

MANUAL
ON
OFFICE PROCEDURE

LOK SABHA SECRETARIAT
NEW DELHI

For Official use only

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ON
OFFICE PROCEDURE

(Third Edition)



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PREFACE

The Lok Sabha Secretariat since its inception has been consistently endeavouring to evolve as an organization with impeccable efficiency. In order to be able to handle its multifarious tasks with greater speed and ability, the Secretariat has been reviewing and upgrading its work methods and procedures from time to time and also bringing out revised editions of the Manual for the use of its officers and staff. The Manual was first published in 1959 as the Manual on Filing Procedure, and later on it was revised in 1992 and renamed as the Manual on Office Procedure. This is the third revised and enlarged edition of the Manual.

The chapters in this volume have been arranged as per the established stages of the filing procedure. It *inter alia* contains changes that have been introduced in the filing and office procedure after the publication of the second edition. Besides, the instructions pertaining to review of performance, observance of punctuality, maintenance of proper office decorum, confidentiality and secrecy of papers, etc., which were brought out in the circulars and instructional orders issued from time to time, have been consolidated and included as new chapters in this edition. At the same time, the instructions related to specific procedure pertaining to the functioning of a few individual Branches, included in the earlier edition, have been consciously omitted to make the Manual a handbook that contains instructions on procedural matters of general applicability only.

I am sure the Manual will serve as an invaluable Guide for the officers and staff of the Secretariat on the systematic handling, submission and maintenance of files and on other such matters.

NEW DELHI;
25 July, 2009

Sravana 3, 1931 (Saka)

P.D.T. ACHARY,
Secretary-General.

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CHAPTER I

DEFINITIONS

1.1 Special meanings to be attached to some of the terms used in the manual are defined as under:—

- (1) *Appendix to Correspondence*—In relation to a file 'Appendix to Correspondence' 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 'Appendix to Notes' 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*—Branch Officer (*i.e.*, Under Secretary/officer holding equivalent rank) is incharge of the Branch(es)/Section(s) and in respect thereto exercises control both in regard to despatch of business and maintenance of discipline. Work comes to him from the Branch(es)/Section(s) under his charge.
- (4) *Case*—Case consists of the file containing the papers under consideration and any other files and papers, books, etc., put up for reference to enable the question or questions raised to be disposed of.
- (5) *Classified dak*—Classified dak means dak bearing a security grading.
- (6) *Come-back case*—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.
- (7) *Correspondence*—Correspondence is the collection of all communications (receipts) received and office copies of out-going communications (issue) consisting of —(a) Official Correspondence; (b) Demi-official Correspondence; and (c) Un-official Correspondence.
- (8) *Current File* —Current file means a file containing a paper or papers on which action has not been finally completed.
- (9) *Dak*—Dak includes every type of written communication such as letter, telegram, inter-departmental note, file, fax, e-mail, wireless message which is received whether by post or otherwise, in any Service/Branch/Section/Unit for its consideration.
- (10) *Dealing hand*—Dealing hand means any functionary such as Junior Clerk, Senior Clerk, Executive Assistant, Senior Executive Assistant etc. entrusted with initial examination and noting upon cases.
- (11) *Demi-Official Correspondence*—A Communication is demi-official when Government officers correspond with each other or with any member of the public without the formality of the prescribed procedure and with a view to inter-change or communication of opinion or information before a formal decision is taken.
- (12) *Divisional Officer*—Divisional Officer (*i.e.* Director/Additional Director/Deputy Secretary/officer holding equivalent rank) is responsible for the disposal of business dealt with the Branch(es)/Section(s) under his charge.
- (13) *Docketing*—Docketing means making of 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.
- (14) *Draft*—Draft means a rough copy prepared of a document. The word 'Drafting' when used in the Secretariat means composing of official communications, based on officers' notes or orders.

- (15) *File*—File means a collection of papers on a specific subject-matter, assigned a number (File No.) and consisting of one or more of —(a) Correspondence; (b) Notes; (c) Appendix to Correspondence; and (d) Appendix to Notes.
- (16) *Filing*—Filing can be defined as placing loose matter in some systematic order so that the papers wanted can be located readily.
- (17) *Fresh Receipt*—F.R. means any subsequent receipt on a case which brings an additional information to aid the disposal of the paper under consideration.
- (18) *Issue*—The term 'Issue' is used to signify the various stages of action after approval of a draft, namely, typing of fair copy the examination of the typed material, submission of a fair copy for signature and finally the despatch of the communication to the addressee.
- (19) *Messenger/Peon Book*—Messenger/Peon Book means a record, maintained in form, of particulars of despatch of non-postal communications and their receipt by the addressees.
- (20) *Notes*—Notes mean the remarks recorded on a case to facilitate its disposal. It includes a precise of previous papers, a statement or an analysis of questions requiring decision, suggestions regarding the course of action and final orders passed thereon.
- (21) *Official Correspondence*—Means correspondence addressed by or to any Government official, public body or private individual in conformity with the prescribed form and procedure.
- (22) *Paper under Consideration*—The Paper Under Consideration (P.U.C.) is normally a primary receipt, the consideration of which is the subject matter of the case.
- (23) *Receipts*—All communications whether official, demi-official or un-official received in the Secretariat or by any officer of the Secretariat in the official capacity are called receipts.
- (24) *Recording*—Recording is the process of closing a file after action on all the issues considered thereon has been completed. It includes operations like completing references, removing routine papers, revising the file title, changing the file cover and stitching the file.
- (25) *Referencing*—Referencing is the process of putting up and referring to connected records, precedents, rules, regulations, books or any other paper having bearing on the case.
- (26) *Inter-departmental Correspondence*—A communication through which a paper or a file or a case is forwarded to any other Department(s) for obtaining their concurrence, opinion or remarks.
- (27) *Urgent dak*—Urgent dak means dak marked 'Immediate' or 'Priority', and includes telegrams, wireless messages, telex messages, fax, etc.

CHAPTER II

COMPOSITION & WORKING OF A FILE

1. Constituents of a File

Main File

2.1 The two main parts of a file are (i) '*Notes*' and (ii) '*Correspondence*', each one of which is placed in a single cover in the left and right sides, respectively. The former contains notes recorded on a 'Paper Under Consideration' and on a '*Fresh Receipt*', if any. The correspondence contains all communications received and office copies of out-going communications.

2.2 If the issues raised in a receipt or in notes or in the orders passed thereon go beyond the original subject, relevant extracts should be taken and dealt with separately on new files.

Part File

2.3 A part file may be opened when the main file is not likely to be available for sometime and it is necessary to process a fresh receipt or a note without waiting for its return, or when the main file has become rather bulky, in which case only the essential papers which are required for the disposal of a point should be submitted with a separate note sheet and not the whole file.

2.4 A part file will normally consist of:—

- (i) the original '*Paper Under Consideration*' or its copy and other essential papers on the '*Correspondence*' side; and
- (ii) the note or notes recorded or to be recorded on the '*Paper Under Consideration*' or a copy thereof on the '*Notes*' side.

2.5 Part file should be amalgamated with the main file as soon as possible. The duplicate papers, if any, should be removed.

2.6 When more than one part files are opened, each one of them should be given a distinct number, e.g. 5/2/2009/O&M (Part File 1), 5/2/2009/O&M (Part File II).

2.7 The dealing hand concerned should invariably maintain a list of part files opened by him.

Collection Cover

2.8 It contains routine notes of secondary information, casual correspondence exchanged for collecting further information from various sources, reminders, acknowledgements, and other K.W. (Keep with) papers, which are not appropriate to form part of the main file. Only the gist of the material collected in the collection cover is incorporated in the main file.

2.9 Many of the items assembled in the collection cover will be of only temporary value. At the time of recording of file, the papers which have lost their value should be destroyed under the direction of the Branch Officer.

2.10 Collection cover must not leave the Branch to which it belongs.

2. File Register

2.11 Each branch/section/unit will open a file register. General works and General Store Branches will be responsible for printing, stock, issue, etc., of the file registers. The register will be in the form enclosed at Appendix-I and neatly bound. It will be a permanent record and therefore, will contain adequate number of sheets according to the needs of each branch/section/unit.

2.12 As soon as a new file is opened, the number and subject allotted to it should be entered in the file Register. A record of files opened during a calendar year will be kept in the file register. Entries for the next year will be made either in a new file register or in the same register where pages will be allocated year-wise.

2.13 The entries in the file register will be made legibly, and erasures, omissions and overwriting will be avoided. All entries will be in blue ink only.

2.14 The file register will be placed in a central place in the branch/section/unit under the custody of a junior clerk etc. as decided by the branch/unit/section Head for reference but in no case shall it be roughly handled.

3. Opening and numbering of new files

2.15 There should be a separate file for each distinctive subject. If the subject of a file is too wide or too general, there will be a tendency to place in it papers dealing with different aspects of the matter which apart from making the file unwieldy will impede work.

2.16 The system of opening and numbering of new files broadly accepted for general application in the Lok Sabha Secretariat is based on subject classification. The main subjects ordinarily dealt with in a branch/section/unit are known as '*Standard Headings*'. Some subjects yield to further sub-division *i.e.* '*Sub-Headings*'.

To enable the files to be easily traced at a moment's notice, an alphabetical list of contents, as shown in Appendix II, will be prepared at the beginning of the file register indicating the '*Standard Headings*' and '*Sub-Headings*' and the pages allotted to them.

2.17 The list will be scrutinised and brought up-to-date at the beginning of every calendar year. As far as possible the main subjects will be allotted the same standard file number year after year. A new heading may be added to the list with the approval of the Head of the branch/section/unit during the course of the year, if found necessary.

2.18 When it is necessary to open a new file, the dealing hand will first ascertain from the list the '*Standard Heading*' under which it should be opened. He will then prepare a suitable title for the new file and allot it a number (next available in the serial order in the file register) under the '*Standard Heading*'.

2.19 The title of the file should indicate the subject matter of the case in as few words as possible. The first words of the title should almost always be the main subject under which the file is being opened and the descriptive part of the title should then follow. Thus, for instance, the subject of a new file opened under the main subject 'Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules' will be 'Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules—Delegation of authority to impose punishment'. The title should be so framed that it would show at a glance the subject-matter dealt with and enable the file to be easily identified. The title of the file should be approved by the Head of the branch/section/unit, before it is actually opened.

2.20 A number given to the file will consist of (i) the number allotted to the '*Standard Heading*', (ii) The serial number given to the file under the '*Standard Heading*', (iii) the year in which opened, and (iv) the initials or letters used for identifying the branch/section/unit. The file will bear the same number and subject as shown in the file register.

2.21 Thus the files opened in O&M Section during the year 2009 under the Standard Heading '*Assessment of staff requirements and job analysis by O&M Section*' will be numbered as follows:—

Standard Heading	—	2
Main Subject	—	Assessment of staff requirements and job analysis of Branches by O&M Section
2/1/2009/O&M		Staff requirements and job analysis of P.N.O.
2/2/2009/O&M		Staff requirements and job analysis of Reporters Branch
2/3/2009/O&M		Staff requirements and job analysis of LARRDIS

2.22 Files may be opened under sub-heads, in case the subject yields to further sub-division. These files will be numbered as under:—

Standard Heading — 2

Main Subject — Assessment of staff requirements and job analysis of Branches by O&M Section.

Sub-Heading

Staff requirements and job analysis of P.N.O. — 2/1/2009/O&M

Sub-Division

Consideration of Report on P.N.O. by Administration — 2/1(I)/2009/O&M

Implementation of recommendations of O&M by P.N.O./Administration — 2/1(II)/2009/O&M

2.23 A policy file should bear the alphabet '(P)' after the '*Standard Heading*' number under which the file is opened, in order to distinguish it from other files. Routine action taken or matters dealt with as a result of policy decision, should be on a separate file which should be closed at the end of each year.

2.24 Papers will be dealt with and filed in a file without regard to the year to which the references in that file pertain.

No file should ordinarily contain more than 150 sheets of notes and correspondence. On reaching the maximum limit, a new file should be opened with the same number but marked Vol. II or Vol. III, as the case may be. The previous file should be closed and marked Vol. I.

In all subsequent files on the same subject, the previous and later references should be quoted in the space provided for this purpose.

If the file relates to the Sessional work, it should be closed after each Session irrespective of the fact whether it contains 150 sheets or less. Similarly, a file relating to a Committee will be closed on the expiry of the term of Committee whether it contains 150 sheets or less.

4. Working a file

2.25 When an officer passes an order requiring a file or any matter to be disposed of by a particular date, the individual who is responsible for carrying out that order must comply with it before the date specified.

If, however, owing to any circumstances beyond the control of the individual concerned, some delay is inevitable and he finds himself unable to finish the work by the date stated in the order, he should report accordingly and submit a request for the extension of time together with full reasons which will be considered by the officer who passed the original order.

Numbering of pages

2.26 Every page of notes and correspondence should be consequently numbered in separate series with pencil at the top right hand corner from bottom to top. Blank intervening pages, if any, should also be numbered. When there are annexures etc. to the P.U.C., these will bear the number allotted to the P.U.C. followed by alphabet e.g. 15-A, 15-B, 15-C etc.

The idea is to distinguish the P.U.C. from an enclosure. Where, however, the enclosures to a communication received or issued consist of a large mass of material, they may be allotted consecutive page numbers, if convenient. Page numbering done in pencil should be inked at the time of recording of the file.

Serial Numbers

2.27 Every communication, whether receipt or issue, together with its enclosures kept in the '*Correspondence*' will be given a serial number in red ink in the centre of its first page. The first communication will be marked '*Serial No. 1*' and subsequent ones will bear consecutive numbers in a single series. To distinguish

'Receipt' and 'Issue' communications, the entries should be marked 'Serial No. 1(R)' and 'Serial No. 2(I)' and so on.

2.28 The serial numbers are useful for the purpose of referring to any paper, as also for ensuring that the file is complete. The loss of a letter is at once detected by the fact that a serial number is missing. The series, therefore, must be carefully kept up.

Docketing

2.29 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 receipt will be docketed by writing in red ink, across the page, the Serial Number of the communication followed by its number and date and the designation/name of sender [*e.g.* Serial No. 4 (Receipt)— No. 2/1/2009-O&M, dated 28 January, 2009 from the Secretary, Bihar Legislative Assembly]. An 'Issue' will be docketed by entering the Serial No. given to it, followed by the date of its issue and the name and designation of the addressee [*e.g.* Serial No. 5 (Issue) dated the 31st January, 2009 to the Secretary, Bihar Legislative Assembly].

Docketing of Part Files

2.30 Docketing in the Part Files should be done in pencil in the following manner:—

Serial Number..... (Receipt)

Serial Number..... (Issue)

The pencil entries should be erased when amalgamating the papers with the Main File, and the revised entries made in red ink.

Referencing and use of slips

2.31 Referencing is the process of putting up and referring to connected records, precedents, rules, regulations, books or any other paper having a bearing on a case. Reference to such paper will be made as far as possible by quoting the file number and the number of page, in the margin. When absolutely necessary flags may be used to facilitate the identification of a particular reference. While using slips 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 and the relevant page number referred to should be quoted in the body of the note *e.g.*:—

[F.No. 3/1/AN/2009P-3 Notes]

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

2.33 Books 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. Where it is found necessary to put up books to officers, clean and bound volumes should be put up.

2.34 Whenever any reference is taken from any book, the latest edition of the original book of reference (available in the Parliament Library) should be consulted. Second hand quotations should not be relied upon, but should invariably be checked with the original.

Cross-referencing of correspondence

2.35 In order to know at a glance the latest position in regard to any P.U.C. without going through the whole correspondence, the previous and later references on that P.U.C. will be cross-referenced by marking previous reference and later reference in margin with pencil.

Linking of files

2.36 When two or more current files on which action is necessary are linked, the printed slip bearing 'please see also the linked file' should be pinned to the cover of the topmost file. The number of the linked file should be given on the slip. Linking of files should be avoided as far as possible. Ordinarily, files should be consolidated, whenever practicable, into one file by an intelligent selection and arrangement of papers. Where it is necessary to refer to another file, an extract of the relevant noting, etc. on the file should be made provided it is of reasonable length, and placed on the file for which it is required. Only in those cases where many pages have to be referred to, files should be linked. Heads of Branches should take special care to see that files are linked together only when absolutely necessary are unlinked at the earliest opportunity. If linked files are not received back in the branch within a few days of submission and they are required for the disposal of another reference, the permission of the officer, with whom they are, should be obtained to unlink them.

Pinning together of papers

2.37 When the papers in a file are pinned together it should be so done as not to allow the sharp point of the pin to protrude and prick the fingers of any person who handles the file. In order to prevent injuries from pins, the sharp point of the pin should be embedded under the surface of the paper at the top.

Punching of papers

2.38 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.

Flagging of papers in a file

2.39 A flag bearing the words 'Paper Under Consideration (P.U.C.)' should be attached to the receipt which is being considered. If a receipt has been disposed of and a later receipt is being dealt with on the same file, the P.U.C. slip should be removed from the old receipt and affixed to the new one. If more than one receipt are under consideration at the same time, the P.U.C. slip should be attached to each 'receipt' and numbered I, II, III and so on. The receipt should be numbered serially.

2.40 The previous papers put on the file and the recorded proceedings should be flagged with flags bearing different letters. No two flags should be alike in the same file. The flags should be doubled over and pinned neatly to the inside of the cover page. They should not overlap each other when the papers are arranged in the file, but should be distributed along the whole width, so that they may be easily seen.

Quick movement of files

2.41 Files disposed of by the Branches during the day must reach the respective Branch Officers the same day preferably at regular intervals.

2.42 If a file cannot reach the officer concerned on the same day, it must reach him the following morning by 10.00 O'clock.

Movement of files

2.43 Indication Slip showing atop the nomenclature of Branch/Section from which the file has been initiated (Appendix III) and beneath it the name of Branch/Section or abbreviated designation of an officer to whom the file is being forwarded for necessary action/approval, will be clipped on the File Cover. Indication slips of different colours may be used for identifying urgent and important items of work. For example, in Question Branch Indication Slips printed in Pink colour and Blue colour are clipped on the file covers while putting up notices of Short Notice Question and Half-an-Hour discussion respectively. The dealing hand will keep a note of the movement of file in his diary.

2.44 Files passed by higher Officer will be sent direct by Personal Assistant/Private Secretary to the Officer to whom marked after keeping a note of the movement, in his diary.

Priority marking on files

2.45 The two prescribed priority markings to be used on files and papers are 'ACTION THIS DAY' and 'IMMEDIATE'.

2.46 The label 'ACTION THIS DAY' should be used only in cases of extraordinary urgency requiring disposal on a top priority basis like Questions, Notices of Calling Attention, Adjournment Motions, List of Business of the House or a Committee thereof, etc. In all such cases, timings of receipt and disposal should be indicated in the margin of the last note on the file.

2.47 The label 'IMMEDIATE' should be used in cases which are assigned a priority lower than the cases referred to in the preceding para but which still require action on the same day.

2.48 The Officers through whom a file passes should examine whether the priority marking, if any, is appropriate, and if not, should remove or change the marking.

2.49 In no case should a file be sent to the residence of an Officer unless so directed by the Officer concerned or under the specific directions of the Branch Officer.

