

UNDER SECTION 4 (1) (b) (ii) OF RTI ACT, THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

So far as duties of various Officers and employees are concerned, it is guided by the Principles and Regulations of the Corporation. Board of Directors of the Apex Body to take policy Decisions in the matter of Generation of Power. In doing so the Board is guided by the various manuals and Regulations. Board is consisting of Chairman, Managing Director and Five (5) Directors.

S.No	Name of the Officer/ Employees	Designation	Duties Allotted /Power
01	Sri K Vijayanand, IAS	Chairman	Preside over of the Board meetings and SPC Meeting etc.,
02	Sri KVN Chakradhar Babu IAS	Managing Director	To look after the day to day Administration functions
03	Sri D.S.G.S.S.Babji	Director (Thermal)	In charge of all Operation & Maintenance of all Thermal Stations
04	Sri B.Venkatesulu Reddy	Director (Finance & Commercial)	In charge of Finance, Budget, Financial Resources and Accounting & Medical of all Thermal, Hydel, & Gas Stations of APGENCO
05	Sri Antony Raja	Director (Coal & Logistics)	Arrangement of Transportations of Coal from Singareni Collieries, Mahanadi Coal Mines to Various Thermal Stations
06	Sri M.V.V .Satyanarayana	Director (Hydel)	In charge of Operation & Maintenance of all Hydel Stations
07	Sri Syed Raffe	Director (HR &IR)	In charge of all HR & Administrative activities etc.,
08	Sri T Panasa Reddy, IPS	Chief Of Vigilance & Security	In charge of all Security , Vigilance , Safety & Fire arrangements of all Generating Stations .

1. PROJECT HEAD

In Andhra Pradesh Power is being generated through Thermal, Hydel, Solar and Wind Stations and each Generating Station is headed by the Chief Engineer/Superintending Engineer assisted by their sub-ordinate Officers viz., Executive Engineer/Dy.EE/AEE and AE etc., to look after the operation & Maintenance activities of Power Stations including Financial, Administrative and General Services.

2. CHIEF GENERAL MANAGER (Adm,IS&ERP)

All matters pertain to Engineers and Technical Staff, Disciplinary Cases, Regulations, Promotions, Postings, Man Power Planning, Training, Sanction of Terminal benefits, Pensions, and Direct Recruitment, Theft of materials, Write-Off proposals, Accidents, Sanction of Ex-Gratia (Accidental death), Implementation of Telugu Language , Enquiries. Compassionate Appointments, Loans & Advances, GPF Withdrawals for above employees. All Service matters relating to O&M Staff Disciplinary Cases, Transfers of O&M Staff Union Management relations, Legal Matters and absorption of contract labour, Ex-casual labour and land losers, Statutory Provisions, Right to Information Act, Extension of permission for Departmental Quarters, Clarification on Departmental Quarters & HRA, SC/ST Grievances Cell, Union Matters, Sports, Welfare Measures, Education, Hospital and Dispensaries, Incentives, Printing & Stationary.

And also, incharge of Computers & Information Systems, Telecom Wing for all projects in APGENCO.

I. General Manager (HR- Adm) :-

- i) Executive Engineer (Adm)
- ii) Assistant secretary(Adm)
- iii) Dy.EE (Adm-II)
- iv) Dy.EE (Adm-III)

Assistant Secretary (Adm)-I: Recruitment, Disciplinary cases and property returns pertaining to Engineering Staff etc.,

Dy.EE/Adm-II: All Engineering Service matters, Technical panels, pensions and appointment by transfers, NOCs, Automatic Advancement scheme, Release of Increments etc.,

Dy.EE/Adm-III: Commencement and completion of probation resignations, voluntary retirements, pay anomaly retirement notices, AARs, preparation of seniority lists, theft of material, accidents, telugu implementation pertaining to Engineering Service..

I(b). Deputy General Manager (Legal):

1. Personnel Officer- F Section:

Union management relations and convening of joint meeting with trade unions/ associations.

Granting of full time permission to pursue union matters, issuing of attendance certificate for the members of the trade unions/associations. Providing of office accommodation to the recognized trade unions/associations to establish their union/associations functioning office. Payment of ex-gratia/bonus to the eligible workmen. Preparation of mailing list for communication of administrative orders to the trade unions associations functioning in the corporation. Sanction of all incentives, issues relating to departmental quarters, HRA matters, issues relating to contract labour, and all other related matters.

2 Personnel Officer – H Section:-

Service matters of O&M workmen of all generating stations including joint projects, clarification of service matters of O&M issues, granting of exemptions, processing of request transfers, maintenance of SRs of O&M staff at corporate office, issues relating to all land looser, disciplinary cases of all O&M, all matters relating to JPA recruitment and all other related matters.

3) Law Officer:

Appointment of SLA/other legal counsel as required, framing of guidelines for payment of fees/expenses to SLA/other legal counsel from time to time. All issues relating to RTI. Implementation of Statutory provisions, i.e., factories Act, EPF Act, ESI Act, payment of wages Act, Minimum Wages, Gratuity Act, Contract labour Act and liaison with SLA. Monitoring of all court cases relating to all generating stations and corporate office including scrutiny of para– wise remarks, scrutiny/drafting of speaking orders, filing of writs, and appeals before the appropriate courts. Attending of all court cases and other legal counsel including concerned field offices for proper disposal of case and any other work related to the court case

3. Chief of Vigilance & Security

Incharge of Security Matters, Fire Matters & Vigilance matters of APGENCO.

4. Executive Director (Finance)

Maintenance of Accounts, Mobilization of Funds from various Financial Institutions. All types of payments

5. Chief General Manager (Audit&Trust)

Attending Internal Audit and A.G. Audit.

6. Joint Secretary (Personnel)

I. Deputy Secretary (Estt.):

- Non-Technical Establishment matters.
- Medical Establishment
- Regulations, Corporate communication works and Panels.
- Stationary, CRD

Supporting Staff:

- Assistant Secretary (Estt, Stationary & CRD)
- Assistant Secretary (PNT & Regulation)
- Assistant Secretary (Medical & CCC)

I(a) Assistant Secretary (Estt):

1. Personnel Officer –A section

All Non-Tech service matters , Pensions, NOC's, Automatic Advancement Scheme , PG Increments, Release of Increments, Deputations, resignations , Voluntary retirements, pay anomaly Loans and advances . All Service matters relating to Board of directors and other relate matters ect,.

2. Personnel Officer-B Section

GPF with drawl, Commencement and completion of probation . Non-Technical recruitment , retirement notices. Preparations of seniority lists . protocol and other miscellaneous bills, stationery and CRD. Any other works as entrusted. Printing, procurement of stationery, livery to office subordinates, supply of kit articles to security personnel, procurement of mementos for all employees of AP Genco, providing of ID cards to the employees at Corporate office and granting of permission to field staff for ID cards, maintenance of roneo, fax, Xerox machines at corporate office, hiring of Xerox machines at corporate office

I(B). Assistant Secretary (PNT & Regulations) :-

Personnel Officer(Regulation& PNT)

Preparation of panels and promotions of all non-technical employees, preparation of AARs, All disciplinary matters on non –technical including field staff, property returns and all other related matters. Conducting of job oriented tests, Regulations and pay Scales, adoption of GOs, and other allied matters. Government orders

adoption, Regulations amendments.

1(C). Assistant Secretary (Medical & CCC)

1. **Personnel Officer – I Section** Issuing of credit cards to all employees, processing of personal reimbursement of medical bills of all employees and all other related matters.
2. **Personnel Officer – J section**

Processing of all Hospital bills of Thermal stations, Hydel stations out-sourcing of hospitals empanelment of hospitals, convening of medical board meetings, granting of permissions for engaging consulting doctors and visiting doctors and all other related matters.

1 (d) Assistant Civil Surgeon:-

Dispensary services at VS, Scrutiny of Medical Bills and credit cards, Pharmacy , Organizing Medical Campus and related issues etc.,

Chief Engineer, HPC&HP

Calling and finalization of Hydel civil works tenders for O&M and constructionworks.

- Submission of proposals to the SPC & Board for approvals.
- According Extension of time for the proposals
 - (1) Within the powers of Chief Engineer.
 - (2) Within the powers of Board after concurrence.
- Technical correspondence with all Hydel field units.
- Meetings with Engineering agencies and consultants to finalize schedules, designs & drawings.
- Approval of tender documents for centralized purchase.
- One of the Member in the Director level tender committee.
- Inspection and review of execution of works at project site for construction/ O&M.
- Guiding the subordinate staff on critical issues.
- Over all in-charge of all civil construction, O&M of all Hydel Projects.
- Making correspondence on dams and power houses with the statutory organisations like State Dam Safety Organisation, Central Designs Organisation,

Central Water Commission, National Committee on Dam Safety.

- Attending meetings with Chief Engineer/ Central Designs Organisation, Central Water Commission and other expert members as per the requirements.
- Preparation of designs and drawings for major components of Hydel Stations including capital works and O&M works.
- Scrutiny of designs, drawings of lift irrigation schemes.

