or vary within broad limits, the prescribed procedures to suit special conditions and requirements.

(2) Each section may devise suitable arrangements, (including inspections) to ensure compliance with departmental instructions issued by it.

196. **Compilation/consolidation of orders/instructions.**—(1) In January every year, each section will prepare a list of subjects in respect of which orders issued by it require compilation/consolidation.

(2) The list will be submitted to Secretary/Executive Director who, after approval of the list, will fix a time bound programme for completion of compilation/consolidation work.

(3) A copy of this programme will be sent to the O&M Unit.

(4) O&M Unit will send the report of the progress made to the Administrative Reforms Wing of the Department of Personnel & Administrative Reforms by 15th of October every year.

197. **Review of Railway Codes and Manuals.**—Code Revision Cell in Finance Directorate will take up the revision work of various Railway Codes and Manuals periodically in consultation with Directorates concerned.

198. **Maintenance/transfer of records in the personal offices of Ministers.**—(1) Procedure for maintenance of records in the personal offices of Ministers :—

- (a) Following records will be maintained by the personal offices of Ministers.—
 - (i) A diary register in the form at Appendix 3 to enter particulars of reference received in the office and also to record their disposal;
 - (ii) A despatch register in the form at Appendix 46 to show the letters/notes issued from the personal offices;
 - (iii) File movement Diary in the form at Appendix 47 and
 - (iv) Folders containing office copies of orders issued by the Minister/special assistant/private secretary, serially numbered. The above records will be in addition to files and folders for papers of secret nature connected with the Cabinet Meetings, etc. and a separate diary maintained for these Ministers may prescribe additional folders, registers etc. if necessary, as for instance for parliamentary debates, personal speeches made by them etc. The personal staff will also maintain such other registers as prescribed in the Manual of Office Procedure or otherwise from time to time, e.g. trunk-call register, overtime register etc.
- (b) Instructions laid down by the Cabinet Secretariat in the 'Rules of Procedure' in regard to the Proceedings of the Cabinet', and in the 'Departmental Security Instructions' issued by the Ministry of Railways shall be followed so far as maintenance of classified documents are concerned.

(2) Procedure for transfer of records/papers when Ministers demit office :—

- (a) The instructions laid down by the Cabinet Secretariat in the 'Rules of Procedure' in regard to the Proceedings of the Cabinet' will be followed so far as transfer of records pertaining to Cabinet meetings are concerned. As regards other classified documents and papers the procedure prescribed in Departmental Security Instructions issued by the Ministry of Railways will be followed. As per these instructions, copies of classified papers should be passed on to the appropriate authorities. In case of doubt as to whom these papers should be transferred, the SA/PS to Minister will transfer such papers to the Secretary to the Ministry/Department along with separate inventories of such papers transferred to various authorities and to the Secretary. The register, maintained for entering the particulars of secret papers will also similarly be transferred to the Secretary or his Private Secretary. The Secretary, may in turn, pass on all these papers to the Joint Secretary in-charge of administration for safe custody. These papers will be handed over to the succeeding Minister as soon as he takes over the office.
- (b) As regards other papers, the following procedures will be followed :—
 - (i) The folders containing office copies of orders issued by the Minister/special assistant/private secretary, serially numbered, will be handed over to the O&M Officer, (Jt. Secretary) by the SA/PS to the Minister with the list of such papers. These papers will remain in the safe custody of the O&M Officer. These papers will be periodically reviewed and weeded out as and when they are no longer required, with the approval of Secretary, so as to ensure that unnecessary papers do not accumulate.

- (ii) Records like the registers and diaries and other papers shall also be taken over by the O&M Officer and will remain in his custody till the next SA/PS of the succeeding Minister takes over charge to whom they may then be handed over.
- (iii) The entire records need not physically be taken over by the O&M Officer but a list of records and papers left by the relinquishing SA/PS to Minister may be made available by the latter to the O&M officer, the records themselves being kept under lock and key in the room generally occupied by the SA/PS to Minister. The O&M Officer or his section will, however, check that all the records are there in the almirah (s) as mentioned in the list.

(3) Miscellaneous :—

- (a) The personal section shall prepare at the end of every month a list of files pending with the Minister which will be submitted to SA/PS who will suitably remind the Minister for their disposal.
- (b) As soon as an officer leaves a file or any paper with the Minister for seeking his orders, or for any other purpose, informally, PA/PS to that officer will report the brief particulars of the files, etc. to the SA/PS to Minister in the form at Appendix 48. SA/PS to Minister will, on receipt of these particulars, satisfy himself that such a file has been received by the Minister and watch its further movement.

(4) It shall be the specific responsibility of the Special Assistant or Private Secretary or whosoever may be the senior most officer in the personal office of the Minister to ensure that the instructions are observed.

परिशिष्ट
APPENDICES

APPENDIX 1
DAK REGISTER
[Vide para 3(8)]

Date.....

Sl. No.	Particulars of Dak received		From whom received	To whom sent	Remarks
	Number	Date			
1	2	3	4	5	6

APPENDIX 2
INVOICE
[Vide para 4(3)]

List of receipts sent to.....Branch.

Date	C.R. Nos. of dak sent	Number of Items of dak		Total	Signature of receiver
		registered in dak register	not registered in dak register		
1	2	3	4	5	6

APPENDIX 3
SECTION/DESK DIARY FOR RECEIPTS

(Vide para 6)

S. No.	Number & date of receipt		From to whom	Brief subject	To whom marked	File No.	Replied to		No reply was necessary	Remarks
	Number	Date					In Hindi	In English		
1	2	3	4	5	6	7	8	9	10	11

Date.....

INSTRUCTIONS

1. Column 1-6 will be filled at the stage of diarising, i.e., before the receipts are handed over to the dealing hands.
2. Devnagri script will be used for diarising Hindi receipts. In case Hindi is used for all entries in the Section diary, Hindi receipts may be suitably distinguished by either marking "Hindi" in column 11 or using a different colour of ink.
3. Column 7 will be filled on the basis of entries in column 4 of the assistant's diary. For this purpose, the diarist will collect and consult the assistant's diaries periodically, say once a week.
4. Columns 8 and 9 will be filled by diarist on receipt of office copy of issue.
5. Column 10 will be filled by the dealing hand after a decision has been taken at an appropriate level that no reply is necessary.
6. Movement of receipts marked to officers for perusal will be indicated in column 11.

APPENDIX 4
MOVEMENT SLIP
[Vide para 9(iii)]

Diary Nos. of receipts removed for	
Processing	Submission to higher offices (to be specified)

APPENDIX 5
ASSISTANT'S DIARY
[Vide para 12(2) & 65]

S. No.	Diary No. or File No.	Subject File No.	Date of submission	Date of Final Disposal
1	2	3	4	5

INSTRUCTIONS

1. Column 2 should show 'diary number' or 'file number' according as the paper marked to a dealing hand is a 'receipt' or a comeback case.
2. Columns 3 and 4 need be filled only in respect of diary numbers.
3. Column 3 need show only catchwords sufficient to enable the dealing hand to recall the case.
4. The date on which receipts/files are received by the dealing hand should be entered in red ink across the page above the entries to be made for the day.

परिशिष्ट
APPENDICES

APPENDIX I
Vide Para 19

BRIEF FUNCTIONS OF THE DIRECTORATES

(i) Accounts Directorate deals with policy of all Railway Accounts; accounting procedure; conducting Departmental examinations for the Accounts Department; matters arising out of Partition; work in connection with the Estimates and Public Accounts Committees including the Audit Report; Finance and Revenue Accounts of Railway etc.

(ii) Civil Engineering Directorate deals with track renewals and bridge rehabilitations; railway sidings; provision of level crossings, overbridges and underbridges; scrutiny of works programmes and sanction to such works; general conditions of contract relating to Civil Engineering Works; printing of Permanent Way Manual, Bridge Manual and Works Manual and issuance of correction slips thereto; matters pertaining to Civil Defence.

(iii) Coaching Directorate deals with all matters relating to running of passenger trains like introduction, cancellations, extensions, acceleration, augmentation, stoppages, punctuality of trains; time-tabling; Allotment of extra coaches, inspection coaches etc. by trains, Special movements; Movement of perishable items and Horse wagons.

(iv) Computerisation and Information systems Directorate deals with all matters relating to computerisation activities on Indian Railways. These include formulating long and short range plans, framing policies, standardisation, research and development, financial control, coordination among Zonal Railways, interaction with other Ministries, monitoring progress of projects, etc.

(v) Economic Adviser's Directorate deals with economic analysis and appraisal of investment proposals relating to construction of new railway lines, major line capacity works, traction modernisation and advises the Board on their financial/economic soundness; conducts studies relating to project appraisal methodology, traffic forecasting, comparative costs of rails and other modes of transport and post-facto evaluation of major railway investment; advises the other Directorates of Railway Board on economic aspects of various proposals like MTP, corporate planning, PLB, relative economics of Diesel & Electric traction etc.; participates/co-ordinates in the various groups/committees; deals with issues specifically entrusted to the Directorate by the Board for economic evaluation and initiates specialised studies having a bearing on railway operation.

(vi) Efficiency and Research Directorate investigates specific problems in the field of Railway Operations, workshop out-turn, repairs and maintenance etc. with the primary object of improving performance and effecting economies. The Directorate also keeps a watch on the workload on Zonal Railways in the context of re-organisational changes which may be required in the interest of administrative convenience and operational necessity, Staff Inspection Units on Railways and conducting of Work Measurement Studies by these units etc. Matters relating to Operational Research are also handled by this Directorate.

(vii) Electrical Engineering Directorate deals with working out requirements of Electric-Rolling Stock and to initiate action for their procurement/manufacture and other associated work; Electrification of stations and buildings; air conditioning of buildings and rolling stock; train lighting; electrical items pertaining to Rolling Stock and Machinery and Plant Programmes; Works associated with generation, transmission and utilisation of electricity on Railways; scrutiny of

tenders pertaining to purchase of electrical equipment; power houses, work relating to Electrical Standards Committee and electrical matters concerning Indian Standards Institution; references relating to Indian Electricity Act and Rules, water coolers and traction works etc. Co-ordination with Dept. of Power, Ministry of Energy, Central Electricity Authority, Parliament questions and CA (iii) references relating to electrical department.

(viii) Establishment Directorate deals with.—

- (a) all policy matters relating to Railway labour and negotiations with the recognised Railway Federations etc. through the established machinery like the PNM and JCM; strikes and lockouts and other allied matters like condonation of break in services due to strikes and other closures of work;
- (b) all matters relating to Discipline and Appeal and Conduct Rules for Railway servants; dealing with disciplinary cases for cut in pension of retired Group C and Group D Railway servants under Rule 2308-R.II; dealing with appeals/revision applications in individual cases of Group C and Group D Railway servants where the Railway Board or the President is the competent authority;
- (c) Representations from non-gazetted staff against the penalties imposed by the authorities lower than the General Manager etc.
- (d) Matters relating to welfare and amenities for Railway staff i.e. Staff Benefit Funds, Office Canteens, Sports Activities, Holiday Homes, Scholarships to children of Railway employees etc.
- (e) handling of representations received by the Ministers and Board Members etc. from Railway staff and matters relating to policy and procedure for the establishment of Co-operative Societies for the benefit of Railway staff.

(ix) Finance Directorate deals with general financial policy and financial scrutiny of expenditure (including foreign exchange) on Railway works, machinery and rolling stock programmes and Railway establishment; scrutiny and sanction of proposals for the procurement of Railway equipment, Fuel and Stores; Rent, Rates and Taxes levied by Government and local bodies; the working of company-managed Railways and agreements in connection therewith; all rules and regulations concerning pay and allowances, leave, provident funds, gratuity, pension passage etc. and their interpretation, preparation of Railway Budget, etc. Traffic Finance, Revision of various Railway codes.

(x) Health Directorate deals with direction and policy regarding medical care facilities, preventive, promotive and curative for serving and retired railway employees and members of their families; planning expansion of these facilities during successive five year plans; assisting the Railways in implementation of these plans & training of medical & paramedical staff in India & Abroad; standardisation of Health Units, Hospital designs and buildings and laying down yardsticks for provision of staff and equipment; Standardisation of Accident Relief Medical Equipment and Medical Aid; stores procurement procedures; medical statistics, records, reports and returns; co-ordination between Railway Zones; co-ordination and close liaison with Ministry of Health and States/Union Territories and other non-Railway agencies and all matters concerning Health Problems and centrally sponsored programme such as Family Planning, Malaria Eradication, Control of Tuberculosis, Food Adulteration etc.; overall guidance to Railways in medical matters with the object of improving the efficiency and quality of medical care.

(xi) Legal Directorate is concerned with giving advice on all issues dealt with in the various branches of the Ministry of Railways having legal implications and also on the engagement of counsels for contesting railway cases before Central Administrative Tribunals (CAT) and various High Courts. It also deals with finalisation of terms of employment of Advocates to conduct cases before various courts and tribunals in India.

(xii) Land Management Directorate deals with various aspects of land utilisation and land management such as grow more food campaign; prevention of encroachments, commercial licensing; afforestation, fisheries etc. The Directorate also deals with four plan heads of.—

- (i) Staff quarters
- (ii) Staff Amenities
- (iii) Passenger & other User's Amenities
- (iv) Other specified works.

(xiii) Management Services Directorate is concerned with framing of recruitment rules for gazetted posts on the Railways, promotion to Group 'A' direct recruitment to various services and posts in Group A and Group B through UPSC; Co-ordination work in regard to recruitment/allotment of engineers to various Ministries/Departments on the basis of Combined Engineering Services Examinations conducted by the UPSC; career planning and cadre review of Group 'A' and B Officers, policy matters relating to training of gazetted staff, in service training of non-gazetted staff, man power planning and the training institutions directly under the Ministry of Railways; creation of all gazetted posts on Indian Railways and all matters pertaining to Railway Recruitment Boards.

(xiv) Mechanical Engineering Directorate deals with the planning of requirements and distribution of locomotives, boilers, coaches, wagons and underframes, cranes, steamers, tugs and ferries to the railways; running repairs and maintenance of locomotives, coaches and wagons in loco sheds, sick lines and depots; repair and maintenance of marine stock; Air conditioning and refrigeration; provision of saloons and postal vans, inspection carriages etc. water softening for locomotive boilers; supply and quality control of coal, diesel and lubricants and fuel economy measures; rationalisation of rolling stock design.

(xv) Mechanical Engineering (Workshop) Directorate deals with matters connected with production in Railway Workshops, rationalisation and standardisation of manufacture and repair processes, utilisation of M&P in Railway Workshops, implementation of incentive scheme in Railway Workshops of Mechanical Department as well as those of Electrical, Civil and S&T Deptt. etc. examination and processing for sanction of works under "Workshop, Production Units and Sheds" Plan Head, examination and processing for sanction of proposals for M&P from Railways and Production Units.

(xvi) Mechanical (PU) Directorate deals with matters relating to planning of production in Production Units, Co-ordinates liaises with other Directorates in the Board's office as well as with other Ministries regarding matters relating to Production Units. It deals with rationalisation and standardisation of manufacture processes and optimum utilisation of M&P in Production Units, implementation of incentive scheme in Production Units. It also deals with Works Programme and budget Estimates and all other matters concerning all Production Units and also provides advance on all technical matters to the Stores Directorate in connection with Production of wagons.

(xvii) Metropolitan Transport Project Dte. deals with Metropolitan Transport Projects — These project organisations were established for undertaking survey and construction of underground/surface Mass Rapid Transit Systems (excluding proposals for suburban/suburban like traffic) in the Metropolitan Cities viz. Calcutta, Bombay Delhi and Madras.

(xviii) Official Language Directorate deals with all policy matters relating to use of Hindi for Official purposes on the Railways and Railway Board & complaints thereof, all policy matters relating to training of Railway Officers and staff in Hindi, introduction of various incentive schemes for promotion of Hindi, translation of English material to Hindi in the cases of letters, rule books, manuals, forms, contracts & agreement etc., Hindi of papers to be presented to the Parliament, initiating action on all establishment matters of Hindi Officers on Railways, introduction of training through Hindi medium in Training Institutes, Notification of Railway offices for use of Hindi, conversion of Roman electronic equipments in bilingual form & monitoring of Railway Offices to ensure compliance of Official Languages Act & Rules by way of Inspection and Organising Official Language Implementation Committees Workshops etc.

(xix) Pay Commission Directorate deals with the implementation of the recommendations of the IVth Pay Commission on the Railways and all related aspects, cadre re-structuring in non-gazetted categories; group Insurance Scheme; Railway Employees Insurance Scheme, Standardisation of designations and other matters like Dearness Allowance, Dearness Pay, Interim Relief, Fixation of pay relating to Third Pay Commission; grant of Special Pay to all categories, Leave Rules, grant of HRA/CCA etc.

(xx) Planning Directorate deals with the preparation of the successive Five Year Plans in collaboration with concerned Directorates of the Railway Board, the working Groups of the Central Ministries and the Planning Commission and review and reappraisal of implementation of these plans, modifying them as necessary from time to time; coordination of planning in general in the Railway Board and the Railways in regard to technical, operational and financial matters pertaining to the implementation of the 5 Year plans; analysis & scrutiny of investments and broad technical details of projects in the programme of developments in order to advise on the appropriateness of the outlay and/or scope of the schemes contemplated; maintaining liaison with the Planning commission in regard to planning of transport and transport equipment; exercising control on the funds allotted by the Planning Commission for expenditure on the Rlys. Development and Rehabilitation Programme and Initiating action where additional funds or adjustments between plan heads are required, & all matters relating to RITES & IRCON.

(xxi) PG Directorate deals with policy and implementation of Public grievances redressal machinery on railways; complaints received through Government Departments and directly from complainants; review of performance of Zonal Railways and holding quarterly meetings of AGMs with the Board; cases instituted against railways under the consumer Protection Act; monitoring implementation of recommendations of Railway Reforms Committee; framing of annual plan and quarterly progress report under the 20 Point Programme 1986.

(xxii) *Public Relation Directorate.*—(a) An Official of the rank of Deputy Principal Information Officer of the Press Information Bureau, Ministry of Information and Broadcasting, has been attached to the Railway Board as a whole time officer for giving due publicity to activities and developments of Indian Railways.

(b) The subjects dealt with in the Public Relations Branch include publicity literature, press publicity, films, exhibitions and commercial advertising, issue of monthly magazines—Indian Railways (English) and Bhartiya Rail (Hindi).

(xxiii) Railway Electrification Directorate deals with the Railway Electrification schemes, scrutiny of their project Reports, abstract estimates, tenders of overhead equipment etc. and liaison work with the other concerned Ministries.

(xxiv) Safety Directorate deals with accidents and the connected problems including scrutiny of accident reports, adoption of accident prevention measures; matters connected with General and Subsidiary Rules; coordination of the activities of the Safety Organisations on Zonal Railways; liaison with the Commissioner of Railway Safety on matters relating to safety.

(xxv) Secretary is connected with general control over all staff in the Board's office; all establishment matters relating to officers and staff in the Railway Board i.e. sanction of posts, promotions, framing of rules, drawal of Pay and Allowances, discipline and appeal matters, etc. establishment matters relating to RDSO, RLO and CAMTECH Centre; preparation of Railway Board's Budget; procurement and supply of stationery; furniture and other Office equipment; O&M studies and procedure of work in Board's office; centralised recording of files and general policy and procedure in relation thereof; coordination of work relating to Parliament Questions, resolutions etc. and references received from Members of Parliament and other high dignitaries; cases relating to gazetted Railway Officers including their promotions within Group 'A', seniority, deputation, discipline & appeal matters, etc; conferences, appointments of Committees and Commissions and foreign delegations.

