

Maintenance of Personal Register

Objectives

On completion, you will be able to

- State the columns in the PR
- Describe the importance of each column
- Classify the currents received
- Enter currents in the PR

Personal Register and its columns

Three types of Personal Registers with columns 15 in Secretariat and Heads of Departments and 10 & 11 columns in districts are being used. The columns are as follows:

15 column PR		10 column PR		
1.	Serial No.	1.	Serial No.	
2.	Current No.	2.	Current No.	
3.	Date of receipt by Asst.	3.	Date of receipt by Asst.	
4.	Title (Main head underlined) 4.	}	Title (Main head underlined)	
5.	From whom received		From whom received	
6.	Outside No. & date		Outside No.& date	
7.	Submitted by Asst.	5.	Submitted by Asst.	
8.	Returned to Asst.	6.	Returned to Asst.	
9.	Form of reference	}	7.	Reference issued
10.	To whom		to whom & date	
11.	Date	}	8.	Reply or fresh current
12.	Reply/fresh current No		received	
13.	From whom		from whom	
14.	Outside No. & date		No. & date	
		9.	Date of receipt by clerk	
15.	Nature & date of Disposal	10.	Nature & date of disposal	

The difference between the two Types of PRs is in the number of columns. Column 4 of ten (10) column PR is divided into 3 columns i.e. 4,5 & 6; similarly column 7 is divided into 9,10 & 11; Column 8 is divided into 12,13 & 14 in the fifteen (15) column PR. Only the column No.9 i.e. date of receipt by clerk is not mentioned separately in the fifteen column PR.

In 11 column PR one additional column indicating reference sent to the Record room is included as column No.5. After receipt of the current, before submitting the file, the dealing assistant is required to checkup whether any precedent on the subject is available in the office. Whenever the record room is consulted for such a precedent, an entry should be

made in this column. Excepting this, there is no difference between the 10 column and 11 column PRs.

Significance of each Column

The salient points in maintenance of the Personal Register are:

- * It is maintained by each and every dealing Assistant.
- * It is maintained for one year i.e. the Calendar year i.e. 1st January to 31st December of the year.
- * Old personal Register that is of the previous year should how ever be continued up to 31st March of the current year.
- * Un disposed currents pending as on 31st March should be brought forward to the new PR of the current year.
- * For the purpose of entering the brought forward currents in the new PR sufficient number of pages should be left while making entries of the New Year. Since the assistant is well aware of the subjects he/she is dealing and the likely files that will be pending after 31st March, he/she can allot that many pages required for the brought forward currents.
- * The first column in the PR is the serial number. The serial number is given continuously from January to December. It indicates the total currents received by an assistant in the year.
- * Column two: The Current as indicated on the current in the inward section should be entered here.
- * Column three the date on which the current is received by the Assistant should be entered here.
- * These three columns are common either in the 10 column or 15 column PRs.
- * All fresh/new currents to be entered in the PR in columns 1 to 4 of 10 column PR or 1 to 6 of the 15 column PR. What is a fresh/new current we will see in the next paras.
- * In respect of clubbed currents entries are however made in the columns 1 to 4 only in both 10 & 15 columns PR. But details like Title etc are not written here. Entry is shown indicating the file number to which the subsequent current is related i.e. the file number is indicated in column 4. This indicates that the current is clubbed with the already pending file.
- * Column four indicates title. Writing a title is very important. Identification of a file is done based on the title only. In the DOM you find a very big list of index heads.

They are Indicative and many more may be required in your office or you may not need some of these index heads. It is important for you to remember that adequate care needs to be taken to write the title.

- * In the Title the subject main head should be underlined in read ink. You should remember that all sub-heads need not be underlined.
- * You should also remember that whenever the brought forward currents are entered in the PR on 1st April, a certificate to the effect of entry of BF currents (Certified that all currents pending in the previous year's PR as on 31st March are brought forward to the current year's PR) on 1st page of the new PR and attested by the Section head/Superintendent
- * Column five of ten column PR and Column seven of the fifteen column PR indicate the date of submission of the current by the Assistant i.e. to say on which date that particular current is put up to higher officers for taking a decision.
- * Column six of ten column PR and column eight of fifteen column PR indicates the date of return of it after orders are passed by the officer.
- * In respect of clubbed currents further details like outside number, date and from whom received should be entered in columns 8 & 9 of the 10 column or 12, 13 & 14 columns of 15 column PR. Without making this cross referencing entry in respect of the current is not complete.
- * Reminders should be entered in red ink.
- * On each page of the PR 2 or 3 currents should be entered. In each file there will be correspondence and required space to make these entries.
- * It is also necessary for you to see that the entries of one file does not mix up with other. For this purpose you are advised to draw a red line separating two files.
- * Whenever the action in the file is completed and it is recorded and no action is required, the nature of disposal should be noted in the last column i.e. 10th or 15th as the case may be.
- * Once the current/file is disposed/recorded, the current in column 2 of the PR should be rounded off in red ink.

