

# MAINTENANCE OF FILES

- A file must contain both CURRENT FILE and NOTE FILE duly assigning page numbers for both and Para numbers in Note File
- CURRENT FILE: Must contain both outgoing and incoming currents, other intermediary correspondence etc.
- NOTE FILE: Summarizing the facts notes are written in the Note File indicating the Rule position, position of Law, Govt. Orders wherever required duly pointing out the matters seeking orders/clarifications

# CURRENT FILE ARRANGEMENT

- The papers in a Current File should be arranged in a chronological order duly numbered in red ink
- References in every current should be indicated in a side margin with pencil showing the current no. where that particular reference is available in that file
- In case if no information of a particular reference in the current is available in that File the letters 'N.A.' should be put

# **CURRENT FILE ARRANGEMENT**

**Statements, Maps, Plans etc. should be placed below the current file, for ready reference**

**It is advisable even to preserve the drafts already made but were not accepted by higher authorities below the current file and note file, separately**

# NOTING

- **Noting should be as brief as possible to the exact point and should be in simple language**
- **Noting should be intelligible, condensed and convenient form possible**
- **Points at issue requiring orders/clarifications etc. are to be examined with reference to any useful precedent, Rule or Law which enables the Officers to arrive at a quick and correct decision**

# NOTING

## DONTs

- Reproduction of facts already available in the Note File
- Leaving long space in a particular page or leaving pages blank without putting a big cross across the page

# DRAFTING

- After orders are passed in Note File, Draft should be put up
- However, in simple cases where specific discussions are not required, draft can be put up along with the Note File
- The draft should be with the proper title/subject whether it is Memo. or Letter or Proceedings or D.O.Letter

# DRAFTING

- The title/subject in the draft should be the same as shown in the Note File
- The title/subject should indicate the exact nature of the reference made or orders passed. There should be no ambiguity
  - Below the title, the references received from outside and the references sent, other than routine reminders, should be cited in a chronological order

# DRAFTING

- The draft should be on the same lines as approved note, taking into account the observations/comments made by the officers and orders passed
- The draft should be in easy and natural style and concise

# DRAFTING

## DON'Ts

- Words/Phrases which lead to ambiguity, confusion and necessitate looking back for date, person, thing etc. referred
- Long words, foreign or classical words or expressions
  - Vague and clumsy phrases

# DRAFTING

- **DON'Ts**

- **Discourtesy Words**

- **Short Abbreviations**

- **Colloquial phrases like “so impertinent”, “so many times, “not too bad” etc**

# REFERENCING

- It is one of the important elements for quick and proper disposal
- Details of a case previously noted or reported
- Details of previous cases, precedents should be referred in the Note File
- Referencing should be made by noting the page no. of current file/note file, disposal no., G.O. No., Name of Act, Code or Manual etc.

# REFERENCING

- Referencing should be done with pencil in the margin of the note file or draft put up
- Disposals should be flagged
- Any other statements relating to other files should also be flagged when they are put in the file
- The flags of each disposals or statement put up should be denoted by an alphabetical letter

# Technical Communication

## ORAL FORMS

- Face-to-face communication
- Telephonic Talk
- Meetings
- Seminars
- Conferences
- Dictation
- Instructions
- Presentations
- Group discussions
- Interviews (employment/press)
- Video conferences
- Voice conferences

## WRITTEN FORMS

- Letter
- Office Memorandum
- U.O. Note
- Circular
- Telex Message
- Notification
- Demi Official letter
- Proceedings
- Telegram
- Endorsement
- Press Communication/Note
- Office Order
- G.Os.
- S.M.S.,
- E.MAILS
- Newsletters
- Reports, Proposals
- Research papers
- Bulletins, Brochures, Manuals
- In-house journals

BY Regd . Post Ack . Due

URGENT

GOVERNMENT OF ANDHRA PRADESH

FROM

TO

Letter NO .

dt.