2.50 Priority slips should be affixed on the top flap of a file band or file board or if there be no flap, on the file cover itself.

Use of only neat and clean file covers and file boards

2.51 Only neat and clean file covers and file boards will be used for submitting files. The Heads of Branches will ensure that instructions in this regard are observed strictly by the staff working under them and no torn or dirty file cover or file board is used.

CHAPTER III

PREPARATION AND SUBMISSION OF CASES

Perusal of Dak by Head of Branch and its classification

3.1 After perusal of Dak, the Head of Branch should classify the receipts into the following three categories:—

- (i) Receipts of an important nature (*i.e.*) receipts raising new questions of policy, modification of existing policy or orders or any other receipts which is not of a routine nature;
- (ii) Receipts on which the line of action is clear; and
- (iii) Receipts on which no action is called for and are for information only.

3.2 Receipts in category (i) may be discussed by the Head of Branch with the Branch Officer at the Dak stage and the level at which action is to be initiated got settled. If action is to be initiated by a dealing hand he may discuss it with the next immediate superior officer who will have to approve the disposal under the 'Jumping level' scheme and get clear instructions regarding the line of action.

3.3 Receipts in category (ii) may be marked by the Head of the Branch direct to the dealing hands after indicating directions on the Receipts, where necessary.

3.4 In regard to receipts in category (iii) the Head of the Branch may give directions for the filing of such papers at the Dak stage. The PUC may then be added to the relevant file after docketing and the case need not be put up again unless the information is to be brought to the notice of higher officer.

Initial examination of receipts by dealing hands

3.5 Soon after the receipts are made over to him, the dealing hand will read them one by one and sort them out according to priority. 'ACTION THIS DAY', and 'IMMEDIATE' receipts will be taken up first, care being taken at the same time that ordinary receipts are not left unattended to for more than a week.

Bringing a receipt on to a file

3.6 A receipt will be brought on to a current file if it relates to a subject on which a file already exists. If not, it will be necessary to open a new file for initiating action on the receipt according to the instructions contained in Chapter II. The receipt will then be docketed and referenced in the manner described in Chapter II.

1. Noting

3.7 The objects of noting are:

- (a) to state the facts clearly and concisely, drawing attention to previous decisions, precedents, correspondence or rules and orders having a bearing on the subject;
- (b) to state points on which orders are required; and
- (c) to suggest action to be taken.

Scope of noting by Branch

3.8 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 Officer, or the Divisional 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 the Branch will put up a note. It will be the duty of the Branch:—

- (a) to see whether all the facts so far as they are open to check are correct;
- (b) to point out any mistakes or mis-statements of facts;

- (c) to draw attention, where necessary, to statutory or customary procedure and to point out the law and rules and where they are to be found;
- (d) to supply other relevant facts and figures available in the Secretariat and to put up precedents or papers containing previous decisions of policy;
- (e) to state the question or questions for consideration and to bring out clearly the points requiring decision; and
- (f) to suggest a course of action, wherever possible.

3.9 The following instructions shall be observed by branches/sections/units/offices in noting upon cases:—

- (a) All notes should be clearly intelligible and couched in simple language; they should be concise and to the point. Excessive noting is an evil which should be carefully avoided.
- (b) All notes should be temperately written and should be free from personal remarks. If apparent errors in the note of another Department have to be pointed out or if the opinion expressed therein has to be criticised, care should be taken that the observations are couched in courteous language. All notes should be written in third person.
- (c) It is to be assumed that the 'paper under consideration' and the previous notes, if any, will be read by the officer to whom the case is submitted. The reproduction of verbatim extracts from, or paraphrasing of the PUC or of notes by other Department on the same file shall, therefore, be avoided.
- (d) A precis of a single paper shall be made only when it is of great length and complexity. Such a precis or a precis of the contents or the history of a file shall not ordinarily be prepared except on the instructions of an officer.
- (e) If the inclusion of any information in the note is likely to obscure the main point at issue or make the note unnecessarily lengthy, a separate statement or appendix giving the information should be placed on the file.
- (f) When there are, in a single case, several points or orders which can more conveniently be dealt with separately than in a continuous note, each point should be separately noted upon in 'Branch Notes'. The Branch Officer and/or higher officers will record their orders on each '*Branch Note*' separately and these notes will thereafter be amalgamated to form the notes on the file for purposes of issue of orders, etc.
- (g) As far as possible, one note should emanate from the Branch. In the case of difference of opinion between the dealing hand and the Head of the Branch, the matter should be settled by personal discussion and the note should only summarise the points (including the alternate suggestion on a point) for decision.
- (h) The sequence of noting should ordinarily follow the sequence of the serial number in the correspondence. If there has been any interruption in the continuity of the notes occasioned by submission of a receipt independently of the file, the papers should be amalgamated with the main file at the earliest opportunity.
- (i) Except in routine matters, no note should be written on the receipt itself.
- (j) If any Officer has made any remarks or written his direction on the P.U.C., these should first be copied out on the notes and then only the Branch note should follow.
- (k) Every note should be legibly written upon paper of foolscap folio size, with a quarter margin. All long notes should be type written in double space.
- (l) Paragraphs should be numbered.

- (m) Sufficient space should be left for noting/signatures by higher officers. Notes to be submitted to Branch Officer or higher officers should not end at the every bottom of the page. A fresh blank sheet should always be added to the notes.
- (n) Whenever notices or requests are received from Members of Parliament or others on small pieces of paper, they will not be passed on as they are, because of the likelihood of their being lost in transit. The first receiving Branch will paste or clip the slip of paper, thus received, to a foolscap size white sheet before passing it on in a file cover to officer or branch concerned for disposal. The branch concerned will type out the notice or request etc., on a note sheet or white foolscap size paper, and then deal with the receipt in the usual manner.
- (o) The practice of writing long notes in the margin should be avoided as far as possible. Such marginal notes, if any, should be removed before the file is submitted to higher officers.
- (p) When the lines on which a reply should be sent to a letter are apparent, the dealing hand should at the time of noting submit a '*draft for approval*'. In such cases it is sufficient to note '*draft reply submitted for approval*'. The substance of the reply should not be written in the notes.
- (q) When a note, letter, file or other communication has been received from another Department, Ministry or Office or person, noting or further noting in connection with the matter therein will not be done on the sheet or sheets containing such a note or communication but all noting in this Secretariat will be done on a fresh and separate note sheet.
- (r) All Inter-departmental correspondence between this Secretariat and other Ministries or Departments should be kept separately and not mixed up with the internal notings in this Secretariat.
- (s) The last paragraph of every note should invariably state precisely the question(s) for consideration or points(s) on which the orders are solicited.
- (t) Notes should be recorded after careful consideration so that they are not to be rejected or re-written and erasures should be rare.
- (u) If at all a note is to be rejected, it should be cut out and revised note written in continuation without pasting it.
- (v) The dealing hand should append his/her initials with the date on the left hand side below his/her note. The Head of the Branch shall also likewise put his/her dated initials below the note of the dealing hand, except when disposing of a paper within the powers delegated to him/her in which case he/she will sign his/her name in full on the right hand side.

Higher officers should initial on the right hand side of notes.
- (w) All markings to higher Officers should be in the margin of the note.
- (x) Wherever order of H.S./H.D.S./S.G. are to be solicited, the Branch noting(s) should invariably be followed by a concise, self-contained note (typed in double space) by the Divisional Officer concerned. Notings, if any, of Joint Secretary/Additional Secretary/Secretary over the note(s) of Divisional Officer should also be typed in similar manner.
- (y) Notes involving more than one Branch should be consolidated by Divisional Officer/JS/AS/Secretary concerned and points on which orders of H.S./H.D.S./S.G. are solicited should be specifically mentioned.
- (z) After orders are passed by H.S./H.D.S./S.G., no signatures should be put by any officer on the right hand side of the note sheet. All marking/initials should be in the margin of the note sheet.

- (aa) If further note is required to be put up, it should be on the new note sheet bearing the name of the Branch or Office of the officer who has initiated that note and not in continuation of the note on which H.S./H.D.S./S.G. has passed orders.

Action by Head of the Branch

3.10 The Head of the Branch will scrutinise the note of the dealing hand. Other instructions contained in para 3.9 (g) will be followed.

3.11 Heads of Branches are authorised and expected to dispose of the following items of work without reference to their Branch/Divisional Officer:—

- (i) Grant of casual leave/compensatory leave/special leave up to three days;
- (ii) Issue of reminders and acknowledgements;
- (iii) Recording of files;
- (iv) Issue of Office Orders, Routine Orders and Circulars of ephemeral natures;
- (v) Any other case, which by a general or specific office order, Head of Branch is authorised to dispose of independently.

3.12 The delegations under (v) above have been made *vide* O.O. Part I Nos. 316 and 359 dated 18th February, 1957 and 25th October, 1957, respectively.

3.13 While signing official communications relating to matter within his own power, the Head of Branch may use his name and designation.

Authentication of Orders

3.14 Notwithstanding the powers delegated to Heads of Branches for disposal of certain cases and issuing of communications over their signatures, all orders passed by or made in the name of the Speaker, shall be authenticated by the signature of an officer not below the rank of Under Secretary.

Noting by Branch Officer

3.15 A Branch Officer will dispose of as many cases as possible on his own responsibility. Orders of the Divisional Officer or higher officers will be taken by him on cases which are of sufficiently important nature or those involving question of policy. He should endeavour to reduce the number of cases to be submitted formally to the Divisional Officer by taking his verbal directions.

3.16 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 preceding note, he will merely append his signature or indicate his agreement with a particular proposal.

3.17 In cases where a note has been written and approved by an officer and sent to another officer or a Branch for comments or examination of the proposal or for similar purpose, an officer to whom the file is marked should invariably write the note himself. The receiving officer may ask his Branch to examine the matter or furnish factual information. In such cases the Branches should submit a separate routine note for the information of the Branch Officer who shall ultimately record his note on the file. Branches should not write notes on files disposed of at the officer level.

Notes and orders by Divisional Officer

3.18 The Divisional Officer should, ordinarily, dispose of most of the cases coming up to him on his own responsibility. He should use his discretion in taking orders of the Joint Secretary/Additional Secretary/Secretary/Secretary-General on the more important cases, whether orally or by submission of papers. The oral method should be adopted as far as possible. Items of work which should ordinarily be sent to Secretary-General have been incorporated in the Brochure titled "Items of work to be submitted to Secretary-General."

Self-contained note for H.S./H.D.S./Chairman of Parliamentary Committee

3.19 Whenever orders of H.S./H.D.S./Chairman of Parliamentary Committee/Convenor of Sub-committee of a Parliamentary Committee are to be solicited on any matter, a self-contained note shall be submitted. The following instructions shall be observed in the preparation and submission of such self-contained notes:

- (a) The note will be given a heading as follows:—
 _____Branch
 Subject.....
- (b) The contents of the note should be concise and to the point and will be divided into paragraphs, each dealing with a particular aspect of the subject and each paragraph duly numbered.
- (c) The note shall contain a concise background of the case and the orders relevant to the subject matter and reference to the statutory or customary procedure or previous decisions or precedents, if any. If the case is based on the provisions of any rules, regulations, statute or past precedents, action to be taken will also be suggested.
- (d) If the inclusion of any information in the note is likely to obscure the main point at issue or makes the note unnecessarily lengthy, a separate statement or appendix giving the information will be placed on the file.
- (e) The last paragraph of the note should invariably state precisely the question or questions for consideration or point on which the orders are solicited.
- (f) The note should be neatly typed in double-spacing with a quarter margin on blue note-sheet and should not contain unnecessary erasures, omissions or additions.
- (g) The self-contained note to the H.S./H.D.S./Chairman/Convenor should in the first instance be signed by the Divisional Officer and submitted through Joint Secretary, Additional Secretary, Secretary and Secretary-General.
- (h) The self-contained note, together with the relevant papers that are to be put up with it to the H.S./H.D.S./Chairman/Convenor will be submitted in a separate file cover which will bear the number and subject of the main file. After the Divisional Officer has approved it, he will return the main file to the Branch and submit the self-contained note to the Secretary-General through the Joint Secretary/Additional Secretary/Secretary.
- (i) If the Divisional Officer wants to put up a note in connection with the self-contained note for the information of Joint Secretary/Additional Secretary/Secretary/Secretary-General, he will do so on a separate note sheet which will be returned to him and the self-contained note forwarded to the H.S./H.D.S./Chairman/Convenor by the Personal Staff of Secretary-General, Secretary, Additional Secretary or Joint Secretary as the case may be.
- (j) When the note is received back from H.S./H.D.S./Chairman/Convenor with his orders thereon, all markings/initials should be done in the margin of the note sheet. No further noting will be done on the sheet or sheets containing the orders. All further noting will be done on a fresh and separate note sheet so that the self-contained note and H.S./H.D.S./Chairman/Convenor's orders thereon remain in the file in a separate file cover as a self-contained documents which can be utilised for further reference, if necessary.
- (k) If any further information is to be submitted to H.S./H.D.S./Chairman/Convenor on the same matter or his orders thereon are to be taken again, further noting will be done on a separate note sheet in continuation of the previous self-contained note and it will not be necessary to summarise the position in a fresh self-contained note every time the file is submitted to H.S./H.D.S./Chairman/Convenor.
- (l) Highlighters should not be used for highlighting of notes.

3.20 When a file has to be sent to the Hon'ble Speaker, the following instructions will be observed:—

- (a) It should contain only that information which is necessary to enable the Hon'ble Speaker to arrive at a decision without calling for further facts or references, and all papers which are not strictly relevant to the point at issue should be removed.
- (b) Essential references contained in the filed papers should be extracted, placed in the file and referenced.
- (c) All papers placed in the file should be legible. If any communication including fax communications received from Ministries/Departments, etc. are illegible, the same may be retyped.

2. Drafting

Draft—When to be prepared

3.21 Except when the line of action on a case is obvious, a draft of the communication proposed to be sent out will be prepared after orders have been passed by the competent officer indicating the terms of the reply to be sent, where the line of reply is clear a fair letter may be put up for signature.

3.22 A Branch Officer or a higher officer who has formulated his ideas on a case may himself prepare a draft and authorise its issue or submit it to the next higher officer for approval, as the case may be. In other cases a draft will be prepared by the Branch.

3.23 The following general instructions will be followed regarding drafting:

- (a) A draft should be typed in double space, in half margin and on both sides of the paper.
- (b) The number and date of the communication replied to or of the last communication in a series of correspondence on the same 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. The subject should be mentioned invariably in all communications including reminders.
- (c) A draft should show clearly the enclosures which are to accompany the fair copy. To draw the attention of the typist, the comparers and the despatcher, a diagonal stroke should be made in the margin. The number of enclosures also be indicated at the end of the draft on the left bottom of the page thus *Encls. Nos. ...*'
- (d) If copies of an enclosure referred to in the draft are available and have not therefore to be typed, the fact should be clearly stated in the margin of the draft for the guidance of the typist.
- (e) All drafts put up on a file should bear the number of the file. When two or more letters, notifications, etc. are to issue from the same file on the same date to the same addressee the serial number should also be given in addition in order to avoid confusion in reference, thus (i) 8/5(I)/2009-O&M and (ii) 8/5(II)/2009-O&M.
- (f) Where State Governments or Ministries, etc., are consulted on any matter, time limit for replies should ordinarily be specified. The officer over whose signature the communication is to issue will initial on the draft in token of his approval. His designation should invariably be indicated on the draft.
- (g) A flag bearing the words 'Draft for Approval' should be attached to the draft. When more than one draft are submitted at the same time, they should be numbered I, II, III and so on.

Collection of Model Drafts

- (h) In order to ensure that drafts which are prepared after great thought and careful examination are not lost in files and thus become unavailable at the time when they are required for the disposal of similar references later on, copies of all model drafts should be collected in a separate file.
- (i) For quick reference, an index to the collection of model drafts will be maintained in each Branch. The subjects of the index will be arranged in alphabetical order, each page being devoted to a letter or letters as the case may be.

- (j) In the course of day to day disposal of cases as and when important communications are drafted, the Head of the Branch concerned will have spare copies of such drafts made out and add them to the collection and index them under appropriate subjects.
- (k) The collection of model drafts will be scrutinized in the beginning of every year and obsolete drafts weeded out. Draft which have subsequently been improved will be replaced by the latest drafts on the subject.

Style

- (l) A draft should convey the exact intention of the order passed. The language used should be clear, concise and incapable of misconstruction. Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetitions (whether of words, expressions or ideas) should be avoided. Communications of some length or complexity should generally be concluded with a summary.
- (m) The following general principles may be followed by all concerned:—
 - (i) No more words that are necessary to express one's meaning should be used. Failure to do so is likely to obscure the correct meaning and to tax the reader.
 - (ii) Superfluous adjectives, adverbs, and round about phrases should not be used.
 - (iii) Familiar words should be preferred to the far fetched as the former are more likely to be readily understood.
 - (iv) Words with a precise meaning should be preferred to those that are vague. This will serve to convey one's thoughts more clearly.
 - (v) Concrete words should be preferred to abstract words for they are more likely to have precise meaning.
- (n) The use of participles is sometimes very convenient in the drafts. The following list will meet most of the cases:—

Acknowledging	Communicating	Notifying
Admitting	Directing	Proclaiming
Advising	Enclosing	Recommending
Appealing	Enquiring	Reporting
Appointing	Explaining	Requesting
Affirming	Forwarding	Sanctioning
Authorising	Intimating	Stating
Cancelling	Inviting	Submitting
Confirming	Nominating	

- (o) Some vague words and phrases have crept into official style and claim the sanction of tradition *e.g.*, 'therein, thereon, thereof, in respect of, in regard to, as regards, in relation to, for being, do the needful, for necessary action or necessary instructions, respectively, etc.' Words such as these tend to obscure the meaning. For the words 'therein, thereon and thereof' the simple words 'in it, on it, or of it' would have served the purpose. Likewise, 'in relation to' displaces in many cases the word 'towards'. Anxiety to avoid repetition leads to the use of 'former' and 'latter', but this places undue strain on the reader's memory. Such vague expressions should be avoided.

- (p) A phrase which has been much overworked in official communications is '*as to*'. It often appears unnecessarily along with the words '*whether, who, what etc.*' For example, in the sentence "*The Administrative Officer is requested to report as to whether the case has been completed*", '*as to*' is redundant and should be omitted.
- (q) Some of the errors which are common to official writing are given below and care should be taken to avoid these mistakes:—
- (i) The words '*Government*', '*Secretariat*', '*Branch*' are sometimes used in singular and sometimes in plural. The correct procedure is to use them in the plural form, but if the singular is used, it should be constantly followed throughout the sentence and should not be changed as has been done in the following sentence:—

"The Secretariat has considered your case carefully but have come to the conclusion."

Likewise, the mood also gets mixed up frequently. An example of change in mood is given below:—

"When I referred the matter to the Committee, it was considered by me."

The correct form should be:—

"When I referred the matter to the Committee, I considered."

It is equally important to see that tense used throughout is the same.

