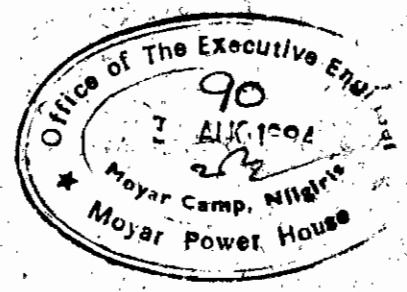


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TAMIL NADU ELECTRICITY BOARD

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OFFICE MANUAL

1991

PREFACE

At the time of formation on the 1st July, 1957, the Board consisted of Secretariat, Office of Chief Engineer//Electricity and other sub-ordinate offices. In regard to office procedure, the Secretariat Branch has been following the procedure laid down in the Tamil Nadu Government Secretariat Office Manual. The office of the Chief Engineer/Electricity and other subordinate offices continued to follow the procedure that was in vogue at the time of formation of the Board.

Consequent on the re-organisation of the Board office into five branches on the 1st, August, 1979, and the changes thereafter, a comprehensive Board Office Manual as a guide and taking into account the various orders issued from time to time by the Board in regard to office procedures, Tamil Nadu Electricity Board Office Manual has been prepared and introduced.

Now the comprehensive office procedure manual for both the offices at headquarters and field based on the Government of Tamil Nadu Secretariat Office Manual and District Office Manual, this Tamil Nadu Electricity Board Office Manual has been prepared.

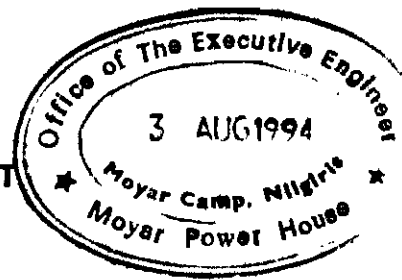
Any errors or omissions found in this manual may be brought to my notice for necessary action. Suggestions are also welcome.

Madras - 2.

24.5.1980.

K.N. RATHINAVELU,
SECRETARY.
TAMIL NADU ELECTRICITY BOARD.

ACKNOWLEDGEMENT



The Tamil Nadu Electricity Board Office Manual has been prepared by Thiru E. Perumal, Under Secretary/Training, Tamil Nadu Electricity Board in addition to his normal work as per B.P.Ms.(Ch.) No.105,dt.7.3.1987.

He has not only done a thorough job in the preparation of this Manual but also produced the material promptly in a record time in addition to his normal inspection and Organisation and Methods Cell work.

In his task which called for single - minded devotion he was assisted by the then Secretary, Thiru P. Enswaramurthy, the present Secretary and others who gave their ready and unstinted co-operation.

The typing work done expeditiously by Thiru C.E. Rajasekar, the then Thpist to Training officer and Selvi V.Umamaheswari, Personal Clerk to Under Secretary/ Training is neat.

The material has been printed by M/s. Kumari Printere, 205, T.H. Road Madras -81.

Madras -2

24-5-1990.

K.N. RATHINAVELU,
SECRETARY.
TAMIL NADU ELECTRICITY BORAD.

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TAMIL NADU ELECTRICITY BOARD

OFFICE MANUAL

CHAPTER - 1

THE BOARD OFFICE ORGANISATION

1.01 COVERAGE : (i) The manual is intended to cover the procedures to be followed in all the offices of the Tamil Nadu Electricity Board. Every member of the establishment must make himself thoroughly conversant with the provisions contained in this manual. The plea of ignorance cannot be an excuse for deviating from them. The Section Head should ensure that every Assistant, Junior Assistant and others under his control know and understand the provisions of the manual and that copy of the manual supplied to the section is corrected and maintained up to-date.

(ii) It is the duty of the higher officers to see that all members of the staff under their control have a thorough knowledge of the manual and that they carefully observe the provisions in the manual.

THE BOARD OFFICE ORGANISATION

(iii) The Tamil Nadu Electricity Board was formed on 1-7-1957 and the business of generation, transmission and distribution of electricity which was in the hands of State Government was taken over by the Board. The Electricity (Supply) Act 1948 (Central Act No. 54 of 1948) provides among others that the Board shall consist of not less than three and not more than seven Members, appointed by the State Government. Of these Members (a) one shall be a person who has experience of and has shown capacity in commercial matters and administration (b) one shall be an Electrical Engineer with wide experience and (c) one shall be a person who has experience of accounting and financial matters in a public utility undertaking preferably an electricity supply undertaking. One of the Members possessing any of the above qualification shall be appointed by the State Government as the Chairman of the Board. The Secretary to the Board is appointed with the concurrence of the Government. At the time of formation of the Board there was a Secretariat, an Office of Chief Engineer (Electricity) and other subordinate Offices. The Headquarters set up was reorganized with effect from 1-8-79 combining all the Headquarters offices, decentralising more power, streamlining paper work, procedures etc. Under the reorganised set up there are five Branches under Board Office as below :

- (1) Secretariat Branch
- (2) Administrative Branch
- (3) Accounts Branch
- (4) Audit Branch
- (5) Technical Branch

1.02 The set up of each Branch is indicated below :

(a) Secretariat Branch :

(i) *The Secretary to the Board* is the Executive Head of this Branch. Subjects relating to Service and other regulations, Standing Orders, Wage and workload revision, Establishment matters of Class I Officers, retirement benefits to Class I Officers of the rank of Superintending Engineer and above, land acquisition, convening meetings of the Board and Consultative Council, Recognition of Unions, Bonus, Holidays, Medical Attendance Rules, general questions and allotment of funds relating to House Building and other loans and advances are dealt with in the Secretariat Branch. Subjects requiring special approach are dealt with in Legal Cell, Organisation and Methods Cell and Vigilance Cell. Besides Deputy Secretaries, Under Secretaries, Section Officers etc. borne on Secretariat Cadre, certain personnel drafted from the Government of Tamil Nadu are also working in Legal Cell and Vigilance Cell on deputation basis. The hierarchy in this Branch is Secretary-Deputy Secretary-Under Secretary-Section Officer-Assistant.

(ii) *The Secretary to the Board* : The Secretary exercises general supervision and control over the staff under him including Deputy Secretaries and Under Secretaries and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. He arranges for and attends the meetings of the Board and Council. Files of all Branches which are placed before the Board pass through the Secretary. Besides, the establishment matters of Audit Branch are also disposed of by him. It is his duty to take efficient steps for the prompt despatch of business in the Branch. The Secretary is usually assisted by one or more Deputy Secretaries and Under Secretaries. The Secretary should however, delegate sufficient responsibility and authority to these officers so that the work in the Branch is handled smoothly and efficiently. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be in overall charge of the Branch. In cases of exceptional urgency, the procedure laid down must

be expedited by all possible means. Personal communication (by telephone or otherwise) should be freely resorted to with a view to reduce the volume of noting.

(iii) *Inspector General of Police (Vigilance)* : The Inspector General of Police (Vigilance) is the head of the Vigilance Cell. He works directly under the control of Chairman. He is assisted in Vigilance work by Vigilance Officers of the rank of Executive Engineer and Deputy Superintendents of Police and Inspectors of Police. For detection of theft of energy two Anti-Power Theft Squads function as units of Vigilance Cell under two Superintending Engineers, one at Madras and another at Salem.

(iv) *Legal Adviser* : The Legal Adviser is the head of the Legal Cell. He deals with all legal issues referred to Legal Cell and scrutinises draft plaints, written statements, affidavits, counter affidavits, grounds of appeal, deeds, agreements etc. He works under the control of Chairman. He assists all the Officers of the Board on legal matters and the cases filed in Courts.

(v) *Deputy Secretary* : The Deputy Secretary deals with cases relating to the subjects allotted to him with reference to the general or specific directions of the Secretary and submits to Secretary such cases as may be specified. He also exercises control over the sections placed in his charge both in regard to despatch of business and in regard to discipline. In accordance with the recognized practice and such specific instructions as the Secretary may issue from time to time, he may pass final orders approving proposals which are of a routine nature or which require only the formal sanction of Board. In other cases, he will see that points on which orders are required are clearly and concisely set forth, and will ordinarily express his own views on them. When the Board has passed orders on a case, he should see that those orders are conveyed completely, accurately and clearly without unnecessary verblage to those whom they concern, and that all points for orders are dealt with in the communication to be issued.

(vi) *Under Secretary* : The Under Secretary exercises control over the sections placed in his charge both in regard to despatch of business and in regard to discipline. He will instruct them how to deal with papers, both generally and in individual cases, and see that such instructions are carried out and that papers are properly handled. It is his duty to check delay, superfluous noting and prolixity of language, whether in notes or drafts, and enforce the rigid observance of all rules in regard to such matters as the form and scope of office notes and drafts, the communication of copies of documents as enclosures, referencing, the citation of precedents and authorities. Noting and drafting on a case of a difficult or

complicated nature should as far as possible, be done by the Under Secretary, who should make free use of stenographers and utilize the services of Assistants and Section Officers for the collection of statistics or papers or any information which he may require. In some cases, he may save delay and trouble by indicating appropriate disposals on papers when received in the tappal and drafting on papers immediately on their return from officers. In the case of papers received unofficially from other Branches of Board Office, it is often possible for him to note at once on receipt.

(vii) *Control of Office matters* : Subject to the orders of the Secretary, the Under Secretary (Estt.) is in general charge of the office matters as a whole. The Under Secretary (Estt.) deals with contingent expenditure and controls the menial staff.

(viii) *Section Officer* : The Section Officer is in charge of a section in Board Office Secretariat Branch. He is assisted by a certain number of Assistants who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Assistants under him. He is directly responsible to the Officers under whom he works for the efficient and expeditious despatch of business at all stages in his section and for office routine and procedure. The training of the Assistants under him is one of his principal functions. He must guide his Assistants in all aspects of work and see that his Assistants exercise proper discrimination in their work e.g. they do not waste time and paper on needless noting or correspondence and that really emergent matters are given immediate attention. He will not merely supervise but will himself undertake to deal with more difficult or important papers, taking such assistance from Assistants as he may find necessary. He maintains discipline in his section and ensures conformance with the orders and instructions in force. The Section Officer must constantly examine the cases pending with his Assistants to see that they do not delay them. He should advise his Assistants as to the manner in which they should deal with individual cases and should encourage them to come to him for advice whenever they have doubts. He should insist on his Assistants studying the currents and beginning to collect papers for reference immediately on their receipt. He should check any tendency to unnecessary and too elaborate research. He should see that currents are put up quickly and according to the nature of their urgency and that they are properly referenced. He should check prolixity in noting. The chief merits of a good note being lucidity, completeness and brevity, he will see that they are constantly kept in view both by himself and his Assistants. The Section Officer is not expected to express views or suggest what orders should be passed except where they necessarily follow some provision of law or rule or are in accordance with precedent.

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Note : The above directions will apply mutatis mutandis to Assistants who submit papers direct to officers.

Papers returning from Secretary/Chairman will pass to the Section through the other officers concerned and all papers returning from these officers will pass to the Assistant concerned through the Section Officers. From the notes written by those officers and the modifications of drafts put up by the Assistants, the Section Officer will know what each Assistant is capable of and what help and guidance he requires and where he is liable to fail and must therefore be watched. The Section Officer will authenticate the fair copies of Memos., U.O. Notes, B.Ps and letters issued from Secretariat Branch based on the orders in force from time to time. He will cause to issue routine reminders to the Chief Engineers and other Officers. The Section Officer will periodically inspect the personal registers, Arrear Lists and Reminder diary of Assistants under his control. He will perform such other duties as may be entrusted to him by the Secretary and the Board from time to time.

(b) Administrative Branch :

(i) One of the Chief Engineers, designated as Chief Engineer (Personnel) is the head of this Branch. Staff sanctions, labour matters, acquisition of electrical undertakings, general questions relating to RWE establishment, Class II establishment matters, recruitment, amenities and concessions to employees, delegation of power, inspection of circle offices and training are the subjects dealt with in this Branch. On labour matters an Industrial Relations Advisor, a deputationist is advising the Officers concerned.

(ii) The hierarchy in this Branch is Chief Engineer (Personnel), Deputy Chief Engineer (in the rank of Superintending Engineer)/Senior Personnel Officer--Personnel Officer--Person Assistant--Superintendent--Assistant.

(iii) The training wing is headed by a Director in the rank of a Superintending Engineer assisted by Deputy Directors in the rank of Executive Engineer. The training wing takes care to equip the Board's staff wherever necessary, to meet the changes in technology and management techniques that are taking place day today.

(iv) *Deputy Chief Engineer and Senior Personnel Officer* : They will deal with cases relating to subjects allotted to them with reference to the general or specific direction of the Chairman, Chief Engineer (Personnel) and Secretary to the Board and submit to higher officers such cases as may be specified. They shall also exercise control over the section placed under their charge both in regard to despatch of business and in regard to discipline. The directions given in the case of Deputy

Secretary, Secretariat Branch will apply mutatis mutandis to Deputy Chief Engineer and Senior Personnel Officer of Administrative Branch in regard to performance of their duties.

(v) *Personnel Officer and Personal Assistants* : They shall exercise control over sections placed under their control both in regard to despatch of business and in regard to discipline. They will also exercise such of those powers as have been delegated to them by the Board. The directions given in the case of Under Secretary, Secretariat Branch will apply mutatis mutandis to Personnel Officer and Personal Assistant of Administrative Branch in regard to performance of their duties.

(vi) *Superintendent* : The Superintendent is in charge of a Section in the Administrative Branch. He is assisted by certain number of Assistants who work under his direct control. He is responsible for all files relating to the subjects allotted to the Assistants under him. He is directly responsible to the Officers under whom he works for efficient and speedy actions on the subjects entrusted to his section. He must guide his Assistants in all aspects of work. The Superintendent will not merely supervise, but he himself will dispose of difficult and important papers. He maintains discipline in his section.

(c) Accounts Branch :

(i) One of the Chief Financial Controllers is the head of this Branch. Accounts, balance sheet, resources, loan management, revenue, tariff, etc., are dealt with in this Branch. The hierarchy in the Branch is Chief Financial Controller--Financial Controller--Deputy Financial Controller--Accounts Officer--Assistant Accounts Officer--Accountant--Assistant. The Accounts Member is in overall charge of this Branch.

(ii) *Chief Financial Controllers* : The Chief Financial Controllers work directly under the control of Accounts Member and assists him to control and co-ordinate all accounting, revenue and financial matters in the Electricity Board in order to ensure that a sound financial and accounts organisation is maintained throughout the Board. The C.F.C. is assisted by Financial Controllers and Deputy Financial Controllers in the maintenance, checking, compilation and submission of the accounts and ensuring the implementation of regulations concerning the disbursement of money and the accounting of stores by the Board's Officers. He controls the accounting and field procedures and introduces modifications, wherever necessary, in consultation with the Accounts Member. The Chief Financial Controller scrutinises the proposals for budget, balance sheet, renders I.T. returns, returns to State Govt. and Central Electricity Authority, furnishes replies to all matters connected

with Audit comments, P.U.C./P.A.C., Assembly and parliament questions, arranges payments in respect of acquired Electrical Undertakings, power purchases, loan repayments, interest on loans, C.E's purchase Orders, letter of credit and I.D.B.I., reviews all returns from Circles including cost of generation, arranges for inspection of Circles. All matters connected with the establishment of Accounts Branch is dealt with by him. He attends review meetings and co-ordinates on all matters relating to commercial accounting. Subjects relating to tender analysis, formulation, revision and implementation of Tariff and mobilisation of resources and Funds management will be finally disposed of by him.

Another C.F.C. designated as C.F.C. (Revenue) is in charge of all revenue matters.

(iii) *Financial Controllers* : Two Financial Controllers are looking after purchase, revenue and finance and are assisted by Deputy financial Controllers working under their control, supervision and direction.

(iv) *Deputy Financial Controllers* : The Deputy Financial Controllers work under the control, supervision and direction of the Chief Financial Controllers and the Financial Controllers. The Deputy Financial Controller is assisted by the Accounts Officers and Assistant Accounts Officers. He is responsible for all files relating to the subjects allotted to him. He exercises general supervision and control over the sections placed under him.

(v) *Accounts Officers and Assistant Accounts Officers* : They work under the control, direction and supervision of the Deputy Financial Controllers and arrange to put up notes, drafts, on the subjects allocated to them. They are assisted by Accountants and Assistants. Difficult and important papers are to be dealt with by the Accounts Officer/Assistant Accounts Officer.

(vi) *Accountant* : The Accountant is in charge of a section. He is assisted by a certain number of Assistants and Junior Assistants who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Assistants and Junior Assistants under him. He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business at all stages in his section and for office routine and procedure. He must guide his Assistants and more important and difficult papers are to be dealt with by him.

(d) Audit Branch :

(i) *The Chief Internal Audit Officer* is the head of this Branch. The primary functions of this Branch is to conduct internal checks on the transactions relating

to expenditure, receipts, purchase. works contracts etc. and to make specified appraisal studies activities. This branch is under the overall charge of the Accounts Member. The Chief Internal Audit Officer carries on the business of this Branch with Deputy Chief Internal Audit Officers under his direct control. Internal Audit Officers, Assistant Audit Officers and Auditors are others, in the same hierarchy, working in this Branch.

(ii) *Chief Internal Audit Officer* : He exercise general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to conduct internal audit as per the approved audit programmes and is responsible to Accounts member/Secretary for the proper system of internal audit and for the prompt despatch of business in Audit Branch. He is assisted in his function by the Deputy Chief Internal Audit Officers, Internal Audit Officers and Assistant Audit Officers.

(iii) *Deputy Chief Internal Audit Officers* : The Deputy Chief Internal Audit Officers have the overall supervisory control of Internal Audit Officers and Audit Parties placed under them with regard to audit functions. They also exercise control over the sections placed in their charge in regard to despatch of business and discipline. Besides, they deal with the case relating to the subjects allotted to them.

(iv) *Internal Audit Officers* : The Internal Audit Officers, of the Audit parties exercise supervisory control over the Audit Parties placed in their charge for their efficient audit performance with reference to audit programme and instructions from Headquarters, besides giving guidance to them. In addition, they carry out the Audit work entrusted to them. The Internal Audit Officers in Headquarters Office exercise control over the sections placed in their charge in regard to despatch of business and discipline. They assist the Deputy Chief Internal Audit Officers and Chief Internal Audit Officer in performing their duties entrusted to them.

(v) *Assistant Audit Officers* : The Assistant Audit Officer is in charge of the section in Headquarters and is assisted by a certain number of Auditors who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Auditors under him. He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business at all stages in his section and for office routine procedure. The Assistant Audit Officers attached to Audit parties supervise the works of Auditors as per Audit programme/instructions from Headquarters besides carrying out their audit work entrusted to them. They are responsible to supervisory Officers viz. Internal Audit Officers/

Deputy Chief Internal Audit Officers under whose control the audit parties are placed. The Assistant Audit Officers incharge of audit parties/sections maintain discipline in audit parties/sections and ensure that the orders and instructions in force are strictly carried out.

(e) Technical Branch :

(i) This Branch of the Board Office consists of Chief Engineers with headquarters at Madras (excluding the Chief Engineer/Distribution/Madras Region, Chief Engineer/Personnel) and the Superintending Engineers under them. Subjects and matters of technical nature are handled in this Branch. Energy management Research and Development, Computerisation, Planning, Rural Electrifications, Technical Audit are a few such subjects.

(ii) There are six Chief Engineers in the Technical Branch with headquarters at Madras (excluding Chief Engineer/Distribution/Madras Region and Chief Engineer, (Personnel) who is the head of Administrative Branch). They are :

- 1) Chief Engineer/Thermal Designs. .
- 2) Chief Engineer/Transmission and Grid operation.
- 3) Chief Engineer/Research and Development.
- 4) Chief Engineer/Planning.
- 5) Chief Engineer/Materials Management.
- 6) Chief Engineer/Civil Designs.

The Chief Engineers will exercise efficient control over the duties of the officers under their control. The Chief Engineers will call for reports from the field wherever accidents and consequent damages or losses to machinery and equipment or where serious interruptions to service have occurred and deal with them in the manner best required. Wherever losses due to negligence or other acts require report to the Board, Chief Engineers will promptly do so and recommend any action to be taken. The Chief Engineers will prepare annually the portion of the budget estimate relating to the works under their control. It will be their duty to administer the grant and with this object keep a close watch over the progress of the expenditure against the grant, with a view to seeing that no excess is permitted to occur and that if additional funds are necessary, applications for the funds are made. It will further be their duty to see that the grant is fully expended in so far as is consistent with general

economy and the prevention of large expenditure in the last months of the year and that any money that is not likely to be needed during the year is promptly surrendered so as to allow of its appropriation for other purposes by proper authority. They are responsible for all important technical design (Electrical, Mechanical or Civil) and controls the headquarters offices managed by different Superintending Engineers.

The following are the Superintending Engineers working under the Chief Engineers in Technical Branch :

1. Superintending Engineer/Design/Tuticorin Thermal Power Project.
2. Superintending Engineer/Design/Electrical.
3. Superintending Engineer/Design North Madras Thermal Power Project.
4. Superintending Engineer/Civil Thermal-I.
5. Superintending Engineer/Civil Thermal-II.
6. Superintending Engineer/Planning.
7. Superintending Engineer/Rural Electrification and Improvements (Distribution)
8. Superintending Engineer/Materials Management-I.
9. Superintending Engineer/Materials Management-II
10. General Superintendant/Stores Inspection.
11. Superintending Engineer/Industrial Energy Management Cell.
12. Superintending Engineer/Betterment Thermal.
13. Director, Coal
14. Superintending Engineer/Investigation
15. Superintending Engineer/Civil (Hydel).
16. Superintending Engineer/Transmission.
17. Superintending Engineer/Protection and Communication. (Madras).
18. Superintending Engineer/Load Despatch and Grid Operation.
19. Superintending Engineer/Hydro (Elect.).
20. Superintending Engineer/Civil Designs.

The Superintending Engineers will be in charge of the Technical Branch comprising electrical, mechanical and civil divisions and co-ordinate their work. Superintending Engineers should normally decide all technical matters of an electrical or mechanical nature under the guidance when required of the Chief Engineers in respect of those affecting power systems. The Superintending Engineers will afford all technical assistance that may be required by the Chief Engineers. The Superintending Engineer will be responsible for all designs and specifications prepared in his office and for maintaining existing ones upto date. The technical unit of the Circle is the division in charge of an Executive Engineer who is responsible to the Superintending Engineer for the management of all technical works in his jurisdiction. He will be responsible to see that prompt attention is paid by all his staff in complying with the instructions issued by Superintending Engineer on all matters. He should check periodically his division and thus ensure that the general up-keep and working are proper. The Assistant Executive Engineers and Assistant Engineers are responsible to the Executive Engineers for the efficient discharge and management of all technical works.

1.03 To look after Distribution of electricity supply, the State is divided into five Regions each Region under the control of a Chief Engineer (Distribution). To look after the progress of construction of Power Project, certain Projects are under the control of Chief Engineers.

(i) *Office organisation of Chief Engineer (Distribution)/Mufussil Chief Engineer* : The Chief Engineer (Distribution)/Mufussil Chief Engineer is the Head of the Region/his unit. He will exercise control on the technical financial and administrative functions in his office and in the Circles under his control. To assist the Chief Engineer (Distribution)/Mufussil Chief Engineer, there will be Executive Engineers, Assistant Executive Engineer, Asst. Engineer, Accounts Officer, Administrative Officer and other Officers who will be in-charge of Technical, Administration financial and accounting functions and they will be responsible for the management of the works under their jurisdiction. They will be responsible to see that prompt attention is paid by their staff in complying with the instructions issued by Chief Engineer (Distribution)/Mufussil Chief Engineer on all matters.

(ii) *Office Organisation of the various offices in the circles* : A Distribution Circle will consist of Central Office, Division Offices, Revenue Branches of Division Office, Sub-Division Offices, Section Offices etc. A Generation Circle/General Construction Circle/Project Circle will also consist of the above mentioned offices excepting the Revenue Branches of Division Office. The Superintending Engineer will be Head of the Central Office and he will also be the Head of the entire Circle. The Executive Engineer will be the Head of the Division, the Assistant Executive

Engineer will be the Head of the Sub-division, the Assistant Engineer/Junior Engineer will be the Head of the Section. The Assistant Accounts Officer will be the Head of the Revenue Branch of the Division Office. The Superintending Engineer will exercise over-all control on the technical, financial, accounting and administrative functions. Normally, in Central Office, there will be Executive Engineer/Deputy Financial Controller and Accounts Officers, Assistant Accounts Officers, Assistant Administrative Officer, Assistant Executive Engineers, Assistant Engineers etc. to assist the Superintending Engineer in his functions. The Executive Engineer, Assistant Executive Engineer and Assistant Engineer will be responsible for the technical matters. The Deputy Financial Controller, Accounts Officers and Assistant Accounts Officers will be responsible for the accounting and financial matters. The Executive Engineer/General wherever available and or Assistant Administrative Officer will be responsible for administrative matters. In respect of the technical and field works, assessment, collection accounting and financial works, in the Division, Sub-Division and Section Offices and Revenue Branches of the Division Office, the Executive Engineer/Assistant Executive Engineer/Assistant Engineer/Junior Engineer and Assistant Accounts Officer will assist the Superintending Engineer. The Executive Engineer will be responsible to see that the prompt attention is paid by all staff in complying with his instructions and the instructions issued by higher authorities on all matters. He should check periodically the various units in his control and ensure that the general up keep and working are proper. The Superintending Engineer will exercise efficient control over the duties of the Officers under him.

1.04. COMMON TO ALL OFFICES

(i) *Assistants, Junior Assistants Steno - typists and Typists* : The main duties of Assistants/Junior Assistants (wherever allotted with a subject) in a Section are to put up notes and drafts, maintain Personal Registers and also assist the Section head in their Section. They should study the currents immediately on receipt, collect papers without delay and put up notes and drafts. They are responsible for complete and accurate referencing and for the proper arrangement of a case. They should assist the Section head when he deals with cases himself by procuring previous papers, etc. They should cultivate methodical and business like habits. They should freely seek the advice and guidance of the Section head whenever they have doubts or difficulties. Junior Assistants are expected to attend to routine items of work such as comparing, despatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders.

(ii) Steno - typists do the shorthand work for the officers and such other items of work as are entrusted to them.

(iii) Typists are expected to type notes and drafts and to fair copy all communications to be despatched. The matter typed by them will be compared by them with the Assistant concerned or with the Junior Assistant of the section.

1.05. DESPATCH SECTION & RECORD SECTION :

(a) The Despatch section and Record section are under the control of one of the officers. The supervising Officer is primarily responsible (i) for the proper maintenance of Record section and Despatch section, (ii) for the despatching of papers of the office concerned and (iii) the maintenance of record. One of the principal duties of the immediate supervising officer is to see that papers asked by the Sections are supplied promptly and that papers are returned to the Record Section as early as possible.

(b) In Secretariat Branch, in addition to the general Record section there is another Record section under the control of Vigilance Cell, exclusively for all the records of Vigilance sections.

1.06. CASH SECTION :

The Cash section in each of the offices of the J.N.E.B. deals with all matters connected with cash transactions of that office under the control of one of the officers.

IN BOARD OFFICE ONLY

1.07. LIBRARY :

(a) In Board Office Secretariat Branch a library containing books of various Rules, Regulations and codes of Govt. of Tamil Nadu as well as Tamil Nadu Electricity Board is under the direct control of the Junior Assistant who is maintaining the stationary items. The Junior Assistant concerned is responsible for the safety of the books in his charge, the issue and return of books and the proper maintenance of the library generally.

(b) In addition to this, a library containing law books is maintained in Legal Cell under the control of Legal Adviser to the Board. Essential commentaries on various Acts are procured and supplemented to the library. Important law journals received in Legal Cell are also preserved for reference. The Stenotypist to the Legal Adviser is responsible for the safety of books and the proper maintenance of the library generally. The Library is intended for the use of the Legal Cell only.

(c) There is a technical library under the control of the C.E./R&D and is manned by a Librarian and a Assistant Librarian.

1.08. TELEPHONE EXCHANGE AND CIRCULATION VAN :

Telephone exchange of Board Offices, is under the control of one of the officers of the Concerned Branch. A circulation van is available in Secretariat Branch of the Board Office for official use such as carrying urgent tapals, files etc. to Government and other offices and for attending to other miscellaneous works. In addition to this, a motor cycle is also available for the above purposes. They are under the control of one of the Under Secretaries in Secretariat Branch.

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CHAPTER - II
DEFINITIONS

2.01 The following are the definitions of some of the words and expressions used in the Manual : -

Arising Reference : Any reference issued from the office which originates a file is called an arising reference.

Board means the Tamil Nadu Electricity Board

BRANCH : Branch is the term used to denote one of the branches of the Board Office at Headquarters viz Secretariat Branch, Administrative Branch, Technical Branch, Accounts Branch and Audit Branch and Revenue Branches in circle offices.

CASE : Case consists of current file, draft, sectional notes, note file, routine file and previous papers and books put up, if any, for reference.

CIRCULATION : The submission of files to officers for information or orders is termed 'Circulation'.

CURRENT : A communication received from outside the office or from another section or an arising reference which is stamped and numbered is, 'current tappal' shortly known as a 'Current' and the number itself is called current number or in abbreviation "C.No."; **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 intermediary official or unofficial references subsequently received and the replies to such references demi-official communications and telephonic messages, the whole being arranged chronologically.

DEMI-OFFICIAL CORRESPONDENCE : Correspondence is called 'Demi Official' when Board Officers correspond with each other or with any member of public, on administrative or official matters, without the formality of official procedure and with a view to the inter-change of communication of opinion or information.

DISPOSAL is a statement of the decision of the Board competent authority to pass orders on any matter submitted for its information or orders. It may be a final decision or an interim decision.

DRAFTING : Drafting is the preparation of any communication which it is proposed to issue by, on behalf of or under the direction of the Board or any officers of the Board or note for facility of reference by higher officials or seeking orders of the Board.

DESPATCH : Despatch means all works relating to sending out of references

from the particular section to other section in the same office or to officers of the office or to other outside offices.

ENCLOSURE : A communication or a statement or a plan/sketch or other document, which is attached to or which accompanies another communication to supplement or elucidate the point, intention or orders conveyed in the latter is called an enclosure to the original reference.

FLAGGING is the process of attaching to the top of papers put up for reference in a case, slips printed with letters of English or Tamil alphabet to identify records referred to in dealing with a case, without having to indicate the record every time with its nature, number etc.

ISSUE is the term used to denote the process of copying or printing and despatching communication intended for any person or authority.

LINKED CASE : One or more files are linked with another file 'for orders' or 'for reference' when the two deal with allied matters and having common back papers or require common orders.

NEW CASE : A paper, which is not connected with a pending case in the office or one which originates in the office or is started under a note of an officer of the Board and the issue in itself is not connected with an issue in any other pending case is treated as a 'New Case'.

NOTE : A note is what is written by an official to facilitate the disposal of a case. It may contain a precis of previous papers, a statement of the facts reported and proposals made in the current file, the arguments for and against any measure proposed, and constructive suggestions as to the action that may be taken and the orders on the issues under examination in the case.

NOTE FILE Consists of the notes written by officers to facilitate the disposal of a case which is separate from the current file.

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 Government or any public body or private individual, in writing, conforming to certain fixed rules as to the form, matter and procedure, and with the intention that such correspondence may be the public record regarding the question discussed.

OLD CASE : A reply to a reference issued from the office on an already pending case, or a paper which, though not, a reply of that nature, has for any

other reasons, to be filed with a current file already pending in the office is called an 'old case'.

PUT UP PAPERS means the previous orders or other back papers connected with or bearing on the subject of a current under consideration and put up in the case with current for reference to enable deeper examination and its disposal.

REFERENCING is the process of putting up in case previous correspondence, laws, rules, reports etc. required for its disposal, flagging them and indicating their presence by pencil references in the margin of the relevant portion of the note file and of the current file in which they are mentioned or quoted.

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.

ROUTINE NOTE : A note for the elucidation of a point arising in a case which an officer wants cleared up, or on matters of an ephemeral nature, such as reminders, delays in office etc. which will not go into permanent record is termed a 'routine note'.

ROUTINE FILE : Routine file consists of all routine papers such as Routine Notes, Office copy of Reminders, interim replies which do not contain any material for disposal of the main case.

SECTION : (a) Section is a minor division of the Board office at headquarters consisting of a Section Officer/Superintendent/Assistant Audit Officer / Accountant / Assistant Engineer and one or more Assistants/Auditors, Junior Assistants/Junior Auditors or Typists under him.

(b) Section is an unit of division of circle or an unit in the offices of the Chief Engineer/Distribution or Central Office, division office or sub division office in a circle consisting of an Assistant /Junior Engineer, Administrative/Accounts Supervisor or other officers with one or more Assistants, Junior Assistants or other staff under him.

SECTIONAL NOTES are notes written on each of several issues arising out of a single subject where separate examination required and 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.

TAPPAL : All communications received in the office which are official, unofficial or demi-official are until registry known as 'tappal'.

UN-OFFICIAL CORRESPONDENCE : When it is proposed to obtain on the note file of a case the concurrence, opinion or remarks of any particular officer of the Board so that such concurrence, opinion or remarks may not form part of the official proceedings, and also the mode of referring a paper or a case and obtaining a reply is called un-official correspondence.

CHAPTER - III

TAPPAL**P A R T - 'A' (FOR BOARD OFFICE)****PROCEDURE-GENERAL**

3.01. *Nature of tappal* : The tappal consists of (a) communication in cards, closed envelops, packets and telegrams addressed to the Officers of the Branches of the Board Office and (b) non-confidential papers from one Branch of the Board Office to another Branch.

3.02. *Receipt of tappal* : Each Branch of the Board Office is having a separate tappal section. Registered articles, all cards, closed envelopes and packets delivered either by post or by messenger are received by the Junior Assistant incharge of tappal or other person designated for the purpose. Communication from private parties received by post for which postal charges have not been paid in full should be refused. The tappals deposited in the post box of the Board Office at Anna Salai Post Office and in the tappal box kept near the reception centre, either during office hours or after office hours and on holidays are also cleared by the Junior Assistant incharge of the tappal. Another tappal Box with locking facility is provided near the reception centre for tappals intended for Vigilance Cell and complaint cell. One of the Assistants in Secret Section of Vigilance Cell is in charge of the key of the Box and he will open it at 10.45 a.m. and submit the tappals to Inspector General of Police/Vigilance.

In order to reduce the transit time in despatch and receipt of tappals and unnecessary postage, the following procedure shall be adopted by all the five Branches of the Board Office:-

i) Board Office Administrative, Accounts, Audit and Technical Branches shall hand over the ordinary tappals intended for Government to Board Office Secretariat Branch/Despatch under proper acknowledgement, instead of sending them by post to Government.

ii) However, in the case of urgent and immediate tappals, the Branches/Offices concerned may continue to make their own arrangements.

iii) The regular messenger of the Secretariat Branch will go every day in the morning and evening collecting all the tappals intended for Government, from the

Board Office Secretariat Branch and hand them over to Government in the Departments concerned. He will also receive all the Government tappals intended for the five Branches of the Board Office of the Tamil Nadu Electricity Board and hand them over to the tappal section of the Board Office Secretariat Branch. The Secretariat Branch will arrange to send them to the concerned without delay.

3.03. *Registered and Insured articles* : Articles sent by post registered or insured are received by the Junior Assistant Incharge of tappal who signs the postal receipts attached to them on behalf of the officers to whom they are addressed. The Junior Assistant who signs the postal receipt/acknowledgement on behalf of the officers to whom they are addressed should clearly indicate his name and designation under his dated signature. In respect of tappals delivered by messengers, the tappal Junior Assistant/turn Junior Assistant or Gurka Watchman should acknowledge receipt of tappal in the messenger delivery book putting his full signature in ink. Apart from affixing his signature, he shall indicate in block letters his name and designation and also time and date of receipt.

A register shall also be maintained by the Junior Assistant Incharge of tappal in the following form in respect of registered and insured articles :-

Sl. No.	Nature of articles	From whom received	Section to which assigned with current number	Acknowledgement of the section to which assigned
(1)	(2)	(3)	(4)	(5)

3.04. *Telegram and Telex Messages* : Telegrams are received by the Junior Assistant Incharge of tappal section. He sends them to the officer concerned to whom they are addressed immediately. Telex messages are sent to the officers to whom they are addressed by the Telex Operator.

3.05. *Opening and sorting of tappals* : As already explained earlier, envelopes addressed to officers by name and those marked "secret" or "strictly Confidential" or "confidential" are opened by the officers to whom they are addressed. In the absence of the concerned officer on leave or otherwise, such envelopes as are marked "immediate" shall be opened by an officer of equal or next in order of rank in the Branch.

