

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

OFFICE PROCEDURE

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CHAPTER-I

ABOUT THE ORGANISATION

(i) Background for establishment of AICTE

On the recommendation of Central Advisory Board of Education (CABE) the All India Council for Technical Education (AICTE) was set up in November, 1945 as a national level apex advisory body to stimulate, co-ordinate and control the provision of facilities for technical education needed for industrial development in the post-war period in the country. After independence in 1947, India embarked upon planned economic development. A number of technical institutions were opened in all parts of the country. During the eighties policy shift permitted involvement of private and voluntary organizations in setting up of technical institutions on self-financing (un-aided) basis. This ushered in as era of unprecedented growth of technical education system. The National Policy on Education, 1986 stipulated that AICTE be vested with statutory authority for planning, formulation and maintenance of norms and standards, quality assurance through accreditation, funding in priority areas, monitoring and evaluation, maintaining parity of certification and awards and ensuring co-ordinated and integrated development and management of technical education in the country.

(ii) Provision in the AICTE Act, 1987

The All India Council for Technical Education Act, 1987 (No.52 of 1987) was enacted “To provide for the establishment of an All India Council for Technical Education with a view to the proper planning and co-ordinated development of the technical education system throughout the country, the promotion of qualitative improvement of such education in relation to planned quantitative growth and the regulation and proper maintenance of norms and standards in the technical education system and for matters connected herewith.”

2. The Act came into force w.e.f. March 28, 1988. The statutory All India Council for Technical Education was established on May 12, 1988.

(iii) Main objectives of AICTE

The main objectives of AICTE are:-

- Promotion of quality in technical education.
- Planned and co-ordinated development of technical education system in the country.
- Regulation and maintenance of norms and standards in the technical education system.

(iv) Responsibilities of AICTE

The responsibilities entrusted to the Council through the AICTE Act broadly are:-

- Give policy directions for proper planning and co-ordinated development of the technical education system in the country.
- Promotion of qualitative improvements in relation to planned quantitative growth of technical education.
- Review, regulation and proper maintenance of norms and standards in the technical education system and matters connected therewith.
- Assessment of manpower requirement
- To liaise with State Governments, Universities and other statutory bodies.

(v) “Technical Education”

As per the provisions in the AICTE Act, “Technical Education” means programmes of education, research and training in the following fields:-

- Engineering
- Technology
- Architecture
- Town Planning
- Management
- Pharmacy
- Applied Arts and Crafts
- Such other programmes or areas as the Central Govt. may declare in consultation with the Council by a gazette notification.

(vi) **Council of AICTE and its Committees and Boards**

The **Council** is a 54 member body and has a Chairman, a Vice-Chairman and a Member Secretary, with tenure appointments. The Council performs its functions in consultation with State Governments, Universities, State Boards of Technical Education, Professional Bodies, Experts, etc.

The **Executive Committee** is a 21 member body constituted by the Council and discharges such functions as may be assigned to it by the Council. The Executive Committee is chaired by the Chairman of the Council and Vice-Chairman of the Council amongst others. The Member Secretary of AICTE is also the Member Secretary of Executive Committee.

The AICTE Act provides for the establishment of five **Boards of Studies**. In addition, five more Boards were established for other disciplines of technical education. The Boards advise the Executive Committee on academic matters falling in their areas of concern including norms, standards, model curricula, model facilities, structure of courses, etc.

The Council is also assisted by eight **Regional Committees** concerning different geographical regions. These Committees assist and advise the Council in all aspects of planning, promoting and regulating technical education within their respective region. Each Regional Committee is a 15-20 member body headed by a person of eminence.

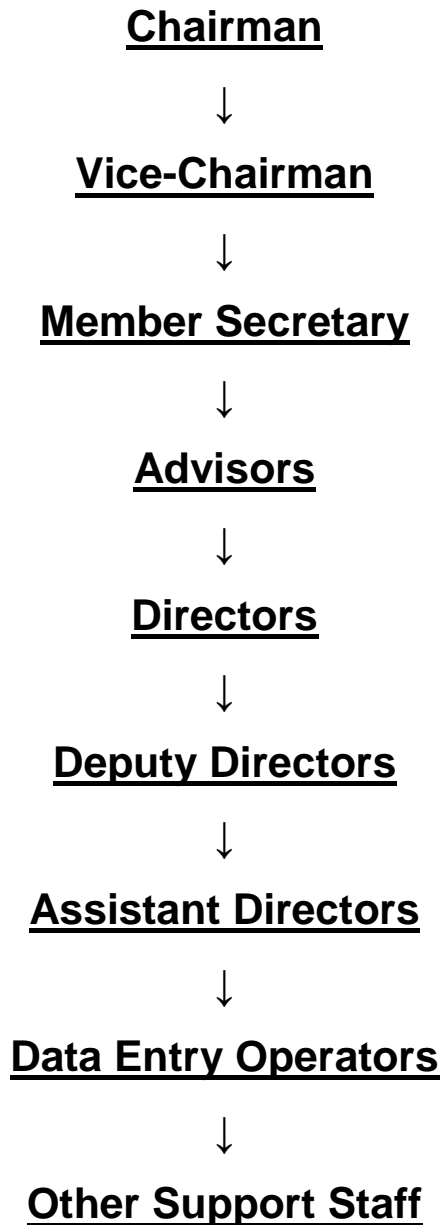
The Council has set up a **National Board of Accreditation** through a resolution of Councils/ Executive Committees periodically conduct evaluation of technical institutions or programmes on the basis of guidelines, norms and standards specified by it for quality assessment.

The Council, the Executive Committees, All India Boards of Studies, Regional Committees are all of the statutory nature.

CHAPTER-2

Hierarchy in AICTE

The hierarchy of Officers in AICTE is in the following order;-



CHAPTER -3

BUREAU-WISE WORK ALLOCATION AND STAFF REQUIREMENT

AICTE HQs.

S.No.	Bureau	Functions	Staff strength	
1.	Chairman Secretariat		AD	01
			Steno/PS/PA	01
			DEO	01
			Helpers	02
2.	Vice-Chairman Secretariat		AD	01
			Steno/PS/PA	01
		DEO	01	
		Helpers	02	
3.	Member Secretary Secretariat	AD	01	
		Steno/PS/PA	01	
		DEO	01	
		Helpers	02	
1.	Approval Bureau (UG, PG, Engineering, Management & Technology)	<ul style="list-style-type: none"> ▪ Processing of proposals for grant of approval (new institutions, increase intake, additional courses, PIO, foreign Universities, integrated campus, second shift, shifting, closure of institutions, un-approved technical institutions etc. for all fields of technical education at UG and PG level ▪ Maintenance of institutional data base. ▪ Autonomy status to technical institutions. 	Adviser-I	01
			Director/DD	02
			AD	06
			PA	01
			Steno	02
			DEO	12
			Helpers	04
2.	University Bureau	<ul style="list-style-type: none"> ▪ Conduct of inspections and suitable performance appraisal systems for universities imparting technical education. ▪ Deemed university status ▪ Nomination of AICTE representatives on various bodies, committees. ▪ Data base of Expert members 	Adviser-II	01
			DD	01
			AD	02
			PA	01
			Steno	01
			DEO	02
			Helpers	
3.	Academic Bureau	<ul style="list-style-type: none"> ▪ All India boards ▪ Library ▪ Publication of books documents, reports, News letter ▪ Drafting of promotional and research schemes for various nature.' ▪ Work-shops conferences ▪ Equivalence of course/ programmes. 	Adviser-I	01
			AD	02
			PA	01
			Steno	01
			DEO	04
			Helpers	02
4.	Policy Planning & Co-ordination Bureau	<ul style="list-style-type: none"> ▪ Coordination with all bureaus and ROs for effective functioning . ▪ Policy Planning ▪ Survey on technical manpower make forecast of the needed growth and development in technical education and NTMIS ▪ Prescribing norms for fee and admission of students. 	Adviser-I	01
			DD	01
			AD	03
			PA	01
			Steno	01
			DEO	06
			Helpers	03

