

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

No. F.4/15/08/AR/ 5715-5874/c

Dated: 22.6.10  
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CIRCULAR

Sub:- Regarding 'Standing Guard File'

O&M inspections, carried out by this department reveal that most of the departments/offices of Government of NCT of Delhi are not following the process and procedures as laid down in the office Manual Procedure. In this regards, attention is invited to Chapter IV Para 35 and Chapter II Para 58 & 59 contained in the "Manual of Office procedure" pertaining to 'Aids to processing' & 'Standing guard file' respectively which helps in proper disposal of cases. It provides that:

**Para 35**

" (1) To facilitate processing of a case, each section will develop and maintain the following records for important subjects dealt with by it:

- (a) standing guard files;
- (b) standing notes;
- (c) precedent book (vide para 110);
- (d) standard process sheets (of repetitive items of work only); and
- (e) reference folders containing copies of circulars, etc.

*The above records will also be maintained in electronic form in a computerized environment.*

(2) Apart from copies of acts, rules, orders and instructions concerning subjects dealt with by it, each section is expected to maintain, for ready reference, the Constitution of India and certain acts, rules and instructions of a general nature, references of most of which have been made in this manual. Each department is expected to procure an adequate number of copies of these acts, rules and instructions and make them available to all concerned. An illustrative list of such acts, rules and instructions is contained in **Appendix 8**.

*These acts, rules and instructions will be accessed electronically if available on website of issuing Ministries/Departments.*

(3) The documentation-cum-reference system (manual as well as electronic form) will include reference material peculiar to the need of the functional sections and a consciously developed information system to act as an aid to policy formulation, review and operational decisions.

**Para 58: 'Standing guard file'** on a subject means a compilation consisting of the following three parts:

- (a) a running summary of the principles and policy relating to the subject with number and date of relevant decisions or orders quoted in margin against each;
- (b) copies of the decisions or orders referred to, arranged in chronological order; and
- (c) model forms of communications to be used at different stages.

**Para 59: 'Standing note'** in relation to a subject means a continuing note explaining, among other things, the history and development of the policy and procedure, designed to serve as:

- (a) a complete background material for review of the existing policy or procedure;
- (b) a brief for preparing replies to Parliament questions or notes for supplementary thereto; and
- (c) Induction or training material.

etc

**'Precedent Book'** - Every section will maintain a precedent book in the prescribed form (**Appendix 27**) for keeping note of important rulings and decisions having a precedent value for ready reference. Entries in this record will be made at the earliest opportunity and, in any case, at the stage of recording the file.

**'Standard process sheet'** means a standard skeleton note developed for a repetitive item of work, indicating predetermined points of check or aspects to be noted upon.

**'Reference folder'** in relation to a particular subject means a folder containing copies of relevant rules, orders, instructions, etc., arranged in chronological order."

It is, accordingly, suggested that all officers should ensure that the staff working under them follow the above provisions meticulously & maintains and utilizes the above 'Aids to Processing' for effective processing of cases and decision making.



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To

1. All Principal Secretaries / Secretaries / Addl. Secretaries/Jt. Secretaries/Deputy Secretaries, Govt of NCT of Delhi.
2. All HODs, Government of NCT of Delhi.

**Copy forwarded for information to:**

1. Pr. Secretary to Lt. Governor, Raj Niwas, Delhi
2. Pr. Secretary to Chief Minister/Secretaries to Ministers, Delhi, Delhi Secretariat.
3. OSD to Chief Secretary, Delhi.



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APPENDIX 8

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*Illustrative list of Acts, rules and instructions of a general nature to be maintained by each section*

[Vide para 35(2)]

1. Constitution of India.
2. Government of India (Allocation of Business) Rules.
3. Government of India (Transaction of Business) Rules.
4. Authentication (Orders & other Instruments Rules)
5. Procedure in regard to submission of cases to the Cabinet, issued by the Department of Cabinet Affairs.
6. Official Languages Act and instructions issued there under.
7. Rules of procedure and conduct of business in Lok Sabha.
8. Directions by the Speaker under the rules of procedure and conduct of business in Lok Sabha.
9. Rules of procedure and conduct of business in Rajya Sabha.
10. Procedure to be followed by ministries in connection with parliamentary work, issued by Lok Sabha Secretariat.
11. Departmental security instructions issued by the Ministry of Home Affairs.
12. General instructions regarding typewriting, stencil cutting, carbon Mari folding, etc., issued by the Institute of Secretariat Training and Management.
13. Channel of communication between the Government of India and State Governments on the one hand and Foreign and Commonwealth Governments or their Missions in India, Head of Indian Diplomatic Missions and Posts abroad and United Nations and its specialised Agencies on the other, issued by the Ministry of External affairs.
14. Standardised functional file index including its file numbering system relating to establishment finance, budget and account, office supplies and services and other house keeping jobs common to all departments, issued by the Department of Administrative Reforms and Public Grievances.
15. Schedule of periods of retention for records common to all departments issued by the Department of Administrative Reforms and Public Grievances.
16. Manual for Handling Parliamentary work in Ministries.
17. Manual of Office Procedure.

APPENDIX 27

PRECEDENT BOOK

[Vide para 110]

Heading

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Decision or ruling in brief	File No.	Page No.	Date

INSTRUCTIONS

1. *Entries in this book will be made under the appropriate standard-heads and sub-heads arranged in an alphabetical order. Where functional filing system is followed, entries will be made under the appropriate basic, primary, secondary and tertiary heads.*
2. The pages of the book will be numbered serially and a few pages allotted to each standardized heading under which entries are to be made vide 1 above. At the beginning the book will be pasted or written a list of such headings and pages allotted to each.