All other tappals are taken by the Junior Assistant Incharge of the tappal to the officer incharge of Establishment section in whose presence they are opened.

All tappals intended for Secretariat Branch and Court tappals relating to all Branches shall be submitted to Secretary in two different pads by the Junior Assistant Incharge of tappal in Secretariat Branch. After perusal by Secretary/Chairman they will be returned to tappal Junior Assistant after being stamped. Excepting those relating to Secretariat Branch, all the other tappals will not be numbered. They shall however be entered in a separate register by the Tappal Junior Assistant and dealt with as follows :-

i) the tappals intended for the Accounts Branch should be put up to the Chief Financial Controller.

ii) the tappals intended for the Audit Branch should be put up to the Chief Internal Audit Officer.

iii) the tappals intended for the Administrative and Technical Branches should be put up to the Deputy Chief Engineer.

The Under Secretary/Establishment will mark all Court tappals to the appropriate Branches. All Court tappals so marked should be entered in a separate register by the tappal clerk, and the register with the tappals should be sent to the officers to whom the tappals have been marked. The officers to whom the tappals have been marked should receive the tappals, acknowledge their receipt in the register and return the register then and there. The officers who receive the Court communications should send them to the officers concerned in the respective Branch/Offices immediately and obtain proper acknowledgement. The communications received in other Branches direct from the Court should be scrutinised by the officers of the respective Branch, entered in a separate register and distributed to the appropriate Section/Branch on acknowledgement, in a similar manner. All tappals received by the Branches of the Board Office from Secretariat Branch as also the tappals received in Branches of the Board Office direct shall be put up to the head of the Branch concerned. After perusal by the officer, the tappals are sorted out by the Junior Assistant Incharge of tappal according to section. To enable him to do this correctly, he must keep with him an up to date list of distribution of subjects among the sections in the Branches and all current tappal instructions issued by the officers whether general or special on his table prominently.

3.06. *Treatment of valuable enclosures* : Money, cheques, Demand Drafts and other vouchers received as enclosures will be delivered by the Junior Assistant incharge of tappal in person to the section head concerned. The latter should hand it over to the cash section of the office for safe custody and obtain acknowledgement in the margin of the current.

A register should also be maintained by the Junior Assistant incharge of tappal in the following form in respect of valuable enclosures :

Sl. No.	Nature of Valuable enclosures	From whom received	Section to which handed over	Acknowledgement of the section head of the section to whom handed over
(1)	(2)	(3)	(4)	(5)

3.07. *Numbering of currents and distribution among sections* : The papers received in Tappal are numbered by the Junior Assistant incharge of Tappal with the automatic numbering machine. Papers of an ephemeral nature such as post copies of telephonic messages, tour programmes of officers are not numbered as currents. On the other hand, any note from an officer directing the examination of any point or issue should be registered as a current lest the matter should be lost sight of. Calls from officers for a paper or Board proceedings etc., must, however, not be numbered as currents. Enclosures and spare copies should not be given separate current numbers.

It is the duty of the Junior Assistant incharge of Tappal to forward the Tappal relating to each section to its section head with the least possible delay.

Section heads should also ensure that tappal is received without delay. As soon as tappals are received the section head should allot the currents/files to the concerned Assistant in his section by marking in ink in the distribution register and also on the currents/files. The concerned Assistant should acknowledge the currents/files relating to him. There should be no discussion with the Junior Assistant incharge of Tappal about correctness of the allotment of any particular current. Whenever the section head finds that a particular current/file does not relate to his section, he should mark the name of the section to which it relates in the Distribution Register and on the current/file itself and mark it "Special". He should also instruct the Junior

Assistant or Assistant to show it to the section head of the concerned section. If that section head agrees to take it, the current/file should be transferred after obtaining the initial of the concerned Assistant of that section in the Distributor Register itself against that current number. If however, there is any dispute as to which section should deal with a particular current/file, a routine note should be put up after registering the current pointing out with specific reasons that a particular section should deal with it. The section which is noted as the concerned section should also add its remarks to how it is not concerned with the current/file. The file should then be returned to the originating section. Then it should be submitted to the officers concerned for decision. All these formalities should be completed within twenty-four hours from the time of receipt.

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 if the points raised are sufficiently important, give extracts to the other sections concerned for taking separate action. Such extracts should also be got machine numbered in tappal section. General currents i.e. currents which relate to all sections should be taken up by the section specified for dealing with such papers.

A register should also be maintained in the Tappal Section in the following form for distribution of files from other Branches :

Date	File No.	From whom received	Short Title	Current No.	Section to which sent	Acknowledgement of section head or Asst. of the section
(1)	(2)	(3)	(4)	(5)	(6)	(7)

The files received from other Branches should, after perusal by the officers concerned in the Branch be numbered and entered in the register maintained for the purpose and the register with the files should be taken to sections concerned by the Junior Assistant incharge of Tappal.

The section heads/Assistants of the sections to which the files have been sent receive the files, acknowledge the receipt in the register and return the register then and there.

3.08. *Distribution of currents in Section : Marking 'Urgents' and 'Special' by Section head* : The Section head distributes the papers among the Assistants in the Section with such instructions as are necessary. When a paper is not marked 'Urgent' or 'Special' by the higher officer the section head will, if he deems it necessary, mark the paper 'Urgent' or 'Special', as the case may be, and note the date by which the Assistant should put it up. Before doing so, however, he should observe carefully the distinction between the two classes of papers, viz., that 'Urgent' papers are those which need early but not immediate attention and 'Special' those which need immediate attention.

3.09. *Numbering of arising references* : The subject Assistant will be responsible for getting a number assigned to a letter, reference, etc., issuing from a section and originating a file.

3.10. A "Special Register" in the following format will be maintained by Personal Assistant to Chairman.

S. No.	Date of receipt	From whom received	No. & Date	Subject in brief	To whom sent	Instructions given with date and other remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

The Personal Assistant shall enter in the register all tappals and notes marked by Chairman as "Special". Technical Member, Accounts Member, Secretary, Inspector General of police/Vigilance and Chief Engineers will meet the Chairman at 2.30 p.m. every Monday with the files dealing with cases marked by Chairman as "Special" so that pendency of the cases could be reviewed.

3.11. All officers are expected to carefully peruse the tappals, every day and wherever necessary give appropriate instructions on the tappal itself on the action to be taken. Even when they go on camp, arrangements should be made either for sending the tappals to camp or the tappals should await the return of the officer for his perusal. However arrangement should be made that if any cover marked as immediate etc. is received when the officer is absent on camp such covers are opened by the immediate subordinate officer for taking whatever urgent action is necessary and the same put up to the officer concerned on return from camp.

The officers should also maintain a special register of important references as the one mentioned in para 3.10 above in which they should enter the Special tappals received from Chairman and also all important references received by them and personally watch the action taken from time to time.

P A R T - 'B' (FOR OTHER OFFICES)

3.12. ATTENDANCE OF EMPLOYEE IN CHARGE OF TAPPAL:

The Junior Assistant in-charge of Tappal or other person designated for the purpose will attend office at 9.30 A.M. and he will be permitted to leave office at 4.00 P.M. to compensate his early attendance. If there is a second Junior Assistant assigned for the job, the other Junior Assistant will attend office from 11.00 A.M. to 5.30 P.M.

3.13. OPENING OF TAPPALS :

Envelopes addressed to Officers by name and those marked 'Secret' or 'Strictly Confidential' or 'Confidential' shall be opened by the Officers to whom they are addressed. In the absence of the Officer concerned on leave or otherwise, the envelopes marked "Secret", "Strictly Confidential" "Confidential" and "Immediate" shall be opened by the officer next in rank. All other tappals which are ordinary shall be opened by the Tappal Junior Assistant in the presence of the Administrative Supervisor concerned in Administrative Section. On Opening, the Junior Assistant will check enclosures and make a note of any found missing.

3.14. REGISTERED AND INSURED ARTICLES :

(i) Articles sent by registered post or insured shall be received by the Tappal Junior Assistant who will sign the postal receipts attached to them on behalf of the officers to whom they are addressed, clearly indicating his name and designation in block letters with date.

(ii) A register shall also be maintained by the Tappal Junior Assistant in the following form in respect of registered and insured articles :-

Sl. No.	Nature of articles	From whom received	Section to which assigned with current number	Acknowledgement of the section to which assigned
(1)	(2)	(3)	(4)	(5)

3.15. TELEGRAM AND TELEX MESSAGES :

Telegrams shall be received by the Tappal Junior Assistant. He shall send them to the officer concerned to whom they are addressed immediately. Telex message shall be sent to the Officers to whom they are addressed by the Operator.

3.16. TREATMENT OF VALUABLE ENCLOSURES :

(i) Money, Cheques, Demand Drafts and other vouchers received as enclosures will be delivered by the Tappal Junior Assistant in person to the Section head concerned. The Section head should hand it over to the cash section of the office for safe custody and obtain acknowledgement in the margin of the current.

(ii) A register shall also be maintained by the Tappal Junior Assistant in the following form in respect of valuable enclosures :-

Sl. No.	Nature of valuable enclosures	From whom received	Section to which handed over	Acknowledgement of the section head of the Section to whom handed over
(1)	(2)	(3)	(4)	(5)

3.17. TAPPALS DELIVERED BY MESSENGERS :

(i) In respect of tappals delivered by messengers, the Tappal Junior Assistant, or Watchman shall acknowledge receipt of tappal in the messenger delivery book with full signature indicating in block letters his name and designation and also time and date of receipt. Wherever the Junior Assistant acknowledges receipt of any tappal it shall be in ink.

(ii) Considering the nature and source of tappals, the Regional Chief Engineer, Superintending Engineer or other officers receiving the Tappals may issue, orders from time to time for the registry of any tappals by the Tappal Junior Assistant in separate registers as may be found convenient.

3.18. CIRCULATION OF TAPPALS :

All the tappals so received upto 10.30 A.M. and those which have not been distributed to the sections the previous day, shall be sorted out officer-wise and section wise. To facilitate this, the Tappal Junior Assistant will maintain upto date alphabetic index of the subjects dealt with in each section and the officers in-charge of the Section

3.19. THE SORTING SHOULD BE COMPLETED BEFORE 11.00 A.M.

Immediately, tappals relating to the sections under the control of the Assistant Administrative Officer shall be circulated to Assistant Administrative Officer/Executive Engineer (General)/Superintending Engineer, tappals relating to technical aspects shall be circulated to Executive Engineer(General)/Superintending Engineer and tappals relating to finance, accounts, etc. shall be circulated to Assistant Accounts Officer concerned/Accounts Officer or Deputy Financial Controller, as the case may be/Superintending Engineer.

3.20. AFTER PERUSAL BY THE OFFICER THE TAPPALS SHALL BE DATE STAMPED AND RETURNED TO THE TAPPAL JUNIOR ASSISTANT BEFORE 12.00 NOON.

(i). All Officers are expected to carefully peruse the tappal every day and wherever necessary give appropriate instructions on the tappal itself on the action to be taken. Even when they go on camp, arrangements, should be made either for sending the tappals to camp or the tappals should await the return of the officer for his perusal. However, arrangement shall be made that if any cover marked as immediate, etc., is received when the officer is absent on camp such covers are opened by the immediate subordinate officer for taking whatever urgent action is necessary and the same put up to the officer concerned on return from camp.

(ii) The officers should also maintain a special register of important references in which they should enter the Special tappals received from Headquarters and also all important references received by them and personally watch the action taken from time to time.

3.21. NUMBERING OF CURRENTS :

(i) The papers received in Tappal after perusal by Officers shall be numbered (given the current number) by the Junior Assistant in-charge of Tappal with the automatic numbering machine, set to print each number twice. The first print shall be made on the current over the date stamp and the duplicate print shall be made in the Tappal Distribution Register of the section concerned. The numbering shall be made in such a way that each section has a consecutive series of numbers.

(ii) Papers of an ephemeral nature such as post copies of telephonic messages and tour programmes of officers shall not be numbered as currents. Calls from Officers for a closed paper or record, casual leave applications, petty contingent vouchers shall not be numbered as currents. Enclosures and spare copies shall not be given separate current numbers.

(iii) All other papers including any note from an officer directing the examination of any point or issue shall be registered as a current.

(iv) No current or file shall be received in the section direct. They must be sent through tappal and after perusal by officers shall be given a machine number and then sent to the section concerned.

3.22. DISTRIBUTION OF CURRENTS :

It is the duty of the Tappal Junior Assistant to forward the Tappals relating to each section to its Section head with the least possible delay in any case before 1.00 P.M. The Tappal Junior Assistant shall maintain a register in the following form to indicate the allocation of Current Numbers to various sections so that it can be checked later to which section a particular current has been allocated.

3.23. (i). REGISTER OF C.NO. ASSIGNED TO SECTION

Date	Current Numbers		Section
	From	To	
(1)	(2)	(3)	(4)

Section heads should also ensure that tappal is received without delay. As soon as tappals are received, the section head shall allot the currents/files to the concerned Assistant/Junior Assistant in his section by marking in ink in the distribution register and also on the currents/files. The Assistant/Junior Assistant concerned shall acknowledge receipt of the currents/Files relating to him.

(ii) A register shall also be maintained in the Tappal Section in the following form for distributlog of files from other offices:-

Date	File No.	From whom received	Short title	Current No. assigned	Section to which sent	Acknowledgement of Section head or Assistant of the Section
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(iii) The files received from other offices shall after perusal by the officers concerned be numbered and entered in the register maintained for the purpose and the register with the files shall be taken to the sections concerned by the Junior Assistant in-charge of Tappal.

(iv) The Section heads/Assistants/Junior Assistants of the sections to which the files have been sent should receive the files, acknowledge its receipt in the register and return the register then and there.

(v) The Tappal Distribution Registers shall be returned by all the sections to the Tappal Junior Assistant before 2.00 P.M.

(vi) There shall be no argument with the Tappal Junior Assistant about the correctness or otherwise of the allotments of any particular current to a particular section.

(vii) Whenever a section head finds that a particular current marked to his Section does not relate to his section, he should mark the name of the section to which it relates to in the Distribution Register and also in the current itself. He should also instruct the drafting Assistant/Junior Assistant to show it to the Section head of the concerned section. If that section head agrees to take it, the current should be transferred after obtaining the acknowledgement in the Distribution Register itself against the current number. If however, there is any dispute as to which section should deal with a particular current, a routine note should be put up after registering the current pointing out the specific reasons that a particular section should deal with it. The file should be routed through the concerned section and that section should add also its remarks. The file should then be returned to the originating section. Then it should be submitted to the officers concerned for a decision. All these formalities should be completed within twenty four hours from the time of receipt of the current.

(viii) When a current relates to more than one section, it shall be given to the section which is concerned with the first point mentioned in the communication. That section should register it and if the points raised are sufficiently important, extracts given to the other sections concerned for taking separate action. Such extracts shall also be got machine numbered in tappal section. General currents i.e. currents which relate to all sections shall be taken up by the section specified for dealing with such papers.

3.24. NUMBERING OF ARISING REFERENCES :

The subject Assistant/Junior Assistant will be responsible for getting a number assigned to a letter, reference, etc. issuing from a section and originating a file.

3.25. TREATMENT OF TAPPALS RECEIVED BETWEEN 10.30 A.M. AND 2.00 P.M.

(i) Immediate, special and urgent tappals shall be distributed as and when received. For this purpose, there shall be a separate register with the Tappal Junior Assistant, who will number such immediate, special and Urgent tappals with the automatic numbering machine as explained earlier and another number shall be printed in this separate register indicating the section to which it relates to. Separate acknowledgement for these currents shall be obtained from the Section head/ Assistant/Junior Assistant concerned. All these works shall be completed before 4.00 P.M.

(ii) Such part of the ordinary tappals shall be kept ready for circulation and distribution the next day.

3.26. TREATMENT OF TAPPALS RECEIVED AFTER 2.00 P.M. :

All tappals received after 2.00 P.M. should be handled carefully and they should be kept in the Tapal Box safely till the next day and circulated to Officers along with other Tappals. If any Urgent/Immediate Tappals, are received after 2.00 P.M. such Tappals should be shown to the Chief Engineer / Superintending Engineer or other officers concerned immediately and then distributed to the sections on that day itself as explained earlier.

CHAPTER - IV

REGISTRY OF PAPERS

4.01. *Personal Register* : (i) The currents received in each section should be registered in the Personal Register, (Appendix-I) bound volumes of which are supplied to each Section. The register shall be maintained by the Section Assistant/Junior Assistant wherever subject is allotted. The register should not be maintained in loose sheets or in unauthorised note books.

(ii) The names of the Section Head of the section and the subject Assistant/Junior Assistant should be written on the fly leaf in each volume. Changes in personnel during the year of maintenance of the Register should be entered with the dates on which the changes took place.

(iii) New Registers should be opened for each year commencing from January. While Registering currents from January in the new Personal Register, sufficient number of blank pages should be left for entering the remaining undisposed pending cases of the previous year from the old Volumes of the Personal Registers.

(iv) Cases of the previous year remaining undisposed on the First April, should be recopied in the blank pages left at the commencement of the new register.

(v) After recopying all the pending items in the new Personal Register, the S.No. assigned in the old Personal Register should be rounded off. While rounding off, the S.No. assigned for each item in the new Personal Register for the items recopied from the old Register to the new Personal Register should be noted below the S.No. already rounded off in Col.1 of the old Register.

(vi) As soon as this is done, the Section Head shall certify on the first submission of the Register that all pending items of the previous years have been brought forward to the new register and that no item has been omitted to be carried out.

(vii) The old inspection register relating to the previous year should be added to the beginning of the first volume of the old Personal Register and stitched. The volumes of the previous year should be sent to the Record Section before the 15th April.

(viii) On the first page of the first volume of the Register for the new year, the Record Clerk should acknowledge receipt of the old volumes.

(ix) New Inspection Register should be opened for each year for recording the remarks by Inspecting Officers.

4.02. *Currents to be entered in register immediately on receipt* : (i) As soon as the papers are received in the section the subject Assistant/Junior Assistant must at once enter them in the Personal Register. Section Head should see that all currents received in the section are duly registered in the Personal Register on the very day of their receipt.

(ii) The section head should ensure that the Assistant/Junior Assistant to whom a current has been allotted has acknowledged it in the Distribution Register. For this he should daily check and certify in the register itself that he has checked that all currents have been acknowledged and registered by the Assistant/Junior Assistant concerned in his Personal Register. The immediate superior officer should also scrutinise the Distribution Register once in a week and satisfy himself that no current is left unacknowledged by the Assistant/Junior Assistant concerned.

4.03. *All communications to be registered* : All communications, whether official, unofficial or demi-official, should be registered in the Personal Register and all entries made neatly.

4.04. *Number of entries on a page* : (i) The number of entries on each page of the register shall ordinarily be three. A line in red ink should be drawn across just above the next entry in the page after each entry. Insertion between two entries of a fresh entry should not be made except with the initials of the Section Head.

(ii) In the case of an entry relating to a current on which a circular reference is likely to be issued or protracted correspondence is anticipated, adequate space, if necessary a full page, should be allotted to admit of the stages, etc., being entered clearly and neatly.

(iii) If the space so allotted proves inadequate, slips should be pasted along the page for making additional entries. The slips should be so pasted that they do not obliterate the earlier entries in the columns below them.

4.05. *Method of registry of papers* : Papers are registered in the order of the numbers stamped on them. These are called 'current numbers' or briefly, 'C.Nos.'

4.06. *Titles to be brief and accurate (column 4 of register)* : The title to be entered in column 4 shall be as brief as possible, just sufficient to convey generally the subject of the paper. It should be framed and arranged exactly as at

index title (see Topic Indexing and Titles) It is the duty of the Section Head of the section to check the accuracy of the titles when he examines the Personal Register.

4.07. *Entries in column 5 of register* : In making entries in column 5 of the Personal Register the Assistant/Junior Assistant may use the abbreviated designations mentioned in Appendix II. In the case of a letter or petition from a non-official, the name of the writer and his brief address should be entered in column 5 and not in column 4.

4.08. *Entry of dates of submission of cases to officers and return (columns 7 and 8 of register)* : Whenever a paper is submitted by the section Head or Assistant/Junior Assistant to a higher officer the fact and the date of submission should be entered in column 7 and its return in column 8. The section head is responsible for ensuring that this is done by his Assistant/Junior Assistant. When a paper is submitted to an officer through one or more other sections the fact should be noted in column 7. The actual submission of the paper to the higher officer should be watched by the Section Head to check delays.

All entries should be in ink.

4.09. *Numbering and entry of references or final disposals (columns 9, 10 and 11)* : When an intermediate reference or a final disposal is issued in the form of memorandum, telegram, letter, endorsement, demi-official or unofficial, it will be numbered with the current number originating the case, the year to which it relates and a sub-number (e.g. Memorandum No.1184/Adm.1/87-1 dt. 14.9.87 OR Memorandum No.1184/Q1/87-1 (Sect. Branch) dated 21-12-87 as the case may be by the subject Assistant/Junior Assistant of the section, the same sub-number and date being given if the same reference or final disposal issues to one or more officers. He will, at the same time, fill in columns 9, 10 and 11 of the Personal Register in the case of reference.

4.10. *Entry of nature of references - Abbreviations (column 9)* : The nature of the reference issued will be noted in column 9 of the register, the letter 'Lr' being adopted for letter 'M' for office Memorandum, 'U.O.' for unofficial, 'D.O.' for demi-official, 'T.M.' for telephonic message and 'Telgm' for Telegram.

4.11. *Entry of reminders* : Reminders issued should be entered in red ink in columns 9, 10 and 11 and reminders including interim replies to reminders received should be similarly entered in red ink in columns 12, 13 and 14 of the Personal Register. Against each item the date of next reminder should be indicated in pencil.

4.12. *Entry of replies to references and currents to be indicated against old cases (columns 12, 13 and 14) :* Replies to references previously issued and papers which, though not of the nature of replies to previous references, have, for any other reason, to be filed with old cases will be registered in their turn, the new current number being entered in column (2) and the old current number in column (4), columns (3),(5) and (6) should also be filled in. All currents, except the currents which are registered and carried over to previous currents, should be given a serial number in the Personal Register. The current number and date of receipt, origin and outside number and date of such communications, should be entered, without any title, in columns (12), (13) and (14) against the original current number of the case.

4.13. *Closing of currents in Personal Register (Column 15) :* If the disposal is final, its nature, number and date will be entered in red ink in column 15 of the Personal Register. For example, when a file is closed by a proceedings or letter, or lodged the number and date of disposal and in case of Lodged Disposals the entry Lodged/Dt..... will be indicated in that column. A similar entry will be made when the closure is in the form of an endorsement, memorandum, telegram, demi-official or Unofficial. No entry such as F.D., shall be made in that column. If a paper is returned in original with an endorsement, that fact should be indicated with date in column 15 of the register. The current number in column 2 of the register should be ringed off in red ink as it is finally disposed.

4.14. *Entry of disposal stitched with previous paper :* In cases where the papers received with a current that has been 'Lodged' are stitched with a previous proceedings or other paper the Assistant/Junior Assistant shall, in addition to entering 'Lodged' with the date in column 15 of the Personal Register, make an entry of the fact that the papers have been so stitched e.g. Lodged, 15th April 1987 (Stitched with Proceedings No.SE/PES/Adm.3/A2/F.ABA/II,464/86, dated 5-6-86/BP.MS. (Ch) No: 852 (Adm. Br.) dt. 9.3.1986 as the case may be) A similar procedure will be adopted when a final disposal such as reference, letter, memorandum, etc. is stitched with an order or other paper.

4.15. *Treatment of papers wrongly addressed :* If a paper is wrongly addressed to an officer in the same office, it must be immediately submitted in an urgent pad to the immediate officer with an unofficial endorsement transferring it to the officer concerned. If the paper is belonging to another section of the same office in the office, it may be handed over immediately to the other section concerned, if it is prepared to accept it, full signature with date of the concerned Assistant/

Junior Assistant obtained in the Distribution Register. The transfer should be made on under the orders of the section head. If the other section is not prepared to accept the paper, it should be submitted to the immediate superior officer and formally transferred under his orders to the section concerned, after obtaining full signature with date of the Assistant/Junior Assistant concerned in the Personal Register. In any case the paper should be transferred to the section concerned within 24 hours from the time of receipt.

4.16. *Instruction regarding registry of office papers :* (i) The procedure regarding registry of papers described in the foregoing paragraphs shall be followed in the Branch Establishment section also in the case of papers relating to purely office matters.

(ii) Applications for casual leave from members of the office establishment need not be registered. They are after disposal, filed in the 'Leave Files' maintained in the Establishment section. These files are destroyed after the expiry of the calendar year following the year in which they were received. Any other class of paper which the immediate superior officer or other considers it unnecessary to bring on to the Personal Register need not be registered.

CHAPTER - V

REFERENCING, NOTING AND DRAFTING

Section-I, General Instructions

5.01. Points to be attended to immediately after currents are registered :
After the currents are registered, the following matters should be immediately attended to :

(i) Copy to be made of illegible communications : A type written copy of every communication which is illegible shall be made. It will then take the place of the original in the case, the original being placed at the bottom of the case and a note to that effect being made on the copy.

(ii) Tagging of currents and enclosures : Except in the case of bulky papers, all the stitches of threads are cut off and the communication and the 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 hole 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.

(iii) Arrangement of enclosures : If the enclosures are bulky and inconvenient for tagging, 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/Junior 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 by telegram.

(iv) Adding currents to case : Use of current and note file sheets and appropriate pads :- A paper relating to a pending case will be added to the current or not file. A new current which does not relate to a case already pending will be put in appropriate pads marked as ordinary, urgent or immediate as the case may be. A current file docket shall also be added to it.

(v) Page numbering : Pages should be numbered continuously. Both sides of each leaf should be page numbered even though one of the sides may be blank. The numbering of the front and back pages should be done at the right and left hand top corners respectively. Old page numbering if any, should be erased or scored out neatly and clearly. Over writing is prohibited.

5.02. *Preliminary points for action* : (i) Transfer of currents : A paper belonging to another unit of the Board office should be put up to the officer concerned with an unofficial Note transferring it to that unit. This should be done within 24 hours.

(ii) Treatment of currents containing points for orders in more than one Branch : In the case of a communication received in one Branch of the Board office containing matter which requires orders in another Branch of the Board office, an extract of the portions relating to such matter should be forwarded immediately to the other Branch under the orders of the officer concerned.

(iii) *Acknowledgement of communications* : Demi-official letters from prominent officials of Government of India and government of Tamil Nadu and letters from non-official bodies such as Chambers of Commerce etc. or from non-officials including Members of Parliament and the State Legislature should be acknowledged, immediately on receipt. Such an acknowledgement will not be necessary if in any case the final reply itself could be sent within about a week. In cases where immediate acknowledgement is not made, every effort should be taken to see that the final reply is sent within that time-limit. In the case of representations received from the Members of the State Legislature and Members of Parliament, final replies should be sent from the S.E./C.E./Chairman after they have been examined by the office concerned.

5.03. *Duty of Officers at all levels to take note of previous discussions and orders while dealing with references* : Any discussion of an important issue, without reference to previous history would be incomplete and in some cases even highly embarrassing. Officers and other members of staff should therefore ensure that while going into a question, all previous discussions are duly taken note of. The following guidelines are laid down for the benefit of staff including officers to carry out the above instructions :-

(i) a thorough personal scrutiny of every paper or files should be made before passing orders or drafting a report to their superiors ;

(ii) an imaginative effort to find out whether the matter before them is likely to have had a previous history or whether a situation similar to the one dealt within the file would have arisen in the past should also be made;

(iii) the file should be studied with a view to finding out whether there is evidence in the file itself suggesting that the matter had been considered on an earlier occasion;

(iv) It should be ensured that proper disposals are given to cases, and that the numbers of the previous and subsequent disposals are duly noted on the back of the disposal jackets;

(v) It should be ensured that proper 'titles' are chosen for the final disposals to facilitate subsequent identification and tracing of the disposal;

(vi) It should also be ensured that prompt preparation of indices of disposals is made; and

(vii) indices should be consulted before notes are put up.

5.04. Order of preference in dealing with papers : Papers shall be dealt with as they arise, priority being given to urgent papers and communications from the Government of India and Government of Tamil Nadu.

'Special' papers : Whenever in any section a paper or file is received which is marked 'special', the Section head shall see that it is dealt with at once. When the draft has been finally passed for issue he will see or depute an Assistant/Junior Assistant to see that it is fair copied and despatched without delay. Section head will be held responsible for any unnecessary or avoidable delay, whether the delay is actually caused by him or not, in the disposal of 'special' files and in the actual issue of orders.

5.05. Reference to outside officers to be made without delay before referencing and noting : After the action referred to in paragraphs above has been taken, the Assistant will reference the papers and carry out any instructions of the Section head as regards the preparation of a note or draft. The systems of referencing, noting and disposal are dealt with in the succeeding sections. Before, however, this is done, it should be considered whether the file should be referred to any officer or authority outside the Board office. If so, time may often be saved by making this reference at once before the putting up of previous orders or the writing of notes, is undertaken.

5.06. Papers concerning more than one section in the same Branch : Submission of Office Procedure :- When a paper concerns more than one section in the same Branch, it will be submitted to the Officer only after each of the Sections concerned has noted on it. Wherever possible, a single note covering all the points at issue and initialed by the Section heads of all the sections concerned may be put up. When a note etc., received from another Branch and relating to matters which concern more than one section is submitted by a section, a certificate should be given in

the office note to the effect that action is being taken by other section(s) on matters relating to them. The C.No.(s) in which the matter is dealt with in other Section(s) should also be indicated. (For Board office only.)

OTHER POINTS TO BE OBSERVED

5.07. (i) In all cases where the Chairman has passed orders in the file at the note stage or draft stage, the letter from the Board to the outside offices or persons, shall issue in the name of the Chairman - the Secretary/Accounts Member/Chief Engineer concerned signing as "for Chairman". This will not apply to correspondence with contractors and suppliers where the letters shall be issued only in the name of the Chief Engineer concerned. (For Board office only.)

(ii) In all files circulated to the Chairman, the officers of the rank of Chief Engineer and above shall furnish their full signatures with designations (both notes and drafts.) (For Board office only.)

5.08. "Speak files" should be brought up for discussion at the earliest possible opportunity. The instructions given/queries raised during such discussions should be recorded on the file and got confirmed by the officer concerned, in case the file cannot straightaway be resubmitted with the particulars asked for.

5.09. (i). On all questions of policy or where any concession or privileged treatment or departure from established procedures and practices is involved, orders of the Chairman should be obtained. (For Board office only.)

(ii) All reports to Government except in the nature of interim replies or reminders should be got approved by the Chairman either at the Note stage or at the draft stage or both depending on the nature of the case. (For Board office only.)

(iii). Personal Assistants/Personal Clerks to Chairman/Accounts Member/Technical Member/Secretary/Chief Engineers/Senior Superintending Engineers should maintain an "In and Out Register" where all files going to the officer are noted on their receipt and the entries rounded off and attested by the Personal Assistant/Personal Clerk when the file is returned after being seen by the officer. This will not apply to 'box files' where the officer submitting the file shall be responsible to keep a watch over the return of the files.

(iv) After the files are seen by the Chairman, the Personal Assistant/Personal Clerk to Chairman should, after rounding off and attesting the entries in the 'in and out Register', send them to the Executive Assistant to the Chairman who will sort out

the files and send them to the officer who last marked the file to Chairman. This will not apply to 'Box files' where the box will be returned from the Chairman's room direct to the officer who has sent the box. (For Board office only)

(v) While the file is returned to the respective Section/Branch will be routed through the other officers, who had seen it, on its onward journey so that they are aware of the orders passed or comments made by the S.E./C.E./Chairman.

(vi) In files marked to the Chairman self contained notes should be put up drawing attention to the policy, regulation, rules and other decisions on the subject. In all cases involving financial commitment, the amount should invariably be mentioned. While furnishing figures indicating amounts, posts and other such crucial matters, the particulars should be given in words also. At the end of the note it should be indicated clearly who is the competent authority to accord sanction. Note files and drafts should not be pasted over on any account. Any corrections should be neatly made and attested. (For Board office only.)

5.10. Files should not be maintained or put up piece meal. For one particular issue, only one file should be maintained. If another file is opened for the reason that the main file is under circulation, the part file so opened should carry the same current number, as the main file, the reason for not putting up the main file should be added to it.

5.11. (i) Class II and III Officers shall use only Permanent blue or Permanent black or Permanent blue black ink for noting, drafting, initialling, signing fair copies etc.(ii). First level officers who pass the note and draft should ensure that all the prescribed — office procedures are scrupulously followed in — every life.

5.12. Drafts based on resolutions of the full Board and involving policy matter should be got approved by the Chairman. In other cases, the drafts should be got approved by the Chairman if they are important in nature. The Secretary, Chief Engineers, Chief Financial Controller and Chief Internal Audit officer will decide as to whether a particular case is important in nature and mark the drafts in such cases to the Chairman for approval. Every letter issued by an officer should show his name in the —'From' entry at the top. (For Board office only.)

5.13. (i) Acting on oral instructions : Officers are not expected to act on oral instructions. If instructions are given orally or on the telephone even by a competent superior authority in a matter, and the subordinate officer considers that the instructions are contrary to rules, regulations and proprieties and the strict

merits of the case, he should insist on written orders or ask in writing for confirmation of the oral instructions issued.

(ii) Executive Assistants/Personal Assistants/Personal Clerks to officers should not send notes over their signature conveying oral instructions of the officers concerned except in very routine matters. Where such a note becomes necessary in view of the urgency or because the officer concerned is not available to sign it, the reasons for the omission to get the signature of the officer concerned should be indicated in the note. In such cases the office should after taking necessary action, get the instructions confirmed on the file by the officer concerned at the earliest possible opportunity.

SECTION - II REFERENCING

5.14. *Referencing - Collection of papers and books of reference* : (i) After a current has been registered and steps mentioned in the preceding section taken, the Assistant/Junior Assistant will study it and see whether any previous papers or books of reference are required in order to deal with it. He should consult the index in order to trace such papers. It is of great importance to put up previous correspondence bearing materially on points raised in the paper under 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 officer, which could have been avoided if the previous papers had been traced and put up.

(ii) If no papers are quoted in the current and similar case has previously been disposed of, the precedent should be put up.

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

(iv) Currents which require urgent action should not, however, be delayed unduly on the ground that previous papers or books of reference required for their disposal are not readily available.

5.15. *Care of papers put up* : Particular care should be taken in handling old records. They should not be injured by attaching tags or pins or by writing in them or underlining or sidelining passages in them. Whenever it is seen that a sheet is torn or not properly stitched, the Assistant/Junior Assistant concerned should repair the

sheet before putting up the paper in the case. Old papers should be flagged as described in paragraph 5.21 below.

5.16. Arrangement of cases : 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 :

(i) Current File and (ii) Note File.

These two portions of a file under processing should be maintained separately, i.e. not tagged together and are, except in trifling cases distinguished respectively, by separate covering sheets. The current file or note file should not be pinned or stapled or tied.

During the disposal, the arrangement of papers in a case beginning from the bottom is :

- i) the put up papers,
- ii) the current file,
- iii) the draft where a draft is submitted,
- iv) the note file,
- v) books of reference placed at the top of the case outside the flaps of the pad.

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

5.17. Arrangement of put-up Papers : (i) 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 the top. Old records should be carefully handled. Records received from the Record Section and containing sheets which are fragile or otherwise liable to damage on handling should not be put up in files in original, but only copies of them should be put up. Such documents should be returned to the Record Section, safely as soon as copies are taken.

(ii) 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 therefrom should be noted by the Assistants/Junior Assistants

concerned over their signatures under the printed headings of the current file sheet or the note file sheet, if there is no current file in a case. When a case is transmitted unofficially from one unit to another, the Assistant/Junior Assistant dealing with the case in the latter unit should check the records put up therein with the list and if any record is found missing, the fact should immediately be brought to the notice of the former unit through the Officer concerned.

5.18. Current File : (i) The current file consists at the outset, of 'official' (or formal) or 'unofficial' (or informal) paper or papers under disposal, to which are subsequently added the office copies of any intermediate 'official' or 'unofficial' references and the replies thereto. Demi Official and unofficial communication having a clear bearing must be added to the current file while those which are not of this description, that is, those which are not necessary for the understanding the progress of the correspondence should be attached to the routine file. If the demi official or unofficial communication contains anything confidential or secret, the file to which it is added should, if it has not already been treated as confidential, be treated as such from that time.

(ii) The papers in the current file are arranged chronologically, the papers of earliest date on the top, each current being followed by its enclosures arranged chronologically. The file is page numbered continuously in red ink unless the enclosures are books or are unwieldy.

