

WELCOME
TO
SESSIONS
ON
OFFICE PROCEDURE-
An Overview

Structure of the Government of India

President (Executive Head)



Prime Minister (Head of Council of Ministers)



Council of Ministers

(Cabinet Ministers, Ministers of State & Deputy Ministers)



Executive

(Secretary & Subordinate functionaries)

Conduct of the business of the Government

- Two separate Rules .
- **The Government of India (Allocation of Business) Rules, 1961**
- Allocates the business of the government amongst its various Ministries/Departments.

- **The Government of India (Transaction of Business) Rules, 1961**
- Defines the authority, responsibility and obligations of each Ministry/Department,
- Cabinet & its Committees and the Prime Minister of India

- (Rule 12 of TOB).

Conduct of the business of the Government

- **Ministry /Department**

- Responsible for formulation of policies of the Government in relation to the subjects allocated to it under AOB rules and also for the execution, monitoring and review of those policies.

- **Attached Offices**

- Provide detailed executive directions required in the implementation of the policies, as laid down from time to time by the Ministry/Department to which they are attached.
- They also serve as a repository of information and also advise the department on various aspects of matter dealt with by them.



Conduct of the business of the Government...

- **Subordinate Offices**
- generally function as field establishments or as agencies responsible for the detailed execution of the policies of the government.
- In certain situations, they function directly under a department and they then assist the Departments concerned in handling executive & technical matters in their respective fields of specialization.
- (Service centres of CPWD , CGHS dispensary, Directorate General of Mines & Safety)



Conduct of the business of the Government...

- **Constitutional Bodies–**
- Established under the provisions of the Constitution of India
- (UPSC,EC,C & AG, ...)
- **Statutory Bodies–**
- Established under a Statute or an Act of Parliament
- (CVC,CIC, CBFC, National Commission for Backward Class...)



Structure of the Government of India

- **Autonomous Bodies–**
- Established by the Government to discharge the activities which are related to governmental functions.- Education, Research & Development.
- Such bodies are given autonomy to discharge their functions in accordance with the Memorandum of Associations
- (e.g. IMA., ICAR, CSIR, ISI, NIFT,IITs,CSB ..)
- **Public Sector Undertakings /Central Public Sector Enterprises**
- **Commercial activities**
- (HAL,BEML,BHEL,BEL,AIR INDIA, SCL, ONGC,IOCL, BPCL, HABL... etc..)

Ministry of Defence

- Raksha Mantri/Defence Minister
- Rajya Raksha Mantri/Minister of State –Defence
- Departments
 - -Defence
 - -Defence production
 - -Defence Research & Development Orgn.
 - - Ex-Servicemen's Welfare.

Principal functions of all the Departments

- **The Department of Defence**

- Deals with the Integrated Defence Staff (IDS) and three Services and various Inter-Service Organisations.
- Also responsible for the Defence Budget, establishment matters, defence policy, matters relating to Parliament, defence co-operation with foreign countries and
- co-ordination of all defence related activities.

- **The Department of Defence Production**

- Deals with matters pertaining to defence production, indigenisation of imported stores, equipment and spares, planning and control of departmental production units
- Ordnance Factory Board (DGOF/ OFB) and
- Defence Public Sector Undertakings (DPSUs).