Sir , Salutation (Sir or Madam)

Sub :

Ref

---

(Body of letter) No. of Paras as required

---

Subscription (yours faithfully)

Yours faithfully,

Enclosures:

Director General

Copy to:

Specimen of Demi-offical Letter

**GOVERNMENT OF ANDHRA PRADESH**

*Sri,/Smt*

*Designation of the officer*

*(Sender)*

*Department and address*

*with both office and*

*Residential telephone Nos.*

*Fax and e-mail Nos.*

*Dear Sir/Madam/* **(Salutation)**

*Dear Sri./Smt/*

*My Dear*

*D.O.Lr.No .*

*dt.*

*Sub:*

*Ref :*

---

*(Body of the letter )*

*No. of Paras as required*

---

*Enclosures: With Regards/Best Wishes* **(Subscription)**

*Sri/Smt. (To whom it is addressed )*

*Yours Sincerely*

*XXXXXXXXXXXXX*

*(Name of the officer)*

# Specimen of Memorandum

## GOVERNMENT OF ANDHRA PRADESH

Office of the (here name and  
address of the office given)

Memo. No.

dt.

Sub:

Ref:

-----

---

(Body of the Memo)    No. of Paras as required

---

Enclosures:

xxxxxxxxxxxxx

Designation of Officer

Sri/ smt .(To whom it is addressed)

Copy to:

**GOVERNMENT OF ANDHRA PRADESH**  
**Dr MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF A.P. HYDERABAD**  
**PROCEEDINGS OF THE DIRECTOR**  
**Present : D.SHIVA PRASAD, Director (T.C)**

Proceedings No. P3/ETW/91721 /2010,

Dated: 08.09.2010.

Sub:-Dr. MCR HRDI OF AP- Refreshing Training Programme from 23-08-2010 to 28-08-2010 – Sanction of  
Expr. toward payment of Honorarium& Conveyance to the Guest Faculty-Orders Issued – Reg.

Read:-1) G.O. Ms. No.561,GA (AR&T.III) Dept dated 7-10-1989.

2). Statement of Honorarium for Rs:3,200/-

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**ORDER:**

A Training Programme on “Refreshing Training Programme for STOs/ATOs of T&A Dept.,from 23-08-2010 to 28-08-2010 was conducted.

In exercise of the power delegated in the ref. 1st cited above, sanction is here by accorded for payment of Rs:....., as per the original vouchers and statement enclosed, vide reference 2nd cited above.

The A.O., Dr MCR HRD Institute of A.P. Hyderabad is requested to adjust the amount of Rs. ....against the P.A. Account paid to the Course Director.

The expr. shall be debited under the following H.O.A.

2070- Other Administrative Services

003 – training

07 – training in accounts & audit

280 – professional services;

284 – Other Payments (Non-Plan) (7 TIER)

Sd/-  
Director(T.C)

To  
The A.O., DR.MCR HRD I, HYD.  
Copy to the PAO-XVI, Copy to the Section, MCR HRD Institute of A.P., Hyd.

//t.c.f.b.o//

Course Director

# DISPOSALS

- R.Dis. (Retain Disposals): It is to be retained permanently
- D.Dis. (Destroy Disposals): It is to be retained for a prescribed period. Ten years normally. But period can be extended by obtaining order for further retention, where required
- L.Dis. (Lodge Disposal): This is to be retained till one year or three years

# DISPOSALS

- **N.Dis.:** To be retained in original
- **F.Dis:** To be filed
- **X.L.Dis:** To be filed without numbering
- **X.N.Dis:** To be returned without numbering

# DISPOSALS

- Great care has to be taken while marking the nature of disposal on the paper and the Section Head will be responsible for this marking.
- Irrespective type of disposal, there will be a need to review and to decide to preserve them furthermore duly changing the type of disposal or to destroy under proper certification
- R.Dis. requires scrutiny after 50 years to see whether that Disposal requires to be preserved or otherwise.