- (ii) After '*suggest*' use '*should*' not '*may*' (after '*request*' use '*may*' not '*should*').
- (iii) '*Point out*' is a much abused phrase. It should really be used in speaking of some fact or a circumstance of which the addressee ought to have been aware from the source of information open to him. It should never be used as synonymous with '*explain*' or '*inform you*'.
- (iv) '*However*' is a word which often gets misplaced, "after careful consideration (1) of these suggestions (2) the Government of India are unable (3) to agree that". In this sentence (2) is the right place for '*however*' and not (1) or (3). It should come between commas, fairly near but not too near the beginning.
- (v) Wrong use of the words '*had*' and '*have*' is also frequent. The past perfect '*had*' is to be used only to emphasise the priority of one event in the past over another *e.g.*, it is correct to say "*I had gone to Shimla when the Chairman left the place*". But it is a wrong usage in the sentence "*I had gone to Shimla last Friday*".
- (vi) Many words are used without a proper implication of their meaning. When the Officer asks for a file and the file is lost, the dealing hand often puts up a note saying that it is '*not available*'. To say that the file is not available does not mean that it is lost. It only means that the file has been kept somewhere else or sent to some other office. The use of the words '*in case*', for the word '*if*' and the phrase '*as well as*' an equivalent of '*and*' are other instances. When the dealing hand writes, "*the file will be put up in case the Member does not pay the rent on the due date*", he means that "*the file will be put up if the Member does not pay the rent on the due date*".
- (vii) The words '*till*' and '*all*' also come in for a good deal of mishandling. When a dealing hand puts up a file to the Officer stating that no return was received till the 1st of December, it actually means that a return was received on the 1st December. But this is not what the dealing hand wants to say. What the dealing hand has in mind is that no return was received even on the 1st of December. To convey that, the word '*up to*' followed by the word '*had*' would have been

correct *e.g.*, "*up to December 1st the return had not been received*". Similarly, when a dealing hand reports that "*all the Junior Clerks have not passed the Senior Clerk Test*", what he means is that "*not a single clerk has passed the Senior Clerk Test*". But what he actually conveys is that there are some Junior Clerks who have passed the Senior Clerk Test.

- (viii) Omission of the article and use of the wrong preposition are also frequently met with. The following are some of the examples of wrong usage:—

Incorrect	—	Correct
In Compliance of	—	In compliance with
In the margin	—	On the margin
In this behalf	—	On his behalf
To kindly see	—	To see kindly
Dispose it off	—	Dispose it of
Under the circumstances	—	In the circumstances
To thoroughly investigate	—	To investigate thoroughly

3.24 The following words are often wrongly used:—

Acquaint	for	Inform or tell.
Advert	for	Refer.
Adumbrate	for	Sketch, outline, fore shadow.
Ameliorate	for	Better, improve.
Assist	for	Help.
Blue-print	for	Plan.
Ceiling	for	Limit.
Cross-section	for	Sample.
Commence	for	Begin.
Deem	for	Think.
Conditioned by	for	Dependent on.
Consider	for	Think.
Drive (intr.)	for	Came, originate, spring.
Develop	for	Take place, occur, happen, grow.
Entail	for	Impose, necessitate.
Envisage	for	Contemplate, face.
Eventuate	for	Come about, happen, occur, result, turn out.
Evince	for	Show, manifest, display.
Factor	for	Fact, consideration, circumstances, feature, element, constituent.

Function (verb)	for	Work, operate, act.
Inform	for	Tell.
In isolation	for	By itself.
Initiate	for	Begin, start.
Locality	for	Place.
Major	for	Important, chief, main, principal.
Majority, The.	for	Most.
Materialise	for	Come about, happen, occur.
Minimise	for	Under-estimate, disparage, belittle, make light of.
Practically	for	Virtually, almost, nearly, all but.
Proceed	for	Go.
A percentage of	for	Some.
A Proportion of	for	Some.
Purchase	for	Buy.
Reaction	for	Opinion, view.
Render	for	Make.
Reside	for	Live.
Residence	for	Home.
State	for	Say.
Stress (verb)	for	Emphasise.
Sufficient	for	Enough.
Terminate	for	End.
Transmit	for	Send, forward.
Visualise	for	Imagine, picture.

Record of verbal discussions, orders and instructions

3.25 All points emerging from discussions between two or more officers and the conclusion reached should be recorded on the relevant file by the officer authorising action. Similarly, all verbal orders or instructions given by any officer and, where necessary, the circumstance leading to such orders/instructions, should be recorded on the file.

Channel of submission of cases

3.26 The cases are put up by the dealing hand and they are processed/finalised of various levels of hierarchy. The channel of submission which is practiced in the Secretariat particularly in the LAFEAS and LARRDI Services are detailed in the charts given at appendices IV, V, VI, VII and VIII. The channel of submission of cases will also be determined by the orders issued from time to time under the jumping level scheme.

3.27 Heads of Branches may be permitted to submit certain types of cases direct to Divisional Officers and the Branch Officer to the Joint Secretary/Additional Secretary/Secretary. Similarly, Divisional Officer may, in specified cases, deal direct with the Secretary-General or the Hon'ble Speaker.

3.28 Selected dealing hands may also be authorised to submit cases direct to Branch Officer/Divisional Officer.

3.29 After orders have been passed by a competent officer, the officer will mark the file either to the officer who put up the case to him or to an officer at an intermediate stage who should be kept informed of the decision taken.

3. Arrangement of Papers in a case

3.30 The papers of a current case will be placed in the following manner:—

- (a) 'Notes' and 'Correspondence' will be kept in a single file cover, the 'Notes' portion being tagged on to the left hand side of the cover and the 'Correspondence' to the right half of the cover. 'Notes' will be filed downwards and 'Correspondence' upwards so that the latest 'Notes' and the 'Correspondence' are on the top when the file is opened.
- (b) Self-contained inter-departmental references and replies thereto which are not to be returned, should be included in the correspondence portion of the file. Inter-departmental references which are to be returned in original will be noted upon, off the file without their being brought on to a file. A copy or a summary of the inter-departmental reference, together with a copy of the note recorded on the file of the originating Ministry in reply, will be retained, when necessary, and be kept in the correspondence portion.
- (c) Drafts for approval will be placed on the current file between the 'Notes' and the 'Correspondence'.

Placing of more than one draft on the file

- (d) Sometimes, while submitting a draft to higher officers for approval, it becomes necessary to place on the file more than one draft for the facility of comparison or explaining the changes readily. One of these drafts is the final draft and the others are first, second, revised, etc. drafts.
- (e) While submitting files (to officers) containing more than one draft, the unapproved drafts should be numbered serially and following indication given in the margin of these drafts in red ink:—

'Unapproved draft Nos. I, II etc. Not to be issued.'

Other Papers

- (f) Other papers referred to in the note or draft should be arranged in the same sequence in which reference to them occur in the draft or note. Books, regulations, etc. will, however, be kept at the top of the file.

3.31 After the file is received back from officers, the Head of the Branch or the dealing hand concerned should see the file carefully and get neatly typed the finally approved draft for issue.

While issuing the fair typed letter, the enclosures, if any, should be tagged to the draft; and an indication (issued with enclosures) should be given on the draft/office copy. The approved draft and unapproved drafts of important nature will be kept with K.W. Papers thereafter.

CHAPTER IV

SECURITY OF OFFICIAL INFORMATION AND DOCUMENTS

4.1 Rule 14 of the Lok Sabha Secretariat (Conduct) Rules, 1955 (as amended) provides as follows:—

"No officer shall, unless generally or specially permitted by the Secretary-General or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or any part thereof or information which has come into his possession in the course of his official duties, or has been prepared or collected by him in the course of those duties, whether from official source or otherwise, to any other officer of the Secretariat or to other Government Servant or to any private person or to the Press to whom he is not authorised to communicate such document or information."

Under the above Rule officers of this Secretariat are prohibited from communicating to anyone (without good authority) any information acquired by them in the course of their official duties. It shall be the duty of every member of the staff to see that official information is not disclosed to anyone who is not connected officially with such matters, even through conduct in which there is no deliberately harmful intent, such as idle gossip, the desire to appear important by being 'in the know', the furtherance of communal or family interests, or the desire to gratify a person towards whom an obligation is felt.

Particular care should be used in conversation with or in the hearing of persons who may have a motive for obtaining some particular piece of information or Press Correspondents whose business is to get and publish news.

Classification of Secret and Confidential Papers

4.2 There are four grades of security markings, shown below and all the protected documents in this Secretariat will be classified in one of these gradings.

Top Secret

4.3 This marking is reserved for papers containing information of such a vital nature that for reasons of national security, it must not be disclosed to any one for whom it is not essential to have knowledge of it for the proper performance of his duty.

4.4 Such documents include references to current or future Military operations, intending movements or dispositions of armed forces, shaping of secret methods of war, matters of high international and internal political policy, cyphers and reporters derived from secret sources of intelligence.

4.5 The distribution of papers having "Top Secret" classification must be limited to the minimum number of persons concerned, and in such cases, it will not be safer to err on the side of security.

Secret

4.6 This marking is reserved for papers containing information, the unauthorised disclosure of which would endanger national security, cause serious injury to the interest or prestige of the nation or serious embarrassment to Government or would be of great advantage to a foreign nation.

NOTE—This classification should be used for highly important matters.

Confidential

4.7 This marking is reserved for papers containing information, the unauthorised disclosure of which while not endangering the national security would be prejudicial to the interest of the nation, any Government activity or individual or would cause administrative embarrassment or difficulty or be of the advantage to a foreign nation.

NOTE—Most matters will, on proper analysis, be classified no higher than "Confidential".

Personal—Not for Publication

4.8 This marking is reserved for communication to the members of the Public when it is desired to make it clear that these communications or the information contained therein should not be published.

Procedure for handling secret and confidential papers

4.9 The following procedure will be observed with regard to the treatment and safeguarding of secret and confidential information and papers:

- (1) The Branch Officer will invariably determine whether a particular document is to be classified as 'Secret' or 'Confidential'.
- (2) Papers which may be secret or confidential until the occurrence of some particular event or announcement will not be treated as such afterwards.
- (3) All secret and confidential papers should be typed in the presence of the official who has dictated or initiated the same. The file in any case should be retained in the official's personal custody and only such papers should be removed from the file to be given to the stenographer/typist as are essential for the typing work in hand. All drafts, rough notes and other routine papers will invariably be destroyed as soon as the fair copy of the letter, note, etc., has been issued.

The pages of stenographer's note book, in which dictation of secret and confidential papers has been taken, should be removed by the official concerned and destroyed or kept in safe custody for destruction.

- (4) All secret and confidential material for risographing shall be received by the Head of the 'D' Branch who shall arrange to get them risographed/multigraphed in his presence. If, however, any such material is required to be multigraphed by any officer in his own presence, the needful shall be done without any delay. The copies made and the original copy of material shall be returned to the officer in whose presence the copies have been made. No unauthorised extra copies of such papers shall be made.
- (5) Whenever copies of any of the secret papers are made, the Distribution Branch will maintain a record of the total number of copies made in a register (as shown in Appendix-IX). All entries made in this register from time to time, will be put up to the Branch Officer for his information and endorsement.
- (6) Similarly, the Branches dealing with secret papers will maintain another register (as shown in Appendix-X) for recording the number of copies of such papers received from the Distribution Branch and their utilisation. This register will also be put up to the Branch Officer as soon as any entry is recorded in it, for his necessary endorsement.
- (7) Papers marked secret or confidential will not pass in the ordinary course through the office but will be seen and dealt with only by persons explicitly authorised in that behalf. If not passed by hand from one authorised person to another, they will be sent in sealed covers or in the boxes provided for this purpose, which are fitted with special locks. The possession of keys for these boxes will be permitted only to persons particularly authorised and the safe custody of the keys will be a matter of great importance for which each authorised officer will be personally responsible.

- (8) Papers marked secret or confidential will be handled by the Head of the Branch or by a thoroughly reliable dealing hand. They will be diarised or given a file No. by the person concerned without disclosing the subject.
- (9) All covers marked secret or confidential, if not addressed to an officer by name, will be sent to the Branch Officer by the Receipt Clerk in 'D' Branch.
- (10) No secret or confidential papers will be left lying in the Officers' Room or in the Branches where unauthorised persons might obtain access to them. Such papers will be carefully locked in secret almirahs or top secret boxes.
- (11) Fair copies of secret or confidential material or floppy/disc, etc. containing secret or confidential information will be kept in the personal custody of the reliable officials particularly authorised for the safe custody of secret or confidential papers. Files in the computer containing secret or confidential information shall be given an appropriate password which is known only to the reliable officials.
- (12) When sent by post, confidential or secret papers will be closed in double covers of which the inner one will be pasted or sealed and marked 'confidential' or 'secret' and superscribed with only the name of the officer by whom it is to be opened. The outer cover will bear the usual official address. Letters or packets containing confidential or secret papers sent by post will invariably be registered and those containing secret papers will also be sent "acknowledgement due".
- (13) Secret and confidential files when recorded will be kept under the supervision of the Head of the Branch concerned for their safe custody. Every classified file (other than confidential) will be reviewed once in five years for declassification. A declassified file considered fit for permanent preservation will be transferred to the Parliamentary Museum and Archives.
- (14) It is not necessary to use double covers for the movement in office of 'Top Secret' and 'Secret' papers *by hand* provided the single cover used is carefully sealed and marked with the correct name, address and security marking, and the cover is entrusted to the hand of a reliable dealing hand who can take it direct to the officer addressed. When such papers are sent by the hand of an Attendant they should be enclosed in double covers.
- (15) The following instructions should be borne carefully in mind by officers and staff in regard to matters dealt with in Lok Sabha Secretariat:—
 - (a) Rule 383 of the Rules of Procedure and Conduct of Business in Lok Sabha provides that—

"The Secretary-General shall have custody of all records, documents and papers belonging to the House or any of its Committees or Lok Sabha Secretariat and he shall not permit any such records, documents or papers to be taken from the Parliament House without the permission of the Speaker."

This rule should be strictly complied with by all officers and members of the staff of the Lok Sabha Secretariat.
 - (b) In case a verbal or written communication is received from the Ministries or Departments or from anyone not connected with this Secretariat for the supply of any information directly or indirectly related to Parliament or Lok Sabha Secretariat, it should not be communicated to any one outside the Lok Sabha Secretariat without the express orders of Secretary-General.
 - (c) Should a verbal or written enquiry be made by a person belonging either to a Ministry or Department or by an outsider for eliciting information on any matter which may be in the know to an official of this Secretariat, the person making such an enquiry may be politely requested to contact the Branch Officer concerned. In no case should such information be furnished by any officer or member of the staff of this Secretariat unless he is satisfied that the supply of such information is definitely allowed under general or specific orders by the Secretary-General on the subject.

- (d) In the event of a request being received in writing and the information is required *immediately*, it should be submitted quickly by the Branch dealing with the matter through proper channel for the orders of the Secretary-General. Till such time as the Secretary-General has passed orders on the file, no information need be furnished even though the person seeking the information be pressing for it.
 - (e) In cases where information is asked for by a person (whether an official of a Ministry/Department or an outsider) after normal working hours when it may be difficult to contact the Branch Officer or any higher authority, the person seeking the information may be politely asked to renew his request on the following day, when it may be possible to obtain the orders of the Branch Officer concerned.
 - (f) In rare cases when information *immediately* required beyond working hours, the Head of the Branch dealing with the matter should try to contact the Branch Officer at his residence over the telephone and if per chance the Branch Officer be not available, he should ring up Divisional Officer/Joint Secretary/Additional Secretary/Secretary/Secretary-General at residence and obtain orders.
 - (g) In cases where the Branch Officer himself has any doubt as to whether the information asked for should or should not be furnished, he should immediately take the orders of the higher officer(s).
 - (h) Every official of this Secretariat should make it a point that no person who is not an employee of the Lok Sabha Secretariat is allowed to see the files or papers without the permission of the Branch Officer or if in doubt without the express orders of Divisional Officer/Joint Secretary/Additional Secretary/Secretary/Secretary-General.
 - (i) No unauthorised outsider should be allowed to watch the working of the Assistants, Clerks, etc., in the office rooms, and any official business with outsiders should be concluded quickly and they should be politely asked to leave the room after such business is concluded.
- (16) Joint Secretary(S)/Additional Secretary(S) has been put in general charge of all the security arrangements in the Parliament House Complex and will act as a liaison officer in matters concerning the treatment and safeguarding of secret and confidential information and papers, between the Lok Sabha Secretariat and different security agencies like Intelligence Bureau, SPG, NSG and Delhi Police, etc.
- (17) Secret documents should not be transmitted through the medium of FAX.

4.10 While handling protected documents, other instructions for the treatment and safeguarding of such documents issued by the Lok Sabha Secretariat and supplied to officers and heads of Branches from time to time should be strictly adhered to.

Procedure for dealing with Secret/Confidential Communications received from Ministries in regard to Questions

4.11 The following procedure will be observed for dealing with Secret/Confidential Communications received from the Ministries regarding questions:—

- (a) Secret/Confidential Communications will be received by the officers concerned in whose name these have been marked.
- (b) The officer concerned will deal with such cases himself. Relevant file may be called for from the Branch.

- (c) In case the file is to be referred to other officers for obtaining his opinion, it will be marked Confidential/ Secret in red ink in bold letters and put in a special folder meant for this purpose. Such files will be transmitted from one officers to another through their P.As. The Officers concerned will ensure that the file is received back within a reasonable time.
- (d) After final orders on the admissibility or otherwise of a question have been passed, the officer concerned will remove the Secret/Confidential Communication from the file and indicate the fact therein. The relevant extract of the decision will be placed on the file for further action and the file will be returned to the Branch after deleting the Secret/Confidential marking.
- (e) Such Secret/Confidential Communications will be kept in the custody of the officer concerned.

4.12 It is expected of the Officers/P.As. who handle the Secret/Confidential Communications that their contents remain sacrosanct and are not divulged to unauthorised persons.

CHAPTER V

RECORDING OF FILES

5.1 Recording is the process of closing a file after action on all the issues under consideration thereon has been completed. Thus, when no further action is required to be taken on a file, the dealing hand will put it up to the Head of Branch for his approval for the file being recorded.

Classification of files for Recording

5.2 Files will be recorded under any one of the following classes:—

- (a) Class 'A' meaning 'keep and print or microfilm'—This classification will be adopted for:
 - (i) files of historical importance such as papers relating to the origin of Secretariat, Committees and their functions;
 - (ii) files relating to major policy decisions and the implementation of a change of policy including a complete set of instructions thereunder;
 - (iii) files containing direct reference to trends or developments in political, social, economic or other fields, and important aspects of scientific or technical research and development.
 - (iv) files providing lasting precedents for important procedure, *e.g.* administrative memoranda, historical reports and summaries and legal opinion on important matters;
 - (v) files containing rules, regulations, departmental instructions or guidelines of general application;
 - (vi) files relating to important litigation or 'causes celebres' in which the administration was involved;
 - (vii) important rulings/decisions of the Hon'ble Speaker or the Secretary-General and decisions relating to the service conditions of the staff which are not embodied in any Rules, etc.
 - (viii) files containing papers which are important or are likely to become important in future, however, indirectly as source of information on any aspect of history, whether political, military, social, economic etc. or which are, or may in future prove to be of biographical or antiquarian interest; and
 - (ix) material likely to be required frequently for reference in future.
- (b) Class 'B' meaning '*keep but do not Print or Microfilm*'—This class will also cover files which contain orders and instructions, etc., of permanent importance but which are not likely to be required very frequently for reference.
- (c) Class 'C' meaning '*Keep for specified period only*'—This class will consist of files of secondary importance which are to be preserved for limited periods of 3, 5 or 10 years.