		<ul style="list-style-type: none"> ▪ EC and Council meetings ▪ Coordination with MHRD and other Govt. departments and other agencies / organizations. ▪ VIP references ▪ Parliament questions ▪ Information Facilitation Centre. ▪ Administration AICTE Portal. ▪ Norms and standards and guidelines. ▪ Survey of technical manpower information ▪ RTI (CPIO) 		
5.	Research Institution & Faculty Development (RIFD)	<ul style="list-style-type: none"> ▪ Faculty Development Schemes. ▪ Pay Scales of teachers ▪ Welfare schemes for women, handicapped and weaker sections of the Society. ▪ Industry Institute Interaction cells. ▪ Entrepreneurship Development Cells. ▪ Research grants schemes: NAFITEC, MODROBS, NCP, Emeritus Fellowships, Travel Grant, PG Scholarships, Edusat, Delnet, Indest NTMIS, QIP, Teachers Training Programme, EFIP, Profession Bodies, Research & Development Schemes. ▪ Charter ▪ Monitoring of grantee institutions. ▪ Declaring institutions/Universities fit to receive grants. ▪ Withhold or discontinue grants in respect of courses, programmes to such technical institutions. 	Adviser-I Director AD PA Steno DEO Helpers	01 01 04 01 02 08 03
6.	Accreditation Bureau	<ul style="list-style-type: none"> ▪ National Board of Accreditation ▪ Washington Accord matters 	Adviser-I DD AD Steno DEO Helpers	01 01 01 01 02 02
7.	Administration Bureau	<ul style="list-style-type: none"> ▪ Training of Officers and staff of the Council. ▪ Orientation for experts associated with ACITE in approval process. ▪ Orientation of experts associated with AICTE in accreditation process. ▪ Administrative control of Regional Office. ▪ General Administration ▪ Establishment. ▪ Recruitments. ▪ Stores and Purchases. ▪ Rajya Bhasha. ▪ SC/ST & Minority Cell. ▪ Upkeep and maintenance of office building. ▪ Construction of office building. ▪ Advertisement ▪ Telephones ▪ Staff Welfare Schemes ▪ Security ▪ Annual Reports ▪ Printing and Stationery 	Director DD CAO AO Council Engineer UDC PA Steno DEO Helper	01 01 01 01 01 03 01 02 04 04

8.	Finance Bureau	<ul style="list-style-type: none"> ▪ Drawing Disbursement of Plan and Non-plan accounts ▪ Cash ▪ Bills. ▪ Grants-in-aid ▪ Budget & Compilation ▪ Annual accounts ▪ Audit by CAG ▪ Pre audit of Plan and Non-Plan proposals. 	Director DD SAO AO PA UDC Steno DEO Helper	01 01 02 03 01 03 01 04 04
9.	Internal Audit Cell	<ul style="list-style-type: none"> ▪ Conduct periodical and surprise inspections of various Bureaus, sections and departments including Regional Offices to verify specific cases of implementation of various provisions of the Act. ▪ Examine files, documents etc. and suggest suitable remedial measures for rectifying the irregularities, observed. ▪ Suggest and recommend to the Competent Authority remedial / punitive actions against officers / officials, institutions and others based on findings of audit. 	Consultants DEO Helpers	03 03 01
10.	Vigilance & Public Grievance Cell	<ul style="list-style-type: none"> ▪ Vigilance matters ▪ Grievance issues. ▪ Prevention of commercialization of technical institutions 	Director DD DEO Asstt. Helpers	01 02 02 01 02
11.	Legal Cell	<ul style="list-style-type: none"> ▪ Notification of rules and regulations ▪ Court cases ▪ Co-ordination with advocates 	Director AD/Legal Advisor Consultants Steno DEO Helpers	01 01 02 01 02 01

REGIONAL OFFICES

The seven Regional Offices of AICTE (situated in Kolkata, Mumbai, Chennai, Kanpur, Bangalore, Chandigarh, Bhopal and Hyderabad) have contribute to the satisfactory functioning of the Council.

The Role and responsibility of the Regional Offices as they operate are as under:

1. Secretariats of the Regional Committees (Prepares agenda and organizes Meetings of Regional Committees) and to coordinate with Headquarters.
2. Coordinating visits of the Expert Committees to various institutions.
3. To Coordinate with the Directors of Technical Education/Secretaries dealing with technical education in the States.
4. To receive proposals for establishment of new institutions and introduction of new courses/increase in intake, progress-cum-compliance reports, etc.
5. To assist various bureaus of AICTE in carrying out their functions related to the region.

6. To receive Demand Drafts/FDRs/RPGF from various institutions and maintaining records.
7. To take various actions on behalf of AICTE as Regional Office in handling legal matters, queries, complaints, information dissemination etc.
8. To carry out associated administrative, financial functions and any other work assigned by the AICTE Headquarters.

STAFF REQUIREMENT

Regional Office	Director Dy. Director	Asstt. Director	OSA	Steno	UDC/DEO/LDC
NRO, Kanpur	DD	1	1	1	1+1+2
ERO Kolkata	DD	--	1	1	1+1+2
WRO Mumbai	D	1	1	1	1+1+4
SRO, Chennai	D	1	1	1	1+1+4
SWRO, Bangalore	D	1	1	1	1+1+3
CRO, Bhopal	D	1	1	1	1+1+3
NWRO Chandigarh	DD	--	1	1	1+1+2
SCRO Hyderabad	D	1	1	1	1+1+4
Camp Office Guwahati	AD	1			2
Camp Office Srinagar/Jammu	AD	1			2

CHAPTER-4

DEFINITIONS OF SPECIAL TERMS

1. **Appendix to correspondence**

Lengthy enclosures to a communication, whether receipt or issue, inclusion of which in the correspondence portion of the main file is likely to make the correspondence portion unnecessary unwieldy and uneasy to handle or to obstruct smooth reading. Such enclosures are kept in a separate folder below the main file and marked as "Appendix to Correspondence"

2. **Appendix to Notes**

A lengthy summary or statement containing detailed information about certain aspects of the issue discussed on the file, incorporation of which if included in the main Notes is likely to obscure / digress the main point or is likely to make the note unnecessary lengthy. Such a summary or statement is kept in a separate folder below the main file and marked as "Appendix to Notes".

3. **Case**

"Case" means current file or receipt together with other related papers, if any.

4. **Correspondence portion**

Main file containing receipts and office copies of the communications issued, including self-contained inter-organization notes but excluding those recorded on the Notes portion of the file itself.

5. **Current file**

"Current file" is a case or file on which action has yet not been completed.

6. **Dealing Hand:**

A Dealing Hand could be any functionary such as LDC, UDC, DEO, Assistant who is entrusted with initial examination of receipts and noting upon cases.

7. **Diarizing**

Diarizing is the process of registration of receipts in the Section Diary Register or the Diary Register maintained by the Personal Staff of the officers or in a computer.

8. **Desk**

“Desk” is an officer oriented work unit under the charges of a “Desk Functionary” assigned a well-defined subject-function or activity.

9. **Diarist**

A functionary or clerk in a section or Desk or Personal Staff of the Officer charged with the responsibility, inter alia, of maintaining the ‘Section Diary’.

10. **Diary Number**

“Diary Number” is the number assigned to a receipt e.g. 105/11/2001/-S & S (here, 105 is the S.No. of the receipt; ‘H’ stands for Hindi; 2001 is the year and S&S is the abbreviated symbol for Services & Supply Section.

11. **Docketing**

“Docketing” means making of entries in the notes portion about the serial number and page number assigned to each item of receipt or issue and also the remarks, if any, recorded by senior officers on the receipt itself.

12. **File**

“File” is a collection of papers on a specific subject matter and assigned a number. It may consist of one or more of the following parts:-

- (a) Correspondence
- (b) Notes
- (c) Appendix to Correspondence
- (d) Appendix to Notes

13. **Fresh Receipt**

“Fresh Receipt” or “F.R.” is any subsequent receipt on a case which brings in additional information to aid the disposal of a paper under consideration.

14. **Indexing**

“Indexing” is the process of indicating a title to a recorded file under appropriate catchwords arranged in alphabetical order to facilitate its location.

15. **Issue**

“Issue” is an office copy of the communication sent or issued in a case.

16. **Minute**

A note recorded by the President or Vice-President or the Prime Minister or a Minister is called a “Minute”.

17. **Note**

“Note” means remarks recorded on a case to facilitate its disposal and includes a summary of previous papers, a statement or an analysis of the questions requiring a decision, suggestions regarding the course of action and final orders passed thereon.

18. **Notes Portion**

The portion containing notes or minutes recorded on a case.

19. **Paper Under Consideration**

“Paper Under Consideration “ or “PUC” means a receipt on a case the consideration of which is subject matter of the case or file.

20. **Receipt**

“Receipt” is a communication or dak received in a Section/Desk or by an Officer.

21. **Record Clerk**

A clerk in a Section/Desk entrusted with the responsibility, inter alia, of typing index slips and of looking after the recording work.

22. **Recording**

Recording is the process of closing a case or file the action on which has been completed.

23. **Reference Folder**

A folder containing copies of relevant rules, orders, instructions, etc., arranged in chronological order.

24. **Routine note**

A note of a temporary value or ephemeral importance recorded outside the file, e.g. a record of casual discussion.

25. **Running summary of facts**

A summary of the facts of the case updated from time to time to incorporate significant developments as and when they take place.

26. **Standing Guard File**

A file compiled of the following three parts:

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

27. **Standing Note**

A continuing note explaining, among other things, the history and development of policy and procedure, to serve as:-

- (a) a complete background material for review of the existing policy or procedure.
- (b) a brief for preparing notes and supplementaries; and
- (c) induction or training material.

28. **Standard Process Sheet**

A standard skeleton note developed for repetitive item of work, indicating pre-determined points of check or aspects to be noted upon.

CHAPTER-5

FILING SYSTEM

(i) What is a “File”?