Currents & Classification

Normally currents that are received in the office are classified as:

1. Ordinary & Urgent
2. Routine & Confidential
3. Paper communication & Electronic

4. New and Old

Though all those listed above are correct, in government offices for the purpose of registering the communications they are classified into the 4th category i.e. New cases and Old cases.

New Cases

In every office lot of tappal is received. Those communications which are not having any relevance to the previous correspondence in the office are called the new cases or new currents. If in an office an application is received from one of the staff member requesting to sanction Tour advance for an official tour, the application received in the office becomes a new case.

Arising Files

Where no out side communication is received also we start a new issue. Think that the Electricity connections in the office are damaged because of which the lights, fans etc. are not working. We will normally prepare a note for getting the damaged electrical wiring etc. In such cases where the issue arises within the office and no previous file is pending also becomes a new case.

In this way we have two types of new cases. 1. that is received from the public, other office or from an employee within the office; 2. that arises with in the office.

Old Cases

Whenever a communication is received in the office where a previous file on the same subject is pending is called old case. Normally in government offices it is called the clubbed current, because it is clubbed with the pending file on the issue.

Registry in the Personal Register

When currents are received first it should be checked up whether they are new cases or old cases. All new cases should be taken first and entered in the personal Register. Only 2 or 3 currents should be entered in each page, since further correspondence that emanates on this current need to be entered against it in the PR. All old cases or the clubbed currents should then be entered in the PR.

The only difference is that full particulars are written in respect of a new case in column 4 and only reference of the pending current is given in respect of a old case. Writing as above indicates that the paper now received relates to already existing file and it is clubbed with it.

Once the registry in the PR is over, the next step is to put up the paper. Whenever a current is put up by the assistant necessary entry should be made in column 5. When the file is seen by the officer and returned to the assistant the entry of such returning of the file

should be made in column 6. If it is ordered to send a communication, the draft of such communication should be put up and again entries in column 5 and when it comes back entry in column 6 should be made. Entry in respect of the form of communication (normally we use four types of communications i.e. Memorandum generally called Memo, letter, DO Letter and Proceedings. We will discuss about them in detail in module 3) to whom it is addressed and the date of approval of the draft should be entered in column 7.

Suppose a reply is received on our communication or they send a reminder to us entry in respect of such current should be first made in columns 1 to 4 as discussed above and then in column 8 & 9. Finally if no further action is needed in the file, it should be disposed and the nature of disposal should be indicated in column 10 and the current number in column 2 should be rounded off with red ink.

This is the way entries in the personal register have to be made. Generally people will be saying that it is a time consuming process and the system was developed long back and what is the need to follow the system in the changed circumstances now. But the reality is that we need a system which help us establish accountability and speed up the process. No doubt, the entry in PR will take some time, but its worth doing it.

For a minute think that the file is lost. What is to be done? Look at column 4 of the PR which indicates title, from whom received, outside number and date of the communication. We note that the current is received from so and so office, their file No. etc. We can request the office for a copy of the same communication since the particulars are available with us.

File not only contains papers received from other offices. It also contains communications sent by us. How to get them? See column 7 of the PR. It indicates that reference issued to whom and date. Column 2 indicates the current number. So we can ask the other office to whom we have sent the communication to give us a copy of our letter.

Look at column 8 where we have entered the clubbed currents. The details of further communications received either from the same office or other offices are noted in this column. It is easy for us to get all such communications and rebuild the file. Of course we will not be able to get the note file since the noting is done by us for our purpose

Advantages

Not only rebuilding a file, but also for prompt action on all the communications received, watching the progress in the file, locating it etc. are the other purposes.

Even in the modern age of computers we need some monitoring mechanism. The personal register system of Tottenham with some modifications to suit the electronic equipment can be devised and the progress of work can be monitored. In fact in AP State Secretariat where they follow the same Tottenham System (Secretariat Office Manual) has started using computers long back and monitoring the files through it. In some districts like Chittoor etc. file monitoring is done through computer.

