

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10
Office of the CGDA, Ulan Batar Road, Palam, Delhi
Cantt - 110010

AN/III/3012/Circular/Vol-VI

Dated 19.02.2014

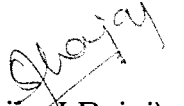
To

All PCsDA / PCA (Fys) PIFAs
CsDA / CsFA (Fys) / IFAs/RTCs

Subject:-Action on Receipts-Filing of papers/arrangement of papers and
referencing-System thereof.


Please find enclosed a copy of MoD(Fin.) DAD Coord ID No.
10(3)/C/2014/(371) dated 7.2.2014 with its enclosures on the subject
mentioned above for your information and necessary action.

This issues with the approval of Sr. ACGDA (AN).


(Sanjiv J Bajaj)
For CGDA

Copy to:-

- 1) All Admin Sections in HQrs Office
- 2) AT-Coord Section (Local)
- 3) Accounts Section (Local)
- 4) IFA Section (Local)
- 5) EDP Centre (Local).....With request to upload on CGDA website
- 6) CENTRAD, Brar Square, Delhi Cantt.


(Sanjiv J Bajaj)
AO (AN)


MINISTRY OF DEFENCE (FINANCE)

DAD-Coord

Room No. 24-A, South Block, New Delhi

Sub: Action on Receipts-Filing of papers/arrangement of papers and referencing-System thereof.

A copy of Ministry of Defence D (O&M) Office Order No. 01/O&M/2014 dated 4.2.2014 on the above mentioned subject is forwarded herewith to office of the CGDA for information and necessary action.


(K.L Mound)
OSD

~~Shri P.K Raj,~~

~~Dy. CGDA (AN)~~

~~Office of the CGDA, Ulan Batar Road, Delhi Cantt~~

~~MoD (Fin) ID Note No. 10(3)/C/2014(371) dated 7.2.2014~~

New Delhi, dated the 4th February, 2014.

OFFICE ORDER NO. 01 /O&M/2014

Subject:- Action on Receipts – Filing of papers/arrangement of papers and referencing – System thereof.

Department of Administrative Reforms and Public Grievances has issued instructions regarding arrangement/filing of papers, page numbering, etc. in its Central Secretariat Manual of Office Procedure (CSMOP) Thirteenth Edition, September, 2010 *vide* paras 41, 42 and 43 of Chapter VI of the said Manual and its amendment *vide* O.M. No. 46012/1/2006-O&M dated 4th January, 2013 (both copies enclosed).

2. At present the system followed in MoD is not strictly as per instructions laid down in CSMOP. The Note Sheet contains the number based on the Notes/Entries/Signature of the Officer, wherever he/she writes/signs on Note Sheets which creates complications and difficulties in handling files. Also, only the 1st page of enclosure/ correspondence is getting numbered without information of number of pages.

3. In order to remove these discrepancies, streamlining the filing system followed in MoD is felt necessary. Also, to bring it in conformity with the standard procedure circulated by Dept. of Administrative Reforms & Public Grievances, it has been decided to start using standard filing system as per CSMOP (13th Edition, Chapter VI, and its amendment) in MoD with effect from 1st March, 2014. Salient points of the same are as given below:-

(i) **Filing of papers** (As per Para 41 and 42, pages 27-28 of CSMOP 13th edition in Chapter VI and its amendment) : Papers to be filed will be punched neatly on the left hand top corner tagged on the appropriate part of the file *viz.* Notes – Correspondence and appendix to Notes, appendix to Correspondence in Chronological Order – from Left to Right. **Arrangement of papers in a case** - The papers in a case will be arranged in the following order from top downwards: reference books; Notes portion of the current file ending with the note for consideration; draft for approval, if any; correspondence portion of the current file ending with the latest receipt or issue etc. Both 'Notes portion' & 'Correspondence Portion' will be placed in a single file cover. Both 'right end' and 'left end' of the tag of the notes portion of the file will be kept free inside the file cover and not tagged to any hole. In the case of correspondence portion right side of tag will be tagged onto the right side of the same file cover and left side of the tag will remain as such i.e., untagged. On top of the first page of Note portion in each Volume of the file, file number, name of the Ministry/Department, name of Branch/Section and subject of the file will be mentioned. When the 'notes' plus the 'correspondence' portion of a file become bulky (say exceeds 150 pages), it will be stitched and marked 'Volume I'. Further papers on the subject will be added to a new Volume of the same file which will be marked 'Volume II' and so on.

