

## ANNEXURE – II

### LIST OF REGISTERS MAINTAINED IN THE GARDEN SECTION

1. Tools and Plants Stock Register.
2. Pesticides Stock Register.
3. Lawn Mowers Stock Register.
4. Miscellaneous (Sundries) Items Stock Register.
5. Measurement Book Register.
6. Register for Hedges, Lawns and Bullockmen work.
7. Attendance Register of the Work-charged staff with their areawise deployment details.
8. Stock Register for Manure.
9. Stock Register for seeds.
10. Register showing Garden produce and distribution.
11. Imprest Account Register.
12. Supply Orders and Progress of Receipts of Material Register.
13. Log Book for the Tractor  
(in the form in use in the Indian Agriculture Research Institute).

## 13. GENERAL ADMINISTRATION SECTION

The General Administration Section will be responsible for the procurement and supply of uniforms, Photographic materials, rubber stamps, reference books, service postage stamps as may be required for use in the President's Secretariat. This Section will also deal with matter connected with the Rashtrapati Bhavan Telephone Exchange. The functions of the General Administration Section are mainly classified as follows:—

- (i) Control and administration of the Rashtrapati Bhavan Telephone Exchange and installation, shifting and removal of EPABX extensions, auto telephones, intercom sets, etc.
- (ii) Liveries of Group 'D' Employees of the Secretariat side and Group 'C' and 'D' Employees (entitled to uniforms) of Household, Sanitary and Garden Establishments, e.g., Drivers, Safai Karamcharies, Household personnel and Gardeners, etc.
- (iii) Purchase of photographic materials and procurement and maintenance of cameras and other photographic equipments.
- (iv) Conveyance charges, purchase of reference books, rubber stamps, service postage stamps and miscellaneous contingencies, e.g., advocate fee.

II. The General Administration Section will function under the direct administrative and supervisory control of the Under Secretary (Coord) and will consist of the following staff :—

Section Officer	1
Assistants	-
UDCs	2
LDC	1

### III. DUTIES OF THE STAFF :

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 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 of the Section to the Branch Officer.
6. maintain the 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 that recorded files required to be preserved for periods beyond five years are remitted to the Records Section.
- (9) In addition to the physical verification of stores and equipment by him every year in respect of the period ending the 31st March, he will carry out physical verification of stocks for the quarters ending 30th June, 30th September and 31st December and take necessary action to ensure replacement and replenishments in time.
- (10) 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 UDC in the Section will look after the day-to-day working of the Section.

UDC-I : He will –

- (1) be responsible for all the matters relating to the installation, shifting, removal, etc., of EPABX extensions, automatic telephones and intercom sets in Rashtrapati Bhavan.
- (2) check the duty roster and Overtime statements of Telephone Operators.
- (3) deal with the settlement of telephone rental bills and ensure recovery of rent for telephones allotted to different offices at Rashtrapati Bhavan.
- (4) deal with the correspondence and settlement of bills relating to auto telephones, EPABX extension telex bills and intercom sets, etc.

- (5) be responsible for the reconciliation of monthly accounts with the PAO Unit in respect of Demands concerning the Section.
- (6) maintain the following registers :—
  - (i) Trunk Call Register
  - (ii) Recovery Register
  - (iii) Automatic Telephone Register
  - (iv) EPABX Telephone Register
  - (v) Liability Register

UDC-II : He will –

- (1) deal with the purchase of cloth and other items of livery required for Group 'C' and 'D' employees and issue of uniforms, etc., to them (Annexure-I).
- (2) prepare the budget estimates for liveries for all the categories of President's Secretariat staff entitled to uniforms as per prescribed scale (Annexure-II).
- (3) draw up contracts with contractors for uniforms and will check bill relating to livery items.
- (4) deal with tenders for stitching of uniforms of Group 'C' and 'D' staff of Rashtrapati Bhavan.
- (5) deal with the Outfit Allowance to the Official who accompany the President on tours abroad.
- (6) He will maintain the following registers :—
 

(i) Register for clothing material	...	1 No.
(ii) Register for ready-made uniforms	...	1 No.
(iii) Register for miscellaneous articles	...	1 No.
(iv) Register for consumable articles	...	1 No.
(v) Register for liability/external control	...	1 No.
(vi) Inspection Register	...	1 No.
(vii) Daily Issue Register	...	5 Nos.
(viii) Individual Issue Register	...	5 Nos.



LDC : He will —

- (1) deal with the procurement and issue of photographic materials.
- (2) prepare the budget for foreign exchange in respect of procurement of photographic equipment and materials from abroad.
- (3) deal with all matters relating to procuring and distribution of reference books and rubber stamps.
- (4) deal with conveyance charge bills and other miscellaneous contingencies bills, e.g., passing of advocate fee bills, etc.
- (5) procure service postage stamps as and when required and maintain a proper service postage stamp account.
- (6) be responsible for submission of various returns in time.
- (7) also prepare the Budget Estimates of Office Expenses, GHQ and Gardens.
- (8) attend to typing work as and when assigned to him.
- (9) draw up annual contracts with contractors for printing, developing and processing of colour films.
- (10) maintain the following registers :—
  - (i) Stock Register for Photographic Materials . . . 5 Nos.
  - (ii) Stock Register for Service Postage Stamp . . . 1 No.
  - (iii) Stock Register for Rubber Stamp . . . 1 No.
  - (iv) Stock Register for Reference Books . . . 1 No.
  - (v) Conveyance Charge Register . . . 1 No.
  - (vi) Liability Register for photo materials conveyance charges miscellaneous contingencies, e.g., advocate fee bill, postal charges, etc. . . 1 No.
  - (vii) Dead Stock Register

#### IV. RASHTRAPATI BHAVAN EPABX TELEPHONE EXCHANGE :

The Rashtrapati Bhavan Telephone Exchange has 290 lines for catering to incoming and outgoing calls. In addition, some officers and sections have also been provided automatic telephones as the exigency of work may demand.

Staff members of the Exchange will be all women employees and will be under the supervisory control of the senior operator in-charge of the Telephone Exchange, and under the Administrative Control of the Section Officer, General Administrative Section.

The maintenance and technical supervision of the Telephone Exchange is done by certain resident personnel deputed by the Posts and Telegraphs Department under the control of an Engineering Supervisor.

A special lead with amplifying arrangement is connected with the two Houses of the Parliament from the PRESIDENT'S STUDY, with an extension to his private apartment, and elsewhere to suit the convenience of the PRESIDENT OF INDIA.

V. The Rashtrapati Bhavan Telephone Exchange will have the following Staff :—

- |   |           |
|---|-----------|
| (i) Senior Operator in-charge of the Telephone Exchange | — 1 No.   |
| (ii) Telephone Operators (Selection Grade)              | — 2 Nos.  |
| (iii) Telephone Operators                               | — 10 Nos. |

VI. The following will be the duties of Telephone Exchange Staff —

(a) SENIOR OPERATOR IN-CHARGE, TELEPHONE EXCHANGE  
She will —

- (1) be responsible for the discipline and satisfactory working of the Telephone Exchange.
- (2) prepare a weekly duty roster for staff and submit it to US (Coord) through Section Officer (General Administration) for approval.
- (3) be responsible for making substitute arrangement for any urgent short term requests of telephone operators from out of the existing establishment.
- (4) be responsible for the proper maintenance of keyboards and will report immediately any technical defect to the Engineering Supervisor, Telephones and Technical Linesmen posted at the Rashtrapati Bhavan and will ensure that the defect is rectified.



(5) be responsible for circulating the contents of any instructions that may be issued in connection with the Telephone Exchange or of a general nature to all Operators.

(6) initially receive all complaints, grievances and applications pertaining to the Exchange and its staff and refer them to the Under Secretary (Coord) through the Section Officer, General Administration Section.

(7) She will be responsible for correct and upto date maintenance of :—

(i) A Trunk Call Register

(ii) An Attendance Register

(iii) A Duty Roster

(iv) A Complaints Register

(b) TELEPHONE OPERATORS (Selection Grade) – 2 : —

(1) The duties and responsibilities of the Selection Grade Telephone Operators will be the same as those of a Telephone Operator.

(2) They will perform the duties of the Senior Operator In-charge of the Telephone Exchange in her absence.

(c) TELEPHONE OPERATORS – 10 : They will—

(1) be under the direct control and supervision of the Senior Operator in-charge of the Telephone Exchange, and will perform their duties according to the duty roster or as intimated to them from time to time.

(2) be alert while on duty and cautious at all times.

(3) ensure that all personal calls intended for the President of India are first put through to the Private Secretary to the President and in his absence to the ADC-in-waiting.

(4) ensure that calls received for transmission to a VIP staying at the Rashtrapati Bhavan are, in the first instance, referred to the ADC-in-waiting on the guest, and in his absence, the staff officer of the VIP.

(5) inform the Senior Operator Incharge of any unforeseeable delay in coming on duty on schedule.

(6) agree to alternative duty schedule by mutual agreement with their colleagues only with the prior consent of the Senior Operator I/c.

## ANNEXURE – I

### YEARLY ACTION CHART

Item	Preliminary Action	Date for Final Action
Opening of the new register for diary	10th December	1st January
To assess requirement for making of Winter Uniforms including woollen Jerseys & Socks.	1st February	28th February
Calling of Tenders for making of uniforms	1st February	31st March
Annual verification of all the stores	15th March	31st March
Opening of the new registers for diary and despatch of bill, etc.	15th March	1st April
Photographic materials—annual purchase.	1st April	30th April
Date for completion of issue of Summer Uniforms.	1st April	31st May
Order to be placed for the supply of woollen clothing material, lining cloth, woollen Jerseys and Socks.	1st April	30th June
Order to be placed for the supply of Gold Lace, Gold Braid, etc.	1st April	31st July
Calling of Tenders for the supply of Gold Lace, Gold Braid, etc.	1st June	31st July
To assess requirement for making of Summer Uniforms including Footwear, Shoe Brush, Shoe Polish, Brasso, etc.	1st July	31st July
Order to be placed for the purchase of clothing material, viz., Khaki Drill, White Drill, Long Cloth, White Muslin, Khaki Muslin, Footwear, etc., (including Shoe Brush, Shoe Polish, Brasso, etc.)	1st August	31st October



Item	Preliminary Action	Date for Final Action
Order to be placed for stitching of Winter Uniforms.	1st August	31st October
Date for completion of issue of Winter Uniforms (including Jerseys & Socks).	1st November	15th December
Order to be placed for stitching of Summer Uniforms	1st November	31st December

## ANNEXURE - II

STATEMENT SHOWING DETAILS IN REGARD TO  
ISSUE OF UNIFORMS

Sl. No.	Particulars	Month of issue	Quantity	Periodicity
SUMMER UNIFORMS				
1.	White Terrykot Achkans	April onwards	2	2 years
2.	White Terrykot Coats	—do—	2	2 years
3.	Khaki Terrykot Coats	—do—	2	2 years
4.	White Terrykot Pants, Khaki Terrykot Pants, White Terrykot Pyjamas, Khaki Terrykot Pyjama	—do—	2	2 years
5.	White Muslin Pugrees, Khaki Muslin Pugrees	—do—	2 or 3	1 year
6.	Jamadari Kullah, Red Kullah and Khaki Kullah	—do—	1	1 year
7.	Long Cloth Loose/Tight Pyjamas.	—do—	2	2 years
8.	Brass Buckled Shoes/Laced Shoes.	—do—	1 pair	1 year
9.	Tennis Shoes-ordinary for Tennis Attendants.	—do—	3 pairs	1 year
10.	Power pointed/Bullet for Tennis Markers.	—do—	3 pairs	1 year
11.	Gold Jhallars (President's Jamadars and Jamadars on duty with the President's wife).	—do—	1	1 year
12.	Boot Polish (per head)	—do—	1	1 year
13.	Boot Brush (per head)	—do—	1	2 years
14.	Brasso	—do—	1	2 years



Sl. No.	Particulars	Month of issue	Quantity	Periodicity
WINTER UNIFORMS				
1.	Scarlet Achkans, Belts (Gold Laced/Braided plain with Strippings).	October	1	2 years
2.	White Pant	—do—	2	2 years
3.	Blue Coats and Pants	—do—	1	2 years
4.	Khaki Coats & Pants	—do—	1	2 years
5.	White Serge Pants	—do—	1	2 years
6.	Jharans with Achkans for Jamadars, Duftries and other Household Servants.	—do—	1	2 years
7.	Woollen Over Coats	October	1	2 years
8.	Nylon Socks	—do—	2 Pairs	1 year
9.	Woollen Jerseys	—do—	1	2 years
FOR DESPATCH RIDERS				
10.	Leather Gloves	—do—	1 Pair	5 years
11.	Leather Jacket	—do—	1 Pair	5 years
12.	Goggles	—do—	1 Pair	3 years

#### 14. HOUSEHOLD SECTION

The Household Section will be responsible for arrangements for accommodation and catering for official guests and for arrangements in connection with official functions at the Rashtrapati Bhavan. The functions of the Household Section will be —

- (i) catering for the President, his family and personal guests, Foreign VIPs and other State guests;
- (ii) catering at functions held at the Rashtrapati Bhavan on behalf of the President, the Vice-President, and the Prime Minister;
- (iii) purchase of stores including linen, crockery, groceries, fuel, cigarettes, mineral water, fresh provisions for use at the Rashtrapati Bhavan;
- (iv) maintenance of stores of grocery, crockery, glass, EPNS, silverware, kitchen and bakery utensils, linen and tentage;
- (v) condemnation and replacement of stores and other items held on inventory account;
- (vi) arrangements with regard to the accommodation of Foreign VIPs and other State guests;
- (vii) cleanliness, upkeep of all Guest Rooms, State Rooms (excluding Durbar Hall, Ashok Hall and Banquet Hall) in consultation with the Executive Engineer, President's Estate Division, the Garden Superintendent and the Sanitary Officer;
- (viii) deployment of Household staff in the Family Wing, the Guest Wing, ADC Wing and in State Rooms for daily duties;
- (ix) purchase of equipment for the Cinema at the Rashtrapati Bhavan, arrangements for the screening of films at the Cinema;
- (x) budget matters relating to the Household Section;
- (xi) hoisting/lowering of Flags for the President and Foreign Heads of State staying at the Rashtrapati Bhavan;
- (xii) preparation of accounts relating to catering, supplies made and maintenance of related registers;
- (xiii) the Household Section will be responsible for the supply of newspapers and periodicals to VIPs staying at Rashtrapati Bhavan. The order placed with a News Agency will include detailed



instructions for their delivery. This Section will maintain a proper record of receipt of newspapers and periodicals so that relevant bills, when received, may be checked as to their correctness before passing them for payment. Old issues of newspapers and periodicals, which are left behind by the visiting party and are received back in the Section may be used in the State Kitchen/Store/Bakery or utilised for packing of stores, etc;

- (xiv) supervision over the Bakery, Pantry, Laundry, and beverage services and the painters and carpenters Workshops;
- (xv) the safe custody of 'Presents' received by the President of India and sent to the Household Section and the maintenance of the relevant accounts;
- (xvi) purchase of newspapers and periodicals, etc. for Foreign VIPs staying at the Rashtrapati Bhavan and while on tour; and
- (xvii) calling of tenders for the removal of ash and cinder from the Boiler Room at the Rashtrapati Bhavan.

2. The Household Section will work under the direct administrative and supervisory control of the Comptroller, President's Household, who will be responsible to the Military Secretary to the President. The Household Section will consist of the following staff :—

(a) Comptroller	1
(b) Section Officer	1
(c) Keeper, President's Household	1
(d) Assistants	3
(e) Upper Division Clerk	1
(f) Lower Division Clerks	2

### 3. DUTIES OF OFFICERS AND STAFF

#### (a) COMPTROLLER, PRESIDENT'S HOUSEHOLD : He will —

- (i) have overall responsibility for catering arrangements for the President, his family and personal guests and Aides-de-Camp to the President, Foreign VIPs and other State guests staying at the Rashtrapati Bhavan and all official functions at the Rashtrapati Bhavan. Annexure-I details the action to be taken in connection with the stay of a Foreign Head of State;

- (ii) be responsible for the general supervision and maintenance, and cleanliness of the Rashtrapati Bhavan in consultation and coordination with other agencies concerned;
- (iii) be responsible for catering, supply of bed, bathroom and table linen, and for detailing of Household servants for tours, where such services are required;
- (iv) be responsible for the preparation of catering accounts in accordance with the procedure prescribed in Annexure-II.
- (v) check the cleanliness of the rooms, furnishings, furniture and upholstery in all the State Rooms of the Guest Wing and initiate suitable action with the agencies concerned;
- (vi) be responsible for drawing up menus, etc., for all official functions where catering arrangements are to be made;
- (vii) be responsible for the maintenance of all gold and silverware and other valuable articles;
- (viii) be responsible for general discipline including proper turn out of Household servants; and
- (ix) be responsible for the safe storage of presents and gifts received by the President and handed over to the Household Section.

