



सत्यमेव जयते

PRESIDENT'S SECRETARIAT
(RASHTRAPATI SACHIVALAYA)

O & M SECTION

**ALLOCATION OF
WORK AND DUTIES
OF THE SECTIONS**

1994

RASHTRAPATI BHAVAN
NEW DELHI-110004

PREFACE

Documented Orders and Instructions on organisation and administration of the Sections of this Secretariat, so far, are available in scattered Office Orders issued from 1978 onwards. The need for Documented Orders on the procedure for jobs peculiar to this Secretariat was long over due.

It is all the more necessary that there should be, as far as possible, a clear delineation of the duties and responsibilities of the staff. With this end in view, an attempt has been made to compile this Compendium giving clear-cut distribution of work among the Sections and indicating the responsibilities of each member of the staff. For facility of reference this Manual has been divided into two parts - Part I deals with distribution of work and responsibilities of the staff; Part II deals with the Record Retention Schedule.

The procedure of Office administration in general is similar to that prescribed in the Central Secretariat Manual of Office Procedure.

This initial publication is by no means complete, and it is expected that, in course of time, all such matters as may have been left out and all relevant additions and necessary corrections that may be issued from time to time for reasons of administrative expediency will be incorporated in future editions.

I would like to thank Shri H.B. Sharma, Desk Officer (O & M), for his painstaking efforts in compiling the information contained in the Compendium.

Rashtrapati Bhavan,
New Delhi,
20th December, 1994.

G.B. PRADHAN
DIRECTOR

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1. ADMINISTRATION SECTION

The Administration Section will deal with all matters relating to all Gazetted and non-Gazetted Staff of the President's Secretariat excluding the Household Establishment and Garden Establishment. Broadly, these are classified as follows :

- (i) Appointments, promotions, confirmations, deputations, postings, transfers.
- (ii) Creation, continuance, conversion and upgradation of posts.
- (iii) Fixation of pay, allowances, revision of pay scales, increment, efficiency bar, etc.
- (iv) Recruitment Rules, staff strength, seniority, representations from staff, etc.
- (v) Scheduled Castes & Scheduled Tribes. All matters concerning -
- (vi) Review of staff, premature retirement, retention/extension of service.
- (vii) General Provident Fund and matters connected therewith.
- (viii) Preparation of budget, revised estimates, supplementary demands in respect of the grants relating to pay and allowances and advances in respect of Secretariat Establishment.
- (ix) Delegation of Financial Powers and General Financial Rules.
- (x) Annual Confidential Reports and Property Returns. Maintenance of -
- (xi) Pension, family pension, gratuity and commutation of pension.
- (xii) Staff welfare and grants-in-aid, subsidy and payments of honoraria.
- (xiii) All types of advances, e.g., Conveyance, House Building, etc.
- (xiv) Maintenance of service records and verification of service.
- (xv) Hindi policy - its implementation.
- (xvi) Training Courses.
- (xvii) Central Government Health Scheme and Central Services (Medical Attendance) Rules, 1944. Matters concerning -

- (xviii) Issue, renewal and cancellation of passes - Ministry of Home Affairs and Parliament.
- (xix) Leave Rules and sanction of leave to staff; maintenance of record of casual leave of Group 'A' Officers and of P.As.
- (xx) National and Flag Days, Observance of -
- (xxi) Applications for recruitment to various posts.
- (xxii) Parliament questions connected with the above subjects.
- (xxiii) Leave Travel Concession Rules and grant of L.T.C.
- (xiv) Appointments of Honorary Physicians, Surgeons and other Specialists from different medical disciplines.
- (xxv) Scrutiny and according of approval in case of personnel posted/ transferred to President's Estate Division.
- (xxvi) Purchase and procurement of stationery from the local market and Government of India Regional Stationery Depot, respectively, and printing of letter heads, parchment papers, booklets, office instructions, registers required for use in different Sections of the Secretariat.
- (xxvii) Procurement and maintenance of office equipment, typewriters, bicycles, duplicating machines, etc.
- (xxviii) Coordination with the EE, PED, and the Government of India Press to meet the requirements of printing/stationery and furniture/fittings respectively of different Sections of the Secretariat.

2. The Administration Section will function under the direct control and supervision of the Under Secretary (Adm.) and will have the following staff :—

(a) Section Officer	1
(b) Assistants	4
(c) UDC	1
(d) LDCs	2

3. DUTIES OF THE STAFF

(a) SECTION OFFICER : He will -

- (1) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
- (2) mark all receipts to the respective dealing hands;
- (3) ensure that all files and papers for submission to the concerned Branch Officer are routed through him;
- (4) be responsible for drawing out and upto date maintenance of Check List of the subjects dealt with by the Section;
- (5) ensure punctuality among his staff and submit the Attendance Register to the Branch Officer;
- (6) maintain casual/restricted leave account of the staff in his Section;
- (7) ensure that weekly and monthly progress reports of work are submitted in time;
- (8) ensure that redundant records are weeded out from time to time as per the Section's 'Record Retention Schedule' and that recorded files required to be preserved for periods beyond five years are remitted to the Records Section;
- (9) guide his staff in regard to interpretation of rules and assist them in noting and drafting, disposal of receipts, where necessary;
- (10) keep in his safe custody confidential papers, e.g., 'Select Lists for Promotions', 'Review Cases', 'Vigilance Cases' and any other papers required to be so kept; and
- (11) ensure the maintenance of a 'Precedent Book' for keeping a record of important rulings and decisions for ready reference.

In the absence of the Section Officer, the senior-most Assistant in the Section will look after the day-to-day working of the Section.

(b) ASSISTANT-I : He will -

- (1) deal with all matters relating to fresh appointments as per the President's Secretariat (Recruitment & Conditions of Service) Rules, 1976, and will ensure that all the required formalities are completed;
- (2) deal with all inter-Section postings/transfers of all staff and maintain a register to reflect such postings/transfers.
- (3) deal with the cases of deputations/transfers of Officers/Staff to and from this Secretariat and all matters connected therewith, e.g. stipulation of terms and conditions, leave salary and pension contributions, etc.;
- (4) put up necessary sanctions in cases of Officers/Staff accompanying the President of India on foreign tours to certify the period as on deputation (duty);
- (5) deal with promotions to regular and short-term vacancies in accordance with the Recruitment Rules, 1976.
- (6) be responsible to initiate action for drawing up 'Select Lists' of all cadres in December each year valid for promotion in the succeeding year keeping in view the vacancies likely to occur in that year;
- (7) deal with all cases of fixation of pay and revision of pay scales;
- (8) deal with review cases for retention of Govt. servants in service. For this purpose he will maintain a register giving necessary particulars and will ensure that the cases due for review are put up quarterly;
- (9) also take subsequent action in case of pre-mature retirement as a result of reviews;
- (10) deal with cases relating to re-employment/extension in service;
- (11) be responsible for compilation of various statements showing staff strength as required from time to time and maintenance of Establishment Registers;
- (12) draw up seniority lists of all categories of staff every quinquennium in January, and will get the lists authenticated. The working copies of the lists will be corrected by him so as to bring them upto date;
- (13) deal with the creation, continuance and upgradation of posts. Action for continuance of temporary posts will invariably be initiated by him in the first week of February each year;

- (14) take up the case for conversion of temporary posts into permanent ones in April every year;
- (15) also take up the cases for confirmation in all categories of the eligible staff due for confirmation in accordance with the Recruitment Rules, 1976, in May every year;
- (16) deal with the cases requiring amendments to the Recruitment Rules, 1976;
- (17) deal with the requests in regard to forwarding of applications for appointments outside this Secretariat;
- (18) deal with the general aspects of Government policy regarding Scheduled Castes/Scheduled Tribes and maintain rosters as required under the rules;
- (19) deal with the appointment of Liaison Officer for Scheduled Castes/Scheduled Tribes for this Secretariat and put up the necessary inspection form, in duplicate, to him for completion and submission to the Secretary to the President, in March every year;
- (20) submit all returns in connection with Scheduled Castes/Scheduled Tribes and will also supply necessary material in the form of returns to the Commissioner for Scheduled Castes/Scheduled Tribes for his report as required by him;
- (21) deal with all disciplinary matters pertaining to the staff, and will ensure upto date maintenance of the Central Civil Services (Classification, Control and Appeal) Rules, 1965;
- (22) deal with the representations received from the staff in regard to service matters;
- (23) attend to all service cases filed as civil suits in the Courts of Law;
- (24) deal with Parliament Question on the above subject;
- (25) ensure upto date maintenance of the Central Civil Services (Conduct) Rules, 1964, and will deal with cases falling under these rules; and

(26) be responsible for timely submission of the following returns :—

- | | |
|--|---------------------|
| (i) Contacts of Government servants with Foreign Missions. | Quarterly |
| (ii) List of IAS/CCS Officers (on demand from Department of Personnel & A.R.) | -do- |
| (iii) Statistical Returns regarding complaints, investigations, disciplinary enquiry in respect of vigilance cases. | -do- |
| (iv) Statement of pending vigilance cases in respect of Gazetted Officers and Officers of comparable status. | -do- |
| (v) Appointments of non-Indians in Ministries, etc. | Half-yearly |
| (vi) Statement regarding representation of Scheduled Castes/Tribes. | Annual |
| (vii) Material for annual report for the Commissioner for Scheduled Castes/Tribes | -do-
(on demand) |
| (viii) Statement showing the number of posts filled by deputation and number of Scheduled Castes/Tribes candidates appointed against such posts. | Annual |
| (ix) Statement regarding dereservation of reserved vacancies for Scheduled Castes/Tribes for purely temporary appointment. | -do- |
| (x) Creation of non-plan posts despite ban order. | Quarterly |

ASSISTANT-II : He will -

- (1) deal with general aspects of the General Provident Fund and its Rules and handle all correspondence connected with it. He will ensure that the Rules are kept upto date;
- (2) deal with the requests for the grant of advance/non-refundable/final withdrawal of General Provident Fund received from the staff;

- (3) initiate action for the payment of balance at an individual's credit in his General Provident Fund Account one year before his date of retirement. In this case, Part I of the application form will be filled in by the individual concerned in the first instance and Part II after retirement;
- (4) correspond in regard to the missing credits in General Provident Fund Account of the staff;
- (5) be responsible for the allotment of General Provident Fund Account Number to fresh recruits;
- (6) deal with the 'Deposit Linked Insurance Scheme for Subscriber to the Provident Fund'. On demise of a Government Servant, he will issue sanction after obtaining necessary details of balance, etc., from P.A.O.;
- (7) be responsible for the preparation of budget estimates, revised estimates and supplementary demands in respect of the Pay and Allowances, etc., of the Staff of the President's Secretariat, other than the Household Establishment and Garden Establishment.
- (8) deal with the general aspects of :—
 - (i) House Rent Allowance
 - (ii) City Compensatory Allowance
 - (iii) Dearness Allowance
 - (iv) Conveyance Allowance
 - (v) Overtime Allowance/Night Duty Allowance
 - (vi) Washing Allowance

and ensure that these rules are kept upto date;

- (9) be responsible for sanction of H.R.A. and C.C.A. to the Staff;
- (10) deal with the correspondence relating to the Delegation of Financial Powers Rules and keep the Rules upto date;

- (11) deal with the correspondence in regard to the Office Council, election of office bearers, circulation of agenda and minutes of meetings, etc.;
- (12) obtain Property Returns from Group 'A' and 'B' (Class I and II) staff in January each year;
- (13) deal with correspondence in respect of Confidential Reports;
- (14) be responsible for the preparation of Confidential Report Forms in respect of Officers/Staff of the Secretariat and will complete action in this regard by November every year for submission of the forms to the authorities concerned;
- (15) deal with all matters connected with security and will be responsible for upto date maintenance of 'Security Instructions' booklet;
- (16) put up Quarterly Security Return to the Security Officer for his remarks in the first week of each quarter;
- (17) he will deal with all work connected with welfare activities concerning the staff of the President's Secretariat;
- (18) deal with circulars received from Ministries/Departments, etc., regarding vacancies;
- (19) deal with the Parliament Questions in regard to the subjects dealt with by him; and
- (20) prepare and send the following returns periodically :—

(i) Return to the local Employment Exchange as required under the Employment Exchange (Compulsory Information of Vacancies) Act, 1959.	Quarterly
(ii) Setting up of Office Council, Progress of -	Half Yearly
(iii) Return regarding distribution of Central Government Employees according to pay range.	Yearly
(iv) Occupational-cum-educational Return (in Form E.R. II Public).	Biennially

ASSISTANT-III : He will -

- (1) deal with general aspects of the pension, commutation of pension and gratuity and connected correspondence. He will keep the rules in all the three cases upto date;
- (2) obtain orders of the appropriate authority as to the grant of full pension and gratuity eight months before the retirement of an individual;
- (3) put up cases in regard to grant of pension and gratuity. The pension forms will be sent by him to the individual eight months before the latter's retirement, and will ensure that the pension papers, duly completed, are returned to him within one month. He will prepare and send them to P.A.O. for final action six months before the individual's date of retirement;
- (4) be responsible to issue sanction for payment of provisional pension to a retired Government Servant by the first of the month in which the pension is due, in case the P.P.O. has not been issued to him one month before his retirement;
- (5) deal with the cases of commutation of pension. The action in such cases will be initiated only on receipt of application for commutation of pension from the retired persons;
- (6) send to the P.A.O. a statement giving names of persons retiring after 24 to 30 months on the 1st of January and 1st of July each year;
- (7) prepare sanctions for cash payment in lieu of unutilised earned leave in respect of persons who retire or die in service;
- (8) take timely action in regard to the grant of family pension and gratuity to the families of the deceased employees of this Secretariat;
- (9) prepare sanctions for the grant of immediate relief to the families of the deceased employees;
- (10) deal with the correspondence in regard to the House-building advance and ensure that the rules on the subject are kept upto date;
- (11) scrutinise and process the requests for the grant of the House-building advance;
- (12) scrutinise annually the Insurance Policy in respect of the houses for the construction of which the House-building advance has been sanctioned;

- (13) deal with the correspondence regarding Leave Travel Concession to the Government Servants and ensure that the L.T.C. Rules are kept upto date;
- (14) scrutinise and process the requests for the grant of L.T.C. and for the grant of advance of L.T.C. for Home-Town as well as places other than Home-Town. He will issue sanctions and also make an entry to this effect in the Service Book of the individual;
- (15) deal with the general aspects of the grant of leave salary advance and will prepare sanctions for such requests from the staff;
- (16) deal with the correspondence in regard to the grant of subsidy to the President's Secretariat Staff Club;
- (17) deal with the correspondence in regard to the panel of translators with the Ministry of Education;
- (18) process and prepare sanctions for the grant of honoraria to the translators;
- (19) be responsible for arrangements for deputing Reporters for the Governors' Conference and for the sanction of honoraria to them;
- (20) deal with the correspondence in regard to the permission of staff for various types of training and courses. He will make entries in the Service Books of those who have had the training or have completed any course.

ASSISTANT-IV : He will -

- (1) be responsible for the procurement of stationary and miscellaneous articles, viz. glass tumblers, jugs, brief cases, etc., by local purchase.
- (2) be responsible for the procurement of stationary articles from the Government of India Regional Stationery Depot.
- (3) deal with the issue of stationery to the Secretariat and for the Guest Wing at the Rashtrapati Bhavan.
- (4) arrange the procurement of standard forms, registers, etc., from the Government of India Stores, Calcutta.
- (5) prepare Budget Estimates of GHO and Office Expenses.

- (6) he will maintain the following registers :—

(i) Register for Stationery articles	..	3
(ii) Liability register for Stationery	..	1
(iii) Stock register of glass, jugs, tumblers, etc.	..	1

- (7) He will deal with the purchase and issue of type-writers and other office equipment and their repair and disposal.
- (8) he will deal with the purchase, maintenance and distribution of bi-cycles.
- (9) he will work out the yearly requirement of accessories of cycles and their procurement.

(c) UPPER DIVISION CLERK : He will -

- (1) deal with all general aspects of the Central Government Health Scheme and Central Service (Medical Attendance) Rules, 1944, and connected correspondence and also arrange that the Rules are kept upto date;
- (2) be responsible for the issue and cancellation of the C.G.H.S. Token Cards, and for any addition/deletion to/from the Token Card;
- (3) deal with all claims of re-imbursement of medical expenses and will issue sanctions, where necessary;
- (4) deal with the verification of character and antecedents of the new appointees;
- (5) arrange for the issue, renewal and cancellation of Passes issued by the Ministry of Home Affairs in respect of some of the Officers/Staff of this Secretariat, revisably once in a year, i.e., in January each year; Circulation of copies of all circulars containing general instructions, orders, amendments to rules, etc., relating to service matters, pay and allowances, pensions, gratuity, deductions on accounts of income-tax received from various departments among the officers, sections, e.g., Establishment, Bill Sections, IIAU, PAO, etc.
- (6) arrange to get passes for Officers for whom the passes are required for Sessions of the two Houses of Parliament;

- (7) complete all particulars in the service book as required on first appointment of an individual. He will make entries in service books in regard to promotion, reversion, increment, crossing of Efficiency Bar and transfer, etc.;
- (8) carry out annual verification of service from the Pay Bills in April every year and append a certificate of verification of service in each service book to be signed by the Head of Office. The certificate should be in the following form and will be signed by Under Secretary (Adm.) -

“Service verified upto from the Pay Bills/.”
- (9) ensure from the service records of all those who are to retire within the next two years that the verification in regard to the qualifying service is upto date and that certificates to this effect have been recorded in the service books. For this purpose he will draw a list at the end of December every year;
- (10) be responsible for obtaining and transfer of service records of the employees of this Secretariat in the event of transfer to and from this Secretariat;
- (11) be responsible for obtaining nomination forms from the employees in regard to G.P.F., D.C.R. Gratuity and declaration forms for 'Home Town' and details of family members;
- (12) maintain an Increment Register and intimate the Bill (Admn.) Section the names of those, whose annual increments become due by the 10th of each month;
- (13) put up one month before the due date the cases of those who are to cross the Efficiency Bar, and will take follow-up action;
- (14) initiate action to have the medical examination of the new recruits done by the Physician to the President and the report recorded in the service book;
- (15) deal with the correspondence regarding Central Government Employees Insurance Scheme. He will obtain nomination forms, issue sanctions in case of death of an employee and also for release of the balance at an individual's credit after retirement;
- (16) deal with the correspondence in regard to Postal Life Insurance cases and missing premiums, if any;

- (17) deal with the correspondence in regard to the Hindi Policy of the Government and implementation thereof;
 - (18) deal with all matters connected with training in Hindi, Hindi type-writing/shorthand under the Hindi Teaching Scheme;
 - (19) open and maintain personal files of all Officers/Staff of the Secretariat, and will maintain casual/restricted leave record of Class I Officers and P.As.;
 - (20) deal with the requests of the staff for the membership of the Central Secretariat Library;
 - (21) provide information in regard to pay, length of service, date of birth, etc., in respect of the staff required by P.A.O., Accommodation Section, Household Section, etc.;
 - (22) deal with the correspondence relating to Government Holidays;
 - (23) put up indent for stationery and other requirement of the Section;
 - (24) be responsible for circulating in the Section circulars of general nature received from other Sections and also those issue by Administration Section;
 - (25) deal with the matters relating to appointment of invigilators for various examinations conducted by U.P.S.C., etc., and for which the services of the staff of the President's Secretariat are requisitioned; and
 - (26) deal with Parliament Questions relating to the subjects dealt with by him.
- (d) LOWER DIVISION CLERK-I : He will -
- (1) deal with the general aspects of various kind of leave to which the staff is eligible under the provisions of the Central Civil Services (Leave) Rules, 1972. He will ensure that the Leave Rules are kept upto date;
 - (2) process the requests from the staff for the grant of leave, issue sanctions and make entries to that effect in the Service Books and the leave accounts of the individuals;
 - (3) credit 15 days earned leave in each individual's leave account on 1st January and 1st July each year, as per existing rules;

- (4) maintain a register posting therein all sanctions of leave and ensure that the register is upto date;
- (5) be responsible for arranging collection of Funds on National and Flag Days and deal with correspondence in this regard;
- (6) be responsible for work connected with the observance of Martyrs' Day on 30th January each year;
- (7) deal with general aspects regarding grant of advance for motor car, scooter, cycle and on the occasion of different festivals and ensure that the rules on the subject are maintained upto date and an adequate stock of the necessary forms is maintained;
- (8) deal with the requests for such advances, process them and issue necessary sanctions;
- (9) issue necessary certificates to the P.A.O. in the case of motor car and scooter advance sanctions after scrutinising the receipts to be submitted to the Administration Section by the persons drawing such advances;
- (10) call for the receipts in case of cycle advance sanctions and after the Head of Office is satisfied as to the genuineness of the purchase, return the receipt to the individual;
- (11) call for Insurance policies, in March every year, in cases of advance of motor car and scooter and ensure that the vehicles are comprehensively insured, fully covering the amount of the advance drawn, the vehicles are hypothecated and the policies are assigned to the President of India;
- (12) maintain a register for all these advances and bring to the notice of the Assistant dealing with the budget of the total amounts sanctioned on this account, so that budget allotment may be revised, in October every year, by re-appropriation under this sub-head, if necessary, by 15th February every year, well in time by the Assistant concerned; and
- (13) prepare weekly and monthly statement of progress of work of the Administration Section.

LOWER DIVISION CLERK-II : He will -

- (1) diarise all incoming receipts;
- (2) be responsible for the despatch of dak required to be issued from the Section;
- (3) do the general typing work;
- (4) maintain registers for entering requests for posts of Lower Division Clerks, Peons, etc.;
- (5) mark in the Diary Register file numbers from the diary slips returned to him by the Assistants; and
- (6) trace the references from the Diary Register if and when required.

LEAVE

1. The Administration Section will deal with all cases of leave relating to Officers and Secretariat Staff. The Establishment Section will also deal with matters pertaining to leave of staff belonging to the Household and Garden (Work-charged) Establishments.
2. All Officers and Staff of the President's Secretariat should in normal circumstances apply for earned, commuted leave, etc., in the Form appended below. The application form, duly completed, will be sent to the Under Secretary (Administration) through the Officer concerned in case of a Group 'A' Officer and the Branch Officer concerned in case of Group 'B', 'C' and 'D' staff. In the case of earned leave for more than 45 days, however, the application should normally reach the Under Secretary (Administration) three months in advance. The Under Secretary (Administration) will send the leave application to the Administration or Establishment Section, as the case may be. The concerned Section will deal with the leave application and submit the case for orders of the appropriate authority. After sanction is accorded, the Administration/Establishment Section will issue necessary orders, and will maintain an upto date record of earned leave, commuted leave, etc., availed of and at the credit of each individual.
3. Records of casual/restricted leave of all Group 'A' Officers and P.As. will be maintained by the Administration Section, to whom all such leave applications will be sent after the leave has been sanctioned. A record of casual/restricted leave availed of by Group 'B' and 'C' staff will be maintained by the Section Officer concerned, after the leave has been sanctioned by the Branch Officer concerned.