Superintending Engineer/Civil Designs

- Processing of the proposals, received from the field officers for civil construction/ O&M works of Hydel Projects.
- Processing of General approval proposals of Civil works for which technical sanctions are in the delegated powers of field officers.
- Processing of Hydel civil works tenders for O&M and construction works.
- Submission of proposals to the SPC & Board, for approvals.

- specification on e-procurement platform.
- Inspection and review of execution of works at project site.
- Guide the subordinate staff on critical issues.
- Opening of Tenders and Scrutiny of Tender analysis.
- Attending meetings with Chief Engineer/ Central Designs Organisation, Central Water Commission and other expert members as per the requirements.
- Preparation of designs and drawings for major components of Hydel Stations including capital works and O&M works.
- Scrutiny of designs, drawings of lift irrigation schemes.

Executive Engineers/ Civil/ Hydel

- Processing of the proposals, received from the field officers for civil construction/ O&M works of Hydel Projects.
- Review and Processing of General approval proposals of civil works for which technical sanctions are in the delegated powers of field officers.
- Processing of Hydel civil works tenders for O&M and construction works.
- Processing of proposals to be submitted to the SPC & Board for approvals.
- Processing of Extension of time for the proposals
 - (1) Within the powers of Chief Engineer.
 - (2) Within the powers of Board.
- Technical correspondence with all Hydel field units.
- Involving in meetings with Engineering agencies and consultants to finalize schedules, designs & drawings.
- Processing of tender documents and scrutiny of Tender analysis.
- Inspection and review of execution of works at project site.
- Guide the subordinate staff on the issues of division.
- Attending meetings with Chief Engineer/ Central Designs Organisation, Central Water Commission and other expert members as per the requirements.
- Preparation of designs and drawings for major components of Hydel Stations including capital works and O&M works.
- Scrutiny of designs, drawings of lift irrigation schemes.

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- To put up proposals to be submitted to the SPC & Board, for approvals.
- Scrutiny of Extension of time for the proposals
 - (1) Within the powers of Chief Engineer.
 - (2) Within the powers of Board.
- To put up technical correspondence to be made with all Hydel field units.
- Attending meetings with Engineering agencies and consultants in finalization of schedules, designs & drawings.
- Guiding the subordinate staff on the issues of sub-division.
- Scrutiny of estimates, designs & drawings.
- Preparation of designs and drawings for major components of Hydel Stations including capital works and O&M works.
- Scrutiny of designs, drawings of lift irrigation schemes.

Asst. Engineers/Civil/ Hydel

- Basic cadre in technical wing.
- Scrutiny of the proposals, received from the field officers for civil construction/ O&M works of Hydel Projects.
- Scrutiny of General approvals proposals of civil works for which technical sanctions are in the delegated powers of field officers.
- Preparing of Hydel civil works tenders for O&M and construction works and Tender analysis.
- To put up proposals to be submitted to the SPC & Board for approvals.
- Scrutiny of Extension of time for the proposals
 - (1) Within the powers of Chief Engineer.
 - (2) Within the powers of Board.
- To put up technical correspondence to be made with all Hydel field units.
- Attending meetings with Engineering agencies and consultants in finalization of schedules, designs & drawings.
- Scrutiny of estimates, designs & drawings.
- Preparation of designs and drawings for major components of Hydel Stations including capital works and O&M works.
- Scrutiny of designs, drawings of lift irrigation schemes.

- Calling and finalization of Thermal civil works tenders for O&M and construction works.
- Submission of proposals to the SPC & Board for approvals.
- According Extension of time for the proposals
 - (3) Within the powers of Chief Engineer.
 - (4) Within the powers of Board after concurrence.
- Technical correspondence with all Thermal field units.
- Engineering meetings with agencies and consultants to finalize schedules, designs & drawings.
- Approval of tender documents.
- One of the Member in the Director level tender committee.
- Inspection and review of execution of works at project site for construction/ O&M.
- Guiding the subordinate staff on critical issues.
- Over all in-charge of all civil construction, O&M of all Thermal, Gas, Natural plants.

Superintending Engineer/Civil/ Thermal

- Processing of the proposals received from the field officers for construction/ O&M Civil works of Thermal Power plants.
- Processing of General approval proposals of Civil works for which tenders are in the powers of field officers.
- Processing of Thermal civil works tenders for O&M and construction works.
- Submission of proposals to the SPC & Internal Board for approvals.
- Processing of Extension of time for the proposals
 - (3) Within the powers of Chief Engineer.
 - (4) Within the powers of Board.
- Technical correspondence with all Thermal field units.
- Involving in engineering meetings with agencies and consultants to finalize schedules, designs & drawings.
- Processing of tender documents and uploading of the NIT and tender specification on e-procurement platform.

- Processing of Thermal civil works tenders for O&M and construction works.
- Processing of proposals to submit to the SPC & Internal Board for approvals.
- Processing of Extension of time for the proposals
 - (1) Within the powers of Chief Engineer.
 - (2) Within the powers of Board.
- Technical correspondence with all Thermal field units.
- Involving in engineering meetings with agencies and consultants to finalize schedules, designs & drawings.
- Processing of tender documents and scrutiny of Tender analysis.
- Inspection and review of execution of works at project site.
- Guiding the subordinate staff on the critical issues.

Asst. Executive Engineers/ Civil/Thermal.

- Scrutiny of the proposals, received from the field officers for construction/ O&M civil works of Thermal power plants.
- Scrutiny of General approvals proposals of civil works for which tenders are in the powers of field officers.
- Involving in processing of Thermal civil works tenders for O&M and construction works and Tender analysis.
- Put up proposals to submit to the SPC & Internal Board, for approvals.
- Scrutiny of Extension of time for the proposals
 - (3) Within the powers of Chief Engineer.
 - (4) Within the powers of Board.
- Put up technical correspondence with all Thermal field units.
- Attending Engineering meetings with agencies and consultants in finalisation of schedules and design drawings.
- Processing of tender documents.
- Guiding the subordinate staff on the critical issues.
- Scrutiny of estimates, designs & drawings.

Tender analysis.

- Put up proposals to be submitted to the SPC & Internal Board for approvals.
- Scrutiny of Extension of time for the proposals
 - (1) within the powers of Chief Engineer.
 - (2) within the powers of Board.
- Put up technical correspondence with all thermal field units.
- Attending meetings with Engineering agencies and consultants in finalization of schedules, designs & drawings.
- Scrutiny of estimates, designs & drawings.

- Submission of proposals to the SPC and Board for approvals
- According amendment to the purchase orders with in the powers of Chief Engineer and within the powers of Board after concurrence.
- Technical correspondence with all Thermal Stations of APGENCO
- Inspection and review of executions works at site for O&M of Thermal Power Stations
- Guiding the subordinate staff on the critical issues.

Superintending Engineer/Generation:

- Processing of Material/Works proposals received from the field for O&M works of Thermal Plants
- Processing of tender documents and up loading of the NIT and tender specifications on e-procurement platform for open tenders and limited tenders.
- Processing of proprietary tenders
- Opening of tenders and scrutiny tender analysis
- Submission of proposals to the SPC and Board for approvals
- Processing amendment to the Purchase Orders with in the Powers of Chief Engineer and with in the powers of Board after concurrence.
- Inspection and review of execution of works at site for O&M of Thermal Power Stations as per the direction Chief Engineer/Generation-I
- Guiding the subordinate staff in processing the proposals.

EME:

- Scrutiny of the Material Indents /Work proposals received from the field and the submitting the same for approval to call for the tenders.
- Preparation of tender documents and submission to Superintending Engineer/Generation for up loading of the NIT and tender specification on e-procurement platform for open tenders and limited tenders.
- Preparation of proprietary tenders.
- Opening tenders and Scrutiny tender analysis
- Submission of proposals to the SPC and Board for approvals
- Processing amendment to the Purchase Orders with in the Powers of Chief Engineer and with in the powers of Board after concurrence.
- Inspection and review of execution of works at site for O&M of Thermal Power Stations as per the direction Chief Engineer/Generation-I
- Guiding the subordinate staff in processing the proposals.

Dy.Executive Engineer:

- Scrutiny of the Material Indents /Work proposals received from the field and the submitting the same for approval to call for the tenders.

Assistant Executive Engineer:

- Scrutiny of the Material Indents and work proposals received from the field and the submission for approval for floating tenders.
- Tender evaluation, obtaining Technical suitability, preparation note for approval for negotiation and after negotiations, processing the Purchase orders as per the procedure.
- Submission of proposals to the SPC and Board for approvals
- Processing amendment to the Purchase Orders with in the Powers of Chief Engineer and with in the powers of Board after concurrence.