(xxvi) Security Directorate functions under the control of Director General, Railway Protection Force and deals with matters pertaining to the administration of the Railway Protection Force and Railway Protection Special Force; Rules made under the R.P.F. Act governing the conditions of service of the officers and other members of the Force, as also the discharge of their duties; crime and general security on Railways; including Intelligence, Security schemes; coordination with State Governments and the Ministry of Home Affairs regarding maintenance of law and order on the Railway premises including trains & railway track; Fire services on Railways and matters relating thereto; determining the strength of the Railway Protection Force and Railway Protection Special Force from time to time procurement and distribution of arms and ammunition and matters relating thereto.

(xxvii) Signalling directorate coordinates the technical activities and performance of the signalling equipment on the railways. The progress of important signalling and related safety works is also monitored.

(xxviii) Statistics & Economics Directorate deals with preparation and review of statistics on various facets of railway working, statistical procedure and inspections to ensure uniformity and correct compilation; study of economic problems relating to Railway operation keeping up-to-date the manual of Statistical Instructions; bringing out Annual Report by the Railway Board on Indian Railways, Statistics Supplement, popular edition entitled 'Indian Railways', 'History of Indian Railways' constructed and in progress, Review of the Performance of the Indian Government Railways; issue of monthly Economic Digest on current trends in economic conditions and rail transport; cost analysis concerning railway operations (transportation). The Railway Board's Library is also under the overall charge of the Executive Director, Statistics & Economics.

(xxix) Railway Stores Directorate deals with procurement of Railway equipment/items, such as EMU stock, wheel sets, axles, tyres, rolling stock, cranes, signalling relays/equipment, train lighting cells, lamps etc., reorganisation of stores work on Railways; direction and policy in respect of stores matters; liaison with Department of Supply and other Ministries; development of indigenous capacity for manufacture of Railway Stores and components which are either in short supply or are at present being imported in liaison with the Directorate General of Technical Development and other Ministries and with the private industry.

(xxx) Track Directorate deals with procurement and allotment of rails and fish plates, S.T. and C.I. sleepers, points and crossings, Steel Turnout Sleepers sets, concrete sleepers for main lines and turnouts Wooden Sleepers; modern track fastenings; sleepers treatment plants; Invention of gadgets for P. Way. Track Recording/monitoring; ultrasonic testing of rails, Ballastless track, welding policy, Thermit welding.

(xxxix) Traffic Commercial Directorate deals with fixation of and adjustment in freight rates goods and coaching traffic and passenger fares; fixation of rates for postal and military traffic; research work pertaining to pricing of rail services (goods & coaching) rail road co-ordination; claims for compensation and refunds; Railway Claims Tribunal; demurrage and wharfage rules; Railway Rates Tribunal; Rules for registration of goods; grant of concession for export promotion and for other development purposes; opening of flag stations and halts; handling of goods, godshed facilities; movement of smalls; rules for the conveyance by rail of explosives and other dangerous goods (Red Tariff); catering arrangements on Railways; Bookstalls and other stalls on platforms; complaints regarding commercial irregularities; complaints organisations; pulling of alarm chains; licensed porters; claims for compensation arising out of rail accidents; Railway Users Consultative Committee; Reservation of rail accommodation; grant of HOR facilities; manning of coaches; assessment of overcrowding; measures to combat ticketless travel; grant of concession for students, sports teams, athletes, artists, conferences; tourism traffic, marketing, container traffic, multi-modal transport and CONCOR and passenger amenities including parking facilities for various types of vehicles.

(xxxix) Traffic Transportation Directorate deals with transportation of goods traffic. This Directorate co-ordinates and monitors day-to-day freight operations on Indian railways which include movement of essential commodities like coal, ore, food grains, fertilizer, petroleum products, Cement, Salt, etc. A Central Control Cell works under this Directorate for collection and compilation of freight operation data on day-to-day basis for supervising freight operations on the Zonal Railways. Executive Director, Rail Movement, at Calcutta is in charge of policies relating to distribution of coal loaded on all coal loading railways, its programming and day-to-day allotment. Chief Tank Wagon Supdt. at Calcutta and Chief Tank Wagon Supdt. at Bombay oversee and monitor movement of petroleum products in their respective zones in Eastern Railway and Western/Southern regions.

The Traffic Transportation Directorate is entrusted with the task of laying down priorities for movement of various commodities. It is also in charge of rationalising movement patterns and evolving scheme of route rationalisation in order to streamline movement of goods traffic over various routes with a view to optimise use of rolling stock and maintain free flow of traffic.

(xxxix) Telcom Directorate deals with formulation of policies regarding Telecommunications on Railways; Inter-ministerial co-ordination on various aspects relating to Railway Telecommunications, long-term planning of Railway Telecom Network keeping in view the trends in technology; formulation of Corporate and Five Year Plans; support to indigenous development of telecom equipment to suit the special needs of the railways in close co-ordination with RDSO; examination of project proposals submitted by Railways and to give directions to fit them into the master plans; monitoring of telecom projects including Budget allocations.

(xxxix) Vigilance Directorate deals with preventive and detective aspects of Vigilance (i.e. promotion of integrity and anti-corruption work) work on the Railways (including the Railway Board), liaison with the Central Bureau of Investigation, the Central Vigilance Commission and Department of Personnel and Training. In the area of punitive vigilance, it furnishes the necessary material for officers to the Secretary's branch, to enable the latter to take further action thereon, and maintains liaison with them, for prompt and effective follow-up action in vigilance cases, where necessary. The Directorate conducts investigations into specific complaints entrusted to it or selected by it, and conducts preventive checks. It also deals with policy matters connected with Vigilance work and keeps watch over the progress and disposal of Vigilance cases on the Zonal Railways and other Units. Apart from this, the Directorate also gathers and develops source information for identifying corruption-prone areas and corrupt officials. There is a Special Squad which conducts checks in mass contact areas, such as, on running trains, platforms, Bookings, Reservation, Parcel and Goods Offices and in Catering.

The files/notes received from the Secretary's branch in connection with the review of officers at the age 50 and 55 are scrutinised and comments furnished.

(xxxix) Works Directorate deals with policy and sanctions relating to construction of new lines, gauge conversions, doubling and other line capacity works, big bridges, etc.

APPENDIX II
(Chapter IX Para 147)

**CODE OF CONDUCT TO BE OBSERVED BY OFFICIALS SITTING IN
OFFICIAL GALLERIES IN THE LOK/RAJYA SABHA**

1. (a) The Official Gallery is intended only for officials of the Government of India and in certain cases for other Government officials whose presence is required in connection with the business under discussion in the House.

(b) Persons others than Government officials may, at the discretion of the Speaker/Chairman, be admitted into the Gallery for a particular sitting or sittings on a written request received from the Ministry of the Government of India concerned.

2. Admission to the Gallery will be through official Gallery Cards and General Passes endorsed for 'Official Gallery only' issued by the Secretary, under the orders of the Speaker/Chairman. A Separate Card or Pass must be obtained for each Session. No Official Gallery Cards or General Passes will be issued unless those issued during the previous Session are returned to the Parliament Secretariat. It is, therefore, essential that the Official Gallery Cards and general Passes issued, should be returned to Parliament Secretariat after the termination of the Session for which these were issued.

3. Application for Official Cards/General Passes should be made in writing to Secretary at least 24 hours in advance of the date of sitting or sittings for which they are required. All such applications should be signed by an Officer not below the rank of Deputy Secretary/Joint Director and must furnish in all cases the names and designations of persons for whom Cards/Passes are required.

4. Not more than eight "Sessional" Official Gallery Cards and General Passes endorsed for the 'Official Gallery' will ordinarily be issued to each Ministry (including their Attached and Subordinate Offices). If extra cards or Passes are required for any particular sitting or sittings, these will be issued without any delay by the Parliament Secretariat if accommodation permits, on receipt of written request from the Ministry concerned indicating therein the nature of business for which the official is required to be present in the Official Gallery. However, before making a requisition for Official Gallery Passes on Sessional and/or day to day basis, a thorough check regarding their necessity should be exercised. Such Passes should be asked for in respect of those persons only who are actually required to be present in the Official Gallery in connection with the business under discussion before the House.

5. Official Gallery Passes should not be requisitioned for Officers below the rank of Section Officers and Personal Assistants of the Ministers/Deputy Ministers. Assistant Private Secretaries will, however, be issued such Passes on day to day basis whenever they are required to be present in the Gallery in connection with their duties.

6. The restriction mentioned in Rule 4 will not apply in respect of General Passes to be issued to Class IV employees of a Ministry who are required to be in attendance at the Official Gallery on Officers or on duty, but such staff will not be permitted to enter the Official Gallery except at the discretion of the Watch and Ward staff in charge of the Gallery.

7. Official Gallery Cards and General Passes are not transferable and will be issued by name in each case. If such a Card or Pass is transferred it will be reported to the Ministry concerned for disciplinary action to be taken against the offender.

8. General Passes issued without any special endorsement will entitle the holders to gain admission to the Parliament House only. In cases where the holders are to be allowed admission to the Official Gallery the Passes will be endorsed accordingly.

9. Officials should put their signatures on the Cards and Passes in the space provided for the purpose. They should also keep their Identity Cards issued by the Ministry concerned with them whenever they come to the Parliament House and produce them when asked to do so for identification whenever necessary.
10. Entrance to the Official Gallery will be strictly regulated by Watch and Ward staff of the Parliament Secretariat on duty in that Gallery.
11. Holders of Officials Gallery Cards and General Passes must show their Cards and Passes to the Security or the Watch and Ward staff whenever required to do so.
12. Official holding 'Sessional' or day to day Cards/Passes should sign in the 'Visitors Book' maintained in the Official Gallery near the entrance of that Gallery.
13. Holders of Official Passes must not occupy seats in the Official Gallery to the exclusion of holders of the Official Gallery Cards and should leave the gallery as soon as the business with which they are officially concerned is concluded.
14. During the Question Hour preference will be given to the representatives of those Ministries which are responsible for answering Questions on that day. The Watch and Ward Assistant on duty in the Official Gallery will regulate entry into the Gallery in accordance with the indications on the Question list of the day.
15. Normally there should not be more than one Officer from a Ministry present in the Gallery during Question Hour.
16. After the Question Hour is over, the chairs in the front row should be vacated in favour of Officials concerned with the main business before the House as shown on the order paper, unless they have business immediately after the Question Hour and they have also previously arranged for seats for their continued stay in the Gallery with the Watch and Ward Assistants on duty. The three chairs in the front row are ordinarily reserved for the Official/Draftsman and other representatives from the Ministry concerned.
17. The two front rows of seats in the Official Gallery will be reserved for Officers of the rank of Joint Secretary and above at all times. Officers below the rank of Joint Secretary should, therefore, not occupy seats as a matter of course in the two front rows in the Official Gallery to the exclusion of holders of Official Gallery Cards. Similarly a few seats in the back rows have been earmarked for the personal staff attached to Ministers and Parliament Assistants.
18. On certain occasions chairs in the front row may be reserved for high ranking officials who are concerned with the Business before the House such as the Comptroller and Auditor General.
19. After adequate provision for the ministries concerned with the business before the house has been made, other officials who are particularly required by Ministers to wait on them in the Official Gallery will be allowed to occupy any of the remaining seats.
20. On special occasions when the number of the officials seeking entry into the Official Gallery is more than the seating capacity of the Gallery, entry into the Gallery will be regulated by a special order of the Secretary.
21. Officers must make it a point to leave the Gallery as soon as their particular business is over so as to make room for others whose presence in the Official/Gallery is required in connection with the business before the House.

22. The Official Gallery may be closed to holders of Official Gallery Cards and General Passes on Special occasions at the discretion of the Speaker/Chairman. Timely notice will as far as possible, be given to Ministries if and when the Official Gallery is to be closed.

23. In case the presence of an Officer is not actually required in the Official Gallery in connection with the particulars business under discussion in the House, or in the event of persistent overcrowding to the inconvenience of officers whose presence is required in the Gallery the Speaker may, at his discretion, restrict admission into the Gallery of holders of Official Gallery Cards and General Passes or require any Officer to vacate his seat or leave the Gallery.

24. Holders of Official Gallery Cards are not permitted to use opera glasses. Extra chairs may not be placed in the Gallery or Passage-ways except under the specific orders of the Speaker/Chairman.

25. Holders of Official Gallery Cards shall not be permitted to take sticks, umbrellas, attache cases and handbags, with them into the Gallery.

26. The Speaker/Chairman, whenever he thinks fit, may order the withdrawal of holder of Official Gallery Card from any part of the House.

27. When the order is given to clear the Galleries, the Watch and Ward staff responsible will see that holders of Official Gallery Cards immediately obey the orders. As soon as the Gallery is clear, the door will be locked by the Watch and Ward Officer.

28. In the event of any demonstration or disturbance on the part of any holder of Official Gallery Card in the Gallery the Watch and ward Assistant on duty will take the name of the Official thus mis-conducting himself or herself and if necessary, arrange for his or her removal from the Gallery. In either case the Speaker/Chairman, through the Secretary, will at once be apprised of the action taken.

29. The Watch and Ward Officer shall remove or cause to be removed, any holder of Official Gallery Card from any part of the House or of the Galleries appropriate to the members only, and also any holder of Official Gallery Card who, having been admitted into any other part of the House or of the galleries, shall mis-conduct himself or herself or shall not withdraw when strangers are directed to withdraw.

30. No holder of Official Gallery Card shall be admitted to the gallery when the House meets in secret session.

31. No Official whose name is included in the list of those who are excluded from the precincts will be admitted to the Gallery.

32. The Speaker/Chairman, may in his discretion, at any time suspend any of these rules in the case of any particular meeting or meetings and substitute therefore any special rules which he may deem fit.

33. The Speaker/Chairman may, in his discretion cancel any admission card to the Gallery at any time.

34. Admission Cards are not transferable and they shall in no circumstances be passed on to unauthorised persons. They are issued subject to the holder observing the conditions endorsed thereon.

35. Any matter not provided for in these rules shall be regulated by the Speaker/Chairman, in his discretion.

APPENDIX III.

(Chapter IX Para 64 (C))

**REGISTER OF PROMISES AND UNDERTAKINGS GIVEN IN
PARLIAMENT**

S. No.	Date & Reference	Subject	Promise made.	When and how fulfilled	Remarks

APPENDIX IV
(Chapter IX Para 140)

PROCEDURE RELATING TO CASES INVOLVING LEGISLATION IN PARLIAMENT

1. Initial Action.—The Ministry of Law may initial certain types of substantive legislation on certain matters relating mainly to civil law and procedure, as for example, laws relating to marriage, divorce, succession, transfer of property, civil procedure evidence and the like and matters relating to elections to Parliament and State Legislatures and legislation of a formal character such as the periodical repealing and amending Bills. Except for these matters, every proposal to initiate legislation in Parliament shall be considered in the Ministry to which the subject-matter of the legislation relates. The necessity for the legislation and all matters of substance to be embodied therein, except the technical details of the Bill, shall be discussed and settled in such Ministry.

2. Consultation with the Ministry of Law.—Whenever a Ministry finds it necessary to promote legislation, whether by Bill, by Ordinance or by Regulations, the proposal will, in the first instance, be referred to the Ministry of Law for its advice as to whether legislation is necessary or desirable and is within the competence of Parliament under the Constitution and if so, the general lines on which the legislation may be drafted.

3. Legislation in Respect of Union Territories.—(i) Under Section 2 of the Union Territories (Laws) Act, 1950, the Central Government is competent to extend, by a notification in the official gazette, any State enactment, with or without modification, to a Union Territory. All proposals for such extension will be dealt with in the Ministry of Home Affairs who will examine them in consultation with the Ministry of Law & other Ministries concerned and then place them before the appropriate Advisory Committee.

(ii) As regards independent items of legislation, which have to be introduced in Parliament, proposals may be sponsored by the Administrative Ministries according to the subjects concerning them. The Administrative Ministries will, however, consult the Ministry of Home Affairs at the earliest possible stage to enable the latter to express their views as regards the desirability of undertaking the proposed legislation, the principles involved therein and the substance of the more important provisions proposed. Thereafter, the administrative Ministry concerned will prepare the draft Bill in consultation with the Ministry of Law and the other Ministries etc. concerned and send the final draft to the Ministry of Home Affairs for being placed before the appropriate Advisory Committee. As soon as the matter has been considered by the Advisory Committee, the Administrative Ministry will take suitable steps to obtain the approval of the Cabinet and introduce and process the proposed legislation in Parliament in accordance with the procedure described in the following paragraphs.

4. Approval of the Cabinet.—If, after such consultations as may be necessary it is decided to undertake legislation, a self-contained summary setting out the facts of the case and legislative measures proposed shall be prepared in consultation with Ministry of law and submitted to the Cabinet for its approval.

5. Ministry of Law to be supplied with all relevant papers.—When the proposal for legislation is approved by the Cabinet, all the relevant papers should be sent to the Ministry of Law with an office memorandum indicating with sufficient precision the lines on which it has been decided to legislate and requesting the Ministry of Law to draft the requisite Bill.

6. **Preparation of the Draft Bill by the Ministry of Law.**—On the basis of the office memorandum referred to in paragraph 5 above and after such consultation with the Ministry concerned as may be necessary, the Ministry of Law will prepare a Draft Bill and send it to the Ministry concerned for approval. If the originating Ministry is satisfied that the draft Bill as prepared by the Ministry of Law meets with its requirements, it will be returned to the Ministry of Law with a Statement of Objects and Reasons signed by the Minister who will be in-charge of the Bill in Parliament. All Bills should be circulated to Members of the Cabinet prior to introduction in Parliament. Accordingly, the Bills whenever finalised in the Ministry of Law will be sent to the administrative Ministry concerned for circulation to the Members of the Cabinet. On receipt of the information from the administrative Ministry that this has been done, further steps will be taken in the Ministry of Law for introduction of the Bill in Parliament. It will, however, not be necessary to circulate to the Members of the Cabinet the Finance Bills and Appropriation Bills.

In the case of a Bill containing more than twenty-five clauses, a title showing the arrangement of clauses will be included in the beginning in order to facilitate references of the clauses in the Bill during discussions in Parliament.

All amending Bills should contain extracts of section of the original Acts which are sought to be amended.

Under the Rules of Procedure and Conduct of Business in either House of Parliament, a Bill involving expenditure shall be accompanied by a financial memorandum inviting particular attention to the clauses involving expenditure and giving an estimate of the recurring and non-recurring expenditure involved in case the Bill is passed into Law. Such financial memoranda are prepared by the Ministries sponsoring the Bills and should be shown to the Department of Expenditure of the Ministry of Finance at the draft stage before relevant Bills are introduced in Parliament. A Bill involving proposals for delegation of legislation power shall be accompanied by a memorandum explaining the proposals and drawing attention to their scope and stating also whether they are of a normal or exceptional character.

All the discussions relating to the drafting of Bills, etc. will take place on the files of the Ministry of Law.

7. **Printing of the Bill.**—After the drafting of Bill and all preliminaries connected therewith have been settled, the Ministry of Law will send the Bill together with all its enclosures to the Government of India Press for printing. Clauses or provisions in the Bill which involve expenditure from public funds will be printed in thick type or in italics. The proff copy of the Bill received from the Press will be scrutinized by the Ministry of Law and forwarded to the Secretariat of the House concerned who will place the requisite print order.

8. **Procedure for obtaining copies of Bills.**—Ministries requiring additional printed copies of Bills as introduced should send their demand along with the requisition for work in the prescribed form (S. 99), duly completed, to the Secretariat of the House concerned. This should be done well in time and, in any case, not later than the date on which the corrected proof of the relevant Bill is forwarded by the Law Ministry to the Secretariat concerned, to enable the later to consolidate the print order for issue to the printers. For this purpose, the originating Ministry may keep in touch with the Ministry of Law as regard the probable date of the transmission of the Bill to the Secretariat of the House concerned.

A similar procedure will be followed for obtaining copies of the reports of Select Committee or Joint Committees on Bills except that the order should be sent to the Secretariat of the House concerned not later than the date by which the report is scheduled to be presented.