(iii) Ephemeral correspondence such as reminders issued and interim replies received shall be conveniently added to a separate routine file and page numbered continuously in pencil. They shall not, however, be added to the current file.

5.19. Note file : The note file consists of the notes with unofficial references and replies thereto. Notes must be written on both sides of the paper. The note connected with any subject will run continuously from the beginning of the file until final orders are passed. There shall not be more than a single note file in one file. The note file will be separate from the current file and its pages will be numbered in a separate series in black or blue ink. Its papers will be tagged like those of the current file. At the top of the first page of the note the title of the file which should be identical with the entry in column 4 of the Personal Register. At the top of left hand side of each sheet of the note file, the current number of the file to which the note file relates to and the name of the section should be written. If the subject originated with a communication from outside, the reference number and date of

such communication should follow. All note files should carry one extra blank sheet. The note files are never to be sent out of the office except when an 'Unofficial' reference is made. The notes should be removed from files produced in Courts.

5.20. *Need to record year in addition to this date and month in Notes, Drafts, etc.:* Whenever a note, draft or order is initialed or signed in full by any employee of the Board, the year as well as the day and month should be shown. This rule, applies to all grades of Officials and also to cases in which the date without initials is required such as dates of receipt, despatch etc.

5.21. *Flagging reference :* (1) Flags will be attached by paper fasteners and not by pins, and will be affixed to the docket sheet and not to any of the sheets in it. But in the case of docket sheets used for closing papers relating to Endorsement, Memorandum, Lodged etc. where the size of the docket is less the flags should be affixed to the first sheet of the closed paper. The flags 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. Letters or numbers printed in flags which are used to indicate papers in a case under disposal shall not be altered to AA or A-2 or A-3, etc. In flagging 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. A particular letter or number flag should not 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 envelope showing the paper within these envelopes.

(ii) *References to books, etc. :* When proceeding, volumes or books are put up, the portion of the volume or book referred to should be 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 flap of the file and not under them and tied with the tape of the pad containing the case.

5.22. : Referencing the current file and draft : (i) The object of noting references is to connect the whole case so that an officer reading the file may have no difficulty in finding the references.

The number and date of every paper to which reference is made in the current file 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 section head or Assistant/Junior Assistant may mark it in pencil. The officers who pass orders or make suggestions, should mark it in ink. 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 on 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 it will be difficult to trace the various reference; if the paper is put up subsequently for reference the number and date of papers referred to shall always be quoted as well. Therefore after indicating the put up paper by flag in the margin the disposal number and date shall also be noted (e.g.) Flag (S) Memo.No.2526/Adm.1/83-3, dt.15.12.87/B.P.Ms.(FB)No.306, Secretariat Branch, dated 25.12.87.

(ii) 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 e.g., "p.6 cf.", or "p.6 n.f."

(iii) Underlining or sidelining of currents prohibited : Unnecessary underlining or sidelining of currents should not be made. When special reference is sought to be invited to a particular portion in a paragraph, that portion should be indicated by a letter of the alphabet and reference should be made to it.

5.23. 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 within brackets, the number or letter borne by the flag attached to each alone being noted in the margin in pencil 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, the page at which it is to be found and the number of the relevant paragraph on such page should be noted. when it is contained in a previous disposal the number and the date of such disposal, the number of the page in that file, the

number of the paragraph which contains the relevant information will also be noted, the flag being indicated in the margin.

5.24. Chaining of papers : (a) Papers shall be 'chained' by subject Assistant/Junior Assistant entering the number and Branch/unit of the current under disposal on the docket sheet of the latest order in the column "further papers" or on the face of the outer most sheet in the case of 'Lodged' and other papers without a docket.

(b) The Assistant/Junior Assistant shall ensure that, in each of the originals of the orders and papers put up with a case, the order or paper immediately preceding as well as that immediately succeeding each order or papers is noted. Chaining shall always be carried out in ink by the Assistant/Junior Assistant concerned.

5.25. Linking of files : (i) Mode of linking :- 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' i.e., the file put up for reference will be put under the other file, and the strings of the lower file, but not its flaps, will be tied round the upper files. The string of the upper file will be tied underneath it in a bow out of the way so that there may not be the trouble of untying and retying two sets of strings. Each file will thus be intact with its note file; current file and reference files, properly arranged in its own pad. The two parts must not be put together at the bottom with the contents of the two files mixed together above them.

When files are 'linked', distinguishing slips, such as "Two case for orders", "L.F. for orders" and "L.F. for reference only" should be attached to the flaps of the files concerned by means of gem clips.

(ii) *Restrictions of linking of files :* Files are not to be 'linked' unnecessarily or merely because they deal with similar case, but only when it is absolutely necessary to refer to a paper in one file in order to dispose of the other or when the orders passed on the one will apply to the other.

Where a 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 had been detached. If the linked file is disposed of finally in a Proceedings or order or otherwise, while the main case yet remains unclosed, the disposal number of the linked file should invariably be entered. If the disposal is put up in the main case, necessary alterations in the references should be made.

On no account should a pending file be flagged and put up for reference a case. Where a reference to it is absolutely necessary it should be linked. In most cases, an extract of the relevant portion should prove to 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 case. 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 or Branch and is not immediately required for the disposal as the principal case, it should be detached and sent to it without delay under the orders of the Officer concerned.

Where the principal case and a 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 alterations to references, page numbers etc.

(iii) *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, (e.g.) Please see page 6 of c.f. of L. F. I. (C. No. 635/88.). Please see page 3 n. f. of top file (C. No.356/88).

SECTION III - NOTING

5.26 *Noting* : Papers, after being referenced are unless otherwise specially ordered, submitted to the officers by or through the Section heads of Sections with a note or draft reference of disposal, as the case may be.

5.27. *Object and contents of a note* : The aim of a note should be to present in the most intelligible, condensed and convenient form possible, the facts of the case to be dealt with, including 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 the current file or to previous correspondence and, to Acts, or other official publications, enabling every fact stated to be verified, and every authority cited to be consulted in original. It should not merely reproduce the matter of the current file, still 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, accurate and clear, a short note summarising the salient points on which orders should be passed will be sufficient.

5.28. Method of noting : (i) No notes must be written on the current itself except very simple ones. Notes shall be written or typewritten on paper of A-4 size with one-third margin prescribed for the purpose and on both sides of the paper, blank sheets being added where necessary before submission to officers. All noting even in brief cases, orders of officers and despatch entry of the draft shall be confined within the margin of the note sheet or draft sheet. When an officer writes a query in the margin of the note, the reply to it is to be written continuation of the note and not in the margin. The Officer's query will, if necessary, be copied out afresh at the end of the notes and the answer written below the copy or the letters A. B. C, etc., will be written boldly against each question and the answers marked with the corresponding letter entries written at the end of the note. If the officer raises any query 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 will be opened for the purpose.

No notes shall be written below a draft disposal unless it is a very simple one and no further note is likely to be added by the officer.

Handwriting should be legible and tidy. All long notes should, as far as possible, be typewritten. If there is much correction in the note, it should be re-written or typed.

A tabular statement in a note shall follow the portion of the note relating to it and not be detached. Big statements may, however, be put up separately with a flag.

At the head of the first note in the note file will be written the 'Title' of the file which should be identical with entry in column 4 of the Personal Register. The current number, the officer, from whom a communication is received and the number and date of such communication are entered below the title. The note is written below this entry. Against each ink entry in the note file relating to the receipt or despatch of a communication, the number of the page or pages of the current file at which the paper in question is to be found will be entered to facilitate reference to the correspondence.

The note connected with any subject will run continuously from the inception of the file until final orders are passed. Paragraphs of the note shall be numbered continuously. Should a note result in an intermediate reference the office

copy of the letter is placed after issue in the current file and the reply to it is also added to that file chronologically. The nature, number and date of the reference are then noted in square brackets in the proper place in the note file. When a reply is received, its current number, and the authority from whom it is received, with its number and date, are entered below the bracketed entry and new note with reference to the new current is written in continuation. Below each note completed, the Assistant/Junior Assistant or Section head who prepared it should put his initials and date in the left-hand corner. When the case is finally disposed of, its disposal number and date shall be inserted within square brackets at the end of the note file.

(ii) *Sectional Notes* : When there are in a single case several points for orders which can be more conveniently dealt with separately than in a continuous note each point shall be separately noted on in "Sectional Notes", the officers noting after office note on each point, and space being left after the last officer's note for final orders. The notes on each point should 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 officers. Such separate notes may, if necessary, be preceded by notes dealing with the subject as a whole and not with individual points for orders, e.g., with matters of principle.

(iii) *Paraphrase of current, etc., to be avoided in a note* : In some cases, perusal of the paper under consideration will be sufficient and nothing is required beyond a brief suggestion for action. When a note is required, it should be a statement of the case showing more or less in detail according to the importance and stage of the case, the question for consideration, the circumstances leading up to it, the rules and the precedents bearing on it and the suggestions for action.

As it is always assumed that the paper under disposal will be read by the officer to whom it is submitted, the note should not reproduce or paraphrase the current. Least of all should it reproduce or paraphrase notes of another Branch in the same file.

A precis of the contents of a single paper shall be made only when it is of great length and complexity and neither such a precis nor a precis of the contents of the file or history of the case shall ordinarily be prepared without the orders of an officer.

(iv) *Scope of further noting in a case* : Further note in succession of previous office note is intended only to advance the case a step towards its final

disposal. It should not, as it is often done, repeat the facts and arguments already summarized in the office note unless the latter is inaccurate too diffuse or unmethodical unnecessary noting should be studiously avoided.

(v) *Office not to give suggestions or opinion in notes* : In noting, Section heads and Assistants, Junior Assistants, should bear in mind that opinions and suggestions, unless they are specifically founded on statute, rule or precedent or are clear from the nature of the case should not be expressed by them. Hence, it follows, that in writing notes, Section heads and Assistants, Jr. Assts should refrain from making use of the first person.

(vi) *References to a note in a previous case permissible* : In the absence of any orders to the contrary it is not necessary to set forth afresh any summary of facts or discussion of principles which already exist in an adequate form in any previous files. It will be sufficient in such a case to draw attention to the previous files, and then add such fresh matter as may be required. But, great care should be taken not to overlook any new point. It may be sufficient simply to refer to the notes in the previous file but it should be carefully verified whether there are any fresh points raised in the later communications, and if there are, they should be noted on.

(vii) *Removal of ephemeral matter* : Before a case is submitted for orders, all ephemeral matter in the current file and in the notes should be removed and added to the routine file and placed at the bottom of the case so that the officers, can be saved of unnecessary reading. It is desirable that editing of this nature should be done before the case is submitted to the officers. Demi-official communications which do not contain any information, comments or suggestions relevant to the disposal of the case, reminders, replies to reminders and note relating to them should be treated for this purpose as ephemeral; they should never be placed in the ordinary current or note file, but should be placed with the 'Routine Notes', etc. at the bottom of the case. They should be kept there until the file is finally disposed of and should then be destroyed. If however, any enquiry as to the cause of delay in the disposal of the file is pending or is contemplated, then they should not be destroyed till the enquiry is completed. The "Routine Notes", including notes asking Section Heads or Assistants for information or explanation, notes asking for papers and notes relating to reminders should not be written in the main note file. but on separate sheets of paper..

(viii) *Revision of notes by Section heads and other Officers* : Not more than one note shall be submitted by the office in each case (or on each point for orders

where sectional notes are put up), the Section Head of the section rewriting or modifying the Assistants /Jr. Assts. note if he cannot accept it. The Office note may be similarly treated by the Officer to whom the case is submitted if he thinks fit. If the Officer concerned consider that the Office note is incorrect or unduly prolix, he should correct it or modify and have it typewritten as his own notes.

Where the notes or drafts put up by an Assistant are corrected or revised by the Section Head the original notes and draft should be kept at the bottom of the file separately tied, so that the officer incharge of the section may be able to estimate the quality of the work done by the Assistants / Jr. Assts. and the kind of check exercised by the Section Head over the work of his Assistants/ Jr. Assts.

When a draft or note is re-typed as amended by officers the initials of the Assistant/ Jr.Asst. etc.,, who put up the original draft or note should be omitted, the initials of the officer who last corrected the draft or note only being typed, thus indicating his responsibility for the revised draft or note.

(ix) *Avoidance of cumulative noting* : Among different officers dealing with a case within a unit/Branch cumulative noting should be avoided as far as possible. This can be secured by oral discussions between the officers concerned. Similarly talks with the Section head concerned will help to secure that the noting proceeds on correct lines thus avoiding duplication of noting and congestion of work at the top.

5.29. *In what cases a draft may be put up together with or without notes* : In simple cases, and whenever what course should be adopted, is obvious a draft may be put up at the same time as the note is submitted for orders. Even in fairly complicated cases this may some times be done, especially if the draft is one asking for further information. The Officer may pass the draft or amplify or modify it. If he requires further information from the office he will ask for it. If the Officer is not sure to find the draft self-explanatory, there should be a note to explain it. The point is that the note and the draft should not be identical, or a nearly so, when this can be avoided.

When the action to be taken is obvious a draft may be put up by the office. There is no need to put up a note.

5.30. *Use of "Routine Notes* : Routine notes should be resorted to as to minimise noting on the main note file.

5.31. *Opening of a fresh file for a separate subject out of a current file* : When in the course of dealing with a subject, any fresh subject arises, which it

is desirable to deal with separately, extracts shall be taken on the parts of the current file and note file relating to the fresh subject and with these, a separate file shall be started. A note should be made in the office-note of the main file to the effect that a fresh file has been opened and its current number should also be noted. This will probably be necessary whenever the original title of the file no longer correctly describes the actual subject under correspondence, and not otherwise. The general principles laid down in regard to indexing apply to such cases as much as to correspondence originating in an outside reference. It must be numbered as a new case and registered.

When action in a file is not complete after the issue of one or more orders, the original (office copy) of the order or orders should be detached from the file and each order should be docketed separately, the main file being closed only after action is complete.

SECTION IV - DRAFTING

5.32. *General instructions for preparation of drafts* : Drafts of orders or references shall be written or typewritten. In the case of standard drafts, the printed or roneo forms shall be utilised. In important cases, a blank sheet of paper shall be added to draft orders and draft references before submission to officers.

When a number of short drafts are put up together, they should be written, as far as possible in the run on form instead of a fresh half margin sheet being used for each draft.

All long drafts should, as far as possible, be typewritten. If there are many corrections in the draft it should be re-written or typed.

Foot-note endorsements on copies of communications should be only of a routine character such as for expediting a report called for etc. If any substantive instructions are to be conveyed to the subordinate officers, that should be as separate communications and not as endorsements on copies of references intended for others.

Letter addressed to Government containing recommendations in respect of any matter should not be marked to private parties. In cases where orders of the Government have to be obtained, it would be sufficient to inform the private party accordingly by a separate communication without giving details of the recommendation made by the Board.

5.33. *Form and arrangement* : A docket abstract indicating briefly the purport of the draft orders with the catchword underlined should be written at the top of the first page of the draft. 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.

5.34. *Drafts to be complete and brief* : Orders should be drafted so as to be complete in themselves and accordingly they should not include anything more than is necessary to enable the receiving officer to comprehend fully the bearing of the order. In the large majority of cases, officers outside the unit Branch concerned are not concerned with the genesis of an order and the communication to them of antecedent correspondence not only results in the waste of their time in deciding how much of the proceedings should travel beyond themselves, but also involves needless expenditure in stationery and printing.

5.35. *Prefacing an order with reference to previous correspondence should be avoided* : The practice of prefacing an order with a preamble e.g. the number and date of Government order or of a previous Board's Proceedings or a communication from an Superintending Engineer should be avoided unless it is considered necessary to inform the officers to whom an order is communicated of the authority for the same. When an order disposes of communications, from more than one person, official or non-official, the adoption of above method is not always practicable. In such a case it is not necessary to preface the order by the number and date of all communications but in order to connect the correspondence for the addresses it suffices to 'read' at the head of the order the number and date of only the latest communication from each such person. This is especially necessary in the case of proceedings issuing in permanent so as to admit of the preparation of signature copies in one process with the aid of carbon paper. Similarly at the head of an order passed on several communications from the same person only the number and date of the last communication from that person should be 'read'. (For Board office only.)

5.36. *Method of communication of general rulings and orders on particular cases in the same draft* : Care should be taken that in communicating general rulings which arise out of a particular case, the latter is kept distinct from the former. The general ruling alone should be issued to all whom it may concern. The orders on the particular case should be communicated, only to the Officer concerned. (For Board office only.)

5.37. Marginal entries and tabular statements : Marginal entries in a draft cause inconvenience and should be avoided except when quoting references. Tabular matter is best placed at the foot of a paragraph.

5.38. Submission of more than one draft in a case : One case is sometimes closed by more than one disposal when, for instance, an order is passed to subordinate officers and also a letter is issued. These are entered one after the other and headed separately. When written on separate sheets special attention shall be drawn to the fact of more than one draft having been put up.

5.39. Drafting of endorsement for signature : Transferring endorsement and reference shall, where possible, be endorsed ready for signature.

5.40. Drafting of Telegrams and Telex : In drafting telegrams great care should be taken to exclude all matter that is not essential consistent with intelligibility. Minor parts of speech like the definite articles should ordinarily be omitted. In Telex messages the standard abbreviations as indicated in the Appendix. III shall be used.

5.41. Post copy of telegrams and telephonic message : A post copy of every telegram, whether inland or foreign shall invariably be despatched immediately after the transmission of the telegraphic message, the Section head of the section or drafting Assistant/Junior Assistant being responsible to have this done. Post copies of important telephonic message shall be sent likewise.

5.42. Indication of nature of disposal at the head of drafts : All drafts shall be headed with the word 'Letter', 'Proceedings' 'Order', 'Endorsement' 'Memorandum', 'Telegram' as the case may be, remarks which are not meant to be copied being headed with the word 'Note'.

5.43. Marking of nature of proceedings and of enclosures : (i) Section heads and Assistants are required to mark the series of the proceedings as "Pt." for "(permanent)" B.P.(ch) No:/BP.(F.B)No. or "Rt." for (Routine) BP(ch) No:/B.P.(FB)No: as well as to indicate all addresses to whom an order, letter or memorandum is to be communicated; the papers to be returned or forwarded being clearly specified against the addresses concerned. (For Board office only.)

(ii). When an original enclosure is returned to the person or office from which it has been received or is forwarded outside the office, the drafting Assistants/Junior Assistants shall ensure that a copy is retained if the enclosure is likely to be required again in the office for reference.

5.44. *Despatch instructions to be checked before issue* : Despatch instructions shall be checked by Section heads and drafting Assistants/Junior Assistants before papers are passed on for issue.

5.45. *Amounts should be written in words* : In communications which are of the nature of authorization 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 Head.

5.46. *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 might 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.

5.47. *Draft not approved by officers or bearing their 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 the 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 wording of the draft and it is necessary to refer to it to enable his notes to be understood.

5.48. *Superseded drafts* : Superseded drafts should be folded and kept underneath the file and destroyed when the file has been finally disposed of. But superseded drafts in which senior officers made material corrections or remarks which are useful for future reference should be stitched along with the notes in the file.

5.49. *Style in drafts and notes* : Long winding sentences should be avoided. The orders should be drafted clearly and having in mind the lowest level of Junior Assistant/Assistant at the field level who has to interpret the orders.

SECTION - V - Treatment of cases after disposal

5.50. (i) *Points to be attended to after disposal (final or intermediate) is passed* : On receiving a case the disposal on which has been finally passed, the Assistant/Junior Assistant who dealt with the case shall ensure that the despatch instructions are clear and complete, number and date of disposal and close the entry

relating to that current in the Personal Register, if the disposal is a final one, by entering its nature, number and date in the column 15. If the disposal is an intermediate one, he shall make the appropriate entries in the column in the register and note the call in the Reminder Diary. It is then passed on to the Typist concerned who prepares clean copies. After the clean copies are compared the Section head or the officer concerned as the case may be, signs the copies. If the disposal is non-confidential, the copies are sent to the Despatch section.

(ii) *Drafts and enclosures alone to be sent for issue* : Only drafts for issue with any enclosures which should accompany the disposal should be sent to the Typist and the Despatch Section, the remainder of the case being kept intact by the Section Assistant/Junior Assistant until the office copy is received back after issue.

(iii) *Removal of original papers from files to be sent as enclosures* : When enclosures are detached from the originals of Miscellaneous disposals or from pending files for despatch to outside offices, the Assistant/Junior Assistant should, for each such enclosures 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 addresses or addressees to whom the enclosures have been despatched 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.

5.51. *Numbering of disposals* : No paper shall be numbered and passed for issue without an order from the officer concerned.

A reference, memorandum, endorsement, demi-official, telegram, unofficial disposal or reference and letters other than those entered in the disposal series is numbered in the manner indicated under 'Registry of Papers'. Disposals are given the appropriate numbers according to the series or 'Routine' for which the disposal has been marked.

5.52. Before deciding on the nature of the disposal which any paper should receive, the period for which it need be retained should always be a matter for consideration, and the practice of recording papers of no permanent interest in the permanent Series' should be avoided as far possible. Any Board's proceedings which lays down a policy, or which introduces some new features or departure is rightly indexed in the 'Permanent Series'. Subsequent orders which

are based on these or appeal to these for authority but do not depart from them are a matter of routine nature and consequently 'Routine' is the proper disposal for these. Ephemeral papers that contain no notes of value for reference shall be lodged and not recorded in proceedings of Board. (For Board office only.)

5.53. *Dating of disposals* : Disposals are dated on the day on which they are passed by the officers.

Lodged papers will not be given a separate series of disposal numbers. They will be closed in the Personal Register by the entry 'Lodged' with date of disposal. The dockets of lodged papers will bear the number of the current lodged and the date on which it is lodged.

5.54. *Points to be observed after despatch* : The office copy and its enclosure on return from the Despatch are restored to the respective case and the cases which have not been finally disposed of are put in the side rack. The Assistant/Junior Assistant should ensure that the despatch has been correctly made and that reminder date, if any, has been duly entered. Similarly in the case of final disposals, the Assistant/Junior Assistant should ensure that the despatch has been correctly made, that call book entries have duly entered, that extracts for further action, if any, have been taken and that the 'Chaining' of papers in the case is complete. The case containing the final disposal should be properly arranged, the arrangement being first the current file, then the office copy of the order, followed where there is a letter, by the office copy of the letter, and lastly the note file, half a sheet of coarse paper being placed at the beginning of the note file. The pages of the current file should be numbered in red ink and those of the note file in blue ink. 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 the current file or note file, as the case may be. The pages of the whole file should not be numbered consecutively. Before sending a final disposal to the Record Section, the section head should satisfy himself that there is no further action to be taken and should give a 'pass order' in each case in writing which should be in red ink on the face of the docket sheet. The final disposal is then sent to Record section. The put up papers obtained from Record section are also returned to that section and acknowledgment obtained.

5.55. *Stock Files* : Each section should maintain stock files on all important subjects relating to it. It is the duty of the Section Assistant/Junior Assistant to

maintain them up-to-date. When drafting a disposal of an important or general nature, Section Head concerned will 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 entries to the draft. This entry will not be copied or printed in the fair copy but the typist concerned should send the spare copy required to the section. The Section Assistant/Junior Assistant will 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 a paper of importance or of a general nature is received in section, the Section head will arrange for a copy being secured or made and added to the stock file. Only spare copies and not originals should go into stock file. When an order is too long an extract of the relevant portion only may be added to stock file. Important Notes, Legal opinions, orders etc. in the Note file, which will be frequently referred to, should also be extracted and added to stock file. The papers should be filed chronologically and the pages numbered serially in ink. There should be at the beginning of the file a table of contents in which the orders should be noted chronologically as follows :-

Number and date of order	Subject	Page Number
(1)	(2)	(3)

The papers should be tagged neatly between two flat boards. On no account should the copies added in the file be removed. Whenever an order added to the stock file supersedes or modifies 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. The Section Head should check the stock files once in a month, the immediate higher officer once in two months and the officer in the rank of Secretary/ Deputy Secretary once in a quarter according to the programme that may be prescribed by the Office/Branch concerned.

For a stock file to be reliable and useful it must be up-to-date and the supersession or modification of previous orders should without fail be indicated in it. Assistants/ Junior Assistants should remember that stock files are not intended to dispense with reference to disposal indices.

The section head will decide the subjects on which stock files should be maintained. (Each Section should invariably keep a stock file of all instructions and orders regarding office procedure issued from time to time by the officers and also on miscellaneous topics which may come up for reference frequently). A list of stock files maintained shall be hung up in the the section.

CHAPTER - VI**CONFIDENTIAL PAPERS****Maintenance and Custody**

6.01. All papers are confidential to outsiders and public : Every communication received in the Office and despatched from the office and the Registers and papers (i.e. notes, correspondence and disposals) showing the steps taken in connection therewith are confidential to the public as well as to the Board Employees who are not concerned with the subject. Notes on correspondence started in the Office as arising papers are no exceptions to this principle.

6.02. Classification of documents as confidential : There are some papers which are seen by or shown to only a limited number of officers or Section heads or Assistants. Such papers will be marked 'Confidential'. The custody of such papers is vested with Section heads.

6.03. Treatment of Confidential papers : The papers that are sent into the office and which may have to be kept confidential for a limited or unlimited period are marked confidential. Confidential papers should not pass through the office in usual course. Only head of the section and trustworthy Assistants should deal with such papers. Confidential papers should pass from hand to hand either by personal delivery or under sealed cover or in a Confidential box.

When confidential papers (including unofficial files from other Sections/Branches) are received, they are opened by the Officer addressed. After the papers are numbered, the section heads take charge of them. They are entered in the Personal Register, the abstract being indicated only by a catchword or so framed as not to reveal anything which is confidential.

Confidential papers shall be dealt with, as far as possible, only by the section head concerned, the assistance of Assistants being utilised only to obtain any previous papers required for reference. The Section head should take special care that the files are not seen by others; when the files are not being attended to by him, they should be kept under lock and key. When confidential papers or records are put up for reference in a file, the whole file is treated as Confidential.

6.04. Treatment of Disciplinary Proceedings and Appeal cases : Disciplinary proceedings against officials and appeals by officials against punishment should be treated as confidential.

6.05. Issue : Confidential un-official files intended for others should be sent in sealed covers or packets. Economy labels should be used and the seal should be affixed only on the labels. While fair typing proceedings, Letters, Memoranda, etc. the word confidential will be copied in bold types on the fair copy at the top of the first page. The covers will also be marked 'Confidential'. The Section head will hand over to the Typist only those portions of the papers which have to be copied. The examining of the copies will be done by the Assistant or Typist with the assistance of the Section-head concerned or in accordance with any arrangement in force in the Branch. Confidential papers are sealed in section and sent to Despatch Section for despatch.

6.06. Papers for signature and their despatch : Assistant concerned will take fair copies of confidential papers personally to the Officer and get his signature. While despatching, confidential papers must be placed in double envelopes, the inner envelope being marked confidential and superscribed with the addressee's name, and the outer one bearing the official designation and address of the Officer for whom it is intended. The inner cover in which the confidential communication is placed shall be sealed, the seal being affixed at both ends of economy label and also on the fold of the other end of the envelope.

Confidential covers sent by post shall be registered at the post office in the following cases :

- a) Confidential papers sent to Government.
- b) Confidential papers relating to Disciplinary enquiries.
- c) Confidential papers containing valuable documents or original records; and
- d) Any other confidential paper which is specially instructed to be sent by registered post.

6.07. Surprise checks : Surprise checks should be made at irregular intervals by one of the officers, to cover transit, fair copying despatch, custody, etc., and ensure that proper security is maintained at all stages; any irregularities noticed should be set right from time to time.

6.08. Telephonic conversation : A telephonic conversation is liable to interception and all uses of telephones must remember that somebody else may be listening in. Confidential matters should never be transmitted through the telephone.

General : When confidential covers have to be despatched to any authority by name and if the name of the incumbent is not correctly ascertainable or there is a doubt over the point or if the officer is under orders of transfer, the inner cover may with the orders of the officer concerned be addressed to (name and designation) "or successor" in order to prevent delay in the covers reaching the proper quarter (the words "or successor" should be underlined in red ink).

6.09. Maintenance of confidential records in Section : The confidential disposals should be maintained by the Section or the Officer who deals with the confidential papers. A register in the following form shall be maintained for the confidential records.

REGISTER OF CONFIDENTIAL RECORDS

Date of receipt	Number and date of the record	Subject	Remarks
(1)	(2)	(3)	(4)

At the end of each calendar year, the Section head shall prepare a list of confidential papers in the custody of section, the continued retention of which as confidential is prima facie not necessary and will submit it to the officer concerned for orders. If it is ordered that any papers need not any longer be treated as confidential, such papers will be transferred to the record section. The acknowledgment of the official in charge of the record section will be obtained in the last column of the register of confidential records mentioned above. The word confidential on such records should be struck off and the words 'since treated ordinary' noted instead with date.

6.10. Issue of confidential records : If confidential records are required by other officers/Sections before they are sent to record section after treated as ordinary as indicated in the above para, requisition shall be made by section head concerned. Requisition should invariably state the purpose for which the record is required. When a record is given or returned, an entry should be made in the register given below :-

Register of confidential papers issued from and returned to Section

Date of receipt of requisition.	Number and date of disposal or other description of the documents required.	Date of issue from the section.	Current number, if any, for which taken. (Otherwise purpose for which taken)	Signature of the section head taking it.	Initial of the official in-charge of record.	Date of return.	Signature of the section head returning.	Initial of the official in-charge of record.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

6.11. *Disposal of spare copies* : Spare copies of papers of all kinds whose retention for further use is necessary, including cyclostyled spare copies of letters, telegrams, etc. must be kept separate from the file in the personal custody of the Section head who will be responsible for their safe custody. He will be responsible for checking and weeding out his stock of fair copies regularly and at frequent intervals, and for obtaining the officers permission for the destruction of any papers whose further retention he considers unnecessary. Used stencils should for this purpose be treated as spare copies.

6.12. *Custody of seals* : The safe custody of seals is of great security importance. A list must be maintained showing the persons to whom seals have been issued. All such persons will be held responsible for the safe custody of the seals issued to them; they must immediately report to the issuing officer should any seal be lost or mislaid. The issuing officer must ensure by frequent checks that the stock of these seals is kept intact.

6.13. *Disposal of waste papers* : Greatest care must be taken both in the rooms of officers and sections in disposing of waste papers of all kinds including blotting papers. Confidential papers must be destroyed by burning in the presence of the officer responsible for dealing with them. The Officers including Section Heads are responsible for ensuring that adequate arrangements are made in their rooms/ Sections for ensuring the separation of Confidential waste papers from the rest.

6.14. If no special incinerator is available, an empty can or drum may be used for the purpose. To increase the draught and speed up burning process, holes will be pierced on the side of the can/drum but not at the bottom. A wire netting will be used over the top of the can/drum to prevent half burnt paper from blown away. When burning is going on, the papers will be stirred with a rod to see that nothing is left at the bottom.

CHAPTER - VII

FORMS AND RULES OF CORRESPONDENCE

7.01. *Forms of correspondence* : Correspondence arising from any Section of the Circle/Office shall be in one or the other of the following forms :

(a) *Letter form* : When it is proposed to address

(i) Officers of the Board other than those in the Circle/Office, Officers of State Government, Central Government and other State Electricity Boards.

(ii) Officers of Autonomous bodies and Corporations under the control of State and Central Government.

(iii) A non-official.

(b) (i) *Proceedings* : When the disposal on a case contains the orders of the Superintending Engineer/Chief Engineer the Proceedings form is adopted.

(ii) *Board Proceedings* : When the disposal on a case contains the orders of the Board (whether it has been approved by the Board or the Chairman), the Proceedings form is adopted. Board proceedings may be issued although a report is called for, if the report is not expected immediately and the Board proceedings is entered in the call Book. If it is proposed to retain it permanently in the records, the proceedings are issued in the "permanent" series where the Board's proceedings disposal is not of sufficient importance to be retained permanently, the proceedings are issued in the 'Routine' (For Board Office only.)

(c) *Memorandum Form* : This form is used when communicating any order of the Superintending Engineer/Chief Engineer/Chairman/Board to the subordinate or individual officer.

(d) *Endorsement Form* : When a paper is returned in original or when it is referred to a subordinate Officer for remarks or is communicated to the subordinate officer or to other Sections for information or disposal, the disposal takes the form of an 'Endorsement'.

(e) *Demi-Official Form* : 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 opinions 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.

Communications from non-official should never be referred to as 'demi-official'.

(f) *Circular form* : When several offices have to be addressed simultaneously, the communication takes the form of a 'circular'. This form should be used whenever the substance of the communication does not warrant the formality of the "Proceedings" form or the "Letter" form.

(g) *Un-official References* : (i) Un-official references can be made in two different ways namely:

- (a) by sending the file itself to any other Section with a note recorded thereon; or
- (b) by issuing a self-contained note on the subject dealt within the file.

(ii) this method is generally employed among the Sections for obtaining the views, comments, etc. of other Sections on a proposal, obtaining a clarification, etc. of the existing instructions of requisitioning papers or information, etc. No salutation or complimentary closing words are used in this form. Communication between one Section and another in the 'Letter' form is to be avoided.

(h) *Office order form* : Instructions meant for the members of the staff for carrying out official work and on matters relating to distribution of work among officers and sections, and sanctions accorded to the members of the staff in regard to grant of regular leave, increment, advances, declaration of completion of probation etc. are issued in the form of Office Order.

(i) *Telegram or Telex Service Form* : This form should be used only on occasion of urgency and should be concise. Clarity should not be sacrificed for brevity. Telegrams should normally be followed by post copies. Telegrams are sent as Telex messages through the Telex service installed in the Board. When the Telex service is not functioning, telegrams should be sent as "phonogram" through the Telephone operator.

(j) *Telephonic Message form* : This form is used for obtaining urgent information from the officers in the city.

7.02. *Contents of communications* : (i) Letters and memoranda issuing from any Branch of the Board Office shall as a rule, be complete in themselves and, as far as possible, independent of enclosures.

(ii) Correspondence shall be condensed as much as possible, and repetition and unnecessary details avoided.

(iii) As far as possible, only one topic shall be dealt with in one communication.

(iv) Demi-Official and U.O. correspondence shall not ordinarily be quoted in official communications but this may be done at the discretion of the Officer approving draft.

(v) *Use of honorifics* : While addressing a private person or body in official correspondence, the following honorifics should be prefixed to names irrespective of the race or religion of the person concerned :-

M A N

W O M A N

Indian Nationals Thiru (திரு.)

Thirumathi (திருமதி) if married and
Selvi (செல்வி) if unmarried.

Other Nationals Mr.

Mrs. or Miss as the case may be.

For Ph.D. holder Doctor (Thiru)
டாக்டர் (திரு)

Doctor Thirumathi டாக்டர் (திருமதி) married and
Doctor Selvi டாக்டர் (செல்வி) if unmarried.

Note : (1) Thiruvalargal (திருவாளர்கள்) Thirumathiyar (திருமதியர்) and 'Selviar' (செல்வியர்) should be used as plurals for 'Thiru', 'Thirumathi' and 'Selvi' respectively.

Note : - (2) While addressing companies, firms, etc. bearing personal names the honorific "Messers" should be used in English Correspondence and the honorific "Thiruvalargal" in Tamil Correspondence.

Example : Firms bearing personal Names.

For Correspondence in English	For Correspondence in Tamil
1. Messrs. Spencer & Co.,	திருவாளர்கள் ஸ்பென்சர் & கம்பெனி
2. Messrs. King & Co.,	திருவாளர்கள் கிங் & கம்பெனி
3. Messrs. Kalyanam & Co.,	திருவாளர்கள் கல்யாணம் & கம்பெனி

While addressing companies, firms, etc. bearing impersonal names, the use of honorifics should be dropped both in English and in Tamil Correspondence.

Example : Firms bearing impersonal names.

For correspondence in English

For Correspondence In Tamil

- | | |
|--------------------------------------|------------------------------------|
| 1. The A.G.C. Madras. | தி. ஏ.சி.சி., சென்னை |
| 2. The Universal Book House, Madras. | தி. யூனிவர்ஸல் புக் ஹவுஸ், சென்னை |
| 3. The Neyveli Lignite Corporation. | தி. நெய்வேலி லிக்னைட் கார்ப்பரேசன் |

Medical and Veterinary practitioners (except those who hold military Rank) should be addressed by the courtesy title of "Dr". before their names and with their degree licences', etc. added at the end as indicated below :

Practitioners of Modern Medicine Dr. M.B.B.S., L.M.P., etc.

Practitioners of Indigenous Medicine, Dr. L.I.M. etc. or
 If they have registered their names Dr. (Ind.)
 in Class "A" of the Register main- (when qualification not indicated)
 tained by the Central Board of
 Indigenous Medicine, Madras.

