

- (e) that when a file is sent to any one, the abbreviated designation of the person concerned is clearly marked in the left hand corner of the note;
- (f) that all orders affecting the All India Services generally, and all orders effecting the emoluments or prejudicial to the interests of individual members of those services should be seen by the Chief Secretary before orders of Government are issued ;
- (g) that all communications received from the Government of India, including those from the Prime Minister and Other Ministers of the Union, should be shown by the Secretary to the Minister-in-charge, the Chief Minister and the Governor;
- (h) that any matter likely to bring the State Government into controversy with the Central Government or any other State Government should be brought to the notice of the Minister-in-charge, the Chief Minister and the Governor by the Secretary concerned.

7. *Calls on newly appointed Ministers:*—Secretaries to Government should take an early opportunity to call on a newly appointed Minister, Minister of State and Deputy Minister.

8. *Statement of important outstanding Problems:*—Ministers and Secretaries to Government should maintain a list of important outstanding problems relating to the departments under their respective control so that these problems are kept constantly in mind and their progress watched from time to time. When a particular problem relates to more than one Department and more than one Secretary is involved, it should be useful to nominate one Secretary who should obtain the co-operation of all concerned and make necessary co-ordination.

9. *Under/Deputy Secretary, Secretariat Establishment.*—The Under/Deputy Secretary, Secretariat Establishment is responsible to the Chief Secretary for the maintenance of discipline and smooth running of the Secretariat. It is one of his primary duties to make regular inspections and to take other steps to ensure that officials attend office punctually, that work is not delayed and that the fullest attention is paid to office procedure in all its details. The efficiency of the Secretariat to a large extent, depends on vigilance and devotion to duties of the Under Secretary, Secretariat Establishment.

- (a) In brief, the duties of the Under Secretary Secretariat Establishment particularly include the following:—
 - (1) To deal, under the orders of Chief Secretary, with all matters relating to recruitment, promotion, punishment, postings and transfers of the Secretariat staff.
 - (2) To deal with memorials, appeals, representations petitions etc. from the members of the Sectt. staff (see para 33 also).
 - (3) To maintain up-to-date the gradation lists of Superintendents, Section Officers, Secretaries, Private Secretaries and other ministerial staff.

- (4) To keep in his custody the personal files of the staff and to see that blank forms for annual reports are put up to the Officers incharge of the various Branches in March every year for record of their remarks on the work of the officials working under them and also when an Officer is relinquishing charge, if more than 6 months have elapsed since he recorded his opinion last (see para 46 also).
- (5) To deal with applications for leave of all kinds from the office establishment and to obtain order of the Chief Secretary where necessary.
- (6) To bring to the notice of the Chief Secretary any cases of officials of the Secretariat who are involved in debt or are insolvent or have stood surety for others (see para 27 also).
- (7) To See that the weekly arrears lists and the registers of the Government of India's letters needing replies are regularly submitted in time by the Branches to their respective Officers through him (see para 205 also).
- (8) To check attendance in all Branches and to deal with the cases of habitual late comers.
- (9) To ensure that disposal of business in each Branch is prompt and that the Deputy Superintendent/Superintendents/S.O. Heads of the Branches and Assistants are conversant with all procedural instructions and are up-to-date in regard to departmental orders and rulings.
- (10) To be incharge of the Secretariat Record Room and to inspect it regularly to see that records and lists of files are kept in proper order. He will also see that the rules for the elimination of papers are being correctly followed, ephemeral records, being destroyed after two years, files are indexed properly and that the old records are transferred to the Secretariat Record Room.
- (11) To recruit, suspend, dismiss and grant leave to all Class IV Government servants employed in the Civil Secretariat.
- (12) To inspect regularly Circulating, Issue and Despatch Branches to ensure that work is not delayed there.
- (b) The distribution of work Branchwise is done by the Under/Deputy Secretary Secretariat Establishment under the orders of Chief Secretary. When the transfer of any work from one Branch to another is contemplated, it is usual to consult the Secretaries concerned about the work of the Branches before final orders are passed by the Chief Secretary.
- (c) The Under/Deputy Secretary, Secretariat Establishment is competent to issue subsidiary office orders in matters of details of office routine but when these are of an important nature, they should not be made or incorporated in the Secretariat "Instructions" without the approval of the Chief Secretary first being obtained.