The demand for copies of Bills as passed by both Houses of Parliament should be sent to the Secretariat of the House concerned in which the Bill is finally passed not later than the date of its passage.

The cost of printing the additional copies will be debited against the monetary allotment of the Ministry/Department concerned.

9. Whenever a secret Bill is introduced in Lok Sabha/Rajya Sabha, an authenticated copy thereof bearing the signature of the Minister below the Statement of Objects and Reasons should be handed in at the Table of the House concerned at the time of introduction.

10. **Passage of Bill through Parliament.**—Except for Money Bills and Bills making provision for any of the matter specified in sub-clauses (a) to (g) of clause I of Article 110 of the Constitution, introduction of which in the Rajya Sabha is prohibited under Articles 109 and 117, Bills may originate in either House of Parliament, the choice being as matter of convenience depending upon the nature of the legislative proposals, state of parliamentary business and any other factors. When the question in which House a Bill is to be introduced has been settled, the Ministry of Law will send proof copies of the Bill to the Secretary of that House and the administrative Ministry will send a letter signed by the Minister to the Secretary of the House giving intimation of his intention to move for leave to introduce the Bill. Copies of the above communications from the Law Ministry and the administrative Ministry will be endorsed to the Department of Parliamentary Affairs which will fix the time and date for the introduction of the Bill in the House. This date is usually fixed after the Secretariat concerned gets the fair copies of the Bill printed. The Minister-in-Charge of the Bill will also send to the Secretary of the House concerned an intimation of his intention to move that the Bill be taken into consideration and also that the Bill be passed. Similar intimation is to be sent to the Secretary of the other House after a Bill has been passed in one House and transmitted to the other. Whenever a Bill is proposed to be referred to a Select or Joint Committee on Government motion notice will be sent to the Secretary of the House concerned accordingly. The Minister in the administrative Ministry will consult the Minister for Parliamentary Affairs for names of Members to be associated with the Select/Joint Committee. These names are usually mentioned at the time of making the motion in the House concerned.

Where a Bill is held by the Speaker to be a Money Bill, he endorses a certificate to that effect when the Bill goes to the Rajya Sabha.

A Bill which is dependent wholly or partly upon another Bill pending before the Lok Sabha, may be introduced in that House in anticipation of the passing of the Bill on which it is dependant but the second Bill can not be taken up for consideration and passing until then first Bill has been passed by the Parliament and assented to by the President.

11. Recommendation or previous sanction of the President.—Where under articles 3, 117, 274 and 349 of the Constitution, the recommendation or the previous sanction of the President is necessary for the introduction in, or the consideration by, Parliament of certain classes of Bills such recommendation or previous sanction will be obtained by the Administrative Ministry concerned and communicated under the signature of the Minister to the Secretary of the Lok Sabha or the Rajya Sabha, as the case may be. A copy of the communication will also be endorsed to the Ministry of Law. Incidentally, when a Bill attracts the provisions of Article 117(3), recommendation of the President has to be obtained separately for each House and communicated to the House concerned before the bill is taken up for consideration by that House. It would not be appropriate to obtain the recommendation of the President in advance so as to cover the passing the Bill by both Houses. In the case of an amendment to a Bill, which under the Constitution cannot be moved without the previous sanction or recommendation of the President, the orders of the President, granting or withholding such sanction or recommendation will be similarly obtained by the Administrative Ministry concerned and communicated under the signature of the Minister to the Secretary of the Lok Sabha or the Rajya Sabha, as the case may be. A copy of the communication will also be endorsed to the Ministry of Law.

12. Observance of other Constitutional Requirements.—If legislation is being undertaken in pursuance of Article 249 or 312 or Article 252 of the Constitution, the administrative Ministry will have to ensure that there is the necessary resolution of the Council of States or, as the case may be, that at least two State Legislatures have passed the necessary resolutions.

13. Scrutiny of the Bill as passed by Parliament.—When a Bill has been passed by both the Houses of Parliament, the Secretariat of the House which is in possession of the Bill will send a copy thereof as passed to the Ministry of Law, which will scrutinize it and point out mistakes in the Bill, if any, relating to printing, spelling, punctuation, numbering of sections, clauses or cross references and marginal headings. The Ministry may also make suggestions to correct patent errors and mistakes and to make such other changes in the Bill as are consequential on the amendment accepted by the House for the consideration of the Speaker or the Chairman, as the case may be. The Bill will then be returned to the Secretariat of the House concerned.

14. President's Assent.—The Bill will then be reprinted by the Secretariat of the House concerned with the superscription "as passed by the Houses of Parliament." That Secretariat will thereafter send to the Secretary to the President, through the Ministry of Law, two assented copies of the Bill, together with spare copies with the endorsement of the Speaker of the Lok Sabha or the Chairman of the Rajya Sabha, as the case may be, certifying that the bill has been passed by the Parliament for the assent of the President. Whenever a bill passed by Parliament is required to receive President's assent before a particular date the Secretariat of the Lok Sabha or the Rajya Sabha (as the case may be), the Ministry of Law and Department of Parliamentary Affairs should be advised to that effect in good time to ensure timely action in the matter. There shall be endorsement on every Money Bill when it is presented to the President for assent the certificate of the Speaker signed by him that it is a Money Bill. Acts are normally published in a Gazette of India Extraordinary on the day on which they are assented to. The date on which the President's assent is given is intimated to the Administrative Ministry by the Ministry of Law. One copy of the Bill bearing the President's Signature is retained in the Ministry of Law and the other copy is returned to the Secretariat of the House concerned. The President's Secretariat retains the spare copy. Copies of Acts will also be forwarded by the Ministry of Law to all the State Governments for publication in Gazette of State Governments.

15. Printing of Copies of Acts for Sale.—The Ministry of Law will take steps to have copies of the Act reprinted in suitable form for sale to the public.

16. Translation of Acts in Hindi and Regional Languages.—The Ministry of Law will take steps to have the Act translated into Hindi (Devnagri script) and to have the translation placed on sale. State Government will be informed when an Act is being so translated. Translation into regional languages will be arranged for by the State Governments if so desired by them.

17. Procedure regarding non-official Bills.—(i) Whenever a Private Member of Parliament gives notice, in accordance with the provisions of the Rules of Procedure and Conduct of business in the Houses of Parliament, of his desire to move for leave to introduce a Bill, the Secretariat of the House concerned sends a copy of the notice together with a copy of the Bill and Statement of Objects and Reasons to the Ministry to which the subject belongs.

(ii) The Ministry concerned will consult the Ministry of Law as to the competence of Parliament to enact the measures.

(iii) The policy of Government in relation to the Bill shall be officially settled in the Ministry to which the subject belongs with the approval of Parliamentary and Legal Affairs Committee of the Cabinet.

18. Ordinances and Regulations.—The procedure described above for promoting Bills will apply *mutatis mutandis* to Ordinances promulgated under Article 123(1) and Regulations made under Article 240 of the Constitution. After the terms of the draft Ordinance or Regulation, as the case may be, have been settled in consultation with the Ministry concerned, printed copies will be obtained by the Ministry of Law. An assent copy together with (a) a spare copy of the Ordinance or Regulation, (b) a copy of the Summary to the Cabinet, and (c) a copy of the decision of the Cabinet relating to the Ordinance or Regulation will be submitted by the Ministry of Law for the signature of the President through the Ministry in-charge of the administrative Ministry, in the case of Ordinances and through the Ministry of Home Affairs, in the case of Regulations. After obtaining the signature of the President, the Ordinance or Regulation will be published in a Gazette of India Extraordinary. The Ministry of Law will inform the Ministry concerned as to the promulgation or making of the Ordinance or Regulations so as to enable the Ministry to take further action in the matter. Copies of Ordinances are also forwarded to all the State Governments for publication in State Gazette.

भाग-I
PART—I

अनुक्रमणिका
INDEX

यह अनुक्रमणिका केवल हवाले की सुविधा के लिए बनाई गई है, इसलिए इसमें लिखी किसी भी बात से यह न समझा जाए कि यह पुस्तक के उपबंधों की व्याख्या करने के लिए लिखी गई है।
This index has been compiled solely for the purpose of facilitating references and no expression used in it should be considered as in any way interpreting the provisions in the Manual

INDEX

				<i>Para No.</i>	<i>Page No.</i>
A					
Addresses of Officers and staff : ...	...	...	...	51	18
Adjournment motions & other motions : ...	...	...	...	137-139	44-46
Allowances :					
(i) Night duty ...	...	...	...	52	19
(ii) Overtime ...	...	...	...	52	19
Attached & Subordinate Offices : ...	...	...	...	5	2
Attached, Subordinate & Field Organisations : ...	...	...	...	56-57	20-22
B					
Bills :					
Government—	...	...	...	140 (App-iv)	46
Budget : ...	...	...	...	68-75	31-32
(i) Annual					
(ii) Appropriation Bill					
(iii) Cut Motions					
(iv) Demand for Grants					
(v) Grant & Appropriations					
(vi) Supplementary Appropriation					
—Papers recording of	...	...	...	91-92	35
C					
Case of Govt. Property : ...	...	...	...	55	19
Cleanliness of Office : ...	...	...	...	53	19
Conduct & Discipline :					
(i) Attendance etc.	...	...	...	42	17
(ii) Leave & Holidays	...	...	...	43-50	17-18
(iii) Service Rules	...	...	...	41	17
Council of Ministers : ...	...	...	...	2	1
Cut Motions/other Motions : ...	...	...	...	76-90 & 138-139	32-34 & 45-46

INDEX—(Contd.)

	Para No.	Page No.
E		
Estimates Committee : ...	62	26
G		
Government Assurances Committee :	64	28-29
H		
Half an hour discussion :	135-136	44
I		
IRCON ...	57[j(ii)]	22
L		
Legislation Business :		
—Control of Parliament ...	58	23
N		
National Railway Users Consultative Council (NRUCC) :	59	23-24
O		
Organisation & Methods Unit (O&M) :	24	9
Organisation of Middle Management (Railway Board) :...	16-23 (App-I)	7-9
Organisation of the Ministry of Railways (Railway Board) :	6-13	3-5
Organisation of Office Staff (Railway Board) :	25-31	10-12
Organisation of service & support Units (Railway Board) :	32-36	13-14
Overtime Allowance : ...	52	19
P		
Parliament :		
(i) Code of Conduct in—	147 (App II)	47
(ii) Library of—	146	47
(iii) List of Business in—	142	47
(iv) Scrutiny of records of Proceedings in—	144	47

APPENDIX 6

[Vide para 29(d) & 35]

PROCEDURE REGARDING SUBMISSION OF CASES FOR CONSIDERATION OF THE CABINET

The following instructions should be strictly adhered to in the preparation of the Summary, etc. for the Cabinet/Committees of the Cabinet.

- (i) Each page of the Summary/Notes/Memorandum should be security graded, 'Secret' or 'Top Secret' as the case may be and the copies of the paper should be numbered.
- (ii) The name of the Ministry should appear at the top of each page.
- (iii) The words "Summary/Note/Memorandum for the Cabinet Committees of the "Cabinet" should appear below the name of the Ministry.
- (iv) A brief subject heading should be given, the heading should be properly indicative of the proposals contained in the paper.
- (v) The summary/Note/Memorandum should bear a date.
- (vi) The Summary/Note/Memorandum should be signed by an officer not below the rank of a Member of the Board.
- (vii) It should be indicated in the body of the paper that the proposals made have the approval of the Minister-in-charge of the sponsoring Ministry.
- (viii) The paper should be self-contained but it should not be unnecessarily long. Even where the material required to be submitted to the Cabinet has to be lengthy, much of it should be relegated to annexures or appendices, keeping the main note as brief as possible.
- (ix) The concluding para should contain the point or points on which the decision of the Cabinet/or Cabinet Committee is sought; together with the recommendations of the Minister-in-charge.
- (x) The sponsoring Ministry should consult all other Ministries which may be concerned with the matter and should also show them whenever necessary the draft paper, in order to ensure that the views of the other Ministries are properly brought out in the paper. The names of the Ministries which have been consulted and/or which have seen the paper should be mentioned; and it should be indicated whether they agree with the proposals made. In the event of disagreement, the views of the disagreeing Ministry should be stated, and in particular it has to be ensured that :
 - (a) if the proposals made in any case suggest or imply either amendment of the existing law or fresh legislation, the paper is shown to the Ministry of Law, and their views incorporated in it;
 - (b) if the proposals made in any case have a financial bearing, whether involving expenditure or not, the paper is shown to the Ministry of Finance and their views incorporated in it;
 - (c) if the proposals made in any case are of controversial nature, no commitments should be entered into without close consultation with all the other Ministries concerned. Should there be any doubt the matter should be brought to the Prime Minister's Notice.

Note.—The question as to whether the final Note/Summary for the Cabinet need be shown to the differing Ministry if its remarks are reproduced in extenso has been considered. It has been decided that in such cases second reference to the Ministries concerned is not necessary. However, this is subject to the proviso that if any addition is made to the note by the sponsoring Ministry to rebut the arguments advanced against its proposal, it should be shown to the differing Ministry. The obligation would, however, be limited only to showing the paper and not to securing consent to the views expressed by the sponsoring Ministry, in rebuttal.

- (xi) The papers should be sent to the Cabinet Secretariat well in advance of the meeting at which they are sought to be considered by the Cabinet or its Committees.
- (xii) The following points have also to be kept in view while typing out the papers for the consideration of the Cabinet and its Committees.
 - (a) The Summary etc., should be typed in single space and both sides of the papers should be used irrespective of the fact whether the paper is intended for *discussion* at a meeting or is for *information* only provided the paper can take in the impression on both the sides. Care should be taken to ensure that the impression is not smudged with the duplicating ink and that it is legible and clear.
 - (b) A wide margin should be left towards that edge of the paper (the left edge of the adverse and the right edge of the reverse) which is put in the pads for the meetings.
 - (c) Paragraphs of the Summaries/Notes for the Cabinet should be properly numbered.
 - (d) Consecutive page numbers should be given on the main summary and its annexure(s) appendice(s). For example, if the main Note ends with page No. 10, the annexure(s) should be given page No. 11 and not page No. 1.
- (xiii) Copies of the papers, intended for the Cabinet and its Committees and for the Council of Ministers should be sent to the Cabinet Sectt. in accordance with the following schedule with a forwarding memorandum indicating clearly the number of copies sent :

Sl. No.	Description	No. of copies required for	
		consideration	information
1.	Cabinet	40	40
2.	Cabinet Committee on Economic Affairs	35	35
3.	Cabinet Committee on Accommodation	25	25
4.	Cabinet Committee on Political Affairs	25	25
5.	Other Cabinet Committees	25	25
6.	Council of Ministers	—	70

(xiv) A draft press brief, prepared on the assumption that the proposal will be approved by the Cabinet shall be sent to the Cabinet Sectt. along with the Note/Summary for the Cabinet in all cases except those relating to :—

- (a) controversial economic issues in respect of which the concerned Ministries are required to brief the press, in terms of the Cabinet decision taken on 6th January, '77.
- (b) purely administrative matter with which the public at large is not directly concerned.
- (c) proposed Agreements/Protocols with foreign Governments which will enter into force only after acceptance by the foreign Government;
- (d) issue of Ordinances; and
- (e) enactment of President's Acts in respect of States under President's Rule which are required to be placed before the Consultative Committee of the Members of Parliament before approval.

Additionally, when Parliament is in session, no draft press briefs shall be sent in respect of proposals relating to major questions of policy in regard to which a previlage motion can be raised.

APPENDIX 7

PROCEDURE REGARDING SUBMISSION OF CASES TO FINANCE

[Vide para 36(ii)]

The following procedure should be followed in the marking and disposal of files where the proposal under consideration have financial implications and, therefore, require the approval of the Financial Commissioner or an officer on his behalf.

2. All cases/proposals involving expenditure should be shown to the Associate Finance Branch first before they are processed for final sanction/approval and before any commitment in that respect is entered into. Such questions should be scrutinised by "F" and seen by Joint Director of Finance or Director of Finance before they are submitted to Member/Member of the Board. The procedure of marking in such cases, will, therefore, be that the Director or Joint Director of the dealing branch will mark the cases to Joint Director Finance or Director of Finance as the case may be. In no case will Director, other than Director of Finance or Director of Accounts mark cases direct to Financial Commissioner for Railways.
3. If agreement is reached by Joint Director of Finance or Director of Finance with the Director concerned, and the matter is in conformity with the known policy of the Board, and the decision does not involve the turning down of a proposal made by General Manager, the approval of Joint Director of Finance or Director of Finance will be considered as an approval given on behalf of the Financial Commissioner and the case need not be submitted to any Member of the Board unless the Director concerned feels that the case is important enough to be submitted to his Member.
4. If, however, there is either no agreement regarding the solution of the case between the Director concerned and Joint Directors of Finance or Director of Finance or there is an agreed solution but it involves turning down a proposal made by a General Manager or a case involves a question in regard to which the policy of the Board has not yet been defined, the case should be submitted by Joint Director of Finance or Director of Finance to the Member concerned. If the Member agrees with the solution suggested by Joint Director of Finance or Director of Finance there is no need unless the Joint Director of Finance or Director of Finance expressly so desires to send the case to Adviser Finance/Financial Commissioner and the case will be considered as having been approved on behalf of the Financial Commissioner.
5. In cases where a Member disagrees with the solution suggested by Joint Director of Finance or Director of Finance the case should go back to the Joint Directors of Finance or Director of Finance. If Joint Director of Finance or Director of Finance choose to accept the Member's solution without reference to Adviser Finance/Financial Commissioner he may do so. The acceptance by Joint Director of Finance or Director of Finance will be considered as on behalf of Financial Commissioner.
6. If, however, Joint Director of Finance or Director of Finance still finds that he cannot commit Financial Commissioner for Railways to the solution proposed he will mark the case to Adviser Finance/Financial Commissioner with his further remarks.
7. Joint Director of Finance and Director of Finance will keep Financial Commissioner informed of the important decisions taken by them on his behalf. If any case is considered sufficiently important, Joint Director of Finance or Director of Finance may mark it to both to the Member concerned and Financial Commissioner.
8. Simple drafts on decision taken with the concurrence of Finance need not be vetted by Finance, before issue.

9. Minor and routine cases where the decision follows well-known policy, or the orders to be issued merely incorporate decisions which already have had the concurrence of the Financial Commissioner or Joint Directors of Finance and Director of Finance on behalf of Financial Commissioner for Railways and where there is no disagreement over the solution suggested, may be accepted by Deputy Director of Finance on behalf of Financial Commissioner.

10. *Write off of losses.*—The following procedure should be observed by the Finance Branches of the Railway Board in dealing with cases for the write off of losses when they are referred to the Finance Directorate :—

The case should initially be examined with reference to the seriousness of the various considerations involved. The seriousness does not merely depend upon the amount involved. All cases involving special or unusual features should invariably be submitted to the Financial Commissioner of Railways through the Director, Finance. Cases in which the amount of loss involved exceeds Rs. 5 lakhs should also be submitted to the Ministers through the Financial Commissioner, Railways before sanction is accorded to the write off.