- a). "Arising reference": Any reference issued from the offices which originates a file is called on "arising reference".
- b). "Case" : Consists of the current file draft, note file, and previous papers and books put up for reference.
- c). "Current" : A communication received in Board from other offices of the Board, Departments of the Government and outside agencies, which is stamped and given a number of the receiving office is, until disposal, known as a "current" and the number itself is called a "current number" or briefly "C.NO."
- d). "Current File". Consists, at the outset, of the official or unofficial paper or papers under disposal, to which are subsequently added the office copies of any official or unofficial references and the replies to such reference, including demi-official communications and telephonic messages, the whole being arranged chronologically.
- e). "Demi-Official Correspondence": Correspondence is called demi-official when the Board officers correspond with each other or with any Member of the Board or any of the consumers of electricity or with the contractors or contracting firms or with any member of the public, on administrative or official matters, without the formality of official procedure and with a view to inter-change of communication of opinion or information which may not necessarily be placed on official record in the proceedings of the Board.
- f). "Disposal" : is a statement of the final decision of the Board or its officers; as the case may be on any matter submitted for orders.
- g). "Drafting" : is the preparation of any communication which it is proposed to issue by on behalf of or under the directions of the Board or its officers as the case may be.
- h). "Enclosure" : A communication or a statement or a plan, sketch or other document which is attached to or accompanies another communication to supplement or elucidate the point, intention of orders conveyed in the latter is called "enclosure" to it.

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- k). “Linked case” : One file is said to be linked to another when a reference to any paper in the former is made in the latter and the former is kept below the latter, which is usually termed as ‘top-file’. In such a case, the tape of the top file is tied underneath the pad and the two files are tied together by bringing the tape of the linked file over the top file and by making a knot there, so that the two files are held together in position.

When more than one file have to be lined as above for purposes of reference in the top file, the linked files are referred to as linked file I or L.F.I., L.F.II, and so on, the top most linked file being referred to as L.F.I, the next below as L.F.II and so on.

- l). “Note” : A note is written in an office to facilitate the disposal of the case. It may contain a precise of previous papers, a statement of the facts of the report and proposals made in the current file, the arguments against any measure proposed and suggestions of the appropriate level as to the action to be taken.
- m). “Note file” : consists of the notes written at several stages of the file and maintained in a -running form including unofficial notes passed between the office to which the file belongs and demi-official communications from the Members of the Board.
- n). “Official correspondence: : Correspondence is called “official” when one officer of the Board as such addresses or is addressed by another officer of the Board or by any public body or by any public body or private individual, in writing, in accordance with certain fixed rules or regulations as to the form, matter and procedure and with the intention that such correspondence may form the record regarding the question discussed.
- o). “Order paper” : is a part of a file opened in certain important cases. It contains in brief the recommendations and orders of the officers and Chairman or the decision of the Board.

them and indicating their presence by reference in the margin in pencil at the portion of the current file or the note file or in which they are mentioned or quoted.

- r). “Registering” : A paper is said to be registered when it is given a current number and entered with an abstract in a receipt register known as the Personal Register.
- s). “Section”: is a minor division in the Board consisting of a Personnel Officer and one or more JPO, Assistants and Typists.
- t). “Sectional Notes written on each of several issues arising out of a single subject where orders have to be obtained separately on each of such issues. They are distinguished from the main note which treats the subject as a whole.
- u). “Tappal” : All communication received in an office, which are official, unofficial or demi-official are until they are registered known as tappal.
- v). “Unofficial correspondence” : When it is proposed to obtain, on the note file of a case, the concurrence, opinion or remarks of another officer or office so that such concurrence, opinion or remarks may not form part of the official proceedings, the more of thus referring a paper or a case and obtaining a reply is called unofficial correspondence.

TAPPALS

2.1 Tappals Receipt in Office :

The tappal of Vidyut Soudha will be received by the tappal section and stamped with the date of receipt and sent to the officers concerned for perusal in tappal stage. Important and urgent communications are brought to the special attention of the senior officers concerned by sending them in separate pads by the concerned lower officer. The tappal is also received by the Peshi's of senior officers. After perusal by the Officer (who state on them any instructions they wish to give) the papers are sorted out section wise and sent to the respective sections.

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Either the Assistant Secretary or the Personnel Officer should not dispute the correctness of the allotment of any current made by higher officers. If currents are wrongly marked by higher officers, the Assistant Secretary should instruct the Personnel Officer/JPO concerned to transfer them the same day, if they are disputed, to the sections concerned by obtaining acknowledgement in the tappal book. If they are disputed, the P.O of the section shall cause such currents registered in the section and shall transfer them to the sections concerned after taking orders of the Assistant Secretary or the next higher officer as the case may be. There should not be any undue delay in transferring the current, which do not pertain to a particular section. No member of the staff shall, however, place papers or cause papers to be placed on others tables without their knowledge.

2.4. Currents relating to more than one section :

When a current relates to more than one section, it should be taken up by the Section, which is concerned with the first point mentioned in the communication. That section should register it and, give extracts to the other concerned section for taking separate action.

2.5 General Currents :

General currents i.e., currents which relate to all sections should be taken up by the section specified by the senior officer concerned for dealing with such papers.

2.6. Registration of currents :

As soon as the papers are received by him the JPO must at once enter them in the Personal register. Any delay or neglect in this matter will be viewed very seriously as amounting to dereliction of duty on the part of the Assistant. Personnel Officers should see that all currents received in the section are duly registered on the same day of their receipt. The names of the P.O of the section, the Assistant maintaining the register and the subjects dealt with in the seat should be written on the cover or the first page of the register. Changes in personal should be entered with the dates on which the changes took place. All communications, whether official unofficial or demi official, except papers of ephemeral and monetary interest like applications for casual leave, bills and receipts for petty contingent payments etc., should be registered.

clearly and neatly. If the space so allotted proves inadequate, slips should be pasted along the page of making additional entries.

Papers are registered in the order of the current numbers assigned to them.

The title to be entered in the register shall be as brief as possible, just sufficient to convey generally the subject of the papers. Eg. "Establishment – APGENCO – Engineering Service Sri.....ADE/El., Request for consideration for promotion as Divisional Engineer/Electrical notionally - Regarding". Personnel Officer to check the accuracy of the titles when he examines the register.

In registering the current received from one officer through one or more other officers, it is sufficient to enter the designation of the officer from whom it is actually received and also the number and date of his communication.

The nature of the reference issued will be noted in the appropriate column of the register, the letter "L" being adopted for letter "O.M" or "M" for office Memorandum. "U.O." for unofficial "D.O." for demi-official, "T.M." for telephonic message, "Tel" for telegram and "R" for *reminder *Interim replies or reminders issued should be entered in red ink in the appropriate columns. Interim replies and reminders received should be similarly entered in the appropriate columns of the register. Against each item, the date of the next reminder should be indicated in the last column in pencil.

03. DISPOSAL OF CURRENTS :

After the currents are registered, currents shall be taken up for disposal. Each current should be disposed of within five days of its receipt in the section but priority will be given to those currents marked by the higher officers as "Immediate", "Urgent" etc., Communications from the State Government and the Government of India should be disposed off on priority.

03.1 Procedure to be followed before disposal of currents :

After currents are registered, the following matters should be immediately attended to.

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03.3 Tagging of currents and enclosures :

Except in the case of bulky papers, all the stitches of threads are cut off and the communication and enclosure arranged below it chronologically, punched in the left hand corner at the top about an inch inside and a single tag is passed through the note so that the pages may be turned freely and read conveniently. Papers must not be tagged untidily nor must the hole be poked in the papers with the pointed end of the tags.

03.4 Arrangement of enclosures :

If the enclosures are bulky and inconvenient for punching, they are kept below the communications and treated as “Put up” papers for reference purposes. The enclosures received should be checked carefully and the result noted on the communication and the Assistants should verify whether the enclosures sent in original with a reference to an outside office have been completely returned. If an enclosure is not received the sender of the communication should be immediately informed; in urgent matters, a special messenger may be sent for bringing the enclosure, if the office from which the communication emanated is in the some locality and a telegram may be sent, if otherwise.

03.5 Adding currents to a case-use of current and note file sheets and appropriate pads or slips :

A paper relating to appending case will be added to the current or note file and a new current which does not relate to a case already pending will, after a current file or note file sheet is added to it at the beginning be put in appropriate pads, huff with white tape for “Ordinary” papers, buff with red tape for “Urgent” blue for “Social” and “Yellow” for Legislative Assembly or Council.

Page numbering :

Pages should be numbered continuously, both sides of each leaf should be numbered even though one of the sides may be blank. The numbering of the front page and back pages should be done at the right and left hand top corners respectively. Old pages numbering, if any, should be erased or scored out neatly and clearly. Over-writing is prohibited. The pages in the current file and the note

India calling for an immediate report and delay is anticipated for collecting the information required. A letter should be issued immediately acknowledging the receipt of the communication and stating that the required information will be gathered and a report will be sent urgently preferably the date by which the report could be sent should be indicated.

An acknowledgement should also be sent to prominent members of the public or to the contracting firms etc., and the action that is being taken and date by which the final reply may be expected should also indicated.