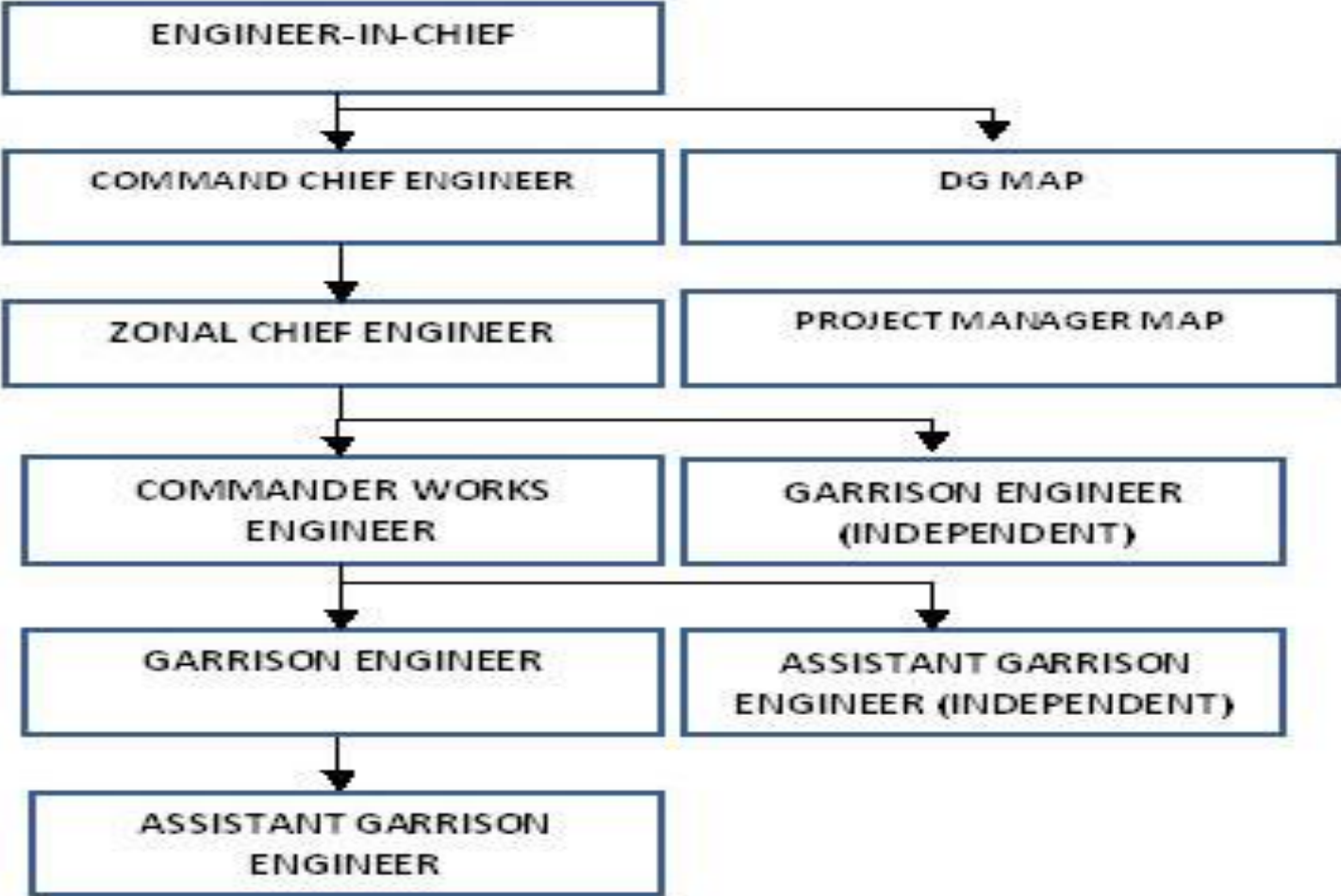
Principal functions of all the Departments...

- **The Department of Defence Research**
- To advise the Government on scientific aspects of military equipment and logistics, and
- Formulation of research, design and development plans for equipment required by the Services.
- **The Department of Ex-Servicemen Welfare**
- Deals with all resettlement, welfare and pensionary matters of Ex-Servicemen.

Department of Defence

- Secretary
- Functions as head of the Department of Defence and is additionally responsible for co-ordinating the activities of the four Departments in the Ministry.
- Addl. Secretary
- Joint Secretary (Works)
- Engineer-in-Chief

ORGANISATIONAL STRUCTURE



LIST OF RULES AND REGULATION BEING FOLLOWED BY MES

- Defence Works Procedure 2007.
- Regulations of MES (R MES) 1968.
- E-in-C's Standing Orders.
- Manual of Contract 2007.
- Scales of Accommodation 2009.
- Scales of Furniture.

Contd..