4. In case of Group 'D' staff of the Secretariat, their casual/restricted leave records will be maintained by the Section Officer, Central Registry, through whom such leave applications will be routed for the sanction of Under Secretary (Administration).

5. In case of the Household (including Conservancy) and Garden (Work-charged) Establishments, a record of casual/restricted leave will be maintained by the respective Heads of these Establishments.

PRESIDENT'S SECRETARIAT **APPLICATION FOR LEAVE**

1. Name of applicant.
2. Post held.
3. Section where posted.
4. Pay.
5. House-rent and other compensatory allowances drawn in the present post.
6. Nature and period of leave applied for and date from which required.
7. Sunday and holidays, if any, proposed to the prefixed/suffixed to leave.
8. Ground on which leave is applied for.
9. Date of return from last leave and the nature and period of that leave.
- *10. I propose/do not propose to avail myself of leave travel concession for the block years during the ensuing leave.
11. Address during leave period.
- *12. In the event of my resignation or voluntary retirement from service, I undertake to refund :—
 - (i) the difference between the leave salary, drawn during 'Commuted leave' and that admissible during half-pay leave, which would not have been admissible had sub-rule (1) of rule 30 not been applied.
 - (ii) the leave salary drawn during 'leave not due' which would not have been admissible had sub-rule (1) of rule 31 not been applied.

Dated :

Signature of applicant

13. Remark and/or recommendation of Controlling Officer.

Signature (with date)
Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

14. Certified that for days
from to is admissible
under the Central Civil Services (Leave) Rules, 1972.

Signature (with date)
Designation

- **15. Order of the authority competent to grant leave.

Signature (with date)
Designation

* Score out whatever be not applicable.

** If the applicant is drawing any compensatory allowance, it should also be indicated in the order whether on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.

ANNUAL CONFIDENTIAL REPORTS

Annual Confidential Reports of Groups 'A', 'B' and 'C' Officers of the President's Secretariat should be completed in all respects by the end of April each year.

- (i) The prescribed form of Annual Report will be supplied by the Administration Section in the first week of March each year to the Reporting Officer, *i.e.*, Section Officers for staff working under them and Section Officers and above for self-appraisal.

The Annual Confidential Report forms of Personal Assistants will be sent to the officer concerned direct and will be returned duly completed to the Under Secretary (Admn.) before the 30th of April.

- (ii) Self-appraisal where required will be completed within one week of the 1st April of the following year.
- (iii) The Reporting Officer should record his remarks within a week of the receipt of the Annual Confidential Reports and pass them on to the Reviewing Officer by the 15th April.
- (iv) The Reviewing Officer should, after recording his remarks on the Annual Confidential Report, return them to the Officer concerned (*vide* Annexure 1) before the 30th of April.
- (v) The instructions contained in the Office Memorandum No. 21011/1/77-Estt. A, dated 30th January, 1978 issued by the Ministry of Home Affairs, Department of Personnel & Administrative Reforms will be borne in mind and follow up action taken accordingly.

2. Where the Reporting Officer is due to retire or otherwise demit office, he should complete the Annual Confidential Reports on Officers working under him before he demits office.

3. The Annual Confidential Reports of Group 'A' Officers will be kept in the custody of the Secretary to the President of India and the others will be kept in the custody of the US (Admn.).

ANNEXURE - I

Officer	Reporting Officer	Reviewing Officer	Maintenance Officer
1	2	3	4
Secy. to the President	The President	The President	Establishment Officer, Deptt. of Personnel
Press Secy. to the President	The Secretary	The President	The Secretary
S.A.P./J.S.P.	The Secretary	The President	Establishment Officer, Deptt. of Personnel
Director/Dy. Secretary	M.S.P.	The Secretary	The Secretary
I.F.A.	The Secretary	The President	The Secretary
Under Secretary	Dy. Secy.	M.S.P.	The Secretary
Physician to the President	M.S.P.	The Secretary	The Secretary
C.P.H.	J.S.P.	The Secretary	The Secretary
PSP/APSPs (Co-terminus)	S.A.P.	The President	The Secretary
Dy. Physician	Physician	M.S.P.	The Secretary
Garden Supdt.	M.S.P.	The Secretary	The Secretary
Hindi Officer	Press Secretary	The Secretary	The Secretary
P.A.O./S.A.O.	I.F.A.	The Secretary	CAG, Miny. of Finance thro' US (Admn)
I.A.O./A.A.O.	P.A.O./S.A.O.	I.F.A.	US (Admn)
Photographic Officer	Press Secretary	The Secretary	- do -
Jr. Photographer, Production Asstt & Dark Room Asstt	Photographic Officer	Press Secretary	- do -
Sanitary Officer	C.P.H./Physician	M.S.P.	- do -
Section Officer	US (Branch Officer)	Dy. Secy/MSP/Secy	- do -
PAs	Officer concerned		- do -
Asstts/UDCs/LDCs	Section Officer	US/Branch Officer concerned	- do -
Dispensary Staff	Dy. Physician	Physician	- do -
Garden Staff	Garden Supdt.	M.S.P.	- do -
SO Horty/Sub-Overseer			

PRINTING WORK

Printing work common to different Sections, i.e., letter heads, registers, forms, etc., will be coordinated by the Administration Section. The Administration Section will, however, get the final proof of the forms, etc., which are peculiar to some Sections, approved by the Section concerned before placing firm orders for printing on the Press. The Sections mentioned in Annexure-II will deal direct with the Press in respect of the printing work.

In order to effect economy in the printing work, forms, registers, etc., will be reviewed every year and those which have become redundant will be weeded out. The number of copies required of the Daily List of Engagements, Comprehensive Arrangements, Arrangements (Four Weeks), Table Seating Plans, Menu Cards and Staff Instructions, etc., will also be reviewed by the Branch Officer concerned once a year.

ANNEXURE - II

<i>Name of Section</i>	<i>Nature of Work</i>
C.A.-I	<ol style="list-style-type: none"> 1. Warrants of appointment of Governors/Lt.-Governors. 2. President's Address to - <ol style="list-style-type: none"> (i) Parliament; and (ii) Governors' Conference. 3. Agenda, Seating Plan, Proceeding, etc., of the Governors' Conference. 4. Oath of Office of the President of India.
C.A.-II	<ol style="list-style-type: none"> 1. Warrants of appointment of Judges of the - <ol style="list-style-type: none"> (i) Supreme Court of India; (ii) High Courts; (iii) Comptroller and Auditor General of India; and (iv) Chairman, Monopolies and Restrictive Trade Commission. 2. Brochure containing statutes and rules regarding Honours & Awards. 3. Embossing of papers and envelopes, printing of letters in connection with the assumption of Office of the President of India.
Ceremonial	<ol style="list-style-type: none"> 1. Staff Instructions in connection with - <ol style="list-style-type: none"> (i) Presentation of Credentials; (ii) Republic Day, Independence Day Receptions; (iii) Republic Day Parade and Beating of the Retreat; (iv) Visits of Foreign Dignitaries staying at Rashtrapati Bhavan.

2. Printing of titles on the mounts, group photograph taken with the President -
 - (i) after the presentation of Credential;
 - (ii) of the Governors/Lt.-Governors on the occasion of Governors' Conference;
 - (iii) of the Band Contingent and on the eve of its departure.
3. Printing of Name Cards and Seating Plan in connection with -
 - (i) Credential Ceremony (Name Cards only);
 - (ii) Group Photograph of the Band Contingent (Name Cards only);
 - (iii) Swearing-in-Ceremonies;
 - (iv) Group Photograph of Governors/Lt.-Governors.
4. Printing of badges for ushers during Receptions.
5. Printing of name of the Association, Organisation and patronage on the Parchment Letters.
6. Printing of Booklets indicating the arrival and departure of Governors/Lt.-Governors and their Staff Officers on the eve of the Governors' Conference.
7. Printing of proforma to get down information received from Secretaries of the Governors of States regarding itinerary in connection with the Governors' Conference.
8. Printing of list of Honorary Personal Staff appointed by the President of India.

their

Household

1. Daily Menu Cards.
2. Name Cards of the Guests staying in Rashtrapati Bhavan.
3. Cinema Tickets.

Invitation

1. 'Arrangements' (Four Weeks/Comprehensive Issue).
2. For the 'Banquets', 'Dinners' and 'Luncheons' hosted by the President, the Vice-President and the Prime Minister -
 - (i) Invitation Cards;
 - (ii) Menu Cards;
 - (iii) Table Plans;
 - (iv) Car Park Labels.
3. For the Investiture, Ceremonies, Receptions, 'At-Home' and Tea Parties hosted by the President -
 - (i) Invitation Cards;
 - (ii) Car Park Labels.
4. Printing of 'Press Slips'/Notes/Special Instructions Slips.
5. Embossing of State Emblem on -
 - (i) Envelopes;
 - (ii) Invitation Cards;
 - (iii) Table Plans;
 - (iv) Menu Folders;
 - (v) Name Cards.

Message & Library

1. Delhi Official Directory.
2. Rashtrapati Bhavan Telephone Directory.
3. Telephone Chart.
4. New Year Greeting Cards.
5. Wedding Acknowledgement Cards.
6. Greeting Acknowledgement Cards, etc.
7. Bio-data of the President.
8. Speeches of the President.

List of 'Engagements' of the President.

Personal Cell

Tour

1. Tour Booklets.
2. Name Labels.

ANNEXURE - III

LIST OF OUTGOING RETURNS

S. No.	Title of Returns	Periodicity
1.	Contacts of Government Servants with Foreign Missions.	Quarterly
2.	List of ICS/CCS Officer (on demand from Department of Personnel and A.R.).	- do -
3.	Statistical Returns regarding complaints, investigations, disciplinary enquiry in respect of vigilance cases.	- do -
4.	Statement of pending vigilance cases in respect of Gazetted Officers and Officers of comparable status.	- do -
5.	Returns to the local Employment Exchange <i>vide</i> Employment Exchange (compulsory information of vacancies) Act, 1959.	- do -
6.	Security Return	- do -
7.	Appointment of non-Indians in Ministries, etc.	Half Yearly
8.	Setting up of Office Council - Progress of.	- do -
9.	List of persons retiring during next 24 to 30 months to be sent to PAO.	- do -
10.	Statement regarding representation of Scheduled Castes/Tribes.	Annual
11.	Material for annual report of the Commissioner for Scheduled Castes/Tribes.	- do - (on demand)
12.	Statement showing number of posts filled by deputation and number of Scheduled Castes/Tribes candidates appointed against such posts.	Annual
13.	Statement regarding dereservation of reserved vacancies for Scheduled Castes/Tribes for purely temporary appointments.	- do -
14.	Return regarding distribution of Central Government employees according to pay range.	- do -
15.	Occupation-cum-educational Return [in Form E.R. II (Public)].	Biennial
16.	Creation of non-plan posts despite ban order.	Quarterly

ANNEXURE - IV

CHECK LIST

<i>January</i>	1. Immovable Property Returns.
	2. Casting of Leave Account.
	3. Issue/Renewal/Cancellation of MHA Passes.
	4. Observance of Martyrs' Day (30th January).
	5. Review cases for retention in service.
<i>February</i>	1. Continuance of temporary posts.
<i>March</i>	1. Statement in regard to inspection of Scheduled Castes/Tribes rosters.
	2. Amendments of Recruitment Rules. Notifying of
	3. Checking of Insurance Policy in respect of -
	(i) House Building Advance.
	(ii) Scooter Advance.
<i>April</i>	1. Verification of service.
	2. Conversion of temporary posts into permanent posts.
	3. Review cases for retention in service.
<i>May</i>	1. Confirmation of staff of all categories.
<i>July</i>	1. Casting of leave account.
	2. Review of cases for retention in service.
<i>September</i>	1. Preparation of Budget Estimates and Revised Estimates.
<i>October</i>	1. Review of cases for retention in service.
<i>November</i>	1. Preparation of ACRs forms in respect of Group A, B & C.
<i>December</i>	1. Preparation of select lists of all cadres valid for promotion in the succeeding year.
	2. Preparation of a list of persons retiring within the next two years for purposes of verification of their qualifying service.

General

1. Progress Report of work - Monthly.
2. Increment list to be sent to Bill (Admn.) - Monthly.
3. Cases regarding crossing of Efficiency Bar to be taken up one month before the due date.
4. Application for payment of balance in GP Fund Account to be sent to PAO in respect of employees one year before the date of their retirement.
5. Action in regard to the payment of pension and gratuity to be initiated 8 months before the date of retirement of a Government Servant.
6. Preparation of authenticated 'Seniority Lists' of all grades once every five years in January.
7. Review of the grant of the following allowances biennially -
 - (a) conveyance allowance;
 - (b) cycle allowance.

2. BILL (ADMN) SECTION

The Bill (Admn) Section will be responsible for the preparation of bills for monthly salary, personal claims, etc., for the staff of the President's Secretariat, excluding Household Establishment and Garden (work-charged) staff. Bills will be prepared in the prescribed form in accordance with sanctions issued by Administration. The sanctions will be noted in the Pay Bill Registers and other appropriate subsidiary registers like TA Registers, Advances Registers, etc., so that the Registers serve as a complete record of the entitlement of the Officer concerned from time to time and of the amounts drawn on his behalf from month to month.

2. The Tour Booklet will constitute the authority for claiming travelling allowance for Officers, accompanying the President on tour. All the bills prepared will be sent to the PAO through the Bill-cum-Transit Register for issue of cheques either in favour of the individual Officer or in favour of US (DDO) for disbursement to the individual concerned. The Section will also maintain a monthly record of all bills prepared by them in the Control Register and will reconcile monthly totals with the records of the Pay and Accounts Officer by 20th of the succeeding month. The main functions of this Section will be as follows :—

(i) Preparation of bills for :

- (a) Monthly salary of the President of India.
- (b) Monthly salary of the Officers and staff.
- (c) Overtime/night duty allowance.
- (d) Travelling/daily allowance.
- (e) Various advances/withdrawals.
- (f) Canteen subsidy.
- (g) Reimbursement of medical expenses.
- (h) Honoraria, etc.

(ii) Preparation of the following bills in respect of employees who retire/die in service :

- (a) General Provident Fund.
- (b) Encashment of Leave Salary.
- (c) Deposit Linked Insurance Scheme.
- (d) Central Government Employees Insurance Scheme.
- (e) Provisional Pension/Gratuity.

- (iii) Preparation of bills for claims and advances of Leave Travel Concession.
- (iv) Preparation of statement of account of pay and allowances of the President of India and Group 'A' and 'B' Officers and acquittance rolls of non-gazetted staff.
- (v) Issue of monthly pay certificates to Group 'A' Officers.
- (vi) Assessment of income-tax in respect of the President of India, Group 'A', 'B' and 'C' staff and issue of income-tax statements/calculation sheets.
- (vii) Issue of statement on account of Compulsory Deposit Income-tax Payers Scheme in respect of the President of India and Group 'A' Officers.
- (viii) Monthly reconciliation of expenditure figures with the PAO Unit of "Staff, Household and Allowances of the President and President's Gardens" Heads.
- (ix) Preparation of quarterly expenditure statement under the heads "Staff, Household and Allowances of the President" and the "President's Gardens" to be sent to the Ministry of Finance.
- (x) Processing cases for the sanction of reimbursement of tuition fees every month of Group 'B', 'C' and 'D' staff and other connected work.
- (xi) Obtaining half-yearly sanction for continuance of Children Educational Allowance and other connected work.
- (xii) Issue of last pay certificate in the event of an employee's retirement/transfer/death and pay certificate to an individual on request.
- (xiii) Furnishing details of missing credits of General Provident Fund and Postal Life Insurance.
- (xiv) Dealing with audit objections relating to bills, etc., concerning the Section.

3. The Bill (Admn) Section will function under the direct administrative and supervisory control of the Under Secretary (DDO) and will consist of the following staff :—

(a) Section Officer	1
(b) Assistant	1
(c) UDC	1
(d) LDCs	2

(Monthly salary bills will be prepared and sent to the PAO's Unit 5 days in advance of the disbursement day. Other bills will normally be sent upto the 22nd of each month. Urgent bills will however be sent as soon as they are ready.)

4. DUTIES OF THE STAFF

The duties and responsibilities of the various categories of staff working in this Section will be as follows :—

(a) SECTION OFFICER : He will -

- (1) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
- (2) mark all receipts to the respective dealing hands;
- (3) ensure that all files and papers for submission to the Branch Officer are routed through him;
- (4) be responsible for drawing out and upto date maintenance of Check List of the subjects dealt with by the Section;
- (5) ensure punctuality and discipline among his staff;
- (6) maintain the casual/restricted leave account of the staff in his section;
- (7) ensure that monthly arrear statement of work is submitted in time;
- (8) ensure that redundant records are weeded out from time to time as per the Section's 'Record Retention Schedule' and that recorded files required to be preserved for periods beyond five years are remitted to the Records Section;
- (9) ensure the maintenance of a 'Precedent Book' for keeping record of important rulings and decisions for ready reference;
- (10) check Income-tax calculations of the Officers and the staff; and
- (11) attest entries in the Pay Bill Registers, Control Registers, etc.

(b) ASSISTANT : He will -

- (1) deal with the following categories of staff except where specifically mentioned otherwise :-

- (a) Group 'A'
 - (b) Group 'B' Gazetted
 - (c) UDCs
- (2) be responsible for opening and closing of the Pay Bill Registers annually;
 - (3) prepare pay bills and supplementary bills of the President of India and of the above mentioned staff and in also responsible to prepare the statement of account in respect of the President of India, Group 'A' & 'B' Officers and acquittance roll in respect of UDCs;
 - (4) be responsible for preparation of encashment of leave salary bills;
 - (5) prepare Central Government Employees Insurance Scheme bills;
 - (6) be responsible for the preparation of provisional pension and gratuity bills;
 - (7) issue last pay certificates and pay certificates;
 - (8) furnish details of missing credits of GPF & Postal Life Insurance;
 - (9) prepare miscellaneous bills e.g. Licence Fee bills, leave salary contribution bills, etc.;
 - (10) be responsible for posting of bills prepared in the expenditure control register;
 - (11) be responsible for the issue of statement showing details of emoluments and deductions in respect of Group 'A' Officers;
 - (12) be responsible for all work connected with Income-tax deductions of the President of India, Group 'A', 'B' & other staff;
 - (13) be responsible for work connected with the Compulsory Deposit Income-tax Payers Scheme;
 - (14) be responsible for monthly reconciliation of expenditure figures with PAO Unit in respect of the 'Staff Household and Allowance of the President' and 'President's Gardens';

- (15) prepare quarterly statement of actual expenditure on pay and various types of allowances of the 'Staff Household and Allowances of the President' and the 'President's Gardens' for submission to the Ministry of Finance, pay research unit;
 - (16) deal with audit objections concerning bills prepared by her/him;
 - (17) deal with general correspondence received in the Section; and
 - (18) maintain the following Registers -
 - (a) Pay Bill Registers.
 - (b) Expenditure Control Registers.
 - (c) Bill-cum-Transit Registers.
- (c) UPPER DIVISION CLERK : He will -
- (1) deal with the following categories of staff, except where specifically mentioned otherwise :-
 - (a) Jr. Account Officers, Jr. Photographer & Jr. Lib. Asstt.
 - (b) Assitants.
 - (c) PAs & Stenos.
 - (d) Telephone Operators.
 - (e) Dispensary (Group 'C') Staff.
 - (f) Misc. Staff (Group 'C').
 - (2) be responsible for opening and closing of the pay bill registers annually;
 - (3) prepare pay bills, supplementary bills and acquittance rolls;
 - (4) be responsible for preparation of encashment of leave salary bills;
 - (5) be responsible for preparation of Central Government Employees Insurance Scheme bills;
 - (6) issue last pay certificate/pay certificate;
 - (7) furnish statements of missing credits of GPF and Postal Life Insurance;

- (8) post OTA and Honoraria payments in the pay bill registers;
- (9) prepare bills for provisional pension/gratuity;
- (10) prepare all Honoraria bills;
- (11) be responsible for preparation of LTC Advance and Claims bills in respect of the Secretariat Establishment;
- (12) deal with audit objections concerning bills prepared by her/him; and
- (13) maintain the following Registers :-
 - (a) Pay Bill Registers.
 - (b) LTC Control Registers.
 - (c) Bill-cum-Transit Registers.
 - (d) Expenditure Control Registers.
- (d) LOWER DIVISION CLERK-I : He will -
 - (1) deal with the following categories of staff except where specifically stated otherwise :-
 - (a) LDCs
 - (b) Garden (regular) staff (Group 'C' & 'D').
 - (c) Canteen Department.
 - (2) be responsible for opening and closing of the pay bill registers annually;
 - (3) prepare pay bills; supplementary bills and acquittance rolls;
 - (4) be responsible for the preparation of encashment of leave salary, bills;
 - (5) prepare Central Government Employees Insurance Scheme Bills;
 - (6) issue last pay certificate/pay certificates;
 - (7) furnish statements of missing credits of General Provident Funds and Postal Life Insurance;

- (8) post OTA and Honoraria payments in the pay bill registers;
- (9) prepare bills for provisional pension/gratuity;
- (10) prepare medical re-imbursement bills in respect of the Secretariat Establishment;
- (11) prepare bills for advances such as conveyance, festival, house-building, etc., in respect of the Secretariat Establishment;
- (12) be responsible for preparation of TA/DA bills for civilian and defence personnel of the President's Secretariat in respect of all tours;
- (13) prepare TA/DA bills for the Secretariat and Garden (Regular) staff on retirement/transfer;
- (14) be responsible for the preparation of bills regarding advance/non-refundable withdrawal/final withdrawal from GPF accounts in respect of the Secretariat Establishment;
- (15) deal with audit objections concerning bills prepared by her/him; and
- (16) maintain the following registers :-
 - (a) Pay Bill Registers.
 - (b) TA/DA Register.
 - (c) Festival Advance Register.
 - (d) Bills-cum-Transit Register.