### PART I

#### (b) SECTION OFFICER : He will —

- (i) be in overall charge of the Section and will be responsible for its efficient and smooth functioning;
- (ii) mark all receipts to the respective dealing hands;
- (iii) ensure that files and all other records in the Section are maintained properly, files and papers are diarised according to instructions;
- (iv) ensure that all files and papers for submission to the Branch Officer are routed through him;
- (v) be responsible for drawing up and maintaining check lists of subjects dealt with by the Section;



- (vi) ensure punctuality among staff and submit the Attendance Register of the Section to the Branch Officer at 9.40 a.m.;
- (vii) maintain the casual/restricted leave account of the staff in his Section;
- (viii) ensure that daily, weekly and monthly progress reports of work are submitted in time;
- (ix) ensure that 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 Record Section;
- (x) ensure the maintenance of a 'Precedent Book' for keeping a record of important decisions for ready reference;
- (xi) be responsible for the observance of security measures in respect of the papers under his jurisdiction;
- (xii) guide his staff in regard to interpretation of rules and assist them in noting and drafting, disposal of receipts, where necessary;
- (xiii) be responsible for periodical inspection of his Section as also of the work of all the staff in the Section;
- (xiv) ensure that all reports and returns required from the Section are submitted on due dates;
- (xv) sanction casual/restricted/compensatory leave to the Household staff;

## PART II

- (xvi) be responsible for the maintenance of discipline among Household staff including their proper turn out;
- (xvii) supervise functions held at the Rashtrapati Bhavan at which catering arrangements are made;
- (xviii) supervise and ensure adequate and timely supply of stores and other supplies for the Rashtrapati Bhavan;
- (xix) maintain the Imprest Account;
- (xx) ensure that accounts relating to catering are compiled and bills on account of purchases/supplies on payment to officers, messing charges, entertainment charges, purchases, sale and consumption of stores are prepared every month;

- (xxi) ensure that all vouchers, stock registers of dry and fresh stores, requisition slips and record of receipts and issues are properly kept and are up-to-date;
  - (xxii) ensure the daily and weekly (or as prescribed) preparation of cost data of various dishes and sweets and confectionery and their consumption and distribution;
  - (xxiii) be responsible for the care, preservation, replacement, accounting and annual stock taking of Household, Stores, including EPNS and silver, cutlery, chinaware, glassware, kitchen and bakery utensils, State equipment at Officer's residences, camp equipment and furniture;
  - (xxiv) be responsible for keeping upto date –
    - (i) Fire orders;
    - (ii) Rationing instructions;
    - (iii) other instruction relating to the Section; and
  - (xxv) maintain standing orders on the duties and responsibilities of all categories of staff serving in the Section.
- (c) KEEPER, PRESIDENT'S HOUSEHOLD : He will –
- (i) work under the administrative and supervisory control of the Comptroller, President's Household;
  - (ii) supervise, train and schedule House Attendants according to requirements in the State Rooms, Guest Wing, Functions, etc.;
  - (iii) assign duties to the House Attendants as per work requirements. Brief them daily about their duties and schedule of work;
  - (iv) daily check staff to ensure punctuality and to see that they are in proper uniform, well groomed and smartly turned out;
  - (v) instill a sense of integrity in the staff regarding valuables of guests;
  - (vi) initiate the annual confidential reports of all the House Attendants, Senior House Attendants, Head House Attendants and Chief House Attendants working under him/her;
  - (vii) ensure that Rashtrapati Bhavan property does not get carried away when guests are leaving; also check its condition after each visit;



- (viii) ensure proper maintenance and cleaning and upkeep and aesthetics of State Rooms, Family Rooms and other areas;
- (ix) ensure proper placement of floral decorations in Guest Rooms/State Rooms and Family Rooms every day and see that these are kept at high standard;
- (x) ensure that any deficiency in State/Guest Rooms, Family Wing or other areas is immediately attended to by the Maintenance Department;
- (xi) ensure cleanliness and aesthetics of all the rooms of the President's Secretariat;
- (xii) ensure cleanliness of cloak rooms (baths and toilets) and maintain an adequate stock of towels, soap, toilet rolls, etc., in the cloak rooms;
- (xiii) take steps for replacement of carpets, furnishings and fabrics for guest rooms and other areas;
- (xiv) ensure that all dirty linen is properly counted, returned to linen store and exchanged for clean linen;
- (xv) ensure that all equipment provided for upkeep and maintenance of rooms, bathrooms, carpets, curtains, furniture, fittings, etc., is handled systematically and carefully;
- (xvi) ensure the use of proper detergents for cleaning of all items;
- (xvii) ensure that all cleaning, polishing, etc. is done regularly and properly;
- (xviii) check that all room and bathroom equipments and fittings are functioning properly; liaise with the concerned maintenance authorities and get them set right in case they malfunction in any way;
- (xix) inform CPH about any irregularities or strange occurrences or damage to Government property;
- (xx) personally move around the rooms and other areas in his/her charge every day so as to see himself/herself that all the work that he/she is responsible for is in fact being done;
- (xxi) attend weekly Departmental meetings or as stipulated; and
- (xxii) perform such other duties as assigned from time to time by CPH.

While the above are regular duties of the Keeper, Household, he/she may be assigned any supervisory work relating to kitchen and service of food also.

(d) ASSISTANT-I : He will –

- (i) prepare the monthly account in respect of expenditure incurred on catering entertainment and hospitality under the heads –
  - (i) 212 - Staff, Household and Allowances of the President –
    - A.4 - Entertainment Expenses
    - A.6 - Tour Expenses
  - (ii) 213 - A. Council of Ministers –
    - A.6 - Entertainment and Hospitality Expenses.
- (ii) be responsible for procuring supplies of Cigarettes, Mineral Water and ensure adequate stock of these items;
- (iii) submit a quarterly return regarding the consumption of Cigarettes;
- (iv) be responsible for the preparation of bills for –
  - (i) the supply of provisions and other articles to the President's Family, Group 'A' and Military Officers at the Rashtrapati Bhavan;
  - (ii) supply of beverages including soft drinks to Group 'B' (Gazetted) Officers; and
  - (iii) ADC Sports Club.
- (v) prepare bills in respect of expenditure incurred on the entertainment including catering for –
  - (i) Official Guests; and
  - (ii) Foreign Guests.
- (vi) prepare bills for expenditure on catering and entertainment to be debited to Tour Expenses;
- (vii) prepare bills for washing charges in respect of Group 'A' Officers;
- (viii) maintain an account in respect of supplies such as Lunch, Dinner, Tea, Snacks, Soft Drinks, Beverages, Cigarettes made to the President's Family and other authorised officers;



(ix) maintain the following registers –

- (i) Meal Book
- (ii) Cigarettes Issue Register
- (iii) Tobacco Stock Register
- (iv) Mineral Water Book
- (v) Registers for Sales/Supplies of the articles included in item (viii) above.

(x) be responsible for keeping a record of the functions held at Rashtrapati Bhavan, where refreshments are served;

(xi) receive supplies of alcoholic drinks; tobacco, etc. from the Ministry of External Affairs for use of foreign Heads of States staying at the Rashtrapati Bhavan and for the return of unconsumed items to the Ministry and maintain a register for this purpose; and

(xii) be responsible for making budget provisions under the heads - A.4 - Entertainment Expenses - Staff Household and Allowances of the President and "213" - A - 6 - Entertainment and Hospitality Expenses.

ASSISTANT-II : He will –

- (i) be responsible for drawing up contracts for the supply of groceries, meat, fish, poultry, pork, butter & cheese, vegetables, fruits and fuel and related matters;
- (ii) compile the budget estimate in respect of the Household Section;
- (iii) procure materials for the Barber and Painter for their professional use and maintain stock registers;
- (iv) be responsible for the maintenance of the Camp Stores and for the preparation of Survey Reports of unserviceable Camp Stores;
- (v) deal with requests from Group 'D' staff for the issue of Camp Stores on payment;
- (vi) issue instructions for the hoisting/lowering of the National Flag as well as flags to be flown when a foreign Head of State is staying at the Rashtrapati Bhavan or when a credential ceremony is held, and on other occasions including periods of State mourning;

(vii) make arrangements for pitching tents/chandnies as and when required; and

(viii) carry out a physical verification of Stores annually.

(e) UPPER DIVISION CLERK : He will –

(i) be responsible for placing orders and obtaining supplies of Grocery and Sundry articles;

(ii) maintain Stock Registers for Grocery and Sundry items received;

(iii) pass bills for the purchase of Grocery and Sundry articles;

(iv) maintain Stock Registers for fresh provisions, e.g. meat, poultry, fish, eggs, vegetables and fruits and pass bills relating to these;

(v) carry out the physical verification of Grocery and Sundry Stores every month; and

(vi) prepare monthly abstract of the Grocery Account.

(f) LOWER DIVISION CLERK-I : He will –

(i) be responsible for the purchase of glass, crockery, silverware, EPNS articles, kitchen utensils, Bed/Table Linen, etc. and the maintenance of the relevant Stock Registers;

(ii) be responsible for the condemnation and disposal of the items mentioned at (i) above;

(iii) be responsible for maintenance of accounts and safe custody of presents received by the President of India and sent to the Household Section;

(iv) procure fuel for the boiler and for the kitchen, laundry and bakery and maintain related stock register;

(v) be responsible for calling tenders for the removal of ash and cinder from the Boiler Room at the Rashtrapati Bhavan;

(vi) deal with matters relating to electroplating and repair of EPNS articles and Silverware;

(vii) make budget provisions in respect of glass, crockery and linen articles, fuel, newspapers and periodicals subscribed for guests staying at the Rashtrapati Bhavan;



- (viii) deal with matters relating to the allotment of rooms for the stay of Governors and their staff officers;
- (ix) procure air-freshners and various stores for the tinman, tailor, etc. for their professional use and maintain relevant stock registers;
- (x) carry out the annual physical verification of stores maintained by him; and
- (xi) maintain an account of the daily breakage/loss of all stores held by him.

LOWER DIVISION CLERK-II : He will —

- (i) deal with diary and despatch work relating to the Section;
- (ii) prepare the overtime statements in respect of Ministerial and Household staff;
- (iii) be responsible for typing of Menu;
- (iv) be responsible for despatch of bills through Bills-cum-Transit Register; and
- (v) do the typing work of the Section.

## 15. INSPECTION AND INTERNAL AUDIT UNIT

### 1. NATURE OF WORK :

The Inspection and Internal Audit Unit will deal with all matters relating to Budget Estimates and Revised Estimates in respect of the following organisation :—

- (a) President's Secretariat
- (b) Entertainment and Hospitality expenses
- (c) President's Gardens
- (d) CPWD, President's Estate Division.

The functions of this Unit will be as follows :—

- (i) Compilation/scrutiny of the Budget Estimates, Revised Estimates for onward transmission to the Ministry of Finance, Ministry of Urban Development and Ministry of Home Affairs in respect of the above organisation.
- (ii) Compilation of the Budget Estimates and Revised Estimates for Loans and Advances to the Government Servants including House Building Advance as also for Publicity Budget for onward transmission to the ministries concerned.
- (iii) Allocation of funds to various spending units.
- (iv) Assessment of final requirement and surrender of funds where found necessary.
- (v) Re-appropriation of funds.
- (vi) Monthly review of expenditure in respect of each spending unit.
- (vii) Submission of expenditure returns in respect of each Major Head to the Secretary to the President as also to the concerned Ministry.
- (viii) Monitoring of expenditure on consumption of Petrol and Diesel.
- (ix) Delegation of Financial Powers to the various Drawing Officers of the President's Secretariat.
- (x) Monitoring of disposal of cases/letters relating to various Sections.
- (xi) Internal audit of PAO's Unit.
- (xii) Obtaining certificates of Annual Physical Verification of stocks from the respective Sections.



## 2. SUPERVISORY OFFICER :

The Unit will work under direct control and supervision of the Internal Financial Adviser.

## 3. SANCTIONED WORKING STRENGTH :

CATEGORY OF STAFF	STRENGTH SANCTIONED
Section Officer	1
Assistant	1
UDC	1
Total	3

## DUTIES AND RESPONSIBILITIES

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 IFA 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 IFA.
- (6) maintain casual/restricted leave account of the staff;
- (7) 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 Record Section;
- (8) function as a member of the Board of Condemnation of articles borne on the inventories of all the Sections concerned in the Secretariat;
- (9) conduct the internal audit of the PAO's Unit.

ASSISTANT-I : He will deal with the following subjects:—

- (1) Delegation of Financial Powers to various Officers of this Secretariat;
- (2) Grant of permanent Advance to various Drawing Officers;
- (3) Grant of Overtime Allowance;
- (4) Monthly report of disposal of cases/letters in respect of various Sections;
- (5) Monthly expenditure return in respect of SHAP, Entertainment and Hospitality Expenses, GARDEN and CPWD to be submitted to the Secretary
- (6) Monthly monitoring of consumption of Petrol and Diesel;
- (7) Assist in conducting the internal audit of PAO's Unit;
- (8) All other important cases relating to the IIA Unit and the general correspondence.

## AREAS OF APPLICATION OF COMPUTER

- (a) Monthly report of disposal of cases/letters.
- (b) monthly expenditure returns for submission to the Secretary.
- (c) Allocation of funds to various spending units.
- (d) Compilation of Budget Estimates/Revised Estimates.
- (e) Monthwise expenditure plan of various spending units.
- (f) Final allocation/re-appropriation of funds.
- (g) Surrender of funds.

ASSISTANT-II : He will be responsible for the following work :—

- (1) Obtaining of Budget Estimates/Revised Estimates, monthly expenditure returns and annual expenditure plan from various spending units.
- (2) Compilation of Budget Estimate/Revised Estimates for SHAP, Entertainment and Hospitality Expenses, Garden, CPWD – Capital & Revenue, as also in respect of Publicity Budget.



- (3) Compilation of Budget Estimates in respect of Loans and Advances as also for House Building Advance.
- (4) Allocation of funds to various spending units including CPWD.
- (5) Submission of monthly expenditure returns in respect of SHAP, Entertainment and Hospitality Expenses, Garden and CPWD to Ministry of Finance/Ministry of Urban Development.
- (6) Scrutiny of monthly expenditure return vis-a-vis expenditure plan received from various spending units.
- (7) Correspondence with the Ministry of Finance/Urban Development with regard to Budget Estimate/Revised Estimates.
- (8) Re-appropriation of funds.
- (9) Minor cases of losses and write off.
- (10) Obtaining the required certificate of annual physical verification of stores from all the Sections concerned.

#### AREAS OF APPLICATION OF COMPUTER

- (a) Monthly expenditure return to the Ministry of Finance/Home Affairs in respect of SHAP & Entertainment and Hospitality Expenses.
- (b) Monthly expenditure return to Ministry of Urban Development in respect of Garden, CPWD Capital Outlay and CPWD-Housing revenue.

UPPER/LOWER DIVISION CLERK : He will be responsible for the following work :—

- (1) Diarising of incoming receipts.
- (2) Despatch of letters/circulars.
- (3) Maintenance of SANCTION FILE in respect of each spending units.
- (4) Submission of monthly report of Imprest received from US (DDO).
- (5) Filing, indexing and reviewing/weeding out of files relating to the Section.
- (6) Maintenance of Policy Files/Guard Files.

- (7) Preparation of monthly reports of (i) Reference Pending with Central Government and (ii) disposal of letters/cases relating to the Unit.
- (8) Preparation of OTA statement in respect of the staff.
- (9) Submission of Absentee Statement.
- (10) Typing/compiling and other miscellaneous work assigned to him.



## 16. INVITATION SECTION

The Invitation Section will deal with all matters connected with the organisation of all functions hosted by the President of India, the President's wife and such State functions as are hosted by the Vice-President of India and the Prime Minister of India. The more important of such functions organised at the Rashtrapati Bhavan are —

- (a) Defence Investitures
- (b) Civil Awards
- (c) Banquets/Dinners
- (d) Luncheons
- (e) Receptions
- (f) Cultural Shows

The Invitation Section will be responsible for —

- (i) The timely issue of invitations to all functions organised at the Rashtrapati Bhavan, obtaining confirmations to such functions, preparation of seating plans, ushering and seating of guests.
- (ii) Maintenance of the Visitors' Books.
- (iii) Maintenance of upto date lists of persons as per the Warrant of Precedence.
- (iv) Publication and distribution of the President's daily 'Arrangements'.
- (v) Issue of permits to photographers and Press reporters to functions organised at the Rashtrapati Bhavan.
- (vi) Issue of permits to visitors desirous of sightseeing the Rashtrapati Bhavan premises and the Moghul Gardens, etc., except the Family Wing.

2. The Invitation Section will function under the administrative control and supervision of the Deputy Military Secretary to the President and will have the following staff :—

Section Officer	..	1
Assistants	..	2
LDC	..	1

## 3. DUTIES OF THE STAFF

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 List of subjects dealt with by the Section;
- (5) ensure punctuality among his staff and send the Attendance register to the Branch Officer at 9.40 A.M. invariably;
- (6) maintain the casual/restricted leave account of the staff in his section;
- (7) ensure that records of an ephemeral nature are weeded out from time to time as per the Section's 'Retention Schedule' and the recorded files required to be preserved for periods beyond five years are remitted to the Record Section;
- (8) be in attendance at all functions;
- (9) ensure that staff of the Invitation Section detailed for reception duty at formal functions turn out in proper dress;
- (10) be responsible for obtaining approval for the seating plan;
- (11) be responsible for intimating the Comptroller, President's Household, Executive Engineer, President's Estate Division and Assistant Commissioner of Police, Rashtrapati Bhavan, about the number of guests attending the Banquet/Dinner and Luncheon, etc; and
- (12) ensure the maintenance of a precedent book for keeping a note of important rulings and decisions concerning the Section 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.



## ASSISTANT-I : He will –

- (1) be responsible for the maintenance of office records and will keep the Warrant of Precedence and a seniority-wise list of Ministers and other high Officials of the Government of India upto date;
- (2) be responsible for indenting for stationery requirements and the maintenance of the stationery stock register;
- (3) deal with work connected with State Banquets/Dinners, Luncheons, etc., hosted by the President/Vice-President/Prime Minister at Rashtrapati Bhavan. The work involves –
  - (a) obtaining the list of invitees from the concerned authorities;
  - (b) getting the invitation cards and car park labels printed;
  - (c) writing invitation cards and envelopes for invitees, obtaining acceptances from the invitees, drawing up of a list of invitees according to the Warrant of Precedent;
  - (d) drawing up a Table Plan;
  - (e) getting the Table Plan, Menu Folder, and Name Cards, etc., printed; and
  - (f) setting of Banquet/Dinner/Luncheon Tables and ushering of guests to their places.
- (4) be responsible for all the work connected with Tea Parties/Luncheons, etc., hosted by the President or the First Lady;
- (5) deal with work connected with conduct of the Defence Investiture; and
- (6) maintain the Policy files properly;

## ASSISTANT-II : He will –

- (1) deal with all work connected with the holding of Republic Day and Independence Day Receptions, e.g., completion of lists of invitees, printing of invitation cards, car park labels and notices and will be responsible for the maintenance of complete record of the invitation cards issue;
- (2) maintain the check lists of all functions held at Rashtrapati Bhavan;

- (3) be responsible for the proper maintenance of an up-to-date list of -
    - (a) Honorary Personal Staff of the President stationed in Delhi.
    - (b) Former Presidents, Governors, and their families stationed in Delhi.
    - (c) Former Secretaries/Military Secretaries to the President.
    - (d) Former Chiefs of Staff of the three Defence Services.
  - (4) get the 'Daily Arrangements' printed after obtaining the necessary information including Duty Roster of AsDC from the concerned authorities;
  - (5) be responsible for placing Visitors' Books at convenient locations and for their proper maintenance;
  - (6) deal with general correspondence relating to work connected with Invitation Section; and
  - (7) maintain a record of arrival/departure of VVIPs/VIPs/Governors, etc.
- LOWER DIVISION CLERK : He will –
- (1) diaries receipts pertaining to the Section;
  - (2) prepare lists of invitation Cards for different functions sent to Central Registry for despatch;
  - (3) assist in getting the printing work connected with various functions done by the Press in time;
  - (4) deal with requests for permission to see the Rashtrapati Bhavan and Moghul Gardens and to publish dates announcing opening of the Moghul Gardens to public;
  - (5) write invitation cards and envelopes in case of main functions;
  - (6) prepare temporary permits for Official/Press Representatives, etc., for entry in Rashtrapati Bhavan during the visits/stay of VVIPs and VIPs at Rashtrapati Bhavan; and
  - (7) do the typing work when required.



## 17. LIBRARY SECTION

The main functions of this Section are classified as follows :—

- (i) Procurement and supply of newspapers and periodicals for the President and Officers.
- (ii) Procurement of new Books.
- (iii) Settlement of Bills for purchase of Newspapers and Books.
- (iv) Accessioning & cataloguing of all Books.
- (v) Maintenance & upkeep of Books, etc.
- (vi) Maintenance of Government publications received in the Section.
- (vii) Issue and retrieval of books loaned to Officers.
- (viii) Reconciliation of Accounts with PAO.
- (ix) Preparation and submission of Annual Budget Estimates.
- (x) Annual verification of Stock.