5.3 No file will be included in class 'A' without the approval of the Divisional Officer.

Destruction of Ephemeral Files

5.4 Papers which are of a purely ephemeral nature, such as manuscripts, proofs, etc. of printed publications, will not be recorded but shall be filed and kept separately for one year, after which these papers would be destroyed.

Preparing a File for Record

5.5 After a file has been marked for record, it should be arranged properly for recording. This would involve the following action:—

- (a) Amendment or revision of the title of the file, where necessitated by the development of the subject matters of the case since its start.

- (b) Completion of references, that is removing alphabetical slips/flags 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 or later files on the subject on the cover of the file.
- (c) Preparation, where necessary, of a fresh cover for the file with the revised title and details of previous and later references, etc., neatly typed.
- (d) Noting in the file register the classification and date of recording.
- (e) Giving indication about the life of the file on the cover.
- (f) Obtaining orders of the Branch Officer whether the file is to be summarised or not for the purpose of incorporation of important decision in the Precedents Register, if not already done so and writing on the cover '*Recorded and Summarised*' or '*Not summarised*' as the case may be.
- (g) Files recorded under class 'A' will be edited for printing by the dealing hand in accordance with the instructions given in Chapter VI.

5.6 In all printed or bound files a coloured sheet or 'separator' should be included between the correspondence and the notes.

Papers which are not of sufficient importance to form part of the main file, but have relation to the subject matter of the file, will be retained as '*K.W. papers*' by inserting a sheet after the correspondence.

5.7 The file will, thereafter, be made over to the Branch Daftry/Messenger, who after stitching neatly, will hand it over to the Branch Junior Clerk.

5.8 When the file is stitched, the same will be submitted to Head of Branch for signature. Recorded files will be kept serially arranged in the Branch/Section concerned.

Custody of files

5.9 With a view to having a permanent record about the ultimate disposal of a file, all files will be sent to the Record Room by the Clerk of the Branch concerned, who will make an entry in the relevant column of the File Register against the file concerned.

Recorded files will be kept serially arranged in the Branch Record Room or in the Branch in case the Branch does not have separate Record Room. Normally, the files should not be kept in the Branch Record Room or Branch for more than 3 to 5 years, depending upon the requirement of a file. Thereafter, files will be transferred to main Record Room in Sales and Records Branch.

5.10 While sending files to main Record Room, two lists will be prepared by Branches, in the form shown in Appendix XI. One copy will be retained by the Record Room and other returned to the Branch concerned.

5.11 The Sales and Records Branch will maintain Record Review Register in which a few pages will be allotted for each future year. Class 'C' files marked for review in a particular year will be entered in the pages earmarked for that year in the register.

5.12 When printed copies of files have been received and compared with the original, one copy will be kept in the Branch concerned and the original file along with the remaining printed copies will be sent to the Record Room.

5.13 Recorded files which are marked secret/confidential should be retained by the Head of the Branch concerned for safe custody.

CHAPTER VI

EDITING AND PRINTING OF IMPORTANT FILES CLASSIFIED UNDER CLASS 'A'

6.1 Recorded files classified 'A' will be carefully edited first by the dealing hand and thereafter the Head of the Branch will check whether the editing has been done properly. Careful editing of all matters sent to the printers is of the great importance. No amount of care at a later stage can redeem the waste of money involved in careless or incomplete editing.

6.2 Those responsible for editing notes should endeavour to reduce the matter to be printed to what is absolutely essential. They should exercise what are technically described as routine notes, such as requests by the officer for further papers or information, etc. Notes—of frequent occurrence — which merely reproduce correspondence should invariably be omitted and summaries of correspondence or of other printed papers should be printed only when the length of the correspondence and the importance of the case render it likely that these summaries will be useful to officers in future. A common form of note is that with which office puts up a draft, with an explanation of points in the drafts: this is unnecessary, because these points are dealt with in the earlier notes of officers and in the draft itself. The note by the officers frequently is 'the draft may issue as revised'. All that need be printed in such cases is the officer's note in the form 'the draft may issue'. Notes which are clearly wrong or irrelevant or which have not been accepted by the officer passing the final orders can frequently either be exercised altogether or considerably curtailed. The editors should always remember that one of the objects of printing proceedings is to facilitate references by officers in future. It is accordingly obvious that such references will be simplified and the time of the officers saved if only essentials are printed.

6.3 The editing of correspondence does not usually offer such large opportunities for reduction as the editing of notes. But here again a careful editor can achieve much. Letters of routine character such as reminders and acknowledgments etc., should not usually be brought into the correspondence at all, but even if they have been incorporated, they should be removed before printing. Where some mention of them is unavoidable, they can be replaced by short phrases such as:—

- | | | |
|---------------|---|--|
| Serial No. 26 | — | acknowledged receipt of serial No. 25. |
| Serial No. 27 | — | reminder to the Government of Maharashtra. |
| Serial No. 28 | — | reminder to the Government of Tamil Nadu. |

6.4 Abbreviations should be avoided as far as possible.

6.5 Serial Numbers must be clearly entered or written on the left hand side of the notes and correspondence and the words '*Serial No.*' and the numeral will be printed in the style approved.

6.6 Tabular statements will be avoided as much as possible. They are expensive and trouble some to print and very often the cost of printing them is out of all proportion to their usefulness. In very many cases the '*Turn on*' or '*Solid*' style will serve the purpose equally well.

6.7 When a case is referred unofficially to another Ministry, the Notes of the Ministry to which it is referred will be shown thus in the middle of the page within spare brackets:—

[Notes in the Ministry of.....]

The same procedure will be observed when notes by another Ministry are amalgamated with a Branch note.

6.8 The date on which a note is initialled or signed, will appear on the right hand side of the initials and signature and in a line with them thus:— R.A.H., 28.04.2009

6.9 When a file is referred to one or more Branches or Ministries and no notes of importance are recorded by these Branches or Ministries, their notes with the initials and signatures will be deleted and merely

'Seen in _____ and _____ Branch' or Ministries as the case may be recorded in brackets. This is enough to show that the file was seen by those particular Branches or Ministries and their consent obtained to the proposed action, if any. When a page is subjected to several corrections in editing, it should be re-typed before sending for printing.

6.10 Official receipts and issues and unofficial memoranda will be printed as shown in Appendix XII.

6.11 The number of copies to be printed will be determined in each case according to its requirement.

6.12 Before printing a file, the approval of the Divisional Officer will be obtained.

6.13 When printed copies of files have been received and compared with the original, one copy will be kept in the Branch concerned and the original file along with the remaining printed copies will be sent to the Record Room.

CHAPTER VII

MAINTENANCE AND PRINTING OF PRECEDENT REGISTER AND PREPARATION OF ENTRIES FOR MANUAL OF BUSINESS AND PROCEDURE IN LOK SABHA, MANUAL ON ARTICLES OF THE CONSTITUTION, MANUAL ON DIRECTIONS BY THE SPEAKER, SELECT DOCUMENTS AND JOURNAL OF PARLIAMENTARY INFORMATION

7.1 In order to finding out readily references to past decisions and precedents in connection with disposal of cases, each Branch will maintain a Precedent Register containing entries relating to decisions of precedent value as shown in Appendix XIII.

7.2 All entries in the Precedent Register will be classified under recognized headings and will be arranged alphabetically. The entries recorded in the register should be precise and clear and will be entered as shown in Appendix XIV.

7.3 An alphabetical table of contents, as shown in Appendix XV, will be prepared indicating main heading and sub-headings and page numbers allotted to them. Sufficient space will be left between each main heading and sub-heading for inserting other entries from time to time.

7.4 As soon as an entry under a new heading is made in the register, that heading will be shown in the table of contents at its proper place.

7.5 Entries under each heading will be started on a fresh page and entries under that heading will be entered one after the other with sufficient space between two entries.

7.6 As soon as a decision is taken in a file, it will be summarised and entered in the Precedent Register and shown to the Head of the Branch. The entries in the Precedent Register should also contain some background of the case or example wherever available. At the time of recording the file, a note will be recorded on the cover of the relevant file that it has been summarised and entered in the Precedent Register and the file will be submitted to the Branch Officer for information.

7.7 If a file does not contain any important decision and is not summarised, it will still be examined so as to find out whether it has any precedent value and the dealing hand concerned will submit the file to the Branch Officer with the suggestion whether or not it should be entered in the Precedent Register.

7.8 In every case where a file is not summarised but is entered in the Precedent Register, a note to that effect will be recorded in the relevant file.

7.9 At the end of each year the entries in the Precedent Register will be re-examined with a view to selecting those which contain important decisions or which have any precedent value. The entries selected for retention will be typed, given continuous serial number and submitted to the Divisional Officer for final approval. The entry in the Precedent Register relating to a decision, which becomes obsolete, should be deleted.

7.10 After the entries have been finally approved by the Divisional Officer, the headings and sub-headings will be shown in the contents pages. These will then be printed with the following title in the Branch series.

Precedent Register
of
—Branch
(containing entries upto—2009)
(Vol. I, II, III, etc.)

7.11 At the end of every Lok Sabha, the various entries in the printed Precedent Register, will be further examined and amalgamated and reprinted in one volume. The following steps will be taken concurrently while summarising decisions taken on a file:—

(a) Preparation of entries for Manual of Business and Procedure in Lok Sabha and Manual on Articles of the Constitution

A suitable entry will be prepared for Manual of Business and Procedure in Lok Sabha and Manual on Articles of the Constitution, where necessary. Such entries will be prepared in the forms shown at Appendices XVI and XVII and will indicate in the margin the Rules/Articles, sub-rule/Clause etc. to which the entry pertains and the exact place where it should be inserted in the printed Manual. The entries will be submitted by the Branch concerned for Joint Secretary's approval through their Branch/Divisional Officers. As soon as an entry is approved, two copies thereof will be made out by the Branch concerned, and forwarded to the Committee Branch-I.

(b) Preparation of entries for Select Documents

In the case of Branches dealing with Committee work, an entry will be prepared for inclusion in Select Documents after summarising and editing the important observations made by Chairman, Secretary-General, Secretary or Members of the Committee on the functions, scope, procedure and the various other aspects of the Committee.

These entries will be prepared on the model shown in Appendix XVIII and kept in folders for incorporation in the Select Documents of the Committee, to be printed from time to time.

(c) Preparation of entries for Manual on Directions by the Speaker

A suitable entry will be prepared for the "Manual on the Directions by the Speaker", where necessary. Such entries will be prepared in the form shown at Appendix XIX and will indicate in the margin, the Directions to which the entry pertains and the exact place where it should be inserted in the printed Manual.

(d) Preparation of entries for Journal of Parliamentary Information

Entries for short notes on important points concerning procedural matters of general interest and other parliamentary activities, such as Questions, Committee work, Privilege Issues, Conferences, etc., should be prepared, where necessary and sent to JPI Section (LARRDIS) for incorporation in the Journal of Parliamentary Information. A model entry is given in Appendix XX.

(e) Preparation of entries for Departmental Decisions

Entries will be made for incorporation in Departmental Decisions. Detailed instructions for the maintenance of Departmental Decisions are given in Chapter VIII.

CHAPTER VIII

COLLECTION AND PRINTING OF DEPARTMENTAL DECISIONS

8.1 All the important decisions or orders by the Speaker on the various files, will be collected by the Branches, as soon as those are taken and will be kept in the "Collection of Decisions" file, which will be maintained by each Branch, The decisions will be edited and made self-contained, so that the point for the decision is stated first, the background next, the views for and against the point and the conclusions of the competent authorities summarised thereafter. The summaries will contain the following:—

- (a) Main-heading at the top;
- (b) Sub-heading giving the gist of the Speaker's decision (and not the general heading of the file);
- (c) Suitable catch-words of the sub-heading;
- (d) The number of the file from which the decision has been extracted.

8.2 Decisions given by Secretary-General/Secretary/Additional Secretary/Joint Secretary will also be incorporated in the collection.

Printing of Departmental Decisions

8.3 At the end of every year these decisions will be printed in three different parts under the title "A selection from the (Departmental) Decisions Part....." The nature of the decisions to be included in each part and the Branch to be responsible for its compilation and printing will be as indicated hereunder:

Nature of Decisions		Branch responsible for compilation
Part I	Decisions regarding Parliamentary matters other than questions and Committees.	Legislative Branch-I
Part II	Decisions regarding Questions.	Question Branch
Part III	Decisions regarding Parliamentary Committees.	Committee Branch-I

If, however, the number of decisions collected during the year are considered insufficient for the purpose of printing as a separate volume, these should be kept in manuscript and printed when sufficient material is gathered.

8.4 After the summary has been approved, copies thereof will be prepared in the form as shown in Appendix XXI.

8.5 Two copies of each of those approved summaries will thereafter be passed on to the compiling Branch. The third copy of the summary will be retained as office copy in the Branch concerned for their record.

8.6 The compiling Branches will submit these decisions Branch-wise in batches of ten for approval of Secretary-General. After they have been approved by the Secretary-General all the decisions will be consolidated by the compiling Branch concerned and arranged according to alphabetical order of the main headings and sub-headings, if any.

8.7 These decisions, when arranged, will be numbered serially. A table of contents and the index will also be prepared.

8.8 After the compilation has thus been finalised, a preface will be prepared and the compilation will be submitted for final approval. Thereafter, the compilation will be printed in the respective (compiling) Branch Series.

8.9 At the end of every five years, the compiling Branches will scrutinise the decisions included in their annual publications with a view to weeding out such decisions as might have become obsolete and print them in a single publication.

CHAPTER IX

REVIEW AND WEEDING OF RECORDS

Files

9.1 No file other than ephemeral files mentioned in para 5.4 of this Manual will be weeded out without first reviewing its contents.

9.2 Class 'C' files will be reviewed on the expiry of the specified retention period, and depending on the merits of the case, will be weeded out; or retained for a further period not exceeding 10 years from the year of its closing at the end of which it will be weeded out without any further review; or upgraded to class 'B', if so considered necessary on the merits of the case with the approval of Branch Officer.

9.3 Class 'A' and class 'B' files will be reviewed on attaining the 25th year of their life. In these reviews, the need for revising the original classification of class 'B' files may be considered *i.e.* Upgradation to class 'A' or degradation to class 'C'.

9.4 The year of review of class 'C' files be recorded with reference to the year of their closing and that for class 'A' and class 'B' files with reference to the year of their opening.

9.5 Beginning in January each year, the record clerk in Sales and Records Branch; or the record clerk of Branch records room will send to the Branches concerned the files which became due for review in the preceding year together with a list of files, in the form given in Appendix XXII.

9.6 Files received for review in the concerned Branches will be examined, by respective dealing hands. Files those no longer required will be marked for destruction, with the approval of Head of the Branch. Other files may be marked for further retention as prescribed in para Nos. 9.2 and 9.3 of this Chapter. For convenient retrieval, the covers of files may be stamped with the letters 'R' or 'D', to indicate whether the file should be retained or destroyed. For files which are marked for weeding out, an entry to this effect will be made in the file register against the file classification number, duly attested by Head of the Branch.

9.7 After review, the record clerk will make entries of revised classification/retention period in the file register/file and return them to Sales and Records Branch/Branch records room along with the list (Appendix XXII) except in the case of less than 3 years old files which will be restored in the Branch as prescribed in para No 5.9 of this Manual.

9.8 While weeding out files, great care should be taken to ensure that only those relating to unimportant matters are destroyed. The following types of cases will not be destroyed:—

- (a) Important decisions of the Speaker or the Secretary General.
- (b) Decisions relating to service conditions of the staff which are not embodied in any Rules, etc.
- (c) Precedents relating to the position of the Secretariat *vis-à-vis* the Executive/Government.
- (d) Important decisions on requests for any information or any other concessions.
- (e) Files containing papers which are important or are likely to become important in future, however indirectly as source of information on any aspect of history, whether political, military, social, economic, etc. or which are, or may in future prove to be of biographical or antiquarian interest.

9.9 While examining the recorded files for weeding out purposes, the following instructions should be observed:—

- (a) References to earlier and later files should be indicated on the covers of the relevant files, if they are not already there.
- (b) If the covers of files which are to be retained are found to be spoiled or torn they should be replaced by new ones and torn pages should be carefully repaired/pasted.

- (c) Each category should be listed and the lists submitted to the Branch Officer with recommendations for preserving or weeding out, as the case may be.
- (d) Thereafter, indication whether the file should be 'retained' or 'destroyed' should be given on the cover of file and in initialled by the Head of the Branch.
- (e) After marking in the file register the disposal regarding files to be destroyed, the files should be returned to the Records Room.
- (f) At the time of review of files for weeding out on the expiry of the specified retention period, appropriate care should be taken to ensure that important information (in the form of an O.M. or a letter or in any other form) as is likely to be used in future in the light of section 8(3) of the Right to Information Act, 2005 may be retained even after destruction of the file/record, unless such information has already been published or put on the website of Lok Sabha. The concerned Branch Officer(s)/ Divisional Officer(s) should apply their wisdom while taking decision in this regard.

Bills, Opinions on Bills and Extracts of Debates relating to Bills

9.10 These consist ordinarily of Bills at their various stages and papers connected with that, *i.e.* Bills as introduced, Opinions and Precise of Opinions on Bills, Extracts from Debates relating to Bills which were circulated, Select Committee Reports, Bills as passed by Parliament etc. In order to decide which of these should be retained and which weeded out, the Legislative Branches I and II should examine their stock position and importance and prepare a comprehensive statement in two lists—one enumerating the documents which are considered of importance for the present or for future purposes, and the other those which are to be weeded out. The first list should also show how many copies of each are to be retained, excess being weeded out. The number of copies of various documents to be retained in the record room will ordinarily be as shown in Appendix-XXIII.

9.11 The two lists with the recommendations thereon as indicated in the preceding paragraph should then be submitted to the Branch Officer for orders.

9.12 On receipt of the orders, two copies of the lists will be sent to the Record Clerk with clear instructions for the disposal of the documents. The Record Clerk should return the duplicate copy of the statement to the Legislative Branch I or II, as the case may be after initialling it in token of having received the statement. He will also make necessary entries in the appropriate registers.

9.13 The Legislative Branches-I and II should also maintain a complete set of important documents which may be required for reference, properly bound, with all connected documents in their correct sequence.

Manuscripts and corrected proofs of Debates

9.14 The manuscripts and corrected proofs of Parliamentary Debates, Hindi and English versions both, will be weeded out after the printed Debates are received from printers and released for distribution.

The original papers relating to original version of Debate such as corrections from Ministers/Members in their speeches, Division Lists and other papers from Table Office, communications from Legislative Branches I & II, Question Branch, Reporters Branch. LT Nos. from Parliament Library, corrected Question Lists and other essential papers will be preserved by the Editorial Branch till the English and Hindi Versions of Debates are printed and their release order issued. The concerned Branches shall send a copy of the release order to Editorial Branch. Thereafter, these papers would be weeded out under the orders of Branch Officer.

