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GOVERNMENT OF NCT OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. EST ATE, NEW DELHI-02

No. F.4/22/10/AR/ 11849-12008/c

Dated: 10.11.20

OFFICE ORDER

O&M Inspections, carried out by this Department reveal that the departments are not following the processes and procedures laid down in the Manual of Office Procedure.

2. The general shortcomings observed during such O&M Inspection which need to be paid systematic attention are as under:

- i) **Maintenance of Registers** such as Assistant Diary Register, File Index Register, Register for Keeping a watch on the proposal of communications received from Members of Parliament, Register of Parliamentary Assurances and Call Book etc.,
- ii) **Filing system** including proper referencing, docketing, flagging and tagging of papers in a file, Paragraph numbers on noting portion and Page numbering on correspondence side etc.
- iii) Activities involved in **Records Management** such as creation, categorization, reviewing and weeding of records.
- iv) **Checks on Delays** viz. preparation of Weekly/Monthly arrear statement, special watch on disposal of communications received from Member of Parliaments etc.

3. Further, the records are also not being weeded out by most of the departments on regular basis. All files/documents/records, which have become obsolete, should be weeded out as per procedure laid down in the Manual of Office Procedure and the Record Retention Schedules.

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

5. It is, accordingly reiterated that all officers should ensure that the staff working under them follows the provisions mentioned in the Manual of Office Procedure and Record Retention Schedule meticulously.


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To

1. All Principal Secretaries/Secretaries/HODs, Govt. of NCT of Delhi.
2. All HODs of Autonomous Bodies

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- ii. Pr. Secretary to Chief Minister/Secretary to Ministers, Delhi
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