LOWER DIVISION CLERK-II : He will -

- (1) deal with the following categories of staff except where specifically mentioned otherwise :-
 - (a) Duftrys and Snr. Peons.
 - (b) Peons.
 - (c) N. Dai and AMGs.
- (2) be responsible for the opening and closing of pay bill register annually;
- (3) prepare pay bills, supplementary bills and acquittance rolls;

- (4) be responsible for preparation of encashment of leave salary bills;
- (5) prepare Central Government Employees Insurance Scheme Bills;
- (6) issue last pay certificates/pay certificates;
- (7) furnish statements of missing credits of General Provident Funds and Postal Life Insurance;
- (8) prepare bills for provisional pension/gratuity;
- (9) prepare re-imbursement of tuition fees bills in respect of Group 'A', 'B', 'C' and 'D' and Garden (regular) staff;
- (10) be responsible for the preparation of Overtime Allowance/Night Duty Allowance Bills of Group's (Non-Gazetted) Staff and connected correspondence;
- (11) be responsible for dealing with audit objections concerning bills prepared by her/him;
- (12) deal with the diary and despatch work of the Section;
- (13) be responsible for making entries in the expenditure control register in respect of bills relating to the payment of salary to above mentioned staff;
- (14) be responsible for submission of monthly/weekly reports;
- (15) be responsible for submission of monthly and annually indent of Stationery of the Section;
- (16) be responsible for all typing work as and when assigned to her/him; and
- (17) maintain the following registers :-
 - (a) Pay Bill Registers.
 - (b) File Movement Register.
 - (c) Diary Register.
 - (d) Individual-wise OTA Register.
 - (e) Section-wise OTA Register.
 - (f) OTA Control Register showing monthwise expenditure of all the Sections.
 - (g) Bill-cum-Transit Registers.

ANNEXURE - I

LIST OF REGISTERS MAINTAINED IN BILL (ADMINISTRATION) SECTION

1. Pay Bill Registers	8
2. Control Registers	2
3. Bill-cum-Transit Registers	10
4. Leave Travel Concession Register	1
5. Travelling Allowance Register	1
6. File Register	1
7. Diary Register	1
8. Canteen Subsidy Register	1
9. Overtime Allowance Ceiling Register	1
10. File Movement Register	1
11. Overtime Allowance Register of the Section	1
12. Stock Register of Books/Stationery	1

3. BILL (ESTT) SECTION

The Bill (Estt.) Section is responsible for preparation of monthly salary bills, acquittance rolls, personal claims, various advances, withdrawals, LTC, TA/DA, Final TA/DA claims, OTA, Night Duty Allowance, Honorarium, Medical Reimbursement, HBA, RTF, in respect of Household Establishment including Garage, Stable, Conservancy and President's Gardens at New Delhi, Shimla, and Hyderabad. Preparation of DCRG, Commutation Deposit Linked Insurance, Final GPF, CGEGIS and withheld amount of DCRG in respect of retired/expired employees. In addition to this, this Section is responsible for calculation and preparation of Income Tax Statements and filing of Income Tax returns in respect of the employees who are covered under Income Tax.

2. This Section is functioning under the direct supervision of Under Secretary (DDO).

3. The sanctioned strength is as under :

(a) Section Officer	1
(b) Assistants	2
(c) UDCs	2
(d) LDC	1

4. DUTIES OF THE STAFF

(a) SECTION OFFICER :

- (1) He is in overall charge and will be responsible for efficient and smooth functioning of this Section.
- (2) Marking of all receipts received in this Section.
- (3) Ensure that all files and papers for submission to the Branch Officer are returned through him.
- (4) Checking of all the bills prepared by other staff before sending to PAO and Cash Section.
- (5) Checking of entries in the PBRs before making any modification and alteration in the Computer.

- (6) Maintain up-to-date check lists of subjects dealt by this Section to avoid delay.
- (7) Ensure that all the bills and papers submitted to the concerned Sections within the stipulated time.
- (8) Attestation of all entries in the PBRs after checking the entries and total in the PBRs every month.
- (9) Submission of weekly and monthly reports of work to IFA.
- (10) Maintenance of punctuality and discipline among the staff.
- (11) Maintain Casual/Restricted Leave account of the staff in his Section.
- (12) Ensure that redundant records are weeded out from time to time as per the "Record Retention Schedule" and that recorded after required to be interred of period beyond 5 years are remitted to the Record Section.
- (13) Ensure maintenance of the "Precedent Book" for Bodyguard record of important rulings and decisions for ready reference.

(b) ASSISTANT - I

- (1) Preparation of salary bills and acquittance rolls in respect of Sanitary Staff (Pt IV).
- (2) Checking of pay bills prepared by other staff.
- (3) Preparation of LTC, TA/DA, Final TA/DA, entries of Sanitary Staff.
- (4) Preparation of supplementary bills and acquittance rolls.
- (5) Checking of OTA statements of Sanitary Staff.
- (6) Reconciliation of Expenditure in respect of Garden and Household Estts. with PAO.
- (7) Furnishing figures for compilation of budget.
- (8) Deal with audit objections concerning the bills prepared by this Section.

- (9) Preparation of DCRG, Commutation, withheld DCRG, leave encashment, Final GPF, CGEGIS Bills in respect of retired/expired employees of Sanitary Staff.
- (10) Checking of Income Tax statements prepared by other dealing assistants.
- (11) All correspondence works.
- (12) Preparation of Due & Drawn statements for recovery of excess payment on account of EOL/HPL and absent without intimation in respect of Sanitary Staff.

ASSISTANT - II

- (1) Preparation of Salary and acquittance rolls in respect of Junior Malis of President's Gardens, New Delhi.
- (2) Responsible for opening and closing of PBRs annually.
- (3) Preparation of supplementary/arrear bills and acquittance rolls.
- (4) Preparation of Due & Drawn statements for recovery of excess payment on account of EOL/HPL and absent from duty.
- (5) Preparation of festival, Cycle, GPF, HBA, RTF, Medical reimbursement bills in respect of the employees working in the President's Gardens, New Delhi.
- (6) Issue of Pay/Last pay certificates.
- (7) Preparation of OTA bills, acquittance rolls and make entries in the PBRs.
- (8) Preparation of LTC, TA/DA - Garden Staff.

(c) LDC - I

- (1) Preparation of salary bills and acquittance rolls in respect of Household Part-I (Kitchen and Bakery Service, Pantry Table Service), President's Garage and Stable.
- (2) Preparation of OTA, NDA, Honorarium, Ad-hoc, Shift Duty Allowance bills and acquittance rolls.

- (3) Preparation of leave salary bills, CGEGIS bills in respect of Retd. employees.
- (4) Opening and closing of PBRs annually.
- (5) Preparation of RTF, GPF, Cycle, Festival, HBA bills.
- (6) Preparation of LTC bills.
- (7) Preparation and calculation of income tax statements in respect of those employees who are covered under Income Tax Act.
- (8) Issue of pay/last pay certificates.

- (9) Preparation of Salary Bills and connected matters in respect of Garden Staff (Bolarum).

LDC - II

- (1) Preparation of salary bills and acquittance rolls in respect of Household Part-II (Room Service, House Service, Laundry Service, Tennis Service, Keeper (Art) Service & Misc. Service) and other co-terminus staff.
- (2) Opening and closing of PBRs annually.
- (3) Preparation of salary/arrear bills and acquittance rolls.
- (4) Preparation of CGEGIS, desposit linked insurance scheme, Festival, Cycle, HBA, RTF, GPF bills in respect of Household Part-II.
- (5) Preparation of salary bills, acquittance rolls, income tax statements, filing of income tax return and all other connected works related to the Keeper, President's Household.
- (6) Checking of OTA statements and preparation of bills and acquittance rolls.
- (7) Making necessary entries of OTA in their relevant pages.
- (8) Issue of pay/last pay certificates.
- (9) Submission of Weekly and Monthly reports of Bill (Estt) Section.
- (10) Diarising all types of receipts received in this Section.

5. In addition to their normal work, the staff is responsible for maintenance of the following registers :

1. Pay Bills Register	—	8
2. Bill-cum-Transit Registers	—	3
3. Expenditure Control Registers	—	2
4. DCRG Registers	—	2
5. LTC Register	—	1
6. Assistant Diaries	—	4
7. Acquittance Register	—	1
8. Section Diary Register	—	1
9. Pension Benefit Register	—	1
10. TA/DA Register	—	1
11. CGEGIS Register	—	1

4. CONSTITUTIONAL AFFAIRS (I) SECTION

The Constitutional Affairs (I) Section will deal with matters relating to powers vested in the President of India under the Constitution and all political developments in the country. The functions of this Section are classified as follows :

- (i) Presidential and Vice-Presidential Election and work connected therewith.
- (ii) Preparation of Oath Register, Oath/Affirmation Forms, etc., in respect of the swearing-in of the President and the Vice-President of India, Prime Minister and other Union Ministers.
- (iii) Matters relating to President's emoluments, allowances and privileges.
- (iv) Appointments/resignations of the Prime Minister and other members of the Council of Ministers and allocation of their portfolios.
- (v) Cabinet affairs.
- (vi) Matters relating to Governors/Lt.-Governors, e.g. -
 - (a) Appointments/resignations and work connected thereto.
 - (b) Absence from their jurisdiction.
 - (c) Monthly Reports from.
 - (d) Conference of.
 - (e) Governors' Emoluments, Allowances & Privileges Act, 1982 and Rules made thereunder.
 - (f) Medical facilities.
- (vii) Matter's relating to the Parliament of India -
 - (a) Constitution and dissolution of the Lok Sabha.
 - (b) Summoning and prorogation of the Lok Sabha and the Rajya Sabha.
 - (c) Biennial Elections to the Rajya Sabha according to the provisions of Article 83(1) of the Constitution.
 - (d) President's Address to joint Sessions of Parliament.

- (e) Nominations to the Rajya Sabha under sub-clause (a) of clause (1) of Article 80 of the Constitution, read with clause (3) of that Article; and nomination to the Lok Sabha under Article 331 of the Constitution.
- (f) Lists of Business of both Houses and Parliamentary Debates.
- (viii) Matters relating to Central legislation, e.g. -
 - (a) Recommendations required for introduction/consideration of Bills.
 - (b) According/withholding of assent to Bills.
 - (c) Promulgation of Statutory Orders, Ordinances, and Regulations.
- (ix) Government of India (Allocation of Business) and (Transaction of Business) Rules. Issue of orders in regard to -
- (x) Matter concerning disqualification of Members of Parliament and of State Legislatures.
- (xi) Dismissal of Government servants from service under Article 311 (2) (c) of the Constitution of India.
- (xii) Dismissal, removal, compulsory retirement or reduction in rank of an Officer of an All India Service or of a Central Service, Group 'A' holding a post appointment of which requires the approval of the Appointments Committee of the Cabinet.
- (xiii) Allegations of corruption against Ministers, both at the Centre and the States, and requests for their prosecution.
- (xiv) Imposition/revocation of the President's Rule in State/Union Territories.
- (xv) Emergency - Internal and External - and all matters connected thereto.
- (xvi) Successive Ministries in States - maintenance of information in regard to.
- (xvii) Matters connected with the Language issue.
- (xviii) Death of High Dignitaries.
- (xix) States - Creation/reorganisation and border disputes.
- (xx) References to Supreme Court of India under Article 143 of the Constitution of India.

- (xxi) Seeking advice from the Attorney General of India on such legal matters as may be referred to him by the President.
- (xxii) Political Reports from States/Union Territories.
- (xxiii) General Elections/Bye-Elections, Biennial Elections and matters connected thereto received from the Election Commission of India.
- (xxiv) Correspondence on political issues, e.g. -
 - (a) Political parties
 - (b) Communal riots
 - (c) Political agitation in States/Union Territories.
- (xxv) Tour Programmes of Ministers.
- (xxvi) Miscellaneous matters such as -
 - (a) Flag Code of India.
 - (b) Lotteries under Government auspices, etc.
 - (c) Jail Reforms.
 - (d) Eradication of illiteracy.
 - (e) Netaji Subhas Chandra Bose.
 - (f) Prohibition.
 - (g) Census of India.
 - (h) Inter-State Council.
 - (i) National Development Council.
 - (j) Representations from various quarters on important issues.

2.1 Monthly reports from Governors/Lieutenant Governors to the President of India, on the skeletal proforma agreed upon at the Governors' Conference held in December 1977, are "SECRET" documents. These reports addressed either to the President of India by name or the Secretary to the President of India by name are due in this Secretariat by the 10th of every month.

2.2 The monthly report on receipt in the Personal Cell will be forwarded to the Deputy Secretary/Director and thereafter will be sent to CA(I) Section through the Deputy Secretary/Director.

2.3 As soon as a Governor's/Lieutenant Governor's report is received in CA(I) Section it will be diarised and submitted by CA(I) Section on file through Deputy Secretary/Director for perusal of the President. An entry will be made in the register maintained to keep a watch over the receipt of these reports. A separate file will be opened for each State/Union Territory every year.

2.4 An acknowledgement in respect of each monthly report will be sent to the Secretary to the Governor/Lieutenant Governor under the signature of the Deputy Secretary/Director. Any necessary follow up action indicated will be initiated and watched over in CA(I) Section.

3. CA(I) Section will function under the direct administrative and supervisory control of the Deputy Secretary/Director and will consist of the following staff :

(a) Section Officer	1
(b) Assistants	3
(c) LDCs	2

DUTIES OF THE STAFF

(a) SECTION OFFICER : He will -

- (1) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
- (2) marks all receipts to the respective dealing hands;
- (3) ensure that all files and papers for submission to the Branch Officer are routed through him;
- (4) be responsible for drawing out and maintaining upto date Check List of all the subjects dealt with by the Section;
- (5) be responsible for upto date maintenance of reference books, e.g., Constitution of India, Acts, etc., used in the Section;
- (6) ensure punctuality and discipline among his staff;
- (7) maintain the casual/restricted leave account of the staff in his Section;
- (8) ensure that weekly and monthly progress reports of work done in the Section are submitted in time;

- (9) ensure that redundant records are weeded out from time to time as per the Section's "Record Retention Schedule" and that recorded files required to be preserved for period beyond 5 years are remitted to the Records Section;
- (10) ensure the maintenance of a 'Precedent Book' for keeping a record of important rulings and decisions for ready reference;
- (11) be responsible for the safe custody of the Seal of the President of India;
- (12) be responsible for proper maintenance and security of the classified documents;
- (13) be responsible for all work connected with the Swearing-in ceremonies of the President of India, the Vice-President of India, Members of the Council of Ministers and ensure and other relevant papers have been prepared properly, that the Register of Oaths and Affirmations, Oath forms and also ensure proper coordination with the Ceremonial Section;
- (14) ensure the maintenance of Register of Oaths and Affirmations; and
- (15) be responsible for the proper custody of classified documents and their periodical destruction in accordance with instructions related thereto.

In the absence of the Section Officer, the senior-most Assistant in the Section will look after the day-to-day working of the Section.

(b) ASSISTANT-I: He will -

- (1) deal with Cabinet papers which are classified documents and will be responsible for their proper maintenance and periodical destruction in accordance with the instructions related thereto;
- (2) be responsible for the issue of Orders relating to the Government of India (Allocation of Business) Rules and the Government of India (Transaction of Business) Rules, and upto date maintenance thereof;
- (3) be responsible for the issue of official notification, etc., in regard to the General Election, Mid-term Election and Bye-Election to Parliament and State Assemblies and correspondence connected thereto;

- (4) deal with communications/press notes received from the Election Commission of India on the subject listed at (3) above;
 - (5) issue official notification regarding Delimitation of Constituencies and correspondence connected with it;
 - (6) deal with the correspondence connection with the President's Address to Parliament and distribution of copies thereof;
 - (7) matters relating to President's emoluments, allowances and privileges;
 - (8) deal with matters concerning -
 - (a) Flag Code of India;
 - (b) Jail Reforms;
 - (c) Netaji Subhas Chandra Bose;
 - (d) Political parties;
 - (e) Communal riots;
 - (f) Inter-State Council;
 - (g) National Development Council;
 - (9) deal with miscellaneous receipts received on the subjects dealt with by him; and
 - (10) Maintain the following Registers :-
 - (i) Cabinet Diary, and
 - (ii) Cabinet Index Register.
- (b) ASSISTANT - II : He will -
- (1) deal with the appointments of Governors and Lt.-Governors, and Council of Ministers of the Union Territories;
 - (2) deal with matters relating to the Governors/Lt.-Governors' leave and acting arrangements in their absence;
 - (3) deal with the Governors' Emoluments, Allowances and Privileges Act, 1982 and Rules made thereunder;
 - (4) deal with the requests of the Governors and Lt.-Governors for permission to visit outside their jurisdiction and will also maintain the tour programmes of Governors/Lt.-Governors;

- (5) deal with monthly reports received from the Governors/Lt.-Governors and will maintain a register thereof. He will take follow-up action in regard to projects pending in the States;
 - (6) be responsible for the proper conduct of Conference of Governors and Lt.-Governors and all work connected with it;
 - (7) be responsible for correspondence in regard to matters concerning medical facilities and complaints, etc., in respect of Governors after their demission of office;
 - (8) deal with matters concerning imposition/revocation of the President's Rule in the States under Article 356 of the Constitution;
 - (9) deal with re-organisation of States;
 - (10) deal with Political Reports received from States/Union Territories;
 - (11) deal with the requests from public for/against formation of Constituencies;
 - (12) deal with matters concerning -
 - (i) Lotteries under Government auspices, etc.;
 - (ii) Eradication of illiteracy;
 - (iii) Prohibition;
 - (iv) Census of India;
 - (v) Ban on cow slaughter; and
 - (vi) Representations from various quarters on important issues;
 - (13) deal with miscellaneous correspondence received from public on the above subjects.
- (b) ASSISTANT - III : He will -
- (1) deal with matters concerning the Presidential and the Vice-Presidential elections and work connected thereto;
 - (2) deal with the appointment/resignation of the Prime Minister and other Members of the Council of Ministers, allocation of portfolios and matters connected therewith;
 - (3) be responsible for preparation of Oath Register, Oath/Affirmation forms in respect of Swearing-in of the President-elect and Members of Council of Ministers;

- (4) monthly Summaries (Unclassified) for the Cabinet relating to the activities of Ministries/Departments of the Government of India;
- (5) deal with the petitions against election of Members of Parliament and the Representation of People Act, 1951;
- (6) deal with correspondence relating to corruption charges and other complaints against Union Ministers and Chief Ministers and other Ministers of the States including requests for their prosecution;
- (7) deal with Central Bills, Statutory Orders, Ordinances and Regulations requiring recommendation/assent of the President of India;
- (8) deal with matter relating to references to Supreme Court of India under Article 143 of the Constitution of India;
- (9) deal with all cases of dismissals coming under the purview of Article 311(2) (c) of the Constitution of India;
- (10) deal with dismissal, removal, compulsory retirement or reduction in rank of an Officer of an All India Service or a Central Service Group 'A', holding a post appointment to which requires the approval of the A.C.C;
- (11) deal with miscellaneous correspondence from public on the above subjects;
- (12) deal with matters relating to seeking advice from the Attorney General of India on such legal matters as may be referred to him by the President.

(c) LOWER DIVISION CLERK - I : He will -

- (1) deal with matters relating to summoning and proroguing of the Lok Sabha and the Rajya Sabha;
- (2) put up Parliament papers including the debates along with the relevant lists of Questions;
- (3) deal with nominations to the Rajya Sabha and also requests received from general public for nomination to the Rajya Sabha and the State Legislatures;
- (4) deal with nomination of representatives of the Anglo-Indian community to Lok Sabha and Article 331 of the Constitution;
- (5) maintain information in regard to formation of successive Ministries in the States;

- (6) Parliament Questions - Supply of material to O & M Section on demand;
 - (7) prepare lists of Statutory Bills enacted by the Parliament;
 - (8) be responsible for carrying out amendments to the working copy of the Constitution of India and Acts kept in the Section and its upto date maintenance; and
 - (9) deal with miscellaneous receipts received from general public on the above subjects;
- (d) LOWER DIVISION CLERK - II : He will -
- (1) diarise all receipts received in the Section and accordingly maintain the following :-
 - (i) General Diary;
 - (ii) Telegram Diary;
 - (iii) Diary of receipts from Ministries/Departments;
 - (iv) Classified receipt Diary;
 - (2) be responsible for the preparation and maintenance of Index Register of the Section;
 - (3) maintain files containing tour programmes of Ministers;
 - (4) be responsible for opening of files and proper upkeep;
 - (5) do typing work for the Section, when assigned;
 - (6) prepare the weekly and monthly reports of work done in the Section; and
 - (7) submission of various returns on demand from other Sections.

5. CONSTITUTIONAL AFFAIRS (II) SECTION

The Constitutional Affairs (II) Section will deal with the appointments of Judges of the Supreme Court of India and High Courts, Comptroller and Auditor General of India, Chairman and Members of Union Public Service Commission, etc. The Section will be responsible for dealing with all matters connected with Honours & Awards intituted by the President of India. The Section will deal with Central Universities, and Technological Institutes of which the President of India is the 'Visitor' and other connected matters such as setting up of Commissions of Enquiry under the Act of the respective University/Institute. The Section will also deal with the annual reports of the Comptroller & Auditor General of India, Union Public Service Commission, etc. The subjects dealt with by this Section are classified as follows :—

- (i) Appointment, resignation of the Chief Justice of India and Judges of the Supreme Court.
- (ii) Appointment, resignation and transfer of the Chief Justices and Judges of the High Courts.
- (iii) Appointment of the Comptroller & Auditor General of India.
- (iv) All matters relating to Swearing-in of the Chief Justice of India and Comptroller & Auditor General of India.
- (v) All cases relating to service matters of Judges including action under Artical 217(3) of the Constitution regarding determination of the age of Judges.
- (vi) Institution of Civil and Military Awards, Certificate of Honours & Merit and matters connected thereto.
- (vii) Issue of intimatory letters to the foreign Heads of States on the assumption of Office of the President by the President-elect.
- (viii) All matters relating to the appointment, resignation, etc., of the Chairman, Vice-Chairman and Members of the National Commission for Scheduled Castes and Scheduled Tribes.
- (ix) Appointment, resignation, etc., of the Chief Election Commissioner and other Election Commissioners of India.
- (x) Appointment of Central Vigilance Commissioner.
- (xi) Messages and other correspondence to and from Foreign Heads of States/Governments and high dignitaries.