2. Library Section will function under the direct administration and supervisory control of the Press Secretary/Dy. Press Secretary and will consist of the following staff :—

Librarian/SO	.....	1
LDC	.....	1
Library Attendant	.....	1

### 3. DUTIES OF THE STAFF

LIBRARIAN/SO : He will —

- (i) have overall charge and will be responsible for efficient and smooth functioning of the Section;
- (ii) ensure punctuality among his staff and submit the Attendance Register of the Section to the Branch Officer regularly;
- (iii) maintain Casual/Restricted leave account of the Staff in the Section;



- (iv) Librarian/SO will be responsible for taking action for the procurement and supply of newspapers and periodicals for the President and for Officers of the President's Secretariat on the approved list for the supply of these. The Press Secretary will prepare the list of newspapers and periodicals to be subscribed for and after obtaining approval of the Secretary to the President, place orders for their supply with a News Agency or direct with the publishers or their authorised agents, as the case may be. The order will include detailed instructions for the delivery of the newspapers and periodicals. Those intended for the President will be delivered at the Central Registry at Rashtrapati Bhavan from where these will be sent up to the President's apartment without delay. In the case of Officers, newspapers and periodicals will be delivered at their residences. Bills for the supply of newspapers and periodicals will be passed for payment by the Message and Library Section after countersignature by the Private Secretary to the President in the case of supplies made to the President and by the Officers receiving the newspapers and periodicals. Before the end of the first week of the succeeding month, each Officer will ensure that old issues of newspapers and periodicals subscribed for him are returned to the Library Section with a note mentioning missing issues, if any. In case of newspapers and periodicals supplied to the President of India, the Private Secretary to the President will ensure that old newspapers and periodicals are returned to the Library Section as mentioned above;
- (v) maintain Accession Register properly;
- (vi) maintain Catalogue Register properly;
- (vii) settle all Purchase Bills of Newspapers and Books purchasing;
- (viii) prepare Annual Budget Estimates;
- (ix) supply Books and reference material to the President and Officers;
- (x) be responsible for prompt Annual verification of Books and furnish the requisite certificate promptly.

LDC : He will –

- (i) receive all dak for the Section;
- (ii) maintain File Register and Diary Register of the Section;

- (iii) prepare Accession Slips and do type work;
- (iv) attend to reconciliation of Accounts with PAO;
- (v) any other work as may be assigned from time to time.

LIBRARY ATTENDANT : He will –

- (i) maintain Government publication in proper order;
- (ii) attend to upkeep and transportation of the Books;
- (iii) attend to replacement of Books in the racks;
- (iv) attend to cleanliness of Books and racks periodically.



## 18. MESSAGE SECTION

The main functions of this Section are classified as follows :—

- (i) All matters relating to requests for "Messages" from the President on various occasions/events.
  - (ii) Greetings received by the President on various occasion, i.e., Republic Day/Independence Day/Diwali & Dussehra;
  - (iii) Requests for Photograph of the President;
  - (iv) Printing of Delhi Official Directory;
  - (v) Printing of Rashtrapati Bhavan Directory;
  - (vi) Release of Press Release;
  - (vii) Printing of President's Speeches.
2. Message Section will function under the direct administration and supervisory control of the Press Secretary to the President/Dy Press Secretary to the President and will consist of the following staff :—

Section Officer	1
Assistant	1
UDC	1
LDC	1

### 3. DUTIES OF THE STAFF

SECTION OFFICER : He will —

- (i) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
- (ii) Scrutinise and mark all receipts and distribute them among the dealing hands in the Section;
- (iii) ensure that all files, papers for submission to the Branch Officer are routed through him;
- (iv) ensure punctuality among his staff and submit the Attendance Register of the Section to the Branch Officer regularly;



- (v) maintain Casual/Restricted leave account of the staff in the Section;
- (vi) ensure that all reports/returns are submitted in time;
- (vii) be responsible for drawing out and maintaining upto date check list of the subjects dealt with by the Section;
- (viii) ensure the maintenance of the "Precedent Book" for keeping a record of important rulings and decisions for ready reference;
- (ix) maintain "Inspection Register";
- (x) 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 beyond five years are remitted to the Records Section;
- (xi) ensure that all pending cases are reviewed promptly.

2. In the absence of the Section Officer, the Senior-most Assistant/UDC in the Section will look after the day to day working of the Section.

ASSISTANT : He will –

- (i) deal with printing of Delhi Official Directory periodically;
- (ii) deal with printing of "Rashtrapati Bhavan Directory" periodically;
- (iii) deal with procurement/preparation of Greeting Cards sent by the President to Foreign Head of States/Government on various occasions;
- (iv) deal with requests for messages from the President on various occasions/events;
- (v) deal with all matters relating to printing of President's Speeches;
- (vi) deal with all matters relating to issue of Press Releases;
- (vii) any other work assigned by the Section Officer from time to time.

UDC : He will –

- (i) deal with all matters relating to acknowledgement of Greetings received by the President on various occasions;
- (ii) deal with all matters relating to requests for President's Photo and Bio-Data.

- (iii) all matters relating to Record Management of the Section including weeding of ephemeral records;
- (iv) maintain "Inspection Register", "File Register" and "Record Review Register";
- (v) any other work as assigned by Section Officer from time to time.

LDC : He will –

- (i) Receive all dak from Central Registry;
- (ii) Diarize all receipts and distribute to the dealing hands;
- (iii) maintain Diary Register of the Section;
- (iv) do typing work as assigned by Section Officer;
- (v) Index and tracing work;
- (vi) any other work as may be assigned by Section Officer from time to time.



## 19. O & M SECTION

The O & M Section will deal with matter relating to the organisational set up of the President's Secretariat, study of procedures and methods of work, assessment of the work-load and the staff requirements of the various Sections. The main functions of this Section are classified as follows :—

- (i) To study the organisational structure, methods of work and procedures with a view of suggesting improvement in the efficiency of the President's Secretariat, e.g. :—
  - (a) preparation and maintenance of an up to date organisational chart;
  - (b) scope of supervision and span of control;
  - (c) re-organisation and bifurcation of Sections;
  - (d) simplification of methods of work and of improvements in procedures of work.
- (ii) To study the staffing of various Sections with a view to suggesting economy in staff consistent with administrative efficiency, e.g. :—
  - (a) assessment of work-load and staff requirements of Section;
  - (b) vetting of proposals for the creation of new posts.
- (iii) To evolve standards of performance and norms of work relating to jobs peculiar to this Secretariat.
- (iv) To scrutinise various kinds of forms, statements, registers, etc., in use in the Sections with a view to suggesting their possible elimination/combination or simplification; specific attention to be given to the designing and presentational aspect of forms (format) and statements with reference to their end use.
- (v) Issue of Office Orders concerning all the Sections in regard to their organisation and detailed administration, etc.,
- (vi) Compilation of Departmental decisions/Instructional Orders.
- (vii) Compilation and publication of Office Manual.



- (viii) The O & M Section will be the Central Coordinating Unit in respect of all Parliament work. Parliament Questions received in the President's Secretariat will be sent to this Section who will immediately refer the matter to the appropriate Section. The Section concerned will take necessary action to furnish all necessary information to the O & M Section. The Desk Officer (O & M) will put up an appropriate draft to the Director, who will have these drafts cleared by Jt Secy/ Secretary to the President.

It will be the responsibility of the Desk Officer (O & M) to ensure that all work connected with Parliament is handled on a top priority basis.

2. The O & M Section will function under the administrative and supervisory control of the Director and will consist of the following staff :—

Desk Officer	1
Assistant	1
P.A.	1

3. The O & M Section will function on Desk Officer System.

## 20. PERSONAL CELL

The President's Personal Cell will deal with —

- (i) receipt of all dak including telegrams addressed to the President and members of the President's family;
- (ii) invitations to the President to attend functions;
- (iii) requests for the grant of interviews with the President;
- (iv) work entrusted by the President/members of the President's family;
- (v) keeping in safe custody personal papers/files of the President.

Dak on receipt will be sorted out in the presence of the Private Secretary to the President/Additional Private Secretary to the President and important communications will be submitted to the President for perusal and then actioned in accordance with the directions of the President. These will be stamped with the date of receipt and carry a further endorsement that the President has seen the communication. Other dak will be sent to the Officers/Sections concerned in a routine manner for disposal.

2. Requests received for participation at functions will be tabulated from time to time in the proforma (Annexure-I) and orders of the President obtained. In the case of functions approved by the President, a copy each of the letter sent to the sponsors of the function, will be endorsed to the Press Secretary and Military Secretary to the President for obtaining material for the preparation of draft speeches and for drawing up minute-to-minute programmes.

3. Requests for interviews with the President will be entered in the proforma (Annexure-II) and the orders of the President obtained. Interviews granted by the President will be entered in the 'Daily Engagements Sheet' to be printed by the Rashtrapati Bhavan Press on receipt of advice from the President's Personal Cell. The Central Registry will ensure prompt distribution of the 'Daily Engagements Sheet' on receipt from the printing press.

4. The President's Personal Cell will function under the administrative control of the Private Secretary to the President. This Section will consist of the following Officers and staff :—

Private Secretaries to the President	...	2
Additional Private Secretaries to the President	...	2



Assistant Private Secretary to the President	...	1
Assistant	...	1
Lower Division Clerk	...	1

Detailed allocation of duties will be made by the Private Secretary to the President.

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

## ANNEXURE - I

### REQUESTS FOR PARTICIPATION IN FUNCTIONS BY THE PRESIDENT

Venue of Functions	Date	Time	Function and its details	Name and Address of Sender and Telephone Number	Remarks
1	2	3	4	5	6



## ANNEXURE - II

### PERSONS SEEKING INTERVIEW WITH THE PRESIDENT

Date

Sl. No.	Name & Address of Person and Tel No.	Purpose	Preferred date and time	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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## 21. PAY AND ACCOUNTS UNIT

The Pay and Accounts Officer/Senior Accounts Officer in the President's Secretariat, who also function as the Principal Accounts Officer, is authorised to operate the funds at the disposal of the President's Secretariat in respect of the Staff, Household and Allowances of the President; Government Hospitality Organisation, Rashtrapati Bhavan; the President's Estates Gardens and funds placed at the disposal of the President's Secretariat by other Ministries/Departments. The Pay and Accounts Officer/Senior Accounts Officer will sign cheques relating to payments, after pre-check, in accordance with the general guidelines contained in the Civil Accounts Manual and the Special Provisions included in the Scheme for Departmentalisation of Accounts of the President's Secretariat. Pre-check will include scrutiny of sanctions issued by the President's Secretariat to ensure that they are in order. As Principal Accounts Officer, he will be responsible for the :—

- (i) submission of monthly Civil Accounts Floppy and the annual statements of Central Transactions direct to the Controller General of Accounts;
- (ii) preparation and submission of Budget Estimates in respect of the Grants/Appropriations relating to pension, provident fund, Loans and Advances, Social Security and Welfare Schemes, interest payments, Public Accounts Heads and Revenue Receipts; the operations of funds in so far as they relate to the President's Secretariat and the preparation and submission of Appropriation Accounts (along with Condensed Account) relating to them;
- (iii) maintenance of the Journal and Ledger relating to debt, deposits and remittance heads of account;
- (iv) furnishing the Review of Balances and material for Union Government accounts;
- (v) issue of Special Seal Authorities for payment of Pension, etc., and
- (vi) making direct inter-departmental/Governmental adjustments.

The detailed procedure in the Pay and Accounts Office will be governed by the instructions contained in the Civil Accounts Manual.



2. The Pay and Accounts Unit will be divided into two Sections, viz., Accounts Section and Check Section. The functions of the two Sections are classified as under :—

#### ACCOUNTS SECTION

- (i) Pre-check of bills relating to Provident Funds and all advances, other than advances of pay/leave salary, travelling allowance/leave travel concession and contingent and permanent advances, according to the relevant rules, instructions, sanctions and delegation of power.
- (ii) Scrutiny of Bank Scrolls, maintenance of records relating to Reserve Bank Deposits and Public Sector Bank Suspense, preparation of Bank reconciliation statement and list of uncashed cheques, reconciliation, with monthly statements of Reserve Bank of India, and the Memoranda received from the Controller General of Accounts, preparation of monthly adjustment Memo for clearance of Public Sector Bank Suspense, certification of adjustments made under Reserve Bank Deposits, and maintenance of broadsheets of Cheques and Bills and Public Sector Bank Suspense/Reserve Bank Deposits.
- (iii) Maintenance of registers and broadsheets of various long and short-term advances (viz., House Building, Motor Car/Scooter, Bicycle advances) and maintenance of Register/broadsheet of unclaimed deposits transferred to Civil Deposits.
- (iv) Maintenance of ledgers and broadsheets of General/Contributory Provident Fund accounts of all Group A, B, C and D staff and the Register of final payment, monitoring of final payments cases, verification of balances, before allowing non-refundable withdrawal, calculation of interest and bonus, annual closing of accounts, completion of subscribers Pass Books, issuing authorities for final payments of General/Contributory Provident Fund.

- (v) Calculation and authorisation of amounts payable under the Deposits Linked Insurance Scheme and the payment and accountal thereof.

- (vi) Compilation of monthly accounts, relating to all receipts and payments, adjustment of Transfer Entries, prepaion and submission of Civil Accounts Floppy to the Controller General of Accounts and monthly statements of expenditure to the Internal Financial Adviser.
- (vii) Preparation and submission of the annual statements of Central transactions to the Controller General of Accounts and maintenance of the prescribed Journal and Ledger.
- (viii) Settlement of inward/outward claims by Cheques/Bank and maintenance of accounts and suspense register relating thereto and the Postal Life Insurance premia deducted from salaries.
- (ix) Preparation of annual Appropriation Accounts in respect of various Grants/Appropriation and their submission to the Controller General of Accounts and other authorities concerend.
- (x) Preparation of Estimates of Transactions relating to Public Account of India, Loans and Advances, Interest Payments and Revenue Receipts.
- (xi) Compilation of material for Union Govt. Finance Accounts and preparation of Review of Balances.
- (xii) Examination of cases relating to various technical matters referred for advices comments.
- (xiii) General correspondence relating to the above items.
- (xiv) Preparation /submission of various reports and returns to various authorities (Annexure I).

#### CHECK SECTION

- (i) Pre-check of all types of bills (other than those relating to Provident Fund and House Building, Motor Car/Scooter, other conveyance, Festival, Food Grain Advances, etc.,) according to the provisions to the Constitution and the rules, orders, instructions, sanctions, and delegations of power, check against budget allocations, and the conduct of prescribed nominal/numerical checks.



- (ii) Verification of service for pension and authorisation of various pensions including commutation value and issue of Pension Payment Orders, Payment of Death-cum-Retirement Gratuity and other retirement benefits and Central Government Employees Group Insurance Money, monitoring the finalisation and timely settlement of pension cases, and settlement of problems, if any, relating to pensions and Death-cum-Retirement Gratuity authorised before departmentalisation.
- (iii) Watch over the recovery of Leave Salary and Pension contributions.
- (iv) Maintenance of various audit registers, Expenditure Control Registers and Objection Book.
- (v) Maintenance of Security Deposits Register and monitor the receipts and refunds of Security Deposits.
- (vi) Issue of cheques/drafts in payment of bills and maintenance of registers of cheques drawn/delivered and drafts issued and the preparation of Daily Memorandum of payments.
- (vii) Watch over the acknowledgements/Payees receipts in respect of all payment and certificates of payment in respect of Grants/Donations, and conducting of post check to ensure that final receipts for the full amount passed have been received and attached to the relevant vouchers.
- (viii) Preparation of Budget Estimates in respect of the Centralised Grants/Appropriations relating to Pensions (Major Head 2071), Social Security and Welfare (Major Head 2235) and also in respect of the corresponding Receipt Heads.
- (ix) Examination of cases relating to various technical matters referred for advice/comments.
- (x) General correspondence relating to the above items.
- (xi) Preparation/submission of various reports and returns to various authorities (Annexure I).

3. The Pay and Accounts Office will function under the direct administrative and supervisory control of the Pay and Accounts Officer and will consist of the following staff :-

	TOTAL	ACCOUNTS SECTION	CHECK SECTION
Junior Accounts Officers/			
Asstt. Accounts Officers	2	1	1
Assistants	7	4	3
UDC	1		1
LDCs	4	2	2

#### 4. DUTIES OF THE STAFF

##### 1. ACCOUNTS SECTION

JUNIOR ACCOUNTS OFFICER/ASSTT. ACCOUNTS OFFICER : He will -

- (i) be responsible for efficient functioning of the Section;
- (ii) ensure that all files, papers and bills for submission to the Pay and Accounts Officer/Senior Accounts Officer are routed through him;
- (iii) mark all receipts to the respective dealing hands;
- (iv) be responsible for drawing out and upto date maintenance of the Sectional Calendar of Returns (Check list) and will ensure timely submission of various registers, reports and returns;
- (v) ensure punctuality among his staff and submit the Attendance Register of the Section to the Pay and Accounts Officer/Senior Accounts Officer;
- (vi) maintain the casual/restricted leave account of the staff in his Section;
- (vii) ensure that weekly and monthly progress reports of work are submitted in time;



- (viii) ensure that redundant records are weeded out from time to time as per Section's Retention Schedule and that recorded files required to be reserved for periods beyond five years are remitted to the Record Section;
- (ix) assist the Junior Accounts Officer/Assistant Accounts Officer, Check Section, in connection with local audit/inspection and settlement of Audit/Inspection reports; and
- (x) maintain the JAO's note book for keeping records of important rulings, decisions, precedents, etc. for ready reference.

ASSISTANT-I : He will

- (i) be responsible for compilation of monthly accounts on computer through IMPROVE Software and obtain various reports of compilation/consolidation;
- (ii) prepare and submit the monthly Civil Accounts floppy obtained through the CONTACT Software as may be prescribed by the Controller General of Accounts from time to time;
- (iii) prepare and submit floppy the annual Statement of Central Transactions obtained through SCT Software;
- (iv) maintain the Register of Transfer Entries;
- (v) be responsible to maintain the Appropriation Audit Register, and for preparation and submission of the Annual Appropriation Accounts along with Condensed Accounts;
- (vi) preparation of Budget Estimates relating to Public Accounts, Revenue Receipts, Interest Payments, Loans and Advances;
- (vii) be responsible to maintain the Journal and Ledger and verify and attest the figures in the columns as per Ledger in various Broadsheets every month.