“File” means a collection of papers on a specific subject matter, assigned a file number and consisting of one or more of the following parts:

- (i) Correspondence
- (ii) Notes
- (iii) Appendix to Correspondence
- (iv) Appendix to Notes

On the front cover of the correspondence portion of the file, name of the Organisation, its address, File No., symbolic classification of the originating Section/Desk and subject dealt with should be written. In addition, previous references and future references, if any, should also be indicated for easy retrieval.

(ii) Opening of a new File

It is necessary to open a new file for initiating action on a receipt on which no current file exists. After determining that a fresh receipt has to be dealt with on a new file to be opened for the purpose, the “standard head” under which it is to be opened should first be ascertained. After that a suitable title should be prepared. The title should be as brief as possible but should give, at a glance, sufficient indication of the contents of the file so as to serve as an aid to its identification. The title should be divided into (a) Head, (b) Sub-Head or sub-heads; and (c) contents.

(iii) Instances where files need not be Opened

Normally, no new files will be opened for dealing with receipts of purely routine nature e.g. requests for supply of unclassified factual information, notices of holidays, miscellaneous circulars, etc. Such

receipts can be disposed of straightaway by noting the reply on the source receipts and returning the original to the originators. Receipts which are unlikely to generate further correspondence can be placed in a miscellaneous file that may be destroyed at the end of the year.

(iv) File Register

A record of files opened during a calendar year should be kept in file register to be maintained in the Section/Desk. A specimen of the File Register is given in Appendix- .. . File Register should also be maintained in a computer environment.

(v) Part Files

If the main file on the subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note in the meanwhile a part file may be opened to deal with it. A part file should normally consist of ;

- (a) receipt or note dealt with; and
- (b) notes relating thereto.

Where more than one part files are opened, these should be identified by a distinct number e.g. Part File-I; Part File-II; Part File-III, etc. Part file(s) should be merged with the main file as soon as possible. Duplicate papers, if any, should be removed so as not to make the main file unnecessarily bulky. An appropriate electronic entry for opening of part file in a computer environment should also be made. This will facilitate easy tracking for the purpose of merging the file(s) with the main file on its return.

(vi) File Numbering System

A proper file numbering system should be evolved for convenient identification, sorting, storage and retrieval of files/papers. At present, the following two filing systems are in vogue:

- (a) Conventional based on subject classification;
- (b) Functional file numbering system

a. Conventional numbering of File.

Each Section/Desk should maintain an approved list of –

- (a) Standard Heads i.e. main subject headings concerning it; and
- (b) Standard sub-heads i.e. aspects of the main subject heading.

The standard heads will bear consecutive serial numbers. Sub-heads should not be allotted any such numbers.

Under the conventional system, the number given to the file consists of:

- (i) the number of the standard head;
- (ii) the serial number of the file opened under the standard head;
- (iii) the year in which the file is opened; and
- (iv) abbreviated symbol for identifying the section.

Thus, the files opened in Administration Division during the year 2009 under the standard head 3 will be numbered as : No.3/1/2009-Admn.I. Similarly, the fourth file opened in Scientific Research Section during the year 2010 under standard head 5 will be numbered as No.5/4/2010-SR. Here, 5 represents standard head; 4 stands for the number of file opened under the standard head; 2010 represents the year of opening; and SR is the abbreviated symbol for Scientific Research Section.

b. Functional filing system;

In this system, the range and dimension of the subjects falling under the scope of business of an organization are analysed and accordingly following four standard lists of heading are prepared:-

- a) functional heads which may be called basic heads.
- b) activity heads which may be called “primary heads,” as related to each functional head;
- c) aspect or operation heads which may be called “secondary heads” as related to activity head; and
- d) factor heads which may be called ‘tertiary heads’ as related to aspects or operation heads.

Based on the above, a functional file index together with an identifying numbering system is developed. For example, a file by the number F.17012/2/99-H.1 is opened in the Hospitality Section for foreigners.

Here,

‘F’ represents the group head “Foreigners”

‘17’ is the primary head e.g. visa/endorsement.

‘O’ is the separator.

‘12’ represents secondary head “France”

‘2’ represents serial number of the file opened during the year under the secondary head.

‘9’ is the year of opening the file

‘H.1’ is the symbol of Hospitality-I Section.

In AICTE, files pertaining to Approval Bureau could be opened with numbers in the following order.

00-00	00	00	00	00	00
Year (2 digits)	Region code (2 digits)	State Code (2 digits)	Category of programme	Institute code (3 digits)	Bureau Code

A typical file number thus evolved will be F.No.00-00/00/ 00/00/00/00 or say, 10-11/06/03/MBA/112/QA. Here

10-11 represents the year of opening the file.

06 represents the region code.

03 is the state code

MBA is the name of the programme/course approved.

112 represents the institution code.

QA is the symbol of Bureau/Bureau code e.g. Quality Assurance Bureau.

(vii) **How to prepare a new file**

(i) **Constituents of a file.**

A file consists of Notes portion and a Correspondence portion. Notes portion and Correspondence portion should be

placed in separate covers. The former contains notes recorded by the Dealing Hand and other officers on the PUC or FR. The latter contains all communications received or issued by the office. If the inclusion of any detailed information in Notes is likely to obscure the main point at issue or make the note unnecessarily lengthy, such information or details should be incorporated in a separate statement which should be placed in a separate cover called, "Appendix to Notes". Similarly, if enclosures to a communication received or issued consist of a large mass of material, these should be placed in a separate cover called, "Appendix to Correspondence".

(ii) Numbering of pages

Every page of correspondence in each file/part file should be consecutively numbered on the right top of the paper received or issued. Numbering may be done with pencil. Blank intervening papers, if any, should not be numbered.

Notes should also be consecutively numbered in ink on the middle top each note.

(iii) Punching of papers

Every sheet should be punched at the top left hand corner to the correct gauge i.e. 2 centimeters from either side (left and top) before it is properly tagged to the notes or correspondence side.

(iv) Serial numbering

All the communications whether received or issued should be given consecutive serial number on the first page, in red ink, in the middle top of the communication, as –

(i) S.No.5(FR), P.10/corr.

(ii) S.No.8(I), P.12/corr.

(v) Docketing

'Docketing' is the process of making entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) alongwith page number for its identification. 'Docketing' also includes the recording, in the notes portion of the remarks recorded by senior officers on the communications received, as:

“please put up with the rule position”.

Sd/-

xyz

Under Secretary

Such recording should be done in the middle below Serial No. and page No.

(viii) Arrangement of paper in a case

The papers in a current case should be arranged in the following order from top downwards:-

- (i) Reference books.
- (ii) Notes portion of the current file ending with the note for consideration.
- (iii) Running Summary of Facts.
- (iv) Draft for approval.
- (v) Correspondence portion containing PUC/FR., if any.
- (vi) Appendix to Notes.
- (vii) Appendix to Correspondence.
- (viii) Standing Guard File, Standing Note, etc.
- (ix) Other papers, if any.
- (x) Recorded files, if any, arranged in chronological order.
- (xi) Routine notes or papers, arranged in chronological order placed in a separate folder.

(ix) Referencing:

In referring to papers flagged ‘PUC’ or F.R., the relevant page numbers should invariably be quoted in the margin. Other papers in a current file should be referred to by their page numbers only. Recorded files and other papers put up with the current file should be flagged with alphabetical slips for quick identification.

The reference slips should be neatly pinned on the inside of the papers sought to be flagged.

(x) Linking of files

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 together in the manner that the strings of the file board of the lower file (but not its flaps) should be tied around the upper file and those of the file board of 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 flag. On receipt back after action, the linked files should be delinked.

(xi) Urgency gradings

“Immediate” and “Priority” are two urgency gradings in use. The label “Immediate” should be used only in cases requiring prompt action. Amongst the rest, the “Priority” label should be used for cases which merit disposal in precedence to others.

(xii) Movement of files

Movement of files should be entered in the prescribed File Movement Register. A specimen of the File Movement Register is given in Appendix ...

When current files are linked with other files the movement of such linked files should also be noted in the space provided for this.

In a computer environment, the movement of files will be recorded electronically at every stage.

(xiii) Reconstruction of a file

A file may be reconstructed if it is misplaced. The file number and the subject may be obtained from the File Register. Copies of the correspondence may be sought from the corresponding parties/offices. On receipt of all such papers, they will be arranged in chronological order on the file and a self-contained note should be prepared on the basis of available material and placed on the notes portion of the reconstructed file.

CHAPTER-6

RECORDS MANAGEMENT

(I) Record Management

Record management covers the activities concerning recording, retention, retrieval and weeding out.

(II) What constitutes records?

All papers, files, maps, floppies, photographs, ledgers, documentary material etc. regardless of their physical form or characteristics created within or received by an organization form records. In brief, records constitute means of preserving information for future use.

(iii) Objects and principles of records management

The primary objectives and principles of sound records management are as follows:-

- They should serve some useful purpose lest they become waste.
- Records should be kept in such a way that they are capable of being retrieved quickly.
- There should be control on the growth of record at its inception stage itself.
- Records should neither be prematurely destroyed nor retained longer than necessary.
- There should be constant review and weeding out of records so that the cost of their maintenance is kept minimum.