- (xii) Visits of the President of India to foreign countries and of Foreign Heads of States and other foreign dignitaries to India.
- (xiii) Appointments of India's representatives of foreign countries and issue of letters of credence/commissions of appointment.
- (xiv) Appointments of foreign representatives to India, acceptance of credentials and issue of exequaturs by the President of India and other connected matters.
- (xv) Full Powers and Ratification of Agreements and Treaties.
- (xvi) Matters relating to various Commission, e.g., Union Public Service Commission, Election Commission, Scheduled Castes/Scheduled Tribes Commission, etc.
- (xvii) Governors Reports on Scheduled Castes/Scheduled Tribes areas.
- (xviii) Reports from the Comptroller & Auditor General of India, Union Public Service Commission, etc.
- (xix) Grant of Honorary Ranks in the Defence Forces.
- (xx) Table of Precedence.
- (xxi) All matters relating to Central Universities, Indian Institutes of Technology and Institute of Science, Bangalore.
- (xxii) Matters relating to Indian Red Cross Society, Tuberculosis Association of India, Hind Kusht Nivaran Sangh, Lalit Kala Academy, Bharat Scouts and Guides, Indian Institute of Advanced Studies, Shimla, etc.
- (xxiii) Donations received for various national funds and in aid of national calamities.
- (xxiv) Weather reports and other circulars of general nature from Ministries/Departments, etc., of the Government of India.
- (xxv) Matters relating to the Defence Services in regard to Badges, Scrolls, presentation of colours, crest and mottos, etc.
- (xxvi) Mercy Petitions of condemn Prisoners under Article 72 (1) (e).
- (xxvii) Matters relating to State Legislation According/withholding assent to State Bills.

The Constitutional Affairs (II) Section will function under the direct administrative and supervisory control of the Deputy Secretary/Director and will consist of the following staff :—

(a)	Section Officer	1
(b)	Assistants	3
(c)	UDC	1
(d)	LDC	1

3. DUTIES OF THE STAFF

(a) SECTION OFFICER

- (1) He will be in overall charge and will be responsible for the efficient and smooth functioning of the Section.
- (2) He will mark all receipts to the respective dealing hands.
- (3) All files and papers for submission to the Branch Officer will be routed through the Section Officer.
- (4) He will be responsible for drawing out and upto date maintenance of Check List of the subjects dealt with by the Section.
- (5) He will ensure punctuality and discipline among his staff.
- (6) He will maintain the casual/restricted leave account of the staff in his Section.
- (7) He will ensure that weekly and monthly progress reports of work are submitted in time.
- (8) He will ensure that redundant records are weeded out from time to time as per the Section's 'Record Retention Schedule' and that recorded files required to be preserved for periods beyond five years are remitted to the Records Section.
- (9) He will ensure the maintenance of a 'Precedent Book' for keeping a record of important rulings and decisions for ready reference.
- (10) He will be responsible for the observance of security measures in respect of the papers under his jurisdiction.

- (11) He will be responsible for procurement and safe custody of specimen of all medals instituted by the President of India, as per the relevant statutes.

In the absence of the Section Officer, the senior-most Assistant in the Section will look after the day-to-day working of the Section.

(b) ASSISTANT - I

- (1) He will deal with all matters connected with the appointments, resignation etc., of the Judges to the Supreme Court of India and the High Courts.
- (2) He will deal with the appointment, resignation, etc., of the Chairman, Vice-Chairman and Members of the National Commission for Scheduled Castes and Scheduled Tribes.
- (3) He will deal with all matters connected with the Indian Institutes of Technology and the Institute of Science, Bangalore of which the President of India is the Visitor (Annexure-I).
- (4) He will be responsible for the printing and sealing of Warrant of Appointments of Judges.
- (5) He will be responsible for the Swearing-in of the Chief Justice of India and the Comptroller and Auditor General of India.
- (6) He will be responsible for all matters connected with the Mercy Petitions of condemned prisoners.
- (7) He will be responsible for all matters connected with the State Bills.
- (8) He will be responsible for all matters connected with Minority Commission; Reports of the Scheduled Castes and Scheduled Tribes Commission; Central Vigilance Commissioner's Report; Linguistic Minorities Commission, etc.
- (9) He will be responsible for the appointment of Chief Election Commissioner of India, Attorney General of India and all matters connected thereto.

- (10) He will be responsible for all matters connected with the Central Administrative Tribunal.

(b) ASSISTANT - II

- (1) He will deal with the institution, withdrawal and cancellation of awards (Annexure-II) and matters relating thereto, e.g., issue of notifications, intimatory letters, arranging of publicity, etc.
- (2) He will deal with all the Civil and Military Awards given every year on the occasion of Republic Day and Independence Day.
- (3) He will deal with the award of Certificate of Honours on Independence Day.
- (4) He will be responsible for maintaining and updating the Table of Precedence and for the issue of notifications necessary as and when required.
- (5) He will deal with matters relating to the Grant of Honorary Ranks in the Armed Forces and presentation of Standards.
- (6) He will be responsible for all matters connected with the appointment of Finance Commission and its Reports thereof.
- (7) He will deal with all matters connected with the Central Universities of which the President of India is the Visitor (Annexure-I).
- (8) He will be responsible for the issue of intimatory letters to the Heads of Foreign States on the assumption of the Office of the President by the President-elect.
- (9) He will be responsible for the submission of Sanads, Scrolls, Guidons, etc., relating to the Defence Service duly processed for the signature of the President of India.

(b) ASSISTANT - III

- (1) He will deal with messages received from Foreign Heads of States/Governments and messages to be sent to the Foreign Heads of States by the President of India.
- (2) He will deal with the President's visits to foreign countries and visits to India by Heads of Foreign States/Governments.
- (3) He will be responsible for the processing and submission of letters of Credence, Commissions of Appointments, Exequaturs, Full Powers, Instruments of Ratifications relating to diplomatic relations.

- (4) He will be responsible for forwarding to the Ministry of External Affairs credential document presented to the President of India by accredited foreign representatives and for supplying copy of the speech made by the President of India to the Ministry of External Affairs.
- (5) He will be responsible for all matters connected with the appointment, resignation, etc., of the Chairman and Members of the Union Public Service Commission and UPSC Report thereof.

(c) UPPER DIVISION CLERK

- (1) He will deal with matters relating to the Indian Red Cross Society, St John Ambulance Association, T.B. Association, Hind Kusht Nivaran Sangh, Indian Institute of Advanced Studies, Shimla, and Lal Bahadur National Memorial Trusts National Academies, etc., and related matters.
- (2) He will be responsible for submission of certificates, etc., of the following organisations for signature by the President of India :—
 - (i) Indian Red Cross Society.
 - (ii) St John Ambulance Association.
 - (iii) Bharat Scouts & Guides.
- (3) He will be responsible for submission of Audit Reports received from the Comptroller and Auditor General of India and related correspondence.
- (4) He will be responsible for handling the Reports from the Ministries.
- (5) He will deal with all donations sent to the President for the National Defence Fund, National Relief Fund, the Teachers' Welfare Fund, maintain the necessary registers and deal with all relevant correspondence.
- (6) He will attend to typing and stencilling work.

(d) LOWER DIVISION CLERK

- (1) He will be responsible for diarising all communications received in the Section and the maintenance of the following diary registers :
 - (i) Diary of classified/secret communications (CD).
 - (ii) Diary of files/communication received from Ministries/Departments (FR).
 - (iii) General Diary Register.

- (2) He will be responsible for maintaining the Section's records and for the circulation of Office Circulars to the members of the Section.
- (3) He will submit the weekly and monthly statements of work.
- (4) He will attend to typing and stencilling work.
- (5) He will be responsible for indexing and tracing.

ANNEXURE-I**LIST OF CENTRAL UNIVERSITIES AND TECHNOLOGICAL INSTITUTES****(a) CENTRAL UNIVERSITIES**

1. Aligarh Muslim University
2. Banaras Hindu University
3. University of Delhi
4. Indira Gandhi National Open University
5. Jawaharlal Nehru University
6. North-Eastern Hill University
7. Pondicherry University
8. Visva Bharati University
9. University of Hyderabad
10. Jamia Millia Islamia
11. Assam University
12. Nagaland University
13. The Central Agricultural University, Imphal (Manipur).
14. The Tezpur University, Tezpur.

(b) TECHNOLOGICAL INSTITUTES

1. Indian Institute of Technology, Bombay
2. Indian Institute of Technology, Delhi
3. Indian Institute of Technology, Kanpur
4. Indian Institute of Technology, Kharagpur
5. Indian Institute of Technology, Madras
6. Indian Institute of Science, Bangalore.

ANNEXURE-II**LIST OF AWARDS GIVEN BY THE PRESIDENT OF INDIA**

1. Bharat Ratna
2. Param Vir Chakra
3. Ashoka Chakra
4. Padma Vibhushan
5. Sarvottam Yuddh Seva Medal
6. Param Vishisht Seva Medal
7. Padma Bhushan
8. Maha Vir Chakra
9. Kirti Chakra
10. Sarvottam Jeevan Raksha Padak
11. Padam Shri
12. Uttam Yuddh Seva Medal
13. Ati Vishisht Seva Medal
14. Vir Chakra
15. Shaurya Chakra
16. President's Police Medal for Gallantry
17. President's Fire Services Medal for Gallantry
18. President's Home Guards & Civil Defence Medal for Gallantry
19. Sena/Nao Sena/Vayu Sena Medal
20. Yuddh Seva Medal
21. Vishisht Seva Medal

22. Police Medal for Gallantry
23. Fire Services Medal for Gallantry
24. Home Guards & Civil Defence Medal for Gallantry
25. Uttam Jeevan Raksha Padak
26. Wound Medal
27. General Service Medal - 1947
28. Samanya Seva Medal - 1965
29. Samar Seva Star - 1965
30. Poorvi Star
31. Paschimi Star
32. Raksha Medal - 1965
33. Sangram Medal
34. Sainya Seva Medal
35. Police (Special Duty) Medal - 1962
36. Videsh Seva Medal
37. President's Police Medal for Distinguished Service
38. President's Fire Services Medal for Distinguished Service
39. President's Home Guards & Civil Defence Medal for Distinguished Service
40. Meritorious Service Medal
41. Long Service and Good Conduct Medal
42. Police Medal for Meritorious Service
43. Fire Services Medal for Meritorious Service
44. Home Guards & Civil Defence Medal for Meritorious Service

45. Jeevan Raksha Padak
46. Territorial Army Decoration
47. Territorial Army Medal
48. Indian Independence Medal - 1947
49. Independence Medal - 1950
50. 25th Independence Anniversary Medal
51. 20 Years Long Service Medal
52. 9 Years Long Service Medal
53. Certificate of Honour
54. Handicraft Awards
55. Mastercraftsman Award
56. Asiad Vishisht Jyoti
57. Asiad Jyoti
58. Special Service Medal
59. Siachen Glacier Medal
60. President's Tatrakshak Medal for Distinguished Service
61. Tatrakshak Medal for Meritorious Service
62. President's Tatrakshak Medal for Gallantry
63. Tatrakshak Medal for Gallantry
64. Garaj Star Medal (NSG Personnel)
65. Census Medal.

6. CASH SECTION

The Cash Section will be concerned with all cash transactions concerning Budgeted and non-Government Funds. The Section will be responsible for the disbursement of pay and allowances and other personal claims of Officers and staff of the President's Secretariat. This Section will also deal with cash receipts on account of various charges, e.g., household bills, car bills for non-duty purposes, washing bills, etc., and will be responsible for the recovery of licence fee dues, electricity bills, recovery on behalf of the President's Estate Cooperative Stores, Cumulative Time Deposit Scheme, etc. Its main functions are classified as follows :-

- (i) Payment after sanction by appropriate authority of -
 - (a) pay and all types of allowances and personal claims;
 - (b) all types of advances and withdrawals;
 - (c) donations made by the President of India;
 - (d) petty contingent and household bills;
 - (e) loans and cash gifts to Group 'D' staff;
 - (f) imprest money; and
 - (g) sums from compulsory deposit accounts.
- (ii) Receipt of -
 - (a) cheques from PAO for all payments to be made;
 - (b) cash from Officers and staff on account of -
 - (1) non-duty purpose car bills;
 - (2) private telephone/trunk call bills;
 - (3) washing bills;
 - (4) cost of replacement of Rashtrapati Bhavan Pass issued against the loss of an earlier issue;
 - (5) household bills;
 - (6) hire charges for particles lent from the loan fund scheme.

- (c) income from the Kalyan Kendra;
 - (d) donations from the President and VIPs staying at the Rashtrapati Bhavan; and
 - (e) sale proceeds arising out of the auction of unserviceable stores and other materials, wind fallen trees, etc.
- (iii) Clearance of local/outstation cheques/drafts.
 - (iv) Maintenance of proper accounts and settlement of bills received from EE, PED.
 - (v) Issue of 'No Demand Certificates'.
 - (vi) Recoveries and refunds of moneys and related correspondence.

2. The Cash Section will function under the direction and supervision of Under Secretary (DDO). The Section will comprise the following staff :-

(a) Section Officer	1
(b) Assistants	3
(c) LDC	1

DUTIES OF THE STAFF

3. The duties and responsibilities of various categories of the staff working in the Cash Section will be as follows :-

- (a) SECTION OFFICER : He will :-
 - (1) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
 - (2) mark all receipts to the respective dealing hands;
 - (3) ensure that all files and papers for submission to the concerned Branch Officer are routed through him;
 - (4) be responsible for the drawing up and the upto date maintenance of Check Lists of the subjects dealt with by the Section;
 - (5) ensure punctuality and discipline among staff;

- (6) maintain casual/restricted leave account of the staff in his Section;
 - (7) ensure that weekly and monthly progress reports of work are submitted in time;
 - (8) ensure that redundant records are weeded out from time to time as per the Section's 'Retention Schedule' and recorded files required to be preserved for periods beyond five years are remitted to the Record Section;
 - (9) assist the Drawing and Disbursing Officer by attesting the entries in the Cash Books for the transactions done during the day by the Assistants I & II authorised to hold and account for cash;
 - (10) check the totals in Cash Books of Budgeted Grants and non-Government Funds; and
 - (11) function as an Honorary Treasurer of the following Government Funds : -
 - (i) Rashtrapati Bhavan Employees Benevolent Fund.
 - (ii) Rashtrapati Bhavan Kalyan Kendra Fund.
 - (12) before leaving office he will ensure that Cash Books are closed and the cash securely locked in the Strong Room.
- (b) ASSISTANT - I : (authorised to hold and account for cash in respect of Budget Grants). He will :-
- (1) disburse pay and allowances as well as all types of personal claims of office staff of the Secretariat, Household and Garden establishments;
 - (2) receive and deliver cheques in respect of pay and allowances and all personal claims of Gazetted Officers;
 - (3) disburse the CDS amounts to all categories of staff;
 - (4) receive and deposit to Government Account all Payments from the Officers on account of private use of staff cars, washing bills and private telephone/trunk calls, etc.;
 - (5) receive dues from staff on account of the cost of replacement of Rashtrapati Bhavan Passes and deposit the same to Government Account under sub-head 068-misc.;

- (6) receive refunds of excise duty from the Central Excise Collectorate on account of petrol used by the cars of the President's Garage and deposit the same to the Government Account;
 - (7) disburse donations sanctioned by the President of India, by cheque/ money order/cash to the individuals/organisation;
 - (8) make payment of contingent bills under all sub-heads;
 - (9) make payment of advances to Section Officer (Tours) for use during the President's visit and will settle all advances drawn in that connection;
 - (10) recoup the amount from PAO of all contingent bills and donations;
 - (11) maintain Cash Books and a Daily Closing Register in respect of the above accounts;
 - (12) remit recoveries made from the office staff through acquittance rolls in respect of Cooperative Stores, Loan Funds Scheme, LIC, CTC. Sewing Machine advance and various Cooperative Societies;
 - (13) receive refunds from staff on account of excess advance of L.T.C., Scooter, GPF, and Festival Advance and remit the same to Government Account through challans; and
 - (14) submit a monthly certificate to the PAO. in respect of Donations.
- (b) ASSISTANT - II (authorised to hold and account for cash in respect of non-Government Funds). He will -
- (1) receive Household bills from Officers and will make payments to firms/suppliers by cash/cheques from the non-Government Fund Accounts maintained in the Bank. Under Secretary (DDO) will be the Drawing Officer;
 - (2) also issue reminders for bills pending recoveries;
 - (3) scrutinise all bills received from suppliers/contractors;
 - (4) receive donations from VIPs staying in Rashtrapati Bhavan;
 - (5) compile and scrutinise the lists of all Group 'D' employees of Rashtrapati Bhavan in connection with the distribution of cash grants;
 - (6) distribute cash grants to all Group 'D' employees of Rashtrapati Bhavan;

- (7) scrutinise applications received for grant of loans from the Loan Fund Scheme;
- (8) disburse loans to applicants from the Loan Fund Scheme and will make recoveries thereof;
- (9) circulate the minutes of the Management Committee meeting of Loan Fund Scheme;
- (10) post the recoveries of Loan Fund in the individual ledgers;
- (11) maintain the account of articles/utensils issued on hire to the Group 'D' employees of Rashtrapati Bhavan under the Loan Fund Scheme;
- (12) disburse the pay and allowances to the employees of Kalyan Kendra and Rashtrapati Bhavan Cycle/Scooter Stand;
- (13) receive payments from Under Secretary (P&W) on account of fees relating to K.G. Classes, Typing Classes, Stitching and Knitting Classes and Rashtrapati Bhavan Cycle/Scooter Stand and deposit the same to Kalyan Kendra Account;
- (14) maintain an account of repayable deposits by the contractors and the shop-keepers of the President's Estate;
- (15) receive local/outstation cheques and bank drafts towards the payment of bills pertaining to private telephone calls, washing charges, CPH supplies, NDP Car bills and deposit them under the respective heads of accounts; and
- (16) maintain Cash Books and a Daily Closing Register in respect of the above accounts.

(b) ASSISTANT - III : He will—

- (1) be responsible for settlement and related correspondence in respect of all bills on account of electricity charges, licence fees and shortage of furniture, etc., with the EE, PED;
- (2) handle correspondence with the EE, PED or individuals concerned for recovery of Government dues in respect of employees, who have retired/died/transferred or whose services have been terminated;
- (3) issue 'No Demand Certificate' in the case of all civilian Officers and staff;
- (4) put up the cases for writing off of irrecoverable bills;

- (5) maintain the Demand Register for recoveries on account of electricity charges;
- (6) make posting of recoveries in a Ledger containing individual accounts in respect of electricity charges and licence fee, etc.;
- (7) handle representations from the staff against recoveries on account of electricity/licence fee;
- (8) settle and give refunds on account of excess recoveries; and
- (9) prepare recovery schedules for effecting recoveries through Bills Section.

(c) LOWER DIVISION CLERK : He will—

- (1) render assistance to the Assistant-I in his day-to-day work;
- (2) look after Diary and Despatch work in the Section;
- (3) maintain the File Register;
- (4) procure stationery articles and deliver them to other members of the Section;
- (5) maintain the record and a register in connection with NDP Car bills/washing bills and will issue reminders in respect of outstanding bills;
- (6) prepare OTA statements in respect of the persons who perform OTA duties in the Cash Section; and
- (7) type the following :-
 - (a) Recovery schedule of Loan Fund Scheme.
 - (b) Recovery schedule of President Estate Cooperative Stores.
 - (c) Recovery schedule of Balmiki Society.
 - (d) Recovery schedule of AGCR Society.
 - (e) Recovery schedule of Rashtrapati Bhavan Cooperative Thrift & Credit Society.
 - (f) Recovery schedule of Sewing Machine.
 - (g) Recoupment statement of Donations (Grants-in-Aid).
 - (h) Recoupment statement of various imprest Accounts.
 - (i) Monthly Certificate to PAO regarding Donations.

4. GENERAL

- (1) The Cashiers will furnish a fidelity bond for Rs. 2,000/- each.
- (2) The Cashiers will be provided with armed guards to be arranged by the Assistant Commissioner of Police, Rashtrapati Bhavan whenever they have to go the Bank to encash cheques when the total amount exceeds Rs. 2,000/-. An armed guard will also be provided when the Cashier carries cash for the disbursement of pay to the staff of the Garden, Sanitary Office, Garage and Stable.
- (3) Cash will be kept in safes having double lock. One key will be kept by the Cashier and the other by Under Secretary (DDO). The iron folding door of the strong room will be locked with two locks, and similarly one key will be kept by the Cashier No. 1 and the other by Under Secretary (DDO). The outer door of the room in which the strong room is situated will be locked by the Section Officer, Cash Section, who will keep the key with him.
- (4) After the close of working hours, the Cashiers will complete the Cash Books reflecting all cash transactions made during the day. The Cash Book entries will be checked along with the vouchers and office copies of receipts and attested by the Section Officer. The balances in the different Cash Books will be entered in the respective 'Daily Cash Balance Register' by both the Cashiers and these entries will be checked by the Section Officer and countersigned by the Under Secretary (DDO).
- (5) The Deputy Secretary will make surprise checks of cash balances as shown in the 'Daily Cash Balance Register' and other Cash Books once in a quarter.
- (6) Only the serial-wise numbered receipt books, which have been certified by the Under Secretary (DDO), will be used and the number of receipt books in use will be entered in the Register maintained for the purpose.
- (7) All receipts for payments received will be issued under the signature of Under Secretary (DDO), except in case of payments received towards 'Loan Fund Account', which will be signed by the Section Officer.
- (8) All signatures other than in English or Hind and thumb impressions will be attested by the paying authority.

- (9) All paid vouchers, including the acquittances will be kept serial-wise under their respective Heads.

5. DISBURSEMENT OF PAYMENTS will be as follows:

Staff of	Days	Time
1. Household, Sanitary, Garage and Stables	Monday & Thursday	11.30 AM to 1.00 PM 2.00 PM to 3.00 PM
2. Secretariat	Tuesday & Friday	- do -
3. Garden	Wednesday & Saturday	- do -
4. All advances, with-drawals e.g. LTC, GPF, Festival, Conveyance, etc.	All working days	- do -

Cashier No. 1 will utilise the time from 10.00 AM to 11.30 AM to get the cheques encashed from the Bank and will ensure that he is in his seat by 11.30 AM

ANNEXURE-I

LIST OF REGISTERS TO BE MAINTAINED BY THE CASH SECTION

1. Cash Books in connection with the Budgeted Account.
2. Register of Cheques received from PAO.
3. Recovery Register.
4. Daily Closing Register of Budgeted Account.
5. Six Cash books in connection with the non-Government Fund.
6. Daily Closing Register of non-Government Fund.
7. Register of Military Secretary's Account (Cheque clearance).
8. Loan Fund Recovery Register.
9. Minutes Register of Managing Committee Meeting of Loan Fund Scheme.
10. Index Book in connection with loan granted from Loan Fund Scheme.
11. CPH House Bill Register.
12. Individual Ledgers for electricity recoveries.
13. Individual Ledgers for licence fee & other recoveries.
14. Demand Register.
15. No Demand Certificate Register.
16. Diary Register.
17. Despatch Register.
18. File Register.
19. File Movement Register.
20. Stock Register.
21. Overtime Allowance Register.
22. NDP Car/Washing Bill Register.
23. Register for 'Receipt Books' issued.

