DISTRICT OFFICE
MANUAL
ENJOY THE STORY OF FOUR PEOPLE

• THIS IS A STORY ABOUT FOUR PEOPLE NAMED EVERYBODY, SOMEBODY, ANYBODY & NOBODY. THERE WAS AN IMPORTANT WORK TO BE DONE & EVERYBODY WAS SURE THAT SOMEBODY WOULD DO IT. ANYBODY COULD HAVE DONE IT, BUT NOBODY DID IT. SOMEBODY GOT ANGRY ABOUT THAT BECAUSE IT WAS EVERYBODY’S JOB. EVERYBODY THOUGHT THAT ANYBODY COULD DO IT, BUT NOBODY REALISED THAT EVERYBODY WOULD NOT DO IT. IT ENDED UP THAT EVERYBODY BLAMED SOMEBODY WHEN ACTUALLY NOBODY ACCUSED ANYBODY.
WHAT IS AN OFFICE?

Office is:

• A workplace where teams of people work together in a hierarchy.
• People are paid for efforts / services.
• A kind of control tower where information is processed to facilitate competent authority to take decisions to achieve organizational goals.
PROCEDURE is a way of doing something especially one that is formally or conventionally accepted as being correct.
TOTTENHAM SYSTEM

• HIERARCHY
• OFFICE DIVIDED INTO SECTIONS
• SECTION CONSISTS:
  – SECTION HEADS & CLERKS
  – FIXING UP DUTIES & RESPONSIBILITIES
  – ACCOUNTABILITY
  – MONITORING
  – EVALUATION
REGISTERS ETC. TO BE MAINTAINED

- ATTENDANCE REGISTER
- LATE ATTENDANCE REGISTER (RUN ON NOTE)
- CASUAL LEAVE ACCOUNT
- COMPENSATORY LEAVE ACCOUNT
- SERVICE REGISTER
- INWARD-DISTRIBUTION-SECURITY
- PERSONAL // PERIODICAL (R.O.N)
- STOCK FILES
- ARREAR LIST//REMINDER DIARY
- CALL BOOK
- FAIR COPY REGISTER
- LOCAL DESPATCH REGISTER
- STAMP ACCOUNT OR POSTAL REGISTER
- RECORD REGISTER
- GOVERNMENT SUITS REGISTER
- REGISTER OF TRUNK CALLS
- LOG BOOK-CASH BOOK
GENERAL DISCIPLINE

• QUIET & DIGNIFIED
• COURTEOUS
• NO WASTAGE OF TIME
• PERFECT SILENCE
• OFFICIAL SECRECY
• NON ACCEPTANCE OF PRESENTS
• REMUNERATION
• PROMPTNESS
• PUNCTUALITY
• TIDINESS
• CLEANLINESS
• DISCIPLINE
ATTENDANCE & LEAVE

1. HOURS OF ATTENDANCE
2. GRACE TIME
3. LATE ATTENDANCE
4. LATE PERMISSION
5. FORFEITURE OF LEAVE
6. WORK OUT OF OFFICE HOURS
7. TURN LISTS - REGISTER
8. CASUAL LEAVE
9. OPTIONAL HOLIDAYS
10. CASUAL LEAVE GRANTED UNDER F.R.7 & DOM P 7
CASUAL LEAVE & COMPENSATORY LEAVE

Dos
➢ WHEN THE LEAVE APPLICATION IS MADE
➢ PURPOSE MUST BE STATED DEFINITELY
➢ OBTAIN PRIOR PERMISSION AND ORDERS
➢ HAND OVER KEYS – SECTION HEAD
➢ PROCESS THE LEAVE APPLICATION THROUGH PROPER CHANNEL

DO NOT
➢ STATE VAGUE REASONS
➢ GIVE UNSAVOURY MEDICAL PARTICULARS
➢ ABSENT IN ANTICIPATION OF SANCTION

*REMEMBER “LEAVE IS NOT A RIGHT”*
OFFICE MANAGEMENT SYSTEM

MEN

PUB. ADMN
SALARY ADMN
WELFARE ADMN
MOTIVATION
MORALE
DISCIPLINE

RECEIPTS
EXPENDITURE
BUDGETTING
ACCOUNTING
AUDITING

1. GOOD COMMUNICATION
2. MAINTENANCE
3. PUBLIC RELATIONS

MG T.