(iv) Factors creating records

The creation of records in any organization takes place during the process of its activities/operations. The records in a government organization are created because of the following factors:-

- (i) **External activities:** These take the shape of all communications received from outside and include incoming communications, periodical reports and returns, journals, etc.
- (ii) **Internal activities:** These include collection of data, information, decision making and communication, analysis of various reports and returns, minutes of various Committees/Boards, etc.
- (iii) **Mini-records:** These include aids to processing of cases, such as Running Summary of Facts, Standing Notes, Standing Guard Files, etc.

(v) **Control on creation of records**

Creation of records can be controlled at the inception stage by managing communication direct instead of taking help of paper work. Besides, correspondence management, format designing and control, internal reporting, discussions and meetings will also reduce paper work. Files should be opened only in respect of cases which are likely to continue for some time. Papers of routine nature should be kept in a miscellaneous file which may be destroyed at the end of the year. Standard process sheets should be prepared for cases of repetitive nature to avoid the repeat of notes.

(vi) **Recording**

Recording is the process of closing a file after action on issues considered therein has been completed.

(vii) **Stage of recording**

Files should be recorded after action on the issues considered thereon has been over. However, files of purely ephemeral nature such as casual leave records, circulars of temporary nature, papers of little reference or research value should be destroyed after one year without formally recorded.

(viii) **Classification of records**

Files may be recorded under one of the following categories:-

- I. Category 'A' meaning "keep and microfilm". This classification is adopted for

- (a) files which are required to be preserved permanently and which have to be microfilmed as they contain
 - (i) a document so precious that its original must be preserved intact and access to it must be restricted to the barest minimum; and
 - (ii) material likely to be required for frequent reference by different parties; and
 - (b) files of historical importance.
- II Category 'B'- meaning "keep but do not microfilm". This category covers files required for permanent preservation for administrative purposes but not containing material of the kind mentioned in I (i) and I (ii) above.
- III Category 'C'- meaning "keep for specified period only." This category includes files of secondary importance and having reference value for a limited period not exceeding 10 years.

(ix) Procedure for recording

- (i) After action on a file has been completed the Dealing Hand will
 - record the fact of completion of action on a file;
 - suggest the appropriate classification of record.
 - specify the period of retention for Category 'C' files,
 - where necessary, revise the title of the file so that it describes adequately the contents at the stage.
 - underline the words under which the title should be indexed.
 - indicate on the file cover whether any decision on the file is required to be noted in the precedent book.
 - remove all unnecessary/unwanted papers,
 - complete all references.
- (ii) The Section Incharge, after satisfying himself that no action is pending on the file, will
 - approve or modify the action proposed by the Dealing Hand.
 - ensure that the Dealing Hand has taken all the required action.

- sign the entries in the notes portion as well as on the cover of the file.
 - obtain approval of the Senior Officer for file recorded under Category 'A'.
 - pass on the file to the records Clerk.
- (iii) The records Clerk will
- complete entries in the File Register.
 - make entries for watching the progress of recording.
 - enter Category 'C' files in the record review register.
 - write the word "recorded" in red ink against file number in the register.
 - indicate year of review on the file cover.
 - hand over the recorded file to the Daftry for keeping the file in records/transfer the file to the Record Unit/Room.

(x) Record Retention Schedule

To ensure that files are neither prematurely destroyed nor kept for periods longer than necessary, a Record Retention Schedule should be prepared in the manner as given in Appendix This schedule should be reviewed atleast once in 5 years.

(xi) Custody of records

The records should be kept systematically to ensure their easy location. Live records and other current documents shall remain in the custody of Data Entry Operators in each Section/Desk. Recorded files should be kept in the concerned Section/Desk for two years. Thereafter these should be sent to the Record Room. There shall be a Record Unit/Room in the Headquarters and each Regional Office of the Council. Records transferred to the Record Room should be accompanied by the list of files in duplicate to enable the Record Room to verify the correctness of files transferred. After verification, one copy will be retained in the Record Room and the other copy will be sent to the concerned section/Desk, duly signed. In the Record Room these lists will be kept Section-wise in separate folders serially arranged. Officer in-charge of the Record Room shall be responsible for the upkeep, maintenance, reviewing, destroying and microfilming of files. Regular periodic review of records should be undertaken to weed out unnecessary/unwanted/obsolete records. In order to

ensure that the cost of maintenance of records is reasonable it is necessary that the size of records should not occupy more than 10 per cent of the area allotted to a particular Section. Record Room should be properly ventilated with adequate lighting and fire-fighting equipment. The records should not be exposed to moisture and should be regularly fumigated so as to keep them moth-free.

(xii) **Review and Weeding out of records**

- Files which are of purely ephemeral nature containing papers of little reference or research value may be destroyed after one year without being recorded.
- Category 'C' files should be reviewed on the expiry of the specified retention period and depending on the merits of case, should be
 - (a) weeded out; or
 - (b) retained for a further period not exceeding 10 years at the end of which it should be weeded out without any further review; or
 - (c) upgraded to Category 'B' with the approval of Branch Officer.
- Category 'A' and Category 'B' files should be reviewed on attaining the age of their life which could be 25 years.
- The year of review of Category 'C' files is reckoned with reference to the year of their closing and Category 'A' and 'B' files with reference to the year of their opening.
- Beginning in January each year, the Record Room will send to the Sections /Desks concerned the files due for review in that year with a list of files.
- Files received will be reviewed by the concerned Section/Desk. Those files which are no longer required will be marked for destruction. Other files should be marked for further retention.
- After review, the concerned DEO/Clerk will make entries of revised Categorization / retention of files in the file registers and return the files to the Record Room alongwith the list of files.

- The Record Room will destroy those files which are marked for destruction after making entries in the relevant register and restore the remaining files marked for further retention.

(xiii) Requisitioning of records

- The recorded files may be requisitioned from the Record Room by an authorized person by sending a requisition slip, duly signed.
- The requisition will be kept by the Record Room in the place of the file requisitioned/issued.
- On return of the requisitioned file it will be restored to its place and the requisition returned to the concerned Section/Officer.
- Normally, the requisitioned files should be returned to the Record Room within a period of 3 months. In case these are not returned within this period, Record Room will send a reminder to the concerned Section/Officer.

CHAPTER-7

NOTING

(i) Office Note

- Notes are written remarks recorded on a paper under consideration to facilitate its disposal. These may consist of a précis of previous papers, a statement or an analysis of the question or questions requiring decision, suggestions regarding the course of action and orders passed thereon.
- A note recorded by a Minister, the Prime Minister, the Vice-President is referred to as a "Minute".

(ii) When is a Note put up?

It is not necessary to put up a Note when the line of action on a receipt is obvious or is based on a clear precedent or practice or has been clearly indicated by the Senior Officer in the directions given by him/her on the receipt itself. In such cases, only a draft reply, wherever necessary, should be put up for approval by the Competent Authority, without much noting. In other cases, it is necessary to examine the points/issues involved and put up a Note.

(iii) Duty of the Dealing Hand/Office who puts up a Note

While putting up an Office Note, it is the duty of the Dealing Hand / the Officer who puts up the note:

- to see whether all facts, so far as they are open to check, are correct;
- to point out any mistake(s) or mis-statement of facts;
- to draw attention, where necessary, to the statutory or customary procedure and to point out the law and rules and where these are available for reference;
- to supply other relevant facts and figures available in the office and to put up Standing Guard File on the subject, if any,

or other papers containing precedents or previous decisions of policy;

- to state the question or questions for consideration and to bring out the points requiring decision;
- to examine pros and cons of the issues involved and to suggest a course of action, whenever possible.

(iv) Characteristics of a good Note

- Notes should be concise and to the point. Lengthy notes should be avoided.
- Previous notes and the Paper Under Consideration (PUC) or Fresh Receipt (FR) is supposed to be read by the Officers. Therefore, verbatim reproduction of extracts from or paraphrasing of the PUC or FR or any other correspondence should be avoided.
- If a Running Summary of Facts is placed on file, attention to facts of the case may be drawn, without reproducing the facts in the notes.
- Relevant extracts of a rule or instruction should be placed on file. Instead of reproducing the provisions in the notes, attention should be drawn to the relevant rule(s) or instruction (s).
- If apparent errors or incorrect statements are to be pointed out, the observations should be couched in courteous and temperate language, free from personal remarks.
- If a Senior Officer has recorded some remarks on the receipt, these should first be copied out and then the notes should follow. This process is called docketing.

Example:

“please put up urgently”

sd/-

A.B.C.

Under Secretary

- No note should be recorded /written on the receipt itself except in very routine matters.
- Notes should be recorded in the notes portion of the file and serially numbered.
- If the notes are lengthy, paragraphs may be numbered.