ASSISTANT-II : He will –

- (i) be responsible for checking Receipt and Payment Scrolls received from the Bank;

- (ii) maintain the Register and Broadsheet of Public Sector Bank Suspense;
- (iii) conduct monthly reconciliation of transactions with the accredited Bank; prepare the progressive list of unpaid cheques each month, and maintain the Broadsheet of cheques and bills;
- (iv) prepare the prescribed statements of reconciliation of Reserve Bank Deposits every month and forward the same to the accredited Link Bank and accredited Bank; and,
- (v) reconcile the statements of Reserve Bank Deposits received from the Reserve Bank of India, (Central Accounts Section), Nagpur, prepare Memo for necessary adjustment in the accounts;
- (vi) correspondence regarding cheques remaining uncashed for duly long period.

ASSISTANT-III : He will –

- (i) be responsible to maintain the Registers and Broadsheets of both Long and Short Term Advances other than Pay/Leave Salary, Festival Advance, Travelling Allowances, Leave Travel Concession and Contingent Advances and unclaimed Deposits, and the pre-check of sanction and bills relating to such Advances/Deposits;
- (ii) be responsible for preparation of annual review of balances and to prepare various statements relating to material for Union Govt. Finance Accounts; and
- (iii) be responsible for safe custody of vouchers and schedules relating to the subjects dealt with by him.

ASSISTANT-IV : He will –

- (i) be responsible for maintaining Ledgers and Broadsheets of Provident Fund Accounts relating to Household staff and Group 'D' staff other than the Garden staff;
- (ii) be responsible for maintaining the consolidated register of final payments;



- (iii) verify the balance at the credit of subscribers before withdrawal;
- (iv) issue authorities of Final Payments of GPF;
- (v) be responsible for pre-check of sanctions and bills regarding temporary advances or withdrawal from or final payment of Provident Fund;
- (vi) be responsible for calculating interest and bonus in respect of each Account and for annual closing of Ledger Accounts;
- (vii) complete the subscribers' Pass Books each year;
- (viii) be responsible for maintenance and safe custody of vouchers and schedules pertaining to the seat;
- (ix) calculate and certify the amount due for payment under Deposit Linked Insurance Scheme and pre-check the sanctions and bills relating thereto in respect of Household staff and Group 'D' staff other than the Garden staff; and
- (x) be responsible to call for the nominations made by the subscribers under charge and maintain a register for the purpose;
- (xi) maintenance of General and Alphabetical Index Register of Provident Fund subscribers.

**LOWER DIVISION CLERK-I : He will –**

- (i) be responsible for maintaining Ledgers and BROADSHEETS of Provident Fund Accounts of Groups A, B, C and Garden Establishment officials;
- (ii) maintain a consolidated Register of Insurance Policies and a consolidated Register of Provident Fund Suspense (containing adjustments made on the basis of collateral evidence);
- (iii) verify the balance at the credit of subscriber before withdrawal;
- (iv) issue authorities of Final Payments of GPF/CPF;

- (v) be responsible for the pre-check of sanctions and bills regarding temporary advances, or withdrawals from or final payment of Provident Fund;
- (vi) be responsible for calculating interest and bonus in respect of each account and for annual closing of Ledger Accounts;
- (vii) complete the subscribers' Pass Books each year;
- (viii) be responsible for the maintenance and safe custody of vouchers and schedules pertaining to the subjects dealt with by him;
- (ix) calculate and certify the amount due for payment under Deposit Linked Insurance Scheme and pre-check the sanctions and bills relating thereto in respect of Groups A, B and C officials and the Garden Staff;
- (x) be responsible for call for the nominations made by the subscribers under his charge and maintain a register for the purpose; and
- (xi) maintenance of General and Alphabetical Index Register of Provident Fund subscribers.

**LOWER DIVISION CLERK-II : He will –**

- (i) prepare and distribute both debit and credit account slips and duly accounted for vouchers to the dealing hands after the close of each month's account;
- (ii) be responsible for maintaining the PAO Suspense Register and the Registers of inward/outward claims;
- (iii) prepare the bills relating to amounts deducted from the bills on behalf of outside authorities, forward the cheques relating thereto to the respective authorities and watch the receipt of relevant acknowledgements;
- (iv) maintain and forward the list of Postal Life Insurance;
- (v) deal with all matters regarding the settlement of inter-governmental/departmental transactions, forwarding of cheques relating thereto and watching acknowledgements thereof;



- (vi) be responsible for furnishing of prescribed monthly returns to the authorities concerned regarding figures accounted for under the heads relating to Income Tax and Surcharge on Income Tax, Advances, Interest Payments, Pensions and other retirement benefits and Social Security and Welfare Scheme;
- (vii) be responsible for furnishing of monthly statement of expenditure incurred on behalf of other Ministries/Deptt. on the basis of funds placed by them at the disposal of the President's Secretariat.

## II. CHECK SECTION

### JUNIOR ACCOUNTS OFFICER/

ASSTT. ACCOUNTS OFFICER : He will –

- (i) be responsible for efficient and smooth functioning of the Section;
- (ii) mark all receipts to the respective dealing hands;
- (iii) ensure that all files, papers and bills for submission to the Pay and Accounts Officer/Senior Accounts Officer are routed through him;
- (iv) be responsible for drawing out and upto date maintenance of Check List of the subjects dealt with by the Section and will ensure timely submission of various registers, reports, returns, etc;
- (v) ensure punctuality among his staff and submit the Attendance Register of the Section to the Pay and Accounts Officer/Sr. Accounts Officer;
- (vi) maintain the casual/restricted leave account of the staff in his Section;
- (vii) ensure that weekly and monthly progress reports of work are submitted in time;
- (viii) look after arrangements for and assist in the conduct of local Audit/Inspection and settlement of Audit/Inspection reports;

- (ix) 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; and
- (x) maintain the JAO's note book for keeping records of important rulings, decisions; precedents, for ready reference.

ASSISTANT-I : He will –

- (i) be responsible for all matters relating to the verification of service for pension, pre-check of pension cases, authorisation/ payment of pension (including commuted value), family pension and Death-cum-Retirement Gratuity, settlement of residual matters regarding pensions and gratuity authorised prior to departmentalisation of accounts, and for maintenance of prescribed register to facilitate monitoring of timely finalisation/settlement of the cases and release of withheld amount of Death-cum-Retirement Gratuity;
- (ii) watch over the recovery of leave salary and pension contributions, wherever recoverable, in respect of official on deputation from this Secretariat and maintain a register for the purpose;
- (iii) pre-check claims admissible under Central Government Employees Group Insurance Scheme and maintain a separate audit register for the purpose;
- (iv) be responsible for the preparation of Budget estimates/Appropriation in respect of pension and, social security and welfare schemes; and
- (v) be responsible for the safe custody of vouchers relating to items of work dealt with by him.

ASSISTANT-II : He will –

- (i) be responsible for cheque-writing and obtaining Demand Drafts, maintenance of the prescribed registers for cheques drawn and drafts issued and the category-wise register of cheque forms;



- (ii) be responsible for the preparation of daily memorandum of payments;
- (iii) place annual indents for supply of cheque books/forms; and
- (iv) be responsible for general correspondence regarding banking arrangements.

ASSISTANT-III : He will –

- (i) be responsible for the pre-check of all personal claims in respect of Pay/Leave Salary, Travelling Allowance, Leave Travel Concession and sanctions relating thereto, and also maintain relevant audit register for the purpose;
- (ii) maintain the Expenditure Control Registers and reconcile the monthly expenditure recorded in them with that booked in the monthly account compiled by the Accounts Section;
- (iii) maintain an objection book in the prescribed form and submit the same after monthly closing;
- (iv) conduct the prescribed Scale Check and Nominal Check as per selection made by the Pay and Accounts Officer/Sr. Accounts Officer and submit a certificate to that effect each month;
- (v) conduct the post check of vouchers with a view to checking that final receipt for the full amount passed has been received and attached to the relevant vouchers and will record a certificate to that effect in the register maintained for the purpose; and
- (vi) be responsible for the maintenance and safe custody of vouchers relating to the items of work dealt with by him.

UPPER DIVISION CLERK : He will –

- (i) be responsible for the pre-check of all bills of contingent nature and grants-in-aid, donations, etc., and the sanctions relating thereto and also maintain the relevant audit register for the purpose;

- (ii) maintain the Expenditure Control Register and will reconcile the monthly expenditure recorded in them with that booked in the monthly accounts compiled by the Accounts Section;
- (iii) be responsible for maintenance of the register and broadsheet of permanent advances;
- (iv) Maintenance of the Register of Security Deposits; and
- (v) be responsible for the maintenance and safe custody of the vouchers relating to his seat.

LOWER DIVISION CLERK-I : (Common to both Check and Accounts Sections)

He will –

- (i) be responsible for the receipt of all incoming bills for payment, their registration in the Bill Diary and distribution to the dealing hands after taking their dated initials in the Diary;
- (ii) note down the number and date of Cheque/Draft in the Bill Diary, make necessary entries in the Cheque Delivery Register and then arrange delivery/despatch of the Cheques/Drafts;
- (iii) prepare a weekly report of bills outstanding and submit the same to the Pay & Accounts Officer/Senior Accounts Officer;
- (iv) be responsible for watching over the receipt of acknowledgements/stamped receipts in respect of contingent payments, pasting the same with respective voucher's, preparation of monthly report of those outstanding and for taking follow up action to call for the outstanding ones; and
- (v) submit the monthly indents of stationery and stores required by the two sections separately.

LOWER DIVISION CLERK-II : (Common to both Check and Accounts Sections)

He will –

- (i) be responsible for the receipt of incoming dak, submission of the same to the Junior Accounts Officers and Pay and Accounts Officer/Senior Accounts Officer for perusal and marking;



registration of the same in the prescribed Diaries/Registers and distribution to the dealing hands after taking their dated initials in the Diaries;

- (ii) prepare weekly reports in respect of important/immediate letters and valuables and monthly reports of all letters, etc., outstanding at the close of the month after the disposal has been marked in the Diaries and Registers by the dealing hands;
- (iii) be responsible for despatch of outward letters, files, etc., and watch the return of office copies of letters;
- (iv) maintain the Register of Index of files;
- (v) maintain a file or files as required for general circulars and circulate them for information to the staff in the two Sections;
- (vi) attend to typing work of general nature as and when assigned to him.

## ANNEXURE - I

### Reports/Returns to be sent by Accounts Section

S.No.	Name of the Report/Return	To whom due	Due date
<b>(a) ANNUAL</b>			
1.	Statement of deductions/remittances in respect of AIS Officers on deputation with President's Sectt. relating to preceding financial year.	Concerned Officer & Accounting Authority	31st July
2.	Annual statements showing the balances under various Loans outstanding against various employees as on 31st of the preceding year.	U.S. (DDO)	31st July
3.	Accounts for March (Supplementary)	Controller General of Accounts, Min. of Fin., (Computer Cell).	As prescribed by CGA year to year.
4.	Annual Appropriation Accounts for the preceding financial year in respect of the Grant relating to Pensions (Major Heads 2071 & 2235)	Central Pension Accounting Authority, Min. of Finance, Deptt. of Exptr.	As prescribed by CGA.
5.	Detailed Appropriation Accounts for preceding financial year in respect of Govt. Hospitality Orgn. (Major Head 2013)	PAO, Public Grievances & Pension.	—do—
6.	Detailed Appropriation Accounts for the preceding financial year in respect of President's Gardens (Major Head 2216)	Chief Controller of Accounts, Min. of Urban Development.	—do—



- |     |  |   |                                  |
|-----|--|---|----------------------------------|
| 7.  | Issue of G.P. & C.P. Fund Pass Books to new subscribers and completion of entries in the Pass Books of old subscribers.  | Subscribers   | 15th July                        |
| 8.  | Grant Statement of Appropriation Accounts for the preceding financial year, duly approved by the IFA on file and signed by the PAO/Sr. AO, in respect of Appropriation SHAP.   | Director of Audit, Central Revenue & Controller General of Accounts, Min. of Finance. | As prescribed by CGA.            |
| 9.  | Floppy of Statement of Central Transactions for the preceding year.  | Controller General of Accounts, Min. of Finance.                                      | —do—                             |
| 10. | Headwise Appropriation Accounts (alongwith Condensed Account) for the preceding financial year duly approved by IFA on file and signed by PAO/Sr. AO, and reconciled with the figures in the statements of Central transactions. | Controller General of Accounts, Min. of Finance & DACR.                               | As prescribed by CGA             |
| 11. | Audited copy of Appropriation A/c and Condensed A/c for the preceding year duly approved by Chief Accounting Authority (Secretary) on file and signed by IFA.  | Director of Audit, Central Revenue & Controller General of Accounts, Min. of Finance. | —do—                             |
| 12. | Statement Nos. 3, 4 and 11 of Union Govt. Finance Accounts for the preceding financial year.   | —do—  | —do—                             |
| 13. | Material for Union Govt. Finance Accounts (all statements) in respect of the President's Sectt. circle and Review of Balances for the preceding financial year.  | —do—  | —do—                             |
| 14. | Estimates of transactions relating to Interest Payments and Social Security & Welfare Schemes  | Min. of Fin., Deptt. of Eco. Affairs (Budget Division)                                | As prescribed by Budget Division |

- |     |   |   |                                  |
|-----|---|---|----------------------------------|
| 15. | Estimates of transactions relating to Public Account of India Revenue Receipt and Loans & Advances for inclusion in Budget. | Min. of Fin., Deptt. of Eco. Affairs (Budget Division)                                | As prescribed by Budget Division |
| 16. | Audited Appropriation Account for preceding year duly signed by the Chief Accounting Authority (Secretary)                  | Director of Audit, Central Revenue & Controller General of Accounts, Min. of Finance. | As prescribed by VGA             |
| 17. | Floppy of Grant Budget Details of the Current year.   | Controller General of Accounts, Min. of Finance.                                      | —do—                             |

**(b) MONTHLY**

- |    |  |   |                             |
|----|--|---|-----------------------------|
| 1. | Monthly Civil Accounts Floppy other than that for March (Supplementary)                          | Controller General of Accounts, Min. of Finance (Computer Cell) | 18th of the following month |
| 2. | Monthly report on Voucher Level Computerisation (VLC)  | —do—  | 10th of the following month |
| 3. | Summary of Receipt & Expdr. (unreconciled)   | I.F.A.  | 8th of the following month  |
| 4. | Summary of Receipt & Expdr. (reconciled)   | I.F.A.  | 20th of the following month |
| 5. | Monthly statement showing Expdr. under Central Grants/Appropriation (MH- 2049- Interest Receipt) | Min. of Fin., Deptt. of Eco. Affairs                            | 30th of the following month |
| 6. | Appropriation Account in respect of Grants/Appropriation of Min. of Urban Development            | Chief Controller of Accounts, Min. of Urban Development         | —do—                        |



7.	Monthly statement showing Expdr. in booked under 'MH- 2013'.	PAO, Public Grievances and Pension	30th of the following month
8.	Monthly statement showing Expdr. in respect of Grant No. 33 Pension	Min. of Fin., Deptt. of Expdr., Central Pension Accounting Office	—do—
9.	Appropriation Account in respect of Central Grant 'MH-7610' Garden	Controller of Account, Min. of Urban Development	—do—
10.	Statement showing monthly expdr. booked under 'MH-2052' General Service-Office Expenses	Controller of Accounts, Min. of External Affairs	—do—
11.	Statement showing the receipt of Income Tax and Surcharge 'MH-0021'.	Controller of Accounts Central Board of Direct Taxes	—do—
12.	Statement showing the Expdr. booked under 'MH 7610' (other than Garden)	Dy. Controller of Accounts, Min. of Finance, Deptt. of Expdr	—do—
13.	Compliance report regarding prompt disposal of the communication received from MP's/State Legislatures and from Public.	U.S. (Admn.), President's Secretariat	5th of the following month
14.	Reconciliation of RBI Deposits	Controller General of Accounts, Min. of Finance.	20th of the following month
15.	Clearance of PSB Suspense	Controller General of Accounts, Min. of Finance.	—do—
16.	Monthly Bank Reconciliation Statement	United Bank of India, Nagpur	—do—

## ANNEXURE — II

## Reports/Returns to be sent by Check Section

S.No.	Name of the Report/Return	To whom due	Due date
(a) ANNUAL			
1.	Annual indent for Cheque Forms	Controller of Stamps	5th January
(b) MONTHLY			
1.	Indents for stationery, forms and stores, separately for the Check and Accounts Sections	U.S. (Admn.), President's Sectt.	5th of the following month
2.	Unreconciled monthly Expenditure statement relating to the Head '2012'-Staff, Household & Allowances of the President	I.F.A.	8th of the following month
3.	Unreconciled monthly Expenditure statement relating to the Expdr. incurred by President's Sectt. on behalf of other Ministries/Deptts. on the basis of funds placed at the disposal of President's Sectt., viz. Major Heads '2216, 2013 and 2052'.	I.F.A.	8th of the following month.
4.	Reconciled monthly Expenditure statement relating to the Head '2012'-Staff, Household & Allowances of the President	I.F.A.	20th of the following month.
5.	Reconciled monthly Expenditure statement relating to the Expenditure incurred by President's Sectt. on behalf of other Ministries/Deptts. on the basis of funds placed at the disposal of President's Sectt. viz. Major Heads '2216, 2012, and 2052'	I.F.A.	—do—



## 22. PRESIDENT'S ESTATE CLINIC

The President's Estate Clinic will be under the administrative and supervisory control of the Physician to the President of India.

### I. FUNCTIONS

The functions of the President's Estate Clinic will be to provide —

- (i) medical cover to all those dependent on it;
- (ii) advice on family welfare, pre-natal and well baby clinic; and
- (iii) technical guidance to sanitary staff for the maintenance of public health measures at Rashtrapati Bhavan and the President's Estate.

### II. BENEFICIARIES

The President's Estate Clinic will provide medical care to —

- (i) the President of India and members of his family;
- (ii) the President's personal guests staying in Rashtrapati Bhavan;
- (iii) V.I.P's, both foreign and Indian and their entourage camping in Rashtrapati Bhavan;
- (iv) staff of the Rashtrapati Bhavan and their families; and
- (v) dependents of Rashtrapati Bhavan Staff who are normally resident with them on the President's Estate and who are not covered by the C.G.H.S., in emergencies, or at the discretion of the Physician to the President.

### III. FACILITIES

The President's Estate Clinic will run out-patient services and arrange Specialists. The Clinic will also provide facilities for laboratory investigations, X-ray, ECG, dispensing of medicines and facilities for advice on the matters relating to child care, ante-natal and post-natal care as well as family welfare and maternity care. Arrangements for the transportation of patients in emergencies to the Clinic or Hospitals will also be made by the President's Estate Clinic.