Shorthand notebooks of proceedings

9.15 The Reporters will preserve their shorthand notebooks for a period of three months from the last date to which the proceedings in the notebook relate and after the said period, they may be destroyed.

Books, Reports, Debates, Newspapers, Journals & Periodicals in the Library

9.16 Books, reports, pamphlets and other publications which have ceased to be of any further use will be weeded out from time to time in the Library. Proposals for weeding out shall be submitted through the Branch Officers indicating the reasons for the action proposed and denote the number of copies to be retained or weeded out and the orders of concerned Director/Joint Secretary should be sought thereon.

9.17 The following general principles shall be followed in recommending the weeding of books etc. in the Library:—

- (a) Law books will be weeded out after the newer editions of the same have been received.
- (b) Only those Reports will be weeded out which are of a very temporary nature and not worth preserving as old records.
- (c) Only those books and publications etc. will be weeded out which are not considered worth preserving in a library of Parliament.
- (d) Debates/Acts of Parliament and other legislative bodies will not be weeded out.

9.18 The following guidelines will be observed regarding number of copies to be retained in respect of various publications books, pamphlets, journals, periodicals, etc.:—

(a) Government Publications

Category	English Version	Hindi Version/ Regional Language Version of State Publications
1	2	3

(I) Central Government Publications

(i) Reports of the Committees, Commissions, Study/Working Groups, Conferences, Seminars, Symposia, Souvenirs, Five Year Plans, National Policy Documents, General elections Reports, Law Commission Reports and White Papers	5	5
(ii) Reports of Parliamentary Committees and other Publications of Lok Sabha and Rajya Sabha Secretariats	5	3
(iii) Annual Reports of main Ministries/Departments, Reports of UPSC, UGC, Commission/Commissioner(s) of SC/ST, Election Commission, Minority Commission and Liguistic Minorities Commissioner, etc.	3	2
(iv) Budget Documents, Audit Reports, Finance and Appropriation Accounts, Economic Survey, Currency and Finance, Statistical Abstract of	3	3

1	2	3
India and Other Documents of Statistical nature		
(v) Census Documents	3	3
(vi) <i>Ad hoc</i> publications	3	2
(vii) Agreements	2	2
(viii) Annual Reports (other than the main Ministries—Departments)	2	2
(ix) Reports of Universities and other similar institutions	2	2
(x) Publications of Technical nature	1	1
(xi) Central Public Sector undertakings:		
(aa) Articles & Memorandum of Association	3	3
(bb) Annual Reports	3	2
(II) State Government Publications		
(i) Reports of the Committees, Commissions, Study/Working Groups, Conferences, Seminars, Symposia, Souvenirs, Five Year Plans, Policy Documents, Budget Documents, Audit Reports, Finance and Appropriation Accounts, Statistical Pocket Books, Economic Survey and White Papers	2	1
(ii) Reports of Legislative Committees and State Government Undertakings	2	1
(iii) <i>Ad hoc</i> Publications	1	1
(iv) Publications of Technical nature	1	1
(v) Annual Reports of Ministries/ Departments <i>i.e.</i> Home, Education, Welfare Departments Such as Scheduled Castes/ Scheduled Tribes, Child and Women Development and Department for Backward Classes (Annual Reports, Audit Reports and Annual Accounts of other individual Departments need not be retained)	1	1
(III) Foreign Government Publications		
(i) Reports of Committees, Commissions, Study/Working Groups, Conferences, Seminars, Symposia, Souvenirs, Plan Documents, National Policy Documents, Budget Papers, Publications of statistical nature, Parliamentary Committees Reports, Other <i>Ad hoc</i> Publications and White Papers	1	—

1	2	3
(ii) Annual Reports of the Departments of External Affairs, Commerce/Trade and Defence (Annual Reports, Audit Reports and Annual Accounts of other individual Departments need not be retained)	1	-
(iii) All publications received from the United Kingdom will continue to be retained as usual.		

(IV) United Nations and its allied agencies

All publications received from the United Nations and its Allied agencies will continue to be added to the holdings of Parliament Library as per prevailing practice.

(V) Parliamentary Debates

English Version

Hindi Version

5

2

(b) Books/Pamphlets

- (i) Duplicate books:—only one copy of the old editions of such books, of which latest edition are available will be retained and all the earlier reprint editions will be weeded out.
- (ii) Reprints:—Only latest reprint editions along with the original editions will be retained and all the earlier reprint editions will be weeded out.
- (iii) Pamphlets:—All the pamphlets will be examined from time to time and only useful ones will be retained and others will be weeded out after taking orders of JS/Director.

(c) Newspapers/Journals/Periodicals

Daily newspapers will be weeded out every three months; weekly magazine, every six months; and monthly journals and periodicals, once every year. Important periodicals, especially those relating to law & Legislation, should not be weeded out.

In the case of annual serials also only two copies each of the earlier serials will be retained and additional copies, if any, will be weeded out. In future also two copies of the annual publications/serials will be added to the Parliament Library.

9.19 The following procedure will be followed for retention/weeding out of Government publications/books:—

(a) Government Publications

- (i) For retention/weeding out of those publications which do not fall under any of the categories mentioned in para Nos. 9.17 and 9.18 of this chapter specific orders of the Divisional Officer/Joint Secretary shall be obtained in each case.
- (ii) Annual Reports of State and Foreign Government Departments other than those mentioned at Serial Nos. (v) and (ii) of para 9.18 (II) & (III), respectively, if considered useful for reference purposes, may also be retained and the rest weeded out after taking written orders of the Divisional Officer/Joint Secretary keeping strictly in view the guidelines.

- (iii) Statement indicating the names of State and Foreign Government Departments (giving details of accession number, date of accession) whose annual reports have been weeded out, will be passed on to Processing Section so that all the Catalogue Cards are removed from the different card catalogue cabinets and also to make a note in the remarks column of the Accession Registers that the reports have been weeded out.
- (iv) Those publication which are found to be unaccessioned/unclassified shall be listed and orders of the Divisional Officer/Joint Secretary be taken for their retention or weeding out from Parliament Library.

(b) Books

- (i) The List of Books which are to be weeded out, will be put up to the Director/JS for orders periodically.
- (ii) Separate registers will be maintained for weeded out books in (i) Hindi (ii) English (iii) Regional languages, and (iv) Pamphlets, and details about such books *viz.* author, title accession no. and call no. will be entered in the registers maintained for the said purpose.
- (iii) Acquisition Section will also be intimated in writing of the books that have been weeded out, so that necessary entries are made in relevant records maintained by them.
- (iv) All the Catalogue Cards of such books will be removed from different card cabinets catalogues in the Library. If only surplus copies of a particular book are to be weeded out, necessary entries will be affected in all the cards of that book. Similar corrections will be carried out in the data stored in the computer when computerized index is prepared.
- (v) Such of the books in English and Hindi that are considered useful for Staff Library will be segregated and added there.
- (vi) The remaining English and Hindi Books and regional languages books will be handed over to Acquisition Section, who will offer them to different educational institutions of New Delhi and ensure proper acknowledgement from them for keeping a proper record thereof. Unwanted publications will be sent to General Works Branch for sale as waste paper.

Debates, Publications and Reports etc. in Branches

9.20 After every three years, the Branches will review the stock position of the Debates, Publications and Reports etc., with which they are concerned, and submit to their Branch Officers proposals for retention or weeding out the copies thereof. The proposals will clearly indicate the reasons for the action proposed and denote the number of copies to be retained or weeded out.

9.21 Before weeding out the copies of the Debates, publications or reports, an enquiry will be made from the Parliament Library whether they could find any use for them or could take them over for disposal under extant Instructional Orders, etc. The copies which the Library wishes to take over, should be transferred to the Library; the others should be weeded out and disposed of according to the directions of the Branch Officer.

Other miscellaneous papers

9.22 The following miscellaneous papers will be weeded out after the lapse of the period mentioned against them:—

- | | |
|---|---|
| (a) Parliamentary Bulletins and Circulars | One year provided that at least 10 sets of each will be preserved for Future reference in addition to the sets maintained by Branches |
| (b) List of M.Ps | One year, provided that 10 copies of each list will be retained in the Distribution Branch for record |
| (c) Beat lists of Parliamentary papers circulated to M.Ps | Two years |

(d) Peon books	Two years
(e) Attendance Register	Three years
(f) Casual Leave Register	Three years
(g) Casual Leave Applications	One year
(h) Typist's Diary	One year
(i) Precedents Register	As and when revised edition is brought out
(j) Used shorthand Note-Books with Stenographers/PAs	One year
(k) Inspection Reports (In all Branches except O&M Section)	One year after the date of next inspection
(l) Leave Applications	Three years
(m) Computer/Typewriter/Furniture Register [General Works, General Procurement, General Store and Computer (HW & SW) Management Branches]	Permanent

9.23 In regard to weeding out of records connected with accounts, the Branches concerned will observe the instructions contained in the Appendix 13 to Rule 289 of the General Financial Rules. However, some of the miscellaneous records relating to accounts will be weeded out as per the retention schedule given in Appendix XXIV.

9.24 The weeding of all records will be supervised by the Head of Branch and the actual disposal done in his presence.

9.25 Each Branch will submit to the Branch Officer a weekly report of the progress made in connection with the weeding out work till the work is over.

CHAPTER X

BRANCHES CONCERNED: COMMITTEE BRANCHES AND LARRDIS

SUBJECT: *Maintenance of research material, summaries of books, reference material, bibliographies, etc. prepared by Committee Branches and LARRDIS and supply of copies thereof to Parliament Library.*

10.1 As soon as the Branch concerned has prepared a research note or bibliography of permanent value, has summarised an important book, or has supplied useful material to a Member of Parliament in response to an enquiry received from him, one copy of each such work will be put up to the Divisional Officer administrative in charge of the Branch with a view to deciding whether the material should be placed in the Library for reference.

10.2 Before sending the material to the Parliament Library the Branch concerned will prepare index cards in triplicate for distribution as under:—

- (i) One copy for Parliament Library (to be supplied, along with material);
- (ii) One copy for the concerned Research Wing and/or Members' Reference Wing; and
- (iii) One copy to be maintained by the Branch concerned in their card-index cabinet.

10.3 The index card will clearly indicate the subject matter of the work, the name of the Branch (abbreviated), relevant file number and Index number allotted by the Library (*vide* para 10.5 below). The cards will be of the same size as are used in the Parliament Library.

10.4 Each kind of work will be serially numbered and a list thereof maintained in the Branch. For distinguishing one kind of work from another the following symbols will be used:—

Bibliographies	—	"BIB" [Bib-1, Bib-2 etc.]
Research Notes	—	"N" [N-1, N-2, N-3 and so on]
Summaries of Books	—	"B" [B-1, B-2, B-3 and so on]
References	—	"R" [R-1, R-2, etc.]

10.5 The Library will give classification number to each work received from the Branches and inscribe the same number on the index cards received from the Branches. They will also open special folders/Cabinets for the maintenance of the material.

10.6 In regard to reference work which is already contained in recorded files or bound volumes etc., index cards giving references to the files will be prepared and supplied to the Library.

CHAPTER XI

REVIEW OF PERFORMANCE, PUNCTUALITY, REGULATION OF ATTENDANCE AND OBSERVANCE OF PROPER OFFICE DECORUM

11.1 To ensure accountability and objectivity in the functioning of the Branches of the Secretariat, the following instructions have been laid down:—

(a) Each Branch (other than a Committee Branch) will formulate an annual plan generally in the month of January while a Committee Branch will formulate its plan soon after selection of subjects for examination. The plan will cover only important items of work. Routine matters will not be mentioned in the plan. The plan will reflect the manner and time-frame of action with month-wise break up of targets to be achieved in respect of each of the programmes and projects to be undertaken/subjects to be examined by the Branch during the ensuing year. The plan will also reflect available manpower in the Branch and its productive utilisation throughout the year. For House related Branches emphasis will be laid on programmes for inter-session periods.

(b) The action plan will identify the levels of accountability, both direct and supervisory, for implementation of each action point. The plan will be discussed and finalised at the meeting to be held by the Joint Secretary (JS) concerned with the Branch and copy of the approved plan sent to Secretary-General (SG).

(c) Monthly performance report on the items of annual plan indicating details of targeted and actual performance and comments on variance, if any, will be submitted by each branch to JS concerned. The report should preferably be written by Heads of Branches and unnecessary embellishments should be avoided. Slippages in targets and problems, if any, in execution will be discussed and corrective measures be taken in the monthly review of performance by the JS concerned.

(d) A quarterly appraisal report with reference to planned targets with comments of the JS concerned will be placed before SG for perusal.

(e) As soon as monthly performance report/quarterly appraisal report is received back from JS/SG, the Head of the Branch will circulate it to the concerned Assistants/Clerks, etc. for taking necessary action in the light of observations made by the officers.

(f) Model formats for quarterly/monthly review of performance of Committee Branches are given in the Appendices XXV & XXVI. Other Branches may, if considered necessary, modify the same or devise new formats to suit their special requirements.

Punctuality

11.2 Except in Branches where shift system of duty or different duty hours are observed due to exigency of work, the normal office hours in Lok Sabha Secretariat are from 10.00 a.m. to 6.00 p.m. with half-an-hour lunch break from 1.00 p.m. to 1.30 p.m. In case of Staff Car Drivers/Van Drivers etc. the normal reporting time for duty would be 9.30 a.m. to 6.30 p.m. or as detailed by the Branch concerned. Every member of the staff is expected to be in his/her seat during prescribed office hours. 10 minutes' grace time may be allowed in respect of arrival time to cover any unforeseen contingencies. Such late coming (within the grace time) may be condoned unless it becomes a matter of frequent recurrence.

Attendance Register

11.3 Every Branch including Reporters' Branch and Interpreters' Branch shall maintain an Attendance Register. Every member of the staff [including non-supervisory Gazetted Officers in the Branch(es)] shall enter his/her initials clearly alongwith the time of arrival. The register shall be initialled at the bottom by the Head of the Branch/Supervisory Officer (at the Branch level). The Head of the Branch will put X mark in the attendance column against those staff members who have not arrived at the prescribed time mentioned at Para 11.2 above. Thereafter the Attendance Register has to be sent to Branch Officer 10 minutes after the prescribed arrival

time. After the attendance register is initialled by the Branch Officer, the same shall be sent to be concerned Divisional Officer at 10.15 a.m. Any person arriving thereafter shall record his/her initials in the Divisional Officer's room.

11.4 Divisional Officers should be very particular in scrutinising the Attendance Registers.

11.5 Before leaving the office, every member of the staff [including non-supervisory Gazetted Officers in the Branches] shall enter his/her initials clearly along with the time of departure.

11.6 The attendance of the staff attached to the Chairmen of the Parliamentary Committees will be controlled by the Divisional Officers concerned, under overall guidance of respective Chairmen.

11.7. The attendance of the staff attached to Officers will be controlled by the respective Officers. If these Officers happen to be absent for more than one week, the staff attached to such officers will report to the Officer in-charge of Administration Branch-I.

Recording of non-attendance

11.8 The following abbreviations will be used by the Head of Branch/Supervisory Officer (at the Branch level) to denote the reasons for non-attendance:—

(i) Compensatory Holiday	CH
(ii) Casual Leave	CL
(iii) Restricted Holiday	RH
(iv) Absent	A*
(v) Earned Leave	EL
(vi) Commuted Leave	Comm. L
(vii) Maternity Leave	ML
(viii) Paternity Leave	PL
(ix) Special Casual Leave	SCL
(x) Half Pay Leave	HPL
(xi) Extra Ordinary Leave	EOL
(xii) Study Leave	SL
(xiii) Leave Not Due	LND

*[This entry should be made in pencil and when leave of any kind is sanctioned appropriate abbreviation may be used].

Late attendance

11.9 Half-a-day's casual leave should be debited to the casual leave account of the person for each late attendance but late attendance upto an hour, but on not more than two occasions in a month, may be condoned by the Supervisory Officer, at his discretion, if this is due to unavoidable reasons. Suitable disciplinary action may be taken against the official concerned, if he/she is taking leave without prior permission except under compelling circumstances.

11.10 The case of an employee who leaves office early without permission before the time for closing of office should also be treated like late attendance and half-a-day's casual leave should be debited to the CL account for each of such early departure from office.

Observance of proper decorum

11.11 No official should play games like cricket, volleyball, cards etc. in the precincts of Parliament House Estate.

11.12 All Officers/staff shall refrain from smoking in the Parliament House Estate.

11.13 All Officers/staff are directed to follow these instructions and observe strict punctuality and also office decorum. Any Officer/staff found violating these instructions will be liable to disciplinary action.

11.14 Divisional Officers shall ensure that the instructions contained in this Chapter are complied with by the Officers/staff in letter and spirit. Failure in enforcing compliance of these instructions will be considered as a reflection on the supervisory abilities of the Officers concerned.

Duties of the supporting Staff

11.15 The general duties of Messengers/Daftries/Record Sorters attached to Officers/Branches of Lok Sabha Secretariat will be as under:

- (i) To see that office rooms are cleaned and opened in time; to switch off lights, fans, air-conditioners and heaters, etc., before leaving the office and to get the rooms locked by the Farrashes.
- (ii) To clean and dust books, files and papers, etc., kept in the Rooms/Branches.
- (iii) To arrange Papers, Orders, Reports, Bulletins, Bills, Lists, Printed Forms, Circulars, etc., in folders/files and almirahs, etc., and to maintain sets thereof in the Branches.
- (iv) To deliver files and papers, etc. to Officers and Branches and also to deliver/collect files to/from Courier Service.
- (v) To distribute the receipts, papers and files to the staff concerned within the Branch.
- (vi) To stitch files, etc., for recording.
- (vii) To fetch Books and Publications etc. for Parliament Library and return them after use.
- (viii) To bring stationery from General Store Branch.
- (ix) To deliver urgent dak or other papers to Ministries/Officers, whenever called upon to do so.
- (x) To wear uniform during the office hours.
- (xi) To provide drinking water, etc.
- (xii) To attend telephone calls in the absence of the Officers/P.As, etc.

11.16 The above may be supplemented/modified by the Chief/Head of Service as necessary keeping in view the nature of work in a particular Branch, under the advice of Administration Branch-I/O&M Section.

11.17 In respect of Other Group 'D' employees, the Concerned Branch will with the approval of Divisional Officer and under the advice of Administration Branch-I/O&M Section, lay down their duties and responsibilities.

11.18 The Instructional and Office Orders affecting Group 'D' employees will be bilingual (English & Hindi) and the same will invariably be communicated to them by the Head of the Branch. The Head of the Branch will keep a record of acknowledgement by taking signature of each Group 'D' employee that such order has been explained to him/her and that he/she understands fully what his/her duties and responsibilities are under such order.

11.19 Disciplinary action should be taken in case of not performing the prescribed duties and responsibilities properly and also for conduct against the terms and spirit of the Instructional and Office Orders that are issued pertaining to Group 'D' employees.