All matters relating to the Rashtrapati Bhavan Servant's Present Fund will be dealt with by the Cash Section. The Under Secretary (DDO) will function as ex-officio Honorary Administrator of the Fund. The corpus of the fund will be the contributions made by guests of the President of India who stay at the Rashtrapati Bhavan from time to time. The Comptroller, President's Household, or the ADC on duty, who receives the contributions will pass these contributions to the Under Secretary (DDO), who will issue a receipt for the same.

2. An account for the Fund will be maintained with the Bank in the President's Estate and it will be operated by Under Secretary (DDO) in his capacity as Honorary Administrator of the Fund. The amount at the credit of the Fund will be utilised for making a gratuitous payment once a year on Diwali Day to Group 'D' and 'C' (Tech.) staff of the President's Secretariat and Group 'D' staff of the President's Estate Division, Rashtrapati Bhavan Press, Post Office and P & T Engineering Department. An employee will become eligible for such payment if he has completed one year's service by the end of the preceding financial year and has nothing adverse recorded against him during that financial year.
3. The Cash Section will call for names of eligible employees two months in advance of Diwali. Heads of Departments will ensure that necessary information is conveyed to the Cash Section within a fortnight of the receipt of such a circular.
4. Orders for determining the quantum of the grant to be made each year and which will be uniform for all categories of employees, will be obtained from the Secretary to the President by the Cash Section through Under Secretary (DDO)/Deputy Secretary.
5. Disbursements to staff will be made by the Cash Section except in case of staff belonging to the President's Estate Division, Rashtrapati Bhavan Press, Post Office and Telephone Department, in respect of whom necessary funds will be sent to the Heads of these Departments by the Under Secretary (DDO). The Heads of these Departments will arrange to distribute the amounts to their staff and send the acquittances with a certificate of disbursements made within a fortnight to the Under Secretary (DDO) for record.
6. The accounts of the fund will be subject to Audit by the Internal Audit Unit of the President's Secretariat.
7. This Office Order supersedes, with immediate effect, all previous orders issued on the subject.

7. CENTRAL REGISTRY

1. The Central Registry will be responsible for :-

- (a) The receipt and despatch of all communications to and from the President's Secretariat.
- (b) For maintaining Receipt and Despatch Registers in the prescribed forms for all incoming and outgoing communications.
- (c) For maintaining the daily postage register and postage stamp account in the form prescribed.
- (d) Making arrangements for the receipt and despatch of Special Mail/Diplomatic Bags during the President's tour.
- (e) Posting of Daftries/Peons to various Officers/Sections.

2. On working days the Central Registry will work under the direct supervision of the Section Officer in-charge from 10.00 AM to 5.30 PM After 5.30 PM Assistant/UDCs/LDCs, who will be nominated according to a duty roster, will be on shift duty in the Central Registry. On Sundays and other holidays Assistants/UDCs/LDCs, who will be nominated according to a separate duty roster, will be on shift duty from 10.00 AM to 5.30 PM with a one hour lunch break from 1.00 PM to 2.00 PM. On such occasions Assistants/UDCs/LDCs, will report to the Section Officer, wherever he may be if any important communication has to be conveyed to him.

3. The Central Registry as at present constituted will have the following staff who will function under the direct administrative and supervisory control of the Under Secretary (Administration) :-

(a) Section Officer	1
(b) Assistant	1
(c) UDC	1
(d) LDCs	6
(e) Despatch Riders	2

4. The duties and responsibilities of the various categories of staff working in the Central Registry will be as follows :-

(a) SECTION OFFICER

- (1) He will be in overall charge of the Central Registry.
- (2) All mail except those addressed by name or marked "Secret" will be opened by the Section Officer in person.
- (3) He will check the postage register daily.
- (4) He will lock up the Franking Machine after office hours. The Franking Machine will be used only during office hours. Service postage stamps should be used out of office hours on such outgoing letters as are posted at the Eastern Court Post Office.
- (5) He will ensure immediate despatch of all communications marked urgent, immediate and most immediate.
- (6) All personnel working in the Central Registry will report to the Section Officer before leaving the office so that he may be made aware of the daily situation and be able to issue suitable instructions to the Assistant/UDC/LDCs on evening duty.

(b) ASSISTANT

- (1) He will supervised work in the Central Registry in the absence of the Section Officer.
- (2) He will mark all the communications received in the Central Registry to the Sections concerned and after marking will hand these over to the Diary Clerk for diarising, docketing, and onward transmission to the Sections concerned.
- (3) He will attend to correspondence with the Posts and Telegraphs Department regarding the settlement of service telegram bills.
- (4) He will make arrangements with the Posts and Telegraphs Department and the Ministry of External Affairs for the receipt/despatch of Special Mail/Diplomatic Bags during the President's tour within the country and abroad.
- (5) He will attend to all correspondence arising in the Central Registry under the overall supervision of the Section Officer.

- (6) He will be responsible for posting of Daftries/Peons to various Officers/Sections under the overall supervision of the Section Officer.

(c) UPPER DIVISION CLERK

He will be responsible for the despatch of all communication received from the President's Personal Section, the Secretary and the Special Assistant to the President.

(d) LDCs

They will despatch communications received from all other Officers and Sections of this Secretariat. They will maintain 10 Despatch Registers for Officers and different Sections as follows :-

LDC-1

- (i) Message and Library Section.
- (ii) MSP/DMSP/AsDC
- (iii) Personal Register for despatch of letters received from President's/SAP's Personal Cells.

LDC-2

- (i) CA-I & CA-II Sections.
- (ii) Foreign Letters.
- (iii) Inspection Unit.
- (iv) Invitation Section.
- (v) Public-I and Public-II Sections.
- (vi) Pay & Account Office.
- (vii) Telegrams.
- (viii) Maintenance of Franking Machine and Service Stamps Account.

LDC-3

- (i) Administration Section.
- (ii) Accommodation Section.
- (iii) Ceremonial Section.

- (iv) Cash Section.
- (v) Establishment Section.
- (vi) General Administration Section.
- (vii) Tour Section.

LDC-4

- (i) Audit Unit.
- (ii) Bill Establishment & Bill Admn.
- (iii) Dispensary.
- (iv) Garage.
- (v) Record.
- (vi) Sanitary Office.
- (vii) Welfare.
- (viii) Central Registry.

LDC-5

He will be responsible for receipt of all incoming communications from the Ministries and Departments of the Government of India and for the maintenance of registers of all the Sections, for the transmission of all incoming communications to the concerned Sections and Officers of this Secretariat.

LDC-6

He will be responsible for the receipt of all postal communications, registered incoming communications including telegrams, wireless messages and will also maintain the relevant registers.

5. INCOMING COMMUNICATIONS

(a) *During Office Hours*

All incoming communications, including those addressed to Officers by name, will be received in the Central Registry. Communications received by post addressed to the President by name and Officers by name will be delivered by the postal staff to the 'President's Personal Section' and to the Officers addressed.

- (b) The Section Officer, Central Registry will sort out all incoming communications. Envelopes classified 'Immediate/Secret/Confidential' will be sent to the Officers/Sections concerned unopened without delay. Ordinary communications will be sent to the Officers and respective Section at regular intervals during the day so that they reach the Officers/Sections concerned at 10.30 AM, 12.00 Noon, 2.30 PM and 4.30 PM.
- (c) All communications which are received in the Central Registry out of office hours and on holidays and which are marked 'Immediate' or classified as Confidential/Secret will be sent to the Deputy Secretary immediately by the duty Assistant/UDC/LDCs. Cables, telegrams and wireless messages, will be sent to the Section Officer, Central Registry at his residence. The Section Officer, Central Registry will then contact the Officers concerned and seek instructions. Communications where no immediate action is indicated will be sent to the Officers concerned in the normal course.
- (d) Cables/telegrams addressed to the President by name will be brought to the notice of the Secretary to the President/Deputy Secretary to the President.
- (e) All Cabinet papers and matters relating to Parliament though addressed to the Secretary by name will be sent to the Deputy Secretary without delay.

6. REGISTRATION OF INCOMING COMMUNICATIONS

- (a) The Central Registry will maintain the following registers : -

- (1) Local Mail for the President (by name).
- (2) Main addressed to Officers (by name) & Secret covers (to be entered in *red ink*).
- (3) Registered postal communications.
- (4) Enclaire Telegrams & Wireless Messages.
- (5) Cabinet Papers.
- (6) Other Mail.

- (b) All communications received in the Central Registry will be date stamped and diarised in the registers (Appendix-I). Communications received from the 'President's Personal Section' after perusal by

the President will also be diarised in the Central Registry before distribution to the Sections concerned. Messages and petitions will bear a date stamps and need not be diarised in detail in the registers, though bulk diarising will continue.

- (c) All communications addressed to Officers by name or classified 'Immediate', 'Secret/Confidential' will be entered in one register. Details of 'Secret/Confidential' communications will be entered in red ink to facilitate easy reference if required later.
- (d) A separate register will be maintained for receipts by registered mail.

7. MARKING OF MAIL

- (a) After registration of the communications in the relevant registers they will be sorted out Officer-wise or Section-wise and will be sent to them through an 'Invoice' (Appendix-II).
- (b) To facilitate the distribution of communications the Central Registry will maintain an alphabetical index of the subjects dealt with in each Section.
- (c) All communications for a particular Section will be registered in sequence, as far as possible, to facilitate acknowledgement by the receiving Section through the 'Invoice'.
- (d) Urgent and immediate communications will be distributed as and when received. Such mail as is received too late to be included in the last daily round will be kept pending for distribution next day.
- (e) The President's Personal Section will maintain a date-wise list of all communications including registered letters received in the name of the President and which are sent to the various Sections.
- (f) The receipt of such communications will be acknowledged by the recipients. All Personal Assistant to Officers will maintain a date-wise list of incoming communications delivered to them by the Postman.

8. DESPATCH OF OUTGOING COMMUNICATIONS

- (a) The Central Registry will separate the letters that are to be sent by post and those that are to be sent by messengers. The Sections concerned will send outgoing communications to the Central Registry in addressed envelopes. After affixing the stamps required on each

envelop and the corresponding entries in the Despatch Register, the despatcher will affix the stamp 'issued' as per specimen below on each office copy and initial it.

ISSUED

Initials

Date

The office copies will be returned to the respective Sections either the same day or the next morning.

- (b) Inter-sectional movements of file/circulars, etc., within the main building of Rashtrapati Bhavan will not be routed through the Central Registry.
- (c) Telegrams/wireless messages should be despatched promptly and should be entered in the Telegram Issue Register. They should be sent to the Telegraph Office after affixing the 'DEPOSIT ACCOUNT' stamp.
- (d) Registered and Insured articles should be sent to the Post Office well before the closing hours prescribed for the receipt of such communications.
- (e) The Messengers/Despatch Riders will use a water-proof bag for carrying outgoing communications.
- (f) *The Despatches will bring to the notice of the Section Officer, Central Registry :*
 - (1) Urgent communication which could not be despatched on the day of the receipt.
 - (2) Ordinary communications which could not be despatched even on the day following the day of the receipt.

9. FRANKING MACHINE

Service postage stamps will not be used during office hours. The Franking Machine which will be kept in the safe custody of the Section Officer, Central Registry will be used during office hours. Service postage stamps will continue to be used by the night duty staff outside office hours and holidays. The Section Officer, Central Registry will maintain the stamp account and reconcile the same every day. He will submit the account once a month to the Under Secretary (Administration) for inspection.

10. SERVICE POSTAGE STAMP ACCOUNTS

The despatch clerk will maintain an account of service postage stamps used daily both during day and night. The Section Officer, Central Registry, will check the entries made in the register every day and append his dated signature in token of his having done so. This register will be submitted once a month to the Under Secretary (Administration) for inspection.

11. DESPATCH OF LOCAL DELIVERY COMMUNICATIONS

- (a) Communications to be sent by local delivery should be sorted out according to the location of the addresses duly entered in issue Register and Messenger Books and handed over to the messengers for delivery.
- (b) Urgent and Immediate communications will be despatched promptly. The time of despatch will be noted in the messenger book.
- (c) Messenger Books will be numbered serially.
- (d) Only urgent communications will be despatched outside office hours. No communications should be sent to an officer at his residence unless-
 - (1) It is of such a nature that action thereon cannot wait till the commencement of the next working day;
 - (2) It is marked immediate, Secret/Confidential and addressed to Officer by name; and
 - (3) Its delivery to the Officer's residence has been authorised by the Branch Officer concerned at the despatching end.
- (e) The recipients should indicate the time of the receipt. Ordinary communications should be despatched at least twice a day at suitable intervals.

12. SPECIAL MAIL BAGS

The Central Registry will make necessary arrangement for the receipt and despatch of special mail bags/special diplomatic bags in consultation with the US/DS/Secretary when the President is on tour within the country or outside.

13. This office order supersedes with immediate effect all previous office orders and any other miscellaneous orders issued from time to time relating to the organisation and detailed administration of Central Registry at the President's Secretariat.

APPENDIX - I

DAK REGISTER

Date

Sr. No.	Particulars of dak received		From whom received	To whom sent	Remarks
	2	3			
1			4	5	6

APPENDIX - II

INVOICE

Department Section

Date	C.R. Nos. of dak	Number of items of dak		Total	Signature of receiver
		Registered in Date Register	Not Registered in Date Register		
1	2	3	4	5	6

8. CEREMONIAL SECTION

The Ceremonial Section will be responsible for the conduct of functions attended by the President of India and the wife of the President at the Rashtrapati Bhavan and for the issue of 'Staff Instructions' in regard to functions held outside the Rashtrapati Bhavan. The Section will deal with matters connected with the stay of visiting VIPs at the Rashtrapati Bhavan, like their itinerary, accommodation, transport, etc. The Ceremonial Section will also be responsible for all security matters relating to the President of India, the Rashtrapati Bhavan and the President's Estate. Appointments and service matters relating to officers posted in the President's Secretariat from the Defence Services and also the appointment of Honorary Personal Staff (Def.) to the President will be dealt with in the Ceremonial Section. The functions of the Ceremonial Sections will be as follows :—

- (i) Issue of 'Staff Instructions' giving details of Programmes, security arrangement and duties assigned to Officers in respect of—
 - (a) Visits of foreign Heads of States/Governments.
 - (b) Presentation of Credentials by Ambassadors/High Commissioners, etc.
 - (c) The Independence Day Reception.
 - (d) The Governors' Conference.
 - (e) The President's Address to both the Houses of Parliament.
 - (f) Fund raising campaigns for the Hind Kusht Nivaran Sangh, T.B. Seal, UNICEF Greeting Cards, etc.
 - (g) Flag days—Fire Service Day/Armed Forces Flag Day/Red Cross Flag Day/Animal Welfare Week Flag Day/Delhi Council for Child Welfare/Ex-Services League Flag Day.
 - (h) President's Bodyguard Raising Day.
 - (i) Presentation of Trumpet & Banner to PBG.
 - (j) Receptions/Dinners/Luncheons/Tea Parties held at the Rashtrapati Bhavan.
- (ii) Conduct of functions, accepted by the President, and issue of 'Staff Instructions' relating thereto, e.g.
 - (a) Swearing-in-ceremonies of the President-elect, Prime minister and other Union Ministers, Chief Justice of India, Comptroller and Auditor General of India.

- (b) Republic Day Parade, Beating the Retreat and Receptions arranged at the Rashtrapati Bhavan.
- (c) Civil and Defence Investitures.
- (d) Annual General Meeting of the Indian Red Cross Society and St. John Ambulance Association and Annual General Meeting of the Hind Kusht Nivaran Singh.
- (e) Release of Books, Postage Stamps, Presentation of Books (Abhinandan Granths) by the President.
- (f) Rally of Cubs and Bulbuls by the Delhi State Scouts and Guides.
- (g) Rally of the Bharat Scouts and Guides. Presentation of Certificates to Rovers, Rangers, Scouts and Guides.
- (h) Presentation of National Awards to outstanding handicapped employees and outstanding employers of handicapped persons.
 - (i) Presentation of Arjuna Awards to outstanding Sportsmen.
- (iii) Selection, appointment and service matters relating to Defence Services Officers transferred to the President Secretariat—
 - (a) Military Secretary to the President.
 - (b) Physician to the President (in case he is drawn from the Defence Services).
 - (c) Deputy Military Secretary to the President.
 - (d) AsDC to the President, including JCO AsDC.
- (iv) Appointments of Honorary Physicians, Surgeons and other specialists from different medical disciplines from Armed Forces.
- (v) Appointment of Honorary AsDC to the President.
- (vi) Issue of letters of appointment and notifications in regard to the grant of honorary ranks in the Armed Forces.
- (vii) Issue of Ceremonial/Service Uniforms to Defence Services Officers and related correspondence.
- (viii) Liaison with the President's Bodyguard in all matters, e.g. financial sanctions, regimental strength, permission for officers belonging to the President's Bodyguard to proceed on temporary duty outside Headquarter, etc., requiring the approval of the Military Secretary to the President.

- (ix) All matters connected with the Regimental Band stationed at the Rashtrapati Bhavan.
- (x) Requests from Institutions, Associations, Organisations, etc., to the President of India to be their patron.
- (xi) Security and traffic arrangements for the President of India while in Delhi, security arrangements at the Rashtrapati Bhavan and the President's Estate.
- (xii) Issue, cancellation and loss of Rashtrapati Bhavan Inner Cordon Passes and related correspondence.
- (xiii) Arrangements in the event of the demise of the President of India.
- (xiv) Paying of floral tributes on the demise of VIPs at Delhi.

2. The Ceremonial Section will function under the direct administrative and supervisory control of the Deputy Military Secretary to the President and will consist of the following staff :—

(a) Section Officer	1
(b) Assistants	2
(c) UDC	1
(d) LDC	1

3. DUTIES OF THE STAFF

(a) SECTION OFFICER : He will—

- (1) be in overall charge and be responsible for the efficient and smooth functioning of the Section;
- (2) mark all receipts to the respective dealing hands;
- (3) ensure that all files and papers for submission to the Branch Officer are routed through the Section Officer;
- (4) be responsible for drawing up and maintaining upto date Check List of subjects dealt with by the Section;
- (5) ensure punctuality among his staff and submit the Attendance Register of the Section to the Branch Officer at 10.10 A.M. without fail;

- (6) maintain the casual/restricted leave account of the staff in his Section;
- (7) ensure that the monthly progress reports of work are submitted in time;
- (8) ensure that redundant records are weeded out from time to time as per the Section's 'Record Retention Schedule' and that recorded files required to be preserved for periods beyond five years are remitted to the Records Section;
- (9) ensure the maintenance of a 'Precedent Book' for keeping a record of important rulings and decisions for ready reference;
- (10) ensure that all the entries relating to the President's functions are reflected in the daily "Arrangements";
- (11) ensure that 'Staff Instructions', booklets, forms, etc., are stencilled/printed and distributed to the concerned authorities well in time. In case of urgency, he will inform all those concerned through the telephone prior to the issue of written orders;
- (12) keep correspondence relating to the Annual Confidential Reports of Defence Services Officers posted at the Rashtrapati Bhavan;
- (13) be responsible for the safe custody of all classified documents received in the Section.

(b) ASSISTANT-I : He will—

- (1) deal with the correspondence, issue and distribution of Staff Instructions/Booklets, duly printed, 'Seating Plan,' etc., in connection with the functions attended by the President at the Rashtrapati Bhavan. He will be responsible for the issue of 'Staff Instructions' in respect of Investitures and Reception/Dinner/Luncheon/Tea Parties, etc., held in honour of :—
 - (a) Ministers.
 - (b) The Chief Justice of India and Chief Justices of States.
 - (c) The Chairman of the Union Public Service Commission and Chairman of the Public Service Commissions of the States.
 - (d) Chiefs of the Army/Naval/Air Staff.
 - (e) Members of Parliament.
 - (f) Heads of Diplomatic Missions, etc.

- (2) maintain close liaison with the concerned Ministry/Department/Organisation, etc., in order to obtain details in regard to functions held at the Rashtrapati Bhavan;
- (3) procure Medals, Ribbons, Certificates of Honours, Sanads, etc., from the Ministry of Home Affairs and the Ministry of Defence, as the case may be, for presentation to the awardees at Investiture ceremonies;
- (4) obtain the National Flag, car flag, musical score of the National Anthem, and ensure that copies of the speech, curriculum vitae of the High Commissioners/Ambassadors designate and draft speech of the President of India are received well in time from the Protocol Division of the Ministry of External Affairs and delivered to the Press Secretary;
- (5) prepare budget estimates and revised estimates in respect of expenditure on Group Photographs;
- (6) be responsible for the proper maintenance of the 'President Book' for the Section.
- (7) deal with audit objections; and
- (8) deal with the work connected with the lowering of the National Flag on occasions when State Mourning is in force.

(c) ASSISTANT-II : He will—

- (1) be responsible for dealing with correspondence, issue and distribution of 'Staff Instructions'/Booklets, duly printed, in connection with functions attended by the President of India, held outside the Rashtrapati Bhavan. However, in connection with the opening of the Parliament and swearing in-ceremony of the President-elect (to be held at Parliament House), the seating plan in respect of the President's guests, Officers of the President's Secretariat, etc., will also be attended to, in addition to the ushering duty at the President's Box in Parliament House;
- (2) prepare the seating plan and the car plan in respect of the Republic Day function and for the 'Beating-the-Retreat';
(This Section will also undertake ushering duties on these occasions.)
- (3) procure invitations/passes, etc., for the President's guests and Officers of the Rashtrapati Bhavan for the Republic Day Parade and Beating-the-Retreat ceremony;

- (4) be responsible for the issue of 'Staff Instructions'/printed booklets for the banquets/dinners/luncheon/receptions, etc., hosted by the President of India for the Foreign Heads of States/Governments;
- (5) be responsible for the allotment of State rooms and telephones, preparation of telephone charts and (transmission of the President's approval for the stay of visiting VIP's at the Rashtrapati Bhavan, their formal calls on the President, etc.);
- (6) ensure that security arrangements in connection with outdoor functions for the President of India are made, the issue of necessary instructions in consultation with the Deputy Commissioner of Police (Security) and the Assistant Commissioner of Police, Rashtrapati Bhavan;
- (7) deal with requests for the grant of the President's patronage and the issue of 'Parchment Letters' and other related matters; and
- (8) deal with policy matters relating to protocol.

