



DJB/19

DELHI JAL BOARD  
GOVERNMENT OF N.C.T. OF DELHI  
OFFICE OF THE ASSISTANT COMMISSIONER (W)  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI – 110 005  
Phone No. 011-23544796  
Email : ac.water22@yahoo.co.in

F.No. 16(13)/AC(W)/2014/

13577

Dated 29.01.2015

The following Office Memorandum/Circular related to the Provisions of Central Secretariat Manual of Office Procedure as mentioned hereunder are hereby endorsed for information and strict compliance by all the concerned :

Sl. No.	Name of Department	Reference No. of Letter/Circular	Subject
1	Administrative Reforms Department, Govt. of NCT of Delhi, 7 <sup>th</sup> Level, C-Wing Delhi Secretariat, I.P. Estate, N.D. - 02.	Office Memorandum dated 08.12.2014 issued by Special Secretary(AR) vide letter No.F.15/10/2014 /AR/ Vol.II/ 15505 – 15667	Compliance of the Provisions of Central Secretariat Manual of Office Procedure.
2	As Above.	Circular dated 30.12.2014 issued by Special Secretary(AR) vide letter No.F.15(01)/2013/AR/16143 – 16302.	Compliance of Para of Central Secretariat Manual of Office Procedure relating to paging and paragraphing the documents/papers in the case files.

Encl. : 02 & 01 Pages.

(AMIT KUMAR JAIN)  
ASSISTANT COMMISSIONER (W)

All C.E.s/System Administrator  
All Directors/Addl. CEO/Secretary, DJB.  
All S.Es/All Jt. Directors(F&A)/(Rev.)/(Vig.)  
All EEs /All ACs/C.S.O.  
All Dy.Dir.(Rev.)/(F&A)/(Labour Welfare)/Dy.CSO  
All Admn. Officers/ZROs  
All Accounts Officers/AAOs.  
LO(W)/Consultant(PR)/AE(CCR)

Copy for kind information to :

1. C.E.O., DJB,
2. Member(A)/(F)/(W)/(Dr) /C.V.O.
3. E.E.(EDP) – with the request to upload this along with the enclosures on the website of DJB under intimation to this office.



AE (EDP) k

ASSISTANT COMMISSIONER (W)

Programmer I

Mulla  
2.9.15

**CIRCULAR**

**Subject : Compliance of Para of Central Secretariat Manual of Office Procedure relating to paging and paragraphing the documents/papers in the case files**

Sir/Madam,

The undersigned is directed to refer to the observations of Chief Secretary, Delhi, with regard to failure on the part of the departments to mention the para number and page numbers in the files submitted to the office of Chief Secretary.

In this regard, attention of all the departments is invited to provisions of Chapter VI Para 32 Point No. 9 & 11 of Central Secretariat Manual of Office Procedure which are as under :

**"Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or Blue ink will be used by all category of staff and officers. Only an officer of the level of Joint Secretary to Government of India and above may use green or red ink in rare cases".**

**"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".**

Chapter VI Para 43 Point No. 1 & 2 of Central Secretariat Manual of Office Procedure further provides that :

**"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".**

**"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".**

It is, accordingly, requested, that all the Pr. Secretaries/Secretaries/HODs may please ensure that the staff working under them follows the above provisions meticulously and maintains proper files in accordance with the provisions of the Central Secretariat Manual of Office Procedure.

Assit. Commissioner (W)  
Delhi Jal Board  
Diary No. 037  
Date 06.01.2015

*V.C. Pandey*  
23/12/2014  
[V.C.Pandey, IAS]  
Special Secretary  
Telephone No. : 23392143

No.F.15/01/2013/AR/16143-16302

Dated : 30/12/14

To,

1. All Principal Secretaries/Secretaries/HODs, Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/Autonomous Bodies/Undertakings of Govt. of NCT of Delhi.
3. Staff Officer to Chief Secretary, Delhi.