## IV. STRENGTH OF THE ESTABLISHMENT

Physician to the President	1
Deputy Physician	1
Technical Assistant	1
Laboratory Technician	1
Senior Radiographer	1
Nursing Sister	1
Staff Nurse	1
Public Health Nurse	1
Dispensers	3
Nurse-Dais	3
Peon-cum-Nursing Orderlies	2

## SECRETARIAT STAFF

P.A. to the Physician	1
UDC	1
LDC	1

## V. DUTIES OF THE OFFICERS AND STAFF

## (a) PHYSICIAN TO THE PRESIDENT : He will -

- (i) be in overall charge of the President's Estate Clinic;
- (ii) provide personal professional services to the President, his family, guests and any other persons as desired by the President;
- (iii) attend to V.I.Ps, both foreign and Indian, and their entourage staying at the Rashtrapati Bhavan, as required;
- (iv) maintain liaison with his counterparts accompanying Heads of Foreign States staying at the Rashtrapati Bhavan;
- (v) accompany the President on all local engagements outside the Rashtrapati Bhavan;
- (vi) accompany the President on all tours, within and outside the country;
- (vii) requisition the services of Honorary Physicians and Surgeons to the President for professional advice as and when required;

- (viii) procure the services of any Physician/Surgeon other than those on the list of Honorary Staff of the President, whose services, are considered essential in the opinion of the Physician to the President for the President and his family;
- (ix) requisition the services of any Government medical institution (both Civilian and Defence) or any autonomous medical institutions; like the All India Institute of Medical Sciences, for the President and his family, when considered necessary;
- (x) conduct out-patients department at the President's Estate Clinic for the Rashtrapati Bhavan Staff and their families;
- (xi) advise the President's Secretariat on modernisation of the Clinic and suggest the procurement of necessary drugs, medical equipment and other stores as and when required;
- (xii) ensure the efficient and effective functioning of the Clinic;
- (xiii) ensure that his whereabouts are known to the person on duty at the Clinic round the clock;
- (xiv) advise the President's Secretariat on matters pertaining to public health, sanitation, preventive and social medicine and family welfare in the President's Estate;
- (xv) advise sanitary staff on all matters relating to public health on the President's Estate;
- (xvi) offer advice on the appointment of eminent doctors in different disciplines of medical sciences as Honorary Staff;
- (xvii) keep in custody the International Health Certificate Seal; and
- (xviii) supervise the work of the Public Health Nurse in running the Well-Baby Clinic, ante-natal care, domiciliary maternity-service and family welfare work.

## (b) DEPUTY PHYSICIAN TO THE PRESIDENT : He will -

- (i) look after the duties of the Physician to the President when the latter is away on tour or on leave;



- (ii) attend on V.I.Ps, or any member of their entourage staying at the Rashtrapati Bhavan and will inform the Physician of his visits to such patients at the earliest;
- (iii) attend to all emergencies at the Clinic or the residences of the members of the President's Staff;
- (iv) conduct general out-patients services for the President's Secretariat Staff and their families;
- (v) visit the President's Estate along with the Sanitary Officer once a month and maintain a diary which will be put up to the Physician to the President on the 10th of each month;
- (vi) maintain records relating to immunisation against typhoid; small pox and \*cholera of all personnel on the President's Estate; excluding the President's Bodyguard;
- (vii) be responsible for security of the Clinic's premises and for precautions against fire in the Clinic;
- (viii) assist the Physician in such administrative matters as may be allocated to him by the Physician to the President;
- (ix) provide assistance to visiting Honorary Specialists at the President's Estate Clinic as required;
- (x) conduct surprise visits to the Clinic to check the proper functioning of night-duty staff;
- (xi) ensure cleanliness at the Clinic;
- (xii) maintain a register to record domiciliary visits to the patients in emergencies;
- (xiii) periodically check the log book of the Ambulance;
- (xiv) periodically check medical stores and also check with the Dispensers daily medicines issued to patients;
- (xv) ensure that his whereabouts are known to the Dispenser on duty at the Clinic.

\* Only if an epidemic breaks out in the city.

3. The following categories of staff; who are directly subordinate to the Physician to the President, will have the allocation of their detailed duties made in an Office Order to be issued by the Physician to the President :

1. Technical Assistant
2. Laboratory Technician
3. Senior Radiographer
4. Nursing Sister
5. Staff Nurse
6. Public Health Nurse
7. Dispensers
8. Nurse-Dais
9. Personal Assistant to the Physician
10. Upper Division Clerk
11. Lower Division Clerk
12. Peon-cum-Nursing Orderlies



## 23. PUBLIC - I SECTION

Public-I Section will be responsible for dealing with petitions, appeals and representations, etc., received from the general public. The Section will also deal with requests for financial assistance from the Central Government. This Section will also handle notices and summons received from Courts in respect of the petitions dealt with in the Section. The petitions received in this Section are mainly classified as follows:-

- (i) Petitions against dismissal from service, supersessions, demotions, etc.;
- (ii) complaints by Central Government servants and requests for transfer;
- (iii) suggestions of various kinds received from general public;
- (iv) requests for employment; and
- (v) requests for financial assistance for projects/schemes from the Central Government.

2. Public-I Section will function under the direct administrative and supervisory control of the Under Secretary (Public & Welfare) and will consist of the following staff :-

Section Officer	..	1
Assistants	..	2
UDC	..	1
LDCs	..	2

### 3. DUTIES OF THE STAFF

SECTION OFFICER : He will -

- (i) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
- (ii) scrutinise and mark all receipts and distribute them among the dealing hands in the Section;
- (iii) ensure that all files and papers for submission to the Branch Officer are routed through him;



- (iv) sort out petitions received from M.Ps and M.L.As and other important persons and also summons and notices from Courts and bring them to the notice of the Branch Officer in dak stage;
- (v) sign all post card acknowledgements to the communications addressed to the President of India;
- (vi) ensure punctuality among his staff and submit the Attendance Register of the Section to the Branch Officer at 10.10 a.m. without fail;
- (vii) ensure that weekly and monthly progress reports are submitted in time;
- (viii) ensure that redundant records are weeded out from time to time as per Section's 'Retention Schedule' and that recorded files required to be preserved for periods beyond five years are remitted to the Records Section;
- (ix) ensure that all pending cases are reviewed and resubmitted in time;
- (x) be responsible for drawing out and maintaining upto date Check List of the subjects dealt with by the Section;
- (xi) maintain the casual/restricted leave account of the staff in the Section; and
- (xii) 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.

#### ASSISTANTS-I & II/ UPPER DIVISION CLERK

Duties of Assistants and Upper Division Clerk, which are similar in nature, will be as follows :—

They will —

- (i) diaries all petitions marked to them;

- (ii) put up acknowledgements to all the petitions addressed to the President of India;
- (iii) submit all petitions received from M.Ps, M.L.As and other important persons with notes and proper acknowledgements;
- (iv) put up forwarding notes for transmission of petitions to the concerned Ministries/Departments of the Government of India;
- (v) be responsible to review pending cases with the concerned authorities and for this purpose each Assistant/U.D.C. will maintain separate 'Pending Register' and
- (vi) be responsible for the proper maintenance of Diary Register.

LOWER DIVISION CLERK-I : He will —

- (i) index all the communications in the Index Registers and will be responsible for their proper maintenance; and
- (ii) trace previous references/papers.

LOWER DIVISION CLERK-II : He will —

- (i) do the typing work both in English and Hindi;
- (ii) be responsible for opening of new files and proper maintenance of the File Register;
- (iii) prepare weekly and monthly statements of progress reports of work done in the Section; and
- (iv) be responsible for proper maintenance of the Section's records.



## 24. PUBLIC-II SECTION

Public (II) Section will be responsible for dealing with representations received from the public. The Section will also deal with the requests for financial assistance with which the State Governments are concerned. This Section will also handle notices and summons received from Courts in respect of the petitions with which the Section is concerned. Representations received in this Section are mainly as follows :—

- (i) petitions against dismissal from service, supersessions, demotions, etc.;
- (ii) cases of harassment;
- (iii) land dispute cases;
- (iv) suggestions of various kinds concerning the State Government;
- (v) request for employment, etc.; and
- (vi) requests for financial assistance for projects/schemes with which the State Government are concerned.

The Section will also handle work connected with petitions received in **Indian Regional and Foreign languages**.

2. Public-II Section will function under the direct administrative and supervisory control of the Under Secretary (P&W) and will consist of the following staff :—

Section Officer	...	1
Assistants	...	3
UDCs	...	3
LDCs	...	3

### 3. DUTIES OF THE STAFF

SECTION OFFICER : He will —

- (i) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
- (ii) scrutinise and mark all receipts and distribute them among the dealing hands in the Section;



- (iii) ensure that all files and papers for submission to the Branch Officer are routed through him;
- (iv) sort out petitions received from M.Ps and M.L.As and other important persons and also summons and notices from Courts and submit to the Branch Officer for perusal in Dak;
- (v) sign all the post card acknowledgements to the communications addressed to the President of India;
- (vi) ensure punctuality among his staff and submit the Attendance Register of the Section to the Branch Officer at 0940 a. m. without fail;
- (vii) ensure that weekly and monthly progress reports are submitted in time;
- (viii) 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;
- (ix) ensure that all pending cases are reviewed and resubmitted in time;
- (x) be responsible for drawing out and maintaining upto date Check List of the subjects dealt with by the Section;
- (xi) maintain the casual/restricted leave account of the staff in his section; and
- (xii) 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.

# ASSISTANTS – I, II and III/ UPPER DIVISION CLERKS – I & II :

They will –

- (i) diaries all petitions marked to them;
- (ii) put up acknowledgements to all the petitions addressed to the President of India;
- (iii) submit all petitions received from M.Ps, M.L.As and other important persons with notes and proper acknowledgements;
- (iv) put up forwarding notes for transmission of petitions to the concerned authorities in the States/Union Territories;
- (v) be responsible to review pending cases with the concerned authorities and for this purpose each Assistant/U.D.C. will maintain his own 'Pending Register'; and
- (vi) be responsible for the proper maintenance of their Diary Register.

## (d) UPPER DIVISION CLERK – III : He will –

- (i) deal initially with communications received in Indian Regional and Foreign languages;
- (ii) be responsible for getting translations of communications in regional languages made by approved translators;
- (iii) on receipt of translations, he will mark receipts to the concerned Sections;
- (iv) be responsible for the maintenance of registers for dealing with such communications; and
- (v) submit to the Administration Section a statement showing the amount of Honorarium to be paid to each translator at the end of each month.



LOWER DIVISION CLERKS-I & II : They will –

- (i) be responsible for indexing communications received in the Section in the registers meant for the purpose; and
- (ii) trace previous references.

LOWER DIVISION CLERK-III : He will –

- (i) do both English and Hindi typing relating to the Section;
- (ii) be responsible for the maintenance of the Section's records;
- (iii) disposal of work relating to the Section.

## 25. RECORDS SECTION

The Records Section is responsible for the systematic and proper maintenance and preservation of all records in the President's Secretariat required to be preserved beyond five years and for weeding out redundant records from time to time. The main functions of the Records Section will be as follows :—

- (i) Maintenance of 'Records Retention Schedules' to be provided by each Section after approval by the appropriate authority.
- (ii) Receipt of recorded files accompanied by a list (Annexure-I), in duplicate.
- (iii) Issue of recorded files on receipt of 'Record Requisition Card' (Annexure-II).
- (iv) Weeding out of the recorded files as per retention schedule.
- (v) Transfer of permanent files to the National Archives of India 40 years after being closed or recorded. The files bearing a security classification will NOT be transferred to the National Archives.

2. The Records Section will function under the supervision and administrative control of Under Secretary (P) and will comprise the following staff :—

Section Officer	1
LDC	1
Records Keeper	1

### 3. DUTIES OF THE STAFF

SECTION OFFICER : He will –

- (i) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
- (ii) mark all receipts to the dealing hand;
- (iii) ensure that all files and papers for submission to the concerned Branch Officer are routed through him;
- (iv) be responsible for drawing up and maintaining upto date Check List of the work done in the Section;



- (v) ensure punctuality among his staff and submit the Attendance Register to the Branch Officer at 10.10 A.M. without fail;
- (vi) maintain the casual/restricted leave account of the staff in his Section;
- (vii) ensure that weekly and monthly progress reports of work are submitted in time;
- (viii) deal with all the correspondence relating to the Section;
- (ix) be responsible for proper upkeep and maintenance of recorded files and preservation of those of permanent value, and for safe custody of 'Secret' and 'Top Secret' record;
- (x) ensure that all files of permanent value are properly stiched and docketed;
- (xi) undertake weeding out of recorded files as per retention schedules;
- (xii) ensure periodical spray of disinfectant to save the files from destruction by pest attack;
- (xiii) take steps to ensure that sufficient room and stacks are provided for keeping the recorded files;
- (xiv) submit, at the beginning of each year, to each Branch Officer concerned a list of files due for destruction during the year. The Branch Officer will scrutinize each file to ensure that no record is destroyed prematurely. Actual destruction will take place only after the Branch Officer has passed orders to this effect;
- (xv) ensure that nobody smokes inside the Record Rooms and no open fire is permitted in the rooms. He will also have the fire alarms checked from time to time;
- (xvi) ensure that fire fighting equipment as per the scale prescribed is provided in each Record Room; and
- (xvii) Scrutinize, in the first week of each month, the 'Requisition Receipts' kept for the records issued for reference to the Sections and ensure their prompt return.

#### LOWER DIVISION CLERK : He will –

- (i) be responsible for separating the recorded files received in the Section category-wise, before stacking them. The Sections will ensure that recorded files are transferred to the Records Section along with the lists and index slips and are properly stitched and page-numbered;
- (ii) ensure that the files are correctly stacked in the racks;
- (iii) ensure that lists of recorded files transferred to the Records Section are kept in order in the relevant files;
- (iv) put up the recorded files to the Section Officer for check and scrutiny with a view to their being weeded out in the month of January each year, after drawing up a list of those files;
- (v) be responsible for the issue of recorded files on receipt of requisitions from various Sections, and will also ensure that the files, thus issued, are returned to the Records Section;
- (vi) index all files received in the Records Section for retention and maintain the index upto date;
- (vii) ensure that no file is issued without proper orders from the Section Officer and a receipt is obtained for each file issued; and
- (viii) do all the clerical work, i.e., diarisng, despatching, typing, etc., of the Section.

#### RECORD KEEPER : He will –

- be responsible for the proper maintenance and upkeep of recorded files.



## 26. SANITARY SECTION

The Sanitary Section will be responsible for sanitary, conservancy, and anti-malarial operations at the Rashtrapati Bhavan and the President's Estate. The functions of the Sanitary Section are mainly classified as follows:—

- (i) Maintenance of general cleanliness and sanitation in the Rashtrapati Bhavan and the President's Estate.
- (ii) Anti-malarial operations.
- (iii) Prevention and containment of communicable diseases.
- (iv) Daily removal of garbage, etc. from the President's Estate.
- (v) Checking the breeding of mosquitoes and flies on the President's Estate.
- (vi) Keeping storm water drains, both surface and underground, open at all times.
- (vii) Inspection of establishments serving eatables on the President's Estate and the Rashtrapati Bhavan.
- (viii) Supervision of general cleanliness at the Rashtrapati Bhavan Kitchens.

2. The Sanitary Section will function under the administrative control and supervision of the Comptroller, President's Household. The Physician to the President will tender technical advice on matters relating to sanitation and public health either *suo-moto* or on request. The Sanitary Section will consist of the following staff:—

### Technical Staff

Sanitary Officer	...	...	...	1
Daroga Malaria Inspector	...	...	...	1
Fitter	...	...	...	1

### Secretariat Staff

Lower Division Clerk	...	...	...	1
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## 3. DUTIES OF THE STAFF

SANITARY 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 updating Check Lists of the subjects dealt with by the Section;
- (5) ensure punctuality among staff in the Section;
- (6) maintain casual/restricted leave account of the staff in the Section;
- (7) ensure that 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 maintenance of a 'Precedent Book' for keeping a record of important rulings and decisions for ready reference;
- (10) be responsible for the general cleanliness and sanitation of the Rashtrapati Bhavan and the President's Estate;
- (11) deal with cases of communicable diseases;
- (12) be responsible for the supervision of environmental and kitchen sanitation at the Rashtrapati Bhavan;
- (13) inspect all establishments serving eatables at the President's Estate;
- (14) be responsible for making arrangements in regard to sanitation at the Guests Wing;

- (15) ensure that water samples are collected from various distribution points at the Rashtrapati Bhavan and the President's Estate and that arrangements are made for testing water; both chemical and bacteriological, from the Public Health Laboratory, Municipal Corporation of Delhi;
- (16) co-ordinate and liaise with various agencies like National Malaria Eradication Programme Department, Government of India, Municipal Corporation of Delhi, New Delhi Municipal Committee, etc.
- (17) direct and supervise the work of anti-malaria workers;
- (18) accompany the visiting National Malaria Eradication Programme party for the check of potential breeding places for mosquitoes at the President's Estate;
- (19) tender advice to persons residing on the President's Estate with regard to the observance during the malaria season;
- (20) deal with correspondence relating to the Sanitary Section;
- (21) be responsible for the timely preparation and submission of budget estimates relating to the Sanitary Section;
- (22) sanction casual leave and compensatory leave for conservancy and anti-malaria staff on the recommendation of the Daroga Malaria Inspector;
- (23) arrange film shows on 'Family Planning' and 'eradication of malaria' once a month;
- (24) ensure that stores required for use by the conservancy and anti-malaria staff are procured in time and adequate stock is available.
- (25) be responsible for discipline among the conservancy and anti-malaria staff.

DAROGA MALARIA INSPECTOR : He will –

- (1) make rounds of the Rashtrapati Bhavan and the President's Estate, daily in the morning and evening, to ensure general cleanliness and sanitation all round;



- (2) be responsible for deployment of conservancy and anti-malaria staff;
- (3) maintain records of casual/compensatory leave of the conservancy and anti-malaria staff;
- (4) be responsible for maintenance of personal files of Group 'D' staff;
- (5) keep in custody the Attendance Registers of Group 'D' staff;
- (6) make surprise visits to check the attendance of Group 'D' staff at roll call points;
- (7) submit daily work report to the Sanitary Officer;
- (8) be responsible for anti-malaria operations both at the Rashtrapati Bhavan and the President's Estate;
- (9) accompany the National Malaria Eradication Programme staff on their inspection visits to Rashtrapati Bhavan and the President's Estate for detecting potential breeding spots for mosquitoes and initiate necessary action in time;
- (10) ensure proper turn-out of Group 'D' staff;
- (11) be responsible for the timely procurement and distribution of stores required for use by conservancy and anti-malaria staff in their day-to-day work and ensure that adequate stocks are always on hand in the Sanitary Store in his charge;
- (12) maintain stock registers to show receipts and issue of all stores;
- (13) provide necessary certificates on the bills, received in respect of purchases made, before they are passed for payment;
- (14) prepare budget, revised estimates in respect of purchases to be made by the Sanitary Section;
- (15) make a survey report of unserviceable stores in March every year and obtain the orders of the appropriate authority for their disposal.