- Only black or blue ink should be used in writing of notes. An officer of the level of Joint Secretary to Govt. of India may use green or red ink in rare cases.
- When there are several points arising out of a single case and require orders each point should be noted upon separately.
- A small margin should be left on all sides, say of two inches, of each page of the note (left, right, top and bottom) to ensure better preservation of notes as at times papers get torn from the edges making reading of notes difficult.
- Notes should be typed on both sides of the note sheet.
- If the inclusion of any information in the note is likely to obscure the main point at issue or make the note unnecessarily lengthy, such information should be incorporated in a separate statement which may be placed in a separate cover marked as "Appendix to Notes".
- As far as possible, there should be only one note from the initiating Section/Desk. The modification/re-writing the note of the Dealing Hand should be avoided.
- A précis of a single paper should be made only when it is of great length and complexity.
- Notes should not end at the very bottom of the note sheet. Atleast 2" margin should be left at the bottom or else carry over the note to the next page.
- A blank note sheet should invariably be added to the notes portion before submitting the file to higher ups.
- The Dealing Hand should append his initials/signatures on the left side below the notes, with date. The higher officer will put his signatures on the right side of the note, with date.

(v) Modification of notes

- Notes should not be modified or replaced once these are submitted.
- No note should be pasted over. Pasting tantamounts to mutilation of the record. It also gives an inelegant look to the files.
- If the note recorded earlier requires any modification on account of additional facts or any errors having come to notice, a subsequent note should be recorded, keeping the earlier note intact.

(vi) **Functional approach to Noting**

- Broadly cases that are dealt with in an office fall under the following five categories:
 - (i) Planning and Policy cases
 - (ii) Problem solving cases
 - (iii) Correspondence handling cases
 - (iv) Routine/Repetitive cases
 - (v) Unnecessary cases

- Such cases may be dealt with as under:

A. Planning and Policy cases

Following questions may be addressed:-

- a) What is the problem?
- b) Who is the originator? Is it worth detailed examination?
- c) Who is the authority who can solve it?
- d) Can it be broken into parts? Which are major parts and which are subsidiary?
- e) Identify critical factors.
- f) What are the priorities for a solution? Which will you choose first?
- g) What is the origin of the problem?
- h) What is the background or cause of the problem? How has it arisen?
- i) Is it ripe enough for a solution?
- j) If more information is required prepare a proforma for the required data.
- k) Ask for the complete information in one go.
- l) What is the Rule position?
- m) Are there any precedents?
- n) What are the possible alternative solutions?
- o) Which is the best solution and why?
- p) What will be the consequences of the proposed solution?

B. Problem Solving Cases

In these cases, a short para in respect of the following questions will be sufficient:

- (i) What is the problem?
- (ii) How has it arisen?
- (iii) What is the Rule, Policy or Precedent position?
- (iv) What are the possible solutions?
- (v) Which is the best solution? Why?
- (vi) What will be consequences of the proposed solution?

C. Correspondence Handling Cases

These do not require any detailed noting. A brief note, as under, will suffice:

“FR is in reply to our letter at S.No..... at page.../corr.

In brief, the point is A reply is put up as in the DFA.”

D. Routine/Repetitive Cases

A “Standard Process Sheet” should be prepared for such cases. It means development of a standard skeleton note for a repetitive item of work. In non-repetitive cases, a fair draft should be put up without any noting.

E. Unnecessary Cases

These should be filed at the dak stage itself recording in brief the reasons why no action is required. They should be kept in a miscellaneous file and destroyed after 31st December of every year.

CHAPTER-8

DRAFTING

(i) Draft

A draft is a sketch of work to be executed. In an office it is the process of preparing a rough sketch of a communication which may be issued with the approval of the Competent Authority after carrying out the modifications and alterations, if any, made therein. In brief, a draft is the rough copy of a communication to be issued from an organization and drafting is the process of preparing this rough copy.

(ii) Procedure of drafting

- No draft is required to be prepared in simple and straight forward cases or for those of repetitive nature for which standard forms exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for his/ her signatures.
- It is not always necessary to await the approval of the proposed line of action. The draft may be put up simultaneously alongwith the notes by the initiating level officer. The higher officer may modify /revise the draft if it does not conform to the approved course of action.
- After approval by the Competent Authority, the draft may be fair – copied by carrying out the corrections/modifications, if any made therein.
- After it is fair – copied, it should be submitted for the signatures of the officer authorized to sign it. However, before submitting it for signatures it must be ensured that all the corrections/modifications have been carried out correctly and that all the enclosures, if any have been properly annexed.

(iii) **General points to be kept in view**

- A draft should normally be prepared on full-scrap paper (A.4 size) or in form S-5. A fairly wide margin should be left on the left side for corrections, additions, amendments, etc. that may be made by Senior Officer(s) who has/have to approve the draft. A sufficient gap should also be left between two lines. Preferably the drafts should be typed in double space to enable the officer approving the draft to make minor corrections.
- When a draft is to be put up a slip should invariably be pinned to the draft. The slip should bear the words 'Draft for Approval' or "DFA" . of more than one draft are put up on the same file, then these drafts be numbered as DFA-I, DFA-II, DFA-III, etc.
- Each communication must have a number. This number is generally the same as that of the file on which the draft is put up or on which fair letter is issued.
- Each draft/letter should carry the following details at the proper place:
 - (a) Name and address of the office/organization issuing the communication.
 - (b) Number and date of communication
 - (c) Title of the communication such as "Office Order," "Memorandum", "Circular", "Notification", etc.
 - (d) Name and /or designation of the addressee with address.
 - (e) Brief subject
 - (f) Salutation
 - (g) Endorsement, if necessary.
- The number and date of the communication replied to or of the last communication in a series of correspondence on the subject should always be referred to.

- A draft should clearly indicate the enclosures which are to accompany the fair communication. To draw the attention for comparison / despatch, a diagonal stroke (/) should be made on the margin. The number of enclosures should be indicted on the draft at the left bottom of the draft as “Encl.3”.
- The name, designation, telephone number and e-mail address of the Officer, over whose signatures the communication is to issue, should invariably be indicated on the draft.
- Draft should always be divided into paragraphs. Each paragraph should be numbered and devoted to one point. It is customary to drop the number of first paragraph.
- Certain incorrect phrases should be avoided, e.g.-

<u>Incorrect</u>	<u>Correct</u>
On the margin	In the margin
In his behalf	on his behalf
Your number	your letter No.
Letter quoted to above	letter referred to above
Under the circumstances	in the circumstance
Govt. of India letter	Letter of Govt.of India
Marginally noted	noted in the margin.

(iv) Forms of communication

Common forms of communication used in AICTE are:-

- (a) Letter
- (b) Office Memorandum
- (c) Demi-Official letter
- (d) Notification
- (e) Resolution
- (f) Order
- (g) Office Order

(v) Characteristics of a good draft

- A draft should carry the message sought to be conveyed. It should convey the exact intention of the orders passed. The

language used should be clear, concise and incapable of misconstruction.

- Lengthy sentences, abruptness, redundancy circumlocution, superlatives and repetition, whether of words, observations or ideas, should be avoided.
- A simple and direct style should invariably be adopted.
- The use of involved language should be avoided scrupulously. The preference for passive verbs over active verbs generally makes the style vague and clumsy.
- Dignified and decent language should be used in all official communications. Direct orders are sometimes to be communicated in a language, which is not very pleasant. However, even the unpleasantness can be conveyed in as pleasant a way as possible.
- Needless verbosity, bombastic words, flowry language or complicated sentences should be avoided. Conciseness should be the hall mark. "Brevity is the soul of wit." A simple or short word should be preferred in place of a long phrase.
- Foreign and classical words and expressions should be avoided as far as possible. Vernacular words should only be used when their meaning cannot be expressed equally well in English.

CHAPTER – 9

PARLIAMENTARY WORK

(i) **Types of Questions:**

Questions asked in the Lok Sabha and the Rajya Sabha are of three kinds, viz. Starred, Unstarred and Short Notice Questions.

(a) **Starred Questions**

Starred Questions are those questions for which a Member of Parliament desires oral answer so as to enable him and others to ask supplementary questions to elicit more information. These are answered orally on the floor of the House and Members are entitled to ask supplementary questions with reference to the reply given. The period of notice for such a Question is normally 10 days. The questions that may be asked by the members are to be intelligently anticipated in the note for supplementaries prepared for the use of the Ministers.

(b) **Unstarred Questions**

An Unstarred Questions is one to which no oral answer is desired. It calls for a written reply which is placed on the Table of the House. No supplementaries are asked in respect of such a reply. There is no limit to the number of Unstarred Questions that can be asked on a particular day. The period of notice for such Questions is also 10 days.

(c) **Short Notice Questions:**

These questions may be asked only in regard to matters of public importance of an urgent character at a shorter notice than provided for in the Rules of the two Houses. These are also answered orally as Starred Questions.

It is within the discretion of the Minister not to accept a short notice question. If the Minister concerned agrees to reply such questions may be answered on a date to be indicated by him which will be communicated to the Lok Sabha / Rajya Sabha Secretariat. If, having regard to the nature of the question, it is found to be inadmissible under the rules or if the question is not acceptable to the Minister these facts will be communicated promptly and in any case within two days to the Lok Sabha / Rajya Sabha Secretariat.