Practitioners of Veterinary Science. Dr. (Vet)

7.03. Channel of communication between Board and (I) Foreign Missions in India (II) Indian Missions in overseas countries and (III) Foreign Government.

No communication shall be addressed by an officer of the Board to Foreign Missions in India, Indian Missions in overseas and Foreign Government direct. Communications intended to the above Agencies should be sent through the Government of Tamil Nadu only.

7.04. *Instructions in regard to direct correspondence between the officers of the Board and their counterparts in other State Electricity Board in India :*

The Officers of the Board can correspondence direct with their counterparts in other States in India on matters of routine and non-controversial nature. Correspondence on all important and policy matters of controversial nature should be at the level of Chairman of the Board or of the Secretary to the Board after approval by Chairman.

CHAPTER - VIII**FAIR COPYING, EXAMINING AND DESPATCHING**

8.01. General : The work of fair copying and examining papers (confidential and non-confidential) of each section is done in the respective sections. The despatch of papers of all sections is done in the Despatch Section.

(a) Fair Copying

8.02. General rules regarding copying : The following general rules regarding copying will be observed by the Typist :-

i) Before a Typist begins to copy a paper for issue, he shall verify that it bears the initials of the Officer, approving the communication.

ii) All communications issued from the Board Office viz. Board's proceedings, Memoranda, Letters, Endorsements, etc., except those issued in roneo should be typed in sheets printed with the Tamil Nadu Electricity Board Emblem. (For Board Office only.)

iii) Any fair copy extending over more than one page shall be type written on both sides of the paper, except when manifold paper is used.

iv) All copies must be made neatly and legibly.

v) Copying must be done with care, erasures and corrections being avoided; interlineations should not be made, specially in 'letters'.

vi) In copying the first word of a separate item in the preamble to a proceedings and the first word of every paragraph in a communication to be issued, a five or six letter space should be left between the word and the prescribed margin.

vii) The margin to be left blank should be on the left hand side of the front page and right hand side of the back page of a sheet of paper. The margin may be encroached upon only if statement have to be copied in the body of a communication and are too big to be typed on the portion on which the communication is copied.

viii) Marginal entries, unless they are very small, should be inserted by an indenture made on the side on which the communication is copied and should be separated from such communication by three lines ruled or typed on the top, bottom and the side facing the body of the communication.

ix) All fair copies should be typed with single spacing.

x) In forms of correspondence in which designation of the officer sending the communication has to be typed underneath his signature, the name of the Branch need not be typed, if that is typed on the top of the paper.

xi) The name of the officer from whom a letter issues shall be shown in the 'From' entry at the top.

xii) If there are enclosures to accompany a communication they should be indicated by an oblique line (thus/) in the margin against the paragraph in which they are referred to.

xiii) Copies should be made either on half sheet or full sheet consistent with the dignity and requirements of the communications. The appropriate form where one has been prescribed should be used.

xiv) (a) The Typist should invariably type his initials with date at the left hand corner at the end of a fair copy.

(b) *Typing of the Statements* : When independent statements requiring larger width are typed the paper should not be folded, but should be turned 90 degrees and typed. This will enable the papers to be neat and not folded at the ends.

xv) Drafts of letters should be kept as office copies and for all letters covering policy issues or detailed proposals to Government of Tamil Nadu or Govt. Of India, a carbon copy of the letter shall be kept as office copy. When possible, the carbon copy of a letter should be typed upon the back of the letter to which a reply is being sent.

xvi) *Photo Copying* : (i) The photo copier is being used for instant copying and wherever they are available shall be placed under the custody of the Executive Assistant to Chairman and with a Steno-Typist to the Chief Engineer or the superintending Engineer concerned. The Steno-Typist or any one of the Typist in the office engaged for this purpose may be entrusted to operate the photo copier. All the Typists in the concerned office shall be trained to operate the machine. Whenever copies are to be taken, the approval of any one of the officer in the office should be obtained in the following application form duly indicating the concerned file No., page No. and the number of copies required to be taken.

APPLICATION FOR PHOTO-COPYING

1. Date :
2. Whether official or personal :
3. If official, file No. :
4. If personal, :
 - (i) Name of the employee :
for whom copies are
taken, nature of
document in brief.
 - (ii) If personal, Amount :
remitted, Receipt No.
and Date
5. No. of pages (as per photo copier) :
6. Initials of applicant :
7. Initials of approving authority :

It should be handed over to the Steno-Typist concerned who in turn to make necessary entries in the Register to be maintained for this purpose. The Steno-Typist who takes copies, should sign in the register to be maintained in the following form

PHOTO COPIER REGISTER

If personal					
Date	No. of pages copied (as per photocopier)	If official File No.	Name of employee	Amount received/ remitted No. and date	Initial of the officer concerned
(1)	(2)	(3)	(4)	(5)	(6)

The register together with the application which has been approved for taking the copies may be checked by the Executive Assistant Concerned once a week with reference to the meter reading in the machine. The machine should be covered after use to prevent formation of dust and kept in a safe place under lock and key. At the close of the office the Steno-Typist shall remove the plug from mains and lock the machine and hand over the key to the Executive Assistant and refix it in the morning on the next working day.

(ii) The employees of the Board may also make use of the photo copier for personal purposes on payment of the prescribed fee subject to availability of materials such as paper etc.

8.03. It is the duty of the Section Head or in his absence the Assistant or other subordinate concerned to see that instructions are clearly and fully noted on the draft for issue before it is given to the Typist for copying. Such as, whether it is a reference or a final disposal, and, if a final disposal its nature, the person or persons to whom it is to be sent, and if the whole of it is not to be communicated to all of them, the portion to be communicated to each, the enclosures that are to accompany it, noting which of them should be sent in original and which to be copied and sent, whether the communication should be sent by registered post and if so, whether the addressee's acknowledgment is necessary. The Typist and the Assistant should see that the paper is accurately copied in accordance with the instructions before it is sent to the Despatch Section.

8.04. *Telegrams, Telex Messages and Cablegrams* : (i) Telegrams should not be sent to Post Office but presented only in Telephone Exchange for being sent as phonograms. The superscription 'Ordinary' or 'Express' should be correctly entered by the officer who approves the draft telegram.

(ii) *Telex Service* : Telex facilities are available either in central office or in the nearby sub stations. Action is being taken to provide Telex facilities to the central offices and the distribution circles where there are no Telex facilities at present either in the Central Office or in the nearby Sub Station. The S.E. should intimate the Telex number and Code of the Telex as and when provided by the P&T Department to the offices of the Board for communication facilities under intimation to Administrative Branch.

The details of number and codes of Telex facilities available are furnished as below

41	7261	TNEB	MADRAS
41	7113	ETPS	ENNORE
434	208	TTPP	TUTICORIN
468	210	TNEB	THANJAVUR
445	228	SEMU	MADURAI
455	209	SETY	TIRUCHY
433	204	TNEB	TIRUNELVELI
436	211	KES	KANYAKUMARI
855	339	SUP	COIMBATORE
405	215	VES	VELLORE
434	314	SECT	CHIDAMBARANAR E.D.C.
450	240	MTPP	METTUR
450	249	SEEB -	DHARMAPURI
31	74009	Resident manager, TNEB, New Delhi.	
31	61063	T.N.House, New Delhi.	

All officers of the Board should utilise the Telex wherever such facilities are available instead of S.T.D. This will be applicable to Project, Construction, Generation and Thermal Stations etc.

(iii) Post copies of telegrams, Telex messages etc.

In every case where a telegram/telex message is typed, a post copy of it should also be prepared and despatched simultaneously with the telegram/telex message.

8.05. *Endorsement* : An endorsement is usually written or copied on the last page of the current if there is room and if not, on a separate sheet printed with the Tamil Nadu Electricity Board inscription added to the current. The endorsement if copied on the current is headed "Endorsement No. Dt." the section being entered at the right hand top corner, but if the endorsement is on a separate sheet, the section is typed as above, the paper on which the endorsement is issued is quoted and below it the entry "Endorsement No. dated" is entered. The address is entered on the left hand corner. If a copy of an endorsement is to be signed by a section head, the full name and designation of the officer ordering the disposal are entered after the endorsement and below the address entries the following authentication form is used :

Forwarded : : By Order

A. B. C.
Section Head

8.06. *Memorandum* : A Memorandum is copied on the sheet printed with Tamil Nadu Electricity Board emblem as indicated below :

Office

Memorandum No. Date

Subject :

Reference :

(Body of the Memorandum)

Name
Designation of the Officer
who approved the draft.

To

Address entries

/True copy/Forwarded/By Order/

Section Head

8.07. *Proceedings* : Proceedings are copied in sheets printed with Tamil Nadu Electricity Board Emblem. If the proceedings are to be roneographed, the title "Tamil Nadu Electricity Board" should be typed while cutting stencils at the top of the proceedings.

The following is a specimen form :

TAMIL NADU ELECTRICITY BOARD

(Abstract)

(Permanent) B.P. (Ch/FB) No..... (Branch concerned) Dated

(Routine) B.P. (Ch/FB) No..... (Branch concerned) Dated

Read :

Proceedings

(Body of the proceedings)

(By order of the Chairman/Board)

A.B.C.,

Secretary to Board

or approving authority

To

Address entries.

/True copy/Forwarded/By Order/

Section Head

(For Board Office only)

8.08. *Address entries in fair copies of Proceedings - Instructions* : All addresses shall be entered in fair copies of orders, memorandum, etc, but this rule will not apply to the orders on petitions, in which case only the address entry pertaining to the petitioner will be typed in the copy intended for him.

8.09. *Spare copies of Proceedings roneographed* : The number of copies of Proceedings, circulars, etc., to be roneographed should be determined before hand and noted on the stencil sheet. Where a circular does not occupy more than half page, two copies of it should be typed on the stencil paper, one on the upper and the other on the lower half.

8.10. *Letters* : After the body of a letter is completed, the conclusion copied on the right side should be simply "Yours faithfully" in one line. The designation of the Officers is, in cases where it has to be shown, entered below the last entry with the usual 'three lines' space left for signature.

8.11. Demi-Officials : Demi-Officials are copied on sheets printed with Tamil Nadu Electricity Board Inscription. The demi-official is commenced with the words "Dear Thiru" with a five line space between those words and the emblem of the Board and after the body of the demi-officials is completed, the words "Yours sincerely" are copied in a new line on the right half of the side of the paper on which the copying is done. The name and designation of the officer who signs the demi-official are copied at the top of the page on the left hand side while those of the officer or person to whom the demi-official goes are copied at the foot of the page on the left hand side.

8.12. Marking of Important and urgent Communications : In order to enable the Branches/Chief Engineers/ Superintending Engineer of Circles etc. to give prompt attention to important and urgent communications received by them from the Board Office, in the fair copies of such communications the words "Important", "Urgent", 'Immediate', or "For Personal Attention", as the case may be, shall be typed prominently at the top of the page on the left hand side.

8.13. Preparation of disposal dockets : After fair copies are prepared the Typist is required to prepare appropriate disposal docket prescribed for Proceedings etc. Dockets are not prepared for "Lodged Papers".

(b) Examining

8.14. (i) After a fair copy is made by the Typist, the Assistant/Junior Assistant of the section concerned scrutinises it to see whether the papers have been copied in proper order and form and whether enclosures have been fully typed. He will compare the fair copies of the draft and the enclosures with their original with the Typist and correct errors in spelling, punctuations, etc., and in other matters where the errors are obvious. He will bring to the notice of the Section head all obvious omissions and mistakes.

(ii) The fair copies, after examination will be initialed by the Assistant/Junior Assistant below the entry of designation of the officer or Section head who is to sign (or at the left hand bottom corner in the case of Demi-official letters). He then submits the papers to the signing officer concerned. When the fair copies are submitted for signature, any enclosures to be forwarded with them should be stitched together in a single file arranged with the fair copy on the top. If however, there are numerous enclosures to a communication, the latter may first be typewritten and submitted for signature, the enclosures being typed while the fair copy is being signed.

Note : Stencils and fair copies of notes for the Board. Tamil Nadu Electricity Consultative Council and various committees and fair copies of communications issued to very important personages and confidential and strictly confidential communications should be carefully compared by the subject Assistant with the Typist. (For Board Office only.)

(iii) Fair copies taken in roneo duplicators should be submitted to the officer concerned and his approval obtained before actual despatch.

8.15. Special precautions for checking financial statements : (i) The Typist and Assistant/Junior Assistant who compare the fair copies are primarily responsible for comparing the figures, etc., in statements forming enclosures to the proceedings, letters, etc., of the Finance or other Sections. The Assistant/Junior Assistant concerned should, however, also check before despatch that the enclosures are in order and that figures, plus or minus signs, etc., have been accurately copied.

(ii) Fair copies of all enclosures to proceedings, Official letters, Memoranda, Endorsements, etc., should be authenticated by the Section head of the Section concerned as follows :

(True copy/extract)

A.B.C.

Section head

8.16. Signing of papers : The fair copies of the disposals for issue are submitted to the Section heads and other higher officers for their signature. When a section head is absent on Casual Leave or is not available in office for any reason, fair copies relating to his section shall be signed by any other Section head of the office.

8.17. Form of authentications of orders and Proceedings : All proceedings issued with the approval of the Board will be expressed to be made by order of the Board. All proceedings approved by the Chairman under the powers delegated to him will be expressed to be made by order of the Chairman. (For Board office only.)

8.18. (i) Copies of such proceedings may be authenticated by the Section head of the Section concerned as follows :

(By order of the Board/Chairman)

A.B.C.
Secretary/AM/M.D./M.G./CE/P

To

Address entries.

True copy : Forwarded : By order

D.E.F.
Section head

Note : The name of A.B.C. shall be typewritten the signature of D.E.F. being the actual signature of the authenticating officer.

(ii) *Signing of covering letters and authentication of copies of proceedings* : When a copy of a proceedings of Board is communicated to the Govt. of Tamil Nadu, to other State Govts., to the Accountant-General or to a public body it shall be sent with a covering letter signed by the officer in charge of section. The covering letter is not numbered and bears the date on which it is typed for signature.

(iii) The copy of the proceedings communicated with the covering letter should be authenticated. (For Board Office only.)

8.19. Signing of letters : Letters will issue in the name of the officer who has approved the draft. When the officer who has approved the draft does not sign a letter but is signed by an officer lower in rank, the word "for" should be entered before the designation of the officer who approved the draft below the space intended for the signature and the fair copy submitted for the signature of the officer or the Section head concerned. The name of the officer who signs the letter should be copied immediately below his signature.

8.20. Signing of fair copies - Special Cases : Copies of orders on disciplinary cases shall be signed by the officer who has imposed the penalty as disciplinary authority.

(c) Despatching

8.21. Duties of Section heads and the higher officers : (i) The Section head incharge of despatch is directly responsible for the proper distribution of work

among the staff in despatch section. He should daily check the various registers and the tappal acknowledgment slips that are received back after delivery of tappals. He should also see to the efficient working of the section generally.

(ii) The Officer incharge of despatch section should also check the various registers at least once a week and take all steps to ensure prompt despatch of communication.

8.22. *Hours at which work will be received* : (i) Fair copies, etc., which are ready for despatch should be sent by the sections to Despatch section in two batches as follows :

I Batch	12.30 p.m.
II Batch	3.00 p.m.

(ii) Specials which have to be despatched on the same day will, however, be accepted at any time between 10.30 a.m. and 5 p.m. or other prescribed office hours. The Despatch section should ensure that papers which have to be despatched by post reach the post office before the last hour of clearance. Junior Assistant on turn duty will make arrangements for despatch after 5 p.m. in Board Office.

(iii) Special communications to be delivered other than by post (i.e. communications to be delivered locally) will be received in the despatch section for despatch upto 4.30 p.m. for transmission to the addresses on the following morning.

(iv) Communications which have to be despatched by registered post should be sent to the Despatch section as and when they are ready but not later than 1 p.m. on Saturdays and 2 p.m. on other days except on postal holidays.

8.23. *No paper to be retained for more than 24 hours* : As a rule no paper for despatch shall be retained in the Despatch section for more than 24 hours. Letters both official and demi-official, which are received for despatch before 4.30 p.m. shall, however, be despatched on the day of receipt.

8.24. *Date of receipt to be entered on paper* : The date of receipt of papers received for despatch should be noted on them.

8.25. *Transmission of papers to, and their treatment in Despatch Section*
Communications for despatch with any enclosures that are to accompany them but not with any other papers should be sent by each section to the Despatch section after being entered in the Transit Register maintained for the purpose. The

despatchers will be responsible for the prompt despatch of papers to the proper addressees accompanied by the enclosures received from the section.

8.26. The papers will be received by the despatcher of the despatch section, who will acknowledge their receipt in the Transit Register which will be returned to the Section. After despatch, the Junior Assistants, in charge of despatch, will arrange for sending the office copies back to the section concerned.

8.27. (i) Despatchers are responsible for the issue of all signed papers. They are expected to check papers for issue in order to ensure that all enclosures marked in the draft are attached to the signed copies and that the papers leave the office in a complete form.

(ii) Despatcher should indicate clearly on the office copy, the manner in which a communication is despatched, viz., by post or by special messenger. In case where a communication intended for despatch by post does not actually leave the office on the day it was ready for despatch, both the dates should be entered on the office copy, as e.g. 29th/30th September 1969 which will signify that the paper was given to the despatcher for issue on the 29th, but was actually sent by the messenger or by post only on the 30th. The fair copies of important and immediate references should be received by the despatcher by giving their acknowledgement in the drafts then and there and the drafts should not be retained in the despatch section. When a communication is addressed to an officer through another, the despatcher should note on the office copy the fact of having despatched the fair copy to the latter only.

(iii) When a communication or its enclosure is required to be sent by registered post or parcel, the fact of it being so sent should be noted on the office copy. If a registered article is required to be sent "acknowledgment due", the despatcher should ensure by checking the postal receipt that the article has actually been booked as "acknowledgment due".

8.28. *One envelope for all communications for same officer* : If there are several papers for issue to the same officer on the same day, they shall be enclosed in one envelope. Subject to this condition postings of articles in post office should be spread over the whole day so as to avoid pressure of work at the last minute before the final clearance of the mail and the possible risk of misconnection with the despatches made.

8.29. Checking of postal receipts for registered articles and telegrams : The despatcher should maintain a register in which he should enter all registered articles and see that correct receipts have been obtained from the post office in respect of registered articles and to this end he should then and there collect the postal receipt from the office helper through whom the articles were sent to the post office and initial them before they are filed. He should at once bring any omission or mistake to the notice of the section head in charge of despatch section who will take necessary action for its rectification.

8.30. Method of enclosing papers in envelopes : When more than ten foolscap sheets (or their equivalent) are to be despatched in an envelope to the same addressee, the foolscap papers will be folded once lengthwise; when ten or less foolscap sheets (or their equivalent) are to be sent, the foolscap sheets should be folded twice breadthwise; the papers as folded should be put in the smallest sized envelope that will conveniently hold them when so folded; the enclosing of papers in an unnecessarily large envelope, besides involving wastage as regards both stationery and postage, renders the packet liable to damage in transit. Enclosures such as sketches and plans which cannot be easily folded in book form or are liable to be damaged by folding must be detached from the file and sent separately, the fact being so stated in the margin of the communication in the proper place. Very bulky files which cannot be conveniently folded as suggested above may be sent unfolded.

8.31. When papers may be sent packed : Papers which on account of their bulk will not go envelopes should be securely packed in thin or thick papers accordingly as they are intended for local or postal delivery and correctly addressed before they are sent for despatch.

8.32. Use of "Economy label" : The flap of an envelope containing non-confidential paper will not be gummed but an economy label will be pasted over it which may be removed by the addressee without spoiling the envelopes, the object being that envelope should be used over and over again. Economy labels should be used also in the case of confidential papers sent in an envelope, the seal being affixed at the two ends of the economy label. This rule will not apply to registered envelopes in which case the flaps should be pasted down and economy labels should not be used.

8.33. Contents to be noted on "Economy label" : The contents of an envelope should be written on the economy label for non-confidential communications.

8.34. Mode of addressing non-confidential packets : Packets containing official correspondence which is not of a confidential nature should be addressed by official designation only without the addition of an officer's name.

8.35. Mode of addressing envelopes containing demi-official letters : Envelopes containing demi-official letters shall be addressed to the officer to whom they are intended both by his name and by his official designation.

8.36. Marking "Important", "Urgent", etc. : Important and urgent communications should be marked "Important", "Urgent", "Immediate", or "For Personal Attention", as the case may be, in red ink or by means of rubber stamp on the economy label.

8.37. Packets sent by post -- to be properly stamped and franked : Packets, etc., to be sent by post should, before despatch, be weighed and properly stamped.

8.38. Local delivery Procedure : Papers intended for local delivery which are not "special" will be put in pigeon holes of the almirah where one hole has been allotted for each Office, Such papers will be cleared once daily in the evenings.

8.39. (i) The packets will be entered in four separate delivery books. Vtz.

1. Book for Chief Engineers
2. Book for Superintending Engineers
3. Book for Accounts Branch, Audit Branch and Residential Audit Office.
4. Book for Government and other local offices, Banks etc.

(ii) Papers intended for government and other offices outside the Tamil Nadu Electricity Board complex are delivered by messenger while other papers are delivered to the respective offices by Office helper. In order to reduce the transit time in despatch of tappals and unnecessary postage, the following procedure shall be adopted by all the five Branches of the Board Office.

(iii) Board Office Administrative Branch, Accounts, Audit and Technical Branches shall hand over the ordinary tappals intended for Government to Board Office Secretariat Branch Despatch under proper acknowledgement, instead of sending them by post to Government.

(iv) However, in the case of urgent and immediate tappals, the Branches/Office concerned may continue to make their own arrangements.

(v) The Regular messenger of the Secretariat Branch will go every day in the morning and evening collecting all the tappals intended for Government, from the Board Office Secretariat Branch and hand them over to Government in the department concerned. (For Board Office only.)

8.40. Despatch of valuables - Procedure : Valuables intended for despatch to other offices will be put in envelopes or packed and sealed in the presence of the Section head, who will be responsible for the contents of the packet. A list or description of the valuables should be enclosed in the packets and another copy of the list of description should be sent separately with an appropriate letter or memorandum intimating the despatch of the valuables. A certificate of posting should be obtained for each letter or packet containing valuables if it is sent by registered post. Such certificates and the receipts for registered letters, etc. will be carefully filed.

8.41. Despatch of records connected with disciplinary Proceedings : In order to ensure the safety of valuable documents connected with cases of disciplinary enquiries, sections should depute a responsible person personally to take the records to the office addressed and hand them over to a responsible person in that office and obtain acknowledgement for the records. If the documents are to be sent to an officer outside Station (s) They shall be sent by Registered Post Ack. Due.

8.42. "Urgent" and "Special", despatch by special messengers : Local tappals containing important communications should be sent by special messengers only. When such important communications are sent, the time when these communications are handed over to the special messengers should be marked on the outside or in a separate slip for the information of the staff at the receiving office to ensure that there is no delay on the part of these messengers in taking them to the respective offices. The receipt of such important communications should also be acknowledged by a responsible person not lower in rank than that of a Junior Assistant with his full signature.

8.43. Affixure of despatch stamp on office copy : The fact of despatch will be recorded by hand or by a rubber despatch stamp on the office copy, when there is one and when there is no office copy on the page of the note or current file on which the order for despatch is recorded. The manner of despatch, i.e. by post (registered or ordinary) by special messenger will also be indicated. The despatcher will also initial with date near the address entry.

8.44. Postage charges : Maintenance and check of stamp account : The despatcher should maintain a register showing all the tappals sent by ordinary and Registered post.

He should see that correct receipts have been obtained from the Post Office in respect of registered articles and the receipts pasted in the respective places in the register. He should at once bring any omission or mistake, to the notice of the section head who will take necessary action for its rectification. The section head in charge of the Despatch, should check the stamp account daily with the account of stamps used and the stock of stamps, on hand. He should see that there is no unnecessary wastage.

8.45. *Stamps of highest denomination to be used in making up postage charges* : For the purpose of pre-paying postage charges care should be taken to minimize the number of stamps by using stamps of the highest possible denomination in each case instead of a large number of stamps of low value. Apart from the needless expenditure which is incurred on account of manufacturing charges, the practice of pre-paying postage by means of many stamps of low value when a relatively small number of stamps of higher denomination would suffice is open to serious objection from a postal point of view. Some of the numerous stamps affixed may escape obliteration and may afterwards be used improperly, while the necessity for obliterating such stamp imposes a vexatious and unnecessary burden on the postal officials. It is also difficult for these officials to check, with the rapidity which is essential in practice, the adequacy of the stamps affixed. Further if a large space is covered by stamps it becomes practicable to remove them to cut upon the parcel or letter and abstract its contents and to replace the stamps in such manner as to conceal the injury to the cover.

POSTAL FRANKING MACHINE

8.46. Postal Franking Machine wherever it is being used, the rebate on the total value of postage used by franking system should be obtained from the Postal Department regularly. The Postal Franking Machine should always be maintained in working condition.

CHAPTER - IX**THE COURSE IN OUTLINE FOLLOWED BY A PAPER FROM RECEIPT TO DISPOSAL**

9.01. The "Tappal" is opened and stamped with the date of its receipt. Envelopes addressed to Officers by name and those marked "Secret" or "strictly Confidential" or "Confidential" are opened by the officers to whom they are addressed. In the absence of the concerned officer on leave or otherwise, such envelopes as are marked "immediate" shall be opened by an officer of equal or next higher officer in order of rank.

9.02. After perusal by the officers (who record on them any instructions they wish to give), the papers are sorted by the Assistant/Junior Assistant in charge of tappals, numbered and sent to the respective sections. The papers are then registered in a Personal Register by the subject Assistant/Junior Assistant attached to the section. In case the subject Assistant/Junior Assistant is away, the Section head should arrange to register the currents.

9.03. If any paper relates to a case which is already pending, the Assistant/Junior Assistant adds the paper to the current or note file of the case. Otherwise, he puts each papers in an appropriate pad and the paper thus becomes a "case". He then obtains any previous papers referred to in the current or note file and, unless the case is taken over by the Section, head, takes the necessary further action. Such action may be the obtaining of further previous papers or precedents, the preparation of precis, the writing of a brief note stating the point for orders and the drafting of Proceedings, Memorandum, Endorsement, etc., in accordance with an established precedent. The Section head after making any revision of, or addition to the Assistant's/Junior Assistant's note or draft or putting up a fresh one, submits the case to his immediate higher Officer. The Section head shall himself attend to important cases which involve interpretation of Rules and Regulations. When submitting the case for orders, the note may suggest references for further information or remarks to other Sections of the Circle/Chief Engineer Office or to outside Officers but should not suggest the orders to be passed except in routine cases and in cases where there are precedents. The Officers to whom the case is submitted, direct further action to be taken or suggest definitely, the nature of the disposal to be made and the orders to be passed in each case. It is then sent to the section being seen first by the Officers through whom the case was submitted. The Section head passes it on with instructions to the Section Assistant/

Junior Assistant or keeps it himself for further action if necessary. If further information is called for in the notes of Officers, this process is repeated, until final Orders are passed.

9.04. If a case in which a draft has been put up is received back with final orders, the draft will be issued with such modifications as may be necessary with reference to the final orders. If, however, the case did not contain a draft and is received back with final orders, a draft is prepared in ordinary cases by the Assistant/Junior Assistant and the file is resubmitted for approval of the draft through section head to the Officer concerned, who revises or passes the draft, circulating it again to the higher officers, if he thinks this desirable. Drafts in important cases are prepared by the Officer himself in charge of the Section.

9.05. The disposal as approved takes the form of a Proceedings, Office Order, Letter, Endorsement, Memorandum, Telegram, Demi-official, or Un-official references or reply or 'Lodged' paper. It is numbered and dated by the Assistant/Junior Assistant concerned of the section. The Assistant/Junior Assistant makes necessary entries in the Personal Register and closes the current in the register if the disposal is final. In the case of intermediate references or orders calling for information, he enters the date of the first reminder/subsequent reminders in his reminder diary. He then passes on the draft and its enclosures (but not the whole file) to the Typist concerned for fair copying. Confidential papers are sealed in section and sent to Despatch section for despatch.

9.06. Fair copies are signed by the Officers/Section heads as the case may be. Copies of communications which are confidential or secret in nature are, however, authenticated by Officers higher in rank than Section head except in the cases where the Section Head is of the rank of a Class I Officer. Communications which are received from other Sections and are 'Lodged' will not however be docketed but will be added to the connected stock files if they are of some importance. Other cases will be kept in section and destroyed after the prescribed period. In the case of final disposals, the Assistant concerned or the Junior Assistant of the section prepares dockets.

9.07. On return of the drafts from the Despatch Section after issue, the Section Assistant/Junior Assistant makes sure that the papers have been properly despatched, puts the drafts back in their respective files, and when the case has been finally disposed of, the Assistant concerned or the Junior Assistant of the section prepares dockets, sends them to the Record Section under the orders of the section

head who satisfies himself that there is no further action to be taken and gives a "Pass Order" in each case in writing, which should be in red ink on the face of the docket sheet. Papers which do not carry a "Pass Order" will not be accepted by the Record Branch. All references to which replies are due are kept intact in the Section with the concerned papers.

9.08 : (i) Records shall be handed over to Record Clerk of the Record Section, after obtaining his signature in the last column of Personal Register. Confidential records should also be handed over to Record Branch. While handing over the confidential records, they should be put in a cover and the cover should be sealed. The number of the Confidential Record which has been put into the sealed cover should be indicated on the left side top corner of the cover and then handed over to the Record Clerk for safe custody. The Record Clerk will arrange it neatly in separate rack marked confidential records.

(ii) Final disposals are stitched in the Record Section and then put in their proper places in the bundles on the record racks or almirahs.

9.09 : "Office Orders" and "Proceedings" of "Routine" and "Permanent" such as (Permanent) B.P.(FB), (Permanent) B.P.(Ch), (Routine) B.P. (F.B), (Routine) B.P.(Ch) series are numbered in a separate register maintained by each branch. (For Board Office only)

9.10 : The following procedure shall be followed in issue of Board's Proceedings Pt. and Rt. Series :

i) If the proposal is approved by the Chairman under the powers delegated to him, the orders in such cases should be captioned as "Pt./Rt./BP(Ch.) No. (Branch concerned) dated" It should be issued in the name of the Secretary/Accounts Member/Member(Generation)/Member (Distribution)/Chief Engineer(Personnel) depending on the branch to which it relates with the superscription "By order of the Chairman".

(ii) If the orders are issued based on the decision of the full Board, the orders should be captioned as "Pt./Rt./B.P.(FB)No. (Branch concerned) dated" It should be issued in the name of Secretary/Accounts Member/Member(Generation)/Member (Distribution)/Chief Engineer (Personnel) depending on the branch to which it relates with the superscription "By Order of the Board". (For Board Office only).

9.11. : In some cases, a decision taken at a meeting of the Board may be purely incidental which is within the competence of the Chairman. In such cases, at the draft stage, orders of the Chairman should be obtained on whether it is to issue as "B.P.(Ch)" or B.P.(FB)". (For Board Office only).

9.12. : All Boards Proceedings relating to (a) Secretariat Branch shall be issued in the name of the Secretary, (b) Accounts Branch and Audit Branch in the name of the Accounts Member, (c) Administrative Branch in the name of the Chief Engineer/Personnel and (d) Technical Branch in the name of Member (Generation) or Member(Distribution) as the case may be. The Chief Engineers who do not form part of Board office Technical Branch should correspond with Head Quarters of the Tamil Nadu Electricity Board, only in the letter form in respect of proposals which are to be approved by the concerned Branch and shall address the Accounts Member / Member (Generation) / Member (Distribution) / Secretary /Chief Engineer (Personnel)/ Chief Financial Controller/Chief Internal Audit Officer as the case may be and appropriate orders will be issued by the branch concerned.

9.13. Four separate Registers shall be maintained for (Pt.)B.P.(Ch) No., (Pt.) B.P.(FB)No.,(Rt).B.P. (Ch) No and (Rt) B.P. (FB) No .. The numbers shall be assigned in separate serial orders and the following arrangement shall be followed in this regard :

Sl. No.	Branch from which orders are to be issued.	Branch in which registers are to be maintained for assigning numbers
(1)	(2)	(3)
1.	Secretariat Branch	Secretariat Branch (Under the control of Secretary)
2.	Administrative Branch	Administrative Branch (Under the control of Chief Engineer/Personnel.)
3.	Technical Branch	
4.	Accounts Branch	Accounts Branch (Under the control of Chief Financial Controller)
5.	Audit Branch	

The closed original B.P. shall also be kept in the Record Section of the respective Branch (For Board Office only).

9.14. Orders issued under the powers delegated to Deputy Secretary/ Secretary/Accounts Member or any other Officers of the Board shall be captioned

as "Memorandum". Wherever the "Memorandum" has to be retained permanently it should be captioned as Memorandum (Permanent).

(The words "Junior Assistant" "Asslstant" wherever they occur would refer to "Junior Auditor" and "Auditor" so far as Audit Branch is concerned.)

Note : So far as Technical Branch is concerned there are two units viz. Administrative Unit and Technical Unit. The Administrative Unit consists of one or more Sections headed by Superintendent. Technical Unit is headed by a Executive Engineer who is assisted by Assistant Executive Engineers and Assistant Engineers. The term "Section" and "Section heads" will denote the "Division" and "Division Heads" so far as Technical unit in Technical Branch is concerned. (For Board Office only)

CHAPTER - X**MEETINGS OF THE BOARD**

(For Board Office only)

10.01. The meetings of the Board are held in accordance with the Tamil Nadu Electricity Board (Meetings) Regulations 1958. An extract of the said Regulations is in Appendix. IV

10.02. (i) In respect of matters, which are to be placed before the Board for approval, a summary note shall be prepared. The note shall state the proposal and discuss the merits and demerits, the financial implications involved, availability of budget provision, etc. Wherever necessary and summarise the points, on which decision of the Board is required. In respect of Tenders, the note for the Board should contain the details under the following heads.

1. General.
2. Need.
3. Response.
4. Rejection on initial scrutiny.
5. Rejection on Technical scrutiny.
6. Price analysis.
7. Vendor rating.
8. Recommendation of the Tender Committee.
9. Concluding paragraph for decision of the Board.

(ii) The note for the Board shall be got approved by the Chairman after careful preparation and closest scrutiny at different levels. The note shall contain only the proposal as approved by the appropriate authority. The higher officer putting up the draft Board note for Chairman's approval, shall be responsible for adhering to these instructions and for ensuring that the notes are correct, complete and cogent. The draft note for the Board should be routed through the Secretary to the Board before putting up to Chairman.

10.03. (i) After the note for the Board is approved by Chairman, the original note with twelve roneo copies of the note along with the connected file should be sent

to the section dealing with the subject 'Meetings of the Board' in the Secretariat Branch with the covering U.O. Note stating that the note for the Board has been got approved by the Chairman and that the same may be placed before the Board.

(ii) The U.O. Note shall be signed by the following officers in respect of Branch noted against each :

- i) Under Secretary/Deputy Secretary : Secretariat Branch.
- ii) Personnel Officer : Administrative Branch.
- iii) Executive Engineer : Technical Branch.
- iv) Deputy Financial Controller : Accounts Branch
- v) Deputy Chief Internal Audit Officer : Audit Branch.

10.04. The normal official procedure of maintaining at least 2" margin on the left side of the papers falling under odd numbers and 2" margin on the right side of the papers falling under even number shall be strictly followed. Typing shall be in single line spacing and both sides of the roneo papers shall be utilised without leaving back side blank. The name of Chairman who approved the draft note shall be typed at the end of the fair copies indicating also the date of approval of the note. The note for the Board shall be issued to the Members only in the name of the Chairman who is the Chief Executive.

10.05. The section in the Secretariat Branch which sends the agenda and notes to the Members of the Board shall serially number all the pages of the notes. An index shall also be prepared and a reference to the page number shall be indicated in the index. Stapler pins provided for each set of notes shall be removed once the notes are compiled.

10.06. Intimations about the dates on which meetings of the Board are held are sent to Chief Engineers and other Officers. On the days on which the Board meets, the Chief Engineers and Chief Financial Controller should be in the headquarters and remain in their Chambers till the meeting of the Board is over. However, in emergencies or unavoidable situations, Chief Engineers/Chief Financial Controller may take the permission of the Chairman for being absent at headquarters. It is also necessary that the Superintending Engineers/Financial Controllers of headquarters offices and all other officers in the Branches of Board Office are available on the dates on which the Board meets so that they could furnish any information that may be required by the Board during the meeting.