APPENDIX 8

STYLE IN NOTES AND DRAFTS*

[Vide paragraph 41 (12)]

The style in notes and drafts is as important as their contents. The following will be observed in drafting and also in writing notes :—

- (1) "Information" is singular. If information is called for on many points, it does not become "Informations".
- (2) The words "Proximo", "Idem" and "Ultimo" should be avoided. They are not necessarily even abbreviations and they possess no other recommendations. On the contrary, they lead to confusion and one has to take the trouble of looking at the date of the letter to find out what they mean. The names of the months must be used instead.
- (3) "The same" must not be used instead of "it" or some other simple word.
- (4) Such needlessly formal words as "therein" and "thereon" should not be used instead of "in it" or "on it".
- (5) The preference for passive verbs over active verbs generally make the style vague and clumsy, as "It is understood" for "I do not understand" or "The date of issue of the order should be reported by him" for "he should report when he issues the order."
- (6) A simple or short word is to be preferred in place of a long phrase. Examples of needless verbosity are preference of "make the assessment" to "assess", "purchase" to "buy", "commence" to "begin" and "omitted to" or "failed to" to the simple "did not" (the two latter ones are very common); "make enquiries for" "enquire", "building purposes", for "building", Where "omit" by itself is proper and sufficient, the love of such redundant phrases is displayed as "has been omitted to be entered in the register" instead of "has been omitted from the register". Another widespread error is the use of "for being" instead of "to be" and "for doing" instead of "to do" and "returned for being stamped" instead of "to be stamped". If the secretary orders that an assistant should be punished "for being corrupt" it does not mean "in order to make him corrupt".
- (7) Foreign or classical words and expressions should be avoided as far as possible; vernacular words should only be used when their meaning cannot be expressed equally well in English.
- (8) Short sentences should be preferred to long ones "Secretary's attention is invited to O.M..... He is requested..." is better than "The Secretary's attention is invited to O.M..... and he is requested". "In case in which" is a clumsy phrase for which "when", "where" or "if" can usually be substituted. The word "necessary" is usually superfluous in such phrases as the necessary entries", "the necessary corrections", "the necessary instructions", etc.

*Borrowed from an appendix of Government of Assam Manual of Office Procedure Secretariat, 1968 which has been adapted from an appendix of the (then) Government of Madras Secretariat Office Manual, 1960.

- (9) The phrase "do the needful" should never be used. Either state definitely what is to be done or say "do what is necessary". The word "avail" is very awkward one, as it is a reflexive and also takes "of" after it. It is better avoided. Moreover, if you do use it, you must not say "the leave was availed of" or "I availed of the leave", still less "he is permitted to avail the holidays". You must say "I availed myself of the leave," and so on. But why not simply say "took the leave"? "Available" also is a bad word. A register "not readily available" may mean anything, for example, that it was needed for reference by one of the members, or had been sent somewhere out of the office, or was locked up and the key was elsewhere. It is very annoying to have one's work increased by having to send a note back to ask what it means.
- (10) Split infinitives should be avoided. Write "kindly to state" and not "to kindly state". A very common and equally objectionable feature of official communications is a similar splitting of other verbal phrases. For instance, "The Deputy Commissioner will in the circumstances now stated, be requested" is not good English. It is quite as easy to say "In the circumstances now stated the Deputy Commissioner will be requested to....."
- (11) Do not write "marginally noted" which could only mean "having marginal notes". Write "noted in margin". Similarly "Plan marked" could only mean "marked with plans" (Compare "pock-marked"), and "plaint mentioned" neither does nor possibly could mean anything.
- (12) Instead of such a phrase as "the figures for 1949, 1950 and 1951 were 256 & 257 and 348 respectively" which is confusing, write "the figure for 1949 was 256, that for 1950 was 257 and that for 1951 was 348". This is a little, if at all, longer and is perfectly clear. "Former" and "latter" should also be avoided as they are constant sources of confusion.
- (13) Do not ride any phrase to death. Some persons begin every letter with the phrase with reference to. It is better to vary the phrase so as to make it more definite. Say "In reply to", "As directed in" and so on; or begin in narrative form "In their order..... Government directed.....". Avoid the phrase "with advertence to".
- (14) In ordinary English "in case" does not mean the same as "if". "I shall take my umbrella in case it rains" means "so as to be prepared for rain". Nor does "as well as" mean the same as "and". It is much more emphatic. It would be absurd to say "a man was 5 feet 8 inches high as well as 21 years of age". But you might well say that "he was a good painter as well as a remarkable musician."
- (15) The fondness for writing "as well as" for and "in case" for "if" presumably arises from the fondness of the users for a longer expression. "In case if" is a stage further on the downward path. "I am unable to" for "I cannot" and "hand over" for "give" are other common examples of the preference for the longer phrase. "By the time" is sometimes wrongly used for "then". "By that time" means "then". "By the time that" means "when". Always be as definite as possible.

- (16) "As such" is often misused. It is correct to say "Mr. A was then the Superintendent and as such was bound to report....." but "Mr. A was not then the Superintendent and as such he is not to be blamed" is meaningless. "While such being the case" is a familiar embellishment of criminal complaints, etc. "While" is here redundant.
- (17) Tenses and moods are misused in almost every note or draft. The misuse "of had" is one of the commonest errors. The pluperfect "had" is rightly used to emphasize priority of one event in the past to another. It is correct to say "I had gone to bed when the house caught fire" but senseless to say "I had gone to bed at 10 O'Clock last night" ("I went" is correct) unless the meaning is that you had gone to bed before 10 O'Clock. The present tense is wrongly used for the incomplete perfect, as in "I am record-keeper from 1906". "I have been record keeper since 1906" is correct. "Government press for a reply" should be "Government are pressing for a reply". "The following men now act" is wrong. It should be "are now acting". "Act" means "usually act" or "habitually act", are acting emphasizes the fact that they are doing so now.
- (18) "Must have" is sometimes misused for "should have" or "ought to have". "Must have done it" means that he certainly has done it. It is not to be used to mean that he has not done it but should have. "Till" is commonly misused in a way that it is positively misleading. "No reply was received till January 1st" implies that a reply was received on January 1st: but it is erroneously used to mean that even on January 1st no reply had been received. To convey this latter meaning "up to" with the pluperfect is the correct English—"Up to January 1st, I had received no reply".
- (19) Distinguish "all the stamps have not been punched" which is ambiguous from "Not all the stamps have been punched", or "the stamps have not all been punched", which mean that some have been punched and some not. These phrases are commonly confused. "He has yet to collect Rs. 1,000", is not ordinarily modern English. "Still has" is correct. "Yet" may be used with a negative, e.g. "has not yet applied" and is only used with a positive verb in special phrases such as "I have yet to learn".
- (20) "So" is not equivalent to "very". It is sometimes written "the peon is so impertinent", "I warned him so many times" meaning "very impertinent". "very often". "Not so bad" means "rather good", but this is a colloquial phrase. Similarly, "too" has generally a relative sense, that is, it implies excess relatively to a certain standard or object not absolute intensity so to speak (except in a few colloquial phrases, such as "it is too bad") but it is commonly written "it is too hot" meaning "it is very hot".
- (21) The verb "to hope" implies pleasurable anticipation. It is used sometimes instead of a neutral word such as "think", and thereby producing comically inappropriate phrases such as "I hope your honour is ill". Omission of articles (a, an, the) is a common fault. It is permissible in a telegram for reasons of economy—not elsewhere. But articles must be used correctly. The statement "appellant is the inhabitant of Jaipur" implies that there is only one inhabitant. "An inhabitant of Jaipur" is correct. "This is serious omission" should be "This is a serious omission".

- (22) "As to" is common redundant form, e.g. "The Deputy Commissioner is directed to report as to whether", "whether" alone is sufficient. So also "as against" or "as compared with" are commonly used in comparing figures, where "against" or "compared with" are sufficient and correct. It is correct to say "as compared with last harvest, the yield was poor", but not the "yield was 4 rupees as compared with 8 rupees last year". "As" means nothing in the latter phrase.
- (23) Pseudo-accuracy accounts for much unnecessary verbiage. "If any" is a common example of this fault. It is quite unnecessary to say "The Deputy Commissioner is requested to report the number of cases if any". If there are none, the Deputy Commissioner will say so. In the same way it is unnecessary to say "The Deputy Commissioner is requested to report whether it is advisable or not to.....". The use of the word "ask" instead of "order" or "direct produces a curiously-important effect when a lower subordinate is referred to...." The S.D.O. may be asked to report" sounds silly.
- (24) On the other hand, the use of such phrases as "at all", "care to", "in spite of" sometimes sounds needlessly discourteous as well as unidiomatic. "In spite of three reminders the Deputy Commissioner has not at all cared to reply" is rude as well as un-English. "It" will be enough if the Deputy Commissioner....." is not English. The more appropriate phrase is "the Deputy Commissioner need only". Avoid pretentious words such as "penultimate". "Last but one" is quite good enough.
- (25) "I am directed to request that you will be so good as to furnish me with information as to whether" is the sort of stuff that we come across frequently. "I am directed to enquire whether" means exactly the same and is not unduly curt. Never use several words where one will do. Do not write "make an application" but "apply" or "a label of the value of fifty paise only" instead of a fifty paise stamp". Addition of the word "only" after any sum of money is in place in a bill or cheque not elsewhere.
- (26) "In this connection" at the beginning of a sentence is a favourite bit of hackneyed padding. It means nothing at all. "In returning herewith a favourite but inappropriate type of opening phrase. It is often aggravated by making the subject of the main sentence different from the implied subject of "returning" or by changing to the passive construction. You can say "In returning.....I am directed to point out". You must not say "In returning herewith the statement received with his letter..... the Deputy Commissioner is informed". But this is quite common. On the other hand, such phrases as "Turning to paragraph....., It may be observed" and so on ("Regarding", "Concerning", "Considering" etc.), are unobjectionable though "Turning to paragraph 1" is no doubt more strictly correct.
- (27) A needless anxiety to avoid repetition gives rise to various faults. Sometimes, instead of repeating a man's name, an assistant will say "the individual" which is not good English. The use of "former and latter", "respectively" and "the same" have been mentioned already and also come under this head.
- (28) The words "comprise", compose and "consists" are confused with each other. It is written "the land comprises of 3 plots" or "is comprised of". The correct forms are "the land comprises consists of is composed of three plots". It is also written "the old building was substituted by a new one". You can say "a new building was

substituted for the old one" or "the old building was replaced by a new one". "Dispose it off" is a common error for "dispose of it", also "tear off" for "tear up" and "stick up" for "stick in". (You can stick a thing "up" on a wall of course but not "up" in a book). "Stick up to" is used for "Stick to" itself a slang phrase. "He stuck up to agreement" is wrong. It is also written "slips have been pasted" and the "papers have been stitched" whereas "pasted in" and "stitched (or preferable 'Seven') together" are correct.

- (29) "Agree" and "tally" cannot be used actively. Figures may agree or tally. You cannot "agree" figures or "tally" them. Generally use unpretentious words rather than pompous ones. "I went to camp" not "I proceeded". "live" or "dwell", not "reside". "Instead of" is much more usual in ordinary English than "in lieu of", which is a phrase used mainly in legal documents. "Stamp" is the ordinary English not "label", and "Envelope" or "letter" not "cover".

- (30) You cannot say "He told/expressed that he was unwilling". It must be "he told me that he was unwilling". "he expressed his unwillingness", "he expressed himself strongly". "Enough of money" is not good English. Say "enough money", "of" follows "enough" when for any reason it is necessary to use "enough" as a substantive, e.g., "I have had enough of this", "I don't as a substantive e.g., "I have had enough of this", I don't know enough of the language, to.....", but "I know enough English to.....". "None" for "no one" is obsolete or poetical. Do not write "None made any offer" but "no one made any offer". Do not say "it is not used by any" but "it is not used by anyone", Do not say "this is known to all" but "everyone knows this". "There is no use of sending" is wrong. it should be "it is no use sending", "it is no use to send" or "there is no use in sending".

- (31) Do not qualify expressions, needlessly. To do so produces flabby style. Words like "it seems" and "it appears" are used when there is really no doubt. "He was absent in his house" meaning that he was elsewhere than in his house, is a contradiction in terms. "Absent from" is correct, but the ordinary English would be "he was not at home", or simply "he was away" or "was out". "Also" is misused with negatives. "He did not address the letter and did not also stamp it" should be "nor did he stamp it".

- (32) "He puts himself up at....." or "he is put up at", are wrong. The correct English (and it is colloquial) is "He is putting up at". "Wooden piece" for "piece of wood" is a common error.

- (33) "I enquired into the witness" is another frequent mistake. you "examine" a witness and "enquire into" a case. But one does not "investigate into a case", one "investigates it". Male member should not be used to mean "male" or "man". You can say "the male members of my family". Do not say "my family members" but "members of my family". "Through meaning "past" and "cross" meaning "went past" are frequently used e.g., "I went through the temple", or "I crossed the temple". You "cross" a river or a road when you go from one side of it to the other.

- (34) Do not use such phrases as "has breathed his last", or "is no more", for "is dead", "It is high time to do so and so" is an idiomatic English phrase. "As it was high time, the Court adjourned the case till next day" is not English.
- (35) "In view to do" so and so is wrong. You can say "with a view to reducing" meaning "in order to reduce", and you can also say "in view of these circumstances" meaning "having regard to them". "In view to is impossible.
- (36) "You should insist on the Under Secretary to reply" is wrong. It should be "should insist on his replying". "Address" is used sometimes as though it meant "ask". "Government will be addressed to reconsider their order" is, strictly speaking meaningless.
- (37) "Government sanctioned a peon to the Deputy Secretary" should be "for the Deputy Secretary". "Petitioner wants that the land should be transferred is wrong. It should be "wants the land transferred to be transferred.

APPENDIX 8 (A)

[Vide Para 29 (d)]

PROCEDURE RELATING TO CASES INVOLVING LEGISLATION IN PARLIAMENT

1. **Initial Action.**—The Ministry of Law may initiate certain types of substantive legislation on certain matters relating mainly to civil law and procedure, as for example, laws relating to marriage, divorce, succession, transfer of property. Civil procedure evidence and the like and matters relating to elections to Parliament and State Legislatures and legislation of a formal character such as the periodical repealing and amending Bills. Except for these matters, every proposal to initiate legislation in Parliament shall be considered in the Ministry to which the subject-matter of the legislation relates. The necessity for the legislation and all matters of substance to be embodied therein, except the technical details of the Bill, shall be discussed and settled in such Ministry.

2. **Consultation with the Ministry of Law.**—Whenever a Ministry finds it necessary to promote legislation, whether by Bill, by Ordinance or by Regulations, the proposal will, in the first instance, be referred to the Ministry of Law for its advice as to whether legislation is necessary or desirable and is within the competence of Parliament under the Constitution and if so, the general lines on which the legislation may be drafted.

3. **Legislation in respect of Union Territories.**—(i) Under Section 2 of the Union Territories (Laws) Act, 1950, the Central Government is competent to extend, by a notification in the official gazette, any State enactment, with or without modification, to a Union Territory. All proposals for such extension will be dealt with in the Ministry of Home Affairs who will examine them in consultation with the Ministry of Law & other Ministries concerned and then place them before the appropriate Advisory Committee.

(ii) As regards independent items of legislation, which have to be introduced in Parliament, proposals may be sponsored by the Administrative Ministries according to the subjects concerning them. The Administrative Ministries will, however, consult the Ministry of Home Affairs at the earliest possible stage to enable the latter to express their view as regards the desirability of undertaking the proposed legislation, the principles involved therein and the substance of the more important provisions proposed. Thereafter, the administrative Ministry concerned will prepare the draft Bill in consultation with the Ministry of Law and the other Ministries etc. concerned and send the final draft to the Ministry of Home Affairs for being placed before the appropriate Advisory Committee. As soon as the matter has been considered by the Advisory Committee, the Administrative Ministry will take suitable steps to obtain the approval of the Cabinet and introduce and process the proposed legislation in Parliament in accordance with the procedure described in the following paragraphs.

4. **Approval of the Cabinet.**—If, after such consultations as may be necessary it is decided to undertake legislation, a self-contained summary setting out the facts of the case and legislative measures proposed shall be prepared in consultation with the Ministry of Law and submitted to the Cabinet for its approval.

5. **Ministry of Law to be supplied with all relevant papers.**—When the proposal for legislation is approved by the Cabinet, all the relevant papers should be sent to the Ministry of Law with an office memorandum indicating with sufficient precision the lines on which it has been decided to legislate and requesting the Ministry of Law to draft the requisite Bill.

6. **Preparation of the Draft Bill by the Ministry of Law.**—On the basis of the office memorandum referred to in paragraph 5 above and after such consultation with the Ministry concerned as may be necessary, the Ministry of Law will prepare a Draft Bill and send it to the

Ministry concerned for approval. If the originating Ministry is satisfied that the draft Bill as prepared by the Ministry of Law meets with its requirements, it will be returned to the Ministry of Law with a Statement of Objects and Reasons signed by the Minister who will be in-charge of the Bill in Parliament. All Bills should be circulated to Members of the Cabinet prior to introduction in Parliament. Accordingly, the Bills whenever finalised in the Ministry of Law will be sent to the administrative Ministry concerned for circulation to the Members of the Cabinet. On receipt of the information from the administrative Ministry that this has been done, further steps will be taken in the Ministry of Law for introduction of the Bill in Parliament. It will, however, not be necessary to circulate to the members of the Cabinet the Finance Bills and Appropriation Bills.

In the case of a Bill containing more than twenty five clauses, a title showing the arrangement of clauses will be included in the beginning in order to facilitate references of the clauses in the Bill during discussions in Parliament.

All amending Bills should contain extracts of section of the original Acts which are sought to be amended.

Under the Rules of Procedure and Conduct of Business in either House of Parliament, Bill involving expenditure shall be accompanied by a financial memorandum inviting particular attention to the clauses involving expenditure and giving an estimate of the recurring and non-recurring expenditure involved in case the Bill is passed into Law. Such financial memorandae are prepared by the Ministries sponsoring the Bills and should be shown to the Département of Expenditure of the Ministry of Finance at the draft stage before relevant Bills are introduced in Parliament. A Bill involving proposals for delegation of legislation power shall be accompanied by a memorandum explaining the proposals and drawing attention to their scope and stating also whether they are of a normal or exceptional character.

All the discussions relating to the drafting of Bills, etc. will take place on the files of the Ministry of Law.

7. Printing of the Bill.—After the drafting of Bill and all preliminaries connected therewith have been settled the Ministry of Law will send the Bill together with all its enclosures to the Government of India Press for Printing. Clauses or provisions in the Bill which involve expenditure from public funds will be printed in thick type or in italics. The proof copy of the Bill received from the Press will be scrutinized by the Ministry of Law and forwarded to the Secretariat of the House concerned who will place the requisite print order.

8. Procedure for obtaining copies of Bills.—Ministries requiring additional printed copies of Bills as introduced should send their demand along with the requisition for work in the prescribed form (S. 99), duly completed to the Secretariat of the House concerned. This should be done well in time and, in any case, not later than the date on which the corrected proof of the relevant Bill is forwarded by the Law Ministry to the Secretariat concerned, to enable the latter to consolidate the print order for issue to the printers. For this purpose, the originating Ministry may keep in touch with the Ministry of Law as regards the probable date of the transmission of the Bill to the Secretariat of the House concerned.

A similar procedure will be followed for obtaining copies of the reports of Select Committee or Joint Committees on Bills except that the order should be sent to the Secretariat of the House concerned not later than the date by which the report is scheduled to be presented.

The demand for copies of Bills as passed by both Houses of parliament should be sent to the Secretariat of the House concerned in which the Bill is finally passed not later than the date of its passage.

The cost of printing the additional copies will be debited against the monetary allotment of the Ministry/Department concerned.

9. Whenever a secret Bill is introduced in Lok Sabha/Rajya Sabha, an authenticated copy thereof bearing the signature of the Minister below the Statement of Objects and Reasons should be placed on the Table of the House concerned at the time of introduction.