(d) UPPER DIVISION CLERK : He will—

- (1) make arrangements for the Group Photograph of Governors/ Lt. Governors with the President of India to be taken as and when necessary;
- (2) deal with matters relating to appointment, leave, casualty return, etc., of Defence Services Officers posted at the President's Secretariat and be responsible for the proper maintenance of their personal records;
- (3) be responsible for the allocation of duties to the Officer AsDC and JCO AsDC to the President;
- (4) deal with the appointments of all the Honorary Staff – Defence – to the President;
- (5) deal with matters relating to the grant of Honorary Commissions to the JCO AsDC to the President;
- (6) be responsible for obtaining formal sanctions of the Military Secretary to the President in respect of expenditure to be incurred by the President's Bodyguard;
- (7) deal with matters relating to security arrangements at the Rashtrapati Bhavan and the President's Estate;

- (8) be responsible for the issue/renewal/cancellation of Rashtrapati Bhavan Inner Cordon passes in respect of all staff at the President's Secretariat and other authorised private persons; and

- X (9) deal with matters relating to the Rashtrapati Bhavan Band.

(e) LOWER DIVISION CLERK : He will—

- ✓ (1) diarise all incoming receipts and be responsible for the despatch of the Section's dak;
- X (2) be responsible for the preparation of the nominal roll of Defence Service Officers posted at the President's Secretariat;
- ✓ (3) prepare monthly stationery indents and indents for other articles, when required;
- X (4) deal with 'Quarterly Liaison Letters' received from the Adjutant General;
- ✓ (5) be responsible for the preparation of the monthly statement of work done in the Section;
- ✓ (6) do the typing work, when assigned.

ESTATE, BUILDING AND ACCOMMODATION SECTION

The Estate, Building and Accommodation Section will be responsible for the administrative control of the President's Estate at New Delhi, Bolarum (Secundrabad), Dehradun and Mashobra (Shimla). The Section will in consultation with the Executive Engineer, President's Estate Division deal with the care and maintenance of these properties. In addition to these duties the Accommodation Section will deal with :—

- (i) The allotment of accommodation, requests for change, permission to accommodate guests and the eviction of unauthorised persons.
- (ii) The allotment of Shops/Stalls, agreements, realisation of licence fee, other dues and related matters.
- (iii) The planning and re-development of the President's Estate, issue of sanction for new works, the provision of furniture, fittings and furnishings.
- (iv) The determination of scales for the issue of furniture, entitlement to electricity supply, etc.
- (v) The issue of sanctions for the supply of furniture, electric appliances to persons entitled and for condemnation of these items.
- (vi) Matters connected with the supply of water, fire incidents.
- (vii) All matters connected with the Housing and Arts Committees.
- (viii) Cases as regards realisation of dues on account of licence fee, water and electricity consumption, shortages of furniture and write off sanctions thereof.
- (ix) Distribution of air-conditioners, Desert coolers and air-coolers.
- (x) Permission to hold ceremonies and playing of loud-speakers.
- (xi) Proper maintenance and upkeep of all the buildings, roads, water tanks and other property of the President's Estate in close liaison with the Executive Engineer, President's Estate Division.
- (xii) maintenance of an up-to-date list of Quarters allotted to officers and staff, and also of waiting lists for allotment category-wise.

2. The Accommodation section will work under the Under Secretary (Coord) and will consist of the following staff :—

- | | |
|---------------------|---|
| (a) Section Officer | 1 |
| (b) Assistant | 1 |
| (c) UDC | 1 |
| (d) LDCs | 2 |

3. DUTIES OF THE STAFF

(a) SECTION OFFICER : He will—

- (1) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
- (2) mark all receipts to the respective dealing hands;
- (3) all files and papers for submission to the concerned Branch Officer will be routed through the Section Officer;
- (4) be responsible for drawing out and upto date maintenance of Check List of the subjects dealt with by the Section;
- (5) ensure punctuality among his staff and submit the Attendance Register to the Branch Officer regularly;
- (6) maintain casual/restricted leave account of the staff in his Section;
- (7) ensure that the weekly and monthly progress reports of work are submitted in time;
- (8) ensure that redundant records are weeded out from time to time as per the Section's 'Record Retention Schedule' and that recorded files required to be preserved for periods beyond five years are remitted to the Records Section;
- (9) attest all entries in the register maintained for recording requests for change of accommodation;
- (10) check the register showing area-wise allotment of accommodation and will ensure that it is kept upto date;
- (11) ensure the maintenance of a 'Precedent Book' for keeping a record of important rulings and decisions for ready reference.

In the absence of the Section Officer, the senior-most person in the Section will look after the day to day working of the Section.

(b) ASSISTANT : He will—

- (1) deal with all matters involving policy;
- (2) deal with staff representations and disputes about allotments;
- (3) attend to cases relating to water, electricity, furniture and other property of the President's Estate;
- (4) be responsible for work relating to additions/alterations to buildings and maintenance of buildings and roads, etc;
- (5) process cases of those found guilty of sub-letting of quarters;
- (6) deal with the Accommodation Rules and amendments thereto;
- (7) be responsible for according of administrative approval and sanctions for expenditure for works to be undertaken by the Executive Engineer, President's Estate Division;
- (8) deal with the cases connected with the planning of yearly programmes under "Minor Works" and "Furnishings";
- (9) be responsible for proper and timely distribution of desert and air-coolers and air-conditioners in offices and at officers' residences;
- (10) deal with cases regarding planning and redevelopment of President's Estate;
- (11) be responsible for conducting enquiries regarding fire incidents;
- (12) deal with matters concerning issue of electric appliances to the Officers;
- (13) deal with cases requiring write off sanctions in respect of rent, electricity charges, etc.

(c) UPPER DIVISION CLERK : He will—

- (1) deal with allotment of accommodation to officers and staff of Group 'C' and above and Group 'C' (Technical);
- (2) prepare and maintain upto date lists of staff waiting for allotment of accommodation category-wise;

- (3) deal with requests for change of accommodation in respect of Group 'C' staff and above;
- (4) deal with cases regarding eviction of unauthorised occupants, except Group 'D' personnel;
- (5) be responsible for taking order for condemnation of furniture, etc;
- (6) deal with the work relating to market/vendors in the President's Estate;
- (7) be responsible for the issue of Fire Orders;
- (8) deal with cases connected with the scale and issue of furniture, free ceilings of electricity;
- (9) reply to Parliament Questions received from various Ministries/ Departments;
- (10) be responsible for conducting the Housing Committee meetings and matters relating thereto;
- (11) maintain "Change Register" (Class III and above);
- (12) maintain records regarding occupation/vacation of quarters.

(d) LOWER DIVISION CLERK-I : He will—

- (1) all the incoming dak will be received by him and given to the Section Officer, who will mark it and return it to him;
- (2) deal with requests for permissions to celebrate marriage and other ceremonies held in the Estate;
- (3) process requests for loan of articles;
- (4) be responsible for despatch from the Section;
- (5) deal with the cases regarding water supply;
- (6) do the Typing work of the Section, when necessary;
- (7) pursue cases connected with the realisation of licence fee, water and electricity and shortage of furniture charges;
- (8) deal with the requests for grant of permission to—
 - (i) keep guests in the quarters.
 - (ii) keep goats/poultry in the quarters.

register maintain till moment
 register ~~to~~ ~~from~~ ~~Section~~

LOWER DIVISION CLERK-II : He will—

- (1) deal with the allotment of accommodation to all Group 'D' staff.
- (2) prepare and maintain upto date Lists of Group 'D' staff waiting for allotment of accommodation;
- (3) deal with the requests for change of accommodation from Group 'D' staff;
- (4) maintain the "Change Register" for Group 'D' staff;
- (5) maintain the Block-wise Register of Group 'D' quarters;
- (6) deal with cases regarding eviction of unauthorised occupants (Group 'D' staff);
- (7) maintain record regarding occupation/vaction of Group 'D' quarters.

4. This Office Order supersedes with immediate effect all previous orders issued on the subject.

ANNEXURE-I TO OFFICE ORDER NO. 22

LIST OF QUARTERS

Single roomed, double roomed and Type-I	..	1359
Type-II	..	99
Type-III	..	138
Type-IV	..	93
Type V-A and above	..	49
Type V-B Bungalows	..	59
Total :	..	<u>1797</u>

ANNEXURE-II TO OFFICE ORDER NO. 22

LIST OF REGISTERS MAINTAINED BY
THE ESTATE, BUILDING & ACCOMMODATION SECTION

1. Register showing area-wise occupancy of quarters.
2. Register showing block-wise occupancy of quarters.
3. Register for change of accommodation in respect of requests received from Group 'C' staff and above.
4. Register for change of accommodation in respect of requests received from Group 'D' staff.
5. P.W.D. sanctions register.
6. Despatch Register.

10. ESTABLISHMENT SECTION

The Establishment Section will deal with all matters concerning personnel working in the Household Establishment of the President's Secretariat which will comprise —

- (a) Household staff
- (b) Sanitary staff
- (c) Garage staff
- (d) Stables staff
- (e) Staff of Keeper (Arts)

and Work-charged staff of the President's Gardens at New Delhi, Mashobra (Himachal Pradesh) and Bolarum (Andhra Pradesh). The functions of this Section are classified as follows :—

- (a) Appointments, promotions, confirmations, deputations, postings/transfers and maintenance of 'Select Lists'.
- (b) Creation, continuance, conversion and up-gradation of posts.
- (c) Fixation of pay, allowances, revision of pay scales, increments, efficiency bar, passing of trade test, etc.
- (d) Recruitment Rules, staff strength, and related matters.
- (e) Disciplinary cases.
- (f) Matters relating to Scheduled Castes, Scheduled Tribes and Other Backward Classes.
- (g) Premature retirement, retention in/extension of service.
- (h) General Provident Fund and related matters.
- (i) Preparation of revised and proposed estimates in respect of grants relating to pay and allowances and advances in respect of the President's Household and President's Gardens Work-charged Establishments.
- (j) Annual Confidential Reports — maintenance in respect of the President's Gardens Work-charged Establishment and Household Establishment.

- (xi) Pension, family pension, gratuity and commutation of pension.
- (xii) All types of advances, e.g. conveyance, house-building, etc.
- (xiii) Maintenance of service records and verification of service.
- (xiv) Central Government Health Scheme and Central Services (Medical Attendance) Rules, 1944 – matters concerning.
- (xv) Leave Rules and sanction of leave, etc.
- (xvi) Application for recruitment to various posts – maintenance of related registers category-wise.
- (xvii) Leave Travel Concession Rules and grant of Leave Travel Concession.
- (xviii) Processing of applications for various allowances, e.g., conveyance, fodder, maintenance of tools, etc.
- (xix) Central Government Employees' Insurance Scheme – matters relating to.
- (xx) Maintenance of Gradation Lists.
- (xxi) Processing of cases for Sanction of TA/DA on tours.

2. Rules and orders issued by the Government of India from time to time, governing service conditions, etc., for the Central Government employees will be made applicable to, unless otherwise decided in any case, staff on the Household Establishment as listed at (a) to (e) in para 1 of the Officer order.

3. The Establishment Section will function under the direct control and supervision of the Under Secretary (Estt.) and will have the following staff :—

Section Officer	1
Assistants	2
UDC	1
LDCs	3

4. DUTIES OF STAFF

(a) SECTION OFFICER : He will –

- (1) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
- (2) mark all receipts to the respective dealing hands;
- (3) ensure that all files and papers for submission to the concerned Branch Officer are routed through him;
- (4) be responsible for drawing up and maintaining upto date Check Lists of the subjects dealt with by the Section;
- (5) ensure punctuality among his staff and submit the Attendance Register to the Branch Officer;
- (6) maintain the casual/restricted/compensatory leave account of the staff in the Section;
- (7) ensure that weekly and monthly progress reports of work are submitted in time;
- (8) ensure that redundant records are weeded out from time to time as per the Section's "Retention Schedule" and that recorded files required to be preserved for periods beyond five years are remitted to the Records Section;
- (9) ensure the proper maintenance of a "Precedent Book" for keeping a record of important rulings and decisions for ready reference;
- (10) guide his staff with the interpretation of rules and assist them in noting and drafting, disposal of receipts, where necessary;
- (11) keep in his safe custody confidential papers, e.g. 'Select Lists for promotions', 'Annual Confidential Reports' of Garden Work-charged staff and Household Establishment Staff and any other papers required to be so kept.

In the absence of the Section Officer, the senior-most Assistant in the Section will look after the day-to-day working of the Section;

ASSISTANT-I : He will –

- (1) deal with all matters relating to fresh appointments to the Household Establishment and will ensure that all the required formalities are completed;
- (2) deal with the verification of character, antecedents, and the medical examination of new appointees;

- (3) deal with cases of deputations/transfers of staff to and from the Household Establishment and all matters connected therewith, e.g., stipulation of terms and conditions, salary, leave salary and pension contribution, etc.;
- (4) deal with promotions to regular and short term vacancies occurring in the Household Establishment;
- (5) be responsible for the initiation of action for drawing up 'Select Lists' of all cadres in December each year keeping in view vacancies likely to occur in the next year;
- (6) deal with all cases of fixation of pay and revision of pay scales in respect of the above staff;
- (7) deal with cases relating to extension and re-employment in service;
- (8) be responsible for compilation of various statements showing the staff strength of the Household Establishment as required from time to time and maintain Establishment Registers;
- (9) draw up a seniority list of all categories of the Household Establishment every quinquennium in January and get the list approved. The working copies of the lists will be corrected by him so as to bring them upto date;
- (10) deal with the creation, continuance and up-gradation of posts. Action for the continuance of temporary posts will invariably be initiated in the first week of February each year;
- (11) take up cases for the conversion of temporary posts into permanent ones in April every year;
- (12) take up cases for confirmation in the various categories of Household Establishment of the eligible staff due for confirmation in May every year;
- (13) deal with the Recruitment Rules of the Household Establishment and cases requiring amendments to them;
- (14) deal with the general aspects of Government policy regarding Scheduled Castes/Scheduled Tribes and Other Backward Classes and maintain rosters of the Household Establishment as required under the rules;
- (15) deal with all disciplinary matters pertaining to the above staff;

- (16) deal with all cases falling under the purview of the Central Civil Service (Conduct) Rules, 1964;
- (17) deal with the representations received from the staff in regard to service matters;
- (18) attend to all service cases relating to Household Establishment filed as civil suits in a Court of Law;
- (19) be responsible for the termination/extension of the probationary period of the Household Establishment;
- (20) prepare replies to audit objections relating to subjects dealt with by him;
- (21) deal with cases regarding reimbursement of medical expenses in respect of the Household Establishment.

ASSISTANT-II : He will –

- (1) deal with all matters relating to fresh appointments to the Work-charged Establishment of the President's Gardens at New Delhi, Mashobra (Himachal Pradesh) and Bolarum (Andhra Pradesh) and ensure that all the required formalities are complied with;
- (2) deal with the verification of character, antecedents, and medical examination of new appointees;
- (3) deal with the cases of deputation/transfer of staff to and from the President's Gardens Work-charged Establishment and all related matters, e.g., stipulation of terms and conditions, salary, leave salary and pension contribution;
- (4) deal with promotions to regular and short term vacancies occurring in the Gardens Work-charged Establishment;
- (5) be responsible for initiating action for drawing up "Select Lists" of all cadres of Work-charged Establishment in December each year keeping in view vacancies likely to occur in the next year;
- (6) deal with all cases of fixation of pay and revision of pay scales in respect of the above staff;
- (7) draw up seniority lists of all categories of Gardens Work-charged Establishment every quinquennium in January and get the lists approved. The working copies of the lists will be corrected by him so as to bring them upto date;

- (8) deal with cases relating to re-employment, extension in service;
- (9) be responsible for the maintenance of gradation lists of Work-charged staff of the President's Gardens;
- (10) be responsible for the compilation of various statements showing staff strength of the Gardens Work-charged Establishment as required from time to time and maintain Establishment Registers;
- (11) deal with cases relating to the re-imbursement of medical expenses in respect of Gardens Work-charged staff;
- (12) deal with the creation, continuance and upgradation of posts. Action for the continuance of temporary posts will invariably be initiated in the first week of February each year;
- (13) take up cases for conversion of temporary posts into permanent ones in April every year;
- (14) take up cases for confirmation in various categories of Gardens Work-charged Establishment of staff due for confirmation in May every year;
- (15) deal with the Recruitment Rules of the Gardens Work-charged Establishment and cases requiring amendments to them;
- (16) maintain a roster for Scheduled Caste/Scheduled Tribe and Other Backward Classes employees in respect of the Gardens Work-charged Establishment;
- (17) deal with all disciplinary matters relating to the above staff;
- (18) deal with all cases falling under the purview of the Central Civil Services (Conduct) Rules, 1964;
- (19) deal with representations received from staff with regard to service matters;
- (20) attend to all service cases relating to Work-charged staff filed as civil suits in the Court of Law;
- (21) be responsible for matters relating to the termination/ extension of probation of the Gardens Work-charged Establishment.
- (22) deal with cases relating to pension, commutation of pension and gratuity and related correspondence;

- (23) keep the rules in all the three cases at item (22) above upto date;
- (24) put up cases in regard to the grant of pension and gratuity in respect of the Household and the Gardens Work-charged Establishments.
- (25) send the pension forms to the individual eight months before the due date of retirement and ensure that the pension papers, duly completed, are returned to him within one month. He will prepare and send the pension papers duly sanctioned to the Pay and Accounts Officer for final action six months before the individual's retirement.
- (26) be responsible for the issue of sanctions for the payment of provisional pension to retired Government employees by the 1st of the month in which the pension is due, in case the Pension Payment Order has not been issued one month before the date of retirement.
- (27) deal with cases of commutation of pension. Action in such cases will be initiated only on receipt of an application for commutation of pension from the retired employee;
- (28) send to the Pay and Accounts Officer a statement giving names of persons retiring after 24 to 30 months on the 1st of January and 1st of July each year;
- (29) prepare sanctions for cash payment in lieu of utilised earned leave in respect of persons who retire or die in service;
- (30) take action in time in cases of family pension and gratuity admissible to families of deceased employees of the Household and Gardens Work-charged Establishment;
- (31) prepare sanctions for the grant of immediate relief to the family of deceased employees in respect of all staff, including the Household Establishment;
- (32) be responsible for the preparation of budget estimates, revised estimates and supplementary demands in respect of Pay and Allowances, etc., of the staff of the Household and Gardens Work-charged Establishments.

UPPER DIVISION CLERK : He will –

- (1) deal with the general aspects of various kinds of leaves to which the staff of the Household Establishment are eligible. He will ensure that Leave Rules are kept upto date;

- (2) process requests from the Household, Stable, Garage and Sanitary staff for the grant of leave, issue of sanctions and make entries in the service books and the leave account of the individuals concerned;
- (3) credit 15 days earned leave in each individual's leave account relating to staff mentioned in item (2) above on the 1st January and the 1st July each year;
- (4) deal with the cases relating to the grant of House Rent Allowance to the Household Establishment;
- (5) deal with correspondence regarding the issue/cancellation, deletion/addition in C.G.H.S. Token Cards of the Household and Work-charged staff of the President's Gardens;
- (6) maintain an increment register in respect of the Household Establishment and intimate the Bills (Estt.) Section the names of personnel whose annual increments become due by the 10th of each month;
- (7) put up one month before the due date cases of those who are due to cross the efficiency bar and initiate follow up action;
- (8) put up indents for the requisition of stationery;
- (9) submit monthly progress reports of work done in the Section;
- (10) be responsible for opening service books for newly appointed staff in the Household Establishment and complete all particulars, including the declaration of home-town, as required on first appointment of an individual. He will also make entries in the service books relating to promotion, reversion, increment, crossing of efficiency bar and transfer, etc.;
- (11) be responsible for obtaining nomination forms from the Household Establishment in regard to Death-cum-Retirement Gratuity, details of family members and for the maintenance of these records;
- (12) deal with the general aspects of the Central Government Health Scheme and keep the relevant rules updated;
- (13) carry out the annual verification of service of the Household Establishment from the Pay Bills in April every year and append a certificate of verification of service in each service book to be signed by the Head of the Office. The certificate should be in the following form :—

"Service verified upto.....from the Pay Bills."

- (14) ensure from the service records of all those belonging to the Household Establishment who are due to retire within the next two years that the verification in regard to qualifying service is upto date and that certificates to this effect have been recorded in the service books. For this purpose he will draw a list at the end of December every year;
- (15) be responsible for the issue of routine administrative warnings where necessary to staff of the Household Establishment.

LOWER DIVISION CLERK-I : He will —

- (1) deal with the general aspects of the General Provident Fund and related rules and will handle all relevant correspondence. He will ensure that the rules are kept upto date;
- (2) deal with requests for the grant of advances and non-refundable/final withdrawals from the General Provident Fund received from the Household Establishment and Work-charged staff of the Gardens;
- (3) initiate action for the payment of the balance at an individual's credit in the General Provident Fund Account one year before his date of retirement. In this case, Part I of the application form will be filled in by the individual concerned in the first instance and Part II after retirement;
- (4) be responsible for the allotment of a G.P.F. Number to all new entrants to the service of the President of India;
- (5) deal with the Deposit Linked Insurance Scheme for subscribers to the Provident Fund. On the demise of a Government servant, he will issue necessary sanction orders after obtaining relevant details from the Pay and Accounts Officer;
- (6) be responsible for obtaining nomination forms from all employees relating to the General Provident Fund;
- (7) deal with the correspondence relating to the Central Government Employees' Insurance Scheme. He will obtain Nomination Forms, issue sanctions in the case of death of an employee and for the release of the balance at an individual's credit after retirement;
- (8) deal with the grant of cycle, maintenance of tools, fodder, and other allowances to the Household and the Work-charged staff of the President's Gardens and undertake a periodical review;

- (9) deal with the general aspects of the Leave Travel Concession and will ensure that the rules are kept upto date;
- (10) scrutinise and process requests for the grant of Leave Travel Concessions and for advances relating to the Leave Travel Concessions for the Home-Town as well as to places other than the Home-Town. He will issue sanctions and make necessary entries in the service book of the individual concerned;
- (11) deal with correspondence relating to House Building Advance and ensure that the rules on the subject are kept upto date;
- (12) scrutinise and process requests for the grant of House Building Advances;
- (13) scrutinise Insurance Policies annually in respect of houses for the construction of which House Building Advances have been sanctioned;
- (14) deal with the general aspects relating to the grant of advances for the purchase of Scooters, Cycles and for Festivals, etc., and ensure that the rules on the subject are maintained upto date;
- (15) deal with requests for advances, process them and issue necessary sanctions;
- (16) issue necessary certificates to the Pay and Accounts Officer in the case of Scooter Advances sanctioned after scrutinising the receipts to be submitted to the Establishment Section by the persons drawing the advances;
- (17) deal with all kinds of *ad hoc* allowances;
- (18) call for receipts in the cases of Cycle Advances sanctioned within the stipulated period and after the Head of the Office is satisfied as to the genuineness of the purchase, return the receipt to the individual;
- (19) maintain Registers for all these advances and bring to the notice of the Assistant concerned dealing with the Budget the total amounts sanctioned on this account, for budgetary purposes in October every year.