(ii) **Referencing**: (As per para 43 pages 28-29 of CSMOP 13th edition in Chapter VI and its amendment) : Every page in each part of the main file (*viz.*, notes, correspondence, appendix to notes and appendix to correspondence) will be consecutively numbered in separate series


in pen on the right top corner and in pencil in the part files. Blank intervening pages, if any, will not be numbered. The drafts of letters issued having crucial policy, financial and vigilance implications, where the drafts have been changed by Senior Officers in the process of movement of files upwards, barring grammatical corrections, should also form a part of the correspondence portion, which could be numbered in seriatim. If there is no change in the draft letter, it can be shredded. Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink at the top middle of its first page. The reference slips will be attached neatly on the back of the papers so flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible. After the action on receipts under examination has been completed, such reference slips, used for flagging, will be removed. Recorded files and other papers put up with the current file will be flagged with alphabetical slips, e.g. 'A'/23.n, 'A'/17.c, and so on.

4. In view of this, all are requested to start following the standard filing system in MoD with effect from **1st March, 2014**. As single file system is followed in MoD Secretariat, all attached & subordinate offices are also requested to implement this order. All Joint Secretaries are requested to get this order endorsed to all their attached and subordinate offices for implementation & compliance.

5. All Section Officers in MoD will be personally responsible for implementing this in their section. D (O&M) section will arrange some awareness-cum-training modules on this, which are being circulated separately.

6. This issues with the approval of Defence Secretary.

Encls. : As above (7 pages)


(Atul Kumar Singh)
Director (IT+MIS)
Tel. No: 23013416

Secretary (ESW), Secretary (DP), Secretary (R&D), Secretary (Def. Fin.), DG (Acq.).

Addl. Secy. (A), Addl. Secy. (B), Addl. Secy. (DP).

VCOAS VCAS VCNS

All Joint Secretaries/JS&AMs/Addl. FAs in the Department of Defence, Department of Ex-Servicemen Welfare, Department of Defence Production and Department of Defence Research & Development, Acquisition Wing and MoD (Fin. Div.).

All Directors/Deputy Secretaries/DFAs/Under Secretaries/Sections in the Ministry of Defence.

Copy for information to:-

PS to RM, PS to RRM and SO to Defence Secretary.

Copy also to : Guard file.

D (IT) Section for uploading on website of the Ministry of Defence.

67
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No.46012/1/2006-O&M
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Room No.518, 5th Floor,
Sardar Patel Bhawan,
Parliament Street, New Delhi

Dated the 1st January, 2013
/4th

OFFICE MEMORANDUM

Subject: Amendments, additions and re-iteration of instructions contained in the 13th Edition of Central Secretariat Manual Office Procedure.

The undersigned is directed to refer to this Department's O.M. D.O. letter of No.46012/1/2006-O&M dated 16th February, 2012 (copy enclosed) forwarding therewith copies of the 13th edition of the Central Secretariat Manual Office Procedure (CSMOP) and to say that, with the approval of the competent authority, it has been decided to make the following amendments in the paragraph Nos. 32(11), 41(2) and 43(1) of the CSMOP:-

AMENDMENTS

I. FORMAT OF THE NOTE

Existing - 32(11)

"A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first few paragraphs will give the profile of the problem, position of rules, precedents and the position of resources with proper analysis and sequence and an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and recommend the best course of action, with a supporting draft communication, if necessary".

Revised-32(11)

"A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first few paragraphs will give the profile of the problem, position of rules, precedents and the position of resources with proper analysis and sequence and an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and recommend the best course of action, with a supporting draft communication, if necessary. Sufficient space not less than one quarter of the page should be left below the last recorded note in the note sheet of the file".

II. MAINTENANCE OF FILES

Existing - 41(2)

"Both 'notes portion' and 'correspondence portion' will be placed in a single file cover. Left end of tag in the notes portion will be tagged onto the left side of the file cover and right end of the tag will remain as such i.e., untagged. In the case of correspondence portion, right side of tag will be

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tagged onto the right side of the same file cover and left side of the tag will remain as such i.e., untagged."

Revised- 41(2)

"Both 'notes portion' and 'correspondence portion' will be placed in a single file cover.

- (a) Both 'right end' and the 'left end' of the tag of the notes portion of the file will be kept free inside the file cover and not tagged to any hole.
- (b) In the case of correspondence portion, right side of tag will be tagged onto the right side of the same file cover and left side of the tag will remain as such i.e., untagged."

III. PART FILE

Existing - 43(1)

"Every page in each part of the file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series in pencil on the right top corner. Blank intervening pages, if any will not be numbered."