10. **Passage of Bill through Parliament.**—Except for Money Bills and Bills making provision for any of the matters specified in sub-clauses (a) to (g) of clause 1 of Article 110 of the Constitution, introduction of which in the Rajya Sabha is prohibited under Articles 109 and 117, Bills may originate in either House of Parliament, the choice being as matter of convenience depending upon the nature of the legislative proposals, state of parliamentary business and any other factors. When the question in which House a Bill is to be introduced has been settled, the Ministry of Law will send proof copies of the Bill to the Secretary of that House and the Administrative Ministry will send a letter signed by the Minister to the Secretary of the House giving intimation of his intention to move for leave to introduce the Bill. Copies of the above communications from the Law Ministry and the Administrative Ministry will be endorsed to the Department of Parliamentary Affairs which will fix the time and date for the introduction of the Bill in the House. This date is usually fixed after the Secretariat concerned gets the fair copies of the Bill printed. The Minister in Charge of the Bill will also send to the Secretary of the House concerned an intimation of his intention to move that the Bill be taken into consideration and also that the Bill be passed. Similar intimation is to be sent to the Secretary of the other House after a Bill has been passed in one House and transmitted to the other. Whenever a Bill is proposed to be referred to a Select or Joint Committee on Government motion notice will be sent to the Secretary of the House concerned accordingly. The Minister in the Administrative Ministry will consult the Minister for Parliamentary Affairs for names of members to be associated with the Select/Joint Committee. These names are usually mentioned at the time of making the motion in the House concerned.

Where a Bill is held by the Speaker to be a Money Bill, he endorses certificate to that effect when the Bill goes to the Rajya Sabha.

A Bill which is dependent wholly or partly upon another Bill pending before the Lok Sabha, may be introduced in that House in anticipation of the passing of the Bill on which it is dependent but the second Bill can not be taken up for consideration and passing until the first Bill has been passed by the Parliament and assented to by the President.

11. **Recommendation or previous sanction of the President.**—Where under Articles 3, 117, 274 and 349 of the Constitution, the recommendation or the previous sanction of the President is necessary for the introduction in, or the consideration by, Parliament of certain classes of Bills, such recommendation or previous sanction will be obtained by the Administrative Ministry concerned and communicated under the signature of the Minister to the Secretary of the Lok Sabha or the Rajya Sabha, as the case may be. A copy of the communication will also be endorsed to the Ministry of Law. Incidentally, when a Bill attracts the provisions of Article 117(3), recommendation of the President has to be obtained separately for each House and communicated to the House concerned before the bill is taken up for consideration by that House. It would not be appropriate to obtain the recommendation of the President in advance so as to cover the passing of the Bill by both Houses. In the case of an amendment to a Bill, which under the Constitution cannot be moved without the previous sanction or recommendation of the President, the orders of the President granting or withholding such sanction or recommendation will be similarly obtained by the Administrative Ministry concerned and communicated under the signature of the Minister to the Secretary of the Lok Sabha or the Rajya Sabha, as the case may be. A copy of the communication will also be endorsed to the Ministry of Law.

12. **Observance of other Constitutional Requirements.**—If legislation is being undertaken in pursuance of Article 249 or 312 or Article 252 of the Constitution, the Administrative Ministry will have to ensure that there is the necessary resolution of the Council of States or, as the case may be that atleast two State Legislatures have passed the necessary resolutions.

13. **Scrutiny of the Bill as passed by Parliament.**—When a Bill has been passed by both the Houses of parliament, the Secretariat of the House which is in possession of the Bill will send a copy thereof as passed to the Ministry of Law, which will scrutinize it and point out mistakes in the Bill if any, relating to printing, spelling, punctuation, numbering of sections, clauses or cross references and marginal headings. The Ministry may also make suggestions to correct patent errors and mistakes and to make such other changes in the Bill as are consequential on the amendment accepted by the House for the consideration of the Speaker or the Chairman, as the case may be. The Bill will then be returned to the Secretariat of the House concerned.

14. **President's Assent.**—The Bill will then be reprinted by the Secretariat of the House concerned with the superscription "as passed by the Houses of Parliament". That Secretariat will thereafter send to the Secretary and to the President, through the Ministry of Law, two assent copies of the Bill, together with spare copies with the endoresment of the Speaker of the Lok Sabha or the Chairman of the Rajya Sabha, as the case may be, certifying that the Bill has been passed by the Parliament, for the assent of the President. Whenever a bill passed by Parliament is required to receive President's assent before a particular date the Secretariat of the Lok Sabha or the Rajya Sabha (as the case may be), the Ministry of Law and the Department of Parliamentary Affairs should be advised to that effect in good time to ensure timely action in the matter. There shall be endorsed on every Money Bill when it is presented to the President for assent the certificate of the Speaker signed by him that it is a Money Bill. Acts are normally published in a Gazette of India Extraordinary on the day on which they are assented to. The date on which the President's assent is given is intimated to the Administrative Ministry by the Ministry of Law. One copy of the Bill bearing the President's Signature is retained in the Ministry of Law and the other copy is returned to the Secretariat of the House concerned. The President's Secretariat retains the spare copy. Copies of Acts will also be forwarded by the Ministry of Law to all the State Governments for publication in Gazette of State Governments.

15. **Printing of Copies of Acts for Sale.**—The Ministry of Law will take steps to have copies of the act reprinted in suitable form for sale to the public.

16. **Translation of Acts in Hindi and Regional Language.**—The Ministry of Law will take steps to have the Act translated into Hindi (Devnagri script) and to have the translation placed on sale. State Governments will be informed when an Act is being so translated. Translation into regional languages will be arranged for, by the State Governments, if so desired by them.

17. **Procedure regarding non-official Bills.**—(i) Whenever a Private Member of Parliament gives notice, in accordance with the provisions of the Rules of Procedure and Conduct of business in the Houses of Parliament, of his desire to move for leave to introduce, a Bill, the Secretariat of the House concerned sends a copy of the notice together with a copy of the Bill and Statement of Objects and Reasons to the Ministry to which the subject belongs.

(ii) The Ministry concerned will consult the Ministry of Law as to the competence of Parliament to enact the measures.

(iii) The policy of Government in relation to the Bill shall be officially settled in the Ministry to which the subject belongs with the approval of Parliamentary and Legal Affairs Committee of the Cabinet.

18. **Ordinances and Regulations.**—The procedure described above for promoting Bills will apply *mutatis mutandis* to "Ordinance promulgated" under Article 123(1) and Regulations made under Article 240 of the Constitution. After the terms of the draft Ordinance or Regulation, as the case may be, have been settled in consultation with the Ministry concerned printed copies will be obtained by the Ministry of Law. An assent copy together with (a) a spare copy of the Ordinance or Regulation, (b) a copy of the Summary to the Cabinet, and (c) a copy of the decision of the Cabinet relating to the Ordinance or Regulation will be submitted by the Ministry of Law for the signature of the President through the Minister in-charge of the administrative Ministry, in the case of Ordinances and through the Ministry of Home Affairs, in the case of Regulations. After obtaining the signature of the President, the Ordinance or Regulation will be published in a Gazette of India Extraordinary. The Ministry of Law will inform the Ministry concerned as to the promulgation or making of the Ordinance or Regulations so as to enable the Ministry to take further action in the matter. Copies of Ordinances are also forwarded to all the State Governments for publication in State Gazette.

APPENDIX 9

ACTS, RULES AND INSTRUCTIONS OF A GENERAL NATURE TO BE MAINTAINED BY EACH SECTION

[Vide Para 44 (2)]

1. Constitution of India.
2. Government of India (Allocation of Business) Rules.
3. Government of India (Transaction of Business) Rules.
4. Authentication (Orders and other instruments) Rules.
5. Procedure in regard to submission of cases to the Cabinet' issued by the Department of Cabinet Affairs.
6. Official Languages Act and instructions issued thereunder.
7. Rules of procedure and conduct of business in Lok Sabha.
8. Directions by the Speaker under the rules of procedure and conduct of business in Lok Sabha.
9. Rules of procedure and conduct of business in Rajya Sabha.
10. "Procedure to be followed by ministries in connection with Parliamentary Work" issued by Lok Sabha Secretariat.
11. Memorandum on the preparation and passing of bills issued by Ministry of Law and Justice.
12. Departmental security instructions issued by the Security Directorate of this Ministry.
13. General instructions regarding type-writing, stencil-cutting carbon manifold etc. issued by the institute of Secretariat Training and Management.
14. "Channel of communication between the Government of India and State Governments on the one hand foreign and Commonwealth Governments or their missions in India, Heads of Indian Diplomatic Missions and Posts abroad and United Nations and its specialised Agencies, on the other" issued by the Ministry of External Affairs.
15. Schedule of periods of retention for records common to all departments issued by the Department of Administrative Reforms and Public Grievances.

APPENDIX 10

SPECIMEN FORMS OF COMMUNICATIONS

[Vide para 70(i)]

1. Letter (with Endorsement)

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No..... New Delhi, the.....

To

Subject.—

Sir,

*With reference to your letter No.....
dated.....I am directed to say that.....

Yours faithfully
Sd./-
(A.B.C.)
Secretary or for Secretary
Railway Board
Tele : No.....

Encl :

(Endorsement)

No.....New Delhi, the

Copy forwarded for information/necessary action to :

- (1).....
(2).....

(A.B.C.)
Secretary or for Secretary
Railway Board
Tele : No.....

* Other alternative forms of the introductory phrases commonly used are.—

- (i) In continuation of my/this Ministry's letter No..... dated.....
(ii) With reference to the correspondence resting/ending with your/this Ministry's letter
No..... dated.....

@ To be typed on copies intended for (1) and (2) referred to in the endorsement.

APPENDIX 10 (contd.)

[Vide para 70 (2)]

(2) Demi-Official Letter

XYZ

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

D.O. No.

New Delhi, the.....

My dear/Dear Shri

Will you please refer to your D.O. letter No.....dated.....
regarding.....?

I am sending herewith a copy of the draft rules relating to.....I shall be
grateful if you will kindly go through the same and let me have your comments as soon as
possible. It is proposed to convene an inter-departmental meeting early next month to finalise the
rules. Your early response will, therefore, be very much appreciated.

DA :

Yours Sincerely,
(XYZ)

Shri.....

Deqn.....

APPENDIX 10 (Contd.)

[Vide para 70 (3)]

(3) Office Memorandum

Specimen I

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No.....

New Delhi, the

OFFICE MEMORANDUM

Subject :

The undersigned is directed to refer to this Ministry's O.M. No.....
dated.....and to say that.....

(A.B.C.)

Under Secretary , Railway Board
Tele : No.....

To

The Department of.....
(.....Vibhag)
.....Bhavan
New Delhi-110001

Specimen II

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No.....

New Delhi, the.....

OFFICE MEMORANDUM

Subject.—

Reference this Ministry's O.M. No.....dated.....

2. Doubts have been expressed whether the provisions of.....also
apply to.....It is hereby clarified that.....

(A.B.C.)

Secretary or for Secretary
Railway Board
Tele : No.....

To

The Department of.....
(.....Vibhag)
.....Bhavan
New Delhi-110001.

APPENDIX 10—(Contd.)

[Vide para 70 (4)]

(4) Inter-departmental note

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

Subject.—

The present rules regulating the issue of Privilege Passes provide inter alia that.....

2. A question has now arisen whether.....

3.

4.

5. This Ministry will be grateful for the advice of the Department of Legal Affairs on the issue raised in para 4 above.

(XYZ)

Deputy Director, Railway Board

Tele : No.....

Department of Legal Affairs (Vidhi Karya Vibhag)

Ministry of Railways (Railway Board) I. D. No.....dt.....

APPENDIX 10—(Contd.)

[Vide para 70 (5)(6)]

(5) En Clair Telegram

TELEGRAM/WIRELESS MESSAGE STATE *EXPRESS/XXR

** AGRIPPA

BOMBAY

NO.....@ REOLET/RYLET JULY TENTH STOP BOARD NOT REPEAT
NOT INTERESTED IN SECURING SERVICES OF XYZ.

**RAILWAYS

NOT TO BE TELEGRAPHED

(A. B. C.)

Deputy Director, Railway Board

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No.....

New Delhi, the.....

Copy by post in Confirmation

(XYZ)

Deputy Director, Railway Board

To

The General Manager,
Central Railway,
Bombay.

* Where necessary

** Telegraphic address of the addressee and the sender respectively.

@ Stands for "Reference our letter/Reference your letter".

Note.—(i) Figures should not be used in the body of the telegram. They can conveniently be replaced by words. For example in the specimen of telegram above "Tenth" has been used in reference to "10".

(ii) Punctuation marks should not be used except the full stop which should be typed as "(.)" or "STOP".

APPENDIX 10—(Contd.)

[Vide para 70 (7)]

(6) Express Letter

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No.....

New Delhi, the.....

To

.....

Subject.—

REFERENCE THIS MINISTRY NUMBER.....DATED.....
AS MATTER HAS TO BE REFERRED TO U.P.S.C. FOR CONCURRENCE BEFORE THE END OF
CURRENT MONTH, PLEASE EXPEDITE REPLY.

(A.B.C.)

Deputy Director, Railway Board

Note.—The forms of telex message and savingram will be similar to those of telegram and express letter, respectively.

APPENDIX 10—(Contd.)

[Vide para 70 (9)]

(7) Office Order

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

OFFICE ORDER NO.....OF 199

It has been decided that the following items of work being dealt with
by.....will be routed through.....instead
of.....till further orders.

(A.B.C.)
Secretary or Under Secretary,
Railway Board.

(No.....)
Dated.....

To

All officers & Branches in Railway Ministry.

APPENDIX 10—(Contd.)

[Vide para 70 (10)]

(8) Order

Specimen I

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No.....

ORDER

Sanction of the President is accorded to the grant of special pay of Rs. 50/- per month to
Sh.....Asstt.....Branch for performing arduous
additional duties in connection with, the.....w.e.f. 1-5-93 to 31-7-93.

(A.B.C.)

Under Secretary, Railway Board.

Copy forwarded to :

1. Pay & Accounts Officer, Min. of Rlys., Railway Board
2. Cash Saction

No.....

New Delhi, dt.....

Copy to the Director of Audit, Northern Railway, New Delhi.

*For Financial Commissioner,
Railways*

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

Specimen II

No.....

New Delhi, dt.....

ORDER

Shri....., a lower division is here by in-
formed that it is proposed to take action against him under rule.....of.....

2. Shri.....is hereby given an opportunity to make
such representation as he may wish to make against the proposal.

3.

4.

(D.E.F.)

Deputy Secretary, Railway Board.

To

Shri.....

APPENDIX 10—(Contd.)

[Vide para 70 (11)]

(To be published in the Gazette of India, Part I, Section 2)

Specimen I

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

(9) Notification

New Delhi, the.....19 .

NOTIFICATION

No.....Shri XYZ, Deputy Director, Railway Board, is appointed to officiate
as Joint Director, Railway Board vice Shri.....transferred to Railway.

(A.B.C.)

Secretary, Railway Board

To

The Manager,
Government of India Press, Faridabad.

No.....

Dated.....

* Copy forwarded for information to :

- 1
- 2
- 3

(D.E.F.)

Deputy Secretary, Railway Board

Specimen 2

(To be published in the Gazette of India, Part II, Section 3)

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No.....

New Delhi, the.....199 .

NOTIFICATION

No. S.R.O. 2044. In pursuance of Section 32 of the Indian Railways Act, 1890 (IX of 1980), the Central Government hereby directs that with effect from 15th October 1956, the following further amendments shall be made in the notification of the Government of India in the Ministry of Railways (Railway Board) No. 2146-TC, dated the 20th February, 1950 namely.—

A.B.C.

Secretary, Railway Board

To

The Manager,
Government of India Press,
New Delhi.

•Endorsement to be typed on all copies except the one intended for the Press.

APPENDIX 10—(Contd.)

(Vide para 70 (12))

(10) Resolution

Specimen I

(To be published in the Gazette of India, Part I, Section I)

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No.....

New Delhi, the.....

The question of.....has been engaging the attention of the Government of India for some time. The Government of India have now decided to set up a Committee consisting of non-officials to conduct an investigation into this matter and make recommendations to Government on this subject.

2. Shri.....will be the Chairman of the committee. Shri..... and Shri.....will be the members.

3. The following will be the terms of reference to the Committee.—

(i).....

(ii).....

ORDER: Ordered that a copy of the Resolution be communicated to.....

Ordered also that the resolution be published in the Gazette of India for information.

(A.B.C.)

Secretary , Railway Board

To

The Manager,
Government of India Press,
Faridabad.

Copy forwarded to :

(i)

(ii)

(iii)

APPENDIX 10—(Contd.)

[Vide para 70 (14)]

(11) Press Communique/note

Not to be published or broadcast before.....a.m./p.m.
on.....day, the.....19

PRESS COMMUNIQUE/NOTE

In response to public demand, the Government of India have appointed a commission to go into the problem of.....and make suitable recommendations to the Government.

2. The Commission will consist of Shri.....as Chairman and the following as members:

1.

2.

3.

3. In making its recommendations the Commission is expected to give consideration to the following matters :

(a)

(b)

(c)

4. The Commission is expected to submit its report to the Government by.....

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No.....

Forwarded to the Principal Information Officer, Press Information Bureau, Government of India, New Delhi, for issuing the communique and giving it wide publicity.

(A.B.C.)
Secretary, Railway Board
Tele : No.

APPENDIX 10—(Contd.)

[Vide para 70 (15)]

(12) Endorsement

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No.....

New Delhi, the 199 .

A copy of the undermentioned papers is forwarded to.....for
information and necessary action.

(A.B.C.)
Under Secretary or for Secretary,
Railway Board.

List of papers forwarded:—

(1).....

(2).....

(3).....

Note.—The above is a specimen of endorsement as an independent form of communication. There can, however, be endorsements below other forms of communications also i.e., letter, notifications, etc., as shown in specimen forms (1) and (9).

APPENDIX 11

(Extracts from the Indian Telegraph Rules regarding Classification and use of urgency gradings for State Telegrams.)

(Vide para 70 (5) (c))

Indian Telegraph Rules

ITR. 143. Classification and order of Priority for State Telegrams.—(1) The following classification indicates in descending order the priority which regulates the disposal of State telegrams, namely :—

- (i) SVH
- (ii) Most Immediate and Operations Immediate.
- (iii) Immediate.

(2) Officers empowered to send State telegrams authorised in this behalf by the Director General, may use these priority indications and obtain for their telegrams precedence over all telegrams of a lower indication awaiting disposal. Telegrams in the course of transmission shall not be interrupted except to prevent delay in disposal of telegrams classed 'IMMEDIATE' or higher priority.

(3) These indications shall be written immediately before the address of the telegram and will be transmitted free.

(4) Telegrams bearing the same priority indication shall be disposed of in the order in which they are booked.

(5) The priority indications mentioned in sub-rule (1) shall operate in respect of telegrams to Ceylon and Nepal in respect of foreign telegrams whilst within Indian limits.

ITR. 144. Charges.—MOST IMMEDIATE, OPERATIONS IMMEDIATE, IMMEDIATE AND WEATHER IMMEDIATE, inland telegrams shall be charged at double the rates for Express telegrams. SVH Telegrams shall be charged at the rates for Ordinary Telegrams, Express and ordinary State telegrams shall be charged at the rates fixed for private telegrams of the same Class (Rule 60).

Telegrams relating to safety of human life :

ITR. 145 Telegrams relating to the safety of human life in maritime or aerial navigation shall bear the service instruction "SVH" written by the sender or the office of origin and telegrams so written shall be given priority in transmission above "Most Immediate" Priority telegrams. Such telegrams shall be delivered to the addressee at once by the office of delivery. Every office which receives a telegram of this category classed either as a State Telegram or a Service Telegram or a Meteorological Telegram shall handle it with topmost priority at all stages.

APPENDIX 11—(Concl'd.)

(P&T Manual) (Volume XI-Parts I & II)

Para. 214 Most Immediate, Operation Immediate and Immediate Telegrams : The indication "Operations Immediate" is reserved for messages directly connected with naval, military or air emergency operations. The remaining indications viz., Most Immediate and Immediate may be used for any Government purpose when the degree of urgency justifies. Though SVH telegrams in the Inland service including telegrams to Ceylon or Nepal are now charged at Ordinary rate, they should be given due priority as mentioned in I.T.R. 145.

*List of officials authorised to send Most Immediate, Operations Immediate and Immediate telegrams are given in appendix 9, in Part III of this Volume.