03.7. Translation of papers :-

Petitions or other communications in any language other than the official language should be translated by the JPO concerned or if they do not know the language, by a JPO of other section who knows the language. Full translation will ordinarily be put up of petitions and brief abstracts, or enclosures, unless instructions to the contrary are given.

03.8 Reference to outside officers to be made without delay before referencing and noting :

Before referencing the pages and noting on the case, it should be considered whether the case should be referred to the Legal Adviser or any other outside authority on an important question involved or for obtaining factual information without having to send them either copies of the previous papers or a tentative decision on the case. If so, such reference may be made at once without spending time in referencing the papers, in collecting the previous papers and putting up a regular detailed note.

03.9. Papers concerning more than one section submission Procedure :

When a paper concerns more than one section in the same office, it will be submitted to the officer or officers concerned only after each of the sections concerned has noted on it. Wherever possible, a single note covering all the points at issue and initiated by the section head of all the sections concerned should be put up. When, however, action as above cannot be taken relevant extracts of the papers should be given to the sections concerned and a certificate to this effect should be given in the office note or in the margin thereof.

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disposal. The putting up of relevant previous papers will obviate the issue of inconsistent orders and possible wastage of time, as, for example in making a reference to some other officers, which could have been avoided if the previous papers had been traced and put up. Every paper quoted by its number and date in a current and its enclosures should be put up. If no papers are quoted in the current and a similar case has previously been disposed of, the precedents should be put up. Stock files should be referred to for tracing the back papers and precedents. Stock files should not normally be put up in the file.

When bulky volumes are referred to and the passages in them bearing on the point or points at issue are not long, extracts of such passages and not the volumes themselves, may be put up.

If the required papers are not readily available substitute may be put up. The substitute for a paper which is under disposal is an extract from the personal register and that, for a paper which has been disposed of, is an extract from the index. Currents which require urgent action should not, however, be delayed unduly on the ground that previous papers or books of reference required for the disposal are not readily available.

4.1 Handling old records :

Particular care should be taken in handling old records. They should not be injured by attaching flags or pins or by writing in them or underlining or side-lining in them. Whenever it is seen that the sheet is torn or not properly stitched, the JPO concerned should get the sheet repaired before putting up the paper in the case.

4.2 Arrangement of papers :

After the required references have been obtained, the papers in a case will be arranged in the manner shown below :-

A case under disposal consists, ordinarily, in addition to the papers and books put up for reference of two main portions, viz.,

- i). Currents file, and
- (ii) Note file.

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If there is sectional notes file in a case, it shall be placed immediately below the note file.

04.2 Arrangement of “Put-up” papers :-

The put-up papers are placed face upwards and are arranged in chronological order, the oldest at the bottom, the next in date immediately above, and so on, the latest being placed at this top.

Noting of put-up papers on current file sheet and their verification in unofficial transmission :

Particulars of records, which may be put-up in a case under disposal or removed there from should be noted by the Assistants concerned on a sheet in the file. When case sent to an outside office is received back unofficially, the JPO dealing with the case should check records put-up therein with the list and, if any record is missing, the fact should immediately be brought to the notice of the Assistant Secretary concerned.

04.3 Current File :

The current file consists, at the outset, of official (Or formal) or ‘Unofficial’ (informal) paper or papers under disposal, to which are subsequently added the office copies of “Official” or Unofficial” references and the replies thereto. Demi-Official communications and telephonic messages are also added to the current file, if they are not interim references. Being followed by its enclosures arranged chronologically.

This file is paged continuously in red ink unless the enclosures are books that are unwieldy.

In files in which reference have been issued to several authorities or in which periodical returns are due from several Officers and in respect of which action can be taken only when all the replies or returns have been received, the replies to such reference or returns should not be added to the current file but should be kept separate as an enclosure file, the replies or the returns, as the case may be, being arranged according to the date on which they are received and the pages

The page, in the note file will be continuously numbered in a separate series in black ink and shall be referenced like those of the current file. At the head of the first pages of the note file will be written the title of the file. In the margin at the head of the first page will be noted the current number and year of the first current in the file which also be the number of the file. The notes should be broken up, as much as possible, into short paragraphs, each dealing with a single point and the paragraphs should be continuously numbered from the beginning of the note file, whether the notes are recorded by the office or officer. Paragraph numbers should always be given on the left side of the note.

04.5. “Flagging” reference:

Flags will be attached by paper fasteners and not by pins and will be affixed to the brown docket sheet and not to any of the sheets in it. The flag should be arranged in such a way as readily to catch the eye. They will be so arranged that one flag does not cover another. In flagging the papers, the oldest should as far as possible, be flagged first and then the later papers in order commencing with letter flags in alphabetical order, and after the alphabet has been exhausted, going on with number flags starting from “1” in order. There must be only one flag for each paper put up for reference. If a particular flag is used and referred to in respect of a particular paper on previous occasion, the same flag should as far as possible, be used more than once in the same case. Duplication of flags is a serious mistake.

Very old decaying papers should never be flagged, lest they should get torn; they should be put in envelopes with a note in pencil outside the envelopes, will be flagged.

04.6. Reference to Books etc.,

When proceedings, volumes or books are put up, the portion of the volume or book referred to should marked with tape or a slip of paper and not flagged. Whenever a book is referred to the number of the relevant page, paragraph, clause etc., should be quoted. If a book or Act not included in the list of books with the officers is referred to, it should be put up with the file. Such books and Acts will be placed above the flaps of the file and not under them and tied with the tape of the pad containing the case.

or draft or to which a reference is necessary and which is not quoted fully in the correspondence must be noted in the margin in pencil. The page of the paper at which the reference should be looked up must also be entered. Every paper put up to which reference is actually made must be flagged and the letter or number of the flag should be repeated in the margin against the paper quoted. This method of indicating papers by flags is also followed in notes, but it should be remembered that it is not sufficient to note a flag letter or number alone as, if this done and the paper is put up subsequently for reference, it will be difficult to trace the various reference; the number and date of papers referred to shall always be quoted as well. Flags not to be attached to current file :

No flags should be attached to the current file and note file under disposal. References to these will be made by quoting the number of the page, eg., "P-6 CF" or "P-6NF"

04.8 Referencing the note file :

All references to authorities quoted shall, as far as possible, be made in the body of the note at the end of each sentence, the number or letter borne by the flag attached to each along being noted in the margin in pencil, in red chalk or red-ink. For every statement made in the note, except expressions of opinion an authority must be cited. If such an authority is found in the current file in page at which it is to be found, and the number of the relevant paragraph on such page should be noted. When this is contained in a previous disposal, the number and date of such disposal, the number of page in that file, the number of paragraph which contains the relevant information will be noted, the flag being indicated in the margin.

04.9 Linking of Files: when files may be linked:

When it is necessary to refer, in one file, to a paper in another file that has not been disposed of, the two files will be linked. Sometimes, more than two files may be linked.

When files are linked, distinguishing slips such as; "two cases for orders", L.F. for orders "and "L.F. for reference only" should be put up in a prominent place, say, affixed to the flap of each file;

When linked file is referred to in a case, the reference should invariably give the current number of that file so that it could easily be identified after it has been detached. If the linked file is disposed of finally in a proceeding or otherwise, while the main case remain unclosed, the disposal number of the linked file should in variably be entered. If the disposal is put up in the main case, necessary alterations in the reference should be made.

On no account should a pending file be flagged and put up for reference in a case. When a reference to it is absolutely necessary, it should be 'linked'. In most cases, an extract of the relevant portion should be sufficient.

If, in a linked file, further action remains to be taken or arises to be taken on no account should it be deferred because the file happens to be linked with another file. If the linked file and the principal case belong to the same section, action on both should simultaneously be taken. If, however, the linked file belongs to another section and is not immediately required for the disposal of the principal case, it should be detached and sent to it without delay and the fact of having done so indicated in margin on the last page of the note or below the reference "L.F." wherever it occurs (in pencil) with the words "L.F." removed for separate action" or L.F "removed for C.No." etc.,

Where the principal case and linked file bear on the same issue and a single disposal could be put up on both the files, they should, wherever possible be combined and dealt with as a single case after making necessary alteration to references, page nos etc.,

04.11. Referencing in linked files :

Whenever it is found necessary to refer to a linked file or a top file, as the case may be in the office note, the current number of the file concerned should also be noted as "please see page 6 of L-F.No.635/04" or "Please see page 6NF of top file (C.No.356/04)".

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decision a number of points for discussion and decision or when it contains points which require scrutiny with reference to rules and regulations. In simple cases, it may not be necessary to put up a note at all and a draft may straight away be submitted with a foot note of two or three lines, if necessary, stating that the draft is with reference to the papers in the current file and is for orders. For instance an individual applies for leave, if elaborate consequential arrangements are not necessary to relieve him on leave, a draft order may be submitted with a footnote stating that so and so who is already a probationer awaiting reappointment relevant rules may be given in the margin at appropriate places in the current file and on the draft. In some cases, if orders are first to be obtained and such orders do not need a preliminary examination and discussion, the relevant portion may be sidelined in the current file itself and a short note of the line or two may be made on the current file, in the margin or at the end of it, requesting for orders on “Para sidelined” or on “A” above.