10.07. Officers should ensure that the agenda notes except in respect of routine matters reach the Members of the Board at least three days prior to the date of the meeting. This shall be particularly so in respect of notes on tenders. It will be the personal responsibility of the Chief Engineers/Chief Financial Controllers/Secretary to ensure this.

10.08. Soon after the meeting of the Board is over, the minutes of the meeting are extracted and communicated to the Sections/Branches for taking further action. The names of Members who attended the particular meeting shall be typed in the extract. If a particular Member left the meeting in the middle of the meeting, the fact should be mentioned in the extract. The stage at which he left the meeting should also be indicated.

10.09. Final orders should be issued in respect of cases approved by the Board within one week from the date of receipt of extracts of the minutes of the Board. A copy of the final order issued shall be sent to the section dealing with meetings of the Board in the Secretariat Branch within a week so that a final report on the action taken can be made to the Board. In respect of subjects, which have been placed before the Board but deferred or referred by the Board calling for further particulars, the matter should again be brought up to the Board within two weeks from the date of the extracts of minutes.

10.10. Any proposal on which the decision of the Board is urgently required may be circulated to the Members and if approved by not less than two thirds of the total number of Members of the Board may be deemed to have been passed as a resolution at a meeting of the Board duly convened. Such decision shall be placed before the next meeting of the Board for ratification.

10.11. The procedure outlined above shall also be followed in respect of matters to be placed before the Consultative Council.

CHAPTER - XI

INDEXING AND TITLES

11.01. *Object of Index* : The object of the indices is to enable one to trace the papers containing the orders passed on any particular subject.

11.02. *Title and head defined* :- The entry in the Index relating to an individual paper is called a "Title". The important word that is placed first in the title by which its alphabetical position in the Index is determined, and on which primarily depends the possibility of finding the title, is called the "Head".

11.03. *Head must be obvious and distinctive* :- The first thing to do when writing an Index title is to select the head. The head must be a word that will naturally occur to any one who wants the papers. It must not be too wide. For instance, to index all the petitions received under the "Petitions" would be absurd; though order of a general nature, relating, say, to the way in which petitions should be dealt with, would be appropriately indexed under that head.

11.04. *Consistency essential* : Standard heads and sub-heads. Unauthorised additions forbidden - Consistency is essential in the selection of Index heads. Even if the heads are badly chosen, so long as there is consistency in their use, less mischief will be done than if they are in themselves better chosen, but papers relating to the same subject are indexed sometimes under one head and sometimes under another. Consistency can only be secured by adhering to a standard list of Index-heads and sub-heads. A general list is given in Appendix V. Every Assistant/Junior Assistant must constantly refer to the list and use only the head included in the list. Any addition to the list or modification, if found necessary, should be made only by an Office order approved by the Head of the Office.

11.05. *Use of heads and sub-heads* : In the list some of the heads have their sub-heads printed under them. A head may be used along or in combination with a sub-head. A sub-head may not be used without a head. Any head, may, if appropriate, be used as a sub-head under another head.

11.06. *Smaller heads may be used alone* : Under the large heads, there will be some papers of a general nature. For such papers, a sub-head 'General' may be opened under any head with several sub-heads. But this sub-head must be sparingly used. No paper for which a more definite and suitable sub-head can be found should be indexed under 'General'. One legitimate use of the head is when a case falls under several sub-heads.

11.07. Personal papers : (i) Personal papers relating to officials should be indexed under the name of the officer concerned. A proper title would be, e.g., 'Subramanyan' would be indexed under 'S' and Subramanyan, A. would come before 'Subramanyan, D.'

(ii) In cases where a personal paper contains useful discussions on any general question or has any unique feature about, it would be useful to 'cross-reference' the disposal under the appropriate head and sub-head.

(iii) All matters relating to individual officers need not necessarily be treated as 'Confidential'. Where, however, the circumstance of the case require that it should be kept confidential, the title for the index should be so framed as not to reveal any matter which is confidential.

11.08. Papers relating to suits : Papers relating to suits will be indexed under the head 'Suits', thus first will come the name of the System in which, followed by that of the place at which, the court is situated which is dealing with the suit, then the designation of the court, then number of the suit, preceded by appropriate abbreviations 'A.S.' (Appeal suit), 'O.S.' (Original suit), etc. These abbreviations will be arranged in alphabetical order, and under each, the suits will be arranged according to their year and numbers.

11.09. Arrangement of several sub-heads The same title may contain more than one sub-head. The order in which these should be arranged is a matter in regard to which definite rules cannot be prescribed. Generally speaking, the wider and more abstract should come before the narrower and more concrete. The necessity for consistency must not be forgotten.

11.10. Title proper : After the heads and sub-heads comes the title proper. This must be as brief as is compatible with expressing clearly the main subject of the file and some particulars of the individual matters to which it relates so as to enable easily to find the papers that one may register. Brevity is a merit in a title. If a title shows one at a glance, like a newspaper headline, the subject of the paper, it is a good title. Unnecessary length is a positive evil in a title. It defeat the objects in view. The head or sub-head should never be repeated in title proper.

11.11. Wording and articulation : The title must consist mainly of substantive and adjective (where indispensable) participles and minor parts of speech should be excluded as far as possible. In order that strict alphabetical arrangement may be practicable, it is essential that the title should be articulated or broken up into members,

each consisting of as few words as possible and each expressing an element in the subject matter. Each member will begin letters with a capital letter, which will help to determine the alphabetical order and should be separated from the members preceding and succeeding it by a bold dash. It is no use to try to put too much into a single title. The title must indicate clearly but briefly one main subject of the order.

11.12. Two or more titles when necessary--Cross reference : If an order deals with more than one subject, two or more complete titles under different heads may be necessary. But the same title must not be repeated under more than one head, either in its entirety or partially. Instead of this, where a subject falls under more than one head, and it seems useful to index it under each head but there is no need for distinct titles under each head, a cross-reference or cross-references must be used. That is, the complete title will be printed under one head, while against the other heads will be printed merely, 'see, so and so' (mentioning the former head). The same cross-reference must never be repeated.

11.13. Duty of Section heads regarding Index titles : It is the primary duty of the Section head to see that Index titles are properly prepared. The Section head will check the titles when drafts are submitted to him for approval.

11.14. Object of annual Indices : (i) Indices of proceedings series are printed annually. The annual indices are intended for reference in officer. An annual index is prepared alphabetically and printed.

(ii) The abstracts of the proceedings, letter, etc., which are to be indexed, are prepared in accordance with the principles laid down in the preceding paragraphs. Before the proceedings, etc., are numbered in the respective series, the Assistant prepares the tabling slip in duplicate. One copy of the slip is given to the Assistant who has been entrusted with the work of maintaining Index Register. The other is utilised in the section for ready reference. (For Board Office only).

(iii) The abstracts should be typed very legibly to avoid possible errors. (For Board Office only).

(iv) An annual index is prepared alphabetically and sent to the Press for print. Before sending the index to the Press, the Assistant incharge of the Index Register should ensure by checking the numbers that all Board Proceedings letters with Pt. disposal, issued during the year have been brought on the index. (For Board Office only.)

(v) On receipt of proof, the Assistant checks it with the indices and satisfies himself that no items have been omitted. He will submit the proof to Section head or check who should deal with it as 'Special'. They should carefully see that the consolidation has been properly done and rectify all defects. After check, proof will be returned to the Press for final strike of copies. (For Board Office only.)

(vi) The printed Annual Index shall be ready before the end of April after the close of the year to which it relates.

11.15. (i) *A distribution list of the Annual indices will be maintained in the form below :*

	To whom distributed	Annual indices
1.	Office for reference
2.	Record Section
3.	Other officers, if any

(ii) Indices of Board's Orders of 'Routine' series are reneod annually for circulation to all Officers and Sections. (For Board Office only)

CHAPTER - XII

CHECKS ON DELAYS AND ARREARS

12.01. Duty of Officers : It is the duty of Officers in the circle/CE's Office/various Branches of the Board Office to check delays in the sections in their charge. In order to ensure promptitude in the despatch of business, individual instances of delay should be severely dealt with when they come to light and responsibility of the Section head for constantly watching the files in their Assistants/Junior Assistants custody and seeing that they are not shelved should be enforced. The Officers must periodically inspect the Personal Registers and Reminder diaries of Assistants/Junior Assistants and also the call books kept for each section.

12.02. (i) In cases where there has been no response from the other officers in spite of reminders, the officer should get in touch with officer concerned in the other office over the phone, ascertain the position and impress on him, the necessity for sending quick reply. Whenever such contacts are made, the details of the discussion, the date by which final reply is promised may be recorded in the file itself. If the reports are not received by the promised date, the matter may be taken to the notice of the SE/CE/head of the Branch to follow-up the matter by issuing D.O. letter.

(ii) If for a D.O. reminder from an officer from any Branch of the Board Office, no reply or no satisfactory reply is forthcoming, it shall be promptly brought to the notice of the Chairman to call for the file. Not more than a single D.O. reminder shall be issued in headquarters Office without the file being submitted to Chairman for instructions. (For Board Office only.)

12.03. Duty of Section Head : (i) The Section head is responsible for the efficient and expeditious despatch of work in his section. To enforce this, he should thoroughly examine the Personal Registers once a fortnight on a specified day of the fortnight. He should check the Call Book and Reminder Diary once a week. He should initial the registers in token of his check. The check should not be merely nominal. The Section Head should not only see that the entries in the registers are correctly and punctually made but also take immediate action on delayed and urgent cases. He should ask his Assistants/Junior Assistants to produce such papers and give them practical help to put them up quickly and should himself take over and deal with them. It is his duty to ensure that no delay occurs which could with

diligence be avoided and that no paper is shelved by Assistants/Junior Assistants. For this purpose, he should, besides the weekly check of registers, inspect frequently the papers pending with each Assistant/Junior Assistant.

(ii) The notes embodying the results of the check will be written in running note file—one for each Assistant and these note files should be kept in the Section head's custody. The notes made must be very brief and should quote the numbers of the files in which defects are noticed. The Personal Register of each Assistant together with the running note files with half margin, Reminder Diary and Call Book should be submitted to the Officer concerned for his check in accordance with the programme prescribed for the purpose in the office orders. (For Board Office only.)

12.04. Duty of Section Assistants : Section Assistants/Junior Assistants will be personally responsible for delays in the disposal of their papers at all stages. The responsibility should not be considered to have ceased when a file is marked for issue but continues until the process of despatch has been gone through and the paper is sent to the Record section for recording.

12.05. Periodical Reports and Returns and Maintenance of consolidated periodical register: A periodical register in respect of periodical reports to be sent by the Officers to the Board shall be maintained. The form in Appendix VI shall be adopted for the periodical register. These numbers shall be permanent and shall not be altered from year to year. If any new return is included, fresh number shall be assigned. If any return is cancelled, its number shall not be assigned to any other new return. The register will be written at the beginning of the calendar year so far as Column (1) to (4), (6) & (7) are concerned. Where a periodical is due from more than one officer, each officer from whom it is due should be entered on a separate line in column (3) of the Register. References received on a periodical or a periodical taken up for action in the office should not be brought on to the personal register unless important correspondence arises from them. Full use should be made of the periodical register for this purpose, the last column of which provides for the entry of any routine correspondence such as reminders, etc. The return should be dealt with in the same manner as other correspondence. The register of return shall be submitted to the E.E.(G)/Executive Assistant to Chairman for inspection once every month on a date to be specified by the Officer.

(ii) The Monitoring Cell provides information on all control points for effective functioning of the Board and gives feed back to officers on their comparative performances. (For Board Office only.)

12.06. Procedure in checking delays and arrears : The arrears may be classified as "external arrears" and "internal arrears".

12.07. External Arrears : These are checked by means of the "Call Book" and the "Reminder Diary". The following instructions are laid down for the maintenance of the Call Book and the Reminder Diary.

(1) **Call Book :** (a) (i) A Call Book will be maintained for each section in the prescribed form (vide Appendix VII). When a case is closed by the issue of Proceedings or a letter or a Memo. Which requires further action after a minimum period of three months, an entry should be made in the Call Book. When a reference is made to the Chief Engineer or any other body on which orders cannot reasonably be expected for at least three months, an entry shall be made in the Call Book. Other cases in which no action is necessary in the section for at least three months may also be entered in the Call Book and any reference ordered in such a file should be treated as final or if there is no such reference the file should be 'recorded' or 'lodged' (if the matter contained in that file is by itself unimportant). The entry relating to the file in the subject Assistant's/Junior Assistant's Personal Register should then be closed by the final disposal given to the file. No entry should be made in the Call Book without the order of Officer incharge of the Section. In every case, the proposal to make an entry in the Call Book must be made at the end of the draft when the draft is submitted or, where there is no draft, at the end of note when the note is submitted, the date on which it is proposed to take action next being mentioned. The Call Book for each section will be maintained by one of the Assistants/Junior Assistants of the section. When an entry in the Call Book has been ordered, the subject Assistant/Junior Assistant will make the entries in columns (1) to (6) in the Call Book and will note the fact that he has done so and the Call Book number and date on the draft or the note below the order authorizing the entry in the Call Book - thus ("entered in Call Book No., Dated"). Serial numbering in the Call Book should be done every year separately. The draft will then be issued. The Section head will be held responsible for ensuring that the entry ordered has been made. After the order or reference, if there is any such in the file, has been despatched the "case" and the "put up" papers will be sent to the records as is done when a case is finally disposed of. If a report or reply is received before the date entered in column (6) of the Call Book, subject Assistant/Junior Assistant concerned should enter that current number and date in column (7) of the Call Book; the entry in the Call Book would thus be closed. If the entry in the Call Book is not closed before the date entered

in column (6) an extract from the call book should be taken by the subject Assistant/Junior Assistant not later than that date and a current number obtained from the tappals. The new current number should be entered in the Personal Register of the Assistant/Junior Assistant concerned as well as in Column (7) of Call Book. The entry in the Call Book will thus be closed. The subject Assistant/Junior Assistant will then obtain the original papers from the record room and take such further action as may be necessary.

(ii) As soon as the original papers are obtained, all the papers from the docket to be removed and added before the arising reference/current on which action has to be initiated. Then a sheet may be added to the docket indicating that all previous papers have been released and added to the arising current/reference and then the docket to be sent to record.

(iii) When an order is passed that a case may "lie-over" for a few days, no entry is necessary in the Call Book; an order to "lie-over" does not authorise a "current" to be closed. The current number should, however, be noted in the Reminder Diary.

(b) Call Book shall be submitted for the inspection of the officer concerned once every month on a date to be specified by the officer.

(c) The court cases which have been filed in the Subordinate Courts/High Court and which are likely to be taken up after a considerable time should not be entered in the Call Book Register. The file should be kept open till disposal of the case. Details of such court cases should be entered in a separate register as indicated below and progress reviewed monthly.

Sl. No.	Date of entry in this register	Subject	Current No. and case/suit/writ petition number	Stage of progress of the case.
(1)	(2)	(3)	(4)	(5)

NOTE : Details of receipt of the case from the court, Date of preparation of the para-wise remarks, Date of filing the counter, Date of posting the case etc. should be indicated.

(2) **Reminder Diary** : The issue of reminders to outside officers and the initiation and resumption of action on papers will be watched in the section concerned under the following system :-

(a) Each drafting Assistant/Junior Assistant in a section, will keep Reminder diary in the prescribed form (vide Appendix VIII). This diary is intended to act as a reminder to the Assistant/Junior Assistant that some action is necessary. The first column 'Date' will be reserved for the date of the month. In the Second column should be entered the current number (c) of the paper or the number (C.B.) in the Call Book with reference to which action is to be taken on that day.

(b). At the foot of every draft, whatever, may its form, which entails a reply and every un-official reference, the drafting Assistant/Junior Assistant will enter in red ink a date for the issue of the first reminder thus : "Rem., 25th April 1968". This date may be altered, if thought fit, by any officer through or to whom the draft is submitted.

(c) On return of the draft or note approved, the Assistant/Junior Assistant concerned will enter in the Reminder Diary the current number (c) against the date approved as that on which a reminder is to be issued, if necessary.

(d) When all replies are received to a reference, the entry relating to it in the diary may be scored out.

(e) If a case is entered in the Call Book, C.B. number will be entered in the Reminder Diary against the date on which action is to be taken.

(f) Cases which are ordered to file-over will also be brought on the Reminder Diary.

(g) The Assistant's/Junior Assistant's first duty on each working day is to examine the entries in his Reminder Diary against that date and against any holidays immediately preceding that date. He will then examine the entries in the personal register against the numbers mentioned on the Reminder Diary against these dates; if a current is closed, no further action is necessary. If a current is not closed, the Assistant/Junior Assistant should at once pick out the file from among the pending cases (which should always be arranged in order of current number) and put up the necessary reminders for signature. If a Call Book number is shown in the Reminder Diary against the date, the Assistant/Junior Assistant should take an extract from the Call Book. When submitting reminders a further reminder date should be suggested and the number should be entered against this date, as approved or altered in the

Reminder Diary. This process will continue until the reference is replied to or the periodical is received.

(h) Section heads and other officers should, from time to time, check the Reminder Diary with reference to the pending files in the section.

Note : The reminders, replies to reminders and notes relating to them should be kept distinct from the current file and note file and should be placed with the routine notes at the bottom of the case and destroyed after final orders are passed in the case.

12.08. Internal arrears (i) the arrears in Sections are checked by means of the Personal Registers, Daily Detention List, Arrear List etc.

(ii) Whenever a Demi-official reminder or a reminder in an important case is received, the officer in charge of the Section shall call for the file and examine whether action has been taken as required and as promptly as possible and give such directions as may be necessary for expeditious disposal. The reply shall be issued only after such examination. A register in the form below shall also be maintained by him.

FORM

Register of Demi-Official reminders and reminders in important cases received from other officers.

Sl.No.	Brief Subject	From whom received and date	Reasons for delay in Passing final order.
(1)	(2)	(3)	(4)

12.09. Personal Register : (a) (i) A certain day of the month will be prescribed by establishment section of each office for inspection of the Personal Registers of each section by the officers incharge of sections. Running note file, Reminder Diary, Call book and stock files will be submitted along with Personal Register. The higher officers of the rank of Superintending Engineer will inspect the Personal Registers once in three months. The head of the office/Branch will also inspect the Personal Registers of the Sections as frequently as possible or at such

other interval as may be fixed by him. On that day at 10.30 a.m., the Personal Registers of the sections must be on his side rack with all papers received upto the evening of the previous day entered and numbered. If a day happens to be holiday submission will be on the next working day. The Officers while inspecting the Personal Registers will examine all entries dealing with unclosed files. They will see that entries in columns (7) and (8) dealing with submission and columns (9) to (14) dealing with references, are kept up to date. They will see that new papers are submitted by the Section head within five days of receipt and that papers delayed for more than five days in submission or in the issue of references or other action are submitted to him at once with reasons for the delay unless his knowledge of the files renders this unnecessary. Any queries or remarks made in the running note file by the higher officers must be answered within 48 hours and the registers resubmitted. They will also exercise a check over the proper maintenance and neatness of the Personal Registers.

(ii) A fly leaf should be pasted in the opening page of the Personal Register indicating the columns to provide for the date fixed for submission of the Personal Register each month, the date of actual submission in the month, reasons for delay in submission, the initials of the Assistant/Junior Assistant/Section head and the officer concerned. This will be useful to check up the delay in submission of the Personal Register at the time of inspection.

(b) As already explained papers pending at the end of a calendar year will be brought forward into a new register of the following year if they are not disposed of by the 31st January. The section head will certify on the first submission of the register after 1st Feb. that all pending papers of the previous years have been brought forward. There is no need to bring forward all previous entries regarding these papers. All that is required is the last reference issued or received the last submission date, the current number of the paper in the previous year and its title.

12.10. Five days rule : (i) Papers will normally be submitted by the Office within five days of their receipt in Office, i.e., from the date revealed by the Officer's date seal. Similarly papers will normally be resubmitted within five days from the date on which they are marked back to the office. The section head will be held responsible for any paper found pending in his section without sufficient grounds for more than five days. Holidays will not be excluded in calculating the period of five days.

(ii) No paper shall be kept in the office for more than ten days without the permission of the immediate officer.

12.11. *Daily Detention List and Arrear List* : (i) "Daily Detention List" is a list showing the current received by the Assistant/Junior Assistant on which action has not been taken within five days of their receipt. "Arrear List" is the Register showing the cases pending for more than three months. These are submitted in prescribed forms-Vide Appendices- IX and X respectively--punctually in accordance with the orders in force. While the 'Daily Detention List' is submitted daily to the officer incharge of the section, the Arrear List is submitted once in a month as per the programme fixed by establishment section for submission of the list by each Assistant/Junior Assistant. Failure to submit or delay in submitting these lists or failure to include in these lists items which ought to be included is a serious offence and will be dealt with severely. All directions issued by Officers on the lists should receive prompt attention.

(ii) The arrear list showing the case pending for more than three months put up by the sections are critically scrutinised by the officers and the list is scrutinised along with the files at least once in three months.

12.12. *Half Yearly Business Statement* : In order to keep SE/C.E. / Chairman informed about accumulation of old files, in all the Sections/ Branches of the Board, each Section/ Branch should send Half yearly Business Statements in the form prescribed in Appendix XI to the S.E./C.E./Chairman who will review the work and suggest ways and means for their disposal. The statements for the Half-Year ending June and December should be submitted by the twentieth of the month following the period to which they relate.

12.13. *Delays with officers and in circulation* : (i) The Section head should every Monday bring to the notice of the immediate superior officer any cases which have been with a superior officer for more than a fortnight. In order that he may discharge this duty efficiently, he will ensure that columns (7) and (8) of the Personal Register are posted up regularly. For this purpose every section will maintain a 'circulation Arrear list' in a register form in which entries will be made of all files not received back in the section even after a lapse of 15 days after submission to any officer. Current number, subject and date of submission and with whom pending should be furnished in the Register. The Section head should ascertain with whom the file is pending and promptly get the acknowledgment of the officer concerned confirming the availability of the file with him.

(ii) Officers at all levels should also ensure that files are not pending with them for more than two weeks for one reason or other. They should also send a report showing the number of files pending with them for more than three weeks to the next level officer every month.

12.14. *Delay in issue* : All papers marked for issue are ordinarily expected to be issued within twenty four hours of the time at which they are given to the typing for fair copying. It will be the duty of the Section head concerned to see that the papers pending issue at the end of the day are attended to first thing on the following working day and date despatched before the close of that day.

(ii) **DELAY IN TYPING** : The Typist should maintain an Out Turn Register as indicated below and it should be submitted to the immediate Officer through the section head every day.

TYPIST OUT-TURN REGISTER

Name : Section : Date :

Seats attached	Note	Draft	Statement	Fair copies	Stencils	Others
(1)	(2)	(3)	(4)	(5)	(6)	(7)

No. of files pending : 1. Total :
 2. Previous :
 3. Progressive :
 etc.

Initial of Typist :

Section Head

In maintaining this register, the Typist should also indicate the Current No. and the date on which the files are received by him/her. If files are pending at the end of the day, the number and date of receipt of the files should be indicated in the column 'Number of files pending' at the bottom of the left hand side of the format. The Typist should also see that the files pending at the end of the day are attended to first on the following working day and are typed before the close of that day.

FOLLOW UP ACTION IN COURT CASES

12.15. In order to have a close watch and follow up action in all court cases such as original suits, petitions, writ petitions, appeals etc. filed by or against the Board in all courts, the following guidelines should be followed scrupulously :-

(1) In original suit, original petition, writ petition, writ appeal and miscellaneous petitions filed in subordinate courts, High Court and Supreme Court where the Tamil Nadu Electricity Board / Chairman / Secretary / Chief Engineers or any other top officers of the Board are impleaded as parties, the section concerned should bring to the notice of the head of the office promptly about the filing of such cases as well as any order, interim or final passed by the Courts. The further developments and stage shall also be intimated periodically.

(2) (i) Separate registers should be maintained in respect of cases filed in different courts as indicated below to have an efficient watch over the follow up of cases :

- a) Cases filed in Supreme Court,
- b) Cases filed in High Court ,
- c) Cases filed in District Court or Subordinate Judge Court;
- d) Cases filed in Munsif Court; and
- e) Cases filed in Labour Court.

(ii) The registers should be in the following format.

REGISTER OF SUITS

Cases filed in Labour Court/Subordinate Courts/High Court/Supreme Court

- | | |
|--|--|
| (1) Serial Number. | |
| (2) Case No. & year & Name of the court in which it is filed. | |
| (3) Date of filing. | |
| (4) Name and details of plain-
tiff/Petitioner/Appellant/
Respondent. | |
| (5) Brief details of the case. | |
| (6) Date of receipt of plaint/
petition. | |
| (7) Details of action. | |
| (8) Ack of the official to
whom it was sent. | |
| (9) Date of follow up action
taken at every stage. | |
| (10) Result of final disposal of
the case. | |
| (11) If further action is to be
taken with reference to
the final disposal, what
is the action taken. | |
| (12) Whether cost awarded by
the court. Whether same
has been recovered by the
Board. | |
| (13) Fresh Sl. No. opened
against col. (1) with
reference to col. (8). | |

Column 7 * The details of the action to be taken like sending para-wise remarks to the counsel, date of receipt of counter, returning of the counter duly signed/filing Counter/hearing/interim order/final order passed by the Court should be indicated.

Column 8 * If sent by post, it should be only by registered post and Receipt No. and date should be noted.

(iii) The above registers should be submitted to the Head of the Office every fortnight; and

(iv) The head of the Office should send a monthly report on all the pending cases to the Chairman on the 10th of April, July, October and January as indicated in the format prescribed below: Quarterly Report of the Court Cases pending for the Quarter of (due with Chairman on the 10th of April, July, October and January.)

Office :

Sl. No.	Case Number and year and the name of Court	Date of filing	Name and details of the petitioner	Brief details of the case	Present stage of the Court case
(1)	(2)	(3)	(4)	(5)	(6)

(3) As soon as the notice or summons or any interim or final order or Judgment passed by the Court is received by the Circle/CEs office/Branch, the officer nominated for this purpose should register the case number and other particulars in the "Suit Register" as indicated above and initiate action immediately. The top officers of the Board should be intimated of the information in respect of any Writ Petitions, Writ Appeals and Civil appeals filed in the High Court/Supreme Court with relevant details. Important cases and cases involving the interest of the Board as a whole should be intimated to the Chairman by the Branch concerned. It is also the duty of the Officer concerned to keep the Chairman informed of the developments in such important cases at every stage.

(4) If any notice, summons, interim or final orders etc. are received by the officers in any office directing any superior officer of the Board to appear

before the Courts, Xerox copies of the same should be taken, original being retained by the recipient for further action. The Xerox copy should be sent to the officers concerned as well as to the counsel to the Board for initiating appropriate action.

(5) In addition to the above, the officers concerned who are directly dealing with the subject should bring the matter to the notice of the superior officer, who is required to appear before such courts well in advance.

(6) In all cases where an interim order or final order is about to be passed by the Court, the officer concerned shall consult the Standing Counsel/Government Pleader who is appearing on behalf of the Board to oppose such interim order to be passed, or to take further action by filing an appeal against such orders when passed by the Court and get the stay vacated without any delay.

(7) If the case involved affects the interests of the Board largely, and if the officer concerned considers that the assistance of the Senior Advocate is necessary, a note to the Chairman should be put up immediately giving the name and details of the Advocate who is to be engaged as well as the importance of the case for such engagement. In such cases the fees payable should be decided in advance. Simultaneously any orders passed by the court in such important cases shall be promptly brought to the notice of the Chairman.

(8) The officer concerned shall personally follow up the Court cases, filed by or against the Board, at all stages with due consultation with the Legal Adviser to the Board and see that the cases are defended properly. A reference to the Legal Adviser/Legal Cell should be made directly for seeking approval of counter affidavits, written statement etc. or opinion for filing appeals etc. against the orders of lower Courts, or for engaging advocates other than Government Pleaders in important cases.

(9) Apart from the above list of cases where stay orders/injunctions had been granted by the Court, viz. Supreme Court, High Court and other Subordinate Courts, the action taken to vacate such stay orders shall be furnished to the Chairman as detailed below once in three months. The Quarterly return should reach the Chairman before the 5th of April, July, October and January.

Statement showing the details of cases pending where stay orders have been passed by Supreme Court/Subordinate Court.

(a) If any notice, summons, interim or final orders etc. are received by the officers in any office directing any superior officer of the Board to appear

(due with Chairman on the 5th of April, July, October and January.)

RECORD BRANCH

13.01 Record Branch is responsible for all the records of the Record Branch. The main functions of the Record Branch are:

13.02 Functions of the Record Branch. The main functions of the Record Branch are:

13.03 Functions of the Record Branch. The main functions of the Record Branch are:

13.04 Functions of the Record Branch. The main functions of the Record Branch are:

13.05 Functions of the Record Branch. The main functions of the Record Branch are:

13.06 Functions of the Record Branch. The main functions of the Record Branch are:

13.07 Functions of the Record Branch. The main functions of the Record Branch are:

13.08 Functions of the Record Branch. The main functions of the Record Branch are:

13.09 Functions of the Record Branch. The main functions of the Record Branch are:

13.10 Functions of the Record Branch. The main functions of the Record Branch are:

- (1) Serial Number.
- (2) Name and details of the Petitioner.
- (3) Case No. & Name of the court which has passed the stay orders.
- (4) Details of the case.
- (5) Date of stay order.
- (6) Brief details of the stay order.
- (7) Monetary value of the case.
- (8) Where the suit relates to disconnection of supply due to theft of energy or malpractice whether court has ordered payment of half the amount assessed under Clause (9) of the schedule to the terms and conditions of supply.
- (9) Whether any caveat Petition filed.
- (10) Action taken for vacating/opposing the Petition.
- (11) Present stage.

CHAPTER - XIII**RECORD BRANCH**

13.01. Record Section - Repository of all records : The Record Section in each circle/CE/Branch of Board office is the repository for all the non-confidential records of all sections/cells of that office.

13.02. Functions of the Record Section : The main functions of the Record section are :

- (1) Supply of records in response to requisitions.
- (2) Checking of records transferred by sections.
- (3) Sorting of the records etc., sent or returned by the Sections placing them in or restoring them to their proper places.
- (4) Registry of records and volumes sent out of the Record Section and noting their in the register.
- (5) Stitching of final disposals sent to the Section from time to time.
- (6) Sending every month to the officers in charge of sections a list of records sent to sections more than three months ago but not returned to record section.
- (7) Cleaning and dusting of racks, and the examination of records in order to protect them from damage by white-ants.
- (8) Labeling and varnishing record boards.
- (9) Keeping the bundles and volumes arranged neatly and methodically on the racks.
- (10) Keeping the record rooms tidy and in good repair.
- (11) Destruction of records in due time.

13.03. Control of record section and custody of records : The Record Section is under the immediate supervision of a Section head who is responsible for the proper maintenance of the records and expeditious transaction of business. The records are under the custody of one or more record clerks. The section head should periodically inspect the registers maintained by the Record Clerks in order to ensure that they are properly maintained. He shall also ensure that :

- (i) the Record room is opened during office hours.
- (ii) all the records are kept tidy and properly dusted.
- (iii) all the records received from the Sections/Cells are placed or restored to their proper places.
- (iv) the records sent from the Sections/Cells for stitching of final disposals are returned to Sections/Cells in time.
- (v) at the close of the day, all the requisitions for records have been attended to
- (vi) periodical reminders are issued for non receipt of closed papers from Sections/Cells and for records issued which are not returned
- (vii) the records are destroyed immediately after its expiry period.

Record clerks are held responsible for the proper maintenance of the records. They should see that the records are neatly and methodically arranged and the rooms kept tidy. Every morning all the doors and windows shall be kept open to admit light and air. The Record Clerks should also promptly attend to requisitions for records and maintain necessary register showing the records sent out and returned.

The Record clerk shall deliver records promptly to the section. He should himself deliver the records to the Assistant or Section head who sent a requisition for them and in no case should he leave them with any one else to be handed over to the Assistant or Section head. Requisitions should be examined by the Record Clerk then and there, with a view to see that the receipt of the records has been duly acknowledged by the Section head or Assistants of Sections.

13.04. Inspection : The S.E or the Officer who is incharge of the Record Section should make a detailed inspection of the Section in the months of May and November in each year and at other times, if necessary, to ensure that the records are being taken proper care of. They should ensure the following :-

- (i) Whether the record room is in good repair and protected from whiteants, and whether it is kept clean and secure from entry at all points and sufficiently lighted.
- (ii) Whether the records are methodically arranged.
- (iii) Whether the rules regarding the issue of record from and return to the Record Section are strictly observed.

(N) Whether old records are periodically destroyed.

13.05. Lights in record rooms: No lights other than electric lights shall be allowed in the record rooms. Smoking is strictly prohibited.

13.06(a) Closing of the Record Sections : When the Record Section is closed for the day, the keys of all the doors after it is locked shall be put in a cover, sealed, signed and handed over by the Record clerk to the watchman on duty of safe custody. The watchman shall maintain a register in the following form for the handing over and taking over of the sealed covers containing the key of the Record room.

(1) Date	(2) Hour of handing over the sealed bag containing the keys	(3) Signatures of the record clerk or the Assistant in charge handing over the sealed bag.	(4) Signature of the thumb impression of the right watchman taking sealed bag.	(5) Hour of taking back the sealed bag from watchman.	(6) Signature or the thumb impression of the right watchman handing over the bag to the record keeper or his assistant.	(7) Signature of the record keeper or his Assistant acknowledging receipt of the bag.	(8) Remarks, if any.
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(b) Opening of the Record Room after it is closed for the day : If any immediate necessity arises to open the Record Room after it has closed or on a closed holiday, the Section Head of the section concerned may obtain the sealed cover from the watchman and open the room in the presence of the watchman. After the paper required has been taken, he shall leave a requisition slip duly filled in on the Record Section Head's table, containing the particulars of the paper taken, lock the room and return the key to the watchman from whom he received it in the same cover re-sealed with his signature on the cover.

This procedure should not be resorted to except in grave cases of urgency; nature of which should be indicated in the requisition slip.

13.07. (i) *Particulars of records maintained* : The records mentioned in APPI DIX-XIV are kept in the Record section of the circle/C.E. Office.

(ii) *Particulars of records maintained* : The under mentioned records are kept in the Record Section of Board Office :-

Nature of records	No. of years for which kept excluding the year of issue.
(1) Originals of	
(a) Proceedings of Board in the Permanent series	Permanent
(b) Office Orders	30 years
(c) Proceedings of Board in the Routine series	2 years
(d) Letters, D.Os., Memoranda, Lodged papers (Other than those mentioned in Note 4 under this paragraph). Arrear list, Current Distribution List and other Miscellaneous records.	1 year
(2) Copies of Indices	20 years
(3) Personal Registers	Permanent

Note : (1) Records which do not come under any of the categories mentioned in the paragraph and which are liable to destruction in the Section itself should not be transferred to the Record Section.

Note : (2) In determining whether a particular record is ripe for destruction or not, the date and year of disposal and not the year to which the file related will be taken as the criterion.

Note : (3) (i) All Section currents such as tour programmes etc., circulars, miscellaneous papers of general and special interest, applications for appointment to posts and other similar papers, which are lodged and are of ephemeral value only, need not be sent to the Record section for preservation.

(II) The papers mentioned in sub-paragraph (I) above should be retained in the respective sections in two or more file boards and destroyed there itself after each calendar year.

(III) Such of the miscellaneous currents as are considered to be of future importance, should be kept in separate stock files.

Note : (4) Confidential "keep" papers marked "Not to be destroyed" should after scrutiny be put in a sealed cover and sent to records. The number of confidential records which have been put into a sealed cover should be indicated on the left hand side top corner of the cover and then handed over to the Record clerk for safe custody.

13.08. Supply of records - Rules : (a) Records shall be supplied only on requisitions made in the prescribed form-Vide Appendix - XII.

(b) Requisitions for records shall be signed by Assistants or superior officers.

Section heads and Assistants of sections should while calling for records from the Record Section, enter in the printed requisition slips the sections in which they are working so as to enable the Record section to prepare for each section separate lists of reminders for the return of records.

(c) Requisitions for records shall be received by the Record clerk. The Record Clerk shall see whether the forms of requisition are duly filled in and signed and shall return any requisition which is either incomplete or does not conform to the rules. If the requisitions are in order, they shall be numbered consecutively for the calendar year and the date of receipt shall be entered in the space provided for the purpose.

No requisitions should be marked 'very urgent' or 'special' unless they are really so. Such requisitions should always be signed by the section heads in token of their urgency or special nature. If a requisition is marked 'very urgent' or 'special' the time of receipt and of compliance shall also be noted in the form.