CHAPTER XII

INSTRUCTIONS/GUIDELINES FOR UPDATING THE PROCEDURE & PRACTICE VOLUMES OF BRANCHES, DRAFTING & CIRCULATION OF ORDERS AND WRITING OF THE CONFIDENTIAL REPORTS

Procedure & Practice Volumes of the Branches of Lok Sabha Secretariat

12.1 The Procedure and Practice volume(s) of a Branch describes the procedure for disposal of work in the Branch. The following procedure/instructions will be followed by the Branches for regularly updating the Procedure and Practice volume(s).

12.2 The source of authority (*i.e.* Instructional Order, Office Order Pt.-I, Routine Order, Rule of Decision of Hon'ble Speaker or Secretary-General, etc.) will be quoted within brackets at the end of each para of the Procedure and Practice volume(s).

12.3 All procedural instructions will, in the first instance, be issued in the form of Instructional Orders, Routine Orders, etc. as hithertofore. Branches will, at regular intervals, review all Instructional Orders, Office Orders-Part I, Routine Orders, recommendation contained in O&M Reports on the working of the Branches as also other decisions on the Branch files (which have not been incorporated in Instructional Orders, etc.).

12.4 In case the review of Instructional Orders, etc. reveals that the procedure as laid down in the Branch Procedure and Practice volume(s) has undergone considerable change necessitating wholesale amendments, a revised edition of the volume(s) will be brought out in the light of modified practices. Where, however, the extent of amendments is not considerable, correction slips (similar in form to those issued for the Manuals on Procedure and Constitution) will be issued to the Branch volume(s).

12.5 The question whether a revised edition of the Branch volume(s) should be brought out or only correction slips need to be issued will be decided at the level of the Divisional Officer. The drafts of revised edition/correction slips will be shown to O&M Section before issue in order to ensure uniformity of style. To avoid waste of paper and labour, the number of copies of the revised edition/correction slips will be restricted to the barest minimum and a decision regarding number of copies to be prepared/issued will be taken at the level of the Divisional Officer. In cases where a limited number of copies will suffice, the material will be got cyclostyled and circulated. In other cases, the material will be sent to Rotaprint Section/Printing Section for printing on rotaprint machines/getting the same printed from Government of India Press, Minto Road, New Delhi.

12.6 Two copies of the printed/cyclostyled revised edition/correction slips will be supplied to O&M Section.

12.7 On amalgamation of certain Branches as a result of reorganisation, steps will be taken to bring out consolidated edition of Procedure and Practice volume(s) for the Branches as so constituted.

12.8 Similarly, new branches will urgently bring out Procedure and Practice volume(s).

12.9 Some of the other points for observance while bringing out new/revised edition of Procedure and Practice volume(s) are enumerated below:

- (a) Each major subject dealt within the Branch will constitute a separate chapter *e.g.* Government Bills, Resolutions, Budget, Debates, etc.
- (b) Within the chapter, each successive stage of disposal will be given in a separate para.
- (c) The paras will be arranged in a logical and coherent way so as to give a running description of the disposal of each stage in the order it takes place in practice.

- (d) There will be no repetitions and overlapping of material. If it is required to repeat a provision for clarification of the context, a cross-reference will be given.
- (e) The Procedure and Practice volume will speak as an order *e.g.*—
 "All Notices of amendments *will be* time-and-date-stamped."
 "The name of the Bill *will be* entered in the Parliamentary Bill Register.", etc.
- (f) A distinct chapter will be included in the Procedure and Practice volume detailing out the various registers that are required to be maintained in the Branch.
- (g) The chapters will be numbered in Roman Style in the contents page and at the top of each chapter.
- (h) The paragraphs in a chapter will be numbered with chapter number in arabic numbers proceeding the number of paragraph such as 1.2 (for para 2 of the chapter I), 2.2 (for para 2 of chapter II), 3.2 (for para 2 of chapter III), etc.
- (i) Cross reference to Para Nos. will be given in the appendices.
- (j) In respect of Branches which have supportive documents like Instructional Orders, Officer Orders, Routine Orders, Model Drafts, etc. the Procedure and Practice volume will be published in two volumes:
 - (i) Volume I A narrative on Procedure and Practice.
 - (ii) Volume II A compilation of all supportive documents like Instructional Orders, Routine Orders, Model Drafts and other connecting directives, if any. Other Branches will have only one volume of Procedure and Practice volume.
- (k) The preface of Procedure and Practice volume in respect of branches possessing supportive documents will be as per Appendix XXVII. The preface in respect of other branches will be as per Appendix XVIII.
- (l) Model Drafts which have subsequently been improved further will be replaced by the latest drafts on the subject.

12.10 The Assistants and Clerks will always study carefully the relevant chapters/paras/portions of Procedure and Practice volume(s) before submitting cases in order to ensure that they are not offending against the provisions contained in Procedure and Practice volume(s). The Assistants and Clerks will from time to time refresh their memory by glancing through the relevant portions of Branch Procedure and Practice volume(s). The Head of the Branch and Branch Officer will also go through the Branch Procedure and Practice volume(s) in order to see that the work in the Branch is progressing on scientific lines.

Classification, drafting, serial numbering, multigraphing and circulation of orders

12.11 Orders have been classified into the following four categories:—

- (I) Instructional Orders;
- (II) Routine Orders;
- (III) Office Orders-Part I; and
- (IV) Office Orders-Part II.

12.12 The following procedure will, henceforth, be followed in regard to classification, drafting, serial numbering, multigraphing and circulation of orders.

I. INSTRUCTIONAL ORDERS

12.13 Instructional Orders will contain instructions on procedural matters in this Secretariat and will be issued only when such matters pertain to all or a majority of Branches.

12.14 The following instructions should be carefully borne in mind by the members of the staff in order to ensure that the language, expression, terminology, etc. of the Instructional Orders drafted by them are uniform and identical:

- (a) Every Instructional Order will be given a brief but appropriate subject in order to show at a glance its contents. The name of the Branch from which the Instructional Order emanates will be indicated at the top within brackets below the words 'LOK SABHA SECRETARIAT'.
- (b) As far as possible, the opening paragraph will be so worded as to serve as a preamble or brief introductory note.
- (c) Each paragraph will deal with one point only. There will not be long paragraphs covering more than one point. When there are different aspects of the same point, the substantive paragraph will be divided into sub-paragraphs and, if necessary, those sub-paragraphs will again be split up, *e.g.*,
 - (i) The substantive paragraphs will be numbered as 1,2,3, etc.
 - (ii) The sub-paragraphs will be numbered as (a), (b), (c), and so on.
 - (iii) Further sub-divisions will be shown as (i), (ii), (iii), etc.
- (d) The numbering of paragraphs will be continuous, even though the Instructional Order is divided into Parts, Chapters or Sections. If, for example, the first chapter or section ends in paragraph 4, the second chapter or section will begin with paragraph 5 and so on.

Parts and Chapters will be marked as I, II, III, etc. and Sections will be shown as Section-1. Each part or section will be given a heading.

- (e) The language will be simple, straight-forward and never involved. Long and complex sentences will be avoided as far as possible. Obscurity, expression in a round-about manner and use of rhetorics will be avoided.
- (f) Brevity coupled with clarity of expression will be observed in drafting. When a paragraph deals with establishment matters or Rules governing the service conditions, etc., the language and expression to be used in the Instructional Order will be identical with the authoritative Rules and Regulations so that confusion in their interpretation may be avoided. Repetition, circumlocution and vague expression will always be avoided.

Similarly, in matters dealing with Legislation, etc. the authoritative language of the Rules and Parliamentary Publications will be used.

- (g) There will be an even flow in the language of the Instructional Order with proper sequence. Each succeeding paragraph will be a continuation of the preceding paragraph and there will not be any paragraph in between without proper relevancy with the main point on which those paragraphs are written.

Each Section or Chapter will be self-contained incorporating all the aspects of the matter delineated therein.

- (h) As far as possible, illustrations of registers, drafts, statements, charts, forms, etc. will be given in the form of Appendices in order to elucidate the description within the body of the Instructional Orders. They will not be incorporated within the body of the orders.

The Appendices will be shown as I, II, III and so on.

- (i) The following terminology will be used in all cases:—

Lok Sabha Chamber

Rajya Sabha Chamber

Central Hall (previously known as Central Chamber/Constitution Hall)

Director(Translation) previously known as Principal Chief Editor

Director (Reporting) previously known as Principal Chief Parliamentary Reporter

Parliament ("the" not to be added before)

Parliament House

Parliament Library

Speaker.

- (j) Abbreviations will always be avoided except in well-known cases, *e.g.* "M.P". The names of Branches will be given in full. The designation of Officers will also be quoted in full.
- (k) In all cases where any authority or rule or code or reference is quoted, an indication of the source will be given.
- (l) While drafting an Instructional Order on a particular subject a careful study of all previous Office Orders and Instructional Orders on that subject or related to it will be made in order to see that no contradiction of provisions or procedure already laid down is made in the draft.
- (m) In all cases where any portion of the draft Instructional Order relates to procedure or to work pertaining to a Branch other than the sponsoring one, such drafts will always be shown to that Branch so as to ensure that the correct procedure is laid down in the Instructional Order.
- (n) In the Appendix to the Instructional Orders the paragraph of the Instructional Orders to which it relates will invariably be quoted. Moreover, a brief description of the form, etc., shown in the Appendix will be given, where necessary., *e.g.*

APPENDIX I

(See paragraph ——— of I.O. No. ——)

12.15 The numbering and issue of Instructional Orders will be centralised in the Distribution Branch. The drafting of the Instructional Orders will be the function of the Branches concerned who should have these Orders approved by the Divisional Officer concerned or the Joint Secretary, as the case may be, and after approval, pass on a fair copy of the Instructional Order to the Distribution Branch for serial numbering and issue along with a forwarding note.

12.16 For the purpose of central numbering of Instructional Orders, the Distribution Branch will keep a separate register. The Assistant concerned in the Distribution Branch will see that uniformity of form and expression is maintained in all the Instructional Orders and that overlapping of orders is avoided.

12.17 Instructional Orders will issue over the signature of an Officer not below the rank of Divisional Officer.

12.18 Copies of Instructional Orders will be supplied to all Officers and Branches.

12.19 At the end of each Calendar Year, the Distribution Branch will circulate consolidated list of cancelled Instructional Orders.

12.20 While issuing amendments/supplementary instructions to an existing Instructional Order, the following instructions will be followed by the Branches:—

- (a) A distinctive number shall be assigned to each Instructional Order even if the Instructional Order purports to amend or be supplementary to an existing Instructional Order.
- (b) The subject of the amendments/supplementary instructions to an Instructional Order will be the same as that of the original Instructional Order.
- (c) A descriptive sub-heading to the main subject heading shall be given to the amendment/supplementary instructions to an existing Instructional Order, where necessary.

12.21 The form of the amending Instructional Order or the supplementary Instructional Order shall be as indicated in Appendix XXIX to the Manual.

II. ROUTINE ORDERS

12.22 Routine Orders will contain instructions on procedure or matters of detail when these pertain to one or a few Branches but not all Branches.

12.23 Routine Orders, will be drafted and serial numbered by the concerned Branches themselves. As a Routine Order is meant for one or a few Branches only, copies thereof need not be circulated to all Officers and Branches. A few copies will be typed by the Branch concerned for their own use. If, however, a large number of copies are required for use within the Branch, or it is considered necessary to supply copies of a particular Routine Order to some other Branches also, a fair copy of such order will be prepared by the Branch concerned and sent to the Distribution Branch for multigraphing/risographing.

Name of Branches and Officers to whom copies of the Routine Orders are to be supplied will invariably be indicated. The Distribution Branch will circulate copies of the Routine Orders to such Branches and Officers.

12.24 Copies of the Routine Orders should be distributed only as follows:—

- (a) To the Head of the Branch issuing the Routine Order.
- (b) To the Branch Officer concerned.
- (c) To the Divisional Officer concerned.
- (d) To Joint Secretary concerned for information.
- (e) To any other Branch/Officer affected by the R.O.
- (f) One copy to O&M Section.

III. OFFICE ORDERS-PART I

12.25 Office Orders-Part I will relate to matters of General Administration, Discipline and other orders of general application but not relating to procedural matters.

12.26 Other instructions in respect of drafting, serial numbering, multigraphing, circulation and issue of amendments of Office Orders-Part I will be the same as laid down (in respect of Instructional Orders) in Para Nos. 12.15-12.21 of this Instructional Order.

IV. OFFICE ORDERS-PART II

12.27 Office Orders-Part II will relate to staff matters, such as pay, appointments, postings, transfers, promotions, holidays, leave, etc.

12.28 The drafting of Office Orders-Part II will be the responsibility of the Administration Branches I & II. However, the numbering thereof will be centralised in Administration Branch-I. A fair copy of Office Order-Part II will be passed on by the Administration Branch-I/Administration Branch-II to the Distribution

Branch for multigraphing and circulation. Copies of such orders will not be circulated to all Officers and Branches, but only to those who are concerned as follows:—

- (a) *Office Orders-Part II announcing the results of Departmental Examinations*
 - (i) To those Branches where the successful candidates are working.
 - (ii) As many copies as there are persons to Administration Branch-I for keeping a copy each in their personal files.
 - (iii) One copy each to Secretary/Principal Secretary to HS, Addl. Director (PSS)/Joint Director (PSS) to SG, PS to Additional Secretary and/or Joint Secretary (incharge of Administration), Divisional Officer and Branch Officer (incharge of Administration), and Divisional Officer and Branch Officer (incharge of Joint Recruitment Cell).
 - (iv) One copy to Joint Recruitment Cell.
 - (v) One copy to O&M Section.
- (b) *Office Order Part-II about transfers of the staff from one Branch to another*
 - (i) To those Branches as are affected by these transfers as also Branch and Divisional Officers thereof.
 - (ii) As many copies as there are persons to Administration Branch-I and Administration Branch-II for keeping a copy each in their Personal Files and Service Books.
 - (iii) One copy to Administration Branch-I for keeping in the files containing orders of transfers.
 - (iv) One copy each to Secretary/Principal Secretary to HS, Addl. Director (PSS)/Joint Director (PSS) to SG, PS to Additional Secretary and/or Joint Secretary (incharge of Administration), and Divisional Officer and Branch Officer (incharge of Administration).
 - (v) One copy to O&M Section.
- (c) *Office Orders-Part II containing orders of appointment confirmation and promotion*
 - (i) To the persons concerned through the Head of the Branch.
 - (ii) One copy to the B&P Branch to draw Salary Bills.
 - (iii) As many copies as the number of persons affected by these orders to Administration Branch-I and Administration Branch-II for keeping a copy each in their Personal Files and Service Books.
 - (iv) One copy to Pay & Accounts Officer, Lok Sabha.
 - (v) One copy to DGACR Concurrent Audit (P) Branch.
 - (vi) One copy each to Secretary/Principal Secretary to HS, Addl. Director (PSS)/Joint Director (PSS) to SG, PS to Additional Secretary and/or Joint Secretary (incharge of Administration), Divisional Officer and Branch Officer (incharge of Administration).
 - (vii) One copy to O&M Section.
- (d) *Office Orders-Part II regarding quasi-permanent appointments*
 - (i) To the persons concerned through the Head of the Branch.
 - (ii) One copy to the B&P Branch to draw Salary Bills.
 - (iii) As many copies as the number of persons affected by these orders to Administration Branch-I and Administration Branch-II for keeping a copy each in their Personal Files and Service Books, respectively.
 - (iv) To DGACR Concurrent Audit (P) Branch.

- (v) One copy each to Secretary/Principal Secretary to HS, Addl. Director (PSS)/Joint Director (PSS) to SG, PS to Additional Secretary and/or Joint Secretary (incharge of Administration), and Divisional Officer and Branch Officer (incharge of Administration).
- (vi) One copy to O&M Section.
- (e) *Office Orders-Part II regarding leave and increments to non-gazetted officers of Lok Sabha Secretariat*
 - (i) To B&P Branch (10 copies).
 - (ii) To PA (NGA) Branch (5 copies).
 - (iii) To Administration Branch-I (2 copies).
 - (iv) Administration Branch-II (10 copies)
 - (v) To persons concerned through the Head of the Branch.
 - (vi) One copy to O&M Section.

Writing of the Confidential Reports

While writing the Confidential Reports of Officers, the following instructions/guidelines shall be observed/ followed by the Reporting/Reviewing officers:

12.29 The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing officer should, therefore undertake the duty of filling out the form with a high sense of responsibility.

12.30 Performance appraisal through confidential report should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a fault-finding process but a developmental one. In order to assess correctly, the Reviewing Officer should keep himself well informed and well acquainted with the work and qualities of the officers and staff working under him as well as their character, performance and ability. The Reporting Officer and the Reviewing officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon. Such entries should however be based on established facts and not on mere suspicion.

12.31 Adverse remarks in the Confidential Reports should be made with care and responsibility. The Reporting/Reviewing Officer should make every effort to bring to the notice of the officers and staff working under him, their defects, as and when noticed, with a view to remedying them. Ordinarily, it is only when efforts so made prove of little avail, that adverse remarks should be recorded in the Confidential Reports. While doing so, the Reporting/Reviewing Officer should also indicate the efforts made by him to remedy to defects noticed by him and the result.

12.32 The confidential reports of officers and staff of this Secretariat shall be obtained annually for the period ending 30th June. However, whenever any Reporting Officer or the officer reported upon is transferred to another post in the Secretariat or to another Branch/Section during the interval between the two annual reports, interim reports shall be obtained only when the Reporting Officer or the officer reported upon has at least 3 (three) months experience on which to base the report. Where an officer to be reported upon has taken Earned Leave for a period of more than 15 days during the period of report, the total period spent on leave shall be deducted from the total period spent on any post, for purposes of computing the period of 3 months which is relevant for writing of entries in the ACR. Leave taken for short term duration need not be treated as relevant for the purpose.

12.33 The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

12.34 Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the

officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.

12.35 The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The targets set should clearly be known and understood by both the officers concerned.

12.36 Although performance appraisal is an annual exercise (June ending), in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

12.37 It should be the endeavour of each appraiser to present the truest possible picture of the appraisee's performance in regard to his/her performance, conduct, behaviour and potential.

12.38 Assessment should be confined to the appraisee's performance during the period of report only.

12.39 An officer should not be graded 'Outstanding' unless exceptional qualities and performance have been noticed. Grounds for giving such a grading should be clearly brought out.

12.40 Every warning/reprimand issued in writing need not automatically find place in the Confidential Report. Only cases in which despite warning, the officer reported upon has not improved, appropriate mention of such warning may be made in the Confidential Reports.