List of rules and regulation being followed by MES...

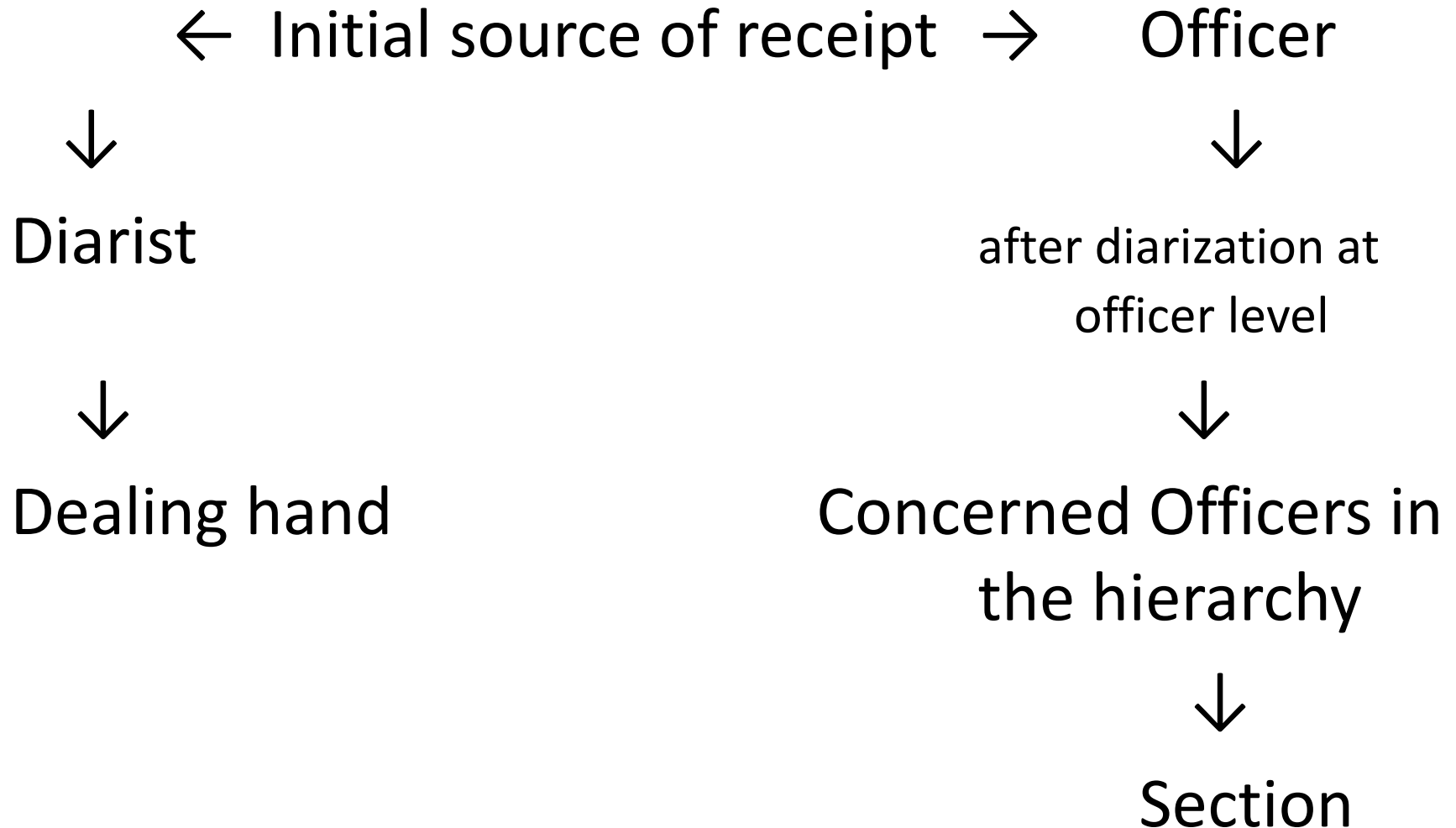
- IAFW-2249 (General Conditions on Contract)
- Standard Schedule of Rates (SSR) Part I & II.
- Policy directives from Ministry of Defence.
- E-in-C's Technical Instructions...
- (Specific subject issued from time to time).