LAND
BUILDINGS
FURNITURE
STATIONERY
MACHINES
APPLIANCES

MATERI

REAL
COMMON OFFICE FUNCTIONS

- Storing Information
- Monitoring Implementation
- Collecting Information
- Classifying Information
- Processing Information
- Taking Decision
- Communicating
- Decision Taking
PERSONAL REGISTER – CHECK LIST

1. Maintained by each dealing clerk
2. Maintained for one year
   - 1\textsuperscript{st} January to 31\textsuperscript{st} December
   - Old Personal Register continued till 31\textsuperscript{st} March
   - Undisposed Currents to be entered in new personal register on 1\textsuperscript{st} April
   - Adequate No. of pages to be left in the new Personal Register for B.F. files / Currents.
PERSONAL REGISTER

4. New Currents to be entered with all particulars in columns 1 to 4
5. Clubbed Cs – only the old file No. given in column 4
6. Adequate care taken to write subject / title.
7. Subject – main head underlined in red ink.
8. A certificate to the effect of entry of BF currents on 1st page attested by Superintendent
9. Reminders to be entered in Red Ink
10. 2 or 3 currents in each page.
11. Separate files with a Red Line
12. Nature of disposal in last column with date
13. Once file is disposed Current No. to be rounded off in red ink &
14. Disposal handed over to Record Assistant.
FILE MANAGEMENT

– A file is made up of:
– Current file
– Note file
– Current file consists of:
– Communications received
– Communications sent
Current File

Papers in the current file are arranged:
  In Chronological order
  Previous paper on the top
  Neatly tagged together
  Both sides of the page of C.F.
  In Red Ink starting with one
Note File

• 1/3rd Margin
• Page No and C.No on top
• Subject/ title
• Reference
• Broken into short paragraphs dealing with single point
LINKING FILES

• If some matter in any pending file needs to be referred to in note put up in a file under consideration
• Put up file under the file under consideration
• Strings of upper file pad tie to back of the pad

Strings of lower file tied around upper file
Slips indicating TOP FILE FOR ORDERS/ L.F. FOR REFERENCE
& L.F. for REFERENCE to be pinned to flaps of upper and lower pads, respectively
NOTE
Remarks recorded on a case under consideration to facilitate its disposal

• REASONS FOR:
  • Facilitates/ensures comprehensive examination
  • Provides written record of decision taken and justification thereof
  • Constitutes proof of approval/orders by the competent authority
  • Ensures consistency of approach
  • Provides historical and evidential material
Content of a note

- Statement of the case of problem
- Relevant facts and figures
- Procedure prescribed and precedents
- Law /rules etc on the subject and their application
- Views/advice of others if any consulted
- Possible course of action
- Implications (legal, social administrative, financial) of the various options available
- Suggested course of action
How to Write a note

• Simply worded (logically sequenced and with good readership appeal)
• Factually correct (fact based)
• Non repetitive (by drawing attention through references on the margin or in the body of the Note esp. for those which can be referred by Nos. and dates)
• Referenced (to achieve economy of words and comprehensiveness)
• In short, numbered paragraphs of a few sentences (of about 10 words) each
• Signed in full and dated by the dealing hand (on the left hand bottom) and by the officers on the right hand bottom without wasting much space in between
Avoid while writing a note

• Verbosity
• Long and complicated sentences
• Reproduction of rules/regulations
• Intemperate language
• Bias
Noting

• How it should be?
• Recorded on a note sheet (even at least one word should be carried over to the next page, instead of ending the note at the extreme bottom of the page at least extra black courtesy sheet should be added for further noting)
• Concise (comprehensive)
• Precise (businesslike and to the point)
• Objective and unbiased (3rd person passive voice and double negative without being too prolix/clumsy)
• Polite (temperate language, even when pointing out obvious mistakes statements)
He fainted when he came to Paragraph 13 where you say, “as we have already clarified in paragraph 6 and elaborated in 9 …”

In the first paragraph we were ‘surprised’, in the second ‘shocked, in the third ‘disappointed’. We can only ‘regret’ in the fourth paragraph.
Drafting

• A draft is a rough sketch of a communication to be issued after approval by the officer concerned
• Points to be noted:
  • Draft should:
  • Should carry the exact messages sought to be conveyed
  • Should be clear, concise and incapable of misconstruction
  • Should result in the desired response from the received
  • Should be divided into proper paragraphs, according to the logical sequence or order of ideas expressed in the draft
  • Should contain references to previous correspondence, if any
  • Avoid: Lengthy sentences, abruptness
  • Repetition of words, observations or ideas
  • Offending, discourteous language
DRAFTING-CHECK LIST