(a) A degree of priority authorised, for use by any particular officer may be exercised by that Officer's Immediate deputy (and no one else) when the authorised Officer is away from headquarters.

(b) In exceptional circumstances, any Officer may use any degree of priority he considers necessary.

Note.—The Department does not accept any responsibility for verifying that the officer booking a telegram with a particular degree of priority is actually authorised to do so but reasonable care must be taken in checking the authenticity of such telegrams. Any case of clear infringement of the order on the subject should be brought to the notice of the Heads of Circle.

Para. 215. The instructions given in Indian Telegraph Rule 143 regarding State messages of the degree of priority Immediate and above must be strictly enforced. Heads of offices will be held responsible for any breach thereof. The words Most Immediate, Operations Immediate or Immediate which are not charged for, should be signalled as Service Instruction immediately before the address thus :— Most Immediate, Governor Bengal, SVH. Most Immediate, Operations Immediate or Immediate telegrams should invariably be signalled in the presence of a supervisor or a Telegraph Master or the Senior Official present. To permit of this being done, the Signal CTM should follow the class Prefix or Warning Signal "000". The Supervisor or Telegraph Master or Senior Official who supervises the prompt disposal of a Most Immediate, Operations Immediate, or an Immediate telegram should initial the telegram form in token of his having dealt with it.

* Not reproduced. Secretariat Officers of and above the rank of Deputy Secretary are authorised to use the grading "IMMEDIATE".

APPENDIX-12

Composition of the Gazette of India and instructions for sending material for publication therein

(Vide para 70 (11) & 84)

(A) Composition

Part	Section	Type of matter to be Published
I. (To be Published from Faridabad)	1.	Notifications relating to resolutions and non-statutory orders issued by the Ministries of the Government of India (other than the Ministry of Defence)
	2.	Notifications regarding appointments, promotions etc., of Government Officers issued by the Ministries of the Government of India (other than the Ministry of Defence)
	3.	Notification relating to resolutions and non-statutory orders issued by the Ministry of Defence.
	4.	Notifications regarding appointments, promotions, etc. of Government Officers issued by the Ministry of Defence.
II. (To be Published from Delhi)	1.	Acts, ordinances and regulations.
	1 A.	Publication of the authoritative texts in Hindi language of Acts, ordinances and regulations.
	2.	Bills and reports of Select Committees on Bills.
	3.	Sub-Section (i) General Statutory rules (including orders, bye-laws etc. of a general character) issued by the Ministries of the Government of India (other than the Ministry of Defence) and by Central Authorities (other than the administration of Union Territories) Sub-Section (ii) Statutory orders and notifications issued by the Ministries of the Government of India (other than the Ministry of Defence) and by Central Authorities (other than the administration of Union Territories).
	3A.	Authoritative texts in Hindi (other than such texts published in Section 3 or Section 4) of general statutory rules and statutory orders (including bye-laws of general character) issued by the Ministries of the Government of India (including the Ministry of Defence) and by Central Authorities (other than administrations of Union Territories).
	4.	Statutory rules and orders issued by the Ministry of Defence.
III. (To be Published from Faridabad)	1.	Notifications issued by the Supreme Court, Comptroller and Auditor General, Union Public Service Commission, Railway Administration, High Courts and the attached and subordinate offices of the Government of India.
	2.	Notifications and notices issued by the Patent Office, Calcutta.
	3.	Notifications issued by or under the authority of Chief Commissioners.
	4.	Miscellaneous notifications including notifications, orders, advertisements and notices issued by the statutory bodies.
IV (To be Published from Faridabad)		Advertisements and notices by private individuals and private bodies.
V (To be Published from Faridabad)		Supplement showing statistics of births and deaths, etc. both in English and Hindi.

Note 1.—Notifications to be published in Sub-Section (i) of Section 3 of Part II are serial-numbered by press as 'G.S.R.....' and those Published in Sub-Section (ii) as 'S.O.....' The identification numbers given by the Ministries will appear within brackets at the end of notification.

Note 2.—Weekly statements of the Reserve Bank of India Published by the Central Government under Section 53(i) of the Reserve Bank of India Act, 1934, is Published in Sub-Section (ii) of Section 3 of Part II.

Note 3.—Part II of the Gazette is Published in octavo form so that each section might be bound at the end of the year in a form convenient for reference.

B. Instructions

1. The part and the section of the Gazette in which the matter is to be published (vide A above) should invariably be indicated on the top of the copy for the guidance of the press. In case of doubt as to whether a notification should be treated as a statutory rule or order and Published in Section 3 or Section 4, as the case may be, of part II, the Ministry of Law should be consulted.

2. The original type-script copy, signed by a competent officer, should alone be sent to the press. Cyclostyled copy, carbon copy or a copy which does not bear the officer signature will not be accepted by the press. Corrections, if any, in the copy sent to the press, should be legible and attested by the officer signing it.

3. Extraordinary Issues of the Gazette can be Published when ever necessary. No matter should be required to be Published in a Gazette Extraordinary unless it is of such an urgent nature that it cannot wait until the Publication of the next ordinary issue of the Gazette.

4. In fixing the date which a Gazette Extraordinary should bear, the time-schedule prescribed by the Chief Controller of Printing and Stationery should be observed. Where for any special reasons this is not practicable, the Government press should be consulted before fixing a date.

5. The notification to be Published in a Gazette Extraordinary or the forwarding letter should invariably be signed by an officer not lower in rank than a Joint Secretary.

6. All notifications intended for publication as "Extraordinary Issues" irrespective of the part, Section or Sub-Section, in which they are to appear, should be sent to the Government of India Press, New Delhi. The part and the section of the Gazette in which the notification would normally have been Published will be indicated by that press in the issue itself.

Appendix-13
(Vide Para 60 & 83)

The procedure and channels of communications from the Government of India to Foreign Governments, their Missions in India and Indian Missions abroad.

Communication from the Government of India to Foreign Govts.

1. No communication of whatever nature to the Government of a foreign or Commonwealth country, where India has no locally established Mission or is not represented through an Indian Mission in another country shall be addressed directly by any Governmental authority, except, by the Ministry of External Affairs.
2. All communications with the Governments of countries where India is represented which involve negotiation on questions of policy, as well as communications of a kind which though they do not initially raise or involve such questions, may lead to them, should be made only through the Ministry of External Affairs which shall decide the form and manner on which they shall be made.
3. Communications which do not fall in the above category may be addressed directly to the Representatives of the Government of India in the country concerned for onward transmission or communication and a copy sent simultaneously to the Ministry of External Affairs.
4. Ministries of the Government of India may in the transaction of day-to-day business, correspond directly with non-official organisations in foreign and Commonwealth countries, provided that copies of all such correspondence are endorsed to the Indian Diplomatic or Consular Representatives concerned, and to the Ministry of External Affairs, so as to keep them fully informed, and to enable them to provide any further information or advice that may be sought by such organisations, as well as to make them directly aware of the relations between such organisations and the Indian authorities.
5. Ministries of the Government of India, other than the Ministry of External Affairs, shall not communicate directly with the representatives of foreign and Commonwealth countries in Delhi.
6. Direct correspondence between technical officers in the attached and subordinate offices of various Ministries of the Government of India, (e.g. Director, Indian Agricultural Research Institute; Director, Geological Survey of India; Director, Central Rice Research Institute etc.) with their counterparts, or with non-official technical organisations in foreign and Commonwealth countries on purely technical matters is permissible; provided that copies of all such correspondence are simultaneously endorsed to the Ministry of External Affairs, and to the representative of India in the country concerned. If such correspondences on scientific matters requires the exchange of specimens, such an exchange may also be made. Full details thereof must be provided simultaneously to the Ministry of External Affairs and the representatives of India in the country concerned.
7. Scientific information of restricted nature or concerning "sensitive" matter shall not be conveyed to any non-official technical organisation in a foreign or Commonwealth country by such officers. Wherever there is any doubt about it, the Ministry concerned shall first be consulted.

8. Correspondence on matters involving or which might in the future involve negotiations or questions of foreign policy shall be carried on only by the Ministry of External Affairs with the Head of the Indian Mission abroad. Correspondence on technical questions which do not and are not likely to lead to negotiations or raise foreign policy issues, may be carried on between the appropriate Ministry of the Government of India and the technical officer entrusted with the work by that Ministry in the Indian Missions concerned or the Head of the Mission where there is no such technical officer, provided that the Ministry of External Affairs is kept fully informed, unless it concerns purely routine matters. There shall be no correspondence on matters of non-technical nature between the Ministries of the Government of India, other the Ministry of External Affairs, and the Indian Missions abroad without prior consultation with and concurrence of the Ministry of External Affairs. Before such matters are processed by the Indian Missions with the local authorities, they should ensure from the Ministry of External Affairs that there is no objection to the implementation of any particular proposal.

9. All correspondence in regard to officers of other Ministries working in the Indian Missions abroad on administrative matters which involve modification of basic principles or raise general issues of wider applications such as terms of deputation abroad, period of tenure, approved method of travel, conferment of diplomatic rank, determination of *inter-se* seniorities etc., should invariably be addressed by the Missions to the Ministry of External Affairs. The Missions will, however, continue to correspond directly with other Ministries concerned in regard to routine personal matters such as posting, leave etc.,

10. Correspondence between the Government of India and Delegations of Special Missions may be addressed directly to or by the Ministry of the Government of India concerned to the Delegation or the Mission provided that copies of it are simultaneously endorsed to the Ministry of External Affairs and to the Head of the Indian Mission in the country concerned.

11. Official letters and telegrams to the Head of an Indian Mission abroad, unless of a technical or routine nature, shall be drafted by the Ministry primarily concerned and sent to the Ministry of External Affairs for concurrence and issue. Where the Ministry of External Affairs is primarily concerned, they shall obtain the agreement of other concerned Ministries of the Government of India before sending such communications.

Communication with foreign Missions in Delhi

Note.—In this section the phrase "Foreign Mission" will also include resident representatives of International Agencies e.g. I.M.F., U.N.D.P., W.H.O., U.N.I.C.E.F. etc.

12. All official communications between the Government of India and foreign Missions in New Delhi shall be addressed to and by the Ministry of External Affairs.

13. Informal correspondence or discussions on routine or technical matters may be carried on direct by other Ministry of the Government of India with representatives of foreign Missions in Delhi. Ministries should decide whether copies of such informal communications should be endorsed to the Ministry of External Affairs or not.

14. When foreign Missions in India get in touch with officers of the other Ministries on initially unimportant matters, but which might subsequently develop into more important questions, the Ministry of External Affairs should be associated at the earliest possible stage.

15. All Ministries should adopt the practice of recording the substance of conversations, other than purely routine ones, with representatives of foreign Missions, and of endorsing a copy thereof or the minutes of meetings held, to the Ministry of External Affairs immediately thereafter.

16. Intimation of intended negotiations or discussions in India between any Ministry of the Government of India and representatives of a foreign Mission should be invariably sent in sufficient time to the Ministry of External Affairs, which will decide whether it would be represented and if so, at what level.

17. When communications which ought to be addressed to the Ministry of External Affairs are addressed by foreign Missions direct to other Ministries, the latter should consult the Ministry of External Affairs at the earliest opportunity, and the reply should either be sent by the Ministry of External Affairs or by the Ministry concerned who should add a polite request that such communications should, in future, be addressed to the Ministry of External Affairs.

18. All matters relating to the negotiation and conclusion of treaties, agreements, exchange of notes etc., between the Government of India and a foreign Government, including the finalisation of the texts, the signature, and ratification of such treaties etc., shall be dealt with in consultation with the Ministry of External Affairs.

19. There may be directed correspondence between Foreign Missions (including their Trade Agent etc.) and the various Ministries of the Government of India (including their attached and subordinate offices) for the collection of technical and purely factual data of non-confidential nature. These attached and subordinate offices should, however, invariably take the advice of the administrative Ministry when in doubt about the nature of implication of a particular enquiry. The administrative Ministry shall consult the Ministry of External Affairs when necessary.

20. Officers of the Government of India should not call at diplomatic Missions in New Delhi. It is the foreign Missions which are accredited to the Government of India and not vice-versa. It is, therefore, incumbent on representatives of those Missions to come and see officers of the Government of India and not for the officers of the Government of India to go to the Missions.

21. All invitations from foreign Government/Organisations to individuals/Organisations in India must be routed through the Ministry of External Affairs. In order to enable the Indian Missions abroad to have timely intimation of the intended visits of Ministers or VIPs, it is essential that official communications regarding such visits should be handled by the Ministry of External Affairs. Subsequent telegraphic messages notifying alteration of programme from the visitors in transit may, however, be sent direct to the Missions concerned by other Ministries under intimation to Ministry of External Affairs.

22. Foreign Mission including Consulates are authorised to correspond direct with local police authorities for verification of antecedents of their staff and persons seeking employment in their Missions.

The forms generally used for correspondence with foreign and Commonwealth Missions in India, and Indian Missions abroad are giving in Annexure.

ANNEXURE

NOTE VERBALE

This form is used for communications from the Ministry of External Affairs or other Ministries in certain specified matters to foreign diplomatic missions in India and vice-versa. The communication is not signed but bears the seal of the Ministry/Department and the initials of the issuing official in the seal.

NOTE VERBALE

No.....

New Delh, the.....199.....

The Ministry of External Affairs presents its compliments to the Embassy of the (United States of America) in India and has the honour to draw their attention to.....

2. The Ministry avails itself of the opportunity to convey/renew the assurances of its highest consideration.

Seal of the Ministry
(Initials of the Officer)

To
The Embassy of (the United States of America) in India, Shanti Path, New Delhi.

CHANCERY LETTER

This form of communication is used by the Ministry of External Affairs/other Ministries of the Government of India for correspondence with Indian diplomatic missions abroad and vice versa.

FORM OF CHANCERY LETTER

No.....

Govt. of India,
Ministry of External Affairs
New Delhi, the.....199.....

Subject :—Protest note to.....Government regarding
violation.

Dear chancery

Enclosed herewith is a draft of note which may please be handed over to the.....foreign office. The note should be handed over personally and the.....Government's reactions intimated to the Ministry as soon as possible.

Yours ever,
Ministry of External Affairs
(Seal with initials)

The Embassy of India in

FORM NO. II

No. _____

Embassy of India in China

Dated the.....199 .

Subject :—Protest note to the.....Government.....regarding
border violation.

Dear Ministry,

Kindly refer to your letter No.....dated.....

2. The note was handed over to the Secretary dealing with India in the foreign office on..... The Secretary accepted the note without any comment. The reaction of the Govt. of the.....will be communicated in due course.

Yours ever,
Embassy.

Ministry of External Affairs.

AIDE MEMOIRE

'Aide Memoire' is generally an enclosure to a Note Verbale or to a chancery letter and normally contains a record of discussions which a Ministry or a high dignitary had with his counterpart. A specimen is given below.

AIDE MEMOIRE

The Minister for External Affairs of Belgium called on Shri.....India's Minister for External Affairs on Wednesday, the 1st January, 1993 and during his discussions raised the following issues :

Dated.....

External Affairs.

APPENDIX 14
(Invoice for Courier Dak)
(Para 111)

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

COURIER.....

From :

Secretary, Railway Board, New Delhi

To

The General Manager.....

Rly.....

Despatch Register for Postal Communications only
[Vide para 110 (2) & 112 (8)]

Date.....

S. No.	Number of the Communication	Addresses	Value of stamps affixed
1	2	3	4

1. Separate registers will be maintained for (a) foreign post (b) telegrams and (c) other inland post.
2. Entries in column 4 will be totalled up at the end of the day and the total indicated in red ink.

APPENDIX 16
(Vide Para 115)

REQUISITION FOR SERVICE POSTAGE STAMPS
ISSUE (DESPATCH) SECTION

Please supply the following service postage stamps for use in the Issue (Despatch) Section.—

<u>Denomination</u>	<u>Number Required</u>	<u>Value of Stamps</u>	
		Rs.	P.
.....			
.....			
.....			
Total ...			

New Delhi, the.....

Signature of the Section Officer

To,

The Section Officer,
Cash Branch.

[Reverse]

CASH BRANCH

Following service postage stamps are sent herewith. Please acknowledge receipt.—

<u>Denomination</u>	<u>Number sent</u>	<u>Value of Stamps</u>	
		Rs.	P.
.....			
.....			
.....			
Total			

New Delhi, the.....

*Signature of the Section Officer,
Cash Branch*

To,

The Section Officer,
Issue (Despatch) Section.

Received.

To,

*Section Officer
Cash Branch.*

*Section Officer,
Issue (Despatch) Section.*

APPENDIX 17

(Vide para 117)

Date	Value of stamps			Balance at the close of the day (Cols: 2+3-4)	Signature of	
	In hand	Received during the day	Used during the day		Despatch	Section Officer
1	2	3	4	5	6	7

INSTRUCTIONS

1. Separate registers should be maintained for (a) ordinary postage stamps and (b) service stamps.
2. Column 2 will repeat the figure in column 5 of the previous day.
3. In the case of ordinary postage stamps, column 4 should reproduce the daily total struck in the despatch register for foreign dak. In the case of Service postage stamps this column should represent the sum of the daily totals struck in :—
 - (a) Despatch register for telegrams.
 - (b) Despatch register for inland post.

FILE REGISTER
(Vide para 12(10) & 125)

STANDARD HEADING.....

File No.	Subject	Date of Opening	Date of Closing	Classification (and year of review)	Remarks
1	2	3	4	5	6

1. Entries in column 1-3 will be made at the time of opening files and those in columns 4 and 5 at the time of recording and reviewing them.
2. Year of review in column 5 is required to be indicated only in the case of class 'C' files.
3. If as a result of the review, a file is marked for further retention, the year of the next review will be worked out and indicated in column 5.
4. When a file is transferred to the departmental record room or to another section/department, the fact of such transfer and the relevant date will be indicated in column 6, e.g.

<u>D.R.R.</u>	<u>M.H.A.</u>
6-1-93	17-2-93

Similarly, when the file is marked for destruction, an entry regarding the fact and the year of destruction will be made in this column.

APPENDIX 19 FILE MOVEMENT REGISTER

[Vide para 128]

File No.	File No.
File No.	File No.

Note.—Movement will be marked by indicating the officer, section or department to which the file has been sent with date of sending below it e.g.

JS	EDME(W)
<u>18-2-93</u>	<u>20-3-93</u>

APPENDIX 19—*continued*

2. Movement of the linked files will be marked in the space allotted in file movement register for the file with which these are linked as illustrated below :—

File No.....	
<u>EDME (W)</u>	Linked Files :—
18-2-93	1. F. No.....
	2. F. No.....
	
	
	

3. In the space allotted for each of the linked files in the file movement register the movement will be marked as illustrated below :—

File No.....	
<u>EDME (W)</u>	Linked with File No.....
18-2-93	

4. In the space allotted in the file movement register for the file with which recorded files have been put up, the movement will be marked as illustrated below :—

File No.....	
<u>EDME (W)</u>	Linked Files :—
18-2-93	1. F. No.....
	2. F. No.....

APPENDIX 20
MOVEMENT DIARY

(To be maintained by the personal staff of Officers)
[Vide para 128 (8)]

File No.	Date of receipt	To whom sent	When sent
1	2	3	4

APPENDIX 21
[Para 128 (9)]

INTER-SECTIONAL MOVEMENT REGISTER

S. No.	No. and date of file/papers received		Branch from whom received	Brief subject	Asstt./Clerk to whom marked	Movement
	Number	Date				
1	2	3	4	5	6	7

SECURITY OF OFFICIAL INFORMATION AND DOCUMENTS

General provisions with regard to security of Government Documents and information.— Under the Government Servants Conduct Rules, a Government servant should not, unless empowered by a competent authority, communicate to other Government servants or to non-official persons or to the Press any document or information which has come into his possession in the course of his public duties. Under the provisions of the Indian Official Secrets Act, 1923, it is a criminal offence (a) to possess or communicate without proper authority such information or document (b) to receive any such information or document with the knowledge or with reasonable ground for the belief that it is communicated in contravention of the orders, and (c) to attempt to commit or abet the commission of an offence as aforesaid. In other words, it should be clearly understood that all communications received in a Ministry/Office as well as the papers connected therewith are to be regarded as confidential so far as the public and Government employees, other than those who are required to handle them in the course of their duties, are concerned and Government servant are prohibited from communicating or making any reference direct or indirect to any information acquired by them in the course of their official duties to anyone whosoever unless its communication is authorised by a competent authority.