05.1 Objects and contents of a note where required :

Where a note is considered necessary, it should aim at presenting, in the most intelligible, condensed and convenient form possible, the facts of the case including where necessary, its past history, the points for decision useful precedents and the material provisions of the law or rules governing it, supported by full reference to current file or to the previous correspondence and to the Acts and regulations, enabling every fact stated to be verified and every authority cited to be consulted in original. The notes should not merely reproduce the matter of the current file much less should it expand it; It should, of course, supply deficiencies or omissions and correct any error or explain any ambiguity in the current and draw attention to points on which fuller information may be necessary before orders can be passed. If a report is full, the note should conclude with a statement of the points on which orders should be passed.

When an officer writes a question in the margin of the note, the reply to it is to be written in continuation of the note and not in the margin. The question will, if necessary, be copied out afresh at the end of notes and the answer written below the copy of the letters “A,B,C,” etc., will be written boldly against each question and the answers marked with corresponding letters written at the end of the notes. If the officer writes question on drafts or currents, they will be similarly dealt with and the answers written in continuation of the note; and if a note file has not been opened already one should be opened for the purpose.

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The notes shall be written with 1/3 margin and on both sides of the paper; blank sheets may be added where necessary before submitting to officer or before circulation.

At the head of the note file and just below the title of the file, the designation of the officer from whom the communication with which the file started is received and the number and date of such communications are entered in red ink. The note is written below this entry. In the body of the note, at the appropriate places should be written, in red ink the number and date of a reference sent out and the designation of the officer to whom it is sent out and the number and date of further communications received and the designation of the officer from whom they are received. Against each such red entry, the number of the page or pages of current file at which the paper in question is to be found should be entered. When the case is finally disposed of, its disposal number and date should be inserted (at the end of the note) and page reference should given in pencil against it in the margin.

Para phasing the current file should normally be avoided as it is expected that the officer will read the current file. A summary of the current file should, however, be given in the note file when the current file is very bulky and it is unnecessary for the officer to waste time in going through all the pages of it. A summary of the various points in the note file should also be given at the state of taking final decision when the note file is bulky. It should, however, be clearly understood that such summaries of the note file should not be undertaken at intermediate stages.

05.2 SECTIONAL NOTES :

When there are in a single case, several points for orders which can more conveniently be dealt with severally than in a continuous note, each point shall be separately noted on in sectional notes, the officer noting after the office note on each point. The note on each point should normally begin on a fresh sheet of paper and, after each such separate sheet, a sufficient number of blank sheets should be added for the use of the officers. It should, however, be clearly understood that sectional noting is not required for every paper in which there are more than one point involved. For instance, a draft agreement with a H.T

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note file, a summary conclusions or decisions reached in the sectional note file be given.

05.3 Suggestions or opinions in notes :

In noting, Personnel Officer and JPO should bear in mind that opinions and suggestions, unless they are specifically founded on statute, rule or precedent are clear from the nature of the case, are the province of the officer. It is, therefore, not correct for the Personnel Officer or JPO to give expressions to personal view unless specially asked to do so.

05.4 Revision of notes by Personnel Officer and Officers :

Not more than one note shall be submitted by the office in each case or on each point in a sectional notes. The Personnel Officer or the officer may rewrite or write a fresh not if the note coming up to him requires substantial corrections. When the note is rewritten like that, the initial of the individual who rewrites the note alone will put an the end of the note. Where the notes or drafts put up by Assistants are corrected or revised by the Personnel Officers, the original notes and drafts should be kept at the bottom of the file so that the officer in charge of the section may be able to estimate the qualify of work done by the JPO and the kind of check exercised by the PO over the work of the JPO.

05.5 Avoidable of cumulative noting : (IMP)

Among different sections and officers dealing with a case within an office, cumulative noting should be avoided as far as possible. This can be secured by oral discussions between the POs concerned and the officers concerned.

05.6 Notes for meetings of Board or Consultative Council :

These notes should be put up within a period not later than two days after orders are passed to place the case before the Board or the Consultative Council and, at any rate, in such a way as to allow at least a period of a week after issue of the note and before the date fixed for the meeting unless special circumstances warrant of a deviation from this principle.

Critical remarks, if any, in the light of the relevant acts and rules should be furnished in separate paragraphs, each point being dealt with in a separate paragraph. The remarks of the Legal Attaché' or Standing Law Attache or Standing legal Adviser, The Principal Adviser and so on, should also be briefly summarized in the note in a separate paragraph, the financial aspect being dealt with in the penultimate Para.

The note should conclude with a statement of the points for orders.

The notes should be submitted only after all the required information has been collected. Where, however, due to extreme urgency, the case has to be placed before the Board of Council even without waiting for all the information to be received and where the officer from whom the information to be obtained is expected to be present. At the meeting, the note should include a Para stating that the information has not yet been received and that the concerned officer who will be present at the meeting may be expected to give the required information orally at the meeting.

DRAFTING

6. Drafting is the preparation of any communication, which is proposed to issued by, on behalf of, or under the directions of the competent authority.

Drafts shall be written or typewritten in half-margin on sheets of paper distinct of those containing the notes, with which they shall not be tagged while a case is under disposal. In the case of stock drafts, the printed or roneo forms shall be used. In important cases, a blank half margin sheet of paper shall be added to the drafts before submission to officers.

06.1 Submission of more than one draft in a case;

Sometimes, more than one draft may be put up in a case. Then these drafts should be numbered serially and special attention should be drawn to the number of drafts put up for orders by indicating, in pencil or ink in brackets at the top of the first draft is margin, thus; "5 drafts for approval".

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06.2 Form and Arrangements :

i). Abstract :

At the head of every draft letter, memo. of proceedings, the title must be written. If a file has been indexed the title should be identical with the index title. In other cases, it should be framed and arranged exactly like a title in the index. In a letter, this will come after the word “Sir”, “Dear Sir”, or “Dear Sri” etc., After the title, should come the number and date of any communication to which the draft is a reply and also the numbers and dates of any other communication which may be helpful either to the issuing office or to anyone to whom the communication is addressed are of help to officers to whom they are sent as they enable them at once to trace the connected papers in their office.

The list of addresses is entered in the margin at the end of the draft;. Entries relating to reminders or to proposed entries in the reminder diary or call book are also made at the end of the draft.

ii). Drafts to be complete and brief :-

Every communication should be complete in itself, but brief and to the point or points involved. The practice of enclosing copies of letters received from subordinate officers and others should be generally avoided and the contents of them should be briefly brought out in the draft. There is however, no objection to copies of the correspondence being enclosed when they are intended as possible references on points of detail, there is also no objection to forward a copy of correspondence with a short endorsement when the correspondence is concise and to the point. The paragraphs or points should invariably be numbered. The enclosures should invariably be signed by the section-head irrespective of whether the main communication is signed by him or by the concerned officer.

iii). Communications addressed through another officer :

When a communication is transmitted to the principal addresses through another officer, e.g to the “S.E” through C.E., the fact of this transmission shall be noted in the address entry as “to the S.E. through the C.E.” To avoid mistakes in dispatching, this entry should be underlined in red ink if possible.

authority.

Similarly at the head of an order passed on several communications from the same person, only the number and date of last communication not being a reminder from that person should be “read”.

v). Method of communication of general rulings and orders on particular cases in the same draft :

Care should taken that, in communicating general rulings which arise out of a particular case, the later is kept distinct from the former. The general rulings alone should be issued to all whom it may concern. The orders on the particular case should be communicated only to the authority concerned.

vi). Marginal entries and Tabular Statements :

Marginal entries in a draft cause inconvenience in typing or printing and should avoided except when quoting references in pencil. Tabular matter is best placed at the foot of a paragraph.

vii). Indication of nature of disposal of the head of drafts :

All drafts shall be headed with the word “letter” “Proceedings”, “Notification”, “Endorsement”, “Memo” etc., as the case may be.

06.3. Unnecessary references to be avoided :

No reference should be made to sub-ordinate officer or to anyone else unless it is absolutely necessary. No information which can be gathered from the records of the office should be called for from an outside authority. Such unnecessary references can always be avoided by a careful reference to the index or indexes and tracing out the previous connected papers in consultations, if necessary with the concerned senior members of the office. When the information has to be called for, it should not be done piecemeal, but information on all the points involved should called for at the same time. Proper care on the part of the officers passing the files will ensure avoidance of unnecessary references and piecemeal references.

correspondence.

- iii). The relevant provisions of the acts and rules and precedents and conventions; and
- iv). The conclusions which the authority in the office making the reference arrives at the in the light of the materials with him.

Copies of relevant correspondence which may be required for a detailed study may be enclosed to this memo or note. The memo or note and its enclosures should be appended to a covering letter soliciting the advice of the Legal Adviser concerned.