Revised- 43(1)

"Every page in each part of the main file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series in pen on the right top corner and in pencil in the part files. Blank intervening pages, if any, will not be numbered.

The drafts of letters issued having crucial policy, financial and vigilance implications, where the drafts have been changed by Senior Officers in the process of movement of files upwards, barring grammatical corrections, should also form a part of the correspondence portion, which could be numbered in seriatim. If there is no change in the draft letter, it can be shredded "

IV. FLAGGING

Existing -43 (8)

"The reference slips will be attached neatly on the back of the papers so flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible".

Revised - 43 (8)

"The reference slips will be attached neatly on the back of the papers so flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible. After the action on receipts under examination has been completed, such reference slips, used for flagging, will be removed.

MISCELLANEOUS

2. With the approval of the competent authority, it has also been decided to make four new additions in the CSMOP and reiterate the existing instructions of CSMOP for strict

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adherence/compliance (especially the need for dealing with VIP/MP references). The details are as under:-

V. ADDITIONS

- (i) Wherever the file board or the file cover of a file gets torn, it should be replaced immediately [a new paragraph No.41 (9)].
- (ii) The torn note sheets and correspondence pages of the file should be immediately repaired. [a new paragraph No.41 (10)].
- (iii) New files should not be opened, when there is already a file existing on the subject. For every year, a miscellaneous file be opened where general papers can be kept.
- (iv) Name & designation of the government functionary should invariably be mentioned below the signature, on the note sheet.

VI. RE-ITERATION

- (iv) Each item of correspondence in a file whether 'receipt' or 'issue' will be assigned a Serial number which will be displayed prominently in red ink at the top middle of first page. Proper referencing and flagging will be done both in the notes and correspondence portion, wherever required [Paragraph No.43 (2) of CSMOP].
- (v) When the 'notes' plus the 'correspondence' portion of a file becomes bulky (say exceeds 150 pages) it should be marked 'Volume-I'. Further papers on the subject will be added to the new volume of the same file, which will be marked as 'Volume-II' and so on [Paragraph No.41 (6) of CSMOP].
- (vi) In Volume-II and subsequent Volumes of the same file, page numbering in notes and correspondence portion will be made in continuity of the last page number in notes portion/correspondence portion [Paragraph No.41 (7) of CSMOP].
- (vii) Communications received from Members of Parliament should be attended to promptly [Paragraph No. 63 (1) of CSMOP].
- (viii) Each communication received inter-alia from a Member of Parliament, will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent [Paragraph No. 66 (1) of CSMOP].

3 The above amendments, additions and re-iterations of instructions may kindly be brought to the notice to all authorities under the administrative control of the Ministry/Department and brought into practice by 01.01.2013.

Arvind Suri
(Arvind Suri)
Director
Tel: 23745472

To
The Secretaries of all Ministries/Departments of the Government of India



केन्द्रीय सचिवालय
कार्यालय पद्धति
नियम पुस्तिका
CENTRAL SECRETARIAT
MANUAL
OF
OFFICE PROCEDURE

तेरहवां संस्करण
Thirteenth Edition

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
प्रशासनिक सुधार और लोक शिकायत विभाग
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF ADMINISTRATIVE REFORMS AND PUBLIC GRIEVANCES

सितम्बर, 2010
SEPTEMBER 2010

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

38. Oral orders on behalf of or from Minister:—

- (1) Whenever a member of the personal staff of a Minister communicates to any officer an oral order on behalf of the Minister, it shall be confirmed by him in writing, immediately thereafter.
- (2) If any officer receives oral instructions from the Minister or from his personal staff and the orders are in accordance with the norms, rules, regulations or procedures they should be brought to the notice of the Secretary (or the head of the department where the officer concerned is working in or under a non-secretariat organization).
- (3) If any Officer receives oral instructions from the Minister or from his personal staff and the orders are not in accordance with the norms, rules, regulations or procedures, he should seek further clear orders from the Secretary (or the head of the Department in case he is working in or under a non-secretariat organization) about the line of action to be taken, stating clearly that the oral instructions are not in accordance with the rules, regulations, norms or procedures.
- (4) In rare and urgent cases when the Minister is on tour/ is sick and his approval has to be taken on telephone, the decision of the Minister shall be conveyed by his Private Secretary in writing. In such cases, confirmation will be obtained on file when the Minister returns to Headquarters/rejoins.