2. **Official reports, pamphlets, compilations, etc.—**No restrictive classification shall be assigned to any printed reports, pamphlets, compilations, etc., issued by the Ministry, or its attached or subordinate offices, except under the orders of an Officer not lower in rank than a Director/Joint Director.

3. Experience has shown that Government offices and agencies have fallen into the habit of restricting the circulation of printed reports, pamphlets, compilations, etc., issued by them, by marking them as "FOR OFFICIAL USE ONLY". As a rule, such restriction is justified only if the report, etc., contains information which it would not be desirable in the public interest to disclose. All other printed reports, etc., should ordinarily, be made available to educational institutions, public bodies or members of the public generally.

4. A useful guide in this matter is furnished by the fact that all information laid before Parliament becomes public property. In doubtful cases, the test can always be applied whether the report, etc. whose circulation, it is proposed to restrict is such that the Ministers would be justified in refusing to lay it before Parliament. Where the answer to this question is not clear, the orders of the Chairman, Railway Board or the Ministers should be sought.

5. **Communication of information to the press.—**Only Ministers, Chairman and other Members of the Railway Board or other Officers specially authorised by the Ministers may give information or be accessible to the representatives of the Press. Any other Officer, if approached by a representative of the Press, should refer him to the Principal Information Officer of the Government of India. (For further instructions regarding publicity in the Press see Chapter VI(iii).

6. **Responsibility of the Branch Officers and Section Officers and other Officers.—**It is the duty of all Officers to keep themselves acquainted with the morale and conduct of the staff working under them. In addition to this general responsibility, the Branch Officers have a special responsibility for ensuring by frequent surprise checks and visits to office rooms that instructions laid down from time to time for the maintenance of security in the Secretariat are fully understood and complied with by all persons working in the Branches in their charge. It will be the duty of the Section Officers to bring immediately to the notice of their Superior Officers any cases in which members of their Branches offend against security regulations or are guilty of misconduct of such nature as to give rise to doubts regarding their reliability from the security point of view.

7. It is also the duty of all Government servants to bring immediately to the notice of their Superior Officers any breach of security regulations in general and in particular, any disclosure of TOP SECRET, SECRET or CONFIDENTIAL information of which they may obtain knowledge.

8. **Instructions regarding Top Secret, Secret and Confidential information and documents.**—Detailed instructions for the treatment and safeguarding of "Top Secret", "Secret" and "Confidential" information and papers issued by the Railway Board should be strictly adhered to. The treatment of particular documents as TOP SECRET, SECRET OR CONFIDENTIAL in accordance with these instructions does not imply that the information contained in other documents is public property. The object of these instructions is to show that special care should be taken in respect of informations and papers of secret nature and an additional responsibility lies on all persons who handle them. These instructions should accordingly be followed with the strictest care and attention.

9. **Movement of classified documents within the Office :—**

- (a) All Top Secret papers should either be sent in locked boxes or handed over personally by the officers to the recipients.
- (b) All 'Secret' and 'Confidential' papers should be placed in file board with security labels affixed thereon and handed over personally by the Section Officers or staff (other than Class IV) nominated by them and P.Ss/P.As, as the case may be, to the Officers and Branches concerned.
- (c) Under no circumstances should any classified document be carried loose in the hands of messengers.
- (d) A movement register should be maintained by the Personal Assistants/Private Secretaries to the officers for all outgoing and incoming files containing classified papers.
- (e) A list of classified documents pending with the branches, Branch Officers and Joint Directors should be prepared weekly and submitted to the Directors concerned for information.

10. **Access to Rail Bhavan.**—Entry to RAIL BHAVAN is controlled by the issue of permanent and temporary passes.

11. Members of the public are not allowed to visit Branches and see members of staff. If they have any business pending in this Ministry they may call on the Under Secretary (General) or other Officer concerned. Government servants visiting Branches in other Ministries on Official business should only see the Section Officer incharge and any other member of the staff only when necessary and with the permission of the Section Officer.

APPENDIX 23

REGISTER FOR WATCHING THE PROGRESS OF RECORDING

[Vide Para 132(2b) & 132(3) 161(a)]

Section..... Month and year.....

Files marked for record during the month		Files recorded during the month	
Sl. No.	File No.	Sl. No.	File No.
1	2	3	4
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20		20	

APPENDIX 23[A]
LIST OF FILES DUE FOR REVIEW

[Vide Para 147, 161(b)]

Sl. No.	File No.	Instructions of reviewing authority
1	2	3

INSTRUCTIONS

1. The departmental record room will prepare this list in triplicate by completing columns 1 and 2 only.
2. The section responsible for review will sign one copy of the list and return it to the departmental record room by way of acknowledgement, retaining the other two copies.
3. After review, the section concerned will complete column 3 of the list in both the copies by indicating :
 - (a) the word 'keep' in the case of the files proposed to be retained indefinitely;
 - (b) the letter 'W' in the case of files desired to be weeded out; and
 - (c) the precise year of weeding, in the case of class 'C' files proposed to be retained for a further period not exceeding 10 years from the date of their closing.
4. Both the copies of the list should accompany the files returned to the departmental record room which will sign one copy and return it to the section concerned way of acknowledgement.

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

(Vide para 133)

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

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

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

- (1) Papers relating to the origin of a department or agency of government ; how it was organised ; how it functioned ; and (if defunct) how and why it was dissolved.
- (2) Data about what the department/agency accomplished (samples by way of illustration may be enough ; but the need for such samples may be dispensed with where published annual reports are available).
- (3) Papers relating to a change of policy. This is not always easy to recognise, but watch should be kept for (a) summary for a Minister, (b) the appointment of a departmental or a inter-departmental committee or working group, and (c) note for the Cabinet or a Cabinet Committee. Generally there should be a conscious effort to preserve all such papers, including those reflecting conflicting points of view. In the case of inter departmental committees, however, it is important that a complete set of papers be kept only by the departments mainly concerned—usually the one providing Secretariat.
- (4) Papers relating to the implementation of a change of policy, including a complete set of instructions to executive agencies etc. and relevant forms.

- (5) Papers relating to a well-known public or international event or *cause celebre*, or to other events which gave rise to interest or controversy on the National plans.
- (6) Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.
- (7) Papers cited in, or noted as consulted in connection with, official publications.
- (8) Papers relating to the more important aspects of scientific or technical research and developments.
- (9) Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis, of such information covering the whole country or a wide area.
- (10) Papers relating to obsolete activities or investigations, or to abortive schemes in important fields.
- (11) Any other specific categories of records, which according to the departmental instructions issued in consultation with the National Archives, have to be treated as genuine source of information on any aspect of history-political, social, economic. etc., or are considered to be of biographical or antiquarian interest.

APPENDIX 25
Precedent Book
(Vide para 140)

Heading.....	File No.
Decision or ruling in brief	

INSTRUCTIONS

1. Entries in this book will be made under the appropriate standard heads and sub-heads arranged in an alphabetical order. Where functional filing system is followed, entries will be made under the appropriate basic, primary, secondary and tertiary heads.
2. The pages of the book will be numbered serially and a few pages allotted to each standardised heading under which entries are to be made vide 1 above. At the beginning of the book will be pasted or written a list of such headings and pages allotted to each.

APPENDIX 26

Retention schedule for records prescribed in the Manual of Office Procedure

[Vide para 141 (c)]

S. No.	Description of record	Retention period (year)
1	2	3
1.	Dak register	1
2.	Invoice	1
3.	Section diary	3
4.	Movement slip of receipts.	To be destroyed after the relevant receipts have been received in the section concerned.
5.	Assistant's diary	1
6.	Standing guard files	Permanent.
7.	Standing note	The earlier version of these records will normally be weeded out as soon as the revised version becomes available.
8.	Despatch register	5
9.	Postal registration books.	5
10.	Receipts of telegrams	1
11.	Messenger book	1
12.	Stamps account register	5
13.	Weekly statement of important decisions/events.	1
14.	File Register	10
15.	File Movement Register	1
16.	Movement diary for personal staff	1
17.	Index slips	5 years or till printed departmental index becomes available, whichever is later.
18.	Consolidated departmental index	Permanent
19.	Precedent book	Permanent
20.	Register for watching the progress of recording.	3
21.	List of files transferred to (a) departmental Record Room (b) National Archives	25 Permanent
22.	Record review register	1
23.	List of files received for review	1

1	2	3
24. Register of spare copies of publications, circulars, orders etc.		1
25. Record requisition slip	To be destroyed after the requisitioned file has been returned to the Departmental Record Room.	
26. Weekly arrear statement		1
27. Case sheets of cases pending for over a month		1
28. Numerical abstract of cases pending disposal for over a month		1
29. Consolidated numerical abstract of cases pending disposal for over a month in the various section of the department.		3
30. Call book		1
31. Monthly progress report on recording of files.		1
32. Reminder diary		1
33. Register for keeping a watch on communications received from M.P.s		1
34. Register of Parliamentary assurances		1
35. Check-lists for periodical reports		1
36. Inspection reports	1 year after the date of next inspection.	

Note.—The retention period will be reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register wherein certain entries are still current, e.g. file movement register where certain files entered therein have not been recorded or the register of assurances have not been implemented, the current entries will first be transferred to the new register and the old register weeded out the reafter.

List of files transferred to departmental record rooms

Section.....

135

APPENDIX 28
RECORD REQUISITION CARD
 (Vide para 152)

Date	File No. requisitioned	File No. or Diary No. with which to be put up	Requisitioning official/section	Signature of requisitionist
1	2	3	4	5

INSTRUCTIONS

1. The form will be printed on stiff paper of the thickness roughly of the file cover but of a colour distinct from that normally used for file covers.
2. Where it is not possible to indicate the file or diary No. of the paper with which the requisitioned file is to be put up, column 3 should indicate briefly the purpose for which and/or officer for whom the requisitioned file is required.

APPENDIX 29
WEEKLY ARREAR STATEMENT
(for individual dealing hands)
[Vide para 158(a)]

Name of dealing hand.....

Section.....

[illegible]

INSTRUCTIONS

1. Column 2 will repeat the figure shown in column 6 in respect of the preceding week.
 2. Column 3 of the statement will also include 'come-back' cases and will represent the total number of receipts and cases as entered in the assistant's diary for the week under report.
 3. The figure in column 5 can be ascertained by scanning through entries in column 4 of the assistant's diary in respect of receipts and cases :
 - (a) received during the week under report and the preceding week; and
 - (b) included in the statements of more-than-one-week-old receipts/cases submitted with the arrears statement for the preceding week.
 4. Column 6 will represent the difference between columns 4 and 5.
 5. The same form will be used to give a running account of the state of work, week by week, for the whole year.
- 137

APPENDIX 29 (A)
WEEKLY ARREAR STATEMENT
Consolidated form for the section as a whole
[Vide para 158 (3)]

[illegible]

[Vide para 159]

File/Diary No.....

Subject.....

Date of Commencement.....

Date of Commencement.....			
Month ending	With whom pending and since when	Reasons for delay	Remarks of U.S. & higher Officers
1	2	3	4

INSTRUCTIONS

1. A separate sheet will be maintained for each case.
 2. The statement will cover not only originating section's own files but also files received by it from other sections/ departments and other P.U.Cs for which no file has been opened. The last two categories of cases will be identified by their diary numbers.
 3. The date of commencement of a case will normally be the date of receipt of the PUC and can be ascertained from the file register in the case of originating section's own files and from the section diary or assistant's diary in other cases.
 4. Entries in column 2 will be made on the basis of entries in the file movement register / section diary.
- 139

[Vide para 160, 159 (3b)]

140

APPENDIX 32
Numerical abstract of cases pending disposal for over a month

[Vide para 159 (4) (d)]

Section.....		No. of cases (other than those transferred to call book) pending disposal						No. of cases transferred to call book	Initials of Section Officer
		Between 1 & 3 months	Between 3 & 6 months	Between 6 months & one year	Between 1 & 2 years	Over 2 years	Total of cols. 2-6		
1	As on the last day of	2	3	4	5	6	7	8	9
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									

APPENDIX 33
Consolidated numerical abstract of cases pending disposal for over a month
 [Vide para 159(8)(A) & (B)]

Department.....	Month ending.....	No. of cases (other than those transferred to call book) pending disposal						No. of cases transferred to call book	Variation from previous month	
		Between 1 & 3 months	Between 3 & 6 months	Between 6 months & one year	Between 1 & 2 years	over 2 years	Total of col. 2-6		in the case of col. 7	in the case of col. 8
Section										
1		2	3	4	5	6	7	8	9	10

APPENDIX 34

[Vide para 161 (a)]

Section.....	* Number of files				Initials	
	B.F. from previous month	Marked for record during the month	Recorded during the month	Remaining to be recorded at the end of the Month (Col. 2+3+4)	Record clerk	Section officer
Month ending						
1	2	3	4	5	6	7

INSTRUCTIONS

1. Column. 2 will repeat the figure in column 5 for the preceding month.
2. Columns 3 and 4 will be filled on the basis of the register for watching the progress of recording (appendix 23)

APPENDIX 35
Monthly progress report on review of files
 [Vide para 161 (b)]

Section.....	Number of files				Initials	
	B.F. from previous month	Received for review during the month	Reviewed during the month	Remaining to be reviewed at the end of the month (Col. 2+3-4)	Record clerk	Section Officer
Month ending						
1	2	3	4	5	6	7

INSTRUCTIONS

1. Column 2 will repeat the figures in column 5 for the preceding month.
2. Column 3 and 4 will be filled on the basis of record review register and lists of files received for review.

[Vide para 161 (3) (a) (b)]

Month ending.....

Month ending.....					Variation of Col. 5 from Col. 2
Section	Number of files			Remaining to be recorded at the end of the month (Col. 2+3+4)	
	B.F. from previous month	Marked for record during the month	Recorded during the month		
1	2	3	4	5	6

APPENDIX 37
Consolidated monthly progress report on review of recorded files
[Vide para 161 (3) (a) (b)]
Month ending.....

Month ending.....

146

APPENDIX 38

Register for keeping a watch on the disposal of communication received from Members of Parliament

(To be maintained by section/desks)

[Vide para 170]

S. No.	Joint Secretary/ Director Diary No.	No. & date of communication	Name of M.P.	to whom addressed	Subject	Date of acknowled- gement	File No.	Date of interim reply	Date of final reply	Remarks
1	2	3	4	5	6	7	8	9	10	11

Register for keeping a watch on the disposal of communications received from members of parliament

(To be maintained by personal sections of Joint Secretaries/Executive Directors)

[Vide para 170 (2)(a)]

148

APPENDIX 40

Fortnightly report regarding disposal of communications received from Members of Parliament

[Vide para 170 (4)]

Part 1 : Statistical information regarding receipt/disposal

S. No.	Fortnight ending	No. of letters brought forward from previous fortnight	No. of letters received during the fortnight	No. of letters disposal of during the fortnight	No. of letter pending for final disposal (Cols. 3+4+5)
1	2	3	4	5	6

Note.—After giving the number of letters under columns 3, 4, 5 & 6 indicate in brackets the S. No. at which these were entered in the register maintained by the personal section of Joint Secretary/Director. For example, if 5 letters were received in a particular fortnight, the entries under column 4 will be as follows :—

5(120, 128, 140, 145 and 160)

The figures in brackets indicate the S. Nos. at which these five letters were entered in the register of the personal section.

Part 2 : Periods for which letters are pending.

S. No.	Fortnight pending	Letters pending for					Total
		Less than 15 days	Between 15 days & 1	Between 1 & 2 month	Between 2—3 months	More than 3 months	
1	2	3	4	5	6	7	8

Note.—Particulars of letters pending for more than a fortnight should be given in the form given in Appendix 41.

Particulars of M.P.s letters pending for over a fortnight

[vide para 170 (4)]

S. No.	Name of M.P.	Date from with pending	Brief subjects	Reasons for delay	Remarks of Branch office/Divisional Head/Jt. Secy.	Action taken on the remarks in column 6
1	2	3	4	5	6	7

Lok Sabha
Rajya Sabha

[illegible]

S. No.	Date	Reference	Subject	Assurance given	How fulfilled	Date of which	
						Sent to Department of Parliamentary Affairs	Laid on the Table of the House
1	2	3	4	5	6	7	8

INSTRUCTIONS

INSTRUCTIONS

1. Column 2 will show the date on which the assurances were given
2. Column 3 will indicate the No. of the question, name of bill, resolution, motion etc. in connection with which the assurance was given and also reference to the communication from the Department of Parliamentary Affairs with which it was received.

APPENDIX 43

Check list for watching receipt of incoming periodical report for the year.....

(Vide para 172)

Section.....

Department.....

Due date of receipt

S. No.	Title of the report and file No.	Periodicity	Due date of receipt											
			Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

INSTRUCTIONS

1. If the periodicity of a report is more than a month, the prescribed date(s) will be shown under the appropriate months only. For example, if a quarterly report is due on 15th of January, April, July and October, only columns 4, 7, 10 and 13 will be filled by indicating the figure 15 under each.
2. If a report is to be received oftener than once a month, two or more entries depending on the frequency of the report will be made in column 4 to 15. Thus, for instance, a fortnight report will require two entries to be made under each month.

Check list for watching despatch of outgoing periodical reports for the year.....

Section.....

Department.....

S. No.	Title of the report and the file	Periodicity	Due date of Despatch											
			Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

INSTRUCTIONS

1. If the periodicity of a report is more than a month, the prescribed date(s) will be shown under the appropriate months only. For example, if a quarterly report is due on 15th of January, April, July and October, only columns 4, 7, 10 and 13 will be filled by indicating the figure 15 under each.
2. If a report is to be despatched oftener than once a month, two or more entries depending on the frequency of the report will be made in columns 4 to 15. Thus, for instance, a fortnightly report will require two entries to be made under each month.

APPENDIX 45

Inspection Questionnaire

(Vide para 178)

I. Factual Data :

1. Name of Section :
2. Date of Inspection :
3. Staff Strength : SO TA/ Asstts. UDCs LDCs Steno 'D' Others
 - (a) Sanctioned
 - (b) In Position
4. No. of receipts received during the year.
5. No. of files opened during the year.

II. Maintenance of Registers/Diaries

1. Attendance Register :
2. Messenger Books :
3. Section Diary :
4. Assistant's Diary :
5. File Movement Register :
6. Inter-Section Movement Register :
7. Case Book :
8. Guard Files :
9. Precedent Book :
10. Standing notes and running summary of facts. :
11. Sectional Note Book :
12. Register for Parliamentary Assurances :
13. Recording Register :
14. Register on CA-iii references :
15. Maintenance of stamps account register :
(In case of CR Section only) :

III. Checks on Delays:

1. Weekly Arrear Statement :
2. Call Book :
3. Reminder Diary :

IV. Security of Official Information and documents :

1. Keeping of classified files and papers in locked almirahs :
2. Maintenance of separate records (viz. Section Diary, Case Book etc. in respect of secret papers) :
3. Register of spare copies of secret document/communications kept to account for the number prepared, issued and in hand :
4. Any instance of violation of prescribed instructions for treatment and safeguarding of secret/top secret papers. :

V. General

1. Quantum of arrears lying in the Section
(indicate the details)
 - (a) No. of receipts/cases awaiting disposal for over 3 months.
 - (b) No. of receipts/cases awaiting disposal for over 6 months.
 - (c) No. of receipts/cases awaiting disposal for over 1 year.
2. Position regarding review and weeding of records/files.
 - (i) No. of files recorded during the year.
 - (ii) No. of files awaiting recording during the year.
3. Standard of cleanliness in the Section.
 - (a) Proper maintenance of records on racks and tables.
 - (b) Proper seating arrangements of staff; and
 - (c) General cleanliness in the rooms.