(ii) Action to be taken on receipt of Questions:

- Immediately on receipt of notice form the Ministry it may be examined whether it is correctly addressed. If it is wrongly addressed, the Ministry may be informed of the fact by return fax – immediately.

- It should be examined whether:
 - (a) The Question or any of its parts repeat in substance questions already answered or questions to which an answer has been refused.
 - (b) The information asked for has already been supplied to the Ministry.
 - (c) It would be against the public interest to disclosed the information called for.
 - (d) it relates to a matter which is sub-judice.
 - (e) the information asked for could be obtained from accessible documents or ordinary works of reference.

- After such an examination, relevant facts should be collected and tentative draft reply alongwith material for notes for supplementaries should be prepared immediately without waiting for the admitted version

- In preparing a draft reply, parts of the question will be reproduced and replies thereto set out in parallel columns against each part.

- The reply will be as precise, unambiguous and complete as possible taking particular care to avoid expressions which are liable to be construed as evasive or as implying an assurance unless it is clearly intended to give one. As far as possible each part of the question should be answered separately.

(iii) **Motions**

(a) **Cut Motion**

A motion moved to reduce the amount of Demand for Grant is called Cut Motion. There are three types of Cut Motions.

- **Disapproval of Policy Cut:** Here the motion is moved to show disapproval of the policy underlying the demand. A member giving notice of such a demand should indicate precisely the particulars of policy, which he proposes to discuss and the discussion should be confined to the specific point mentioned in the notice. It is, however, open to the Minister to advocate alternative policy.
- **Economy Cut:** Here the motion is that the demand be reduced to a "specified amount" representing the economy that can be effected. Such specified reduction may be either a lump-sum reduction in the demand or remission or reduction of any item in the demand. The notice for such a motion shall indicate, briefly and precisely, the particular matters on which discussion is sought to be raised and the speeches should be confined as to how economy can be effected.
- **Token Cut:** Here, the motion is that the demand be reduced by Rs.100. This motion is moved in order to ventilate a specific grievance, which is within the sphere or responsibility of the Government of India. The discussion on such a motion is confined to the particular grievance specified in the notice.

(b) Adjournment Motion

It is a motion which may be moved by a Member of Parliament for an adjournment of the normal business of the House for the purpose of discussing a definite matter of urgent public importance, with the consent of the Speaker.

The member concerned has to give notice of such a motion to (i) the Speaker; (ii) The Minister concerned; and (iii) Secretary of the House before commencement of the sitting on the day on which the motion is proposed to be made.

(c) No Confidence Motion

A motion expressing want of confidence in the Council of Ministers may be made subject to the following restrictions:

- (i) leave to move the motion should be asked for after the questions and before the list of business for the day is entered into;
- (ii) the member asking for leave should give a written notice of the Motion to the Secretary of the House before the commencement of the sitting for the day.

If the Speaker is of the opinion that the Motion is in order, he shall read the Motion to the House and request those Members who are in favour of leave being granted to rise in their place. If not less than 50 Members rise, the Speaker shall declare that the leave has been granted. If less than 50 Members rise, the Speaker shall inform the Member that he has not the leave of the House.

If the leave is granted, the Speaker will allot a day or part of a day or more than a day for discussion on the motion, not being more than 10 days from the date on which leave is granted.

On the appointed day the Speaker shall put every possible question necessary to determine the decision of the House on the Motion.

The Speaker may prescribe time limit for speeches.

(d) **Motions on matters of public interest.**

A Member or a Minister may move a motion for discussion on a matter of general public interest. It should raise substantially one definite issue and be restricted to a matter of recent occurrence. In respect of an official motion, a notice of at least five days will normally be given to the concerned Parliament Secretariat under intimation to the Ministry of Parliamentary Affairs for moving the motion.

(e) **No-day-yet-named Motion**

If a notice of a motion is admitted by the Speaker/Chairman, it is put down in the list of business of the House concerned for the day on which its discussion is fixed. It, however, no day for its discussion has been fixed, it is notified in the bulletin as a "No-Day-Yet-Named Motion." On receipt of such a bulletin from the Parliament Unit, the Section concerned will examine the motion critically and obtain orders of the Minister in regard to his convenience for a discussion thereon. The Ministry of Parliamentary Affairs will be informed of the decision so arrived at.

(iii) **Some Distinctions:**

(a) **Adjournment of the House and Prorogation of House:**

Adjournment of the House means postponement or a sitting to a particular day or to an hour or part of the same day or sine die i.e. without any definite date being fixed for the next sitting.

Prorogation means end of the session of the House. The House is adjourned by Speaker while it is prorogued by the President.

The President has the power to promulgate ordinances when the House is prorogued but not when the House is adjourned.

(b) Sitting of the House and Session of the House:

A session is a period for which the House, on summons of the President meets while sitting is a meeting of the House on any day or part of the day during session.

(c) Bill and Act:

A Bill is a draft of a legislative proposal, put up in the proper form, which when passed by both the Houses of Parliament and assented to by the President, becomes an Act.

An Act is a Bill passed by both the Houses of Parliament and assented to by the President.

(d) Select Committee and Joint Committee

A Select Committee on a Bill is appointed by a motion moved and adopted by the same House while a Joint Committee is appointed on a motion adopted by one House and concurred in by the other House.

Select Committee includes the Members of one House only while a Joint Committee includes Members of both the Houses.

A Money Bill can be referred only to the Select Committee of the Lok Sabha and not to a Joint Committee.

Appendices

(1)

No.12/3/2009-Admn.I
All India Council for Technical Education

Admn. 1 Section

Subject; Request for grant of permission to Shri Dal Chand, Assistant in AICTE to contest elections to the Municipal Corporation of Delhi.

S.No.1(FR), P.1/corr.

The resident of Subzimandi, Delhi have represented that Shri Dal Chand an Assistant presently working in Finance Bureau in AICTE may be granted special permission to contest election to MCD Ward No.6, Subzimandi as his election would be in their interest.

2. In accordance with Rule 4 of the CCS(Conduct) Rules, 1965 read with Ministry of Home Affairs O.M.No.25/74/51-Ests. Dated the 18th December, 1951 a Government servant is prohibited from contesting elections to local bodies unless he is requested or permitted to do so, under any law or order of the Central Government for the time being in force. AICTE follows Central Government Conduct Rules.

3. Normally, it is considered an unsound principle to allow Government servants to contest an election and take part in propaganda and thus be involved in possible party strife that such an election would involve. In view of this, the policy is not to permit Govt. servants to contest elections to local bodies, etc. unless exceptional circumstances appear to exist. It is, therefore, suggested that the residents of Subzimandi may be informed that AICTE regrets its inability to grant permission to Shri Dal Chand to contest election to MCD. A draft is submitted for approval, please.

(Initials of
the Dealing Hand with date)

Sd/-
Assistant Director(Admn.-I)

Dy. Director(Admn.)

(2)

page No.3

All India Council for Technical Education

File No.25/10/2008-Admn-II

S.No.4(FR), P.5/corr.

“Please put up urgently”

sd/-

Member Secretary

This is a complaint alleging non-availability of staff for attending to the visitors. During recent months a large number of complaints have been received against the alleged malpractices on the part of employees working in AICTE. These malpractices can be broadly divided into following two categories:-

- (i) malpractices which show lack of discipline among the employees such as (a) irregular and unpunctual attendance; (b) gossiping in the office; (c) playing cards; and (d) playing of games and listening to music on computer during office hours.

- (ii) Malpractices which make the integrity of the employees doubtful and include-
 - (a) receiving of large number of visitors in office.
 - (b) frequent visits to canteens etc. in the company of outsiders;
 - (c) taking undue interest in certain cases to the neglect of the remaining work; and
 - (d) accepting obligations from contractors, etc., in the form of free lifts in their cars, attending to parties and dinners thrown by them and the like.

2. Such activities on the part of some unscrupulous employees are bound to lower the image of the whole organization in the public esteem and demoralize the disciplined and honest employees. It is, therefore, imperative that such undesirable activities are curbed firmly and deterrent action taken against the wrong doers.

3. As a first step in that direction, it is suggested that a circular may be issued emphasizing on all concerned the need for scrupulously observing the rules of discipline and code of conduct laid down for employees and stating in unequivocal terms that strict action will be taken against the erring employees.

4. If agreed, a suitable draft will be put up of approval.

(Initials of
Dealing hand with date)

Sd/-
ABC
Asstt. Director

Dy. Director(Admn.)

Appendix-B
Specimens of Drafts

(1) **Letter (with endorsement)**

No.10/105/2009-PRC
All India Council for Technical Education
7th Floor, Chanderlok Building
Janpath, New Delhi 110001

Dated : the 2nd Nov. 2009

To

The Regional Officer,
AICTE Southern Regional Office,
26, Haddows Raod,
Chennai-600006

Subject: Revision of scheme for grant of Approvals – comments on the -----

Sir,

I am directed to enclose a copy of the draft revised Scheme for Grant of Approvals for introduction of various courses/programmes in AICTE approved institutions and to request that the draft scheme may be perused and your comments, if any, may be sent to the Council headquarters at the earliest.