(d) The requisitions shall be attended to in the order of their urgency. As a general rule no requisition received before 4-30 p.m. shall be kept pending till the next day without the knowledge of the Section head. In order to enable the section head to ensure this, each record clerk shall prepare at the close of each day, a list of the requisition slips received during the day which could not be attended to. This arrears list should be submitted to the section Head before he leaves office.

(e) Before an original paper is taken from the records bundle, a dummy slip in the following form duly filled in shall take its place in the bundle, or if there already in the bundle such a slip relating to the paper required, the entry shall be continued in the slip.

DUMMY SLIP
RECORDS TAKEN FROM THE BUNDLES

Record No.	Date :			
Sl. No.	Date of record taken	Section	C.No	Year
(1)	(2)	(3)	(4)	
Signature of Record Keeper/Record Clerk/ Officer Helper who took the record.		Date of returning the Record	Record Keeper Signature	
(6)		(7)	(8)	

When the paper is restored to the bundle this entry shall be scored out. The Record clerk will be held responsible for the strict observance of this rule, and the Section head shall occasionally inspect the slips to see that this duty is properly performed by the Record clerks.

(f) In the case of any original Proceedings the date of issue be noted by the Record Clerk in pencil at the top corner of the back of the outer sheet of the Proceedings supplied. He will also note the serial number of issue against the date.

(g) All original papers and volumes issued out of the Record Section shall be entered in a register called "Issue Register of Records" maintained in the following form:

-
- (1) Sl. No. of requisition and date of receipt.
 - (2) No. & Date of the disposal or other description of the documents required.
 - (3) Date of issue from the records.
 - (4) Current number if any, for which taken; otherwise purpose for which taken.
 - (5) Initials of the Record Clerk delivering.
 - (6) Date of return.
 - (7) Signature and designation of the Junior Asst./ Assistant returning.
 - (8) Initials of Record Clerk receiving.
 - (9) Remarks
- He should verify the entries in this register once a month with reference to the current number for which the disposals were taken.
-

(h) The record and the requisition shall then be sent to the Assistant or Section head concerned who will acknowledge the receipt of the record in the space provided for the purpose in the requisition form and return the latter to the Record Section where the requisitions will be filled in consecutive order of numbers.

(i) Papers for which 'urgent' and 'special' requisitions are received shall be furnished forthwith; preference shall always be given to papers called for by or on behalf or for the urgent reference of any Officer, these shall not be delayed on any account.

When office helpers bringing urgent or special requisition wait for the records the Record clerk should see that the requisitions are complied with as quickly as possible and that Office helpers are not detained longer than necessary.

(j) When a paper is taken from a file already pending of after its disposal and put up in another file, an Intimation slip to the Record section, in the form prescribed below should be prepared by the Assistant taking the paper and it should be signed both by the Assistant from whose file it was removed and the Assistant for whose file it was taken. The former should not part with the paper until the slip is prepared and he should be responsible for seeing that the slip is sent to the Record Section.

In cases where on a requisition from a section in another Branch, a Board Proceedings or other paper is taken out from a pending file and sent to the section in the other branch, the Section sending the Board Proceedings or other paper should send a transfer slip to the Record Section and the Section in the other Branch receiving the record should also send an intimation slip as soon as the paper is received. The Record Clerk should watch for the second slip and if it is not received they should bring the matter to the notice of the Section-head who will then take steps to obtain the slip. [For Board Officer only]

When the intimation slip has been received in the Record Section, the previous entry in the dummy slip in the record bundle and in the Record Issue Register shall be scored out and a fresh entry made.

FORM of intimation for transfer of records from one file or section/Branch to another.

- | | |
|---|--|
| 1) Proceedings or other paper. | No of
Section/Branch
Dated |
| 2) Current for which the Proceedings or other paper was originally obtained. | No of
Section/Branch
Dated |
| 3) Current for which removed | No of |
| 4) Date on which removed | |
| 5) Signature of Section head or Assistant from whose file the Proceedings or other paper was removed. | |
| 6) Signature of Section head or Assistant for whose file the Order or other paper was taken. | |

7) Remarks

To

The Section Head,
Record Section.

(k) If a paper is not in the bundle the Record clerk shall ensure that it has not been received in the Record Section before the requisition is returned. He shall also note in the form of the requisition the reason for not furnishing any record (eg 'taken out by A of Section/Branch for C.No on')

(f) Papers will be supplied by the Record section direct to any Section in any Branch on regular requisition but no requisition from an officer outside the Board Office will be complied with except on the authority of the Head of the Branch to which the paper belongs. [For Board Office Only].

13.09 Requisition for record-Noting of current number or 'purpose' : The current number for which a record is required should invariably be noted on requisition. Where a current number could not be quoted, the subject of the file or the purpose for which the record is required should be briefly indicated. Vague entries like 'for reference', "for SEs/Po's/U.Sey's perusal" should be avoided. It is open to the Record section to return requisition with such vague entries.

13.10 Return of put-away papers : Records which are no longer required should be returned to the Record section by the Junior Assistant/Assistant of the section and acknowledgment of Record clerk obtained in Transit Register. The papers will be checked by the Record Clerk. The entries regarding the records, Record Issue Register will then be scored out under the initials of Record Clerk in ink and the papers restored to their proper places without delay.

13.11 Deposit of fresh disposals : (a) After all the requisite action has been taken on disposal, the original properly arranged, paged and enclosed in a proper docket sheet, tied round with tape or securely tagged, will be sent by the section concerned to the Record Section to be put away. Light green wrapper should be used for Board's Proceedings in the routine series to distinguish them from the Board Proceedings in the permanent series for which red wrapper is used. If any paper is found not properly arranged, the Record section should return it to the Section concerned for remedying the defect. If a paper is reneographed, the Section Assistant should see that a copy of it is kept at the beginning of the file

of papers in the docket, in order that it may be stitched by the Record section, returning the Board's Proceedings they should be on no account be folded. [For B Office only].

(b) When new disposals are received in Record Section, they will be sorted. In the case of Proceedings, they will be noted in the Register of Proceedings received. They will then be stitched by Record clerk in book form and put away. The Record Clerk is responsible for keeping this register upto date. A separate register for each year shall be maintained.

(c) If the records are too bulky to be conveniently stitched, arrangements should be made to get them bound, either in a single volume or if bulky in more than one volume.

13.12 Return of records to Record Section : (a) It is the duty of Section Assistants/Junior Assistants to return to the Record Section records taken out from the section as soon as they are done with. The evils of unnecessary detention and accumulation of records in the section are as follows:

(i) Accumulation of records on slide racks, tables and form cases makes the Record Section untidy and presents a picture of confusion which will be reflected in the Assistant's work.

(ii) Records are more easily and more quickly obtained from the Record Section than by hunting for them in ill-arranged lots detained in the section. Delays and a waste of time can thus be avoided.

(iii) Unnecessary detention of records deprives other Assistants of these records when they require them for their use or at any rate puts them to needless waste of time and worry to secure the records from the Assistant who has detained them. The latter himself will be disturbed in his work, frequently by having to search for a record whenever another Assistant makes a requisition for it.

(iv) Records detained in section are often put up in files other than those in which they were originally taken out from the Record section and no intimation of transfer is sent to that section. This makes it nearly impossible to find out where a record is put up. The most frequent cause of delay by Assistants is putting up files in the difficulty in locating and obtaining records thus locked up in some unknown file. They waste good deal of their time in going to several sections to enquire about the whereabouts of a record. Most frequently this proves a fruitless search. They thus delay not only the pending file for which the record

is required and very often put it up in an imperfect fashion, but also delay several other papers as much time had already been wasted in tracing the missing record.

(v) This practice is source of loss of records and hence should be avoided.

(vi) It is also the duty of the Assistant to send the records in his seat to the Record Section within a month of closing of the file. A certificate should be furnished by the Assistant at the end of each month that all closed papers and put up papers have been sent to Record Section. Such certificate should be counter signed by the section head and put up to the Officer concerned along with Personal Register for scrutiny. The Officer should also periodically check up physically whether all the records have been sent to the Record Section. Officer of the rank of Superintending Engineer should make a random check to satisfy themselves that the records are periodically sent to the Record Section. A certificate should be sent to head of the Section/Branch once in three months by the officers incharge of sections that the sections under their control have sent all the records to the record section.

(b) It is the duty of the section head to inspect Assistant's table, side racks, etc., as frequently as possible and to have the records sent away to the Record Section. The Daily Detention lists submitted by Section heads and Assistants to their officers should invariably contain a declaration to the effect that there is no accumulation of papers to be put away or transferred to Record Section. Section head should discourage the plea of Assistants that Board Proceedings are detained for use as precedents. If proceedings are required for use as precedents, the proper procedure is to maintain stock files.

13.13 Watching of return of records - Duties of the Record Section : Every month the section head incharge, of Record Section shall furnish to each Section a list of all original papers furnished by the Record Section six months previously but not returned to the Record Section. Whenever it appears to the Section Head that they, delay in return of records is not properly accounted for, he should, bring the matter to the notice of the higher officer.

A list of new Board Proceedings numbered two weeks previously but not received in the records shall also be furnished to the Section every fortnight with a view to their being returned without further delay. All such reminders shall be entered in the Record Issue Register. [For board office only]

13.14 Record Section Reminders : When reminders, from the Record section are received in a Section, it is the duty of section head to see that a genuine search is

made for the records in question and to return the records that can be released. Whenever it is not possible to release and return a record which is still required for reference, a fresh record requisition slip, signed in full by the Assistant concerned with name written in block capitals under-neath and attested by the Section head with his full signature and name in block letters should be sent to the Record Section for making necessary entries for the renewal of the requisition in the Records Issue Register and Dummy slips.

13.15 Tracing of missing originals : Whenever an original paper is not found in its bundle and there is no substitute slip accounting for its absence, or when the entries in the form do not sufficiently account for its absence, the Record Clerk shall immediately bring the fact to the notice of the Section head in charge of Record Section who will send a note to the section head of the section concerned in order that a search may be made for it and the paper returned to the records. A thorough search should be made in all racks in the Record Section itself before a report is sent to the Section head concerned.

The Record Section will be held responsible for any record found missing after its receipt. Records issued to sections should be supported by :-

- (1) requisition slip duly acknowledged ;
- (2) entry in the Issue register and
- (3) dummy slip in the bundle.

The Sections concerned will be held responsible for any record found missing after it is issued to them and acknowledgment obtained in the requisition slip.

Whenever a record is found missing, a report shall at once be made to the Officer concerned and a weekly report shall be made by the section head about the progress made in tracing it until it is actually traced.

13.16 (i) Deposit of Personal Registers : At the beginning of each year the sections shall send to the Record Section the Personal registers relating to the previous year.

(ii) Board proceedings numbering Books : Board Proceedings numbering books relating to the previous year shall also be sent to the Record section by section maintaining the numbering books. [For Board office only]

13.17 Destruction of records : (i) The Periodical destruction of records shall be regulated by field officers as per APPENDIX-XIV

(ii) The periodical destruction of records shall be regulated as follows by Board offices :-

Description of records (1)	Year of destruction (2)	Remarks (3)
I. (1) Proceedings of Board in the routine series.	At the end of two years from the year to which they relate.	After retaining copies in the stock file/after a review of the records made by the Sections of the Branch concerned.
(2) Letters, D.O.s., Memoranda, Lodged papers and endorsements and other Miscellaneous records.	At the end of the year next to the year to which they relate.	After a review made by the Sections concerned, those records which are considered important by the Sections will be labelled on the Docket "Not to be destroyed for a period of years" and retained.
II. (1) Call Books, Arrear list, current distribution Register and Tappal books.	At the end of three years from the close of the year to which they relate.	do
(2) Attendance Registers, to daily abstract books.		
(3) Administration Report and connected papers.		
III. Office Orders	At the end of thirty years from the close of the year to which they relate.	After a review made by the Sections concerned, those records which are considered important by the Sections will be labelled on the Docket "Not to be destroyed for a period of year" and retained.
IV. B.P. Index books if the annual indices have been printed.	At the end of five years from the year to which they relate.	

13.18 The destruction of records and registers are to be carried out by the Record clerks under the direction of Section head and Officer Incharge of the Record Section.

Before the records are actually destroyed, the sections should be consulted as to whether they have any objection to the destruction. On receipt of intimation from the Record Branch, the Section head should arrange for the scrutiny of the record bundles concerned at the Record Branch itself. The Section head incharge of the Record will be held responsible for ensuring that the destruction of records is regularly carried out.

13.19 *Before the records are actually destroyed :* (i) The docket sheets which are in good condition should be separated from the records and passed on to the sections for being used again after scoring out neatly or pasting over the original ink entries.

(ii) Such of the sheets in such records as are written on one side only should be removed and given to sections for being used as rough slips by section heads and Assistant; and

(iii) The dummy slips in these records bundles which are not fully written up should be removed and used again in the Record Section with necessary alterations in the entries made on them.

The section head incharge of the Record Section should ensure that the above instructions are strictly followed by the members working in his Section.

13.20 *Mode of destruction :* Each sheet of the records, books and papers to be destroyed should be torn into small bits and then sent to the waste paper room.

13.21 *Register of records destroyed to be maintained :* A register of records destroyed shall be maintained by the Record clerk who will enter therein particulars of the records destroyed. The numbers of papers or the number of bundles destroyed with a brief description of the nature of the papers are to be entered.

13.22 *Preparation of record Boards :* The following instructions for varnishing the boards shall be observed : Each board shall first be cleaned and smoothed with sand paper. A blank sheet of paper shall then be pasted on the outer side of the board with paste made of wheat flour to which a little copper sulphate (blue stone) has been added to protect the paper from insects. After the paste is dry, printing slips denoting the Branch, numbers, etc., of the record shall be affixed to

the papers, and after a similar interval for drying, a coating of corn flour gruel shall be applied all over this side of the board. The board shall then be left in a place free from dust until the corn flour coating is dry. A second coat shall then be given and after this is also dry a third or final coat. The varnishing is then finished off with paper varnish diluted with turpentine. As soon as the varnish gets dry, the board will be ready for use.

13.23 Precautions against white ants and record pests : Precautions should be taken to protect against record pests, termites etc., There are a few reputed concerns who would undertake pest control measures at periodical intervals on payment of nominal charges. The services of such agencies may be utilised to ward off record pests and termites. Whenever termites appear on the walls or floors of the record room the affected part should be replastered with cement. Teakwood shelves, racks or cupboards in which records are kept should be painted with crude creosote or other insecticide twice a year.

Records affected with insect pests should be segregated from the rest of the records and fumigated and restored to their original place. Records and record shelves/racks should be regularly and systematically dusted and cleaned.

13.24 Protection against fire : The best precaution which local conditions admit should be taken against fire. Sufficient number of hand extinguishers and buckets filled with sand or water should be provided inside and near the record room to extinguish fires. Care should be taken that no fire element is taken inside the Record Room and hurricane or petromax lamps inside the record room should be prohibited. Smoking inside the Record Room should be strictly prohibited.

CHAPTER - XIV

OFFICE ESTABLISHMENT - SERVICE MATTERS

14.01 Conditions of Service : The appointment, method of recruitment, probation, pay, promotion and other conditions of Service of officials in the office of the CE/Circle/Branches of the Board Office are governed by the Regulation framed by the Board under Sec.79(c) of Electricity (Supply) Act 1948 and the Standing Orders framed under the Industrial Employment (Standing Orders) Act 1946. Provided that in respect of matters in the Regulations for which there are provisions also in the Standing Orders, the provision in the Standing Orders shall prevail in regard to employees governed by Standing Orders. Appointments to the initial level posts are made based on the allotments made by the Administrative Branch.

14.02 Service Book and Certificate of physical fitness : (i) The section dealing with establishment matter in an office of the CE/Circle/Branch of the Board Office should open Service Books in the case of all persons appointed by it on regular basis, and Service Rolls in the case of temporary appointments as soon as they are appointed for the first time. After issue of order of appointment, the section should ensure that entries relating to appointment have been made. In January of each year, the section head concerned should take up for verification the Service Books and leave accounts in his custody and submit them to the officer in charge of establishment for attestation. After attestation, 10% of the total number of Service Books chosen at random should be submitted to the Head of the Office for inspection. It is the duty of the employees to see that the Service Books are properly maintained and that all erasures in it are attested. The officer incharge of establishment will allow an employee to examine his Service Book, once a year.

(ii) The certificate of physical fitness produced by the selected candidates at the time of appointment should be kept securely fastened in the Service Book of the employee concerned. Necessary entries regarding the receipt of physical fitness certificate should be made in the Service Book.

(iii) Appointment, commencement and completion of probation, Increment, Annual and Quinquennial service verifications, Promotion, Fixation of pay, Reversion, Transfer, Sanction of leave (except Casual Leave) and Surrender Leave Salary along with entries in the columns provided therefor at the end of the Service Book, Payment of Bonus, Additional charge arrangements, Granting of permission for the purchase and sale of movable and immovable properties, Granting of Leave Travel Concession, Sanction of House Building Advance, Conveyance

Advance, Marriage Advance along with disbursement details, Passing of Test Contribution to Special Provident Fund, Family Benefit Fund, Acquisition of additional qualifications, Deputation to training, Punishments Imposed etc. are the major entries to be made in the Service Book.

14.03 Punishments : (I) The penalties that may be imposed, the authorities which may impose such penalties, the appeals which may be preferred from orders imposing such penalties and the conditions subject to which and the authorities by which such orders may be reversed are laid down in the Tamil Nadu Electricity Board Employees Discipline and Appeal Regulations / Standing Orders framed under Industrial Employment (standing Orders) Act 1946 and the Orders issued by the Board in pursuance of Standing Orders.

(II) Under Regulation 35 of Tamil Nadu Electricity Board Service' Regulations, an increment is admissible as a matter of course unless it is specifically withheld. The certificate specified in the increment certificate will therefore merely be to the effect that the increment admitted has not been withheld by the competent authority. The withholding of increments is a specific penalty permissible under Tamil Nadu Electricity Board Employees Discipline and Appeal Regulations / Standing Orders framed under Industrial Employment (Standing Orders) Act, 1946 and it can be imposed only after following the procedure prescribed in the above said Regulations / Standing Orders.

14.04 Personal Files : (1) Personal files (open file system) should be maintained for all Officers belonging to Class I & II Service and in respect of the employees belonging to Class III service at the level immediately below that of Class II service for the rest of the employees belonging to class III & IV services, record sheets should be maintained.

In order to know at a glance the full personal data of an employee of the Board from a perusal of his / her personal file, the first page of the personal file should be a fly leaf containing the following personal data in appropriate side headings :

- 1) Name
- 2) Educational & technical Qualifications
- 3) Whether he / she belongs to Schedule Caste, Schedule Tribe or Backward Class (In the case of those who do not belong to Scheduled Caste, Scheduled Tribe or Backward Class the answer to this column will be No.)
- 4) Date of birth
- 5) Native District

Where an employee of the Board himself supplies a passport size of his photograph at his own cost, it will be affixed to the inner side of the front cover of his personal file.

(2) The periodical reports in the personal files will be half yearly for probationers and annual for others. The reports for the half-year ending 30th June should be initiated and submitted to the scrutinising authority not later than the 1st of August. Similarly the half-yearly or the annual report for the period ending 31st December should reach the scrutinizing authority not later than the 1st of February of the next year. The reporting officers should initiate action to write confidential reports well in advance so that the above dates are adhered to. The half-yearly reports should be shown to them in the months of August and February of every year. The annual reports should be shown to them in the month of February.

(3) The Branches concerned will specify the authorities who will be responsible for initiating the reports, scrutiny of the reports to be added to the personal files and maintenance of the personal files of the various categories of staff under their control.

(4) It is very important that the reporting officers should apply their minds to the task of writing up of personal files and endeavor to give as complete a picture as possible to the official reported upon, both his good points and his short coming being fully dealt with in a clear and lucid manner to enable a correct estimate to be formed of the character, ability, etc., of the official concerned. Whenever an in-appreciative opinion or an adverse remark regarding the personal character or conduct or honesty of an official is recorded, reasons should be given as far as possible. Similarly, an estimate that an official is unfit for a particular rank should include the reasons for it, and if possible a statement of facts in support of the view held should be given. It should not be founded on general impressions only. The officers who write their reports on the work and conduct of their subordinates will realise the responsibility entrusted with them and act in a manner befitting the trust placed in them. Whenever a confidential report is put up to a reporting/scrutinizing/reviewing officer, the office concerned should also put up a brief note with reference to records available in the office on the work and conduct of the official, so that these aspects are not lost sight of. If no such records are available that should also be specifically noted by the office while putting up the papers to the officers concerned. The names of the officers writing reports should be typed or written in block letters below their signatures in the confidential reports. The scrutinising authorities should ensure that the personal files are maintained

correctly and regularly. If the scrutinising authority disagrees with any entry in the confidential report it will be his duty to record his own views in the matter.

(5) All adverse remarks recorded in the Assessments Report on the Boards official shall be communicated by the Reporting Officer, after review by the scrutinising officer to the official concerned within one month from the date of such review and his acknowledgment obtained and filed in the personal file. Such communication will be in addition to permitting the officer reported upon to peruse the Assessment Report and sign it in token of having perused it.

(6) Whenever any officer demits office either on transfer or for other reasons in the middle of the year he should make update the Personal Files of the officials under his control. When this is not possible due to extra-ordinary reasons he should leave behind for the information of his/her 'successor' a full note on the subordinate officer for incorporation in the report.

(7) Whenever personal files of officials have to be sent to other organisations, State/Central Governments, photostat copies of the Confidential Reports for the latest five years only should be sent to the other organisation, State/Central Government when required by them.

(8) No confidential report on officials (not being a probationer) shall be written unless the officer has seen the performance of the official for at least three months during the period for which the Confidential Report to be written.

(9) The name and designation of the official reported upon and the period covered by the report shall be written on the top of every sheet of the Confidential Report.

(10) Representations for expunging or modifying remarks considered adverse in the confidential reports should be submitted by the official concerned within 3 months from the date on which acknowledgment is recorded on the Confidential Reports. Representations received after the three months period are liable to be summarily rejected.

(11) Officers borne on Class I Service shall address the representations to the Chairman. Representations from officers of Class II Service other than those in the Audit and Secretariat Branches shall be addressed to the Chief Engineer (Personnel). Officers borne on Class II Service in Secretariat and Audit Branches shall address their representations to the Secretary.

(12) Remarks on the points raised by the Officer reported upon should be sent by the Reporting Officer/Reviewing Officer within one month from the date on which

It was referred to him. Failure to offer his remarks within the time limit will be viewed seriously and they will be held liable for disciplinary action.

(13) The representation should be finally disposed of within six months from the date of its receipt, failing which the defects should not be held against the officers for promotion etc.

(14) Every custodian officer shall maintain a register in the form indicated at the end of this para to record the movement of personal files. The register will merely show the date wise particulars of personal files which are either received by the custodian officer (and thereafter kept in his custody) or despatched by him to other officers and thereafter will not be in his custody. The entries will be made consecutively irrespective of the status of the official. The entries will be ringed off as soon as the personal file has been kept by the custodian officer in the proper place or acknowledgement from recipient officer has been received and filed in the correspondence file. There is no need for maintaining separate registers for each category of officials. The personal files of all category of officials may be entered in a single register. The personal files of each category of officials may be kept in a separate bundle at the top of which a list may be placed showing in alphabetical orders, the names of officers whose personal files are in the bundle. If sufficient space is left between entries, additions may be made in the list as and when necessary. Names should be struck off from the list in cases where the personal files are finally sent to other officers for custody.

Register of movement of personal files

Sl. Number and Date	Name of official	Desig- nation	Whether received or despat- ched	To whom or from whom	C. No. In which dealt with	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(15) *Record Sheet* : The record sheet should be opened for all officials belonging to Class III & IV services other than those for whom open file system is applicable. The Record sheets should be maintained by the officer who is dealing with establishment matter. Entries in the Record sheets should be made whenever punishments are awarded to the officials. Copies of the orders awarding punishments need not be placed in the Record Sheet. Further, the Record sheet should be closed once in a year at the end

of March. A certificate should be recorded in the Record sheet by the custodian to the effect that all punishments awarded during the preceding year have been duly noted in the Record sheet. If no punishment was awarded during that year a 'Nil' entry should be recorded. The recorded sheet of a person should contain all the punishments awarded even earlier to the introduction of Record Sheets.

14.05 Register of probationers : A register in the form below should be maintained separately for each category of posts in which the name of each probationer and the other particulars required should be entered as soon as he is appointed. If the probationer has to pass any special test during the period of probation and if he has appeared for them, the probable date of publication of the results of the tests should be noted in the Register. On the date following that on which the probationer has completed probation or the date following that on which it is known that the results of the tests have been published the probationer's case should be submitted to the appointing authority for orders, as to whether an order may issue either declaring him to have satisfactorily completed the period of probation or extending the period of probation or discharging him from the service, after following the conditions laid down therefor in the Tamil Nadu Electricity Board Service Regulations etc. The probation can be extended if the employee is not suitable for full membership based on his work and conduct, the probation period can be extended at the discretion of the appointing authority. In all these cases when submitting the case for issue of the orders the record sheet of the employee should be put up for the reference of the appointing authority and the date before which orders should issue should be specifically noted for the information of the appointing authority.

REGISTER OF PROBATIONERS :

1. Category
2. Name of Probationer.
3. Date of appointment to the post.
4. Period of probation.
5. Probable date of completion of probation.
6. Tests, if any, to be passed during probation.
7. Test Date of passing Particulars of the notification regarding passing.

Name of Office	Post held	From	To	Period acted Y.M.D.	RunningTotal Y.M.D
(1)	(2)	(3)	(4)	(5)	(6)

8. Particulars of orders passed regarding completion of probation.

14.06. As soon as a person is regularly appointed to a post, a probation sheet (in the form given below) should be opened and entries made in columns 1 to 6 by the appointing authority. If the probationer is transferred to another office the appointing authority shall forward the probation sheet along with the Last Pay Certificate and the Service Book to the Head of the office to which the probationer is transferred.

PROBATION SHEET

1. Name of post
2. Name of Probationer
3. Date of appointment to the post
4. Period of probation prescribed year on duty within a continuous period of years.
5. Probable date of completion of probation.
6. Tests, if any, to be passed during probation.

Signature of appointing authority

Designation

7. Tests passed Date of passing

Particular of the notification
regarding passing.

Name of Office	Post held	From	To	Period acted Y.M.D.	RunningTotal Y.M.D
(1)	(2)	(3)	(4)	(5)	(6)

14.07 Maintenance of Increment Registers : Establishment section in the office of the circle/Branch of Board Office should maintain an Increment Register in the form given below for watching the sanction of increments to the members of the Establishment.

Form

Sl. No.	Name of the individual	Designation	Scale of pay	Present pay	Next date of increment	Future pay	Particulars of sanction O.O.No. and date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

The Register should be submitted to the officer concerned once in a quarter.

14.08 Procedure when employee is unfit to serve on account of ill-health : When a person is found unfit for service and his examination by a medical officer is considered imperative, he will be sent before a medical officer for report as to his fitness for further service. If the medical officer certifies that the person is unfit for further service, action shall be taken to retire the official from service after following the prescribed procedure.

14.09 List of Employees due for retirement : Establishment section may prepare every six months i.e., on 1st January and 1st July, a list of officials who are due to retire within the next 12 months of that date. A copy of every such list shall be supplied to the Audit Branch not later than 31st January and 31st July of that year.

14.10 Pension application : The concerned section in the office of the circle/CE/Branch of the Board office shall initiate action for preparation of pension documents in respect of officials working in the Branch in the form prescribed

one year prior to the date of superannuation. The office should furnish to the employee, a copy of the application form for pension for completion and early return.

Meanwhile, the Service Book together with the statement showing the qualifying service should be sent to Audit Branch for verification of service and leave account. This work shall not be delayed till the employee has actually submitted the formal application of pension.

Necessary sanction for the drawal of D.C.R.G. and first month pension may be accorded by the competent authority on the date of retirement. The terminal benefits sanctioned and the actual amount paid should be recorded in the Service Book.

If the pension and D.C.R.G. were sanctioned before the date of retirement, necessary certificate to the effect that no event has occurred between the date of sanction and the date of retirement necessitating any revision of pension and D.C.R.G. should be furnished while forwarding the proposal by Audit Branch. Excepting the specimen signatures, and joint passport size photos, all other documents need not be sent to Audit Branch in duplicate.

The specimen signature should be sent in duplicate duly attested by an officer belonging to Class I or Class II service.

The joint passport size photo should be sent in duplicate duly attested by the Head of Office

The Medical certificate (in original) in case of invalidation and death certificate and legal heirship certificate (both in original) in case of sanction of Family pension should be sent to Audit Branch along with other documents for prompt scrutiny of the proposal.

In cases of death during service, the office shall obtain an application in the form prescribed from the member of the family eligible for family pension. The sanction order shall be communicated to the Chief Internal Audit Officer.

14.11 Custody of Valuables : Valuable documents such as agreements, bonds, mortgage deeds, title deeds etc. shall be kept in the safe custody of the officer concerned who is dealing the subject. Each office should maintain a register of valuable documents and articles with the officers. The maintenance of Register should be assigned to one of the officers.

In the middle of January each year, the officer who is maintaining the register, etc. should personally verify the valuable documents and give a certificate

of verification to the Head of the office not later 25th January indicating also the condition of valuable documents and articles.

14.12. All moneys, cheques, and other valuables received as enclosures to communications received in the office are forwarded to the Section head of the cash section for safe custody pending disposal of such papers. The section head is required to bring all such receipt into the register kept for the purpose. The register will be in the personal custody of the section head of the cash section. The Assistant or Section head handing over any money, cheques or other valuable for safe custody pending disposal of a particular paper shall obtain the acknowledgment of the section head of the Cash section on the current in token of the receipt thereof. He should also see that an entry is made under his initials in the register mentioned above giving particulars of the nature of the deposit, and that the Section head of the Cash Section signs in his presence in the appropriate column therein.

CHAPTER - XV**OFFICE MANAGEMENT**

15.01 Control : The duties of the heads of the office of the C.E./Circle/ five Branches of the Board Office and the duties and functions of other officers working in these offices have already been explained in Chapter I of this Manual.

15.02 Establishment Section : Receipt and distribution of tappal, and matters pertaining to office are attended to in the establishment section. The section is under the control of officer dealing with Establishment.

15.03 Office Correspondence : The office business is transacted and all correspondence on the subject is carried on in the name and on the responsibility of the head of the Region/Circle/Board. Communications relating to office matters take the form of letter, memorandum or office order or unofficial reference. The letter form is usually adopted for correspondence with superior or co-ordinate authorities and well known public bodies, firms and general public and is sent by the Assistant Administrative Officer / Administrative Officer / EE / SE / under secretary / Deputy Secretary / CE or Secretary should contain the expression - "I am directed". Communications to subordinates and applicants for employment in the office take the form of "memorandum" or "Office order". Fair copies of draft memoranda and office orders passed by an E.E. or Under Secretary or other Officer should clearly show that are issued "By Order". When they are attested by a Section head, the name of the Officer should be typed before the words "By Order". Communications to other Sections/Branches may be by unofficial note.

15.04 Office Papers : The Establishment section will attend to office papers under the direction of the officer in charge of establishment. The section will maintain in manuscript a table of contents of all office orders and keep them in the custody after it is docketed and stitched. Papers of permanent interest alone will be given an office disposal number. Papers of ephemeral interest, such as circulars issued for the guidance of the office, turn lists, applications for casual leave, etc., will be separately filed and destroyed after the end of the year succeeding that to which they relate, subject to the orders of the officer concerned.

Note : Files containing notes regarding the appointment, seniority, promotion and punishment of officials will be maintained by the officer incharge of establishment.

15.05 Periodical returns : All returns to office matters should be submitted by the establishment section to the Immediate officer on the due dates. The periodical register should be submitted once in fortnight.

15.06 Address of officers and staff : The establishment section shall maintain a list of the addresses of officers and staff corrected up-to-date. The staff should intimate changes in their address to the establishment section.

15.07 RETURN OF ASSETS AND LIABILITIES : (i) Within three months of his first appointment to any post and thereafter at intervals of five years, starting from 31.12.1990, every employee has to submit in accordance with the Tamil Nadu Electricity Board Employees' Conduct Regulations, a return of his assets and liabilities in the prescribed forms on or before the 31st March of the year immediately following the year to which the return relates to .

ILLUSTRATION : A person who enters service on 25th June, 1987 shall submit the return of his Assets and liabilities as on the date of his first appointment before 25th September, 1987 and thereafter shall submit the return as on 31.12.1990, 31.12.1995 on or before 31.3.1991 and 31.3.1996 and so on.

(ii) The establishment section is responsible for the collection of the returns from the members of the staff before 31st March and submission to the head of the office for inspection. The return shall be handled as a "Secret document".

15.08 Office Purchases : Cycle oil, glue or gum, candles and match boxes and other articles required for office use will be bought by the section dealing with purchases. Particulars regarding their purchase and distribution will be noted in two separate registers maintained for the purpose and submitted every month to the officer dealing with purchase for inspection. The section should see that soap and other articles required by officers are promptly supplied.

15.09 Stationery and forms : Each section will send before 5th of each month to the section in charge of distribution of stationery, T & P etc., an indent indicating its requirement of stationery. On approval of the indents by the Section head concerned, supplies are made for office use.

15.10 Custody of date stamp and self registering stamps : The date stamps of officers are in their custody and the self registering current number stamps is in the custody of Junior Assistant in charge of tappals.

15.11 Books in officers rooms : Books of reference kept in officers room should be numbered serially, a common serial number being adopted by all the Sec-

tions/Branches. Lists of such books and maps in the Officers' room shall be kept in the rooms and the books and ready reference files maintained up to date. This duty will be performed by the Personal Clerk. The Personal Clerk should visit the room daily and see that the books are arranged in their proper order and none is missing. When a book is removed from an officer's room for pasting corection slips, either the officer should be informed of the removal or a slip must be left in the place of the book stating the purpose for which it has been removed.

15.12 Printing of establishment lists : The establishment list will be revised by the establishment section half yearly or annually or for any longer period according to the practice under the orders of the head of the office. Copies of the list will be placed in the officers ready reference files and also distributed to section heads of sections.

The list should be prepared with great care in accordance with service rules in respect of seniority, probation, etc. If, at any revision, any material alteration as compared with the previous list is to be made, the reasons for such alterations should be recorded in writing and specific approval of the concerned officer should be obtained.

15.13 Circulation of Gazettes : (I) Tamil Nadu Government Gazette: The Tamil Nadu Government Gazette is received in Board Office Secretariat Branch. It is circulated to all officers and Section heads. It is the duty of section heads to note whether order, notifications etc. in the Gazette have any bearing to the subject dealt with in section and if so to take suitable action by taking extract of orders (For Board office only)

(II) Tamil Nadu Electricity Board Gazette : The Tamil Nadu Electricity Board Gazette, is received by all officers and sections. The copy of the Gazette received in the section is circulated among the staff of the section.

(III) It is the duty of the Section heads to satisfy themselves that all orders with which they are concerned have been correctly published. (For Board office only).

15.14 Bicycles : (a) (I) Initial supply : The supply of a bicycle shall be made only with the sanction of the competent authority.

(II) Repairs : Repairs to bicycles may be executed under the orders of the competent authority. When however, the cost of repairs is in the opinion of the officer not likely to be remunerative, the bicycle may be condemned after following the usual procedure to condemning any article and a new one purchased instead.

(b) A register shall be opened showing the number of the bicycle the date of supply, its original cost and the date and nature of all repairs carried out with the cost of such repairs. In the first week of each month, the register should be submitted to the officer concerned who will satisfy himself that the expenditure on repairs has not been excessive and initial the register in token of verification.

15.15 Liveries : Duffadars, Office Helpers, Gurka Watchman, Drivers and other employees who are all eligible for supply of uniforms are supplied with uniforms in accordance with the scale of period of wear prescribed. Clothing required are purchased and supplied to the employees after following the prescribed procedure in regard to purchase of cloth.

15.16 Typewriter and other copying machines : (i) Sanction for supply of typewriter shall be accorded only against sanctioned post of typist and Steno-typists. (ii) After sanction the concerned branch of the Board Office will address the Chief Engineer/Materials Management. The Chief Engineer/Materials Management will purchase typewriter in accordance with the prescribed procedure and supply the machine. The Chief Engineer/Materials Management will also arrange for the purchase and supply of Duplicators based on the sanction accorded by the Competent authority. [For Board Office only]

(iii) Repairs to machines will be carried out after entering into service contract with reputed firms.

15.17 (i) In order to ensure the efficient maintenance of typewriters, duplicators supplied for the use of office, particulars of each machine should be recorded from time to time in a card in duplicate in different colours in the form below and the officer concerned will inspect the machine card monthly and note the fact of his inspection in the card. Each form will be kept with the machine to which it relates.