Information Process Pathway

- Arrival ..
- **DAK**
- Activities...?
- Sorting, Registration, Distribution,
- Diarising-
- **Receipt**
- Perusal, Marking

MANAGEMENT OF DAK

Movement of inward receipts



File Management System

- **File:**
- a folder consisting of related papers on a specific subject.
- consisting of one or more of the following parts , with a file number:
- **1. Correspondence portion:**
- (i) Contains all incoming written communications that are inputs to take decision on a case; and
- (ii) Office copy of the communication sent by the Office.
- **2. Notes portion:**
- Contains the case process sheet, i.e. how decision was taken on a case/arrived at.

Conventional File numbering system

- ✓ Subject code
- ✓ Sub-head code
- ✓ Serial number of the file opened
- ✓ Year in which the file is opened
- ✓ Ownership- in an abbreviated form identifying the section.

Eg., 11/3/19/Adm.II, 25/4/16/Vig.(II)

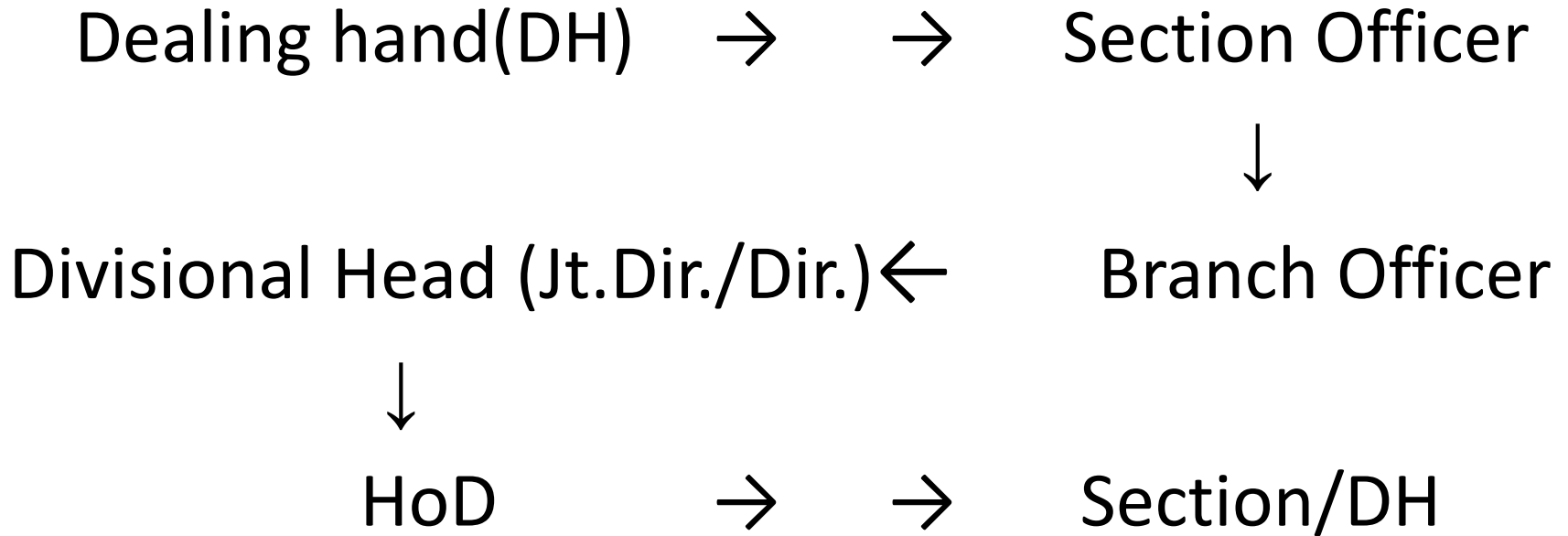
Functional file number system

| Code | Records relating to common functions in Ministries & Departments |
|----------------------------------|---|
| A | Establishment |
| B | Welfare |
| C | Vigilance |
| D | Common office services |
| E | Hindi |
| F | Public relations |
| G | Finance , budget, cash and accounts |
| H | Parliament matters |
| I | RTI matters |
| Eg.,A-11012/4/18 /Estt-II | |