12.41 The following procedure should be followed in filling up the column relating to integrity:—

- (a) If the officer's integrity is beyond doubt, it may be so stated.
- (b) If there is any doubt or suspicion, the column should be left blank and action taken as under—
 - (i) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to form a definite judgement or that he had heard nothing against the officer, as the case may be.
 - (ii) If, as a result of the follow-up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (iii) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
 - (iv) If as a result of the follow-up action the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (ii) and (iii) above.
 - (v) When a Reporting Officer cannot in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the next superior officer, *i.e.*, when the Reporting Officer has not had occasion to watch his work closely or when the officer reported upon has worked under the Reporting Officer only for a brief period or has been on long leave etc. the Reporting officer should make an entry in the integrity column to the effect that he has not watched the work of officer reported upon for sufficient time to be able to make any definite remark or that he has heard nothing against the integrity of officer reported upon, as the case may be. This would be factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

APPENDICES

APPENDIX II
(See para 2.16 of Chapter II)

Table of Contents of File Register

Subject	Standard Heading No.	Sub- Heading No.	Page No. in Register
Administrative matters relating to O&M Section	1	-	1—3
Analysis of output of staff with reference to the norms fixed	2	-	4
Annual Administrative Report—Compilation of by O&M Section	3	-	5-6
(i) Preparation of write up relating to O&M Section		3/1	5
(ii) Co-ordination, editing and consolidation of Annual Administrative Report of LSS		3/2	6
Assessment of staff requirements and job analysis of Branches by O&M Section	4	-	7—15
(i) Staff requirements and job-analysis of P.N.O.		4/1	7
(ii) Staff requirements and job-analysis of Legislative Branch-I		4/2	8
(iii) Staff requirements and job-analysis of Table Office		4/3	9
Economy Measures	5	-	16
Inspections	6	-	17—25
(i) Inspection of E&T Service		6/1	17
(ii) Inspection of LARRDIS		6/2	18
(iii) Inspection of Printing & Publications Service		6/3	19
Issue of orders of general applicability	7	-	26
Procedure and Practice volumes of Branches	8	-	27

ACTION THIS DAY
आज ही कार्यवाही

लोक सभा सचिवालय
LOK SABHA SECRETARIAT

शाखा
_____ Branch

MOST IMMEDIATE
अति शीघ्र

लोक सभा सचिवालय
LOK SABHA SECRETARIAT

शाखा
_____ Branch

AT ONCE
तत्काल

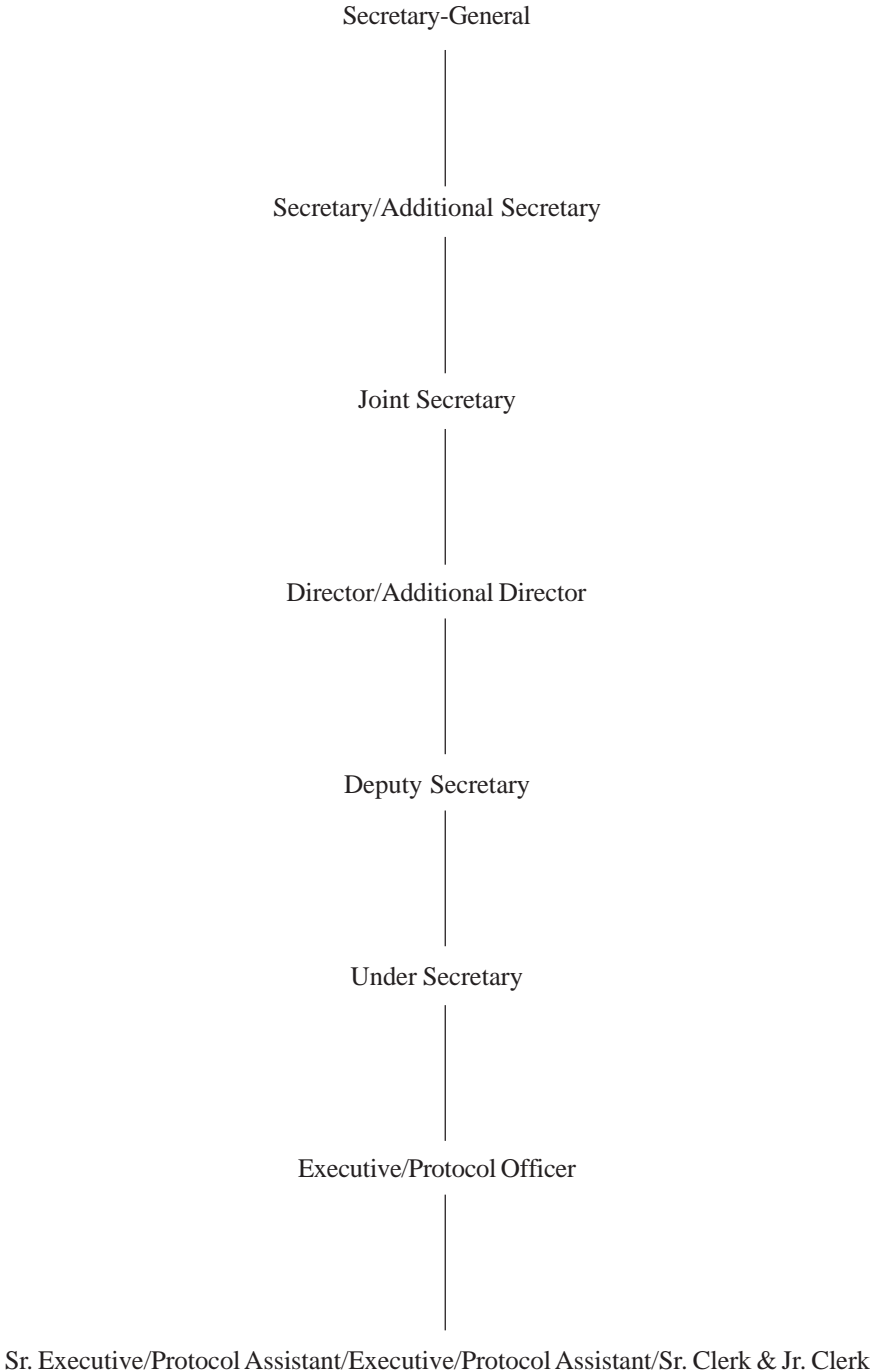
लोक सभा सचिवालय
LOK SABHA SECRETARIAT

शाखा
_____ Branch

APPENDIX IV
(See para 3.26 of Chapter III)

L A F E A S

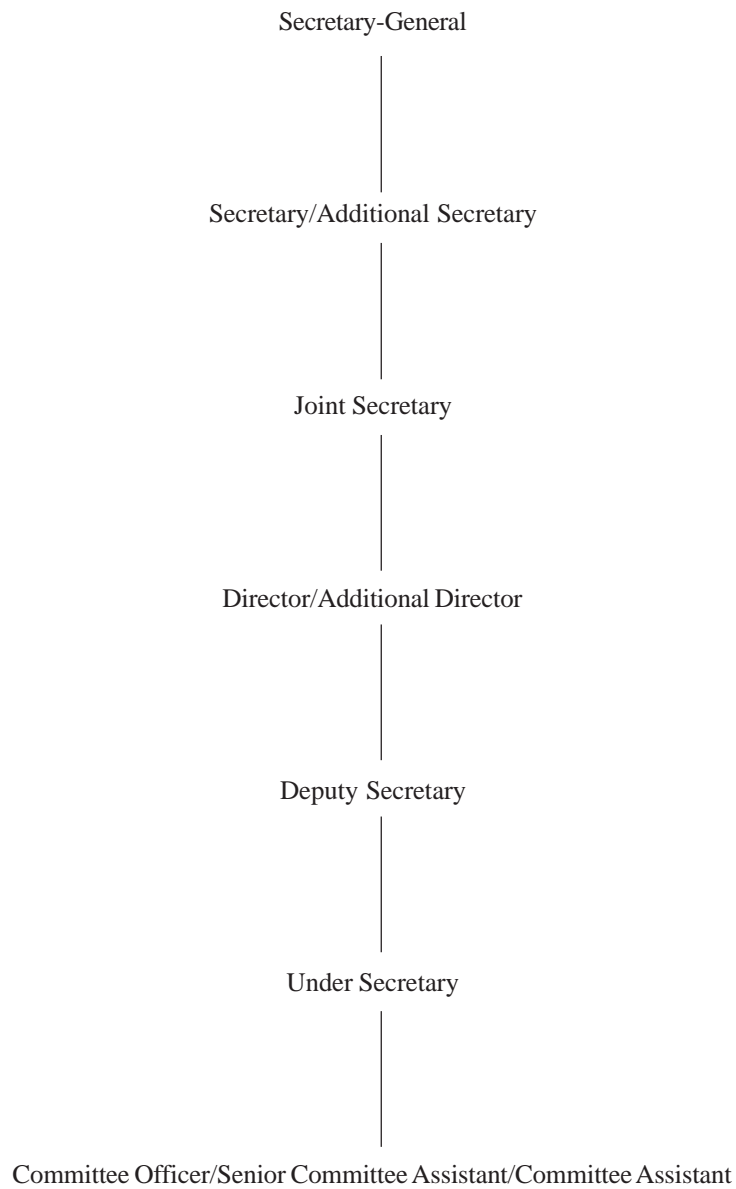
Channel of Submission of the Administration/House Keeping Service/ Protocol Branches
(i.e. Administration Branch-I, Administration Branch-II, DMCC Unit, Confidential Cell, O & M Section, B&P Branch, MS Branch, MSA Branch and Conference Branch etc.)



APPENDIX V
(See para 3.26 of Chapter III)

L A F E A S

Channel of Submission of the DRSCs, Financial and Other Committees*
(Files related to draft report, minutes and list of points)

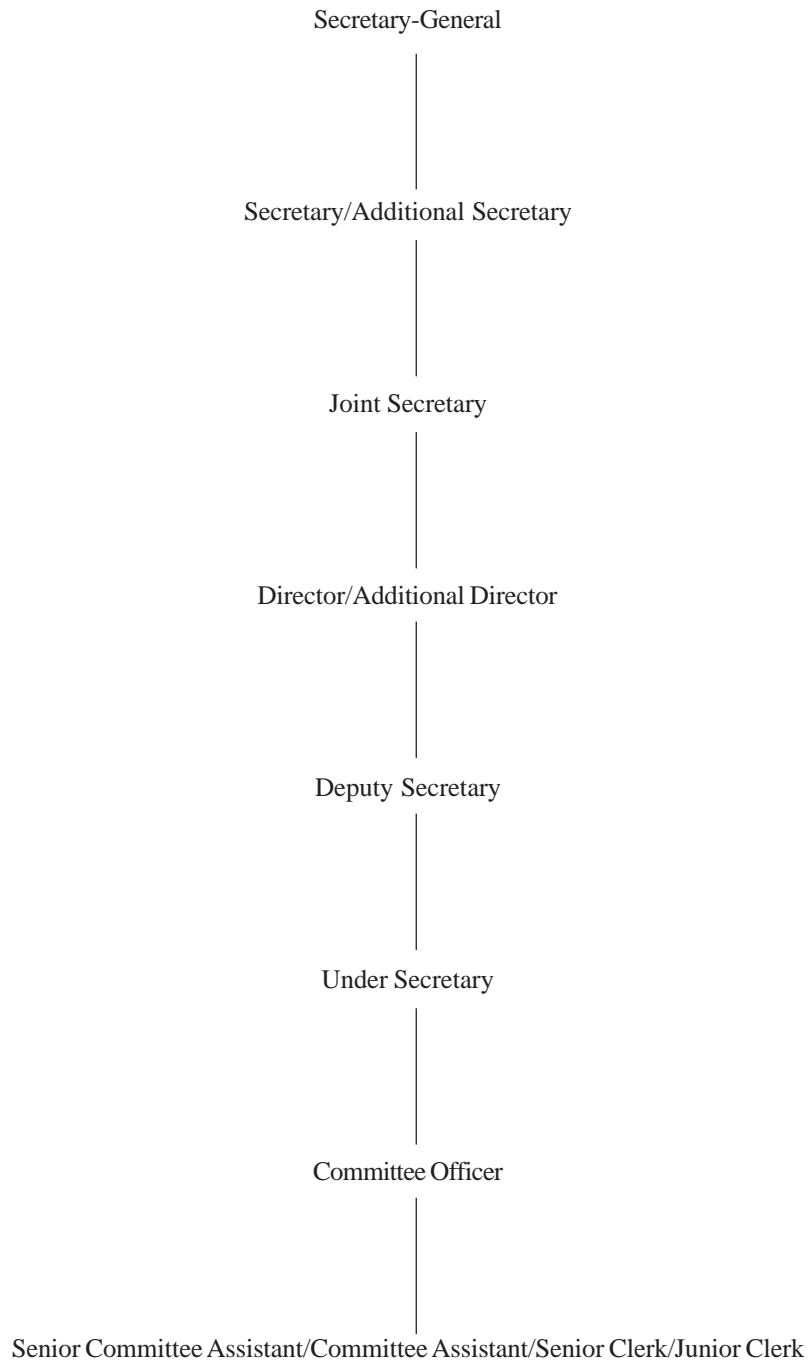


*Other Committee Branches viz. Empowerment of Women, SCTC, Petitions, MPLADS, CB-I, CB-II and Joint Committee on Security

APPENDIX VI
(See para 3.26 of Chapter III)

L A F E A S

Channel of Submission of the DRSCs, Financial and Other Committees*
(Files related to administrative matters such as application for
leave, medical reimbursement, vehicular advance etc.)

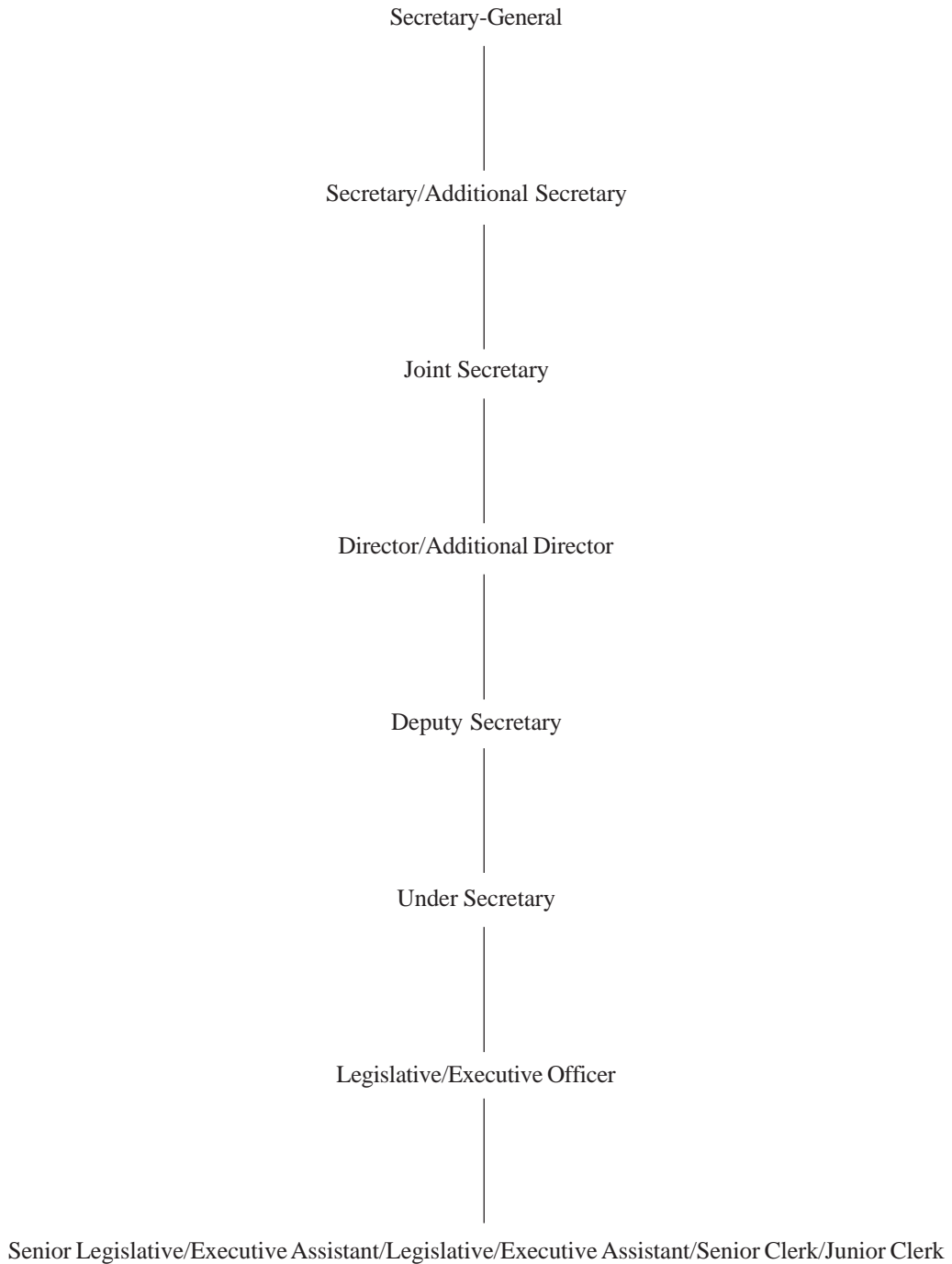


*Other Committee Branches viz. Empowerment of Women, SCTC, Petitions, MPLADS, CB-I, CB-II and Joint Committee on Security

APPENDIX VII
(See para 3.26 of Chapter III)

L A F E A S

Channel of Submission of the House related Branches (LB-I & II, Table Office, PNO)



APPENDIX VIII
(See para 3.26 of Chapter III)

L A R R D I S

Channel of Submission

Secretary-General



Secretary/Additional Secretary



Joint Secretary



Director/Additional Director



Joint Director



Deputy Director



Research/Reference Officer



Research/Reference Assistant/Senior Library Assistant/Junior Library Assistant

APPENDIX IX

[See para 4.9(5) of Chapter IV]

Register of Risographing of Secret Documents

(Distribution Branch)

Sl. No.	No. & Date of document	No. of pages of document	Risographed at (time)	Total number of copies made	No. of smudged copies	Disposal of smudged copies	No. of copies issued	No. of copies supplied to dealing Branch	Signature of Head of Distribution Branch	Signature of Head of dealing Branch (in token of receipt of spare copies and document)
1	2	3	4	5	6	7	8	9	10	11

APPENDIX X

[See Para 4.9 (6) of Chapter IV]

Register of Spare Copies of Secret Documents
(Dealing Section Branch)

No. & date of document and subject	Date of receipt	No. of pages in one copy of document	Branch/Office from which received	No. of copies received	Signature of Head of Branch	Date of issue	No. of copies issued	To whom issued	Signature of the officer to whom delivered or the No. & date of the communication with which sent	Balance	Signature of Head of Branch
1	2	3	4	5	6	7	8	9	10	11	12

APPENDIX XII
(See Para 6.10 Chapter VI)

Specimen for printing official receipts, issues and unofficial memoranda

Official receipts and issues and unofficial memoranda

- (i) Letter from the Chief Secretary to the Government of Maharashtra No. 790 dated the 3rd February, 2009.
- (ii) Office Memorandum from the Ministry of Home Affairs No. 790, dated the 3rd February, 2009.

and not

- (i) Letter No. 790, dated the 3rd February, 2009.
From
The Chief Secretary to the Government of Maharashtra.
To
The Secretary-General, Lok Sabha.
- (ii) Office Memorandum No. 790 dated the 3rd February, 2009.
From
The Ministry of Home Affairs.
To
The Secretary-General, Lok Sabha.

Enclosures to letters

From the Chief Secretary to the Government of Maharashtra to the Secretary-General, Lok Sabha No. 790, dated the 3rd February, 2009.