TAMIL NADU ELECTRICITY BOARD
(Office of the CE/Circle/Branch)

1. Machine Card No.

2. Date of purchase and Cost Amount

3. Size

4. Sanction No. and date of the purchase of the machinery

5. Date on which condemned

6. Pattern and Serial Number of the Machine

CHART - I

Name in Block Letters and Designation to whom issued	Date of receipt	Name of Section	Full Signature with date of the person taking over	Name and Designation of person handing over	
				Name (a)	Full signature (b)
(1)	(2)	(3)	(4)	(5)	

CHART - II

(Repairs and renewals and cost of loss or damage)

Date on which defect was noticed	Nature of defect Brief History	Date of report for renewals	Action if any	Date of repairs and by whom it was attended	Cost of repairs with Bill No. and Date with name of the spare parts rene- wed by the mechanic	Remarks and date of Inspec- tion by Inspecting officer	Date of fixing ribbons
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(ii) *Duplicate Machine Card* : This should be the extract of the original machine card in different colour. The particulars entered in the original card should also be entered in this card then and there by the Stationery Jr Assistant/ Assistant under lock and key in the form of loose leaf register so as to facilitate easy removal or insertion whenever required.

(iii) *Typists responsible for the upkeep of the typewriters* : Each Typist or Stenographer or any other person to whom a typewriter is issued will be in charge of the typewriter and held responsible for its care and upkeep. He should clean the typewriter daily before commencing work and carry out the instructions issued by the makers for cleaning and oiling the typewriter. The general instructions for the proper maintenance of typewriters and duplicators given below should be strictly followed by every person in charge of the machine.

Instructions for the proper maintenance of typewriter :

1. The type writer should be covered when not in use by a metal cover or oil cloth cover.
2. The machine should be kept clean and handled carefully.
3. Inexperienced and unqualified persons should not be permitted to handle the machine.
4. A general cleaning and dusting of the machine should be done every day before the machine is taken for work.
5. The typist should not lean on the machine or put any heavy thing over the carriage of the machine.
6. It is necessary that at least once in a month a thorough cleaning is done and all moving parts oiled with light oil. No heavy oil should be used. While oiling the parts, care should be taken that no excess oil is left on any of the parts.
7. Oil should not be used when cleaning the rubber portions.
8. The roller should be removed and the particles of dirt brushed out.
9. Using of eraser shall be avoided. If use of eraser becomes absolutely necessary falling of particles into machine shall be prevented by moving the carriage to extreme ends when erasing.
10. The matching should not be operated upon empty cylinder. Backing sheet should be used over and over to conserve paper.
11. A screw if it works loose should be tightened. But unscrewing any may result in throwing some part out of adjustment. No adjustment should be made by a person who is not quite conversant with the mechanism at the particular pattern of the machine.
12. Ribbons should be changed correctly. Never force them on shaft.
13. Paper slipping should be prevented by cleaning rubber rollers with cloth slightly moistened with fluid.
14. The types should be cleaned with cloth or brush slightly moistened with cleaning fluid.

15. At the end of the day's work the carriage . . . the machine should be brought to the centre and locked with the marginal stops and the feed roller release lever should be kept in the release position.
 16. In the event of any defects being noticed in any typewriters it is better that the services of a qualified mechanic are requisitioned to set them right and as far as possible typists should not be asked to meddle with the mechanism of the typewriter.
 17. When cleaning the carriage rails, the carriage should be moved to the extreme right and the machine should not be operated upon.
 18. Sheets of paper with pin or clips should not be inserted into the cylinder resulting in the breakdown of proper feeding of paper.
- (iv) The Roneo operator is responsible for the care and upkeep of the duplicator made under his charge. The following instructions shall be strictly followed.

Instructions for the proper maintenance of duplicators :

1. The machine should be cleaned and oiled at least once a month.
2. Each duplicator should be kept incharge of one permanent operator and he should keep the machine neat and clean. He should be got trained by the respective company to operate the machine. That will automatically improve the work of the duplicator and extend its life.
3. The operators should clean the machines and remove the paper fluff off the previous days work from the machine by means of a long typewriter brush every morning before commencing work.
4. To get improved results on the machine, the impression roller should be kept quite clean and if it gets inked due to oversight, the roller should be removed immediately from the machine, cleaned and refixed.
5. Silk, carriers and waver rollers should be removed once a week from the machine, cleaned thoroughly and refixed.
6. Pressure lever should always be put down after finishing work.
7. Too much ink should not be used.

8. The inking cloth should be changed when existing one on the duplicator is slogged too much with ink.
9. The duplicator should always be kept covered after use.
10. At the end of the day's work it should be ensured by the Duplicator operator that the supply to the duplicator is switched off in order to avoid any possible accident.

(v) The Typist / Roneo Operator and other individuals who are incharge of the machines should maintain the machine card correctly up to date in the form prescribed. The typist should lock the cover of the typewriter every day, before leaving office and will be held responsible for any damage to the typewriter caused by carelessness or negligence while the typewriter is in his charge. Whenever the person who is holding the machine finds any defects in the machine he should bring it to the notice of the officer concerned immediately with a view to arrange for rectification of repair works. The Personal Clerks / Personal Assistants to officers whenever they are transferred from one officer to another/section shall leave the typewriters used by them with the officers concerned and the same shall be taken over by the incoming personal clerks/Personal Assistants. As regards the typewriter which stands in the name of the typist of the section he should carry the typewriter to the Section to which he is posted.

(vi) Economical use of Typewriter accessories insisted : Stenographers and Typists will be held responsible for the efficient and economical use of typewriter accessories issued to them. They should see that the maximum use is made of them. Officers should exercise greater check in the issue of ribbons and must see that they are used to the fullest extent by reversing them after sometime, before they are replaced by fresh ones.

Note : (1) Whenever a ribbon requires renewal the person incharge of the typewriter should submit his requisition for ribbon to the officer concerned together with a sample typewritten matter typed with the ribbon required to be renewed. The Section head incharge of Stationery shall pass orders as he may deem fit for the renewal of the ribbon after inspection of the typed matters and satisfy himself whether the ribbon has been used to the fullest extent by reversing it.

Note : (2) The normal period for the use of a typewriter ribbon shall be considered as 400 hours. (On this basis six ribbons per annum for a standard typewriter and four ribbons per annum for a portable typewriter will normally be supplied).

The officer concerned may supply ribbons upto a maximum of eight ribbons a year for a standard typewriter and a maximum of six ribbons a year for a portable typewriter on the indenting officers furnishing a certificate that the ribbons previously supplied had been used to the fullest extent.

(VI) *Upkeep, repairs, renewal of calculators, photocopiers and adding machines:* The rules relating to the upkeep, repairs, renewal of typewriters and duplicators will apply to calculators photocopiers and adding machines.

15.18 . *Inventory of office furniture and other stores* : The section dealing with maintenance of office furniture and Tools and Plants will maintain a Stock Register in the Form in Appendix XIII showing the total number under each kind of furniture received, number issued and balance. Besides this register, the section will maintain a distribution register showing how the various items of furniture are distributed. Each article will be marked with a number which will be its permanent number indicated in the distribution register. An inventory of furniture kept in each Section (or) room (or) Hall will be prepared in duplicate and one copy duly acknowledged by the section head or the Personal Clerk concerned will be kept filed in the section concerned. The duplicate copy of the inventory will be kept by the Section head of the Section or the Personal Clerk concerned and filed in the section dealing with Tools and Plant.

(II) *Other Office Stores* : (a) A separate register will be maintained for other office stores. One page should be reserved for each kind or class of article.

(b) New articles purchased or supplied during the year should be duly brought into account, those condemned or otherwise disposed of being written off or adjusted in the registers.

(c) Stock-taking should be done in June of each year by an Assistant of the Section dealing with furniture and Tools and Plants and a report of check submitted to the officer, not below the rank of E.E or Under Secretary or an Officer of equivalent or higher rank in the office of the circle/E.E/Branch.

(d) If any article is damaged or missing, definite orders should be passed as to whether it should be repaired, replaced or written off.

15.19. *Sale of unserviceable articles* : Unserviceable articles such as broken furniture, record boxes, thattles etc. should be devoluted to central stores under intimation to the officer incharge of central stores. As soon as the devoluition is

over, the fact of such devolution will be noted in the stock register which will be submitted to the officer concerned for initialing the entries.

Record clerk are expected to do the office duties given to them by the Section heads and Assistants.

15.20 Supply of Stationery to Officers: The Personal Clerk in the officers rooms should get such stationery and forms as are required from the section concerned.

15.21 OFFICE HELPER : (i) Office Helpers will be under the immediate control of the Section Head incharge of the establishment who is responsible for their proper distribution among sections and officers. They are expected to do the duties allotted to them by Section Heads and Assistants and by officers to whom they are attached. The staff should not use office Helpers for their private work.

(ii) All Officers and staff should attend office punctually. Duffadars, Drivers and office Helpers while on duty should wear the uniforms supplied to them and should appear neatly dressed.

(iii) All the Record Clerks and Office Helpers will work under overall control of the Section Head of the General section /— Correspondence Section. The seniormost Record Clerk will allocate the work to the Office Helpers and Exercise supervision over them.

CHAPTER XVI

OFFICE HOURS, LEAVE ETC.

16.01 Office hours: (i) The usual office hours are from 10.30 a.m. to 5.00 p.m. or other timings as may be prescribed but these hours are liable to alteration according to the state of work.

(ii) Such of those Hindu members of the staff who have actually to perform religious rites on New Moon days may attend office an hour and half late on those days after obtaining individual previous permission. Muslim members of the staff who actually observe the Ramzan fast may be permitted to leave at 4.30 p.m. daily during the month of Ramzan after obtaining individual permission to enable them to reach their homes in time and break the Ramzan fast in accordance with their religious custom, subject to the condition that heads of offices may require any such Muslim members of the staff whose services are essentially required for any specially urgent work on any day, to stay on beyond 4.30 p.m.

(iii) Employees who have actually to perform religious ceremonies, etc., on the festivals or religious occasions mentioned below, may on applications made to that effect be permitted by the officer concerned to attend office late in the morning or to leave office early in the evening by not more than one and half hours on those days :

Hindus	Christians	Muslims
1. Karthigai Deepam	1. Ash Wednesday	1. Ramzan eve
2. Lunar Eclipse	2. Maundy Thursday	2. Bakrid Eve
3. Solar Eclipse	3. Christmas Eve.	
4. Arubathimooval Festival at Mylapore.	4. The day preceding Easter.	
(for offices in Madras city only)		
5. Gayathiri Japam	5. Eve of New Year	
6. The day preceding Deepavali	6. All Souls Day	
7. Masi Magam		
8. Sri Rama Navami		

16.02 Attendance of staff : Section heads, Assistants and other officials must be in their seats and start work not later than the prescribed hour of attendance.

16.03 ATTENDANCE REGISTER : Attendance Registers shall be maintained for each section. The Registers shall be initialed by each Assistant, Junior Assistant, Steno-typists, Typists and other employees immediately on arrival at office. The section Head shall close the register by affixing his initials at the end and also after making a dash against any blank space for the current day, and send it to the Higher officer along with the abstract of attendance register so as to reach the officer concerned by 10.30a.m. or the time fixed for attendance on all working days. If the section head is absent or he is himself late, one of the Assistants in the section should close the register indicating in the abstract the names of absentees including the Section Head and arrange to send the register to the officer concerned by 10.30 a.m. or the time fixed for attendance. The Controlling officer shall ensure that he receives the attendance register immediately after 10.30.a.m. Those who came after 10.30 a.m. may be allowed a grace time upto 10.40 a.m. or those who came after the time fixed for attendance may be allowed 10 minutes grace time for genuine reasons but they shall initial in the presence of the Controlling officer on the dashmark.

16.04 TAPPAL - JUNIOR ASSISTANTS, RECORD CLERKS AND OFFICE HELPERS - HOURS OF ATTENDANCE :

(i) The Junior Assistant incharge of tappals or other person designated for the purpose will attend office at 9.30 a.m. and he will be permitted to leave office at 4.00a.m. to compensate his early attendance. If there is a second Junior Assistant assigned for the job, the other Junior Assistant will attend office from 11.00a.m. to 5.30 p.m. (For circle and CE's office in the field.)

(ii) Office Helpers should attend office half an hour earlier than the hours prescribed for others. Record Clerks and office helpers should not leave office without the permission of the Section Head under whom they work. Office helpers attached to officers should remain in office until the officers have left.

16.05 STAYING AFTER OFFICE HOURS : Junior Assistants, Assistants and Section Heads are not expected to stay in Office after office hours unless specifically required by the officers, where such presence is required, previous intimation will be given by the officers. It is hoped that this will not encourage the staff to turn out work which is not upto the standard expected of them or to fall in arrears. When Assistants and Section Heads submit special files to officers late in the evening, they

shall take explicit permission of the officers to leave office. Staying in Office after 6.00 p.m. or coming earlier than 9.30 a.m. should generally be avoided.

16.06 Assistants and Junior Assistants to leave office only with permission of Section heads on last working day before holidays : On the last working day previous to two or more consecutive holidays (including Sunday) no Assistant or Junior Assistant shall leave the office without the permission of the head of the section.

16.07 Late Attendance : All Officers by their personal conduct should set an example to the rest of the staff in regard to punctuality in attendance and devotion to duty. The Officer, under whom the staff are working is primarily responsible for the maintenance of discipline by the staff. Regularity and punctuality in attendance will be taken into consideration not only in sanctioning leave but also in judging one's diligence. Section Heads, Assistants, Junior Assistants and Typists who may desire to attend office late on any particular day on account of anticipated causes must obtain the previous permission of the officer. Record Clerks and Officer Helpers must obtain the permission of the Section heads of the sections to which they are attached. No official who comes to office after 10-40 a.m. should be allowed to sign in the attendance register. The late comer should make an entry in the late attendance register kept separately at the table of officers. They should write their name, designation, time of arrival and reasons for late arrival. It should also be indicated in late attendance register whether application for late attendance has been submitted and prior sanction obtained. All requests for late attendance should be got sanctioned by the officers concerned on the previous day itself in order to become eligible to attend office late. In exceptional cases where this could not be done, application shall be submitted to the officer concerned through the Section Head immediately on arrival in office indicating the time of arrival with reasons for such late arrival. Such applications shall be allowed only if it is found that the reasons adduced are genuine. All other cases shall be treated as absent without permission. Employees who attend office late without the permission aforesaid shall immediately on reaching the office report the exact time of their arrival and the cause of their late attendance to the Section Heads who is in charge of the attendance register.

16.08 Penalty for late attendance : (a) For every three late attendance without obtaining prior permission, a day's casual leave shall be cut. For every five late attendance with prior permission or for genuine reasons, a day's casual leave shall be cut. Appropriate entries shall be made in casual leave register about permission granted for late attendance. If a member of the establishment has no

Casual leave to his credit, Compensatory leave, if any, to his credit should be cut in the same way as casual leave. If he has neither casual leave nor compensatory leave to his credit, a day's earned leave should be cut if the individual gives consent for this; otherwise disciplinary action should be taken. The office has also got the right to make deduction from wages for period of absence either due to late attendance or due to absence without permission in accordance with the provisions in the Payment of Wages Act. If the late attendance is habitual, disciplinary action shall be taken for awarding such punishment as may be considered necessary in the interest of discipline. The Controlling Officers (the officers to whom the attendance is sent after closing) shall send to the Establishment Officer concerned by 12 Noon on the last working day of the month/week (i) a list of employees who attended office late with prior permission during the month/week (ii) a list of employees who attended office late without prior permission. The Establishment Officer concerned will report before 15th/5th of the succeeding month to the Reviewing officer concerned the action taken on the habitual late comer. The Reviewing Officers are the Superintending Engineers in the case of Circles, Chief Engineers in the case of office of the Chief Engineer, Secretary in the case of Secretariat Branch, Chief Financial Controller in the case of Accounts Branch, Superintending Engineers in the case of Technical Branch, Chief Internal Audit Officer in the case of Audit Branch and Deputy Chief Engineer in the case of Administrative Branch. The Field Officers will nominate as to who will be the Establishment officer for this purpose.

(b) The Reviewing officer may call for the habitual offenders and advise them suitably and see that they improve. A surprise check may also be done by them once in a month.

(c) A copy of the report will be sent to the secretary to the Board in respect of staff of Secretariat Branch, to the Accounts Member in respect of staff of Audit and Accounts Branches and to the Chief Engineer/Personnel in respect of Administrative & Technical Branches. [For Board Office only]

(d) The Secretary, Accounts Member and Chief Engineer/Personnel may call for the habitual offenders and advise them suitably and see that they improve. A surprise check may also be done by them once in a month. They will submit a quarterly report to the Chairman [For Board office only]

(e) The Secretariat Branch, Administrative Branch, Accounts Branch, Audit Branch and each superintending Engineer in the Technical Branch will maintain a

register as below showing the details of late coming without prior permission, etc. by each employee. [For Board Office only].

(f) Register showing the details of late coming without prior permission etc. by each employee to be maintained by the establishment :

Date	Name and Designation of employees	Late Attendance Permission obtained after coming to office	Treated as late attendance	Absent from seat without entry in Movement Control Register	Absent for long time after making entry in the Movement Control Register	Details of action taken on entries on Columns 3 - 6
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(g) The above register will be reviewed by the Establishment Officer every month and submitted to the S.E./C.E./Chairman through the Secretary once in three months.

(h) Any day on which a member of the establishment attends office after 12 noon but before 1.30 p.m., whether with or without permission, will be treated as half day's Casual leave. Attendance after 1.30 p.m. will be treated as full day's casual leave.

16.09 Members of staff not to leave office during working hours : A member of the office establishment shall not leave the office premises during working hours without the permission of the officer concerned.

16.10 Lunch interval : The time allowed for lunch is half-an-hour between 1.30 and 3.00 p.m. and shall be availed of by the Section heads, Assistants, Junior Assistants, Typists and other employees in batches. The Section heads will, if necessary, maintain turn list for this purpose.

16.11 Lunch not to be carried into office rooms by servants or restaurant employees : Members of the staff shall not take their lunch at their seats or in any part of the office premises. No private servants or employees of restaurants are permitted to carry lunch into office room except in the case of Officers of the grade of E.E./ Under Secretary and above. It is the duty of the Establishment Officer to see that these instructions are strictly followed.

16.12 Holidays : The office is closed on Sundays and provided the state of work permits on Second Saturdays and other declared holidays.

16.13 Permission to leave headquarters on holidays : (i) No employee shall leave headquarters during holidays without obtaining permission of the officer who is competent to sanction casual leave.

(ii) Any subordinate before leaving the headquarters shall leave his new address with the Establishment section.

16.14 Compensatory Holiday : (i) An employee who is called upon to attend office on a holiday may be granted another holiday in its place, when opportunity offers subject to the following conditions :

(a) Compensatory holiday should not be allowed when an employee is entitled to and opted for the payment of additional days wages for work on a National and Festival holiday.

(b) In the case of an employee covered by the Tamil Nadu Shops and Establishment Act 1947, Compensatory holiday for work on a holiday, shall be granted on a day in the following week.

(c) Only the employees below the rank of Superintending Engineer are eligible for compensatory holiday.

(ii) Without prejudice to the provisions in clause (i) above, no compensatory holiday can be claimed as a matter of right. It shall be within the discretion of the superior officer competent to grant casual leave to admit a claim for a compensatory holiday.

(iii) No compensatory holiday can be availed of unless there has been prior credit of such a holiday account. The authority competent to grant credit for compensatory holiday shall be the officer competent to grant Casual Leave.

(iv) To be eligible to claim credit for a compensatory holiday, an application shall be made within one month of the holiday on which an employee attended to the Boards work.

(v) Whenever orders are passed admitting credit for a compensatory holiday the fact shall be entered in the Casual Leave Register on the page allotted to the employee by opening a new column to indicate compensatory holiday.

(vi) No employee shall be entitled to a credit of more than 20 compensatory holidays in all in a calendar year.

(vii) Every compensatory holiday automatically lapse at the end of six of the holiday to which it relates.

(viii) Compensatory holidays may be combined with Casual Leave or I subject to the condition that the total period of absence shall not exc days.

An employee touring on holidays in connection with the performan his duties is not eligible for compensatory holiday in lieu of holidays on he performs journey.

16.15 Leave : (i) Application for leave of absence for 3 days and les ordinarily be made atleast 24 hours previous to the time the leave is re Application for leave of absence for more than 3 days shall be made atleast 15 before the date from which the leave is required except in the case of sk and other emergencies. The employee after proceeding on leave desires an exta thereof he shall make an application before the expiry of the leave already gr

(ii) Assistants, Junior Assistants and Typists should submit their ap tions for leave through the Section heads under whom they work.

(iii) Only sudden illness, which incapacitates a member of the office tablishment from coming to office, or most urgent private business would absence without previous sanction. In such cases, the leave application should sp the nature of the illness, or private business, as the case may be, and shoul sent to the Officer through the Section head concerned.

Note : All applications for leave should be written in ink and should co the leave address of the applicant.

16.16 Procedure in dealing with leave applications : Applica from official's for leave other than the casual leave are submitted for c to the officers to whom powers have been delegated for sanction of leave the leave is granted, a leave sanction order shall be issued. If the leave is re or postponed the fact of such refusal and the reasons therefor shall be recd in writing and shall be communicated to the official.

16.17 Casual Leave : (i) Except in unforeseen circumstances and in case sickness for which intimation shall be sent to the sanctioning authority for of appropriate sanction. Casual leave shall be availed of only after getting sanction of the competent authority. Ordinarily, application for casual leave

account of anticipated causes shall be made at least three days prior to date from which casual leave is required. Absence in anticipation of sanction will only be condoned if the necessity for the leave could not have been foreseen. In such cases, the nature of the sudden emergency must be definitely stated. Persons disregarding the rule will do so at their own risk. Applications for casual leave submitted from the residences of the applicants should contain their residential address. If they propose to leave the headquarters during the leave period, the leave address should also be given.

(ii) Casual Leave will not be granted on vague and general grounds as for 'urgent private affairs' or 'for a certain ceremony. The purpose for which the leave is required must be stated definitely.

(iii) Personal staff attached to Officers will obtain the permission of the officer concerned for casual leave, provided the leave is available. As soon as permission is granted, the persons concerned shall before leaving headquarters report the fact to the officer dealing with Establishment. If a person avails himself in the above circumstances of casual leave when it is not admissible he will do so at his own risk and ordinarily will be treated as absent on leave on loss of pay.

16.18 Absence due to infectious disease : Whenever a case of cholera, smallpox or other infectious disease occurs at the dwelling of any member of the office establishment he must report the fact at once to the Section head who is in charge of the attendance register by a verbal message and not in writing (as the written report might convey infection) and must stay away from duty until further orders. The latter will report such cases to the officer concerned and obtain his orders. Disregard of this rule will be severely dealt with, as imperilling the health of other members of the staff.

16.19 General discipline : (i) Punctuality and general behaviour: Heads of sections must set an example to other by themselves attending office punctually. While in office, all members of the establishment must behave in a quiet and dignified manner and give due respect to their superior officers. They must address other members of the establishment courteously. They must try to maintain perfect silence and if they have occasions to talk they must do so in a low voice so as not to disturb others.

It is most important that the Office should present an appearance of business like activity and that there is no slackness in this respect. Members of the staff should not waste their time either in restaurants or in loitering or gossiping along corridors of the office Buildings. To enforce this, a movement control register should be maintained in each section in the form given below :

Date	Name and Designation	Time of leaving	Reasons	Time of return	Initial
(1)	(2)	(3)	(4)	(5)	(6)

Whenever an official leaves the section and returns to it, he should make necessary entries in the movement control register. The register should be on the table of the Section head. The entry in the movement control register shall be genuine.

A movement control register should be maintained for Record Clerk and Office Helpers also. The Record Clerks and Office Helpers should make entries in the movement control register kept on the table of the Section head, to whom they are attached. The Section heads concerned should see the entries are properly made by the Record Clerks and Office Helpers in the movement control register.

(ii) *Duty Officers* : (a) With a view to observe punctuality in attendance and avoidance of unauthorised absence of officials from seats and for the general up-keep of office premises, Duty officers have been appointed. The Duty officers should go round the sections and verify whether the staff are available in the respective seats and whether absence from seat is covered by entry in the movement control register. They should ensure that the staff observe proper conduct expected in an office. They should see that outsiders are not permitted in Section. They should also see that the premises are maintained in clean and tidy condition and that no un-authorised notices are allowed to be exhibited anywhere. The Duty officers should make surprise check. The checks should be staggered i.e. they should not choose a particular time for surprise check for all the days in a week. They should not only record the time of check in the movement control register but also indicate in the register about those who are found absent without making entries in the movement control register. The Duty Officers while entering a hall should first note down the absentees at a particular point of time with the seating arrangement indicated in the chart to be maintained and kept with them and then inspect entries relating to them made in the movement control register of the section concerned as well as the attendance register to ensure that proper entries are made in the Movement Control Register about the absentees. They should also satisfy themselves about the reasons for absence entered in the register.

If an individual is found to be absent for a pretty long time with reference to the entries in the movement control register, the section head should be enquired

and appropriate action should be taken to find out whether the long absence (which should not normally happen) is genuine and any remarks about such absence should be entered in the Movement Control Register itself, in addition to making entries in his note to be submitted for every week.

The movement Control Register should be submitted every evening to the immediate superior officer who should see that all the entries are made properly, the reasons for leaving the section as entered in the register are genuine and that no individual is absent for long period without valid reason. The remarks made by the Duty Officer should be noted and the erring officials should be warned then and there, in addition to taking action against chronic late-comers and absentees.

The Duty officers will send on the first working day of the succeeding week to the Establishment Officer concerned statements in triplicate (i) showing the staff who were absent in the seats without any entry in the movement control register (ii) showing the staff who were absent for long periods although entries have been made in the movement control register.

The Establishment Officer will submit one copy each of the reports of the Duty Officer on the last working day of the succeeding week to which the Duty officers' report relates to the Reviewing Officer concerned indicating the action taken on the report of the Duty officer.

A copy of the report will also be sent to the Secretary in respect of Board Offices.

The establishment officers will also submit before 15th of the succeeding month a report on the action taken on the observations of the Duty Officers to the Chief — Engineer/Superintending Engineer.

The establishment Officers will also submit before 5th of the succeeding month a report on the action taken on the observations of the Duty Officers. A copy of their report shall be sent to Secretary in respect of Secretariat Branch, to the Accounts Member in respect of Accounts and Audit Branches and Chief Engineer (Personnel) in respect of Administrative branch and Technical Branch. The above Officers will submit a quarterly report to the Chairman (For Board Office only)

(iii) *Guarding against leakage of official information* : Members of the establishment must remember that they are precluded from divulging to outsiders or to other members of the establishment any information (whether expressly marked confidential or not) that may have come to their knowledge in their official

capacity. It should be borne in mind that what they come to know of in the office is confidential and is not to be mentioned outside the office or to strangers or to any one other than those whom it is necessary that they should communicate with about such matters in the ordinary official course. All members of the establishment must be constantly on their guard against the leakage of any official information whatsoever. If any member of the establishment is approached by any one not officially entitled to do so either inside or outside the office in regard to any matter which is or will be dealt with in the office, he should refuse to see him, but refer him politely to the higher officer concerned and if the person persists, he should be warned that the fact of the visit will be reported to the higher officer and a report should be made accordingly at the very earliest opportunity to the Assistant or Junior Assistant or Typist to his Section head and the Section head to the immediate superior officer. Failure to observe these instructions will render the defaulter liable to punishment. When private parties (including Members of the Legislature) approach the officer of the grade of EE/Under Secretary or above for information about matters pending in the Circle/CE's office/Board, the reply should invariably be that the matter is still under consideration and no indication should be given of the exact stage of the file. Important files, even if they are not confidential should be circulated only in closed boxes. Special care should be taken to see that Duffadars, Office Helpers and Record Clerks who carry files do not attempt to peruse them.

(iv) *Guarding against leakage of confidential information* : (a) A Stenographers' used note-books should be made over to the officer concerned when a fresh one is taken. The officer will destroy these note books after the expiry of three months from the date of last entry in each book.

(b) Nothing should be placed in a waste paper basket or otherwise discarded which is of a confidential nature. Such matter must be burnt by the persons responsible for it. Blotting paper used when writing of a confidential nature should be similarly destroyed.

(v) *Prohibition against revealing information to the Press* : Members of the establishment shall not have any dealings with the Press or Reporters or Correspondents. They run a great risk of severe disciplinary action being taken against them if they are reasonably suspected (not necessarily proved) of communicating official information of any kind to the Press, to Reporters or Correspondents or to members of the public.

(vi) *Prohibition from seeing outsiders in office* : Members of the establishment are also prohibited from seeing outsiders at any place in connection with official

matters pending in Board in which such people are personally interested. They must not accept any present or remuneration from any visitor, party or other person resorting to Board nor lay themselves under obligation to such persons in any other way.

(vii) *Mode of ventilation of grievances* : They must not have recourse to anonymous petitions or letters in order to ventilate their grievances or supposed grievances. If any member of the office establishment thinks that he has any grievance he may represent it to the Higher officer in person or he may present it in writing to the head of the office through the immediate officer, if the latter is in charge of the establishment.

(viii) *Needless petitions* : Petitions which contain no new facts or grounds for reconsideration of a case, which has already been disposed of by the Board will be returned to the Board servant. Persistence in submitting such petitions will render the Board employee liable to disciplinary action.

(ix) *Addressing of Ministers* : A member of the Board establishment making any representation to the Board should not address the representation to any Minister nor should he send to any Minister an advance copy of his representation addressed to the Board.

16.20 *Tidiness and cleanliness of the office* : A waste paper box or basket must be kept within a convenient distance of every member of the staff. Waste paper must be thrown in to this and not thrown about on the floor. Stationery and records must be put away tidily in the Junior Assistants and Assistants almirah and not left lying on tables and on the tops of almirahs exposed to dust. All rubbish and absolute forms or publications must be cleared away and not left to litter the office. The office and officers' rooms must be properly swept and dusted daily. The Junior Assistants and Assistants should keep their tables and side racks clean and the papers neatly arranged.

16.21 *Use of identification measures by Class IV employees of the Board other than Record Clerk* : (i) All Duffadars and Office Helpers attached to Chairman, Accounts Member, Secretary and other officers of the Board shall use while on duty such items of identification as are supplied to them.

(ii) Employees who have been provided with uniforms by the Board should wear the uniforms supplied to them while on duty and should appear neatly dressed.

(iii) Other employees are at perfect liberty to wear, while on duty, whatever dress they like, provided it is in conformity with the ideas of decency prevalent in society.

16.22 Miscellaneous Instructions : No section head or Assistant shall take office papers to the house or elsewhere out of the office without an exit slip from an officer of the grade of E.E Under Secretary and above which should be surrendered at the gate.

16.23 Transfer or leave—Handing over of the papers and Keys—Arrangements for urgent work: (a) **During Casual Leave:** When an Assistant absents himself on casual leave he must hand over or send with casual leave application any office keys in his custody to the Section head of the section and inform in the letter about any paper which must be attended to during his absence. The Section head should give specific instructions to the other Assistants in his section to attend to any items of work which need not or should not await the return of the Assistant on casual leave (e.g. registering of currents, action on urgent papers, issue of urgent reminders, etc.).

(ii) When a section head absents himself on casual leave he shall hand over or arrange to send any office keys in his custody to his Immediate Superior Officer. He shall also leave instructions with or send a note to the senior Assistant in the section about any urgent matter to be attended to during his absence on leave.

(b) **Leave other than casual leave or on transfer :** When an Assistant or Section head goes on leave other than casual leave, the relieving Assistant or Section head must verify all the papers handed over to him with the Personal Register and see that every paper shown in the register as pending in the section is handed over to him. Office keys and confidential keys, if any, should also be handed over. A list of papers and other records handed over shall be prepared in duplicate signed both by the relieving and the relieved officer, and a copy shall be kept by each of them.

The relieved officer shall transmit to the relieving officer all instructions verbally given to him from time to time by the officers under whom he worked or any confidential papers given to him for custody.

When the Section head or an Assistant takes charge of a vacant seat, he must verify all the papers with the Personal Registers and other Registers and bring them to the notice of the Higher Officer, any loss of papers or records taken over by him at the earliest opportunity.

The same procedure must be observed when Assistants or Section heads leave the office on transfer, foreign service, deputation, training etc.

The above provisions will apply with suitable modification wherever required to Junior Assistants, Typists and Steno-Typists.

16.24 Transfer of papers between Assistants : No Assistant shall place papers or cause papers to be placed on another Assistant's table without the knowledge of the latter.

16.25 Service of summons in office by bailiffs : Summons on persons employed in the Board are permitted to be served personally by court bailiffs but the latter should first approach the officers dealing with establishment matters concerned, who will arrange for the service of the summons in such manner as is most convenient.

16.26 Maintenance of reference books in section : The reference books and other publications supplied to a section shall be preserved with care. The Assistant/Junior Assistant of the section shall maintain a list of the books, each book being given the number allotted to in the list of books kept in the rooms of the officers of the grade of E.E/Under Secretary and above. The books shall be arranged in serial order and any book taken out for reference should be replaced in its proper place immediately after use. It is the duty of the Assistant to see that all correction slips are pasted immediately they are received, with the help of a Record Clerk. A note book showing the lists of correction slips received and the number pasted should be submitted to the Section head on the first of every month. Section heads and Assistants should realize that going about to procure from other sections reference books supplied to the section involves avoidable waste of time and hampers work. They should also realize that reference books, if kept uncorrected, might lead to wrong disposals of papers.

16.27 Knowledge of Office Procedure : (i) Every Assistant, Junior Assistant, Typist and Section head shall make himself thoroughly conversant with the rules contained in this Manual. The plea of ignorance will never be accepted as an excuse for disobeying them. The section head of each section must see that every Assistant and Junior Assistant knows and understands the rules and that the copies of the Manual supplied to the section are corrected up to date. A new Assistant or Junior Assistant joining the office must acquaint himself with the rules in the Manual. After the expiry of a month from the date of his joining the office, the Section head concerned shall test his knowledge and if he is wanting he may be given another month's time. If the Assistant or Junior Assistant has not acquired a reasonable degree of acquaintance with the rules in the Manual even at the end of that period, the section head may submit a report to the Higher Officer.

(ii) The section head will be held personally responsible for the proper and intelligent observance of the rules in the Manual by all in his section.

(iii) It is the duty of the Higher Officers to see that all members of the staff under him have a thorough knowledge of the Manual and that they carefully observe provisions contained therein.

CHAPTER - XVII**MISCELLANEOUS**

17.01 PRESS CUTTINGS : (i) The duty of perusing and marking cuttings from the principal, newspapers and periodicals published in the State is undertaken by the Public Relations Officer/Chief Public Relations Officer.

These cuttings are circulated to the Superintending Engineer/Chief Engineer/ Chairman, Members of the Board, Secretary and Inspector General of Police (Vigilance). Based on the orders passed on the circulation note on press cuttings, the Public Relations Officer /Chief Public Relations Officer will pass on the relevant cuttings to the officers concerned for action.

17.02 Release of Information to the Press : Any information that has to be released to the Press will be conveyed by Chairman. No other officer should give any information to the Press direct unless specifically asked to so by the Chairman in any particular case or cases.

17.03 Administration Reports-publication -procedure : (i) Under Section 75 of the Electricity (supply) Act 1948 the Board shall, as soon as may be after the end of each financial year, prepare and submit to the state Government (before such date and) in such form as may be prescribed giving an account of its activities during the previous financial year and the report shall also give an account of the activities, if any which are likely to be undertaken by the Board in the next financial year, and the State Government shall cause every such report to be laid before the State Legislature as soon as may be after it is received by the State Government.

(ii) With reference to the provisions in the Act, Annual Administration Reports are prepared and published in English and Tamil. The work relating to preparation and printing of Annual Administration Report is done in the Administrative Branch. After the Annual Administration report is got approved and printed 500 copies in Tamil and English are forwarded to Government in the Public Works Department for placing them before the State Legislature. On intimation from Government that the report has been placed before the houses of State Legislature, copies of the Administration reports are distributed as per the approved mailing list. (For Board office only).

17.04 Release of Board advertisements : When it is found necessary to publish an advertisement, the office concerned should after securing the necessary approval

from the competent authority/Chairman send up the matter to the Director, Information and Public Relations, Government of Tamil Nadu with its advice as to the particular section of the press in which it should appear. As many copies of the advertisement as are required for the several sections of the press should be furnished together with one copy for the Director, Information and Public Relations. This will then be released to the press by the Director, Information and Public Relations. In advertisement involving the preparation of blocks, Board will make its own arrangements for making the blocks and sending them direct to the press which has been selected by the Director of Information and Public Relations. The press will be directed to collect the advertisement charges from the Board direct as per the rates approved by the Government and it will be the responsibility of the Board to watch the publication of the advertisement and settle the bill. The Director, Information and Public Relations will be responsible only for passing the matters on to the press.