Yours faithfully,

(A.B.C)

Asstt. Director(PC)

Encls. As above.

Copy for information to:

- (i) PS to Chairman, AICTE
- (ii) PS to Vice-Chariman, AICTE
- (iii) PS to Member Secretary, AICTE

(2) Reminder

No.10/105/2009-P&C
All India Council for Technical Education
7th Floor, Chanderlok Building, Janpath, New Delhi-110001

Dated the 1st December, 2009

To

The Regional Officer
AICTE Southern Regional Office
26, Haddows Road
Chennai-600006

Sub: Revision of scheme for Grant of Approvals – comments on the ...

Sir,

I am directed to refer to the Council's letter of even number dated the 2nd November, 2009 on the subject mentioned above and to say that your comments are still awaited. It is, therefore, requested that your comments if any, may be sent to the Council latest by 15th December, 2009.

Yours faithfully,

(A.B.C)

Asstt. Director(P&C)

3. **Letter conveying sanction**

No.2/46/2008-Estt.
Government of India
(Bharat Sarkar)
Ministry of Supply
(Poorti Mantralaya)
Udyog Bhavan, New Delhi

Dated 10th November, 2009

To

The Director General Supplies and Disposals,
Directorate General of Supplies and Disposals
Jeewan Deep Building
Parliament Street,
New Delhi-110 001

Subject : Creation of Temporary posts for Cottage Industries Section –

Sir,

I am directed to convey the sanction of the President to the creation of the under-mentioned temporary posts in the scale of pay noted against each for the Cottage Industries Section of the Directorate for a period of one year in the first instance:

Sl.No	Name of the post	No. of Posts	Pay scale and pay band
1.	Deputy Director	1 (one)	
2.	Assistant Director	1 (one)	
3.	Assistants	3 (three)	
4.	Lower Division Clerk	4 (four)	

2. This sanction will take effect from the date from which the posts are actually filled.

3. The expenditure involved will be met from the sanctioned budget grant for the Directorate for the current financial year

4. This issues with the concurrence of the Ministry of Finance (Deptt. Of Expenditure) vide their U. No.Dy. No.2013/2009-E-Coord. Dated the 8th November, 2009

Yours faithfully,

(X Y Z)

Under Secretary to the Government of India

Copy with three spare copies, forwarded to the Ministry of Finance (Deptt. Of Expenditure), E-co-rod. Section with reference to their U.O Dy.No.2013/2009-E.co.ord. dated the 8th November, 2009

(X Y Z)

Under Secretary to the Government of India

4. **Demi-Official Letter**

ABC
Deputy Secretary
Tel.No.....
E.Mail.....

D.O.No.F.3-4/09-U.1
Government of India
Ministry of Human Resource Development
(Manav Sansthan Vikas Mantralaya)
Shastri Bhavan,
New Delhi, the 5th Nov, 2009

My dear/ Dear.....

Kindly refer to my D.O. letter of even number dated the 10th August, 2009 regarding holding of a seminar on Students' Indiscipline in New Delhi on 12th Dec, 2009.

2. You were requested to send your views on the probable causes of students' indiscipline and the measures to combat the same by the end of August, 2009. However, we are still awaiting your views.

3. You will kindly appreciate that if the seminar is to be held as scheduled, it will not be possible to take your views into account if not received well in time. As you are aware, the views expressed by all concerned are required to be collected and edited/compiled for circulation. This job requires at least two week's time.

4. I shall, therefore, be grateful if you kindly send your views to us by 15th of Nov., 2009. You may also kindly let me know the names and addresses of the delegates who will represent your State in the Seminar.

With regards,

Yours sincerely,

(A.B.C)

Shri XYZ,
Director of Public Instruction,
Government of Madhya Pradesh
Bhopal.

(5) **Office Order (i)**

No.5/12/2008-Admn.I

All India Council for Technical Education
7th Floor, Chanderlok Building,
New Delhi

Dated the 7th October, 2009

OFFICE ORDER

Shri Om Veer Singh, a permanent Lower Division Clerk in M&T Bureau of AICTE, is granted Earned Leave for 20 days from 15th October, 2008 to 3rd November, 2008 with permission to prefix 14th October, 2008 a public holiday, to the leave.

2. It is certified that Shri Om Veer Singh is likely on the expiry of this leave, to return to duty at the station from which he proceeded on leave.

(A.B.C)

Deputy Director(Admn.)

Copy to:

1. Cashier, AICTE
2. Office Order File
3. Bureau concerned.
4. Shri Om Veer Singh, LDC

Officer Order (ii)

No.3-5/2008-co-ord.

All India Council for Technical Education
7th Floor, Chanderlok Building,
New Delhi

Dated the 8th August, 2009

OFFICE ORDER

It has been decided to transfer the work relating to..... from.....
Bureau to with immediate effect.

(A.B.C)
Director(Admn.)

Copy to:

- (ii) Bureau
- (iii) Bureau

Copy for information to :

- (i) P.S to Chairman
- (ii) P.S. to Vice Chairman
- (iii) P.S. to Member Secretary
- (iv) All Bureau Heads
- (v) All Regional Offices.

Office Memorandum

No.P.14026/6/78-E.IV(A)

Ministry of Finance
(Department of Expenditure)

New Delhi, the 10th July, 1977

OFFICE MEMORANDUM

Subject : Cash payment in lieu of unutilized Earned Leave -

The undersigned is directed to refer to para 3 (d) of this Ministry's O.M. No.P-14028/1/77-EIV(A) dated 29/10/77 according to which deduction on account of pension and pension equivalent of other retirement benefits is required to be made from the cash amount worked out in accordance with para 3 (c) thereof. The question of non-deduction of pension and pension equivalent of other retirement benefits from the cash amount was raised by the National Council (JCM) in the 21st Meeting. The matter has been examined by the Government of India and the President is now pleased to decide that with effect from 30/9/1977, no deduction on account of pension and pension equivalent of other retirement benefits need be made from the cash amount in lieu of unutilized Earned Leave on the date of retirement on superannuation.

2. Formal amendments to the Central Civil Services (Leave) Rules, 1972 will follow.

3. In so far as persons serving in the India Audit and Accounts Department are concerned, separate instructions will be issued.

(A.B.C.)

Joint Secretary to the Government
of India

To

All the Ministries /Departments of
the government of India
(As per list attached)

Order (i)

No.A.15-2/98-S&S
Government of India
(Bharat Sarkar)
Ministry of Power
(Oorja Mantaralaya)

New Delhi, the 12th Oct., 2009

ORDER

Sanction of the President is accorded under rule 10 of the Delegation of Financial Powers Rules to the write off of irrecoverable loss of Rs.5,000/- (Rupees five thousand only) being the value of the following articles belonging to this Ministry:-

(i)	Wall Mirror (Life Size) :	Rs.2,000.00
(ii)	Table Fans (Two) :	Rs.3,000.00

		Rs.5,000.00
		=====

2. It is certified that the loss of the above articles did not disclose any defect in the system and that there has been no negligence on the part of any individual which calls for disciplinary action.

(A.B.C)
Under Secretary to the Government
of India

Copy forwarded to

- (i) The AGCR, New Delhi.
- (ii) Cash Section
- (iii) Internal Finance Section
- (iv)

Order (ii)

No.....

All India Council for Technical Education
7th Floor, Chanderlok Building
Janpath, New Delhi

Dated the.....

ORDER

Shri....., Lower Division Clerk in..... Bureau is hereby informed that it is proposed to take action against him under rule 3(i) of the cCS (Conduct) Rules as applicable to the employees of AICTE.

2. Shri Is hereby given an opportunity to make such representation as he may wish to make against the proposal.

3. His representation should reach the undersigned within 15 days of the issue of this Order.

(A.B.C)

Deputy Director(Admn.)

Copy to,

Shri , L.D.C.

All India Council for Technical Education

File Movement Register

File No.....

SUBJECT:

To whom	Date	To whom	Date	To whom	Date	To whom	Date

Space for recording movements of part files

All India Council for Technical Education

Section Diary

Date.....

Sl.No	Diary Number	Number and date of receipt		From whom received	Brief subject	To whom marked	Remarks
		Number	Date				
1	2	3	4	5	6	7	8

All India Council for Technical Education

Register for watching the progress of recording

Section.....

Month and year.....

Files marked for record during the month		Files recorded during the month	
S.No.	F.No.	S.No.	F.No.
1	2	3	4
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
NEW DELHI**

F.No.103-38/BI/Admn./Misc/2000

Dated:15/12/2001

OFFICE ORDER

In pursuance of the decision taken by the Executive Committee at its meeting held on 22/01/2001 vide item No.39/04/02, the undersigned is directed to enclose herewith a copy of guidelines for weeding out of old reports/files, that are no longer required.