10. *Under Secretary (General)*:—The Under Secretary, Secretariat Establishment is assisted by the Under Secretary (General) in the discharge of his duties. In particular the Under Secretary (General's) duties include the following:—

- (1) To be incharge of the office accounts and deal with salary bills of the Establishment and all matters in connection with the receipts and preparation and submission of Budget Estimates, statements of monthly expenditure under the head "252-Secretariat-General Services-A-Secretariat", "276-Secretariat-Social and Community Services" and "296-Secretariat Economic Services".
- (2) Responsibility for the proper maintenance of contingent and T.A. Registers, preparation of Salary and TA Bills of Gazetted Officers working in the Civil Secretariat.
- (3) Responsibility for the arrangement of office accommodation and up-keep of the Secretariat.
- (4) To deal with all matters relating to the buildings, allotment of rooms, furniture, Stationery, typewriters, Cycles, liveries and stand, staff cars etc.
- (5) To deal with the cases relating to the Secretariat State Library.
- (6) To maintain accounts of the Secretariat staff cars.
- (7) To ensure proper maintenance of Service Books of the Secretariat Staff.

11. *Superintendents*:—Superintendents/Section Officers are members of the Haryana Secretariat Service Class II. Each Branch is in the charge of a Superintendent/Section Officers who are responsible for its general efficiency. He must see that—

- (1) the daily attendance of his staff is punctual, the officials being at work by the exact opening time of the office.
- (2) The staff under him are fully employed throughout the day and none of them leaves his seat frequently or is absent from his seat for a long time or purposelessly roams about in the Secretariat or gossips away his time.
- (3) All work allotted to them is performed diligently and thoroughly.
- (4) No delay is allowed to occur in the submission of cases.
- (5) The records are maintained in proper orders and that the rooms occupied are kept neat and tidy.
- (6) Work is not allowed to fall into arrears.
- (7) The distribution of work within the branch is generally upto the discretion of the Superintendents/Section Officers/Head of the Branch who should ensure that the distribution is equitable.

- (8) To inspect the tables of his Assistants Clerks and see that fresh receipts and cases are properly and punctually submitted and that at the close of the day cases are not left lying about on tables or side-racks but should be locked up in the Branch Almirah.
- (9) While the Superintendent/Section Officer Head of the Branch, Records has been appointed to supervise the general working of the Record Sections, responsibility for seeing that no delays, occur in the submission of fresh receipts and files sent to the record room rests on Superintendent/Section Officers/Head of the Branch and Assistants. It is their duty to guide and instruct record keepers as to the papers to be put up with fresh receipts and they should keep in touch with them so that references are not delayed. For this purpose the Superintendents/Section Officers/Head of the Branch should also maintain a personal diary of all papers received in his branch and marked by him to Assistants or Clerks from which he can keep a watch on the references until those are disposed of.
- (10) To maintain a note-book of important cases and rulings in the Branch under him. Entries of all important decisions or points that may have been discussed in the notes of a case out of the subject matter of the papers on which the notes were written should be made in these note-books. The Superintendent/Section Officers should also instruct the Register of the Branch to bring these important matters in to the index when the file is recorded. In a separate part of the Note-Book should also be entered such points as may have been ordered to be noticed during the course of revision of the various annual reports. This Note-Book is independent of the Note-Book required to be maintained by the Record Department.
- (11) To obviate delay is taken action on urgent and important matters which are required to be sent up as fresh receipts under Rule of Rules of Business. Superintendent Section Officer/Head of the Branch should arrange to have a copy of the letter made after registration (where spare copies have been received) and should submit the copy of a fresh receipt and take action at once on the original. The fact that this is being done should always be indicated.
- (12) To maintain, subjectwise, collection of all important decisions and circulars/other communications, relating to various subjects dealt within the Branch alongwith standard drafts, if any.