LOWER DIVISION CLERK : He will –

- (1) diarise all receipts and will also be responsible for the despatch of the dak relating to the Sanitary Section;
- (2) deal with correspondence relating to the Sanitary Section;
- (3) maintain the Overtime Register of Group 'D' staff;
- (4) prepare overtime allowance bills of Group 'D' staff;
- (5) prepare bills for casual appointments in the conservancy staff;
- (6) deal with bills received for purchases made by the Sanitary Section;
- (7) maintain an 'Expenditure Control Register' in respect of the Sanitary Section;
- (8) be responsible for reconciliation of accounts with the Pay and Accounts Unit periodically;
- (9) be responsible for opening of new files and maintenance of office files;
- (10) attend to the typing work of the Section.

FITTER : He will –

- (1) attend to leakages in the irrigation hydrants and will seek the help of the President's Estate Division, if necessary;
- (2) report to the Daroga Malaria Inspector any potential breeding spots for mosquitoes noticed by him around any leaking hydrant.



## ANNEXURE - I

## LIST OF REGISTERS

1. Stock Registers (2)
2. Diary Register
3. Despatch Register
4. File Register

## 27. TOUR SECTION

The Tour Section will deal with matter's relating to the organisation of tours of the President of India both in India and abroad. This Section will be responsible for formulation of detailed tour programme and co-ordination of arrangements in connection with the engagements of the President of India during tour and will consequently correspond with the State Governments and concerned Ministries of the Government of India as well as other agencies concerned. The Tour Section will also be responsible for the purchase, as per prescribed procedures, of presentation articles including Photo frames to be given as mementoes by the President. The functions of this Section are classified as follows :—

- (i) Communication with the agencies concerned with the President's tours.
- (ii) Correspondence with Air Headquarters & Railway authorities regarding details of the Journey involved, timings for intermediate halts or landings, if any.
- (iii) Arrangements for the travel and accommodation of staff travelling with the President.
- (iv) Arrangements for the transport and luggage of the President and members of his family including staff accompanying him on tours.
- (v) Arrangements for refreshments in case of travel by air and catering when travelling by rail indicating menu guide, strength of party, i.e., vegetarian and non-vegetarian, mode of service, etc.
- (vi) Ceremonial arrangements for reception, inspection of the guard of Honour at the destination, etc.
- (vii) Requisitioning of Special trains/Railway Saloon in case of rail journey concerning the tours of the President.
- (viii) Notification to various concerned agencies giving necessary details of the President's proposed tour.
- (ix) Compilation of the President's tour booklet showing details of the itinerary and minute to minute programme of each function and its distribution to concerned officials.



- (x) Despatch of passes to State Government for local security, if the tour involves stay of one night or more at an outstation.
- (xi) Correspondence with the LIC for covering the life of the President against air risks, if the tour is undertaken by air.
- (xii) Arrangements for car travel indicating its order at both ends.
- (xiii) Publication of the President's tour engagements in the Rashtrapati Bhavan 'Arrangements'.
- (xiv) Procurement of photographs of the President and his wife and getting them autographed for presentation.
- (xv) Procurement of presentation articles and proper accounting thereof.
- (xvi) Arrangements for board, lodging and transport of the air crew of the President's aircraft.
- (xvii) Drawal of cash requirements on tour, President's donation on the spot of any nature and President's donations to servants/drivers at the host(s) house or Rest House arranged by the State Government.
- (xviii) Safe custody of presents, gifts, etc. received by the President and his wife at different stations while on tour and their disposal in accordance with the wishes of the President.
- (xix) Despatch of the President's mementoes to approved individuals, institutions and to overseas Diplomatic establishments on request.
- (xx) Arrangements for collection of Baggage/parcels/Household articles pertaining to President and members of his family including their guests.
- (xxi) Transport and baggage arrangements for foreign VIPs/Governors of States including their staff who come and stay in Rashtrapati Bhavan.
- (xxii) Arrangements connected with Air/Railway reservations for the President's family members, guests and senior staff members and issue of Air/Railway Warrants concerning official journeys.

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

Section Officer	...	1
Assistants	...	2
UDC	...	1
LDC	...	1

### 3. DUTIES OF THE STAFF

SECTION OFFICER : He will —

- (i) be in overall charge and will be responsible for efficient and smooth functioning of the Section;
- (ii) mark all receipts to the respective dealing hands;
- (iii) ensure that all files and papers for submission to the concerned Branch Officer are routed through him;
- (iv) be responsible for drawing up and upto date maintenance of Check List of the subjects dealt with by the Section;
- (v) ensure punctuality among his staff and submit the Attendance Register to the Branch Officer at 10.10 A.M. without fail;
- (vi) maintain the casual/restricted leave account of the staff in his Section;
- (vii) ensure that weekly and monthly progress reports of work are submitted in time;
- (viii) 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 Records Section;
- (ix) be responsible for preparation and execution of detailed plans of tours in India and abroad;
- (x) be responsible for maintenance of all maps, dates and statistics, location of Circuit Houses, Guest Houses, Inspection Bungalows, aerodromes and air strips, etc. at various places in the country;



- (xi) be responsible for prompt issue of intimation of the President's projected tour(s) to all concerned;
- (xii) ensure that all correspondence in connection with the President's tour(s) is dealt with expeditiously and despatched under secret cover wherever necessary;
- (xiii) ensure that the details about the engagements of the President's tours are published in the 'Arrangements' at the appropriate time;
- (xiv) normally travel along with the air party, whenever some of the staff has to travel by air and the rest by rail or road, in order that his services are at all times readily available to the MSP during the tour;
- (xv) be responsible for handing over the requisite number of mementoes to the accompanying ADC to the President for presentation by the President of India at different places;
- (xvi) ensure that the gifts from the President for the servants of the host(s) are handed over to a responsible officer under a covering letter from the MSP on the date of departure of the President from a particular station;
- (xvii) ensure that the party accompanying the President is intimated about the collection of their luggage for transportation atleast 2 hours in advance of their actual departure;
- (xviii) be responsible for the collection, proper accounting, packing and despatch of all presents received by the President and his wife during tour;
- (xix) draw cash for requirements during the tour and will ensure that an account of cash carried on tour is maintained and any surplus amount left in hand together with the expense vouchers are handed over to the Cash Section at the earliest;
- (xx) be responsible for the physical verification of stock once every year ending 31st March;
- (xxi) ensure the maintenance of a precedent book for keeping note of important rulings and decisions concerning the Section having a precedent value for ready reference; and

- (xxii) be responsible for maintaining the Visitor's Book at Camp Offices at Mashobra (Shimla) and Bolarum (Hyderabad).

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 —

- (i) attend to general correspondence with regard to the President's tours to various State/places in India and abroad;
- (ii) invite quotations for annual requirements of photo frames, presentation articles, etc. and initiate action for placing orders and follow up action about the supply of material in time and will handle all correspondence relating thereto;
- (iii) deal with all correspondence relating to receipt, distribution and accounting of the President's photographs, silver and chromium frames, crests and other presentation articles, etc.;
- (iv) be responsible for the proper maintenance and upkeep of the following stock registers of photo frames and other presentation articles and for the periodical review thereof :—
  - (a) Stock Register for Photo Frames; and
  - (b) Stock Register for presentation articles;
- (v) verify and pass for payment all bills relating to the purchases of photo frames and all other presentation articles, etc.;
- (vi) get packed all photo frames and presentation articles required for issue;
- (vii) requisition photographs of the President from Photo Division of the Ministry of Information and Broadcasting, Government of India, and will maintain proper record thereof;
- (viii) deal with matters concerning the presentation of medals/mementoes to all categories of staff retired from service of the President's Secretariat;
- (ix) initiate action for the disposal of old and obsolete presentation articles, whenever necessary;



- (x) be responsible for upto date maintenance of policy file, Blue Book and other relevant records/orders concerning the President's Tours;
- (xi) arrange for the timely procurement and despatch of –
  - (a) President's Silver Plaques/Cups/Medals against committed requirements; and
  - (b) getting them engraved, wherever necessary; and
- (xii) be responsible for preparation of Budget Estimate for Tour Funds.

**ASSISTANT-II : He will –**

- (i) be responsible for the collection and proper distribution of baggage of the President, Foreign and Indian VIPs, Governors and party on arrival and departure from Airport/Railway Station/Rashtrapati Bhavan;
- (ii) be responsible for arranging reservations by air/train and purchase of tickets, etc. for the guests of the President and members of his family, Governors and their staff and staff proceeding on duty on internal and foreign tours;
- (iii) be responsible for issue of Railway Warrants and Exchange Orders for Rashtrapati Bhavan Staff proceeding on duty by Rail/Air;
- (iv) be responsible for the collection and despatch of parcels, etc. at Railway Station/Airport for all Sections of the President's Secretariat including President's Clinic and also collection and return of cinematographic films. He will also be responsible for all other duties connected with the transport on working days and Sundays and Holidays, if necessity arises;
- (v) arrange for the collection of articles/parcels received for the President from foreign countries and their clearance from the Customs and liaise with the Railways, Airlines, Customs, etc. for this purpose and will also be responsible for transportation of baggage either way of the VIP, Guests, etc.;

- (vi) be responsible for the issue of the departure memo for the President's tour in India and abroad;
- (vii) correspond with the Railways and IAC for refund of unused Railway/IAC Tickets either of the President's family members and/or the Senior Staff Officers, etc.;
- (viii) correspond with the Commandant, President's Body Guard, for hiring of trucks from President's Body Guard as and when required;
- (ix) be responsible for verification and passing for payment of all bills concerning Railways, Indian Airlines Corporation, Air India, Trunk Calls, etc. except those of the photo frame and presentation articles;
- (x) receive and see off Senior Staff of the President at Railway Station/Airport;
- (xi) make arrangements with the Railways for the move of office and household staff with heavy baggage to Hyderabad annually; and
- (xii) arrange for staff for carrying the baggage for the President's tours and also of VIPs and their entourage, etc.

**UPPER DIVISION CLERK : He will –**

- (i) deal with routine correspondence and matters concerning the tours of the President's family;
- (ii) draw up programmes of the President's proposed tours and handle typing work concerning thereto;
- (iii) requisition stationery and tie-on-lables and maintenance of tie-on-lables register;
- (iv) be responsible for maintenance of OTA Register and preparation of OTA bills for the staff of the Tour Section;
- (v) attend to all printing work, such as Tour Booklets, name lables, baggage lables, etc.;



- (vi) be responsible for maintenance of an upto date list of the Honorary Personal Staff and intimating it to the State Governments when the President goes on tours;
- (vii) be responsible for maintenance of Passports, Health Certificates, Tour Booklets, and Tourist Literature, etc.;
- (viii) maintain Account of the Service Stamps used during tours;
- (ix) be responsible for binding of the Tour Booklets (Internal and External);
- (x) maintain the National Flags Register;
- (xi) maintain an upto date statement of tours;
- (xii) deal with the issue of Rashtrapati Bhavan Passes to State Governments and keeping a record of such issues; and
- (xiii) look after the transport duties in the absence of Assistant-II.

**LOWER DIVISION CLERK :** He will —

- (i) receive all Dak and diarise it and pass it on to the concerned persons;
- (ii) attend to filing work and will keep file register/index register in tidy condition;
- (iii) handle general correspondence with regard to the President's tours to various States/places in India and abroad;
- (iv) forward a monthly statement of President's Flights to the Life Insurance Corporation of India for insurance purposes and will verify and pass for payment all bills concerning thereto;
- (v) be responsible for the preparation of Passenger Manifests, Forms of Undertaking, Indemnity Bonds and for forwarding them to the Air Headquarters;
- (vi) be responsible for distribution of Tour Booklets (Internal and External) and all circulars concerning President's Tours;
- (vii) do the general typing; and
- (viii) maintain record of the Tour Section.

## ANNEXURE — I

**Subject : Payment of honorarium to Group 'D' officials engaged in lifting of baggage of V.V.I.Ps.**

With reference to the aspect regarding payment of suitable remuneration to the Group 'D' employees of this Secretariat engaged by Tour Section for lifting of baggage of the President and other VVIPs during tours and visits in view of security regulations, it has been decided that the Group 'D' staff engaged for this purpose shall be paid honorarium at the rate of Rs. 25/- for each occasion of (i) outward journey of tour, (ii) inward journey of tour and (iii) each arrival and departure of VVIPs. The payment of honorarium shall be regulated as under :—

1. No OTA shall be paid to the employees for the same work for which honorarium is paid. A copy of the sanction of honorarium shall be attached to the monthly OTA bills of Group 'D' to check and ensure that there is no overlap.
2. Sanction of the Military Secretary to the President for payment of honorarium shall be obtained in advance on each occasion or group of occasions.

**Subject : Grant of daily allowance to Officers and Staff accompanying the President of India on Tour.**

1. The President has been pleased to direct that with effect from the 13th December, 1980, daily allowance of Officers and staff accompanying the President on tour will be regulated as admissible under the Supplementary Rules.
2. When the period of continuous halt at a place exceeds 30 days, Group 'C' and 'D' staff will be entitled to a minimum daily allowance of Rs. 4.50 for the period beyond 30 days, subject to the other conditions in the Supplementary Rules.



## ANNEXURE – II

## SHORT NOTICE TOURS

Whenever a tour of the President of India has to be arranged at short notice, the undermentioned Officials will take appropriate action immediately –

## (a) DEPUTY MILITARY SECRETARY TO THE PRESIDENT : He will –

- (i) inform Air Headquarters for earmarking aircraft/helicopter, giving them the tentative timings of take off;
- (ii) ascertain flying timings for place/places to be visited by the President;
- (iii) inform the Intelligence Bureau regarding the President's programme;
- (iv) inform the Ministry of Defence regarding arrangements for service outriders wherever necessary;
- (v) ask the Assistant Commissioner of Police, Rashtrapati Bhavan, to take appropriate action for security arrangements and for making traffic arrangements for the President's departure;
- (vi) instruct the J.C.O. i/c Garage for detailing the necessary transport for the movement of the President and party and for the transportation of luggage;
- (vii) advise the Comptroller, President's Household, for necessary catering arrangements for the President and party on board the aircraft/helicopter;
- (viii) inform the Principal Secretary/Private Secretary to the Prime Minister and Chief of Protocol, Ministry of External Affairs, regarding the President's tour;
- (ix) inform the Raj Bhavan authorities as well as the Chief Secretary of the State to be visited by the President for making necessary arrangements for lodging, catering, transport, etc. for the President and party. Details of transport will be conveyed on the telephone; and

- (x) advise the State Government regarding arrangements to be made for transportation of the luggage of the President and party.

## (b) COMPTROLLER, PRESIDENT'S HOUSEHOLD : He will –

- (i) draw up appropriate catering arrangements on advice from the Deputy Military Secretary to the President about the President's tour; and
- (ii) inform the Deputy Military Secretary to the President/Military Secretary to the President about action taken by him as per (i) above.

## (c) SECTION OFFICER, TOUR SECTION : He will –

- (i) draw up a list of the President's party and get it approved by the Military Secretary to the President;
- (ii) prepare an itinerary for the tour on the basis of available information in consultation with the Military Secretary to the President;
- (iii) prepare the Passenger Manifest for the aircraft/helicopter journey;
- (iv) arrange to obtain adequate Impress money for use during the tour;
- (v) have the list of the President's party sent to the concerned Sections; and inform all concerned by the quickest possible means;
- (vi) inform the Private Secretary to the President/Additional Private Secretary to the President about the arrangements made;
- (vii) inform PS/PA to the Secretary to the President to apprise the Secretary to the President of the tour and the arrangements made;
- (viii) inform the PA to the Joint Secretary to the President and the Press Secretary to the President of the tour and the arrangements made;
- (ix) inform the Under Secretary (Adm.) for making necessary arrangements for the transmission of official mail; and
- (x) as and when required inform relatives/guests of the President through the State Government concerned about the President's visit, for the necessary permits for them to meet the President.



## ANNEXURE – III

## LIST OF REGISTERS MAINTAINED IN THE TOUR SECTION

1. Stock Register for Photo Frames.
2. Stock Register for Presentation Articles.
3. Issue Register for Presentation Articles.
4. Bills Register.
5. Liability Register.
6. Register for Railway Receipts, etc.

## 28. WELFARE SECTION

The Welfare Section will deal with matters related to the welfare and well-being of staff working at the Rashtrapati Bhavan and their families. The Section will be responsible for the proper functioning of the Kalyan Kendra, where, *inter alia*, classes for training in tailoring, embroidery, knitting, typing (English & Hindi) and nursery classes are being conducted. The functions of the Welfare Section are mainly classified as follows :—

- (i) Management of various activities of the Kalyan Kendra.
- (ii) Matters relating to family welfare programme.
- (iii) Requests for grants from the Compassionate Fund of India.
- (iv) Requests for financial assistance from the President of India.
- (v) Nominations for sports and other competitions organised by the Central Civil Services Sports Control Board and related correspondence.
- (vi) Petitions/complaints from staff working at the Rashtrapati Bhavan.
- (vii) Work relating to Block Welfare Committees including C.G.H.S. facilities, repair and maintenance of living accommodation, sanitation and hygiene.
- (viii) Assistance in campaigns relating to vaccination/inoculation, etc.
- (ix) Maintenance of Cycle/Scooter Stands at Rashtrapati Bhavan.

2. The Welfare Section will function under the direct administrative and supervisory control of Under Secretary (P & W) and will consist of the following staff :—

Section Officer ... 1

LDC ... 1

## 3. DUTIES OF THE STAFF

SECTION OFFICER : He will —

- (i) be in overall charge and will be responsible for efficient and smooth functioning of the Section;



- (ii) mark receipts to the dealing clerk;
- (iii) ensure that papers for submission to the Branch Officer are routed through him;
- (iv) be responsible for drawing up and maintaining upto date Check Lists of the subjects dealt with by the Section;
- (v) ensure punctuality among his staff and submit the Attendance Register of the Section to the Branch Officer at 10.10 A.M. everyday without fail;
- (vi) ensure that weekly and monthly progress reports of work are submitted in time;
- (vii) maintain the casual/restricted leave account of the staff in his Section;
- (viii) 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;
- (ix) ensure the maintenance of a 'Precedent Book' for keeping a record of important rulings and decisions for ready reference;
- (x) deal with all receipts and connected matters relating to implementation of the family welfare programme;
- (xi) be responsible for putting up and processing cases of those employees who die in harness for grant from the Compassionate Fund of India;
- (xii) deal with all requests for financial assistance from the President's Discretionary Grant;
- (xiii) look after the activities of the Kalyan Kendra and will be responsible for collection of monthly fees and crediting thereof to the "Kalyan Kendra Fund Account";
- (xiv) conduct annual sight-seeing trips around Delhi for the Kalyan Kendra and also for celebrations at the Kalyan Kendra on occasions.

- (xv) extend necessary assistance in campaigns in health drives organised at the President's Estate such as vaccination/inoculation against diseases and mass education programmes;
- (xvi) deal with all matters concerning the Block Welfare Committees and related correspondence;
- (xvii) visit various Blocks of the President's Estate and bring to the notice of the authorities concerned complaints of residents in regard to insanitation and maintenance; and
- (xviii) maintain Income and Expenditure Register and ensure that all accounts are regularly audited.