*V.C. Pandey*  
23/12/2014  
[V.C.Pandey, IAS]  
Special Secretary  
Telephone No. : 23392143

*Cep to M(A) 30.12.15  
Dr. (A.P.)  
AC(W).AD.*

31  
02/01/15  
01/11/15

*L.A.C. 31*

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>th</sup> Level, C-Wing, Delhi Secretariat, New Delhi - 110002  
(email : [arupdate@nic.in](mailto:arupdate@nic.in))

No.F.15/10/2014/AR/Vol. II/15508-15667

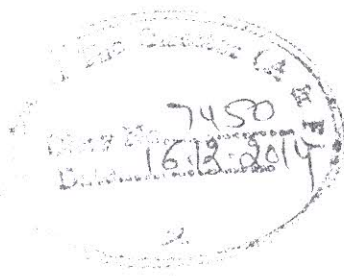
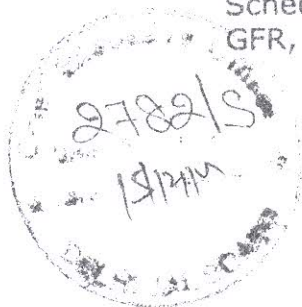
Dated : 08/12/14

OFFICE MEMORANDUM

**Subject : Compliance of the provisions of Central Secretariat Manual of Office Procedure**

O&M inspections carried out by this department reveals that most of the departments/offices of Govt. of NCT of Delhi are not following the provisions laid down in the Central Secretariat Manual of Office Procedure. In this regard, attention of all the departments of Govt. of N.C.T. of Delhi is invited towards some of the guidelines regarding record management laid down in the Manual of Office Procedure :


- Maintenance of various registers :** All the departments should maintain various registers viz. Section Diary (Para 17), Despatch (Para 86), Assistant Diary (Para 23), File Movement (Para 100), Register for spare copies of publications (Para 113) and Register of Parliamentary assurances (Para 132). The inspection of the diary register should be done by concerned Branch Incharges periodically. Call book (Para 125), reminder diary, suspense diary, reference folder (Para 35), standing notes (Para 35), precedent books (para 110) should be maintained for future reference, guidance and proper monitoring.
- Check on Delays :** Weekly and monthly arrear statements (Para 123), check list for incoming and outgoing periodical report (Para 126) and a separate register for regular watch on the disposal of communication received from MPs (Para 127) should be maintained to check on delays.
- Proper Filing System :** For implementation of proper filing system in the department, the department should adhere to the following :
  - Telephone number of signatory on communication sent to be indicated (Para 69(12))
  - Referencing (Para 43), docketing of file (Para 28) and Paragraph number of note portion and page number on correspondence side should be done.
  - Proper flagging, tagging should be done in the files
  - Use of urgency grading
- Weeding out of old and unwanted records :** Old and unwanted record should be weeded out (Para 113) time to time as per Record Retention Schedule issued by Deptt. of Administrative Reforms & Public Grievances, GFR, CPWD Manual etc. to get more space in the office.



- 132/c
5. **Guard files** : As per the guidelines at Para 35, Guard files for each different subject should be opened separately such as Meeting Notice folder, Minutes of the Meeting, Office Orders, Notifications and Order regarding Financial Rules etc.
  6. **File Index Register** : File Index Register should be opened separately for each calendar year having proper Headwise Indexing and Page Numbering.
  7. **Staff Movement Register** : Staff movement register should be maintained in respect of the staff who performs their duties outside the office premises.
  8. **Inventory** : An upto date inventory of rules, regulations, codes and manuals etc. should be maintained.
  9. The dealing hand should prepare a list of files kept in Almirahs/Racks under his charge. A copy of the list of files should be provided to the concerned Branch Incharge and a copy of the same may also be pasted inside the Almirahs.

It is accordingly suggested that all the officers should ensure that the staff working under their control should follow the above provisions meticulously and utilizes the above for effective processing of cases and decision making and record keeping.

The copy of the Manual of Office Procedure as well as Record Retention Schedule can be downloaded from the official website of Department of Administrative Reforms and Public Grievances, Government of India i.e. <http://www.darpg.nic.in> for ready reference.

  
05/12/2014  
[V.C. Pandey, IAS]  
Special Secretary


Telephone No. : 23392143

No.F.15/10/2014/AR/Vol. II/15508-15667

Dated : 08/12/14

To,

1. All Principal Secretaries/Secretaries/HODs, Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/Autonomous Bodies/Undertakings of Govt. of NCT of Delhi.
3. Staff Officer to Chief Secretary, Delhi.

  
05/12/2014  
[V.C. Pandey, IAS]  
Special Secretary  
Telephone No. : 23392143