The Superintendent/Section Officers/Head of the Branch should also ensure that every Assistant/likewise maintains subjectwise, collection of all important decisions and circulars/other communications, relating to his (Assistants) subject.

12. The collections should preferably have an index which should also indicate the nature of circulars etc. Principal Secretary to the Chief Minister, Secretaries to Ministers and Private Secretaries to Ministers —

- (a) (i) *Principal Secretary to the Chief Minister* :—The Principal Secretary to the Chief Minister is required to assist the Chief Minister in the disposal of work for this purpose he has to put up, where

necessary, for the use of the Chief Minister, routine notes which do not form part of the Secretariat file. He can also convey the Chief Minister's orders wherever, in his opinion or in the opinion of the Chief Minister, it is not necessary that the order should be signed by the Chief Minister himself.

- (ii) *Secretaries/Private Secretaries to the Chief Minister and the Minister* :— The Secretaries/Private Secretaries to the Chief Minister and the Minister are required to assist their Ministers in the disposal of file work. For the use of their Ministers they put up routine notes which do not form part of the Secretariat file. The Secretaries can also convey orders on behalf of their Ministers but all important orders and those involving policy decisions should invariably be signed by the Minister himself though these may be drafted by his Secretary/Private Secretary.

- (b) All cases marked to Ministers and the Chief Secretary are received by their Secretaries/Private Secretaries, who put them upto their officers in accordance with the latter's instructions.

(2) The Secretaries and Private Secretaries to Ministers are incharge of the Offices of their Ministers and are responsible for making arrangements connected with the meetings for conducting correspondence pertaining to the tours of their Ministers and for matters relating to the needs of the Ministers or their personal staff. They have also to see the preparation of pay, travelling allowance and contingent bills of their Ministers as well as such bills of the staff working under them.

(3) Under instructions of his Minister, the Secretary/Private Secretary may, on behalf of the former, mark fresh receipts received direct by the Minister to the Administrative Secretary/Private Secretary should write the words "By Order" and also sign in full giving his designation. The Secretary/Private Secretary may also remind, on behalf of his Minister, the Administrative Secretary concerned with regard to cases on which a Minister has called for information. He may also, under the orders of his Minister, send a note to an Administrative Secretary in a Deptt. under the charge of the Minister or to an officer subordinate to him for a case which the Minister requires for information or for passing orders. The case will be submitted through the normal channel. The Private Secretary may also communicate a message from his Minister, which is not in the nature of an order in a case to an officer of any department, whether under the charge of the Minister or not, but if any papers are required to be submitted to the Minister, the officer concerned will submit them through the normal channel.

(4) Cases, which have originally been sent by a Minister to the Governor/Chief Minister/Finance Minister/Chief Secretary/Legal Remembrancer to Government, Haryana, with a definite recommendation, may on their return journey, be passed on by the Secretary/Private Secretary to the Minister to the Administrative Secretary Concerned, without sending them back to the Minister concerned, if he is on tour. This will apply only to those cases in which the recommendations of the Minister have been accepted by the authority concerned in toto and orders are to be issued accordingly. Similarly, cases which have been sent to other Ministers for information at their request, may on their return journey be passed on direct by the Secretary/Private Secretary to the Administrative Secretary concerned, provided there is nothing recorded by the Ministers concerned which needs to be

brought to the notice of the Minister within whose charge the cases fall. All other cases should be submitted to the Minister for his orders even if he is away on tour.

(5) When a Minister is on tour, his Secretary/Private Secretary, may under clear orders of the Minister, send a note to a local officer, e.g. the Deputy Commissioner, in connection with the arrangements to be made for the tour or for information required by the Minister.

(6) A Secretary/Private Secretary may correspond with non-official on behalf of and under the instructions of the Minister.

(7) Ministers are provided with personal Assistants and Stenographers. Normally, it is their duty to take down notes from Ministers but the services of Private Secretaries may be utilised for this purpose when a State Secret is involved.