06.5 Communication of legal opinions :

The legal opinions obtained should not ordinarily be communicated to an outside authority or to a subordinate authority unless it is expedient to do so in any particular case. Great care should be exercised in deciding whether the opinion should be so communicated and, in the event of it being decided to communicate it, it should preferably be communicated confidentially.

06.6 Revision of orders :

It is wrong for an officer to issue orders in modification of the previous orders without obtaining the specific approval of the authority (but not necessarily the particular officer who was responsible for issuing the orders and who has since retired or been transferred) who issued the earlier orders.

06.7 Issue of orders by a deputy :

An officer signing for another officer of his rank or of higher rank should not normally issue orders of communications or important matters like purchases, final decision etc., without obtaining the prior approval of the latter authority in the note file and when in an emergency, there is no time to obtain such prior approval, ratification of the concerned authority should be obtained as immediately as possible after issue of the order or communication.

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06.9 Papers that should not be sent to outside office with unofficial references :

Personnel Officers and JPO are required to be particularly careful in ensuring that papers which it is undesirable to allow to leave the office are not included in the portion of unofficial cases referred to outside offices.

06.10 Drafting of Endorsement for signature :

Transferring endorsements and reference shall where possible, be endorsed ready for signature.

06.11 Drafting of telegrams :

In drafting telegrams great care should be taken to excluded all matter that is not essential consistent with intelligibility. Minor parts of speech like to definite article should ordinarily be omitted. Telegraphic address, where they exist, should be used in the telegram and not the full address.

06.12 Post copies of telegrams and telephonic messages :

A post copy of every telegram, whether inland or foreign shall invariably be dispatched immediately after the transmission of the telegraphic message, the Personnel Officer or JPO being responsible that this is done. Post copies of important telephonic messages shall be sent like-wise.

06.13 Marking of nature of proceedings and of enclosures :

Personnel Officers and JPOs are required to mark the series of the proceedings as “P” (Printed) “MS” (Manuscript) “R” (Routine) etc., as well as to indicate all addresses to whom an order, letter or Memo is to be communicated the papers to be returned or forwarded being clearly specified against the address concerned. When an original enclosure is returned to the person of office from which it has been received or is forwarded outside the office, the JPO shall ensure that a copy is retained if the enclosure is likely to be required again in the office for reference.

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In communications, which are of the nature of authorizations of payments to be made, the amounts should be clearly expressed in words as well as in figures and copies thereof should be attested by a responsible officer not lower in rank than that of a Section-Officer.

06.16 Drafts, From orders-Time allowed for submission :

When an order is issued “to draft”, it is important that action should be taken urgently, as otherwise the officer might forget the points in the file and may have to go through it again in order to refresh his memory and satisfy himself that the draft is correct. In cases where a draft is ordered to be put up, it must reach the officer concerned the next day if it is a short draft i.e., (not more than two pages) or within two days if it is long.

06.17 Drafts not approved by officers or bearing the remarks :

An officer who approves of a draft will initial it at the end in token of his approval. If the draft is not approved by him, it should not be left between the current file and note file, but should be placed at the bottom of the file if it is rejected by him or included in the notes if he discusses the working of the draft and it is necessary to refer to it to enable his notes to be understood.

06.18 Superseded drafts :

Superseded drafts should be folded and kept underneath the file and destroyed when the file has been finally disposed of. Sometimes when these superseded drafts contain material corrections or remarks of the officers which are useful for future reference, they should be stitched along with the notes in the file.

06.19. Style in drafts and Notes common errors in English :

- i). JPOs and Personnel Officers will note the instructions in Appendix. Carefully.

Dispatch of communications – Instructions :

The following instructions should be observed in connection with dispatch of communications:

- i). Immediately after the file has been received from the officer with his orders in the note file and or approval of the draft, the concerned JPO shall take action as detailed in Para 8 ante;
- ii). When the file is sent U.O to an outside authority, care should be taken to see that notes of Members or other authorities or other matters which should not be communicated to the addressee are detached from the file before dispatch. The Section-head will be personally responsible to ensure that this is done.
- iii). When enclosures are detached from the originals of manuscript disposals or from pending files for dispatch to outside officers, the JPO should, for each such enclosure, or when a set of enclosures occupies consecutive pages of the current file, for each such set, put in a substitute slip showing the pages of the original so detached, the number and date of the original and the addressee or addresses to whom the enclosures have been dispatched together with the number and date of the reference to which they were attached. Only in exceptional cases should papers be removed and sent in original in this way. The return of the papers should be watched.
- iv). Disposals are ordinarily dated on the day on which they are passed by officers. This rule, is however, departed from in the case of important letters to the Government of India, State Government and other Boards and D.Os; these are numbered and dated only after the fair copies are ready for dispatch.

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vi). On receipt of the file back after dispatch, the JPOs concerned shall restore the office copy of the draft and its enclosures to the respective case and the cases which have not been finally disposed of are put in the side rack; In the case of final disposals the JPO should le make the call-book entry where necessary, take extracts for further action, if any, and to take action as per Para 9 ante. Miscellaneous papers in the file such as statements flagged and put up in the case, should be added to the current file or note file, as their nature requires and these pages should be re-numbered in continuation of current file or note file, as the case may be.

vii). A copy of important order or communication should added to the concerned stock file and action taken in that stock file in accordance with instructions in the succeeding section.

07. Stock Files :

i). Each seat or section should maintain stock files on all important subjects relating to it. It is the duty of the JPO to maintain them upto date. When drafting a disposal of an important or general nature, the Personnel officer should decide whether a copy of it, after issue, should be added to the stock file on the subject and if so should add the entry "Stock File" at the end of address entry to the draft. This entry should not be copies in the fair copy by the Typist should take a spare copy for the stock file and keep it in the case. The Assistant concerned shall add the copy to the connected stock file and initial in the office copy against the entry "Stock File" in token of having done so. Similarly when paper of important or of general nature is received in the section, the Personnel Officer shall arrange for a copy being secured or made and added to the stock file. Only spare copies and not an extract of relevant portion may be added to the stock file. Extracts of notes from the file may be added to the stock file if they contain important discussions or decisions which may be required for frequent references. When an important communication or order from an outside office is received, it should be indexed under the appropriate series and a copy thereof added to the relevant stock file.

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Of order

(01)

(02)

(03)

- iii). The papers should tagged neatly between two flat boards. On no account should the copies included in the file be removed.
- iv). Whenever paper added to the stock file supersedes or modified a previous one included in it, it is very important to note the fact on the previous order and in the table of contents against the entry relating to it.
- v). The Personnel Officer should check frequently and ensure that the stock files are properly maintained.

FORMS AND RULES OF COMMUNICATIONS

08. Forms of Communication :-

Communications arising from Corporate office at Vidyut Soudha shall be in one or the other of the following forms:

- i). Board proceedings (Only for communication from Board)
- ii). Letter,
- iii). Memorandum
- iv). Endorsement
- v). Demi-Official Letter
- vi). Unofficial Note
- vii). Notification
- viii). Telegram
- ix). Express Letter
- x). Telephonic Message
- xi). Savingram

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form may be used. If it is proposed to index the disposal and retain it permanently in the records, the proceedings are issued in the “ordinary” series. These disposals are marked either “P” (Printed) or “MS” (Manuscript) according as they are to be printed or issued in manuscript.

Where the disposal is not of sufficient importance to be retained permanently, the proceedings are issued in the “routine” series.

08.2 Letter :

This form is used when it is proposed to address the State Government, Government of India including planning Commission, Electricity Authority, etc., Offices of the State Government, Accountant General, Association, Public bodies, contracting firms and individual members of the public.

Letters addressed to official authorities should begin with the salutation “Sir, or “Madam” and those addressed to non-official individual or group of individuals with “Dear Sir or Madam or Sirs”. Dear Sirs or Gentlemen”. All official letters terminate with the subscription “Yours faithfully” followed by the signature and designation of the person signing the letter. The name of the person signing the letter should also be indicated in block letters when it is being sent on behalf of the officer by his subordinate officer.

08.3 Memorandum (Also called Memo In shortened form)

When any information or opinion has to be obtained from a subordinate officer by an “Official” reference and papers are not being sent in original, a memorandum is ordinarily issued This form is also used in reply to applications for appointments etc., Sometimes, a memorandum may include intermediate or final orders of the Board on very unimportant matters.

A memorandum is written in the third person and does not contain a salutation or subscription except the signature and designation of the officer who signs it. The name and /or designation of the addressee is indicated below the signature on the left side of the page.

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08.5

Demi-Official Letter :

In cases where an officer or a member of the Public has to be addressed without the formality of official procedure and with a view to the interchange or communication of opinion or information which it is undesirable to place on official record or when it is desired that a matter should receive the personal attention of the individual addressed the communication takes the form of a demi-official.