Demi-Official Correspondence

Demi-official letter from Shri....., Secretary, Ministry of Home Affairs, and Not 'Sir', 'Dear Sir', 'My dear', 'I have etc.', 'Yours faithfully', 'Yours sincerely' etc.

Headings to Correspondence

Only the first page of the Correspondence in proceedings will have a heading in the following form printed on it:—

Lok Sabha Secretariat
(Branch)

File No.Serial No.
(Here give a brief subject)

Here give a more comprehensive subject.

APPENDIX XIII

(See Para 7.1 of Chapter VII)

Precedent Register

Decision or ruling in brief	File No./LSS Debate dated..... c.....
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APPENDIX XIV

(See Para 7.2 of Chapter VII)

Specimens of Entries for Precedent Register

Specimen No. 1

MOTION: *Mover of motion permitted to move another motion in substitution of the original motion:*

[On the 19th February, 1958, the Prime Minister and Minister of External Affairs and Finance moved a motion that the report of the Commission of Inquiry into the affairs of the Life Insurance Corporation of India be taken into consideration.

After speaking on the motion the Prime Minister moved another motion in substitution of the original motion. Objection was raised that the substitute motion could not be moved unless the original motion had been withdrawn by leave of the House.

Motion—Substitute
Motion

The Speaker ruled that under Rule 342 the mover could move a substitute motion and withdrawal of original motion was not necessary. The substitute motion was then placed before the House by the Speaker.]

[*L.S. Deb. (II)*, 19-2-1958, c.]

Specimen No. 2

MEMBERS OF SELECT COMMITTEE MAY BE PERMITTED IN SPECIAL CASES TO SPEAK ON THE MOTION TO REFER THE BILL TO SELECT COMMITTEE:

[On the 14th August, 1958, in reply to a query, the Speaker observed that in the interest of proper debate even those members whose names were proposed for the Select Committee on the Banaras Hindu University (Amendment) Bill, would be called upon to take part in the discussion on the motion for reference to Select Committee.]

Debate—Members of
Select Committee

[*L.S. Deb. (II)*, 14-8-1958, c.]

APPENDIX XV

(See Para 7.3 of Chapter VIIa)

Specimen of Table of contents for Precedent Register

	Page(s)	Serial No. of Precedent
ABSENCE OF MEMBERS		
ADAPTATION OF RULES OF PROCEDURE, ETC.		
ADDRESS		
ADJOURNMENT MOTIONS		
General		
Admissible		
Inadmissible		
Notice of		
AFFIRMATION OR OATH		
ALLOCATION OF BUSINESS OF THE LOK SABHA		
AMENDMENTS		
General		
Inadmissible		
Notice of		

APPENDIX XVI

[See Para 7.11 (a) of Chapter VII]

Model entry for the Manual of Business and Procedure in Lok Sabha

LEGISLATIVE BRANCH

Page 103, Rule 79, after Note IX, insert—

- X. When a Bill is withdrawn on the ground that President's recommendation required for its introduction has not been obtained, and is re-introduced with the necessary recommendation, the notices of amendments given by Members in respect of the Bill as originally introduced are treated as having been given in respect of the Bill as re-introduced.

Rule 79 Sub-Rule Clause.
Para No. — Page 103
(To be inserted as instance/
note..... after/in place of
note/Instance.....)

The Indian Stamp (Amendment) Bill, 1958 was introduced on the 26 April, 1958, with the President's recommendation under article 117(1). Three lists of amendments to the Bill were circulated on the 28th and 29th April, 1958. The Bill was withdrawn on the 30th April, 1958, as President's recommendation was also required under Article 274(1). The Bill was re-introduced on the 2nd May, 1958, with the necessary recommendations of the President. The notices of amendments circulated on the 28th and 29th April, 1958, were treated as having been given in respect of the Bill as re-introduced, and members were informed accordingly through a paragraph in Bulletin Part II, dated the 2nd May, 1958.

Approved by D.S.
Transmitted to CC Branch
on 15-7-58. Received in CC
Branch on 15-7-58.

[F. No. 1286-L/58]

[CS. No. 73, dated 15-7-58.]

APPENDIX XVII

[See Para 7.11 (a) of Chapter VII]

Model entry for the Manual on Articles of the Constitution

LOK SABHA SECRETARIAT

COMMITTEE BRANCH I

Entry for the Manual on Constitution

Art. 122 Sub-rule/Clause (2),
Clause/Sub-clause (to be
inserted as note V on Page
110).

V. The Speaker is not subject to jurisdiction of any court for failure to exercise his power to regulate the proceedings of House*.

(F. No. 822-CI/58, Vol. I)

*On the 6th August, 1956, the Orissa High Court on a petition to initiate contempt proceedings against the Speaker of the Orissa Legislative Assembly for failure on his part to intervene and prevent Shri Nabakrishna Choudhury, the then Chief Minister, from casting reflections, in the Assembly on the Orissa High Court, Observed:

Approved by DS(Q)
13-6-58 Transmitted to CC
Br. on 17-6-58. Received in
CC Br. on 17-6-58.

"The mere omission of the Speaker to draw the attention of the Chief Minister to the provisions of article 211 of the Constitution would not make him liable for contempt, even if it be assumed that the speech of the Chief Minister constitutes contempt of Court. In any case clause (2) of article 212 makes it absolutely clear that the Speaker is not subject to the jurisdiction of any court in respect of the exercise by him (or the failure to exercise by him) of his power to regulate the proceedings in the Assembly."

APPENDIX XVIII

[See Para 7.11 (b) of Chapter VII]

Model entry for Select Documents

P.A.C. BRANCH

*Public Accounts Committee—Consideration of the Appropriation Accounts of Himachal Pradesh Administration for the years 1954-55, 1955-56 and 1956-57 (pre-reorganisation)
Finance Accounts for 1955-56 and Audit Report thereon—Holding of sittings at Simla.*

The Public Accounts Committee of 1958-59 held their first sitting on the 14th May, 1958 to consider their future programme of work, etc. The Committee decided that they should cover the bulk of their work in hand before the commencement of the next session of Lok Sabha in August. Almost all Members of the Committee were of the view that the Appropriation Accounts and Audit Reports for three years relating to the Government of Himachal Pradesh might be taken up for examination in the first instance. They expressed the view that it would be more convenient and economical if they sat for the purpose from the 16th June, 1958 onwards for 5 days at Simla. The following reasons were adduced by the Members for holding the sittings at Simla:—

- (i) The Headquarters of the Himachal Pradesh Government is located at Simla; it would be convenient for them to lay hands on the relevant records at short notice and it would obviate the necessity of the Himachal Pradesh Government Officials moving to Delhi for attending the sittings.
- (ii) The Accountant-General, Punjab, who deals with the Himachal Government's Accounts has also his Headquarters at Simla. It would, therefore, not be necessary for him and his staff to come down to Delhi for the purpose.
- (iii) No extra expenditure would be involved as Members would draw the same D.A. as at Delhi except the T.A. for Railway journey which would not be much.

This view was supported by the Deputy Comptroller and Auditor-General who was present at the above sitting of the Committee.

2. The Chairman of the Committee wrote to the Speaker on the 15th May, 1958, apprising him about the decision of the Committee and asking for his permission to hold the sittings of the Committee at Simla as enjoined under Rule 267 of the 'Rules of Procedure and Conduct of Business in Lok Sabha'. The Speaker granted the necessary permission on the 23rd May, 1958.

3. A Camp Office of the Lok Sabha Secretariat was set up at Gorton Castle, Simla (where the office of the A.G., Punjab is located) for functioning as the Secretariat of the Committee and the staff consisting of an Under Secretary, 1 Committee Officer, 3 Reporters, 2 Assistants and 1 Messenger comprised this Secretariat.

[F. No. 9(1)-PAC/58]

APPENDIX XIX

[See Para 7.11 (c) of Chapter-VIII]

Model entry for Manual on the Directions by the Speaker

Supply of Advance Copy of Statement to be made by Minister.

119. A Minister desiring to make a statement in the House under rule 372 shall intimate in advance the date on which the statement is proposed to be made and also send a copy of the statement to the Lok Sabha Secretariat for the information of the Speaker.

I. Intimation about a statement to be made by a Minister should be given to the Lok Sabha Secretariat at least one day in advance so that the item may be duly included in the List of Business and the statement made in the House at the appropriate time.

[LSS O.M. No. 257-T(I)/58, dt. 7-3-1958 to all Ministries and
F. No. 257-T(I)/58, Vol. XVII.]

II. The item regarding the statement is ordinarily included in the List of Business for the date intimated by the Minister.

[LSS O.M. No. 257-T(I)/56, dt. 30-10-1956 to all Ministries and
F. No. 257-T(I)/56, Vol. XII]

III. Ministries are also required to forward two copies of the statement in advance to this Secretariat for the information of the Speaker.

[LSS O.M. No. 257-T(I)/56, dt. 30-10-1956 to all the Ministries and
F. No. 257-T(I)/56, Vol. XII]

IV. Even if the statement to be made by the Minister is secret in nature, a copy thereof should be supplied confidentially to the Speaker in advance.

[F. No. 257-T(I)/58, Vol. XX]

V. Where, however, a Minister proposes to make a statement *ex tempore* (which is done generally in urgent cases at short notice) the requirement of supply of advance copy of the statement is not insisted upon. In such cases the item is also not included in the List of Business if notice of the Minister's intention to make the statement is received too late.

(i) On the 23rd March, 1959, the Prime Minister made a statement *ex tempore* about the situation in Tibet, copies of the statement were not supplied in advance. The item had not been included in the List of Business as the intimation was received from Prime Minister only on the 23rd March, 1959.

(ii) On the 3rd April, 1959, the Prime Minister made a statement *ex tempore* about crossing of the border and arrival in India of Dalai Lama of Tibet, copies of the statement were not supplied. The item was also not included in the List of Business as the Prime Minister informed about his intention to make the statement on the 3rd April, 1959 only.

VI. Copies of the statement received from the Ministry are treated as confidential till the statement has actually been made in the House.

VII. It is open to Ministers to alter the text of the statement before it is actually made in the House but as far as possible copies of the revised statement should be supplied before the statement is made.

APPENDIX XX

[See Para 7.11(d) of Chapter VII]

Model Entry for Journal of Parliamentary Information on Procedural Matters

LOK SABHA

Circulation of copies of Bills to Members before Introduction

A recent development in the procedure regarding introduction of Bills in Lok Sabha is the decision that copies of Bills should be circulated to Members at least two days before the day on which they are proposed to be introduced. Appropriation Bills, Finance Bills and Secret Bills are, however, exempted from this requirement. This is provided by the following Direction from the Speaker:

"No Bill shall be included for introduction in the list of business for a day until after copies thereof have been made available for the use of Members for at least two days before the day on which the Bill is proposed to be introduced:

Provided that Appropriation Bills, Finance Bills, and such Secret Bills as are not put down in the list of business may be introduced without prior circulation of copies to members:

Provided further that in other cases, where the Minister desires that the Bills may be introduced earlier than two days after the circulation of copies or even without prior circulation, he shall give full reasons in a memorandum for the consideration of the Speaker explaining as to why the Bill is sought to be introduced without making available to Members copies thereof in advance, and if the Speaker gives permission the Bill shall be included in the list of business for the day on which the Bill is proposed to be introduced."

Before this procedure came into effect copies of Bills were circulated to members only after introduction.

APPENDIX XXI

(See Para 8.4 of Chapter VIII)

Specimen of Summary for Departmental Decisions

MAIN HEADING: JOINT COMMITTEE

SUBJECT: Inadmissibility of premature and conditional minutes of dissent.

Catch-words: Joint Committee—Minutes of dissent.

SUMMARY:—

The Joint Committee on the Constitution (Fourth Amendment) Bill, concluded its deliberation at the morning session on the 30th March, 1955 and considered the draft report at the afternoon session of the same day.

2. But a member of the Joint Committee from Rajya Sabha Shri Surendra Mohanty sent his minute of dissent to the office on 29th March (on the previous day), adding the condition that paras 3 and 4 of his minute of dissent should be omitted if industrial and commercial property were specifically enumerated in Clause 3 and a ceiling fixed on the agricultural property, in Clauses 3(c) and (d) of the Bill.

3. Pandit Thakur Das Bhargava, who was in the Chair when the report of the Committee was presented to the House, observed that a decision from the Speaker on the matter should be taken as to whether this Minute should be appended to the Report or not.

4. The case was submitted to the Speaker, who decided on the 2nd April, 1955, that owing to the fact that the minute of dissent was premature and conditional it could not be treated as part of the report. The member was informed accordingly.

5. In order, however, to give this matter the force of a Direction from the Speaker the following was approved by the Speaker (Shri G.V. Mavalankar) on the 5th July, 1955:—

" A minute of Dissent shall be given only after the Draft Report has been considered and adopted by the Committee and it shall not be conditional in any respect."

[F. No. 49-CII/55, Vol. II, 36-CII/55, Vol. IV]

APPENDIX XXIII
[See Para 9.10 Chapter IX]

No. of Copies of Government Bills/Private Members' Bills and other documents to be retained in the record room

(a) Government Bills	No. of copies	
	English	Hindi
(i) Bills as introduced	10	5
(ii) Papers containing opinions on Bills, Precis of opinions on Bills and Extracts from Debates	10	5
(iii) Reports of Select or Joint Committees and Bills as reported by Select or Joint Committees	10	5
(iv) Bills as passed by the Council of States	10	5
(v) Bills as passed by Parliament	10	5
(vi) Bills which have lapsed or have been withdrawn or negatived	10	5
<hr/>		
(b) Private Members' Bills	No. of copies	
	English	Hindi
(i) Private Members' Bills as introduced in Lok Sabha	10	5
(ii) Private Members' Bills as introduced in Rajya Sabha	10	5
(iii) Papers containing opinions on Private Members' Bills, Precis of opinion on Bills and Extracts from Debates	10	5
(iv) Reports of Select or Joint Committees on Private Members' Bills and Bills as reported by Select or Joint Committees	10	5
(v) Private Members' Bills which have lapsed or have been withdrawn or negatived	10	5
<hr/>		
(c) Miscellaneous papers	No. of copies	
(i) The Five Year Plan including the Summary	All copies	
(ii) Draft Report of the Planning Commission and yearly Progress Reports of Planning	15 copies	
(iii) Budget sets including papers relating to Supplementary Demands for Grants etc.	5 copies	

(c) Miscellaneous papers	No. of copies
(iv) Annual Administrative Reports and Summaries of such Reports	5 copies
(v) Various reports on which there are discussions in the House <i>i.e.</i> , the Report on the working of the Preventive Detention Act, the Report of the Commissioner(s) for Scheduled Castes/Scheduled Tribes etc.	5 copies

APPENDIX XXIV

[See Para 9.23 of Chapter IX]

Weeding out of Records Relating to Accounts

The following records relating to accounts will be weeded out after the lapse of the period mentioned against each:

(i) Contingent Bills	3 Years
(ii) TA/LTC/Medical Bills of Staff	3 Years
(iii) Salary/TA/DA & Medical Bills of MPs	5 Years
(iv) Paid Cheques*	5 Years
(v) Expenditure Control Registers and Objection Books	3 Years
(vi) Schedules/Slips of H.B. Advance, O.C. Adv., Fan Adv., Festival Adv., Scooter/Car Adv., GPF Adv. and C.G.E.I.S.®	3 Years
(vii) Audit Registers of Class IV staff	5 Years

* Bank Scroll & List of Payments to be retained.

@ Salary Bills to be retained.

APPENDIX XXV

[Vide Para 11.1(f) of Chapter XI]

Monthly Review of Performance of Committee Branches

COMMITTEE BRANCH

(A) Items of work allocated to Shri/Smt. _____

- 1.
- 2.
- 3.
- 4.
- 5.

(B) Achievements/shortfalls:

Targets	Achievements	Shortfall	Remarks/Remedial measures

Name of Reporting Assistant/Officer to be given.

APPENDIX XXVI
[Vide Para 11.1(f) of Chapter XI]

Quarterly Review of Performance of Committee Branches

COMMITTEE BRANCH

A.

1. Ministries under the
Jurisdiction of the Committee
(Wherever applicable)
2. No. of subjects selected
3. Subjects taken up in
consultation with Chairman
4. No. of Action Taken reports
proposed to be taken up
5. No. of Bills referred to the
Committee (wherever
Applicable)

B.

1. Staff strength
2. Distribution of subjects
amongst Reporting Assistants/
Officers

C.

Quarterly targets/plan of work	Achievements	Shortfall, if any, with brief reasons

APPENDIX XXVII
[See Para 12.9 (k) of Chapter XII]

PREFACE

This publication explains the procedure to be followed by.....Branch in regard to work done by the Branch. It is in two volumes.

2. Volume-I is a narrative on procedure and practice which is based on — (i) Rules, Instructional Orders, Office Orders, Routine Orders; (ii) Orders passed on the files from time to time; and (iii) Other incidental directives, which have been cited at the appropriate places.

3. Volume-II is a compilation of extracts from all the relevant Rules, Instructional Orders, Office Orders, Routine Orders, Model Drafts and other connected directives for ready reference.

4. This publication is for departmental use only. No portion of it shall be quoted or cited in any correspondence with any outside individual/organisation.

NEW DELHI;
25 July, 2009

Sravana 3, 1931 (*Saka*)

P.D.T. ACHARY,
Secretary-General.

APPENDIX XXVIII
[See Para 12.9 (k) of Chapter XII]

PREFACE

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NEW DELHI;
25 July, 2009

Sravana 3, 1931 (Saka)

P.D.T. ACHARY,
Secretary-General.

APPENDIX XXIX
[See Para 12.21 of Chapter XII]

LOK SABHA SECRETARIAT
(.....Branch)

Parliament House Annexe,
New Delhi-110 001.
25th July, 2009

Sravana 3, 1931 (Saka)

I. INSTRUCTIONAL ORDER NO.

SUBJECT: Indian Parliamentary Group.

The following amendments are made to Instructional Order No.
dated the.....:—

For the heading "Addresses by.....Group" appearing on page....., the
following shall be substituted:

"Addresses by distinguished foreign visitors under the auspices of the Indian
Parliamentary Group—ancillary arrangements connected therewith."

2. Substitute the following paragraphs for the existing paragraph Nos. 31 to 42 renumbering paragraph 43
as 47:—

"31. Generally, receptions and/or parties to the Distinguished Visitors from foreign countries *e.g.*
Prime Minister, Ministers and persons of international repute and their Addresses to Members of Parliament are
arranged by the Department of Parliamentary Affairs, but when such functions are held under the auspices of
the Indian Parliamentary Group, all ancillary arrangements connected therewith will be initiated by this Secretariat.

32. * * * * *

Name & Designation of
the Issuing Officer
(F.No.)

II. INSTRUCTIONAL ORDER NO.

SUBJECT: Procedure for convening meetings of the House Committee and the Accommodation Sub-Committee.

In continuation of the instructions contained in Instructional Order No.dated the.....July, 2009 the following subsidiary/supplementary instructions are issued for guidance of the Branches:—

- 1.
- 2.
- 3.

Name & Designation of
the Issuing Officer
(F.No.)