39. Confirmation of oral instructions—

- (1) If an officer seeks confirmation of oral instructions given by his senior, the latter should confirm it in writing whenever such confirmation is sought.
- (2) Receipt of communications from junior Officers seeking confirmation of oral instructions should be acknowledged by the senior officers or their personal staff, or the personal staff of the Minister, as the case may be.

40. Examination of progress of cases in which two or more authorities are consulted—

Where two or more State Governments, Central Government departments or other authorities are simultaneously consulted, the examination and, where necessary, tabulation of the replies will ordinarily be started as soon as replies begin to arrive and not held over till the receipt of all the replies or the expiry of the target date. A check-list of the replies received/pending should be maintained in a separate folder and the position should be put up periodically on file after regular reminders to the defaulters.

41. Filing of papers:—

- (1) Papers required to be filed will be punched neatly on the left hand top corner and tagged on to the appropriate part of the file viz. notes, correspondence, appendix to notes and appendix to correspondence, in chronological order, from left to right
- (2) Both 'notes portion' and 'correspondence portion' will be placed in a single file cover. Left end of tag in the notes portion will be tagged onto the left side of the file cover and right

864

end of the tag will remain as such i.e., untagged. In the case of correspondence portion, right side of tag will be tagged on to the right side of the same file cover and left side of the tag will remain as such i.e., untagged.

- (3) Earlier communications referred to in the receipt or issue, will be indicated by pencil by giving their position on the file.
- (4) (a) If the file is not bulky, appendix to notes and appendix to correspondence may be kept along with the respective note portion or the correspondence portion of the main file if these are considered as integral and important part.
(b) If the file is bulky, separate file covers may be used for keeping appendix to notes and appendix to correspondence.
- (5) Routine receipts and office copies of the communications issued (e.g., reminders, acknowledgments) and routine notes will not be allowed to clutter up the file. They will be placed below the file in a separate cover and destroyed when they have served their purpose.
- (6) When the 'notes' plus the 'correspondence' portion of a file become bulky (say exceed 150 pages), it will be stitched and marked 'Volume 1'. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume II', and so on.
- (7) In Volume II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion will be made in continuity of the last page number in note portion/ correspondence portion of the earlier volume.
- (8) On top of the first page of the note portion in each volume of the file, file number, name of the Ministry/Department, name of branch/section and subject of the file will be mentioned.

42. Arrangement of papers in a case.—

The papers in a case will be arranged in the following order from top downwards :

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

43. Referencing :—

- (1) Every page in each part of the file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series in pencil on the right top corner. Blank intervening pages, if any will not be numbered.
- (2) Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink at the top middle of its first page.

- (3) The paper under consideration on a file will be flagged 'PUC' and the latest fresh receipt noted upon, as 'FR'. In no circumstances, will a slip, other than 'PUC' and 'FR', be attached to any paper in a current file. If there are more than one 'FR', these should be flagged separately as 'FR I', 'FR II' and so on.
- (4) In referring to the papers flagged 'PUC' or 'FR', the relevant page numbers will be quoted invariably on the margin. Other papers in a current file will be referred to by their page numbers only.
- (5) Recorded files and other papers put up with the current file will be flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilation are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip, e.g. 'A/23.n, 'A/17.c, and so on.
- (6) To facilitate the identification of references to papers contained in other files after the removal of slips, the number of the file referred to will be quoted invariably in the body of the note and the relevant page numbers, together with the alphabetical slip attached thereto, will be indicated on the margin. Similarly, the number and date of orders, notifications and the resolutions, and, in the case of acts, rules and regulations, their brief title together with the number of the relevant section, rule, paragraph or clause, referred to will be quoted in the body of the notes, while the alphabetical slips used will be indicated on the margin.
- (7) Rules or other compilations referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being submitted. The fact of such compilations not having been put up will be indicated on the margin of the notes in pencil.
- (8) The reference slips will be attached neatly on the back of the papers so flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible.

44. Linking of files—

- (1) If the issues raised in two or more current files are so inter-connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in sub-para (2) below. Such linking may also be resorted to, if a paper on one current file is required for reference in dealing with another current file, unless a copy of the paper can be conveniently placed on the first file.
- (2) When files are to be linked, strings of the file board of the lower file (but not its flaps) will be tied around the upper file and those of the file board or flap of the upper file tied underneath it in a bow out of the way so that each file is intact with all its connected papers properly arranged on its file board or flap.
- (3) On receipt after completion of action, the linked files will be immediately delinked after taking relevant extracts and placing them on the linked files, where necessary.
- (4) In a computer environment, the file tracking system has the facility for easy linkage of files and its subsequent movement.