LOWER DIVISION CLERK : He will –

- (i) deal with circulars, etc. received from the Central Civil Services Sports Control Board and connected correspondence;
- (ii) prepare membership cards for Class IV personnel who are enrolled as members of Kalyan Kendra;
- (iii) deal with all matters concerning difficulties experienced by staff at the C.G.H.S. dispensary;
- (iv) be responsible for dealing with matters relating to prices and quality of articles sold at shops in the President's Estate Market. (Any complaint in this regard will be addressed by Under Secretary (P&W) to Under Secretary (Coord);
- (v) verify monthly bills in respect of newspapers received at the Kalyan Kendra and pass them for payment;
- (vi) prepare monthly pay bills for Kalyan Kendra staff and Cycle Stand attendants;
- (vii) be responsible for the proper maintenance and supervision of the regular as well as temporary Cycle/Scooter stands and deposit the income realised from there with Under Secretary (DDO);
- (viii) deal with the petitions/complaints from staff working at the Rashtrapati Bhavan;



- (ix) supervise the typing classes run at the Kalyan Kendra;
- (x) deal with the diary and despatch relating to the Section;
- (xi) attend to typing and filing work; and
- (xii) Maintain a Stock Register of articles in use at the Kalyan Kendra.

#### THE ACTIVITIES OF THE KALYAN KENDRA, PRESIDENT'S ESTATE

**OBJECTIVE :** The Kalyan Kendra established on 10th August, 1971, by the then President, Shri V.V. Giri, aims at the social upliftment of women, improvement of the standard of living of families of workers in the Rashtrapati Bhavan, eradication of illiteracy and providing nursery classes for children below the age of five. The activities of the Kalyan Kendra are wide ranging and are as follows :—

##### 1. KALYAN KENDRA PRODUCTION CENTRE :

An effort was made to ensure that the ladies trained at the Kalyan Kendra Centre in the task of stitching and tailoring would be given uniforms to be tailored so that this would fetch a continuous and steady source of income to the wives and daughters of the Class IV staff of the Estate. It was with this objective in mind that the new building of the Kalyan Kendra Production Centre was commissioned on 15th December, 1990 in order to put it on a firm and permanent footing for providing and generating employment to the wives and daughters of the Class IV staff. The work of tailoring of uniforms for the Class IV employees of Rashtrapati Bhavan, on a regular basis has by now gained considerable momentum. The stitching of the uniforms has been found to be of professional quality and apart from giving a continuous source of income to the members engaged in the tailoring, it has also resulted in the achievement of the objectives of the establishment of the Production Centre being a self-sustained unit apart from being a source of employment generation for the wives, daughters and sisters of the staff.

There are 11 foot operated machines out of which 2 are power operated and one is a 3 thread machine. There are 10 ladies/girls engaged in the Production Centre.

##### 2. THE ADULT LITERACY PROGRAMME :

The Adult Literacy Programme was started on 4th May, 1990, A house-to-house survey to encourage the ladies was completed and within one year, the strength increased to 85 ladies. The Department of Education, Ministry of Human Resource Development has, through the Shramik Vidyapeeth, provided certain

infrastructural assistance for the programme. On 18th April 1991, certificates were awarded to 41 ladies by Smt. Janaki Venkataraman on completion of the course. Of these 41 students, 25 appeared for the Vth Standard Examination through the "Open School System". A second batch of 15 are admitted for the Bridge Course now in session. The teachers have been doing voluntary service for sometime. Most of the elderly ladies are able to write their own names and addresses, read a little and do basic calculations. Besides, this, they have gained tremendous confidence which was lacking earlier. The Shramik Vidyapeeth is paying honorarium of Rs. 10/- per working day to the 2 teachers and also providing the reading material.

At present there are *three* categories of classes comprising of (1) 31 ladies in the Adult Literacy Classes, (2) 25 ladies in the Pre-Bridge Course and (3) 28 ladies in the Bridge Course.

(i) The Adult Literacy Class which is conducted through the Non-Formal Education Programme with the prime objective of continuing education to enable the members to attain the minimum level of learning during a period of *three* years to bring the students upto the level of Vth Standard of the Formal System.

##### (ii) Pre-Bridge Course

This course is also through the Non-Formal Education Programme. After having attained the minimum level of level as at Course (i) above, the beneficiaries are admitted to the Pre-Bridge Course the duration of which is 9 months, with the purpose of attaining the level of VI-VII Standard.

##### (iii) Bridge Course

After having completed the Pre-Bridge Course, the beneficiaries shall be registered with the National Open School to the Bridge Course (duration of which is 9 months). It is a Foundational Course for attaining the level of VIII Standard leading to the Secondary Examination of the National Open School.

##### 3. THE ADULT LITERACY LIBRARY :

The Adult Literacy Library was inaugurated by Smt. Janaki Venkataraman on 18th April, 1991. The Library has books according to the requirement of the students of the Adult Literacy Unit. All the books and magazines have been donated by well wishers.

The English Library was inaugurated on 11th July, 1992 by Smt. Janaki Venkataraman.



## 4. TYPING

There are 5 Typewriters in the Kendra for use by the students. At present there are 25 students for typing.

## 5. TAILORING, KNITTING AND EMBROIDERY UNIT

The tailoring unit has a strength of 85 students for two shifts and students appear for an examination after every six months.

## 6. NURSERY SCHOOL

There are around 230 students. At present four classes are running. The course followed is in keeping with the syllabus required for admission to the Government Secondary School.

## PART II

## RECORD RETENTION SCHEDULE

## ADMINISTRATION SECTION

1.	2.	3.	4.	5.
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## AS PER RECORD RETENTION SCHEDULE

## FOR RECORDS

## COMMON TO ALL DEPARTMENTS

## ISSUED BY DEPARTMENT OF PERSONNEL AND TRAINING



## 2. BILLS (ADM.) SECTION

1.	2.	3.	4.	5.
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AS PER COMMON TO ALL DEPARTMENTS

## 3. BILLS (ESTT.) SECTION

1.	2.	3.	4.	5.
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AS PER COMMON TO ALL DEPARTMENTS



## C.A. (I) SECTION

1.	2.	3.	4.	5.
1.	President of India	a) Election b) Resignation/Death c) Acting Arrangements d) President's Emoluments and Pension Act and Rules thereunder	B B B B	
2.	Vice-President	a) Election b) Resignation/Death c) Acting arrangements	C-5 yrs. C-5 yrs. B	
3.	Central Ministers	a) Appointments/ Resignation b) Allocation of portfolios	B B	
4.	Register	Register of Oath & Affirmation	A	
5.	Cabinet Affairs	a) Political Reports from States/Union Territories b) Diary of Cabinet papers c) Indices of Cabinet papers d) Monthly summaries relating to Ministries/ Departments for the Cabinet	C-10 yrs. C-5 yrs. C-10 yrs. C-1 yr.	
6.	Governors/ Lt. Governors	a) Appointments b) Resignation/Death c) Acting arrangements d) Monthly Reports e) Governor's Conference f) Permission to Governors/ Lt. Governors for visits outside their jurisdiction	B B B A B C-5 yrs.	

1.	2.	3.	4.	5.
		g) The Governors' Allowances & Privileges Act and Rules made thereunder	B	
7.	Parliament	Constitution/Dissolution of Lok Sabha	B	
8.	Elections	a) General elections/bye-elections to Lok Sabha/ Assemblies b) Biennial/bye-elections to Council of States/Legislative Councils c) Election disqualifications - Members of Lok Sabha/ Legislative Assemblies	C-5 yrs. C-5 yrs. C-5 yrs.	
9.	Bills	a) Central for President's assent b) Authoritative Hindi translations of Acts	5 yrs. 5 yrs.	
10.	Orders, Ordinances & Regulations		B	
11.	President's Rule in States/UTs - Imposition and Revocation		B	
12.	Government of India (Allocation of Business) and (Transaction of Business) Rule - issue of Orders		C-5 yrs.	
13.	Emergency	i) Internal ii) External	B B	
14.	States-Creation/ re-organisation		B	



1.	2.	3.	4.	5.
15.	Successive Ministries in States		B	
16.	Language Issue		C-2 yrs.	
17.	Death of High Dignitaries		C-2 yrs.	
18.	Flag Code of India		C-2 yrs.	
19.	Prohibition		C-2 yrs.	
20.	Amendments to the Constitution of India		B	

## C.A. (II) SECTION

Sl. No.	Minor Head	Description of Record Sub-Head	Retention Period	Remarks
1.	2.	3.	4.	5.
1.	Civil & Military Awards	a) Institutions/Cancellation	B	
		b) Awards given on the occasion of Republic Day/Independence Day	C-10 yrs.	
		c) Jeevan Raksha Awards	C-10 yrs.	
		d) Gallantry Awards	C-10 yrs.	
2.	Supreme Court/High Court	a) Appointment/resignation of Chief Justices & Judges	C-10 yrs.	
		b) Establishment of new Bench of a High Court	B	
		c) Determination of age of a Judge under Article 217(3) of the Constitution	C-10 yrs. or till after 5 yrs. from the date of retirement, which ever is later	
3.	Appointment of	a) Attorney General of India	C-10 yrs.	
		b) Chairman, Vice-Chairman & Members of National Commission for SC/ST	C-5 yrs.	
		c) Chairman & Members of UPSC	C-10 yrs.	
		d) Comptroller & Auditor General of India	C-10 yrs.	
		e) Election Commissioner	C-10 yrs.	
		f) Commissioner for Linguistic Minorities	C-10 yrs.	
		g) Central Vigilance Commissioner	C-10 yrs.	



1.	2.	3.	4.	5.
		h) Backward Classes Commission	C-10 yrs.	
		i) Finance Commission	C-10 yrs.	
		j) India's representatives abroad	B	
		k) foreign representatives to India	C-10 yrs.	
4.	I.I.Ts/Central Universities	a) Acts & Statutes	C-5 yrs.	
		b) Appointment of Chairman/Director & Chancellor/Vice-Chancellor/Visitor's nominees on Selection Committees	C-10 yrs.	
5.	Assumption of office by the Head of States	Issuance of letter of Assumption to the Head of States with whom we have diplomatic relations	C-10 yrs.	
6.	Table of Precedence		B	
7.	Order of Precedence of Wearing of the various matters		B	
8.	Diary Registers	a) Classified b) Donations c) Others	C-5 yrs. C-10 yrs. C-5 yrs.	
9.	State Bills	State Bills for Assent	C-5 yrs.	
10.	Mercy Petitions of condemned prisoners		C-2 yrs. after the execution	

1.	2.	3.	4.	5.
11.	Messages to the Head of States/Governments	a) On election to the office of the Head of State/Govt/ Assumption of office of Head of State/Govt/ National Day/Foundation Day/Independence Day/Birthday	C-5 yrs. from the expiry of term of office of the President	
		b) Demise of Head of State/ Prime Minister	C-5 yrs.	
12.	Credential Documents	a) India's representative abroad	C-5 yrs.	
		b) Presentation of Credentials by Foreign representatives	C-5 yrs.	
		c) Exequaturs/Commission of appointment	C-5 yrs.	
13.	Reports	a)* Governors' Reports on Scheduled Areas of the States	C-2 yrs.	*Reports will be kept in the Library
		b)* C.A.G. Report	C-2 yrs.	
		c)* U.P.S.C. Reports	C-2 yrs.	
		d)* Minority Commission/ Linguistic Minorities/SC/ ST Report/C.V.C./Backward Classes Commission/ Ministries	C-2 yrs.	
		e)* Finance Commission	C-5 yrs.	
14.	Agreements & Treaties	a) Full Powers (authorisation for signing agreements and treaties and ratification of agreements & treaties)	C-5 yrs.	



## 6. CASH SECTION

1.	2.	3.	4.	5.
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AS PER ANNEXURES XXI &amp; XXII

[APPENDIX 13 TO GENERAL FINANCIAL RULES (G.F.R.)]

- |    |                      |  |  |
|----|----------------------|--|--|
| 1. | Payment & Recoveries | i) Expenditure Sanctions<br>ii) Cash Book (CTR-77)<br>iii) Contingent Expenditures | C-3 yrs.<br>C-10 yrs.<br>C-3 yrs.                                    |
| 2. | Acquittance Roll     |  | C-3 yrs. or 1 year after the completion of audit whichever is later. |

## CENTRAL REGISTRY SECTION

1.	2.	3.	4.	5.
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AS PER ANNEXURE XXII

(APPENDIX 22 TO MANUAL OF OFFICE PROCEDURE)

(See page 32)

- |    |                        |  |
|----|------------------------|--|
| 1. | Dak Register           | C-1 yr.  |
| 2. | Section Diary Register | C-3 yrs.   |
| 3. | Dak Movement Register  | C-1 yr.  |
| 4. | Standing Guard File    | B-Permanent  |
| 5. | Standing Note          | B-Permanent<br>(The earlier version of these records will be weeded out as the revised version becomes available.) |
| 6. | Despatch Register      | C-5 yrs.   |
| 7. | Messenger Book         | C-1 yr.  |
| 8. | Precedent Book         | B-Permanent  |



## CEREMONIAL SECTION

1.	2.	3.	4.	5.
1.	Functions	a) Indoor b) Outdoor c) Festivals d) Award Ceremonies e) Investitures	B	
2.	Visit of Foreign Heads of State/Govt.	a) Corrp. b) Booklets	C-5 yrs. B-Permanent	
3.	Patron-in-Chief	a) Parchment Letters b) Regrets	B-Permanent C-5 yrs.	
4.	Appointments Defence Services Officers of all rank.	Appointments of MSP, B Brig, DMSP, ADCs, JCOs.		
5.	Security	a) Security of the President & Family Members b) Fire Alarm Service c) Fixing of Iron gate d) Duties of Santries in RB e) Instructions regarding use of family corridor f) Standing orders for Police Guards at RB. g) Issue & loss of Passes	C-5 yrs. B B C-2 yrs. C B B	
6.	Honorary Appointments	Appointments of Hony. B Personal Staff to the President in various disciplines. (Defence)		
7.	President's Body Guard	Files of different subjects.	B, C	
8.	Governors' Conference		B	

## ESTATE, BUILDING AND ACCOMMODATION SECTION

Description of Record				
S.No.	Main Head	Sub-Head	Retention Period	Remarks
1.	2.	3.	4.	5.
1.	Allotment of accommodation	i) Class A,B,C, and D Officers ii) Shops & Stalls iii) Determination of Scales of issue of furniture/Elec. iv) Permission to accommodate guests	B C-10 yrs.	To be reviewed after every 25 yrs. —do—
2.	Accommodation Rules	i) Framing ii) Amendments	B B	
3.	Maintenance of Building	i) Addition/Alteration ii) Budget	B C	Appendix 13 to GFR
4.	Documents relating to Contracts and Agreements		C-5 yrs. after the Contract/Agreement is fulfilled or terminated.	
5.	Litigation Cases		C-3 yrs. after the final award.	



## ESTABLISHMENT SECTION

1.	2.	3.	4.	5.
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AS PER RECORD RETENTION SCHEDULE  
FOR RECORDS  
COMMON TO ALL DEPARTMENTS  
ISSUED BY  
DEPARTMENT OF PERSONNEL AND TRAINING

1.	i) Family Pension/ Gratuity	B-Permanent.
	ii) Gradation/Seniority	C-5 yrs.
	iii) Verification of Service	3 yrs. after the bond ceases to be enforceable.
	iv) Surety Bonds	1 yr. subject to particulars of sanctions being noted in sanction register.
2.	Creation/classification of posts	10 yrs. —do—
	i) Continuance/abolition/revival of posts	10 yrs. —do—
	ii) Conversion of temporary posts into permanent posts	B-Permanent
	iii) Creation of posts	10 yrs. —do—
	iv) Revision of Scales of pay	10 yrs. —do—
	v) Upgrading of posts	3 yrs. after the final award.
3.	Litigation Cases	C-3 yrs.
4.	Pension/Retirement	B-Permanent
	i) Pre-verification of service	15 yrs.
	ii) Pension file	
	iii) Commutation of Pension	

## GENERAL ADMINISTRATION SECTION

1.	2.	3.	4.	5.
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## AS PER ANNEXURE XXI

## [APPENDIX 13 TO GENERAL FINANCIAL RULES (G.F.R.)]

1.	Budget Estimates/ Revised Estimates	C-3 yrs.
2.	Payment & Recoveries	i) Expenditure Sanction C-3 yrs. or 1 yr. after completion of audit which- ever is later. —do— ii) Contingent Expenditure iii) Register of monthly Expenditure (GFR-9) To be weeded out after the Appropriation Accounts for the year have been finalised. C-5 yrs.
	iv) Bill Register	
3.	Files, Papers & Documents relating to Contracts, Agree- ments	5 yrs. after the Contract/Agree- ment is fulfilled or terminated.
4.	Precedent Book	B-Permanent



1.	2.	3.	4.	5.
5.	Record Requisition Slips		To be destroyed after the requisitioned file has been returned to Record Section.	
6.	File Register		C-10 yrs.	
7.	Purchases	Photo Material	C-5 yrs. or 1 yr. after completion of audit and entry in Register.	

## HOUSEHOLD SECTION

1.	2.	3.	4.	5.
1.	Catering	i) President's/Family State Guests ii) Official Functions iii) Purchase of Store Groceries/Lines/Crockery	3 yrs. after President's tenure. 2 yrs. 1 yr. after audit	
2.	Purchase of Equipment	Cinema/Bakery/Pantry Laundry.	B	
3.	Arrangement to accommodate Foreign VIPs/State Guests		B	
4.	Presents to President		B	
5.	Inventory Register for permanent assets.		B	
6.	Inventory Register of consumable articles		1 yr. after audit	
7.	Inventory Register for non-consumable articles		B	



## II.A.U SECTION

1.	2.	3.	4.	5.
AS PER ANNEXURES XXI & XXII [APPENDIX 13 TO GENERAL FINANCIAL RULES (G.F.R.)]				
1.	Budget Estimates/ Revised Estimates		3 yrs. after the accounts of this Sectt. as a whole have been compiled.	
2.	Sanction of Expenditures	i) Pay allowance ii) Advances iii) TA/DA	C-3 yrs. or 1 yr. after audit. —do— —do—	
3.	Precedent Book		B-Permanent	
4.	Guard File		B-Permanent	
5.	Files/ Papers relating to Progress of Expenditure		3 yrs. after the accounts have been compiled.	
6.	Inspection Reports		1 yr. after the next inspection	
7.	Delegation of Financial Powers		B-Permanent.	
8.	Grant of Permanent Advance		C-10 yrs.	
9.	Disposal of cases/ letters		C-1 yr.	

## INVITATION SECTION

1.	2.	3.	4.	5.
1.	Assumption of the Office of the President		B-Permanent	
2.	Assumption of the Office of the Vice-President		C-5 yrs.	
3.	Farewell Ceremony of the outgoing President.		B	
4.	Table Plans and Menu Folder of Banquets/ Dinners/Luncheons		B	
5.	Arrangements		B	
6.	Policy File		B	
7.	Visitor Book		B	
8.	Civil & Defence Investitures		C-5 yrs.	
9.	Receptions/Teas		C-3 yrs.	
10.	Banquets/Dinners/ Luncheons		C-5 yrs.	
11.	Requests to visit RB & Moughal Gardens		C-1 yr.	
12.	Annual opening of Moughal Gardens for Public		C-3 yrs.	
13.	Cultural Programmes		C-3 yrs.	



