

(vii) to submit weekly reports every wednesday morning on the progress made with their work, particularly with reference to items (v) and (vi) above. All requisition which have not been complied with by the restorers on the proceeding Tuesday, should be entered; and

(viii) to bring to the notice of the Superintendent records, the number of files which remained unmarked with the Diarist for more than two days.

(2) The keys of the record cup-boards shall be kept by the restorers and should be made over by them to the caretaker when they leave office daily.

(3) Restorers are under the control of record keepers of branches who should keep any eye on their work and bring all blackness or complaints promptly to the notice of Under Secretary Secretariat Establishment through Superintendent Records. They should satisfy themselves periodically that the foregoing instructions are being faithfully carried out.

Note :—for the duties of the Restorers attached to the State Library, see paragraph 315.

54. *Duties of Frashes* .—The duties of a Frash are :—

- (i) to dust the record bundles and the cup-boards in which they are kept in a methodical and regular manner. He is also responsible for the dusting of all the diaries, dispatches registers and bound volumes of proceedings of the group of branches to which he is appointed to work;
- (ii) to periodically spray the record cup-boards with a solution known as "Record Preserver" with a view to prevent insect posts from attacking the records;
- (iii) to bring to the immediate notice of the Superintendent, Record Department, cases in which ants are making their appearances in any part of the building in which the records are kept with a view to steps being taken for their complete eradication; and
- (v) to attend office punctually from 6 A.M. to 12.30 P.M. in the summer season and from 8 A.M. to 4 P.M. in winter before leaving he is required to help both the Restorer & Record lifter in the careful restoration of the bundles that have had to be opened during the course of the day as no record bundles should be left lying on the ground at the close of the day on any account.

55. *Duties of Record Lifters*.—The duties of a Record lifter are :—

- (i) to see to the dusting of the records, diaries, dispatch registers and volumes of bound proceedings of the group of branches to which he is appointed to work;

- (ii) to maintain the diaries, dispatch registers and volume of bound proceedings in good condition and to get them repaired whenever they are found to be in a torn or damaged condition;
- (iii) to help in the stitching of files when the Restorer is in arrears with his work and requires assistance;
- (iv) to help the Restorer in the restoration of files to their proper places in the record shelves; and
- (v) to take out diaries, despatch registers and volumes of bound proceedings from their racks whenever required to do so by the Record Keeper.

56. *Duties of Daftries.*—The duties of the various Daftries are as follows :—

General Daftri .—

- (i) to see that the Officers tables are duly furnished with the requisite stationary, i.e. ink-pots, blotting papers and universal forms;
- (ii) to seal official and private confidential covers;
- (iii) to repair old record, torn p.u.c. and notes etc.;
- (iv) to distribute universal forms when required by the Stationary Assistant;
- (v) to rule lines for statement required by Branches;
- (vi) to help the Stationary Assistant in the distribution of the stationery.
- (vii) to send copies of annual Gazetted and Gradation lists to Press for binding purposes;
- (viii) to circulate the Government of India Gazette among the various Superintendents/Heads of the Branches with a view to get them to indicate what portions thereof should be republished in Part-II of Haryana Government Gazette; and
- (ix) to prepare lehi or paste for use in all branches of the Civil Secretariat.

Press Branch Daftri .—

- (i) to take cuttings from Newspapers and periodicals and to paste them on sheets under direction of Superintendent Press.
- (ii) to take cuttings from the Annual Statement of Newspapers and Periodicals for revision purposes; and
- (iii) to arrange and keep in good condition Newspapers, periodicals etc. and attend to requisitions for the various officers.

Library Daftri.—

- (i) to paste correction slips in the books of various officers and those of the branches; and
- (ii) to help the Librarian in his annual stock taking.

Issue Branch Daftri.—

- (i) to fix service postage stamps on envelopes and maintain their account;
 - (ii) to despatch dak and telegrams etc. issued from the various branches of the Secretariat and to prepare envelopes packets and parcels; and
 - (iii) to help the Despatcher in the circulation of all Printed Matter.
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ANNEXURE—I

Form for transfer of files by Branches to the General Record Room
in the Haryana Civil Secretariat.

Name of Branch _____

Month and Year _____

Date of transfer of
files to General
Record Room _____

Total No. of files
sent to the General
Record } A Files _____
 } B Files _____
 } C Files _____

(PARTICULARS OF FILES)

A Files

Sr.No. (1) A File No. _____ of 1974

(2) A File No. _____ of 1974 and
so on

B Files

Sr.No. (3) B File No. _____ of 1974

(4) B File No. _____ of so on

C Files

Sr.No. (5) C Files No. _____ of _____

(6) C Files No. _____ of so on

ANNEXURE—II

Form of Register to be maintained in the General Record Room for issue of 'A' & 'B' files.

Serial Number

Date of requisition

File Number

Brief Subject

Diary number for which required

Date on which issued

Date & signature of the receiving official

Date of return

Remarks