(8) Secretaries/Private Secretaries to Ministers will be responsible for seeing that loss of furniture and other equipment provided by Government at the residence of the Minister does not occur. If it does, it should be reported at once. They will also be responsible for taking delivery of the furniture and signing lists in token thereof for returning the furniture etc. and obtaining signatures of relevant officers on proper lists in addition it would be incumbent on them to make quarterly checks and to submit quarterly reports, in respect of the furniture etc.

(9) Maintenance and disposal of records in the offices of Ministers, Deputy Ministers and Chief Parliamentary Secretary.

(1) Secretaries to Chief Minister/Finance Minister and Irrigation and Power Minister, Private Secretaries to Ministers/Deputy Ministers and Personal Assistants to Deputy Ministers/Chief Parliamentary Secretary, will be responsible for the proper maintenance of all the record in the offices of Chief Minister, Ministers/Deputy Ministers/Chief Parliamentary Secretary, respectively during the tenure of the Ministry. For this purpose, a note of all important records like those mentioned in the margin should be kept in a suitable register.

1. All accounts registers.
2. All accounts files including.
 - (i) Salary bill files of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary.
 - (ii) Telephone bill file/register
 - (iii) TA bill files of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary and their staff.
 - (iv) Contingent bill files.
 - (v) H.O.R.
 - (vi) Cash Book
 - (vii) TA check register

(viii) Development Discretionary Grant file.

(ix) Petty Discretionary Grant file.

3. Other special register, if any.

4. All confidential files which are not sent to the Branches concerned.

5. Despatch Registers.

6. Receipt Registers.

7. Petition Registers.

Peon Booksets.

8. Stamp Registers.

9. Other important files, if any.

10.

(2) In the event of transfer of the Secretary/Private Secretary/Personal Assistant concerned, during the tenure of the Ministry, he should hand over charge of all the records to his successor, together with the register, which should be duly signed by both the handing over and taking over officials. The new Secretary/Private Secretary/Personal Assistant in the office concerned, will then be responsible for proper custody of all the record.

(3) During the tenure of the Ministry, if the portfolios of a particular Minister or Deputy Minister are changed, the records relating to the old portfolios, need not be transferred to the office of the successor Minister or Deputy Minister concerned unless specifically asked for in any case, but instead these should continue to remain in the office of the Minister, originally holding charge of those portfolios. If any reference relating to these subjects is subsequently received by the new Minister, requiring consultation of the old records in the office of the previous Minister concerned, it will be for the Secretary/Private Secretary/Personal Assistant, under whose charge the record are kept, to make the relevant record available and to give the required information, if any.

(4) In the event of only a particular Minister's relinquishing charge on resignation etc., the record of his office will be kept in the same office by the Secretary/Private Secretary/Personal Assistant concerned, during the term of the successor Minister, and will not be transferred to the main records of the Secretariat.

(5) On the entire Ministry's demitting office at the end of its term or earlier by (resignation etc.) the Secretaries/Private Secretaries/Personal Assistants concerned shall take the following action for disposal of the records :—

(a) Arrange to destroy all ephemeral record by the staff in their office after making suitable entry in the register.

(b) In case of a Minister in the old Ministry being re-appointed as a Minister in the new Ministry, whether in charge of the previous or changed portfolios, the relevant records of the old Ministry may continue to

be kept by the Secretary/Private Secretary/Personal Assistant concerned in his office if, and to the extent desired by the Minister or otherwise deemed necessary by the Secretary/Private Secretary/Personal Assistant.

- (c) Such of the record, as can and should be passed on to the Administrative Branches concerned, should also be disposed of in this manner by the Secretary/Private Secretary/Personal Assistant before handing over important records to Superintendent, Records under clause (d) below.
- (d) The remaining records, like those mentioned in the margin of clause (i) pre-page, shall then be transferred to the Superintendent, Records for restoration in the main Record Room of the Secretariat. In doing so, the relevant registers, in which particulars of the records are entered, should also be transferred to Superintendent, Records after obtaining his receipt separately, and after both the Secretary/Private Secretary/Personal Assistant on the one hand and Superintendent, Records on the other hand, have signed the registers.