File Register

| STANDARD HEAD NO | | | | | |
|------------------|---------|---------|---------|--|---------|
| STANDARD HEADING | | | | | |
| File No. | Subject | Date of | | Classification (and year of review) | Remarks |
| | | Opening | Closing | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| | | | | | |
| | | | | | |

FILE MANAGEMENT – Movement of Files..?



Noting & Drafting

- Noting- Need
- Processing Aids
- Structure, Language, Noting quantum
- Issue/Problem- Examination -Analysis
- Note- Concise - Information flow
- Paragraph Numbering, Referencing, Docketing
- Conclusion- Solution-Suggestion/Remedy
- Signature, Marking

Noting - Guidelines

- Note Sheet- Margin
- Notes - **Concise** and to **the point**. (Additional material, if any, may be placed in the **appendix**.)
- Direct , Simple/Easy to understand words/language- Expressive.
- Black or Blue ink shall be used by all categories of staff and officers.
- Hand written note... Colour of ink used ?
- The dealing hand shall append full signature, name and date on the left (hand side) below the Note.
- An officer shall append full signature on the right hand side of the note with name, designation and date.
- In an electronic environment digital signature will be appended at each level, at the appropriate place.

Aids to processing

- **Precedent book**
- **Standard process sheets**
- **Transcripts of important discussions and minutes.**
- Copies of Acts, Rules, Orders and Instructions concerning the subjects dealt with each Department shall be maintained both in physical form as well as on the website.
- **Guard file.**
- *Each section shall keep in the knowledge management system of the Department above mentioned records/electronic records for important subjects dealt with by it*

Drafting

- Draft- When ?
- Forms of Communication ?
- Who will approve , Sign ?
- Method/Mode of Communication
- Response
- Monitoring

- **Identify the Sender**
 - Providing full and complete Contact details..
- **Adopt the right form**
 - Letter, DO, Order etc., as per situation/ context requirement
- **Visualize the Response-**
 - While drafting a communication, the intention of the decision to be communicated and what response is anticipated from the receiver, if kept in mind, would help in making the communication effective.

Draft... Contents

- **Clarity ,Consistency and Uniformity-**
- The language used should be simple and clear.
- The content of communication should be developed in a manner that reflects consistency on a particular issue.
- **Redundancy, Verbosity, Circumlocution and Repetition-**
- No communication should contain any information that is not relevant.
- While drafting communication, using simple words helps in easy understanding of the content- in addition to –
- Adopting a direct style of writing without superfluous expression and repetition of the matter.

Draft... Contents

- **Provide Summary-**
- Where the communication to be sent is long and the subject matter is complex, providing a summary of the content at the end would enable a quick appreciation of the message conveyed and reinforce the action points for the receiver.

Forms of communication

- Target group – Form of Communication

SECURITY OF OFFICIAL INFORMATION AND DOCUMENTS

- Departmental Security Instructions
- Classification of Documents
- Custody
- De-classification
- Weeding

Monitoring/ Checks on delay

- How?
- Case Processing - Time limit ...?
- Arrear Statements-
- Review

Records Management

- The Public Records Act 1993
- The Public Records Rules 1997
- GoI – DARPG- Record Retention Schedule

- Effective Records Management- Activities.

Records Management

- Covers the activities concerning mainly
- Recording,
- Process of closing a file after action on all issues considered thereon has been completed
- Retention,
- Retrieval, and
- Disposal
- Transferring records to National Archives of India (NAI).

Activities.

- Recording:
- Review,
 - Periodical evaluation of recorded files on the expiry of the period of retention for determination of further retention or destruction , as the case may be.
- Retention Period/Time limit
- Retrieval
- Weeding out / Disposal.

Thanks