## MESSAGE SECTION

1.	2.	3.	4.	5.
1.	Speeches of the President	Reading copy	A	
2.	Messages from the President	Functions/Souvenirs	A	
3.	Greetings	i) Acknowledgement from the President ii) Acknowledgement from Private Secy. iii) Not acknowledged iv) From and to Head/ Heads of States	B 2 yrs. C-1 yr. 5 yrs.	
4.	Correspondence	i) VIPs ii) Relatives of the President iii) Public	B B C-1 yr.	
5.	Printing	i) Telephone Chart ii) D.O.D. iii) Greeting Cards (P) iv) Greeting Cards (General)	C-1 yr. C-3 yrs. B C-5 yrs.	

## O &amp; M SECTION

1.	2.	3.	4.	5.
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## AS PER RECORD RETENTION SCHEDULE FOR RECORDS

## ISSUED BY DEPARTMENT OF PERSONNEL AND A.R.

1.	Files/Papers relating to study of organisational structure	C-10 yrs.
2.	Assessment of work-load and Staff requirement of Section	C-10 yrs.
3.	Revision of Form/ Registers/Statements	C-5 yrs.
4.	Compendium of Office Orders concerning all Sections in respect of their Organisation and Administration.	B-Permanent
5.	Record Retention Schedule	B-Permanent
6.	Parliament Questions	C-5 yrs.
7.	Policy Decisions	B-Permanent
8.	Inspection	a) Reports b) Register
		C-5 yrs. B-Permanent



## PUBLIC-I &amp; II SECTIONS

1.	2.	3.	4.	5.
1.	Petitions from Public	i) On Service Matters ii) Local disputes iii) Suggestions of various kinds iv) Requests for financial assistance v) Land disputes vi) Register for employment	2 yrs.	
2.	Diary Register		3 yrs.	
3.	Correspondence	MPs/VIPs	To be determined on merits of each case.	
4.	Petitions for NNPs and RWs		1 yr.	

## RECORD (GO) SECTION

1.	2.	3.	4.	5.
AS PER ANNEXURE XXII (22)				
(APPENDIX 22 TO MANUAL OF OFFICE PROCEDURE)				
(See Page 33)				
1.	Record Retention Schedule		B-Permanent	
			Subject to review every 5 yrs.	
2.	Standing Guard File		B-Permanent	
3.	Precedent Book		B-Permanent	
4.	File Register		C-10 yrs.	
5.	Consolidation of Departmental Index		B-Permanent	
6.	Register for watching the Progress of recording		C-3 yrs.	
7.	List of Files transferred to National Archives of India		B-Permanent	
8.	List of Files transferred by Sections		40 yrs.	
9.	Record Requisition Slips		To be destroyed after the requisitioned files has been received back.	
10.	Accession Register		B-Permanent	
11.	Subject Inventory List		B-Permanent	



## TOUR SECTION

1.	2.	3.	4.	5.
1.	Tour	i) Policy on Tours (Tour Policy) ii) Foreign Visits of the President iii) Departure of the President after the retirement iv) Insurance against air risks during the aerial tours	B B B C-5 yrs.	
2.	Presents & Presentations articles, Photograph of the President, etc.	i) Presents received on Tours. ii) Gifts received by the staff accompanied with the President iii) Award of Medal/Trophies/Cups/Plaques, etc., to various Organisations, Colleges and individuals iv) Presentations of mementoes to the retired Class I Officers & Ministerial Staff of RB by the President. v) Award of Silver Medal & Certificates to retired Class III/IV (Tech) Staff of RB.	B C-5 yrs. B B	
3.	Miscellaneous	i) Security arrangements regarding protection of the person of the President while on Tours.	C-5 yrs.	

1.	2.	3.	4.	5.
		ii) Construction of President's Broad Gauge Saloon. iii) Construction of President's Metre Gauge Saloon. iv) Ceremonies connected with the President's Tours. v) File Registers. vi) Custom and Baggage Rules.	B B B C-5 yrs. C-5 yrs.	
	Sanction of Out-fit Allowance			C-10 yrs.
	General Aspects (Budget)			C-10 yrs.
	Verification of Store (Audit Objections)			C-10 yrs.
	Record Retention Schedule			C-10 yrs.
	List of Files weeded out			B-Permanent
	Monthly Return of Pending			C-2 yrs.
	Monthly Return (Pending in Section)			C-2 yrs.
	Misc. Correspondence			C-2 yrs.
	Weekly Arrangement Printing			C-2 yrs.



1.	2.	3.	4.	5.
	ACRs		C-2 yrs.	
	Minutes of the Morning Meeting		C-2 yrs.	
	Correspondence regarding Furniture		C-2 yrs.	
	Record Review Returns		C-2 yrs.	
	Inspections a) Reports b) Register		C-5 yrs. B-Permanent	

## WELFARE SECTION

1.	2.	3.	4.	5.
1.	Kalyan Kendra	i) Management of Training & Education. ii) Family Welfare Programme iii) Cultural Activities iv) Sports Activities v) Vaccination Programme	5 yrs. 1 yr. 1 yr. 1 yr. 1 yr.	
2.	Financial Assistance		5 yrs.	
3.	Block Welfare Committee		1 yr.	
4.	Scooter Stand		1 yr.	



## DESTRUCTION OF OFFICE RECORDS CONNECTED WITH ACCOUNTS

(Appendix-13 vide Rule 284 of GFR)

The destruction of records (including correspondence) connected with accounts shall be governed by the following rules and such other subsidiary rules consistent there with as may be prescribed by Government on this behalf with the concurrence of the Comptroller and Auditor General :—

1. The following shall on no account be destroyed :—
  - (i) Records connected with expenditure which is within the period of limitation fixed by law.
  - (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
  - (iii) Records connected with claims to service and personal matters affecting persons in this service except as indicated in the Annexure to this Appendix.
  - (iv) Orders and sanctions of a permanent character, until revised.

2. The following shall be preserved for not less than the periods specified against them :—

Description of Record				
S.No.	Main Head	Sub-Head	Retention Period	Remarks
1.	2.	3.	4.	5.
1.	Payments & Recoveries	i) Expenditures sanctions not covered by Para 1 above (including sanctions relating	3 yrs. or 1 yr. after completion of audit which-ever is later.	

1.	2.	3.	4.	5.
		ii) Cash Books maintained by the drawing and disbursing officers under Central Treasury Rule 77.	10 yrs.	
		iii) Contingent Expenditure	3 yrs. or 1 yr. after completion of audit which-ever is later.	
		iv) Arrears claims (Including sanction for investigation where necessary)	—do—	
		Papers relating to:		
		v) GPF Membership	1 yr.	
		vi) GPF Nomination	1 yr.	Subject to :
				(a) Original nomination being placed in Vol. II of the Service Book of Group D Govt. Servants; and
				(b) Nomination in original or an authenticated copy thereof placed in Vol. II of the Service Book/ Personal File in case of the other Govt. Servants.
		vii) Adjustment of missing credits in GPF Accounts	1 yr.	



1.	2.	3.	4.	5.
		viii) Financing of Insurance Policies from GPF Accounts	1 yr.	Subject to an authenticated copy of the sanction being placed on the Personal File.
		ix) Final withdrawal from GPF, e.g., for house building/higher technical education of children, etc.	1 yr.	
		x) GPF Annual Statements	1 yr.	
		xi) TA/Transfer TA Claims	3 yrs. or 1 yr. after the completion of audit whichever is later.	
2.	Budget Estimates/ Revised Estimates		3 yrs.	The retention period here relates to the Budget/ Revised Estimates as compiled by the Budget/ Account Sec. for the Deptt. as a whole.
3.	Service Books of :			
	a) Officials entitled to retirement terminal benefits		3 yrs. after issue of final pension/gratuity payment order.	
	b) Other employees		3 yrs. after they have ceased to be in service.	

1.	2.	3.	4.	5.
4.	Leave Account of :			
	a) Officials entitled to retirement/terminal benefits		3 yrs. after issued of final pension/gratuity payment order.	
	b) Other employees		3 yrs. after they have ceased to be in service.	
5.	Service Records	a) Nomination relating to family pension & DCR gratuity	1 yr.	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit) as the case may be being placed in Vol. II of the Service Book/ Personal File.
		b) Civil Lists, Gradation/ Seniority List :		
		i) In the case of Deptt. preparing and bringing out the compilation	3 yrs.	
		ii) In the case of other Deptt (i.e. those supplying information for such compilation.	1 yr. after issue of relevant compilation	
		c) Alternation in date of birth	3 yrs.	Subject to suitable entry being made in the appropriate



1.	2.	3.	4.	5.
				service record and an authenticated copy of the order being kept in Vol. II of the Service Book/Personal File.
	d)	Admission of previous service not supported by authenticated service record; through collateral evidence.	3 yrs. or 1 yr. after completion of audit whichever is later.	—do—
	e)	Verification of service	5 yrs.	Subject to suitable record being kept somewhere e.g., in the Service Book of History Sheet.
6.	Expenditure Statements	a)	In respect of lower formation	To be weeded out at the end of financial year.
		b)	In respect of Department itself	To be weeded out after the Appropriation Accounts for the year have been finalised.
		c)	Register of monthly expenditure (from GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalised.

1.	2.	3.	4.	5.
7.	Surety Bonds executed in favour of a temporary or a retiring Govt. Servant.		3 yrs. after the bond ceases to be enforceable.	
<b>Department of Personnel &amp; Administrative Reforms, O.M. No. 37012/3/76-O &amp; M, dated 21.1.1978)</b>				
8.	a) Pay Bill Register b) Office copies of Estt. pay bills and related schedules (in respect of period for which pay bill register is not maintained. c) Schedules to the Estt. pay bills for the period for which pay bill register is maintained. d) Acquittance Roll		35 yrs. 35 yrs. 3 yrs. or 1 yr. after the completion of audit whichever is later. 3 yrs. or 1 yr. after the completion of audit whichever is later.	
9.	Muster Rolls.		Such periods as may be prescribed in this behalf in regulations subject to a minimum of three financial years of payment excluding the financial year of payment.	



1.	2.	3.	4.	5.
10.	Bill Register maintained in form TR-23 A.		5 yrs.	
11.	Paid cheques returned by the Bank to the Audit/Accounts Office.		5 yrs.	
12.	Files, papers and documents relating to contracts, agreements, etc.		5 yrs. after the contract/agreement is fulfilled or terminated. In cases where audit objection have been raised, however, the relevant files and documents shall not under any circumstances, be allowed to be destroyed till such times as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.	
13.	Sub-vouchers relating to the Secret Service Expenditures.		3 yrs. after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative	

1.	2.	3.	4.	5.
			audit and issue of audit certificate by the nominated controlling officer.	

## INSTRUCTIONS :

1. The retention period specified in column (4) in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary revised, suitably.

## NOTES :

1. Before any pay bills/pay bill registers are destroyed, the service of the Government servants concerned should be verified in accordance with rule 81.
2. The periods of preservation of account records of Public Works Officers are prescribed separately by Government.
3. Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department, or any other authority empowered by him to do so, may order in writing the destruction of such records in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the records.



4. Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as properly appertain to the accounts audited by the Indian Audit and Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of the Department.

5. Full details shall be maintained permanently, in each office of all records destroyed from time to time.

### Destruction of Records referred to in para 1 (iii) of the Appendix 13 to General Financial Rules

Description of Record				
S.No.	Main Head	Sub-Head	Retention Period	Remarks
1.	2.	3.	4.	5.
1.	Creation & Classification of posts	i) Continuance/abolition/revival of posts	1 yr.	Subject to particulars of sanctions being made in Estt./Sanction Register.
		ii) Conversion of temporary posts into permanent posts.	10 yrs.	—do—
		iii) Creation of posts	10 yrs.	—do—
		iv) Revision of scales of pay.	Permanent in the case of Deptt. issuing orders and Deptt. concerned; other Deptt. need only the standing orders, weeding out superseded ones as and when become obsolete.	—do—
		v) Upgrading of posts	10 yrs.	—do—
2.	Review for determining suitability of employees for continuance of service	Establishment/Sanction Register	Permanent	Where for any reason the register is rewritten, the old Volume will be kept for 3 years.



1.	2.	3.	4.	5.
3.	Arbitration & Litigation Cases	3 yrs.	Subject to : i) the file not being closed until the award/ judgement becomes final in all respects by limitation of final decision in appeal/ revision, and ii) Cases involving important issues or containing material of a high precedent reference value being retained for appropriately longer period either initially or at the time of review.	
4.	Notice under Section 80 of Civil Procedure Code	1 yr.	If such a notice is followed up by a civil suit, it would become arbitration/ litigation case and would therefore, need to be retained for 3 years.	

1.	2.	3.	4.	5.
5.	Recruitment	Condonation of break in Service	5 yrs.	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.
6.	Advance	a) Car Advance b) Conveyance Advance Rules c) Cycle Advance Rules d) Festival Advance Rules e) GPF Advance Rules f) HBA Rules g) Motor Cycle/Scooter Advance Rules h) Pay Advance Rules i) TA Advance Rules j) Travel Concession Rules k) Other Advance Rules l) Grant of Car Advance m) Grant of Conveyance n) Grant of Cycle Advance o) Grant of Festival Advance	Permanent in the case of Deptts. issuing the rules order and instructions other Deptts. need keep only the standing rules, etc., weed-ing out the superseded ones as and when they become obsolete.  1 yr.	Subject to: i) suitable entries being made in pay bill register; and ii) in case of motor car/cycle/scooter & house building advance : a) copies of sanction being placed on personal files; and b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.



1.	2.	3.	4.	5.
		p) Grant of GPF Advance q) Grant of House Building Advance r) Grant of Motor Cycle/ Scooter Advance s) Grant of Pay Advance t) Grant of TA Advance u) Grant of LTC Advance v) Grant of Other Advances		
7.	Surety Bonds executed in favour of a temporary or a retiring Govt Servant.		3 yrs. after the bond ceases to be enforceable.	

(Department of Personnel & Administrative Reforms, O.M. No. 37012/3/76-O & M dated 21/1/1978)

8.	Pension/retirement	i) Rules and orders (General aspects)	Permanent in the case of Departments issuing the rules, and instructions; other departments need keep only the standing rules and orders, weeding out the superseded ones as and when they become obsolete.
		ii) In respect of Groups A, B, C & D Govt. Servants	

1.	2.	3.	4.	5.
		a) Pre-verification of pension cases b) Invalid pension c) Family pension d) Other pensions	3 yrs. Till 1 yr. after the last beneficiary of the family pension ceases to be entitled to receive it or 5 yrs. whichever is later.	
		e) Gratuity f) Commutation of Pension.	5 yrs. 15 yrs.	

#### NOTES :

The principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that such files should be retained for a period of five years after they have been recorded. If, at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the audit. Also, if local audit does not take place within the period of five years, the head of the office should ascertain from the audit authorities whether they have any objection to the files relating to the earlier years, due for weeding out by the application of the five years formula, being destroyed or retained for a further period for scrutiny by the audit party and, if so, for what period.

While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up the attempt should be to make a continuous and conscious effort throughout the years to weed out unnecessary records. In other words, the working rules should be "weed as years go".

#### INSTRUCTIONS :

1. The retention period specified in column 3, in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.



2. In the case of records, other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.

3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the Department. In no case, however, will a record be retained for a period shorter than that prescribed in the Schedule.

4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the later have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and where necessary revised suitably.

**Retention Schedule for Records prescribed in the  
Manual of Office Procedure  
vide Para 79 (1) (c)**

S.No.	Description of Record	Reference to Relevant Para of the Manual	Retention Period (Years)
1.	2.	3.	4.
1.	Dak Register	10 (6)	1 yr.
2.	Invoice	11 (1)	1 yr.
3.	Section Diary	13 (1)	3 yrs.
4.	Movement Slip of Receipts	15 (3)	To be destroyed after the relevant receipts have been received in the Section concerned.
5.	Assistant's Diary	17 (2)	1 yr.
6.	Standing Guard File	24 (1)	Permanent. The earlier version of these records will normally be weeded out as the revised version becomes available.
7.	Standing Note	24 (2)	
8.	Distribution Chart	53 (1)	1 yr.
9.	Typist's Diary	53 (2)	1 yr.
10.	Issue Diary	54 (1)	1 yr.
11.	Despatch Register	59 (2)	5 yrs.



1.	2.	3.	4.
12.	Postal Registration Book	59 (4)	5 yrs.
13.	Receipts of telegrams	59 (7)	1 yr.
14.	Messenger Book	60	1 yr.
15.	Stamps Account Register	63 (1)	5 yrs.
16.	Weekly statements of cases disposed of without reference to minister	64 (2) (b) (i)	1 yr.
17.	File Register	70	10 yrs.
18.	File Movement Register	73 (1)	1 yr.
19.	Movement Diary for personal staff	73 (4)	1 yr.
20.	Index Slips	75	5 yrs. or till printed departmental index becomes available whichever is later.
21.	Consolidated Departmental Index	75	Permanent.
22.	Precedent Book	78	Permanent.
23.	Register for watching the progress of recording	82 (3) (b)	3 yrs.
24.	List of Files transferred to a) Departmental record room b) National Archives of India	83 (3) 83 (5)	25 yrs. Permanent.
25.	Record Review Register	83 (4)	1 yr.
26.	List of Files received for review	84 (5)	1 yr.

1.	2.	3.	4.
27.	Register of spare copies of publications, etc.	84 (9)	1 yr.
28.	Record Requisition Slips	86	To be destroyed after the requisitioned file has been returned to National Archives.
29.	Record Requisition Card	86	To be destroyed after all the space for entries has been used and the last file requisitioned has been returned to the Sectional Records.
30.	Weekly Arrear Statements.	92	1 yr.
31.	Case sheets of cases pending disposal for over a month	93 (1)	1 yr.
32.	Numerical abstract of cases pending disposal for over a month	93 (5) (c)	1 yr.
33.	Consolidated numerical abstract of cases pending disposal for over a month in the various sections of Department.	93 (8)	3 yrs.
34.	Call Book	94	1 yr.
35.	Monthly progress report on recording of files.	95	1 yr.
36.	Reminder Diary	96	1 yr.



1.	2.	3.	4.
37.	Register for keeping a watch on communication received from M.Ps.	97	1 yr.
38.	Register of Parliamentary assurances	98	1 yr.
39.	Check lists for periodical reports	99	1 yr.
40.	Inspection Reports	104	1 year after the next inspection date

## NOTE :

The retention period will be reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register wherein certain entries are still current, e.g. file movement register where a certain file is entered therein have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries will first be transferred to the new register and the old register weeded out thereafter.