A demo-official communication is addressed personally to an officer by name. It is written in the first person singular in a personal and friendly tone with the salutation, “Dear Sri.....” or “Dear Mr.....” irrespective of the service to which they belong and irrespective of their seniority. It is, of course, open to very intimate friends to address as “Dear A”.

Similar forms of salutation may normally be adopted while addressing officers of the State Government, the Government of India or other institutions.

Immediately on receipt of demi-official letters, as a matter of courtesy, they should first be acknowledged on the same date and the date by which a reply may be expected should normally be intimated. As demi-officials are issued when information is urgently required, every effort should be made to see that the required information is furnished with the least possible delay.

08.6

Unofficial Note:.

Unofficial references can be made either by sending the file to the officer concerned with a note recorded thereon or by sending a self-contained note. This method is generally employed for obtaining the views, comments, clarifications etc., from the addressee without delay when there is no need for sending a formal communication for purposes of record in the office of the addressee.

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This form is used for notifying the publication in the State Government Gazette or in the news papers.

08.8 Telegrams, Telephonic Message Express letters and Savingrams :-

A telegram should be used only on an occasion of extreme urgency and only when it can be issued at such a time of the day as to reach the addressee on the same day. A savingram may be used when it is too late to issue a telegram. Express letter may be used in cases which are not so urgent as to warrant of issuing a telegram. So far as the offices at the Head Quarters are concerned telephonic messages should be issued in urgent cases.

The text of the telegram should be brief, but clarity should not be sacrificed for the same of brevity. The telegram should indicate the reference number and ate and subject matter of issue to enable the receiving office to connect the papers in that office. The telegram should also be numbered and the number indicated in the telegram to facilitate quoting back in reply. The telephonic messages will also be numbered.

A savingarm should be worded as briefly as possible in telegraphic language and sent by express delivery post. There should be no enclosures attached to it.

An express letter is also worded like a telegram and is, as far as possible used in place of a telegram.

The express letter or savingram should, on receipt, be treated with the same expedition, as if it had been telegraphed.

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Board; and in less important matters and in matters
wherever be legation exists, communications from the
Board may go from other of the Board.

- ii). Communications to the High Court are generally addressed to the Registrar by a letter.
- iii). Communications to the State Legislature should be addressed to the Secretary to the Legislature.
- iv). Communications to an university should be addressed to the Registrar of the University.
- v). Communications intended to the Defence Officials should be addressed to the official concerned by designation.
- vi). Communications to the Municipal Corporation or Municipalities should be addressed to the Commissioner through the Mayor or the Chairman of the Municipal Council, as the case may be.
- vii). Communications with foreign mission in India foreign Governments should be channelised through the State Government and the Ministry of External Affairs.

b). Correspondence with the Managing Director, Andhra Pradesh Power Generation Corporation Limited by Sub-ordinate officers :-

- i). The Chief Engineers and Sub-ordinate officers should not corresponded directly with the Chairman ordinarily. All official correspondence from the Chief Engineers and Sub-ordinate officers should be addressed to the Managing Director, who is the Chief Executive Officer, in the form of letters Specially important letters which require the urgent attention of the Chairman should not correspond directly.

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- iii). Demi-Official letter addressed by Managing Director to the Chief Engineers or Sub-ordinate Officer should be replied to by the addresses only, as required by official etiquette.
- iv). Sub-Offices should correspond with the Board through proper channel. There should be no direct correspondence with the Board except for special or urgent considerations. There is no objection to marking copies of letters addressed to the Chief Engineers to the Board.

08.10. USE OF HONORIFICS:

In all official correspondence, the following honorifics should be prefixed to names irrespective of race or religion of the person concerned :

Indian Nations :	Men Sri	Women Smt., if married or Kumari, if unmarried.
Other Nations :	Mr.	Mrs. Or Miss as the case may be.

NOTE :- “Smts” . and “Kumaris” should be used as plurals for “Smt” and “Kumari” respectively. No plural form is generally used for “Sir” each name should have the honorifics “Sri” e.g., Sri Rao and Sri Sharma”. Sometimes the word “Sarvasri” is used as plural for “Sri”.

Medical practitioners, whether in the Government service or not, should be addressed by the courtesy title “Dr”. before their names and with the degrees, licences etc., added at the end as, “Dr. – M.B.B.S., etc.,

the communication being sent through the proper channel,
preceded by an advance copy direct.

- 2). Correspondence shall be condensed as much as possible and repetition and unnecessary details shall be avoided.
- 3). As far as possible it is desirable to avoid giving/authorities and to this end, the personal pronouns should be avoided. The following illustration shows the correct way of addressing :-

\a personal touch to the communications to the higher

Incorrect:

Correct

I am to request you to make
The necessary provision of
Funds.

I am to request that the
necessary provision of
Fund may be made.

- 4). Separate letters shall be written on distinct subjects.
- 5). Demi-Official correspondence shall not be quoted in official communications
- 6). Every communication should be carefully punctuated and the paragraphs numbered.
- 7). The name of the Board is written at the head of the proceedings and the name of the Managing Director is generally typed at the end of the text of the proceedings unless there are special reasons and/or delegations to the contrary.
- 8). The following instructions should be followed by the officers in regard to approval of communications to the Board and authentication of fair copies :-

financial matters, policy issues, disciplinary cases etc., should be attested and signed by the Chief Engineers concerned or the Chief Controller of Accounts depending on the nature of reference.

- iii). Ordinary and routine letters may be signed by the deputies to the Chief Engineers.
- iv). Communications from the Superintending Engineers and other sub-ordinate officers should invariably be signed by the highest officer sending the letter.
- v). When the letter is not signed by the Chief Engineer, the name as well as official designation of the officer signing on his behalf should clearly be indicated.
- vi). Enclosures of the following type should be attested by the officers signing fair copies of the letters to the Board and the rest by the section heads :-
 - a). Statement containing important statistics relating to planning budget and staff.
 - b). Estimates.
 - c). Copies of confidential letters etc.,

09. The arrangements of the papers under dispatch shall be regulated as follows :-

- i). The letter or proceedings etc., as the case may be shall be placed first. Below the letter or proceedings etc., shall be placed the enclosures, if any, arranged in chronological order, the earlier papers above and the latter, below. The whole file shall be connected by a single tag, a hole being bored for the purpose with a punch in the top left hand corner. The ends of the tag should be left open and should, on no account, be tied. Pins should never be used.

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inside wrapper in addition to the outer wrapper not necessarily of the length of the plan or the map-indicating clearly the office from which it is sent and the number and date of the letter to which it forms an enclosure.

- iv). When enclosures cannot be attached to the communication to which they relate and are sent in a separate packet a sheet shall be attached at the top of the file of the enclosures by a tag, giving the number and date of the communication to which they refer and the office from which it issued. If this cannot be done, the number, date and office should be entered on an inner wrapper round the enclosure or file of enclosures.
- 10). In the case of endorsements, if, there is no enclosure to the original communication, the transmitting officer shall commence his endorsement immediately below the signature of the forwarding officer, continuing the endorsement, if necessary, on sheet added to the original communication.

If there are enclosures to the original communication, the transmitting officer shall begin his endorsement on a separate sheet which, together with other sheets, if any, containing his communication shall be added after the enclosures of the original communication. In neither case is a second tag to be added by the transmitting officer.
- 11). Covers containing official correspondence, which is not of a confidential nature, shall be addressed to the officer for whom they are intended by his official designation only and without the addition of his name.
- 12). Demi-Official covers should ordinarily be addressed to the officers for whom they are intending both by his name and by his official designation. Should the officer addressed by name have vacated his appointment, his successor should open such covers and deal with communications enclosed if he is competent to do so. If not competent, he should return them to the sender with an intimation to that effect and should treat any information thus obtaining as confidential.

02).

They shall called for the received meetings with the staff/Officers at least

once in a month to know his pendancy or else to interact with each other
to have a complete idea of the works being turned out in other wings also.

- permission.
- 02). The Personnel Officer shall immediately on receipt of tappal in the Section, assign a number to each current in a register and shall ensure that the JPO/Assistant working under his/her control, failing which action will automatically be initiated against his/her by his/her controlling Officer.
 - 03). The Personnel officer shall verify the accuracy of the notes and drafts submitted by the JPOs. He is personally responsible for the correctness of the factual information in the note and also of the rules and regulations and others referred to therein.
 - 04). The Deputy Secretary without simply signing the notes procured by the Assistant Secretary shall is variably quote any precedents & his views if any for further approval by the competent authority.
 - 05). He/She shall reviewed the work of the sections under his/her jurisdiction invariably at least once is two months.
 - 06). He/She shall ensure immediate disposals of the currents that are specifically called for or marked by the Board of Directors & Senior officers.