VI. Summing up general observaton made during the inspection.

1. Brief re-capitulation of defects or shortcomings noticed.
2. Suggestions for improvements.
3. A genenral assessment of performance of the Section

Date:

Signature of Inspecting officer
Designation.....

Despatch Register to be maintained by the personal offices of Ministers

S. No.	Number and date of communication	Subject	To whom sent	Enclosure
1	2	3	4	5

APPENDIX 47

File Movement Diary to be maintained by the personnel offices of the Ministers

[Vide para 198(a)(iii)]

[Vide para 198(a)(iii)]

S. No.	File Number	Subject	From whom received and date	To whom sent and date
1	2	3	4	5

APPENDIX 48
Particulars of files given informally to Minister
[Vide para 198(3)(b)]

[illegible]

Note:—This shall be prepared in duplicate. While the original is handed over to P.S. to Minister, who will initial the duplicate in token of having received these particulars, the duplicate will be kept by PA/PS to the officer concerned, till the file in question is received back from the Minister.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

रेल भवन, नई दिल्ली-110001, तिथि
Rail Bhavan, New Delhi-110001, dated

MOP Amendment No 11

Office Order No 38 of 2007.

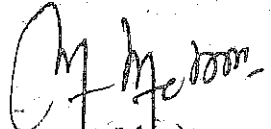
As per extant instructions references to Constitutional/Statutory Authorities are to be made in letter form only. Secretary, Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms & Public Grievances in his DO letter No. 46013/2/2007-O&M dated 9.5.07 has stated that references to Election Commission are being made through other modes of communication like UO Note etc. This has been viewed seriously by the Cabinet Secretariat.

2. All concerned are advised that all references to Constitutional/Statutory Authorities are to be made in letter form only addressed to Principal Secretary/Secretary. Further, it has also been decided to make the following additions in Chapter VI, Part II of Board's MOP, after para 75:-

75 A Reference to Constitutional/Statutory Authorities- References to Constitutional and Statutory Authorities such as Election Commission of India will normally be made in the letter form addressed to Principal Secretary/Secretary. In no case will office memorandum or any other modes of communication be sent to such authorities.

3. All concerned to ensure strict compliance of the above instructions.

No. 2007/O&M/2/5
Dated: 12/6/2007.


(M.S. Mehra)
Joint Secretary/Railway Board.

To,
All officers and Branches in Board's Office.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

MOP Amendment No.10

रेल भवन, नई दिल्ली-110001, तिथि
Rail Bhavan, New Delhi-110001, dated

Office Order No. 07 of 2007

Attention is invited to Office Order No. 42 of 2000 wherein General Rule on Time Limits was added in Board's Manual of Office Procedure as para 169B. It has now been decided to amend para 169 B as under:-

169B

General Rule on Time Limits

As a General rule, ordinarily, not more than two working days may be taken by an Officer to dispose of a file unless higher limits have been prescribed for specific types of cases through separate instructions. In the event of a case remaining with an official for more than stipulated time limit, an explanation for keeping it shall be recorded in the note portion by him/her. The system of exception reporting will be introduced to monitor the disposal of receipts.

2. All concerned to please ensure compliance of the above instructions.

2006/O&M/24/9

Dated: 19/02/07

(V.K.Jain)

Under Secretary/O&M

All Officers and Branches in Board's Office.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

रेल भवन, नई दिल्ली-110001, तिथि
Rail Bhavan, New Delhi-110001, dated

Office Order No. 54 of 2006

MOP Amendment No. 9

**Sub: Colours of Ink to be used for Notings and
for sending Communications**

Board has observed that different colours of ink are being used by staff and officers both in the Notings on file and while sending communications to other offices/Zonal Railways/PUs/PSUs etc. This has been viewed with concern.

2. It has, therefore, been decided that henceforth for Notings on files, only Blue or Black ink is to be used by all category of staff and Officers. However, an Officer of the level of SAG and above may use green or red ink in rare cases. Similarly, with regard to Communications, it has been decided that only black or blue ink is to be used for all types/forms of Communications.

3. Accordingly, sub-para 9 of para 41 of Chapter-IV, Part-II of Board's MOP (page 19) may be revised as under:-

“9. Notes and orders will normally be recorded on note sheets. Black or Blue ink will be used by all category of staff and officers. Only an Officer of the level of SAG and above may use green or red ink in rare cases.”

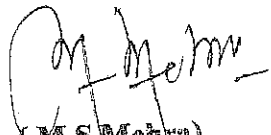
3.1 Similarly, para 70 of Chapter VI, Part-II of Board's MOP (page 27) may also be revised as under:-

“70. Forms of written communications- The different forms of written communications used by the Ministry of Railways (Railway Board) are described below. Each form has a use and in some cases, a phraseology of its own. Only black or blue ink will be used in communications. Specimens of these forms are given in Appendix-10.”

3.2 However, all other sub-paras will remain unchanged.

4. The above instructions are to be scrupulously followed by all officers and staff working in Board's Office.

No.2006/O&M/2/12
Dated: 7/9/06


(M.S.Mehra)
Joint Secretary/Railway Board

All Officers and Branches in Board's Office.

Government of India
Ministry of Railways
(Railway Board)

MOP Amendment No. 8

Office Order No. 17 of 2005

Para 14(iv) of Chapter-II, Part-I of Railway Board's Manual of Office Procedure 1993 edition is reproduced below :-

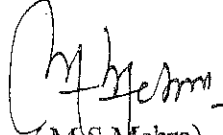
"14(iv). A self-contained memorandum will be prepared on each case to be discussed at the Board's meetings by the Directorate concerned setting out the issues raised, the views of the other concerned Directorates, particularly those of the Finance Directorate in cases having financial implications and finally in a summary of the point or points requiring Board's orders. 10 copies of the Memorandum will be sent to the Secretary's Branch."

The Competent Authority has now decided to amend the above para as under:-

"14(iv). A self-contained memorandum will be prepared on each case to be discussed at the Board's meetings by the Directorate concerned setting out the issues raised, the views of the other concerned Directorates, particularly those of the Finance Directorate in cases having financial implications and finally in a summary of the point or points requiring Board's orders. The memorandum should have the approval of the Board Member concerned. 10 copies of the Memorandum will be sent to the Secretary's Branch."

3. It is desired that the above guidelines, in addition to the instructions issued vide O.O. No.14 of 2004, should be strictly followed by all concerned.

No.2005/O&M/2/3
Dated: 30/3/05


(M.S. Mehra)
Joint Secretary/Railway Board

All Officers and Branches in Board's Office.
Other Necessary Endorsements Overleaf.

MINISTRY OF HOME AFFAIRS
NOTIFICATION

New Delhi, the 16th February, 2002

S. O. 211(E).—The following Order made by the President on 16-01-2002 is published for general information.

ORDER

In exercise of the powers conferred by clause (2) of article 77 of the Constitution and in supersession of the Authentication (Orders and other Instruments) Rules, 1958, except as respects things done or omitted to be done before such supersession, the President is pleased to make the following rules, namely:—

(1) These rules may be called the Authentication-(Orders and other Instruments) Rules, 2002.

(2) They shall come into force on the date of their publication in the official gazette. All Orders and other instruments made and executed in the name of the President shall be authenticated -

(1) by the signature of a Secretary, Special Secretary, Additional Secretary, Joint Secretary, Director, Deputy Secretary, or Under Secretary to the Government of India ; or

(2) by the signature of a Director or Desk Officer in the Ministries, Departments, Secretariats and Offices specified in the First Schedule to the Government of India (Allocation of Business) Rules, 1961; or

(3) by the signature of a Head of a Department as defined in the Delegation of Financial Powers Rules, 1978, other than a Head of Department in any Union Territory; or

(4) in the case of orders and other instruments relating to a Department, Directorate, Commission, Board, Office or an Organisation, specified in column 1 of the Schedule to these rules, by an officer specified against that Department, Directorate, Commission, Board, Office or Organisation in column 2 of the said Schedule; or

(5) in the case of orders and other instruments relating to the President's Secretariat, by the Secretary to the President, Joint Secretary to the President, the Military Secretary to the President, a Director, a Deputy Secretary or an Under Secretary in the President's Secretariat; or

(6) in the case of orders and other instruments relating to the Secretariat of the Vice-President, by the Secretary, Deputy Secretary, under Secretary in the Vice-President's Secretariat; or

(7) in the case of orders and other instruments relating to the Prime Minister's Office, by the Principal Secretary, Secretary, Joint Secretary, Director, Officer on Special Duty, Deputy Secretary or the Under Secretary in that Office; or

(8) in the case of orders and other instruments relating to the Cabinet Secretariat, by the Cabinet Secretary, Secretary (Co-ordination), Additional Secretary, Joint Secretary, Director, Deputy Secretary, Under Secretary or Deputy Director (Official Language).

(9) in the case of orders and other instruments relating to the Fertiliser Division of the Department of Agriculture and Co-operation of the Ministry of Agriculture by the Deputy Commissioner (Fertilizer) in that Division; or

(10) in the case of sanctions relating to the Department of Biotechnology, by the Advisor, Director (Scientific), Principal Scientific Officer or Senior Scientific Officer Grade-I in that Department; or

(11) in the case of orders and other instruments relating to the Movement and Import Division of the Department of Fertilizers, Ministry of Chemicals and Fertilizers by the Deputy Commissioner (Port Operations & Projects) and Deputy Commissioner (Movement) in the Fertiliser Division of that Department and in the case of those relating to the Accounts Wing of the Fertiliser Accounts Wing of the Department of Fertilisers, by the Deputy Director of Accounts in that Wing; or

- (38) instruments relating to the case of orders and other Secretary, an Additional Secretary, a Joint Secretary, a Deputy Secretary or an Under Secretary to, or by a/an Additional Member, Advisor, Executive Director, Director, Joint Director, or a Deputy Director, of the Railway Board; or
- (39) in the case of sanctions relating to the Ministry of Science and Technology, by a Scientist 'G', Scientist 'F', Scientist 'E', Scientist 'D', or Scientist 'C' in that Ministry; or
- (40) instruments relating to the case of orders and other Department of Science & Technology Transfer Division of Scientist-F or Scientist-G dealing with Scientist-D, Pharmaceuticals Research Programme; or
- (41) in the case of sanctions relating to the Ministry of Non-conventional Energy Sources, by the Adviser, Director (Technical), Principal Scientific Officer and Senior Scientific Officer Grade-I in that Ministry; or
- (42) instruments relating to the case of orders and other Officer on Special Duty or Administrative Officer in that Department; or
- (43) instruments relating to the case of orders and other Unit in the Ministry of Urban Development and Poverty Alleviation, by an Assistant Vigilance Officer in that Unit; or
- (44) instruments relating to the case of orders and other by the Under Secretary to the Ministry of Water Resources, functioning as Branch Officer in the Eastern Rivers Wing in that Department; or
- (45) instruments relating to the case of orders and other India, by the Secretary or Under Secretary in that Commission; or
- (46) instruments relating to the case of orders and other Commission, by the Secretary, the Deputy Secretary-in-charge of Administration or the Under Secretary-in-charge of Administration in the office of that Commission;

Government of India
Ministry of Railway
(Railway Board)

MOP Amendment No. 7

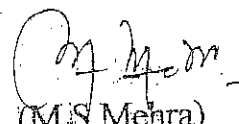
Office Order No. 23 of 2002

Consequent upon the issue of Authentication (Orders and other Instruments) Rules 2002, it has been decided that sub para (i) of para 102 of Chapter-VII, Part-II of Board's MOP may be revised as under:-

102. Authentication of Government Orders- (i) All Orders and other instruments made and executed in the name of the President should be expressed to be made in his name and signed by an Officer authorized to authenticate such order under the Authentication (Orders and other Instruments) Rules, 2002 viz, by Secretary, an Additional Secretary, a Joint Secretary, a Deputy Secretary or an Under Secretary to, or by a/an Additional Member, Advisor, Executive Director, Director, Joint Director, or a Deputy Director, of the Railway Board.

2. Relevant extracts from Authentication (Orders and other Instruments) Rules 2002, has also been enclosed for information and guidance.

No. 2001/O&M/5/1
Dated: 04.04.2002


(M.S. Mehra)
Joint Secretary/Railway Board

To,

All Officers and Branches in Board's Office.

**Government of India
Ministry of Railways
(Railway Board)**

MOP Amendment No. 6

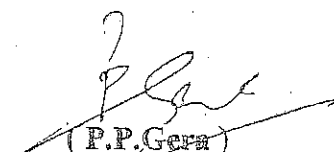
Office Order No. 22 of 2001

Attention is invited to Para 73 of Chapter VI Part-II of Board's MOP regarding Inter-departmental consultation. On the recommendation of the Cabinet Secretariat, an amendment has been made in Central Secretariat MOP.

2. Accordingly, it has decided that the following sub-paras (6,7 & 8) may be incorporated after existing sub-para 5, of 73 of Board's MOP

- "73(6) Reopening of decisions arrived at after proper inter-departmental consultations should normally be avoided. In case adequate ground exist for re-opening of such issues, it should be settled after a quick re-assessment.
- (7) In case two or more departments persist with their respective viewpoints leading to a deadlock or impasse, such issues should be sorted out by raising the level of consideration to a forum like the Committee of Secretaries headed by the Cabinet Secretary or to the level of Ministers concerned, to arrive at a quick decision without continuing with protracted correspondence/discussions among the disputing departments.
- (8) Nodal Ministries/Departments, which render advice to various departments and do so through different Divisions will ensure that the views expressed by them at inter departmental discussions, are consistent, and they are not found deviating from their views on different occasions. The expression of conflicting views by the different Divisions of the same department during such inter-departmental discussions should be discouraged.

No.2001/O&M/2/7
Dated: 25/6/2001


(P.P.Gera)
Deputy Secretary-General

To,

All Officers and Branches in Board's Office.

**Government of India
(Ministry of Railways)
(Railway Board)**

~~~~~

MOP Amendment No.5

Office Order No. 42 of 2000

It has been decided to add the following entries in Chapter XII, Part-II of Board's MOP, after Para 169A:-

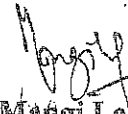
**169B. General Rule on Time Limits**

As a General rule, no official shall keep a case pending with him/her for more than seven working days unless higher limits have been prescribed for specific types of cases through separate instructions. In the event of a case remaining with an official for more than stipulated time limit, an explanation for keeping it shall be recorded in the note portion by him/her. The system of exception reporting will be introduced to monitor the disposal of receipts.

2. The above instructions are for the strict compliance of all concerned.

No. 2000/O&M/1/1

Dated: 1 /11/2000

  
(Mangi Lal) 9/11/2000  
Deputy Secretary / O&M

To,

All Officers and Branches in Board's Office.

GOVERNMENT OF INDIA  
Ministry of Railways  
( Railway Board )  
\*\*\*\*\*

MUP Amendment No.4

Office Order No. 30 of 1999

Consequent upon the posting of Executive Director Public Relations in Public Relations Directorate and growing necessity to revamp the system of information dissemination to suit the increasing demand for current information from the media, it has been decided to revise para 156 of Chapter-XI ( Part-II ) of Board's MUP-1993, as under:-

Chapter-XI

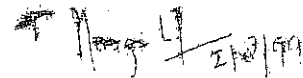
156: Communication of Information To The Press--

i) Official information to the press and other news media i.e., radio and television, will normally be communicated through the Press Information Bureau. However, in the exigency of certain information requiring urgent and speedy dissemination of information, the same may be conveyed directly to the media by the authorised officials mentioned in item (ii) below.

ii) Only Ministers, Board Members, Secretary/Railway Board, Executive Director(PR) and Director(I&P) may disseminate information or be accessible to the representatives of the media directly. In case of any other official being approached by media for information, the same may be given only after consultation with any of the above officials.

-2-

111) Whenever it is proposed to release an official information to the press, or to hold a Press briefing, or to give publicity to an official report, resolution or any other publication, Executive Director(PR), Director(PR) or Director(I&P) will be consulted in advance.

 2/8/99

( Mangi Lal )  
Deputy Secretary/D&M

O. 99/O&M/1/1  
dated: 2/8/99

To: All Officers And Branches in Board's Office.

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD  
-----

MOP Amendment No.3

Office Order No. 18 of 1999

It has been decided that Joint Secretary, Railway Board will now be the Chairman of the Office Council in place of Secretary, Railway Board. It has also been decided that the Staff Side may also appoint its Secretary from its members.

2. Accordingly, sub-para 39(c) of Chapter VI-Part-I of Board's MOP should be substituted by the following:-

(c) Joint Secretary, Railway Board is the Chairman of the Council. The staff side may appoint its Secretary from its Members.

No. 99/O&M/1/1  
Dated: 23 /4/99

  
( Mangi Lal )  
Deputy Secretary/O&M  
Railway Board.

To,

All Officers And Branches in Board's office

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

MOP AMENDMENT NO.2

OFFICE ORDER NO. 13 OF 1999

In the past 'C' category of records were destroyed by the Record Branch themselves. As per the provisions contained in "Public Record Rules, 1997", no record is to be destroyed without proper review. Accordingly, it has been decided that 'C' category records which are hitherto being destroyed by Record Branch itself after their retention period as indicated by Sections on the top sheet will henceforth be destroyed only after undertaking a review by the concerned Section.

2. Accordingly, sub-para (i) of para 146, Chapter X, "Record Management" Part II of Board's MOP should be substituted by the following :

146. Review and weeding of records- (i) A class 'C' record will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of Branch Officer concerned. Retention after a review will be for a period not exceeding ten years.

3. The provisions contained in the existing paras 146 (i), (ii) & (iii) should be read as 146 (ii), (iii) & (iv).

No.99/O&M/49/2  
Dated: 16.3.99

  
(M. Lal)  
Deputy Secretary/O&M  
Railway Board.

To,

All Officers & Branches in Board's Office.

Government Of India  
Ministry Of Railways  
( Railway Board )  
\*\*\*\*\*

Office Order No. 60 of 1998.

Sub: Amendment to MOP

It has been decided that in Chapter-XII Part-II of Board's MOP, after para 169, the following entries may be added.

169A. Time Limits for Disposal of References  
Regarding Public Grievances -

In the case of representations/grievances, received by PG Directorate from public or from DOP (Directorate of Public Grievances, Cabinet Secretariat) relating to individual grievances of railway users and grievances relating to non-gazetted retired railway employees (excluding RPF) and forwarded to various Directorates for disposal, the following time limits should be observed for their disposal :-

| S.No. | Subject                                                                                                                              | Time Limit |
|-------|--------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1)    | Representations/grievances received from MPs/MLAs and other VIPs                                                                     | 30 days    |
| ii)   | Grievances received directly from general public/railway users                                                                       | 90 days    |
| iii)  | Grievances received from general public/railway users directly and where a detailed enquiry becomes necessary after initial scrutiny | 120 days   |
| iv)   | Finalisation of complaints/cases referred to by Department of Pensions and Pensioners Welfare (Ministry of Personnel)                | 90 days    |

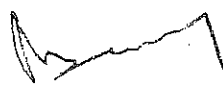
v) Submission of Status report on complaints/ 45 days  
cases received from Cabinet Secretariat

vi) Representations received from the Members  
of the Standing Committee of Parliament on  
Railways

a) where the information is available 10 days  
in Board's Office itself

b) where the information has to be 30 days  
collected from the Railways.

No.98/D&M/1/1  
Dated: 3/12/98

  
( R. Sarathy )  
Deputy Secretary/D&M

To,

All Officers and Branches in Board's Office.