## **SERVICE MATTERS**

<b>S.No</b>	<b>Register</b>	<b>Retention Period</b>
<b>1</b>	<b>Service Register</b>	<b>Permanent</b>
<b>2</b>	<b>Register of Service Records</b>	<b>35 years</b>
<b>3</b>	<b>Register of Increments</b>	<b>10</b>
<b>4</b>	<b>Register of Probationers</b>	<b>10</b>
<b>FINANCIAL MATTERS</b>		
<b>1</b>	<b>Cash Book</b>	<b>10</b>
<b>2</b>	<b>Contingent Register</b>	<b>5</b>

<b>S.No</b>	<b>Register</b>	<b>Retention Period</b>
<b>3</b>	<b>U.D.Pay Register</b>	<b>10</b>
<b>4</b>	<b>Register of Valuables</b>	<b>Permanent</b>
<b>5</b>	<b>Office copy of pay bill Register</b>	<b>35</b>
<b>6</b>	<b>Register of Revenue</b>	<b>10</b>
<b>7</b>	<b>Register of Deposits</b>	<b>5</b>
<b>8</b>	<b>Register of Purchases</b>	<b>5</b>
<b>9</b>	<b>Bills &amp; Budget Control Register</b>	<b>10</b>
<b>10</b>	<b>Treasury Bills Register</b>	<b>10</b>

<b>S.No</b>	<b>Register</b>	<b>Retention Period</b>
<b>11</b>	<b>Register of cheques</b>	<b>10</b>
<b>12</b>	<b>Registers of various Advances</b>	<b>10</b>
<b>13</b>	<b>Register of Cash Receipts</b>	<b>5</b>
<b>14</b>	<b>Register of Cheques (books)</b>	<b>10</b>
<b>15</b>	<b>Stock Register of expendables</b>	<b>10</b>
<b>16</b>	<b>Dead Stock &amp; Machinery</b>	<b>10</b>
<b>17</b>	<b>Register of library books</b>	<b>10</b>
<b>18</b>	<b>Muster Roll</b>	<b>5</b>

<b>S.No</b>	<b>Register</b>	<b>Retention Period</b>
<b>19</b>	<b>Measurement Books</b>	<b>10</b>
<b>20</b>	<b>Register of L.P.C's Issued</b>	<b>5</b>
<b>21</b>	<b>Register of Current account</b>	<b>10</b>
<b>22</b>	<b>Register of Audit Objections</b>	<b>5</b>

# **DESTRUCTION OF RECORDS**

**The Registers mentioned below will be destroyed  
after the periods prescribed herein**

**Distribution Register : After 5 years**

**Personal Register : " 10 Years**

**Fair-copy Register : " 3 Years**

**Dispatch by post  
and local delivery  
book : " 3 Years**

<b>Stamp account</b>	<b>:</b>	<b>After</b>	<b>3 Years</b>
<b>Periodical Register</b>	<b>:</b>	<b>"</b>	<b>3 Years</b>
<b>Call book</b>	<b>:</b>	<b>"</b>	<b>10 Years</b>
<b>Security Register</b>	<b>:</b>	<b>"</b>	<b>10 Years</b>
<b>Record issue Register</b>	<b>:</b>	<b>"</b>	<b>3 Years</b>
<b>Arrear list</b>	<b>:</b>	<b>"</b>	<b>3 Years</b>
<b>Run-on-note file</b>	<b>:</b>	<b>"</b>	<b>3 Years</b>

**STOCK FILE:**

# **DISPOSAL JACKETS**

**BOTH 'R' AND 'D' DISPOSALS WILL HAVE  
TO BE COVERED WITH BROWN PAPER**

**JACKETS**

# FAIR COPYING AND DESPATCH

- FAIR COPY REGISTER IS MAINTAINED IN FORM IV
- DELAY IN FAIR COPYING OR IN DESPATCH WILL DEFEAT THE ENTIRE PURPOSE
- IT IS THE RESPONSIBILITY OF THE CONCERNED THAT THE FAIR COPIES ARE MADE WITHOUT ANY MISTAKES, CORRECTIONS ETC. SOON AFTER THE OFFICE COPY IS APPROVED BY THE APPROPRIATE AUTHORITY
- SIMILARLY, IT IS THE RESPONSIBILITY OF THE CONCERNED TO ENSURE THAT SUCH FAIR COPIES ARE DESPATCHED IN TIME AND TO THE RIGHT ADDRESSEE