- 02). The Assistant Secretary shall inspect once in a month the sections under his/her control and submit a report to the next higher officer giving his/her views on the performance of each member of the staff under his/her control suggesting appropriate action to be taken against such member of the staff.
- 03). The Assistant Secretary shall invariably inspect the P.Rs maintained by Assistants once in two months and record his findings.
- 04). The Assistant Secretary shall see that the notes put up by the sections under his/her control are brief, precise, comprehensive and self-contained avoiding unnecessarily lengthy notes for enabling the higher officers to pass orders without the need to refer to any other papers.
- 05). The Assistant Secretary, without simply signing the notes put up by Personnel Officers under his control shall invariably express his views on the points raised in the note for orders. In so doing, he should avoid repeating the note of sections and should be precise and brief in expressing his views.
- 06). The Assistant Secretary should ensure that the Personnel Officers under his control dispose of all papers in the sections within the stipulated time. He shall invariably review every week the pendency in each section under his control and take appropriate steps for immediate disposal of pending currents and files.
- 07). The Assistant Secretary should ensure immediate disposal of currents or files that are specifically called for or marked by Chairman and Directors of Board and other Senior Officers.
- 08). The Assistant Secretary should ensure the proper maintenance of stock files of orders, instructions etc., issued by Board from time to time on the subjects handled by Sections under his control.

Contd.....02

communication. Shall need to manage collective bargaining initiatives, conciliation and arbitration processes. Shall handle labour laws and other statues impacting the plant environment.

- ii). Implementation and monitoring of welfare initiatives like medical, healthcare, education, housing, transport and redressal of employees grievances. Shall be accountable for planning and maintaining amenities within the plant as well as the township.

-X-X-X-

- 02). The Personnel Officer shall immediately on receipt of tappal in the Section, assign a number to each current in a register and shall ensure that the JPO/Assistant working under his/her control, failing which action will automatically be initiated against his/her by his/her controlling Officer.
- 03). The Personnel officer shall verify the accuracy of the notes and drafts submitted by the JPOs. He is personally responsible for the correctness of the factual information in the note and also of the rules and regulations and others referred to therein.
- 04). The Personnel officer shall ensure that maintenance of the files by the JPO is neat and tidy. He/She shall ensure that the JPO references each paper in the current files and also the note properly, thereby avoiding waste of time of higher officers in locating a paper in the file.
- 05). The Personnel Officer shall ensure that a clear unambiguous and neatly written/types note is put up.
- 06). The Personnel Officer shall ensure that references to regulations or orders of Board are invariably be made in the notes and drafts, avoiding vagueness and ambiguity.
- 07). The Personnel Officer is responsible to ensure prompt disposal of currents and files in his/her section and is held personally responsible for any delays in the section. He should report to Assistant Secretary every week the progress of disposal of currents in the section and giving reasons for any papers or files left un-disposed.
- 08). The Personnel Officer shall supervise the work of each JPO/Assistants by ensuring proper maintenance of P.R., disposal of currents and files within the stipulated time, proper drafting of notes and communication to various office and persons. He/She shall invariably inspect the P.R of JPO/Assistant once in a month.

Contd....02

next higher officer shall immediately initiate appropriate action against the

Personnel Officer.

- 11). If any JPO/Assistant absent for more than three days by reason of leave or otherwise, the Personnel Officer should see that the papers in the seat of such JPO/Assistant are disposed of by another JPO/Assistant or by himself if so necessary without keeping them pending.
- 12). The Personnel Officer should insist on proper handing over of all pending currents, pending files, stock files and all other papers in the seat of an JPO/Assistant who is relived from the Section by reason of transfer or other wise.
- 13). The Personnel Officer should while submitting notes to higher officers, specifically highlight the point or points on which orders of higher officers are required.
- 14). The Personnel Officer should ensure that the JPO/Assistant shall invariably prepare a stock file of orders, instructions issued by the Board from time to time on the subjects that are handled by the Section.
- 15). The Personnel Officers or staff in the sections should not entertain any parties/union representation or outsiders and give information on the stage of files.

adopted and shall be held responsible for proper interpretation of regulations Any Clarification thereon shall be obtained from Head Quarters.

- ii). Will promptly process and execute local issues with the approval of Chief Engineer/Superintending Engineer
- iii). Preparation of Para-wise remarks regarding legal issues.

- iv). Maintenance and issue of MIS returns, organization charts of the project by updating the data of employees.
- v). Processing of issues which need clearance from Corporate Office, accurately with the help of the supporting staff and to submit the same to Chief Engineer/Superintending Engineer of the concerned. He is responsible for correctness of the factual information in the note duly interpreting properly the rules and regulations and orders referred to therein.
- vi). Shall give proper guidance to the Chief Engineer/Superintending Engineer with reference to processing of disciplinary cases in respect of the employees working in the project whose appointing authority is Chief Engineer/Superintending Engineer including O&M Staff.
- vii). Processing pension papers as per rules in respect of all retiring employees and obtain approval of the competent authority for sanction.
- viii). Will compile training programmes in the station and to communicate to Corporate Office with the approval of the Generation station head.
- ix). Shall ensure that the Staff working under him shall invariably prepare and maintain stock files containing orders and instruction from Corporate Office and unit office from time to time on various subjects.
- x). Shall ensure prompt submission of Annual Appraisals Reports in respect of the employees from their controlling officers and send them to Corporate Office wherever it is necessary.

Contd.....02

working in the Project, where the competent authority is Chief Engineer/Superintending Engineer and making arrangements to relieve them on the date of retirement positively.

- xiv). Any other assignment entrusted by Chief Engineer/Superintending Engineer of the Generating Stations/Corporate Office.
- xv). “Initiating disciplinary action either based on Vigilance reports, or ACB reports or any other reports against the employees working in the Project, where the competent authority is Chief Engineer/Superintending Engineer duly following the relevant APSEB Employees Revised Conduct and Disciplinary & Appeal Regulations as adopted”.

- 02). The JPO/Assistant shall immediately after receipt of tappal for the day enter in the "Personal Register" all the currents in the serial order of numbers assigned to each current by the Personnel Officer. He has to account for each current received by him, and the Personal register should reflect the action taken by him on each current received.
- 03). The Assistant shall put up disposals of currents generally in the order of date of receipt of each current unless otherwise directed by higher officers.
- 04). The JPO/Assistant shall not keep any current or file for more than five days after receipt of the same in the section. In case they are pending for more than 5 days, they should be listed out and brought to the notice of Assistant Secretary everyday giving reasons for not disposing them.
- 05). The JPO/Assistant shall report to the Personnel officer everyday the number of currents disposed and those pending.
- 06). The JPO/Assistant shall read each current carefully and thoroughly, trace out all relevant previous papers reference each current and put up a note containing factual information. Relevant provisions in the regulations and instructions issued by Board from time to time shall be high lighted and the point or points on which orders of higher officers are required shall be specifically stated.
- 07). The JPO/Assistant will be held responsible for correctness of factual information and the relevant regulations or orders of Board referred to in the note.
- 08). The JPO/Assistant shall make entries in the Personnel Register as the movement of each file and should be above to state the stage or any file at any given point of time. Failure in this regard will be viewed very seriously.
- 09). The JPO/Assistant is responsible to account for each current and of each pending file in his eat and shall handover the same to his successor whenever he is relieved from the seat by reason of transfer or any other reason.

the Assistant Secretary shall be obtained for closure of any file.

- 12). The JPO/Assistant shall invariably maintain a stock file of orders and instructions issued from his eat and also a general stock file of all communications issued from other section arranged date-wise with an index.
- 13). The JPO/Assistant shall submit his Personal Register for inspection by the Personnel officer once in a month and to the Assistant Secretary once in two months.

their day to day works with positive attitude so that highest standards of work ethos is established in the organization.

- ii). To redress the grievances of employees of individual or collective in nature, expeditiously and promptly by approaching the concerned authorities personally and not by mere forwarding of papers or files or by merely reporting of grievances to the management. To maintain register of grievances lodged and details of redressals with time frame and to send a MIS to local management/corporate office by 5th of every month.
- iii). To advise and help management in ensuring compliance of statutory or non-statutory obligations contemplated under various acts, schemes and rules in vogue.
- iv). To take a lead role in bringing awareness in the employees with refer4ence to improvement of productivity, safety, quality, discipline, skills, up gradation environment/social obligation and to develop sense of belongingness and commitment to the organization.
- v). To help management by coordinating improvement in overall management of various facilities such as Hospital school, sports and cultural activities, canteens, co-operative stores, security and House keeping so that quality of life is enhanced in the Plant as well as in the colony.
- vi). To be the model agency to implement various welfare provisions enumerated in the factories Act and A.P Factory Rules.
- vii). To help employees in regulating claims of leave, wage, allowances, P.F and terminal

benefits promptly within the frame work of rules/schemes in force by pursuing with concerned agencies.

- viii). To ensure that employees use safety equipment/apparatus (i.e.) wearing of shoes, protective clothing, helmet, belt, goggles, smoke guards etc., and bring to the notice of the management any breach thereof and to initiate various safety awareness programmes in collaboration with Factory Manager.
- ix). To ensure payment of workmen's compensation timely and properly and to help management in complying all the formalities like sending reports as and when accident takes place and to finalize the agreements related to compensation for