LOWER DIVISION CLERK-II : He will –

- (1) deal with the general aspects of various kinds of leave to which the Work-charged staff of the President's Gardens are eligible. He will ensure that these leave rules are kept upto date;

- (2) process requests for the grant of leave, issue sanctions and make entries to that effect in the service books and the leave accounts of the individuals.
- (3) maintain an Annual Increment Register in respect of Work-charged staff and intimate the Bills (Estt.) Section the names of those whose annual increments become due by the 10th of every month;
- (4) put up one month before the due date the cases of those who are due to cross the Efficiency Bar and take appropriate follow-up action;
- (5) be responsible for the opening of service books for newly appointed staff in the Work-charged Establishment of the President's Gardens and complete all particulars, including the declaration of the Home-Town, as required on first appointment. He will also make entries in the service books in regard to promotion, reversion, increment, crossing of efficiency bar and transfer, etc.,
- (6) be responsible for obtaining Nomination Forms from Work-charged Establishment in regard to Death-cum-Retirement Gratuity, details of family members and the proper upkeep of the same;
- (7) carry out the annual verification of the service of Work-charged staff from the pay bills in April every year and append a certificate of verification in each service book to be signed by the Head of Office. The certificate should be in the following form :—
“Service verified upto from the Pay Bills.”
- (8) ensure that the service records of all those belonging to the Work-charged staff who are to retire within the next two years are properly recorded with verification in regard to their qualifying service and that certificates to this effect have been recorded in the service books. For this purpose he will draw a list at the end of December every year;
- (9) be responsible for the issue of routine administrative warnings as may be necessary to Work-charged staff.

LOWER DIVISION CLERK-III : He will –

- (1) diarise all incoming receipts, and distribute them among the staff as marked;
- (2) be responsible for the despatch of the dak required to be issued from the Section;

- (3) maintain index registers of files and also the file movement register;
- (4) be responsible for putting up the concerned Assistants/Clerks pending cases on due date;
- (5) maintain a register for requests for various posts with which the Establishment Sections concerned;
- (6) prepare statements of overtime allowance for staff working in the Section;
- (7) be responsible correspondence relating to the withdrawal of C.G.H.S. Token Cards and Rashtrapati Bhavan Inner Cordon Passes in the event of retirement/death of an employee.

ANNEXURE

CHECK LIST

- | | | |
|-----------|---|--|
| January | : | 1. Casting of Leave Account. |
| | | 2. Continuance of Fodder Allowance. |
| February | : | Continuance of temporary posts. |
| March | : | 1. Statement in regard to inspection of Scheduled Castes/Tribes/OBC rosters. |
| | | 2. Amendments to Recruitments Rules. Notification of – |
| | | 3. Checking of Insurance Policy in respect of – |
| | | (i) House Building Advance. |
| April | : | 1. Verification of service. |
| | | 2. Conversion of temporary posts into permanent posts. |
| May | : | Confirmation of staff of all categories. |
| June | : | Preparation of a list of persons retiring within the next two years for purposes of verification of their qualifying service. |
| July | : | Casting of Leave Account. |
| September | : | Preparation of Budget Estimates and Revised Estimates. |
| November | : | Preparation of ACR Forms in respect of Group 'D'-
President's Gardens Work-charged staff. |
| December | : | 1. Preparation of Select Lists of all cadres valid for promotion in the succeeding year. |
| | | 2. Preparation of a list of persons retiring within the next two years for purposes of verification of their qualifying service. |

General :—

1. Progress Report of Work - Monthly.
2. Increment List to be sent to Bills (Estt.) Sec - Monthly.
3. Cases regarding crossing of Efficiency Bar to be taken up one month before the due date.
4. Application for payment of balance in General Provident Fund Account to be sent to Pay and Accounts Officer in respect of employees one year before the date of their retirement.
5. Application for membership of the Central Govt. Employees Insurance Scheme.
6. Preparation of approved "Seniority Lists" of all grades once every five year in January.
7. Review of the grant of the following allowances biennially :—
 - (a) Cycle Allowance
 - (b) Fodder Allowance
 - (c) Tool Maintenance Allowance
8. Submit the weekly progress report of work.
9. Do the Typing work as assigned.

11. GARAGE SECTION

FUNCTION

1. The fleet of vehicles in the President's Garage as listed in Annexure I will be housed in the premises at Schedule 'B', President's Estate. The main functions of the President's Garage will be as follows :—

- (i) Provision of transport whenever needed to the President of India, his family and house guests.
- (ii) Provision of transport for Officers.
- (iii) Maintenance and upkeep of the vehicles in serviceable condition.
- (iv) Maintenance in serviceable condition of the related Garage facilities, servicing equipments and adequate stock of essential fast moving spare parts.
- (v) Planning for the major overhaul and replacement of vehicles.
- (vi) Exercise of disciplinary control and allocation of duties to the drivers and cleaners.
- (vii) Preparation and settlement of bills for the private use of vehicles.

USE OF VEHICLES

2. The vehicles will be used by the President of India, members of his family and guests, and officers of the President's Secretariat entitled to the use of these vehicles. (Annexure I).

With the prior permission of the Deputy Military Secretary to the President of India, vehicles may also be allowed to be used by the members of the President's Secretariat on urgent compassionate grounds or for the staff welfare purposes.

Staff of the President's Secretariat and the President's Estate Football Club may be allowed the use of a lorry/bus for organised trips with the prior approval of the Military Secretary to the President on payment of the cost of diesel/petrol consumed. The Lorry and Matadors may be given on payment on non-official duties also. The nature of duties for which these vehicles may be detailed is as indicated at Annexure X.

3. Requisitions for the use of vehicles will be sent in to the Superintendent of the President's Garage, at least 12 hours in advance. If requisitions for transport are received at short notice, the Superintendent of the President's Garage will obtain the orders of the Military Secretary to the President.

Only the following Officers are to requisition a vehicle on the telephone :—

- (i) Secretary to the President
- (ii) Addl Secretary to the President
- (iii) Military Secretary to the President
- (iv) Joint Secretary to the President
- (v) Press Secretary to the President
- (vi) The Physician to the President/Dy Physician
- (vii) The Deputy Secretary to the President
- (viii) Private Secretary to the President
- (ix) Deputy Military Secretary to the President
- (x) Comptroller, President's Household
- (xi) Internal Financial Adviser
- (xii) Director

In all such cases the necessary requisition should be handed on to the driver of the vehicle on his reporting for duty.

4. The President's Garage will be under the administrative and supervisory control of the Deputy Military Secretary to the President. He will report to the Military Secretary to the President. A JCO ADC will be designated as Superintendent of the President's Garage and will have no other duties besides this. ADC will be designated as ADC I/C Garage and will help Dy Mily Secy to the President in Garage affairs.

As at present the President's Garage will have the following staff :—

SECRETARIAT STAFF

- | | | |
|---|-----|---|
| (i) Assistant | ... | 1 |
| (with training in handling Cash & Accounts) | | |
| (ii) Lower Division Clerk | ... | 1 |

TECHNICAL STAFF

- | | | |
|----------------------------|-----|----|
| (i) Chief Drivers | ... | 2 |
| (ii) Drivers | ... | 26 |
| (iii) Telephone Attendants | ... | 3 |
| (iv) Chief Mechanic | ... | 1 |
| (v) Assistant Mechanic | ... | 1 |
| (vi) Cleaners | ... | 3 |

WORKING TIMINGS

5. The President's Garage will function on around the clock basis. However, to even out the work load Garage Staff will adhere to the following timings :—

Superintendent of the President's Garage	0930 hrs to 1800 hrs on all working days with a one hour lunch break from 1.30 to 2.30 p.m.
Assistant	
Lower Division Clerk	

Chief Drivers Shifts of not more than 8 hours a day with a one hour break for lunch on all working days. On holidays there will be one Chief Driver on duty and he will be allowed compensatory leave in lieu.

Drivers Shifts of not more than 8 hours a day with a one hour lunch break. A duty roster will be prepared by the Superintendent of the President's Garage so as to utilise their services to the maximum and at the same time ensure that the Garage is organised for round the clock services at all times.

Telephone Attendants There will always be one Telephone Attendant on duty on a shift of not more than 8 hours duration.

Mechanics 0900 hrs to 1700 hrs on all working days with a one hour lunch break.

Cleaners

There will always be one cleaner on duty from 6 a.m. to 2 p.m. and one cleaner 2 p.m. to 10 p.m. and one cleaner from 10 p.m. to 6 a.m. on night duty.

6. The Superintendent of the President's Garage will maintain a chart indicating the type of maintenance to be carried out on each vehicle as per manufacturer's schedule, i.e., daily maintenance, weekly maintenance, other periodical maintenances. After each inspection the Superintendent of the President's Garage will fill in the record in Form II (Garage) prescribed (Annexure IV). A vehicle, after servicing, will be put on a test run within the President's Estate. The Deputy Military Secretary to the President will scrutinise the maintenance chart for each vehicle and will ensure that maintenance of vehicles is carried out according to schedule. A quarterly report with regard to the maintenance state of the vehicles in the President's Garage, Garage facilities, servicing equipments and fast moving spare parts consumed will be put up by the Deputy Military Secretary to the President to the Military secretary to the President by 10th of each month succeeding a particular quarter.

7. A Vehicle Log Book in Form III (Annexure-V) should be maintained in respect of each individual vehicle. It will be the duty of the Superintendent of the President's Garage to ensure that all items in the Vehicle Log Book are filled in from the requisition form and are complete in all respects. The Vehicle Log Book should be sent to the Officer who requisitioned the vehicle, after completion of all entries within 24 hours. This will be the responsibility of the Superintendent of the President's Garage. All Officers using vehicles will sign in the appropriate column in the Vehicle Log Book. In case of the vehicles earmarked/used by the President, the President's family and house guests, the relevant entries in the Vehicle Log Book will be signed by the ADC-in-waiting or the Private Secretary/Additional Private Secretary to the President.

The Superintendent of the President's Garage will put up each Vehicle Log Book to the Deputy Military Secretary to the President on Saturday. It will be the responsibility of the Deputy Military Secretary to the President to ensure that the instructions in this Office Order have been properly carried out. He will bring cases of default to the notice of the Military Secretary to the President.

The following other records will be maintained as detailed below :—

Daily Attendance Register

Superintendent of the
President's Garage.

Maintenance Chart

—do—

Stock Register for fast moving spare parts

—do—

Stock Register for slow moving spare parts

—do—

Stock Register of tools issued to drivers and mechanics.

—do—

Monthly reconciliation of expenditure incurred by the President's Garage.

Assistant

Record Register and drawal of Records.

—do—

Preparation of Budget Estimates

—do—

Car Stock Register

—do—

Register of bill and their settlement relating to the Petrol, Oil and Lubricants.

—do—

Register of Annual/Casual leave of Drivers, Telephone Attendants, Mechanics and Cleaners.

Lower Division Clerk

Register of Annual Renewal of Drivers' driving licences and Medical fitness.

—do—

Register of sanctions received for the purchases other than Petrol, Diesel, Engine Oil and Lubricants, etc.

—do—

Register of incoming bills relating to expenditure incurred other than on Petrol, Diesel, Engine Oil and Other Lubricants.

—do—

Register and File for OTA Claims

—do—

File and Register for monthly recovery for the use of vehicles for private use.

—do—

Stock Register of consumable items

Lower Division Clerk

Diary for bills and their transit record.

—do—

Transport Requisition Register

Telephone Attendants

The following Reports and Returns will be prepared and submitted on days/dates as shown against them :—

Fortnightly Mileage done by Imported Cars Form IV (Garage) Annexure-VI	—	Prepared by LDC on the first working day of the fortnight submitted through proper channels to reach the Secretary to the President by the 20th and 5th of each month.
Monthly Statement showing drawal of petrol/diesel oil, consumption of petrol/diesel oil, Kilometrage averages and expenditure incurred on repairs and POL (Garage).	—	Prepared by Assistant by the 5th of every month and submitted to the Secretary to the President by the 7th of every month.

The expenditure on the President's Garage will be met from the funds under Major Head "2012. A-6 State Conveyance and Motor Cars" unless otherwise specifically ordered. The expenditure will be debited to Major Head "2013. A-3 Entertainment and Hospitality Expenses - Voted".

The Officers detailed below are authorised to sanction expenditure on account of urgent repairs to vehicles :—

Deputy Military Secretary to the President	Rs. 1,000/- at a time.
Military Secretary to the President	Rs. 10,000/- at a time.

Sanction for all expenditure will be put up to the Deputy Military Secretary to the President/Military Secretary to the President/Secretary to the President as the case may be, through Internal Financial Adviser.

DUTIES OF THE STAFF AT THE PRESIDENT'S GARAGE

(a) Superintendent of the President's Garage : He will —

- (i) be in-charge of the President's Garage and will be responsible for its efficient and smooth functioning.
- (ii) all papers for submission to the Deputy Military Secretary to the President and other senior officers in the President's Secretariat will be routed through him.
- (iii) be responsible for allotment of duties to garage staff and for their discipline including tidiness and turn out.

- (iv) check all the forms and other connected records specified in this Office Order and ensure that they are complete in all respects.
- (v) be responsible for the scrutiny and payment of all bills relating to the President's Garage.
- (vi) He will check daily whether entries in the vehicle log books have been properly recorded and put them up to the Deputy Military Secretary to the President as specified in this Office Order.
- (vii) issue coupons for drawal of petrol, diesel, etc. under his signature and maintain a proper record for such drawals. The coupons will be countersigned by the concerned driver in token of his having drawn the quantity mentioned in the coupon. The petrol, diesel, etc. will be drawn in the presence of the Superintendent of the President's Garage once a day.
- (viii) ensure the prompt and timely submission of all the forms and returns prescribed in this office order to his superior officers.
- (ix) check the road-worthiness of all vehicles particularly the VIP Cars every morning and will ensure prompt rectification of defects, if any.
- (x) promptly report to the Deputy Military Secretary to the President accidents to persons and vehicles at the President's Garage.
- (xi) ensure that fire extinguishers installed at the President's Garage are in order. In case of fire, he will ensure the implementation of the standing Fire Orders.
- (xii) be responsible for the safe custody of the President's Garage and all its various components, including vehicles, stores, etc.

(b) ASSISTANT : He will —

- (i) deal with the cases for the purchase of new vehicles and disposal of condemned vehicles.
- (ii) be responsible for initiating necessary action for the procurement of spare parts, tyres and tubes, etc. including imports when necessary for the vehicles of the President's Garage.
- (iii) be responsible for initiating action relating to the renewal of agreement for the petrol pump and petrol storage licence annually and all related matters.

- (iv) be responsible for the preparation of bills relating to petrol, diesel, oil and lubricants for payment within one month of their receipt and maintain the register prescribed for the purpose.
 - (v) be responsible for action to obtain renewals of Car Radio Licences at the President's Garage.
 - (vi) prepare Budget Estimates including the Foreign Exchange components for the President's Garage.
 - (vii) be responsible for preparation of statements showing petrol, diesel, engine oil and lubricants drawn and consumed, kilometreage covered, average kilometreage per litre, cost of petrol, diesel, engine oil, lubricants and expenditure on repairs every month.
 - (viii) every month reconcile the figures of expenditure incurred by the President's Garage with the accounts maintained by the Pay and Accounts Unit.
 - (ix) deal with all administrative and other miscellaneous matters connected with the Garage.
 - (x) will be responsible for the maintenance of the Vehicle Stock Register, Form VI (Garage) Annexure-III.
 - (xi) ensure that redundant records are weeded out from time to time as per Garage's "Retention Schedule" and that the recorded files required to be preserved for periods beyond five years are sent to the Records Section without delay.
- (c) LOWER DIVISION CLERK : He will –

- (i) deal with correspondence relating to the refund of excise duty on the Petrol oil and Lubricants consumed for the Vehicles used by the President and members of his family and will deal with all connected matters.
- (ii) be responsible for recording entries of overtime duties performed by the staff at the President's Garage in a register maintained for this purpose and will prepare statements in this regard. This register will be put up to the Superintendent of the President's Garage every Saturday for his counter-signature.

- (iii) prepare individual bills and a statement of recovery of dues in respect of the use of vehicles for private purposes on payment. The statement of recovery of dues will contain a certificate to the signed by Superintendent of the President's Garage that the statement tallies with the total mileage covered for private use of vehicles on payment. All such statements will be prepared and submitted to the Pay & Accounts Officer by the 10th of the succeeding month through the Superintendent of the President's Garage.
 - (iv) deal with correspondence relating to bills for repairs, local purchase of items, tyres, tubes, spare parts, etc.
 - (v) be responsible for the casual/restricted leave and compensatory leave in lieu of overtime duty accounts.
 - (vi) prepare the fortnightly statement of kilometerage covered by imported cars in the Form IV (Garage) as at Annexure VI and submit it to the superintendent of the President's Garage.
 - (vii) prepare the monthly report on the working of the Garage and submit it to the Superintendent of the President's Garage.
 - (viii) put up proposals for sanction of expenditure to be incurred on repairs, local purchases, etc. and will maintain a register for the purpose.
 - (ix) be responsible for the maintenance of vehicle log books and related statements, register and accounts.
 - (x) be responsible for ensuring that all the drivers are medically examined in January each year and that their driving licences are valid.
 - (xi) maintain the following registers :—
 - (i) Diary Register for bills and receipts
 - (ii) Bills-cum-Transit Register
 - (iii) Stock Register of consumable articles
- (d) CHIEF DRIVER – I : He will –
- (i) be on duty for 8 hours a day with one hour lunch break. He will not leave the Garage without prior permission of the ADC-in-waiting. He will ensure that his whereabouts are known to the Telephone Attendant on duty outside his working hours and on holidays.

- (ii) report to the Superintendent of the President's Garage the "Morning State" of the vehicles and will be personally responsible for the maintenance and care of the vehicles used by the President and VIPs.
 - (iii) drive the car in which the President of India travels.
 - (iv) be detailed as required to drive vehicles in which VIPs staying at Rashtrapati Bhavan travel.
 - (v) be responsible for carrying out normal checks to ensure road-worthiness of the vehicle, before it is taken out of the Garage by him for duty. He will bring to the notice of the Superintendent of the President's Garage without delay any defect found by him in the car in his charge and will arrange to have it rectified urgently. Any defect noticed in the car will be entered in the vehicle log book.
- (e) CHIEF DRIVER-II : He will —
- (i) be on duty for 8 hours a day with one hour lunch break. He will ensure that his whereabouts are known to the Telephone Attendant on duty outside his working hours and on holidays.
 - (ii) drive the car in which the wife of the President of India travels.
 - (iii) be detailed as required to drive the vehicles in which VIPs staying at the Rashtrapati Bhavan travel.
 - (iv) be responsible for carrying out normal checks to ensure road-worthiness of the vehicle, before it is taken out of the Garage by him for duty. He will bring to the notice of the Superintendent of the President's Garage any defect found by him in the car under his charge and will arrange to have it rectified urgently. Any defect noticed in the car will be entered in the vehicle log book.
 - (v) take over the duties of the Chief Driver-I in his absence.
- (f) DRIVERS - 26
- (i) They will be on duty for 8 hours with one hour lunch break. Their duties will be as per the duty roster drawn up by the Superintendent of the President's Garage.

- (ii) One of the Drivers will be detailed for night duty and on holidays.
- (iii) Drivers will to the extent possible be allotted a particular vehicle and will be responsible for keeping it in good running order.
- (iv) Drivers will bring to the notice of the Superintendent of the President's Garage any damage sustained by their vehicles.
- (v) Drivers will be responsible for carrying out normal checks to ensure road-worthiness of the vehicle, before it is taken out of the Garage by them for duty. They will bring to the notice of the Superintendent of the President's Garage any defect found in the vehicle in their charge and will arrange to have it rectified urgently. Any defect noticed in the car will be entered in the log book.
- (vi) Drivers will satisfy themselves that they know the details of their trips before leaving the President's Garage. In case of doubt they will ascertain these details from the Telephone Attendant or the Superintendent of the President's Garage.
- (vii) On return from a trip they will report themselves with their vehicle to the Telephone Attendant.
- (viii) They will ensure that all journeys performed are reflected in the vehicle log books. For this purpose, they will carry the vehicle log book with them on the vehicle alongwith the requisition for transport form. (Form I (Garage) Annexure - III).

(g) TELEPHONE ATTENDANTS - 3

- (i) The Telephone Attendants will be on duty round the clock in three shifts as mentioned below :—

Morning	6.00 a.m. to 2.00 p.m.
Afternoon	2.00 p.m. to 10.00 p.m.
Night	10.00 p.m. to 6.00 a.m.
- (ii) They will attend to calls and take down requisitions for transport only from officers authorised to requisition transport on the telephone as per these standing orders. They will ensure that all information in regard to the time and place where the vehicle is to report for duty and the duration for which the vehicle is required is ascertained,

before detailing the vehicle out of the President's Garage. Apart from the drivers on regular duty, pool duty drivers will be detailed strictly on rotation basis.

- (iii) They will enter all requisitions for vehicles in the "Requisitions Register" - Annexure-IX which will be got signed by the concerned driver as a token of his having been informed of the duty. The Register will also indicate the time when a vehicle leaves/returns to the Garage.

- (iv) They will assist the Superintendent of the President's Garage in keeping the "Maintenance Chart" upto date.

(h) CHIEF MECHANIC : He will —

- (i) be on duty from 9 a.m. to 5 p.m. with one hour lunch break. However, he will keep the Telephone Attendant on duty informed of his movements outside office hours and on holidays.
- (ii) be responsible for carrying out repairs to the vehicles and for replacement of worn out defective parts.
- (iii) maintain the Battery Charger.
- (iv) be responsible for the proper maintenance and safe custody of tools and equipments given under his charge.
- (v) carry out a test check every month to determine the average mileage performance of a vehicle.