All Bureau Heads are requested to conduct drive in their Bureau's to weed out all old records/files as per the guidelines with the approval of the Competent Authority and after weeding out the records/files a list of the same may be furnished to the undersigned.

This is issued with the approval of the Competent Authority.

Sd/-
(J.L. Juneja)
Advisor(Admn.)

Encls: As above.

Copy to : All Heads of Bureau.

RECORD RETENTION SCHEDULE

GUIDELINES FOR WEEDING OF RECORDS AT A.I.C.T.E.

1. E&T, MAP Bureau

S1. No.	Particulars	Period of Retention
1.	Approval files of institutions for conduct of various programmes	Permanent
2.	Agenda & Minutes of All India Boards	Permanent
3	Rejected proposal for establishment of new institutions	1 year
4	Rejected proposal for variation in intake/additional intake.	1 year
5	Replies to parliament questions & VIP references	Permanent
6	Files dealing with general correspondence, enquiry about approval status.	1 year

II RDII Bureau

S1. No.	Particulars	Period of Retention
1.	Proposals sanctioned under MOROBS/TAPTEC/R &D Schemes	3 years after audit and if there is many objections by audit, 3 years after removal from date of objection. (Subject to completion of scheme)
2.	Rejected proposals	1 year
3.	Proceedings & implementation of various schemes.	Permanent
4.	Minutes & Agenda for BOII meetings	Permanent

III CD Bureau

S1. No.	Particulars	Period of Retention
1.	Documents related to pay scales & Qualifications	Till next revision and brief thereafter.
2.	Approved proposals for travel grant, seminar grant, Emeritus fellowship, Visiting Professorship, Career Award for young teachers, Staff Development Programme, Professional Societies.	3 years after audit and if there is any objection by audit 3 year after removal date of objection.
3.	Rejected Proposals in schemes for travel grant seminar grant, Emeritus fellowship. Visiting Professorship, Career Award for young teachers, Staff Development Programme, Professional Societies.	1 year

IV NBA Bureau

S1. No.	Particulars	Period of Retention
1.	Approved files of accredited institutions	Permanent
2.	Minutes & Agenda for NBA meetings.	Permanent

V PRIC-Bureau

S1. No.	Particulars	Period of Retention
1.	Files pertaining to policy matters/Policy decisions	Permanent
2.	Files pertaining to information systems	Permanent

(A) Employee-Related record.

S1. No.	Particulars	Period of Retention
1	Advance from CPF/GPF-Sanctions	* (i) For permanent employees as per govt. guidelines mentioned below. (ii) For contract employees/ deputationists-1 year after cessation of contract or deputation.
2	Advance for purchase of conveyance sanctions	Till the continuation of person concerned in service or repay of advance
3	Allowance and honorarium to Officers and Staff.	10 years
4	Advance Registers-CPF	5 years
5	Advance Register – others	4 years
6	Allotment of Account Numbers – CPF	6 years
7	CPF ledgers	35 years
8	CPF payment Voucher	6 years
9	Medical Examinations and Reimbursement of expenses	5 years
10	Fixation of pay and allowance of officers and staff.	5 years after retirement / termination of service.
11	Promotions and postings.	5 years
12	Pensions	5 years after death/ retirement/ termination of services
13	Personal Files	5 years after death/ retirement/ termination of services
14	Policy Acceptances Register – CPF	35 years
15	Policy Index Register – CPF	35 years

S1. No.	Particulars	Period of Retention
16	<p>Retirements</p> <p>Register of final Refund of CPF</p> <p>Recovery Schedules - CPF</p> <p>Selection Committees – Proceedings</p> <p>Condonation of Break in services</p> <p>Pension</p> <p>a) Pre-verification of pension cases</p> <p>b) Invalid pension</p> <p>c) Family pension</p> <p>d) Other pensions</p> <p>e) Gratuity</p> <p>f) Commutation of pension</p>	<p>* (i) For permanent employees as per govt. guidelines mentioned below.</p> <p>(ii) For contract employees/ deputationists-1 year after cessation of contract or deputation.</p> <p>5 years after retirement</p> <p>6 years</p> <p>3 years</p> <p>Permanent</p> <p>5 years</p> <p><u>Subject to:-</u> A suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in volume II of service Book/ Personal File.</p> <p>3 years</p> <p>Till one year after the last beneficiary of the family pension entitled to receive it is deceased or 6 years whichever is later.</p> <p>5 years</p> <p>16 years</p>

B. OTHER RECORD

S1. No.	Particulars	Period of Retention
1.	Annual Reports	10 years
2	Agenda & Minutes of Council & EC meetings	Permanent
3	Nominations to various institutions	Permanent
4	Constitution of EC, Council, Boards, Regional Committees.	Till the currency of the committee & brief to be maintained thereafter
5	Appropriate Accounts	5 years
6	Audit Reports	Permanent
7	Agreements and contracts signed between Council and private individual / Organizations	Permanent
8	Annual Accounts Books	Permanent
9	Accounts- Debit and Credit Vouchers, etc	3 years after settlement
10	Budget allocation and supplementary allocations	One year or after the end of the relevant plan period
11	Constitution of Staff Committees	Till reconstitution of the committees
12	Contracts of Officers	3 years after expiry of contract or after retirement as the case may be.
13	Consolidated Abstracts of accounts	30 years
14	Cash Books(Main & Subsidiary)	10 years
15	Counterfoils of receipts	5 years
16	Counterfoils of Cheques	6 years
17	Counter Files Register - Cash	5 years

S1. No.	Particulars	Period of Retention
18	Cheque Issue Register	5 years
19	Delegation of Powers	Permanent
20	Duplicators – Purchases	Permanent
21	Disciplinary Cases of Officers and Staff	3 years from date of disposal of cases
22	From sale of publications	10 years
23	Expenditure Sanctions	5 years after completion of audit
24	Equipment – Disposal	Permanent
25	All files related to capital item purchase	Permanent
26	Expenditure Abstracts of detailed Heads	10 years
27	Electric & Water Bills	3 years
28	Financial Sanctions	10 years after completion of audit
29	Furniture- hire/repair	5 years
30	Rent Bills & related files	5 years
31	Indents for purchase through DGSD/KB	10 years
32	Indents for stationery (Annual)	3 years
33	Issue of tender notice and selection of contractors	5 years after completion of work and audit
34	Installation of telephones	20 years
35	Land & Buildings – Acquisitions	Permanent
36	Liaison with MHRD Govt. Department Policy and other important matters	Permanent
37	Monthly statements of receipts and Expenditure.	2 years.

S1. No.	Particulars	Period of Retention
38	Orders issued by the Government of India	Permanent

	relating to Service matters	
39	Parliament Questions	Permanent
40	Purchase Files	10 years
41	Procedure of Payment and Accounting	Permanent
42	Printing and Publications contracts	10 years
43	Quotions for equipment or stores etc.	5 years
44	Quarterly statements of Receipts and Expenditure	3 years
45	Recruitment to Gazetted and Non-Gazetted posts.	10 years subject to review after the expiry of the period
46	Revision of Pay Scales	Permanent
47	Re-employment	3 years
48	Rules, Regulations and other policy decisions of the Govt. of India in relation to AICTE	Permanent
49	Routine establishment Cases	3 years
50	Statutory orders setting up Committees etc.	Permanent
51	Sanction for payment of air passage	3 years
52	Stores – Disposal	10 years after completion of audit
53	Staff Cars Purchase	Permanent
54	Staff Cars – Repair	10 years after audit
55	Continuance /abolition/revival of posts	1 year
56	Conversion of temporary posts into permanent ones	10 years
57	Creation of posts.	10 years

S1. No.	Particulars	Period of Retention
58	Revision of Scales of pay	Permanent (may keep only the standing orders, weeding out superseded ones as and when they become obsolete)
59	Upgrading of posts Arbitration and litigation cases	10 years 3 years Subject to;- a) The file not being closed until the judgment becomes final in all respects by limitation or final decision in appeal / revision and b) Cases involving important issues or containing material of a high precedent/reference value being retained for all appropriately longer period either initially or at the time of review.
60	Notices under section 80 of Civil Procedure	1 year Subject to :- That such a notice following up by a civil suit, it would become arbitration/litigation case and would therefore, need to be retained for 3 years.
61	Grant of car advance	Till completion of audit subject to repayment of advance.
62	Rules and orders (general of pension)	Permanent

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Register of recorded files

Bureau.....

Section.....

S.No.	File No.	Subject	Classification and year of review	Date of actual destruction
1	2	3	4	5

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Record Review Register

Year of review.....

File No.	File No.	File No.	File No.

Note:- The register will be maintained for class 'C' files only.

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

List of files due for review

SI.No.	File No.	Instruction of reviewing authority
1	2	3

Note: The departmental record room will prepare this list.

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Record Requisition Slip

Date	File No. requisitioned	File No. with which to be put up	Signature of requisitioning Officer/Section	Date of return	Initials of record custodian