# **RECORDS-FILING-MAINTENANCE AND CUSTODY**

- **DISPOSALS HAVE TO BE ARRANGED IN THE  
RECORD ROOM BASING ON THE YEAR OF  
DISPOSAL AND NOT ACCORDING TO THE  
YEAR OF THE CURRENT WHICH WAS BEING  
ADOPTED EARLIER**

# **MODEL ARRANGEMENT OF RECORDS AFTER DISPOSAL**

**Bundle of D.D is 1974**

**(All disposed in the year 1974)**

**C. Nos. of 1970, 1971, 1972 & 1973**

**D. Dis. 200/73/Estt.I.Dt.10.5.74**

**D. Dis. 206/72/Lr. Dt.15.6.74**

**D. Dis. 210/71/Cs Dt.10.10.74**

**D. Dis. 210/70/Lr, Dt.20.11.74**

**D. Dis. 212/72/Estt.I.Dt.10.6.74**

**The records to be arranged basing on the date  
of disposal but not the year**

# **PRECAUTIONS AGAINST FIRE**

- **THE PRECAUTIONS AGAINST FIRE TO BE OBSERVED IN PUBLIC OFFICES**
- **REQUIRED FIRE FIGHTING EQUIPMENT SHOULD BE KEPT AND THEY SHOULD BE MAINTAINED IN GOOD CONDITION**
- **OFFICE STAFF SHOULD BE GIVEN PRACTICAL DRILL**
- **THE HEAD OF THE OFFICE SHOULD NOMINATE AN OFFICER IN HIS OFFICE FOR CONDUCTING THE DRILL  
(G.O.Ms.No.351, GA (SER.C) D, DT.27.12.1982)**

# **ECONOMY IN THE USE OF OFFICE MACHINERY**

- **UTMOST ECONOMY SHOULD BE OBSERVED IN THE  
USAGE OF STATIONERY**
- **SIMILARLY, IT IS THE RESPONSIBILITY OF EVERY  
STAFF MEMBER TO CONSERVE ELECTRICITY, WATER,  
USAGE OF ELECTRONICS, ELECTRICALS ETC.  
PRESUMING THAT AS IF HE IS USING HIS OWN  
MATERIAL AND NOT OTHERS**

# **KEEPING PREMISES CLEAN, SILENCE, NO SMOKING ETC.**

- **AS THE PROVERB GOES ON “FACE IS THE INDEX OF MIND”, ‘CLEANLINESS OF PREMISES OF AN OFFICES IS THE INDEX OF THE OFFICERS AND HIS STAFF’**
- **AN EMPLOYEE CAN WORK WITH MORE ENTHUSIASM WHEN HIS SEAT AND SORROUNDING PREMISES ARE NEAT AND CLEAN WHICH ENHANCES HIS WORKING CAPACITY**

# **KEEPING PREMISES CLEAN, SILENCE, NO SMOKING ETC.**

- **MAINTENANCE OF SILENCE IN SECTIONS WILL ALSO BE VERY HELPFUL NOT ONLY TO AN INDIVIDUAL EMPLOYEE BUT ALSO TO HIS COLLEAGUES WHICH PAYS UTMOST ATTENTION TOWARDS THEIR WORK**
- **SMOKING IS A LEGAL OFFENCE. SMOKING IS PROHIBITED IN THE OFFICE, REST ROOMS, OFFICE PREMISES, PUBLIC PLACES ETC.**
- **“YOU SMOKE – I DIE” APPLIES TO EVERY CITIZEN OF THE NATION**

# **KEEPING PREMISES CLEAN, SILENCE, NO SMOKING, MOBILES ETC.**

- **SIGN BOARDS FOR:**
  - **MAINTAINENCE OF PREMISES CLEAN**
  - **MAINTAINANCE OF SILENCE**
  - **NO SMOKING**
  - **NON-USAGE OF MOBILES**

**WILL BE MORE HELPFUL**