(i) ASSISTANT MECHANIC : He will—

- (i) be on duty from 9 a.m. to 5 p.m. with one hour lunch break. However, he will keep the Telephone Attendant on duty informed of his movements outside office hours and on holidays.
- (ii) assist the Chief Mechanic in his work in regard to maintenance, repairs, etc. of vehicles.
- (iii) carry out the functions of the Chief Mechanic in his absence.

(j) CLEANERS - 3

- (i) They will be on duty in shifts as follows :—

Morning	6.00 a.m. to 2.00 p.m.
Afternoon	2.00 p.m. to 10.00 p.m.
Night	10.00 p.m. to 6.00 a.m.

- (ii) They will be detailed for cleaning of the vehicles and will work under the supervision of the Chief Driver. They will be careful in their work and will perform their duties efficiently.

8. The administrative control of Three-Wheelers and Scooters lie with the Deputy Military Secretary to the President, Under Secretary (Administration) and Under Secretary (DDO) as per their allotment.

9. This Office Order supersedes all previous Office Orders issued on the subject.

ANNEXURE - I

- | | | | |
|-------|---|---|--|
| (i) | ADC-in-waiting | — | for the requirements of the President and his family. |
| (ii) | Private Secretary/Addl. Private Secy. to the President. | — | for the President's family and the President's house guests. |
| (iii) | Secretary to the President | | |
| | Addl Secy to the President | | |
| | Military Secretary to the President | | |
| | Joint Secretary to the President | | |
| | Physician to the President | | |
| | Press Secretary to the President/ | | |
| | Deputy Press Secretary | | |
| | Deputy Secretary to the President | | |
| | Director | | |
| | Internal Financial Adviser | | |
| | Dy. Military Secretary to the President | | |
| | Comptroller, President's Household | | |
| | Additional Private Secretary to the President | | |
| | Deputy Physician to the President | | |

Officer not authorised as above will route their requirements of vehicles for official duties through their immediate superior officers.

The following officers will be eligible if vehicles are available to make use of them for private use on payment of charges prescribed in Annexure - III :—

- (i) Secretary to the President
- (ii) Addl Secy to the President
- (iii) Military Secretary to the President
- (iv) Joint Secretary to the President
- (v) Press Secretary to the President
- (vi) Physician to the President /Dy Physician
- (vii) Deputy Secretary to the President
- (viii) Deputy Military Secretary to the President
- (ix) Comptroller, President's Household
- (x) Private Secretary to the President
- (xi) Under Secretary

ANNEXURE - II

Charges payable on account of private journeys undertaken by the Class-I Officers.

- (a) Charges are made as per Govt. of India's orders issued from time to time.
- (b) An amount equivalent to that of overtime allowance of the Driver concerned, in case the vehicle has been requisitioned outside office hours or on holidays.

Form - VI

ANNEXURE - III

Details of entries made in the Car Stock Register

Type of Car/Vehicle :

Purchased from :

Invoice No. & Date :

Engine No. :

Chassis No. :

Regn. No. :

Year of Manufacture :

Cost of Car (including freight, transportation,
Octroi duty, registration charges, etc.) :

Date of Receipt :

Car purchased through File No. _____

AFTER CONDEMNATION

Car put off the road with effect from _____

Auctioned through DGS&D on _____ at a

value of Rs. _____

PRESIDENT'S GARAGE

ANNEXURE - IV

Form II

Maintenance Chart

To be maintained by the Superintendent of the President's Garage

Sl. No.	Vehicle make and registration number and other description	Date on which maintenance carried out	Mileage covered after last maintenance check	Total mileage done	Details of minor/major repairs carried out during the maintenance check including issues of petrol/diesel oil, engine oil, etc.	Remarks of Superintendent relating to the road-worthiness of the vehicle
---------	--	---------------------------------------	--	--------------------	---	--

PAGE No. I

DATE	ORDER BY	TRIP DETAILS		TIME		KM/MILE	
		From	To	Out	In	Out	In
1	2	3	4	5	6	7	8

Fortnightly Statement Showing the Mileages Run by the Imported Cars

Period 10

[illegible]

TOTAL KM/MILE	SIGNATURE OF DRIVER	NATURE OF DUTY OFFICIAL/PRIVATE	SIGNATURE OF USER	POL DRAWN	SIGNATURE OF ISSUER OF POL	SIGNATURE OF DRIVER
9	10	11	12	13	14	15

HOG BOOK

PRESIDENTIAL GARAGE CAR DIVISION

ANNEXURE – VII

UTILISATION OF LORRY

In addition to carriage of stores in connection with Household, Garden, Sanitary Section, Tour Section, General Administration, conveyance of cash and conveyance of baggage of house guests, Vice-President and Prime Minister, the following non-official duties free of cost will also be performed :—

- (a) Stores for Kalyan Kendra;
 - (b) Funeral duty in connection with an employee of Rashtrapati Bhavan or his close relative residing within the Estate;
 - (c) Shifting of baggage of officers and Staff on change of place of residence including posting out/in;
 - (d) Shifting of baggage of an employee on retirement within Delhi/New Delhi only;
 - (e) Conveyance of sports team of the Secretariat within Delhi/New Delhi; and
 - (f) Conveyance of any other Govt. stores after obtaining the permission of the Military Secretary to the President.
2. Subject to availability lorry may be given on payment after the approval of the Military Secretary to the President for the following :—
- (a) Organised picnics, outings, sight-seeing by the Staff of the Secretariat within and around Delhi. Such trips must be collectively sponsored and not be individually organised;
 - (b) Picnics for Children of Kalyan Kendra; and
 - (c) For delivery of tents and stores to the residence of Officers/Staff of the Secretariat in connection with ceremonies held at their residence. The movement of the lorry will be restricted to within the Estate only.

ANNEXURE – VIII

PRESIDENT'S GARAGE

LIST OF VEHICLES

Sl. No.	Make of vehicle	Registration No.	Year of Manufacture
1.	Mercedes 500-SEL	DDB-3817	1984
2.	Mercedes 350-SEL	DHD-5772	1995
3.	Mercedes 200-D	DIA-4720	1983
4.	Mercedes Ambulance	DL-1A 0021	1989
5.	Chevrolet	DL-2C C-1234	1992
6.	Contessa Classic	DDQ-4734	1987
7.	Contessa Classic	DL-2C A5703	1990
8.	Contessa Classic	DL-2C F-7454	1994
9.	Ambassador B P-I	ORA-709	1990
10.	Ambassador B P-II	DL-2C C-0012	1991
11.	Ambassador-I	DL-2C B1883	1991
12.	Ambassador-II	DL-2C B1884	1991
13.	Ambassador-III	DL-2C B1885	1991
14.	Ambassador-IV	DL-2C B1886	1991
15.	Ambassador-V	DNH-4236	1989
16.	Ambassador-VI	DL-2C B0687	1991
17.	Ambassador-VII	DL-2C B1882	1991

18.	Ambassador-VIII	DL-2C B0688	1991
19.	Ambassador-IX	DL-2C B0686	1991
20.	Ambassador-X	DDC-7458	1987
21.	Ambassador-XI	DDC-7457	1987
22.	Ambassador-XII	DNA-6304	1989
23.	Ambassador-XIII	DL-2C F7435	1994
24.	Maruti Van	DL-2C A0323	1990
25.	Ambulance (Old)	DEP-7967	1985
26.	Allwyn Nissan-I	DL-1C B3153	1991
27.	Allwyn Nissan-II	DL-1C D1694	1993
28.	Lorry	DBP-545	1988
29.	Range Rover	DDB-319	1987
30.	2-Wheeler Scooter	DL-2S D7066	1990
31.	2-Wheeler Scooter	DL-2S G0507	1992
32.	2-Wheeler Scooter	DL-2S H0439	1993
33.	3-Wheeler Scooter	DBX-9030	1984
34.	3-Wheeler Scooter	DL-1C E-8475	1994
35.	3-Wheeler Scooter	DL-1C B8433	1992

12. GARDEN SECTION

The President's Gardens are situated at New Delhi, the 'Retreat', Mashobra (Simla) and the Rashtrapati Nilayam, Bolarum (Secunderabad).

(a) *The President's Gardens at New Delhi :*

The President's Gardens at New Delhi are spread over an area of 250 acres. They are –

- (i) *Mughal Gardens* : It is situated on the rear side of the Rashtrapati Bhavan and includes the two Terrace Gardens on other side, the *Purdah* Gardens and the Circular Garden, known as Sunken Garden.
- (ii) *Nursery Garden* : It is situated in the west beyond the Office of the Garden Section and covers an area of about 12 acres.
- (iii) *North & South Rectangle Gardens* : The grassy lawns situated on the North and South of the main building of the Rashtrapati Bhavan.
- (iv) *Lawns outside Rashtrapati Bhavan* : These are the grassy lawns which lie outside the Rashtrapati Bhavan area but within the perimeter wall of the President's Estate. In these lawns an area of about 45 acres is covered by the Golf Courses, which will be maintained according to the prescribed standard.
- (b) *The 'Retreat', Mashobra (Simla)* : The Gardens attached to 'Retreat', Mashobra, (Simla) occupy an area of about 80 acres. The area is divided into orchards, lawns and a forest.
- (c) *Rashtrapati Nilayam, Secunderabad* : An area of 80 acres has been kept to be used as gardens. Presently, a small portion is being maintained as gardens.

The main functions of the Garden Section will be –

- (i) Maintenance of President's Gardens at New Delhi the 'Retreat', Mashobra (Simla) and the Rashtrapati Nilayam, Bolarum, Secunderabad (A.P.)
- (ii) Maintenance of gardens attached to the officer bungalows.
- (iii) Maintenance of Golf Courses.
- (iv) Growing of flowers, fruits, vegetables and cereal crops, etc., in their respective seasons and their proper utilisation.

- (v) Cultivation of potted plants, seasonal plants, exotic plants and bonzails, etc.
- (vi) Floral decoration of staff houses.
- (vii) Procurement of seeds, manure, fertilisers, Garden implements, etc.
- (viii) Transportation of fruits, vegetables, etc., from Mashobra and Bolarum to New Delhi.
- (ix) Display of placards showing name of the plant and the person and date of planting in respect of trees/plants planted by the President or a VIP.

2. The Garden Section will function under the direct administrative control of the Superintendent, President's Gardens, who will work under the over-all supervision of the Military Secretary to the President. The Garden Section will consist of the following staff :—

Technical Staff

Sectional Officers (Horticulture)	4
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Secretariat Staff

UDC	1
LDC	1

3. DUTIES OF OFFICERS & STAFF

(a) SUPERINTENDENT, PRESIDENT'S GARDENS : He will—

- (1) be over-all responsible for the proper maintenance of the President's Gardens at New Delhi, the 'Retreat', Mashobra (Simla) and the Rashtrapati Nilayam, Bolarum (Secunderabad);
- (2) ensure that fruits, flowers, vegetables and crops are grown in their respective seasons;
- (3) ensure that inventories and stock registers are maintained properly and upto date indicating the results of periodical physical verification;
- (4) make periodical visits to the 'Retreat', Mashobra and the Rashtrapati Nilayam, Secunderabad in Liaison with EE, PED where necessary to check the maintenance of the Gardens and for the disposal of fruits and vegetables grown there;

- (5) liaise with the Sanitary Officer for keeping the gardens and lawns in perfect sanitary condition;
- (6) arrange for periodical delivery of fruits and flowers from the 'Retreat', Mashobra (Simla) and the Rashtrapati Nilayam, Bolarum, (Secunderabad) at New Delhi;
- (7) take disciplinary and suitable measures against employees responsible for theft of garden produce, unauthorised removal of fruits, flowers or foliage, unauthorised felling of trees, unauthorised cutting of grass or shrubberies, unauthorised plucking of flowers and against owners of trespassing cattle and animals;
- (8) ensure that placards indicating the name of plant and the person and date of planting against all trees planted by the President of India or a VIP are displayed;
- (9) ensure that table decoration is completed in time in connection with State banquets, dinner, or luncheon party;
- (10) be responsible for initiating all sales auctions, etc., of trees and unserviceable articles, etc., of the Gardens;
- (11) be overall responsible for timely procurement of seeds, fertilisers, manure, and other articles required for use in the Gardens;
- (12) be responsible for drawing up expenditure plan and planting schedule and ensuring execution accordingly month-wise.
- (13) be in overall charge of the Garden Section and will be responsible for its efficient and smooth functioning;
- (14) mark all receipts to the dealing hands;
- (15) ensure punctuality among his staff;
- (16) sanction casual/restricted leave of the staff in his Section;
- (17) sanction casual/compensatory leave of the Garden staff on the recommendation of the Sectional Officer (Horticulture) as the case may be.

(b) SECTIONAL OFFICER (HORTICULTURE-I) AT NEW DELHI :
He will —

- (1) be responsible for proper maintenance of —
 - (a) Nursery Garden
 - (b) North & South Rectangle Gardens
 - (c) Lawns outside the Rashtrapati Bhavan but within the perimeter wall of the President's Estate including Golf Courses.
- (2) supervise the daily roll call of the staff under his charge;
- (3) ensure proper deployment of the staff;
- (4) ensure that sufficient quantity of cut flowers of different varieties is available from the Nursery Garden for purposes of decoration in the Rashtrapati Bhavan, staff houses and at functions held at the Rashtrapati Bhavan;
- (5) ensure propagation and raising of trees and shrubs and breeding of plant for plantation on the President's Estate;
- (6) be responsible for timely requisitioning of seeds, fertilisers, manure and other sundry articles required for use in the Gardens under his charge;
- (7) maintain inventories of all articles under his charge showing receipt and distribution thereof indicating the results of periodical physical verifications;
- (8) maintain a register showing periodic work-done like hedge-cutting, lawn mowing;
- (9) maintain a log-book for the tractor and a register for the bullock-driver carts;
- (10) be responsible for discipline and proper turn-out of the staff under his charge;
- (11) make surprise checks to ensure that no unauthorised cutting of trees and shrubs takes place in the President's Estate;
- (12) maintain casual/compensatory leave record of the staff under his charge;
- (13) be responsible for procurement of material from the Gardens Stores for use for a period of at least one month in advance after planning out his requirements and then maintaining its issue details.

In the absence of the Garden Superintendent, he will look after the day to day technical and field work of the Garden.

(c) SECTIONAL OFFICER (HORTICULTURE-II AT NEW DELHI :
He will –

- (1) be responsible for proper maintenance of orchards, lawns, flower beds, potted plants, etc.;
- (2) take daily roll call of the staff under his charge;
- (3) ensure proper deployment of the staff;
- (4) ensure that sufficient quantity of cut-flowers is available for purposes of decoration during the stay of the President at the 'Retreat';
- (5) ensure propagation and raising of trees and shrubs and breeding of plants for plantation at the 'Retreat', Mashobra;
- (6) be responsible for timely requisitioning of seeds, fertilisers, manure and other necessary articles required for use and maintenance of the Gardens under his charge;
- (7) maintain inventories of all articles showing receipt and distribution thereof;
- (8) maintain a register showing periodic work-done like hedge-cutting, lawn mowing, etc.;
- (9) be responsible for discipline and proper turn-out of the staff under his charge;
- (10) make surprise checks to ensure that no unauthorised cutting of trees and shrubs and also no pilferage of vegetables and fruits take place;
- (11) sanction casual/compensatory leave to the staff under his charge and maintain a record thereof;
- (12) arrange transportation of fruits, vegetables, etc., to the Garden Supdt. at New Delhi;
- (13) make disbursements of pay, advances, etc., to the staff under his charge on receipt of the amount from the Headquarter;
- (14) verify the bills for the purchases made by him and transmit the same to the Superintendent, President's Gardens, for further necessary action;

- (15) forward applications for earned leave, advances, etc., and representations, regarding service matters to the Superintendent, President's Gardens, for further necessary action.

(d) SECTIONAL OFFICER (HORTICULTURE-III) AT NEW DELHI :
He will –

- (1) be responsible for proper maintenance of –
 - (a) Mughal Gardens;
 - (b) Forecourt area;
- (2) take roll call of the staff under his charge;
- (3) be responsible for the deployment of the staff under his charge;
- (4) maintain stock registers for the various articles, e.g., seeds, plants, manure, etc., showing their receipt and distribution;
- (5) be responsible for floral decoration of rooms at the Rashtrapati Bhavan; and at functions held at the Rashtrapati Bhavan;
- (6) be responsible for timely requisitioning of seeds, fertilisers, manure and other sundry articles required for use in the Gardens under his charge;
- (7) ensure decoration of potted plants at the North and South Courts;
- (8) be responsible for maintenance of discipline and proper turn-out of the staff under his charge;
- (9) be responsible for procurement of materials from the Garden Stores for use for a period of at least one month in advance after planning out his requirements and then maintaining its issue details; and
- (10) maintain casual/compensatory leave record of the staff under his charge.

(e) SECTIONAL OFFICER (HORTICULTURE-IV) AT RASHTRAPATI
NILAYAM: He will –

- (1) be responsible for proper maintenance of lawns, fruits plants, potted plants, open spaces, etc., and will ensure that the Garden area is in perfect condition before the President's visit to Hyderabad;
- (2) take roll call of the staff under his charge;
- (3) be responsible for proper deployment of the staff under his charge;

- (4) maintain stock registers for various articles, e.g., seeds, plants, manure showing their receipt and distribution;
- (5) verify the bills for the purchases made by him and transmit the same to the Superintendent, President's Gardens, for further necessary action;
- (6) arrange transportation of fruits, etc., to the Garden Superintendent at New Delhi;
- (7) sanction casual/compensatory leave to the staff under his charge and maintain a record thereof;
- (8) make surprise checks to ensure that no unauthorised cutting of trees and shrubs and also no pilferage of vegetables and fruits take place;
- (9) responsible for maintenance of discipline and proper turn-out of the staff under his charge;
- (10) make disbursement of pay, advances, etc., on receipt of the amounts from the Headquarter;
- (11) be responsible for timely requisitioning of seeds, fertilisers, manure and other necessary articles required for use and maintenance of the Gardens under his charge;
- (12) ensure that sufficient quantity of cut-flowers is available for purposes of decoration during the stay of the President at Rashtrapati Nilayam; and
- (13) forward applications for earned leave, advances, etc., and representations regarding service matters to the Superintendent, President's Gardens, for further necessary action.

(f) UPPER DIVISION CLERK : He will –

- (1) deal with all correspondence relating to the Garden Section;
- (2) be responsible for calling tenders/quotations, obtaining of the sanction and placing of orders in respect of articles required for maintenance of the Gardens;
- (3) be responsible for the maintenance of store and distribution of articles like tools, sundry items, fertilisers, pesticides, flower vases, etc., under his charge and of relevant stock registers. He will be assisted by a person deputed by the Garden Superintendent for the issue of Stores to the Sectional Officer (Horticulture).

- (4) be responsible for passing of the bills for the purchases made;
- (5) take necessary action in regard to receiving of the articles ordered and will maintain a register showing the progress of the supplies received;
- (6) be responsible for preparation of budget estimates concerning the Gardens;
- (7) reconcile figures of expenditure with the PAO's Unit;
- (8) attend to telephone calls concerning execution of jobs relating to Gardens and will convey the instructions to the concerned persons for compliance;
- (9) deal with representations received from the Garden staff at New Delhi, Mashobra and Secunderabad;
- (10) process cases of auction of trees, unserviceable articles, etc., and take necessary consequent action;
- (11) ensure that all files and papers are routed through the Superintendent, President's Gardens;
- (12) be responsible for drawing up and maintenance of upto date 'Check List' of the work done in the Garden Section;
- (13) submit the Attendance Register to the Superintendent, President's Gardens, regularly;
- (14) maintain the casual/restricted leave account of the staff in the Section;
- (15) ensure that monthly progress reports of work are submitted in time;
- (16) ensure that the redundant records are weeded out from time to time as per the Section's 'Retention Schedule' and that recorded files required to be preserved for periods beyond five years are remitted to the Records Section; and
- (17) ensure the maintenance of a 'Precedent Book' for keeping a record of important rulings and decisions for ready reference.

In the absence of the Garden Superintendent he will look after the day to day work of the Garden Section.

ANNEXURE - I

PURCHASE PROCEDURE — GARDEN SECTION

Expenditure in the President's Gardens towards maintenance of Mughal Gardens and other staff Gardens and planting of seasonal and perennial plants has to be carried out as per seasonal requirements. As such, the purchases have to be in conformity with the planting season and the inputs required to be kept in consonance with these. The following procedure will be followed for purchase of items for the Gardens with due regard to the instructions contained in Office Order No. 4 and Office Order No. 21.

(a) Immediately on receipt of intimation of budgetary allotment towards maintenance of the Gardens, an expenditure plan will be drawn up. The expenditure plan will be made by the Garden Superintendent in consultation with the Director of Horticulture or any other experts as nominated from time to time. The plan will be subsequently submitted through the Deputy Military Secretary to the President, Finance and Accounts Officer, Military Secretary to the President; to the Secretary to the President for his approval. The expenditure plan will be drawn up to phase out the expenditure for the complete year as per seasonal requirements.

(b) Once the expenditure plan is approved, the Garden Superintendent will obtain necessary quotations for approval of rates for bulk items for the financial year. Where it is not possible to fix rates throughout the year, quotations will be obtained as per seasonal requirements. Rates for items which are purchased in small quantities can be fixed in consultation with the Horticultural Department or other Government Agencies purchasing these items in bulk.

(c) Subsequent sanctions for purchase of individual items will be obtained from the Deputy Military Secretary to the President/Military Secretary to the President. Purchases for over Rs. 500/- will invariably be routed through the Finance & Accounts Officer. When it is not possible to obtain quotations, a committee will be formed after obtaining the orders of the Military Secretary to the President who will approve rates prevailing in the market and purchases will then be made within the financial sanctions accorded.

(d) A quarterly review of all sanctions accorded in the preceding quarter, their progress and projected sanctions for the next quarter will be carried out by the Deputy Military Secretary to the President and the Finance and Accounts Officer.

(e) On receipt of the sanction from the competent authority the Garden Superintendent will invariably issue a Supply Order. This will be entered in the "Supply Order Progress of Receipts of Material Register." On receipt of items, they will be entered in the Measurement Book or Stock Register depending upon the nature of purchase.

(f) Once the complete Supply Order has materialised, the bill will be obtained at the earliest and forwarded for payment within seven days of receipt of the bill. Progress on the payment will be entered in the Supply Order Register to ensure that the transaction has been completed. The Garden Superintendent will maintain an imprest for purchase of small items for a single transaction not exceeding Rs. 50/- at any one time.