(6) The records relating to the office of Chief Minister and each Minister/Deputy Minister/Chief Parliamentary Secretary will be kept in the main record room separately from each other and also separately from the rest of the Secretariat records, so as to be easily available as and when required.

(7) Superintendent Record will then be responsible for producing the relevant records in the main record room whenever necessary. He will also be responsible for the weeding of such records in accordance with the general instructions and after making necessary entries in the registers.

13. *Ministerial Establishment.*—The ministerial establishment consists of Deputy Superintendents, Assistants, Assistants and Clerks, Senior Translators and Junior Translators, Personal Assistants, Senior Scale Stenographers, Junior Scale Stenographers and Steno-typists. In each Branch there are Assistants and Clerks. Assistants do noting and drafting while Clerks do routine work such as that of Diarist, Recordkeepers, Recorders, Typists, Despatchers etc. In the Press Branch Senior and Junior Translators work. Personal Assistants are attached with Ministers Deputy Ministers and Secretaries, Senior Scale Stenographers with Deputy and Under Secretaries (HCS), Junior Scale Stenographers with Under Secretaries (HSS), and Steno-typist with Superintendents, Section Officers and Private Secretaries.

14. *Appointments, Promotions etc.*—For appointments, promotions etc. to the posts of Superintendents, Section Officers and Private Secretaries, see the Haryana Secretariat Service Rule; while for appointments, promotions etc. to other posts of the Ministerial establishment see Haryana Civil Secretariat Service (Class III) Rules.

15. *Resident-Assistant.*—This is not a whole-time post but an Assistant who holds it is granted a special pay of Rs. 70/-p.m. performing the duties of Resident Assistant in addition to his own. An Assistant who has a good knowledge of the working of the Secretariat, i. e. is acquainted with subjects dealt with in different Branches, is appointed as Resident Assistant so that he may be able, if called upon out of office hours, to deal with any matter requiring urgent or immediate attention. He has to live as near the premises

of the Secretariat as possible and is provided with a telephone at his residence. He is required to perform the following duties:—

(i) to visit the Circulating Room after office hours and on Sundays and holidays and examine all files with red and blue labels and see that those requiring immediate attention are sent to the officers concerned at their residence. Such files should be put into dak bags, bastas or envelopes marked "death case" "urgent" or "immediate" as the case may be and a receipt obtained for them in the peon book. In cases where the officer to whom an immediate file is marked is out of station, the Resident Assistant should obtain the instructions of the sending officer in the matter, or failing him of the Under Secretary or the Chief Secretary.

(ii) To issue all telegrams and urgent letters sent to him or into the Circulating Room after office hours. The Resident Assistant should have at least Rs. 50 worth of stamps at his disposal for this purpose. He should maintain a register showing how the stamps have been utilized.

(iii) To take delivery of all telegrams intended for the Civil Secretariat in accordance with the special delivery instructions issued to the Telegraph Office and to deal with those requiring immediate attention.

(iv) To acquaint himself with the Rules and procedure relating to petitions from convicts under sentence of death contained in a separate pamphlet on that subject, so that he may be able to deal with "death cases" out of office hours when needed.

(v) To deal with any cases out of office hours requiring immediate attention when the Superintendents/Section Officers/Head of the Branch or the Assistant of the Branch concerned is not available. It is, of course, the duty of the Superintendent/SO or the Assistant concerned to inform the Resident Assistant in writing before he leaves office that he should expect such and such case after office hours or on the succeeding day, if it happens to be a holiday and should attend to it.

(vi) To receive telephone calls made at his residence and to take action, where necessary.

The Resident Assistant is not expected to be constantly at hand. He can go out in the evening to friends or for purposes of relaxation but he should not be absent from his residence for more than two to two and a half hours at a time and that only on rare occasions early in the evening. When he is out, he should leave an intelligent chaprasi at the house who is acquainted with his movements and who knows how to use the telephone. While away, he should make it a point of phoning from the nearest telephone to his house to ascertain whether any calls have come through for him or whether any telegrams or urgent or immediate files have been received necessitating his hurrying back.

N.B. For this purpose two peons are detailed for duty every day before and after office hours.