• A draft should indicate the following:
  • File Number
  • The names and complete postal address of the sender organization
  • The name/designation of the addressee with complete postal address
  • Subject of the communication
  • Number and date of the last communication in the series (from the addressee or from the sender)
  • The enclosures which are to accompany the fair copy
  • Subscription
  • Urgency grading (By registered post/Spl. Messenger)
  • Name and Designation, signature of the sender
form applicable should be carefully chosen
Types of Communication

- Memo
- Letter
- DO letter
- Proceedings
- UO Note
- Office order
- Notices
- Circular, Telegram/telex /Email/ Tel.Message/Fax Message
Memo

Memo No. A /1670/97 Dt

Sub
Ref

(in third person)
Sd/-
Designation

To
Address
Letter

TM/Lr.No.A/1670/97 Dt

To
  Official Address
  Sir/Madam

Sub
  Ref

(in first person)
  Yours faithfully
  Sd
  Designation
DO Letter

DO Letter No.A/1670/97 dt
Sir(Respected Sir)
Dear Sir / My Dear
Sub
Ref
(in first person)
With regards
Yours Sincerely
Sd/
By Name

Name
Official Designation
Proceedings

- Proc.No.A/1670/97 dt
  Present
  Sri
  Sub
  Read

ORDER
Para 1: Background, (2) Issue (3) Authority (4) Sanction
5. Limitations (6) Head of Account

Sd
Designation

Address
Nature of Disposals

- R Dis- Retain Disposal- Permanent
- D Dis- Destroy disposal- 10 years
- L Dis- Lodge disposal –1 year
- F Dis- To be filed
- Ndis- To be returned in original endorsement
- XL Dis- To be filed without numbering
- X N Dis- To be returned without numbering
- K Dis- 3 years/ 5 years of retention
  (after obtaining Govt.orders by HOD)
Disposal Jacket

To have on front page:
Name of the Department :
Name of the office:
Nature of disposal: R/D-2201
Date of disposal-
Subject
Number of pages : CF
    NF
Index Slip

D Dis A1 1564/99 dt.20..6.2002

Sub:

No. of pages  C/f
No. of pages of N/F
Prevention and checking of arrears and delays

• Checking - PR , PDL Regr, Arrear list, other registers as per Calendar of check
  Reminder diary to watch prompt
  Reports/Replies
  Random checks
• Surprise checks
• Check of over 3 months cases
Reminder Diary

• Date of reminder if no report/ reply received
• Maintained date wise
• Checked along with PRs
• To ensure prompt action
Call Book

- Maintained for calendar year
- Only If no action beyond 6 months needed in a file
- Orders obtained for transfer to CB and date of revival
- When received CF and NF separated
- Given new current number
- Timely revival to be checked
- Maintained for the entire office year wise
## Call Book FORMAT

- Sl.No. | Personal or current Regr entry in No. | The regr No. | Subject Details of Fresh new case No. | Order to lie assigned and date of revival in the FR  
1 | 2 | 3 | 4 |
5 | 6 |
PDL Register

- To watch prompt receipt and submission of PDLs
- Supdt to maintain monthly check list
- Issue advance reminders on quarterly, half yearly and annually etc PDLs
- Checked along with PRs
## Periodical Register Format

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Periodical</th>
<th>Incoming due date and from whom due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Receipt</th>
<th>Out going date due &amp; to whom due</th>
<th>Periodical date of despatch</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks (Reminders & Replies)**

| 7 |
Arrear List

Abstract list only
Maintained monthly
To know progress of work
For obtaining pending indicate details
Check of long pending currents by Superintendent
## Arrear List Format

<table>
<thead>
<tr>
<th>Sections &amp; No. previously</th>
<th>No. Recd</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>No. Disposed of</td>
<td>Balance</td>
<td>% pending</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

**Remarks**

8
Run on Note file

Calendar of check by supervisory officers
• Check necessary for preventing delays
• Remarks of check of PRs and other registers answered within 48 hours
• Maintained for calendar year
• Periodical check to be ensured
Stock file

- Maintained subject wise
- All important orders of Government and dept kept in chronological order
- All pages numbered
- Index
- Weeding of repealed orders