17.05 Presents to Class IV Board employees : The practice of Class IV employees of the Board Office collecting subscriptions and donations from officers and staff of the Board of such occasions as festivals is prohibited. Donations from officers and staff may be collected once a year immediately before Ayudha Pooja.

Office Helpers, Watch and Ward and conservancy staff, are strictly prohibited from soliciting tips from visitors and others; any one found to be doing so is liable to be severely dealt with.

It is the duty of the Section head of the establishment section to translate this rule to the above employees on first appointment.

17.06 Use of File Boards: Flat file boards with White tape or Red tape are used to indicate whether the case is to be treated as 'Ordinary; or 'Urgent' or 'Special' Boards with Brown Flap and White tape are used when cases are to be treated as 'Ordinary'. Boards with Brown Flap and Red Tape are used when cases are to be treated as 'Urgent' and boards with Blue Flap with Red Tape are used when cases are to be treated as "Special"

When cases are to be treated as 'Immediate' or 'Most Immediate' cards with words 'Immediate' and 'Most Immediate' boldly printed on them shall be affixed on the left hand side flap of the special file board by means of Jem Clip (Paper fastener, stapler etc. are not to be used).

When files relating to meetings such as Board Meeting, Consultative Council Meeting and those relating to Tamil Nadu Legislative Assembly Questions

etc. are submitted, the Board with yellow Flap and Red Tape are to be used. (For Board Office only)

The section head of each section will decide in what category each case is to be classed for purposes of submission to officers.

17.07 Economy in use of Stationery : (i) All members of the establishment should use Board stationery as economically as possible. Section heads of sections will be held responsible for seeing that this is observed.

(ii) After tappals are opened, the Junior Assistant in-charge of tappal should see that the empty brown envelopes are sent to the Despatch Section for use.

(iii) Assistants and Section heads should not use ruled paper for rough drafts or for jotting down points. Cheapest paper, one-sided copies of old proofs, backs fold forms or solid unused sheets removed from disposed of cases may be utilized

(iv) Ruled paper or forms should not be cut and used as slips.

(v) Telegrams, telephone messages or demi-officials should not be pasted on another paper. Slips sent down by officers need not be pasted on a clean sheet of paper, unless they are so important as to form part of main file.

(vi) Assistants/Junior Assistants who send put-away papers to Record Section should before doing so remove the flags, paper fasteners and gem clips from them. Spare unused note sheets and current and note file sheets on which entries of back papers, etc., are not made, should also be removed from files for further use.

(vii) Full sheets should not be used for copying brief drafts. Enclosures should be copied on the same paper as the draft. Embossed forms should not be used for fair copying office orders, unofficial notes. Manifolding, impression and stencil papers and typewriter ribbons and carbon sheets should be used economically. As the first few copies of cyclostyled forms are generally not very clear, these copies should be taken on old forms or any paper which has already been printed or written on. Postal articles and telegrams should not be affixed with stamps in excess of the amount required under postal rules.

(viii) The section head in charge of Record section should see that tags are removed from records when they are stitched and returned to the Junior Assistant/stationery for re-issue.

(ix) Every month Section heads should see to the return of old flat-file boards (i.e. unusable ones without flags or tape) to the stationery room.

17.08 Economy in expenditure on contingencies : The Officer should take personal interest and ensure that expenditure on contingencies is reduced to a minimum, consistent with the efficiency of public administration.

17.09 Production of documents in Courts : Whenever records are called for by High Court they should be sent, after consulting the Legal Adviser to the Board's Standing Counsel appearing on behalf of Board who will produce them in Court after scrutinizing the documents and dissuading as to which record should be produced in Court. The Registrar, High Court should simultaneously be informed that the documents will be produced through the Board's Standing Counsel.

17.10 PRECAUTIONS AGAINST FIRE: The following rules relating to precautions against fire in the building shall be duly observed.

(1) The Assistant or Section head or any other person who leaves the hall at the end of the office hours should see that the fans and lights are switched off. However the member of the staff who leaves the hall last shall see that all the lights and fans in the hall are switched off and hand it over formally to the watchmen. The Office Helpers who attend on officers shall attend to this duty so far as the officers rooms are concerned. Power supply to the building is switched off at 20.00 hours unless otherwise specifically requested by an officer not below the rank of a Executive Engineer. This shall be ensured by the concerned.

(2) None but safety matches shall be used in the office.

(3) Any easily inflammable material should always be stored in an out-building or godown.

(4) The sealing of papers shall always be done under the direct supervision of a responsible Junior Assistant/Assistant who will see that due care is taken.

(5) No naked lights shall be used in the office

(6) Fire places for the preparation of paste or glue shall not be allowed in or near the building.

(7) Waste paper should not be allowed to accumulate in large quantities in the office. Every morning the waste paper of the previous day shall be removed.

(8) If in a room a kerosene oil lamp is used, a small box of dry earth with a scoop should be kept for use in extinguishing burning oil. The earth should not be allowed to harden or cake.

(9) Old furniture shall not be left lying about but shall be disposed of at once or devoluted to the stores.

(10) Smoking within the premises of the building is strictly prohibited.

(11) No temporary shed built of combustible materials shall be erected.

(12) The erection of thatched or mat shed within 15 meters of the office building is strictly forbidden.

Soda acid appliances : To combat carbonatious fire, such as due to paper, vegetables, wood, cloth etc.

Ordinary Chemical Powder appliances : To combat electrical fire or oil fire-Two numbers near the electrical rising mains.

SODA ACID APPLIANCES SHOULD NOT BE USED TO COMBAT ELECTRICAL FIRE

17.11 Record of discussions : The following principles should be observed while preparing records of discussions of important meetings held at official level:

(1) There is no need to have a record of discussions if the discussions are casual or informal. In most cases, where the discussions take place among Officers of the same office / Branch, there maybe no need to prepare a record of the discussions.

(2) (i) Whenever formal discussions are held, particularly with officers of other departments or with Board officers or Branches, a brief record should be prepared. This record should contain the views expressed by the leading participants and the decisions arrived at.

(ii) Such record of discussions should be prepared by the officer who may have convened the meeting or by one of his subordinates under his direction and approved by the officer presiding or convening the meeting.

CHAPTER - XVIII**NADIPISSAI PULAVAR. K.R. RAMASWAMY MAALIGAI
AND ITS CONSERVANCY**

[For Board Office only]

18.01. Control over Building : All the five Branches of Tamil Nadu Electricity Board are accommodated in the Nadipissal Pulavar. K.R. Ramaswamy Maaligai. The duty of allocating rooms for officers and space for offices except in 10th floor of the building for temporary or permanent occupation vests with a Committee constituted for this purpose. For the 10th floor Chairman approves the proposal.

18.02. Supervision over the building : The Executive Engineer (Civil) Buildings Division supervises the conservancy of the building. He is responsible for the general condition of the building including the glass in each room and fixtures as also for keeping watch against attacks of white-ants and giving strict attention to the cleanliness of the interior and neatness of the exterior and surroundings, etc. The necessity for any improvements in, or repairs to the Building as and when it arises is to be promptly brought to his notice by the Head of the Branch in respect of the portions of building which are occupied by his office. It is also the duty of the Head of the Branch to bring to the notice of the Executive Engineer (Civil) Buildings Division any cracks or other defects which he may notice in the building, so that steps may be taken to get them repaired with the least possible delay.

18.03. Furniture etc. : For the supply and repair of furniture, movable screens and curtains, arrangements are made by Executive Engineer (Civil), Buildings Division based on request from Heads of Branches.

Acknowledgment should be obtained from the officer who is supplied with furniture for use at his residence.

In the event of his transfer, the Section Head incharge of maintenance of furniture should watch for the return of the articles supplied to him. He should also watch for the return of the articles soon after retirement, resignation or for any other reasons, ceasing to hold an assignment in the Board.

18.04. Officers' Rooms : Each Branch of the Board Office should make its own arrangements for the dusting of furniture in the Officers' and office rooms by the Office Helpers.

(b) The Office Helpers attached to Officers are directly responsible for keeping the rooms clean and for seeing that no unauthorised person interferes with anything kept there. In the evenings before they leave office, they should keep the table-set of writing materials, private articles of officers and other sundry articles which are liable to be stolen, such as soaps, towels, stationery (except wall clocks) in the almirah provided in the rooms and hand over the rooms to the watchman on duty.

(c) No outsider shall be allowed to enter any room without the special permission of the officer concerned.

Note : Sweepers and cleaners are allowed to enter the rooms in the discharge of their duties, but the work should be done under the direct supervision of watch and ward staff.

18.05. Precautions against fire : The following rules relating to precautions against fire in the Building shall be duly observed :

(1) The Assistant or Section head or any other person who leaves the hall at the end of the office hours or the member of the staff who leaves the hall last shall see that all the lights and fans in the hall are switched off and hand it over formally to the watchman. The Office Helpers who attend on officers shall attend to this duty so far as the officers' rooms are concerned. Power supply to the building is switched off at 20.00 hours unless otherwise specifically requested by an officer not below the rank of a Executive Engineer. This shall be ensured in the Buildings Division.

(2) None but safety matches shall be used in the office.

(3) Any easily inflammable material should always be stored in an out-building or godown.

(4) The sealing of papers shall always be done under the direct supervision of a responsible Junior Assistant/Assistant who will see that due care is taken.

(5) No naked lights shall be used in the Office.

(6) Fire places for the preparation of paste or glue shall not be allowed in or near the building.

(7) Waste paper should not be allowed to accumulate in large quantities in the office. Every morning the waste paper of the previous day shall be removed.

(8) If in a room a kerosene oil lamp is used, a small box of dry earth with a scoop should be kept for use in extinguishing burning oil. The earth should not be allowed to harden or cake.

(9) Old furniture shall not be left lying about but shall be disposed of at once or devoluted to the Mylapore Stores.

(10) Smoking within the premises of the building is strictly prohibited.

(11) No temporary shed built of combustible materials shall be erected without the permission of the competent authority inside E.B. Complex. The erection of thatched or mat buildings within, 15 meters of N.P.K.R.R. Maalgal and within the T.N.E.B. Complex is strictly forbidden.

(12) Following fire fighting appliances are provided in the N.P.K.R.R. Maalgal at conspicuous places :

- | | | |
|-------------------------------------|---|--|
| Soda acid appliances | - | To combat carbonatious fire, such as due to paper, vegetables, wood, cloth etc. 6 Numbers per floor. |
| Ordinary Chemical powder appliances | - | To combat electrical fire or oil fire
Two numbers per floor at the extreme ends near the electrical rising mains. |

Soda acid appliances should not be used to combat electrical fire.

Manual call point system at the rate of 3 numbers per-floor, with Public Address system, to keep the occupant informed of the developments in the event of fire out-break, and a control panel in the ground floor are provided. Inscription on the manual call point is indicated below for ready reference.

"In case of fire, break glass"

In the event of fire - breaking out, the person who sees it first should immediately break the glass of the nearest manual call point. This is intended to warn the

people in charge of fire-fighting. Immediately on noticing the alarm signal in the control panel, people in charge of fire fighting take charge of the panel and start advising the occupants of what is to be done.

The building is provided with a pressurised wet-hydrant system to combat fire on its out break. Water is always available in the system under pressure backed up by electrical and diesel pumpsets. Immediately on the out-break of fire, anybody who notices the fire shall break open the glass, pull out the hose reel and aim the hose at the heart of the fire. These hoses are kept inside hose reel boxes at the central lift lobby and western lift lobby.

(13) Occupants of the Building should act with alertness as the first five minutes immediately on the fire out-break is more precious than the subsequent five hours. In the event of an out-break of fire due to electrical short circuiting or as a precaution against electrical accidents, to cut-off power supply, push-buttons provided inside a glass-box near the Eastern and Western electrical rising mains are to be pressed breaking the glass open. Immediately after pressing the button when the power supply is cut-off, the person who pressed the button, should ring up 555-operation in-charge of the indoor-sub-station so that he may not charge the electrical rising main.

Person who notices the fire first should immediately inform the following officers:

EE/Civil/Buildings Division	674
AEE/Civil/Buildings Division	469
JE/Civil/Buildings Division	246
Under Secretary/Establishment	712

This building is provided with a fire-lift to be of use in emergency for the fire fighting personnel. Lift "A" in the central lobby is the fire lift.

(14) On the discovery of fire at night, the watchman on duty in the building shall immediately communicate the fact by telephoning No.101. He shall simultaneously inform Electricity Breakdown service through inter-com by dialing 292.

(15) AE/E Building Maintenance shall see that entire system is kept in a trim condition so that they are useful in real emergency.

(16) JE/Civil/Building Maintenance shall train the entire watch and ward staff in the handling and working of the fire fighting appliances and shall for this purpose

hold fire drills once a month. Every time a drill is held, the names of those who attended the drill should be entered in a bound register which should be submitted to the EE/Civil Buildings Division for perusal. It is also necessary that the ministerial and last grade staff of all the Branches are made familiar with the use of the "Minimax" fire extinguishers. Branches should arrange with the JE/C/Building maintenance for the necessary instructions to be given to their staff in their use.

(17) The JE/Civil/Building Maintenance shall also instruct the staff in the use of the telephone.

(18) All arrangements for precautions against fire including the drills should be got checked up once a quarter by the Station Officer, Tamil Nadu Fire Service (Headquarters), or any other officer of the Tamil Nadu Fire Service Organisation deputed for the purpose, and his advice duly considered.

(19) The EE (Civil) shall exercise overall supervision and shall, in particular, see to the enforcement of the monthly drills.

18.06. Rules to be observed on out-break of fire : The following rules shall be observed on outbreak of fire :

1) Fire caused by ignited oil or any blanketing medium should be at once smothered by means of earth; water should on no account be used. Only dry chemical powder extinguishers marked by 'B' and 'C' shall be used.

2) Immediately on the alarm being raised over the public address system, every man is to wait for further instructions over the public address system. Evacuation should start only on specific instructions and not otherwise.

3) All movements should be carried out with the greatest possible silence and rapidity, and special care must be taken that there is no crowding in passages and staircases. Absolute and brisk movements and no panicky is the need of the hour.

4) As a draught of air will tend to increase the fire, all doors and windows, which are not required for ingress or egress should be closed.

5) All inflammable materials near the fire should be collected and carried to a place of safety.

18.07. Electric Installation : The electric installations in N.P.K.R.R. maalgai are under the charge of EE (Civil) Buildings Division to whom communications, regarding supply, a renewal and repair of fans and lights should be addressed. The installations are periodically tested by the electrical maintenance staff and any defects

are immediately rectified by them. Replacement of bulbs or lights and similar petty works will on requisition by the respective branches be attended to by the staff in immediate charge of the installation. Electrical connections shall be attended to only by the competent staff. Over loading of the plug points should not be resorted to.

18.08. Use of electric lights, fans and lifts : (a) Particular care should be taken in the use of lights and fans. They should be used only when absolutely necessary. Whenever an officer or a member of the staff for whom lights and fans are provided leaves his seat, fans and lights should be switched off. Any neglect of this duty on the part of the office establishment is punishable.

(b) **Electric lifts :** The carrying capacity each of the four electric lifts in the Central Section of the N.P.K.R.R. Building in thirteen including the operator while the capacity of each of the lifts in the eastern and western ends of the building is twenty including the lift operator. The lifts will be in operation as follows :

Eastern lift	Western lift	Central lift
08.00 to 20.00	10.00 to 18.00	10.00 to 18.00
Hrs. in two shifts	hours in one shift	hours in one shift

One lift in the Central portion will however be on Auto from 18.00 hours till the last man leaves. For the operational convenience of Micro wave control room staff, western lift can be used by them as and when desired.

18.09. Conservancy and Watch and Ward Staff : The external security of T.N.E.B. Complex is attended to by a private agency. Security within the buildings is attended to by Board's watch and ward staff. Their work will be supervised by two sergeants with shift timings from 6.00 Hrs. to 14.00 Hrs. for the first shift and from 14.00 Hrs. to 22.00 Hrs. for the second.

The Police Officer Incharge of Security/Vigilance Cell designated as Security Officer will be in over-all control of the external security of the T.N.E.B. Complex and security within the Building.

The Gurkha Watchmen in the Board Office Secretariat Branch is incharge of security of IXth, Xth floors of the building. The security of other floors is in charge of non-Gurkha Watchmen. They function under the supervision and control of the Security Officer. The Under Secretary/Establishment Board Office Secretariat Branch will be the disciplinary authority for the Gurkha Watchmen and

for the other Watch and Ward staff the E.E./Civil/Buildings Division will be the disciplinary authority.

The Security Officer will wear full police Uniform.

The Sergeants under the EE/Civil will wear uniform of Khaki full pant, half shirt, black shoes, socks, cap, leather belt shoulder title, name plate, lanyard, forage cap and whistle and have a cane.

Gurkha Watchman of Secretariat Branch and the watch and ward staff under the EE/Civil will wear uniform of Khaki full pant, half shirt, black shoes, socks, web belt, blue beret, shoulder title, name plate, lanyard and whistle.

All vulnerable places within the campus will be provided with adequate lighting for easy patrol.

The lift operators in the N.P.K.R.R. Maaligal function under the control of the EE/Civil/Buildings Division. They work in shifts as prescribed by the EE/Civil and they are under the immediate charge of a JE or AE (Electrical) in the Office of the EE/Civil/Buildings Division. The duties and responsibilities of Lift Operators are specified by EE/Civil/Buildings Division.

18.10. The conservancy staff including those working in the Board Office Secretariat Branch and Audit Branch will be under unitary control of the EE/Civil Buildings Division. As part of civil maintenance work, the supervision of the work of the conservancy staff is assigned to a JE or AE (Civil) in the office EE/Civil/Buildings Division and the JE or AE is assisted by one or two foreman as may be necessary. The AE/Civil/Buildings Division will maintain a Roster Register, allocate the work among the staff and ensure that the conservancy staff discharge their duties properly.

18.11. The Security Officer who is in over-all charge of the security work of the T.N.E.B. Complex will report to the Inspector General of Police/Vigilance any important occurrences or events in the Complex and also any violation of orders or instructions of the Board. The Inspector General of Police (Vigilance) will keep Chairman informed of any events which he considers very important.

APPENDIX - I
 Vide paragraph 4.01
PERSONAL REGISTER
TAMILNADU ELECTRICITY BOARD

Personal Register of
 Assistant/Junior Assistant Section

								Reference issued		Reply or further communi- cations																					
(1)	Serial Number.	(2)	Current number	(3)	Date of receipt by Assistant/Junior Assistant.	(4)	Title.	(5)	From whom	(6)	Outside number and date.	(7)	Submitted to officer.	(8)	Returned to section.	(9)	Form and sub-number.	(10)	Date.	(11)	To whom.	(12)	Current No. & date.	(13)	From whom.	(14)	Outside No. & date.	(15)	Nature, No. and date of final disposal.	(16)	Acknowledgement of Record Clerk.

APPENDIX - II

Vide Paragraph 4.07

ABBREVIATIONS

Acct.	: Account	C.E. (D) Vellore	: Chief Engineer (Dist.) Vellore
Actt.	: Accountant		
Addl.	: Additional	C.F.C.	: Chief Financial Controller
AAO	: Asst. Accounts Officer/ Asst. Audit Officer	Ch.	: Chairman
Adv.Genl.	: Advocate General	cl.	: Clause
AE	: Assistant Engineer	C.L.	: Causal Leave
AG	: Accountant General	C.M.	: Chief Minister
Art.	: Article	C.No.	: Current Number
AM	: Accounts Member	Collr.	: Collector
AO	: Accounts Officer	CIAO	: Chief Internal Audit Officer
APTS	: Anti Power Theft Squad	Commr.	: Commissioner
Asst.	: Assistant	C.O.L.	: Commissioner of Labour
B.C.	: Backward Class	C.O.P.	: Commissioner of Police
B.P.	: Board's Proceedings	C.M.O.	: Chief Medical Officer
C.B.	: Call Book.	C.S.	: Chief Secretary
C.E.	: Chief Engineer.	D.A.	: Daily Allowance/ Dearness Allowance
C.E. (D) Com.	: Chief Engineer (Dist.) Colmbatore	D.B.	: Data Bank
C.E. (D) Mds.	: Chief Engineer (Dist.) Madras	D.B.C.	: Director of Backward Classes
C.E. (D) Mdu.	: Chief Engineer (Dist.) Madurai	D.C.E.	: Deputy Chief Engineer
C.E. (D) Tcy.	: Chief Engineer (Dist.) Tiruchirappalli	D.C.I.A.O	: Deputy Chief Internal Audit Officer.

D.E. & T.	: Director of Employment & Training	F.S.G.	: Fort St. George
D.T.	: Director of Training	Gazt.	: Gazette
D.F.C.	: Deputy Financial Controller	Gaz.Exty.	: Gazette Extraordinary
D.M.O.	: District Medical Officer	Genl.	: General
D.O.	: Demi Official	G.O.I.	: Govt. of India
D.R. & D.	: Director of Research and Development	G.O.	: Govt. Order
D.S.	: Deputy Secretary	G.P.	: Govt. Pleader
D.T.E.	: Director of Technical Education	G.S.	: General Superintendent
D.V & A.C.	: Director of Vigilance & Anti Corruption	Govt.	: Government
Dept.	: Department	Gr.	: Grade
Dir.	: Director	I.G.P.	: Inspector General of Police
Dist.	: District	I.G.P. (Vig.)	: Inspector General of Police (Vigilance)
Dvl.	: Divisional	Intld.	: Initialled
Dvn.	: Division	I.R.A.	: Industrial Relations Adviser
Dy.	: Deputy	Jr.	: Junior
D.D.	: Deputy Director	Jt.	: Joint
Dy.S.P.	: Deputy Superintendent of Police	L.A.	: Local Allowance/ Legal Adviser
E.E.	: Executive Engineer	L.C.	: Legal Cell
Endt.	: Endorsement	L.O.	: Lie Over
Engr.	: Engineer	L.P.C.	: Last Pay Certificate
F.D.	: Final Disposal	M.C.	: Medical Certificates/ Monitoring Cell

M.L.A.	: Member, Legislative Assembly	Priv.	: Privilege
T.N.P.S.C.	: Tamil Nadu Public Service Commission	Probr.	: Probationer
Medl.	: Medical	PsI. A.	: Personal Allowance
M.O.	: Medical Officer	P & T	: Post and Telegraph
Mem.	: Member	P.W.D.	: Public Works Department
M (D)	: Member (Distribution)	R.D.	: Reminder Diary/ Reminder Date
M (G)	: Member (Generation)	Rcds.	: Records
Memo.	: Memorandum	Regn.	: Regulation/ Registration
Ms.	: Miscellaneous Series	Regr.	: Register
Notfn.	: Notification	Rr.	: Reminder
O.C.	: Open Competition	Rt.	: Routine Series
Offg.	: Officiating	S.C.	: Strictly Confidential/ Spare Copy or Schedule Castes
O.M.	: Official Memorandum/ Organisation and Methods/ Operation and Maintenance	S.E.	: Superintending Engineer
O.O.	: Office Order	Sec.	: Section
O.N.	: Office Note	Sectt.	: Secretariat
P.A.	: Personal Assistant	S. or secy.	: Secretary
P.C.	: Post Copy/ Personal Clerk	S.O.	: Section Officer/ Special Officer/ Standing Order
Pdl.	: Periodical	Ser.	: Services
P.O.	: Personnel Officer/ Post Office	Sergt.	: Sergeant
P.R.	: Personal Register	S.I.S.	: Surprise Inspection Squad
P.R.O.	: Public Relations Officer	S.P.	: Superintendent of Police

S.P.O.	: Senior Personnel Officer	Supt.	: Superintendent
Spl.	: Special	T.A.	: Technical Assistant/ Travelling Allowance
Spl. A.	: Special Allowance	Tempy.	: Temporary
S. Rly.	: Southern Railway	T.M.	: Technical Member
S.S.L.C.	: Secondary School Leaving Certificate	U.O.	: Unofficial
S.T.C.	: Staff Training College	U.S.	: Under Secretary
Sub.	: Subordinate / Subject	V.C.	: Vigilance Cell
Spg.	: Superintending	V.O.	: Vigilance Officer

APPENDIX - III

Vide Paragraph 5.40

ABBREVIATIONS USED ON TELEX CALLS

ABFF	-	Answer Back Format Faculty.
ABS	-	Absent Subscriber, office closed.
BK	-	I cut off.
CFM	-	Confirm
COL	-	Collation
CRV	-	How do you receive?
DER	-	Out of order.
DF	-	You are in communication with the called subscriber.
EEE	-	Error
G	-	You may transmit.
INF	-	Subscriber temporarily undertainable call the Information Service.
JEF	-	Office closed because of holiday.
MNS	-	Minutes.
MOM	-	Just a moment or wait.
MUT	-	Mutilated.
NA	-	Correspondence to this subscriber is not admitted.
NG	-	No Circuit.
NCH	-	Subscriber number has been changed.
NP	-	The called party is not, or no longer a subscriber.
NR	-	Indicate your call No.
OCG	-	Subscriber is engaged.
OK	-	Agreed.
Pot Figure O	-	Stop your transmission.
PPR	-	Paper.
R	-	Received.
RAP	-	I will call you again.
RPT	-	Repeat.
SVP	-	Please
TAX	-	What is the Charge?
TEST SVP	-	Please send a test message.
THRU	-	You are in communication with a telex position.
TRP	-	Teleprinter.
WD	-	Words.
WRU	-	Who is there?

APPENDIX - IV

Vide Paragraph 10.01

**TAMIL NADU ELECTRICITY BOARD (MEETINGS)
REGULATIONS 1958**

1. These regulations shall be called the "Tamil Nadu Electricity Board (Meetings) Regulations, 1958".
2. (1) In these regulations unless there is anything repugnant in the subject or context:
 - (a) "The Act" means the Electricity (Supply) Act, 1948 (Central Act LIV of 1948)
 - (b) "The Board" means the Tamil Nadu Electricity Board established by the Government of Tamil Nadu under Section 5 of the Act ;
 - (c) "Agenda" means the list of business proposed to be transacted at a meeting of the Board;
 - (d) "Chairman" means the Chairman of the Board appointed under sub-section (5) of the Section 5 of Act;
 - (e) "presiding Authority" means the Chairman or in his absence any one elected to preside over any meeting of the Board as provided for in clause 13 of these regulations;
 - (f) "Meeting" means the meeting of the Board whether ordinary or extraordinary;
 - (g) "Member" means the member of the Board appointed under sub-section (2) of Section 5 of the Act ;
 - (h) "Secretary" means the Secretary of the Board appointed under Section 15 of the Act;

(2) Other expressions have the meanings respectively assigned to them under the Indian Electricity Act, 1910 (Central Act IX of 1910) and the Electricity (Supply) Act, 1948 (Central Act LIV of 1948);

(3) If any doubt arises as to the interpretation of these regulations, the decision of the Board thereon shall be final.

3 (a) The Board shall meet as amended in B.P.Ms.No.142, dated 31-1-59 ordinarily twice a month, the date, time and place of the meeting being fixed by the Chairman.

(b) The Chairman, may, however, if he thinks fit and shall, on receipt of a written requisition from not less than two members, call a special meeting and fix the date, time and place for the special meeting.

4. Seven clear days' notice of every meeting shall be given to all members. The necessity of the notice may be waived, if the date, time and place of the ensuing meeting have already been fixed at the previous meeting, or if the Chairman considers it necessary to hold a meeting for the transaction of any emergent business.

5. In the case of a member, who is out of India at the time fixed for the meeting, the notice to such member may be dispensed with.

A copy of the agenda with notes, if any, shall be circulated to all members of the Board, before the date fixed for the meeting, except where a meeting has been called by the Chairman for the transaction of emergency business.

Provided that the Board may, notwithstanding the non-circulation of the agenda and notes, if any, to members proceed to transact the business on the agenda at any meeting.

6. Notwithstanding anything contained in clause 5, any matter not included in the Agenda for a meeting of the Board on which the decisions of the Board is urgently required, may, with the approval of the Presiding Authority, be placed before the Board at such meeting and the Board may consider such matters.

7. Papers connected with the items on the agenda shall be made available, if required, at the time of the meeting.

Any information relating to the affairs of the Board shall be made available by the Secretary to any of the members, if required, provided that the Secretary shall bring this to the notice of the Chairman, except in routine matters.

8. Non-receipt of notice of meeting by any member shall not, invalidate the proceedings of or any resolution passed at such meeting.

9. (1) Any member may after receipt of a notice of a meeting under Clause 4 but within two days of the date fixed therefor, intimate the Secretary that the time fixed for the meeting is not suitable and suggest another date therefor.

(2) The Secretary shall place such communication forthwith for the orders of the Chairman, who may, in consultation with the other members, if possible, fix another suitable date for the meeting.

10. Any member who desires to move any proposition shall send a notice of such proposition together with a brief note setting out the reasons in support of, the proposition to the Secretary at least five days in advance of the meeting so as to enable the proposition being included in the agenda.

Provided that the Presiding Authority may at his discretion, allow such proposition to be moved in a meeting despite non-receipt of the notice of the proposition in time for inclusion in the Agenda.

11. The order in which any business may be transacted or any item taken up for consideration at any meeting shall be determined by the Presiding Authority.

12. Three members shall form a quorum.

13. If the Chairman, is, for any reason, unable to attend any meeting the members present shall elect one of them to preside over the meeting.

14. (1) If at the time fixed for the meeting the number of members present is not equal to the quorum required therefor under clause 12, the Chairman shall wait for twenty minutes.

(2) If at the expiration of the period fixed in clause (1), the number of members present is not equal to the quorum required under clause 12 the Chairman shall adjourn the meeting.

15. If the Board so resolves, the Chairman may at any time adjourn any meeting to any future day or to any hour of the same day and, if practicable an intimation in that behalf shall be given to all members, who were not present at the meeting.

16. (a) When a meeting is adjourned to a future date, any item on the agenda under discussion or remaining to be discussed at the time of such adjournment

shall unless the Chairman directs otherwise, have the same precedence which it had in the agenda immediately before such adjournment in the business of the adjourned meeting.

(b) Any proposal on which the decision of the Board is urgently required, may be circulated to the members, and if approved by not less than two-thirds of the total number of members of the Board, may be deemed to have been passed as a resolution at a meeting of the Board duly convened. Such decision shall be placed before the next meeting of the Board for ratification.

17. The Secretary shall ordinarily be present at all meetings and participate in all discussions as and when required, but shall not vote.

18. (1) The Board may invite any person for a specific purpose during the meeting of the Board and associate him during the discussions of the Board. The person so invited may participate in the discussions to the extent desired by the Board but shall not vote.

(2) The Board may take evidence or hear any person in matters concerning the affairs of the Board.

19. (1) Decisions taken by the majority of the members present shall be deemed to be the decisions of the Board.

(2) Either these decisions shall be recorded and compiled by the Secretary in an appropriate manner, subject to the approval of the Chairman, a copy being communicated to each member, and shall be confirmed by the Board at the subsequent meeting.

OR

These decisions shall be recorded by the Chairman in a Minutes book, a copy being communicated to each member, and shall be confirmed by the Board at the subsequent meeting.

20. The Presiding Authority shall have the power to correct any obvious errors and to make drafting alterations in the Minutes of the meeting provided that such corrections or alterations do not change the sense of the decisions taken at the meeting.

21. No decisions of the Board shall be modified or cancelled within three months after the passing thereof, except by a decision of two thirds of the number of members present.

APPENDIX - V

Vide Paragraph 11.04

LIST OF INDEX HEADS

"A"

Accidents

Avoidance of Accidents

Court cases.

Fatal accidents

Reports on accidents

Workmen's Compensation Act 1923

Accountants

Chartered

General

Registered

Accounts

Accounting Procedure

Adjustments

Annual Accounts and Balance sheet

Annual plan

Assets and Liabilities

Classification

Closing of work orders

Collection Accounts
Commercial Accounting System
Dispensing of Vouchers
Exemption from Central Excise duty
Inter System Transaction
Journalising the Pay bills
Modified System of Card Billing
Payment of Salary
Withdrawal of Accounts
Work Accounts

Acts and Rules

Contract Labor Act 1970
Exemption from Shops and Estt. Act 1947
T.N.E.B.R.D.(Act) and R.R. Act.

Advances

BI-cycle Advance
Conveyance Advance
Cyclone Advance
Education Advance
Festival Advance
Flood Advance
House Building Advance
Marriage Advance

Motor Vehicle Advance

Technical Education Advance

Temporary Advance

Allowances

Assessment Allowance

Bonus

Cash Allowance for surrender of Office Helper

Charge Allowance

City Compensatory Allowance

Compassionate Allowance

Conveyance Allowance

Daily Allowance

Dearness Allowance

Deputation Allowance

Dust Allowance

Food Allowance

Foreign Tours and Executives.

Honorarium

House Rent Allowance

Hot-Line Special Pay Allowance

Kit Maintenance Allowance

Local

Out of Pocket Allowance

Project Allowance

Security Cash Allowance
Shift operating special pay
Short-hand
Special Allowances
Stipend.
Subsistence Allowance
Thermal Incentive Allowance
Travelling Allowance
Washing Allowance

Amenities

Canteen
Go-Home Concession.
Grant for School
Handloom and Khadi Cloth
Hearing Aids
Leave Travel Concession
Recreation Club
Supply of Hunter Shoes and Rain Coats
Uniforms

Appeals

(This head is for general orders about appeals. Appeals against orders will be indexed under the subject of the orders. "Departmental appeals will be indexed under the name of the appellant" appeals from the decision of Civil Courts will be indexed under "Suits" "Appeals" respectively)

Second Appeals. (The above note applies here)

Appointments

(General Orders about appointments. Individual appointments will be found under the name of the officer concerned)

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Appropriation

Arbitration

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Assignment

Audit

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"B"

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Birth (See Service Books and Rolls) Alteration of dates

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Bonds

Bonus

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Buildings.

Cash chest

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Certificates - Age and Nationality

Certificates

Cheques

Civil Suit

Coal

Contingencies

Contract

Advance payment

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Bank Guarantee

Central Sales Tax

Evaluation of tenders

Excise Duty

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Labour Contract

Limited Tenders

Purchase Orders

Registration of Firms

Supply of Materials

Tender Regulation

Touts and Brokers

Contributory Provident Fund

Cyclone

"D"

Decentralisation

Demand, Collection and Balance

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Despatch

Destruction of records - (See Records)

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"E"

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Annual Maintenance Works

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Banking of Energy

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Capacitors

Extension of Power Supply

Free Supply of Electricity

Fuse off calls and Break-downs

Load Shedding

Maintenance and Special Works

Meters

Power cut

Pillar Boxes

Prevention of Theft of energy

Revenue Recovery

Rural Electrification Scheme

Service connection

Street lights

Terms and condition of supply

Theft of Energy

Transformers

Transmission line and Sub-Station

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Tribal Welfare

Voluntary Disclosure Scheme

Waiver of monthly minimum charges

Establishment

Allocation of Works.

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Confidential Reports

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Duties and Responsibilities

Fixation of pay, increment and salary

Issue of Salary and Recovery Slips.

Merger of cadre.

Punctuality and Maintenance of Movement control Register

Recruitment

Re-employment

Reorganisation

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Revision of pay scales

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Suppression of Posts.

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(Under this head general orders relating to estimate will be indexed. Individual estimates will be indexed under the heads to which the individual work relate, e.g., T&Ps, Buildings, etc.)

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"F"

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Consulting

Examination, etc.

Fees to pleaders

(General orders alone. Individual cases will be indexed under the suit to which they relate)

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Fortnightly report.

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Diversion

Re-allotment of Funds

Re-appropriation of funds

Furniture

Procurement.

"G"

Gazette

Tamil Nadu Government.

Tamil Nadu Electricity Board Gazette.

General Provident Fund

Government pleaders

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Gratuity

"H"

Holidays

"I"

Income Tax

Indents

Inspection

"L"

Labour

Labour disputes

Strike

Trade Unions

Workers participation in Industry

Land acquisition**Leave****Loans**

Loans from Bank

Loan from L.I.C.

Loans and Advances

Open Market Loan

Local purchase

"M"

Magazines**Manual****Medical Attendance**

Medical attendance Rules

Re-imbusement of Medical claims.

Identity Cards

Spectacles

Meters**Misappropriation****Motor Vehicles**

"N"**News papers.****Notaries, Public****"O"****Office accommodation****Office Machinery****Office Orders**

(General orders regarding their issue etc. Individual orders will be indexed under their subject heads)

Office Procedure

Adoption of Government Orders

Approval of drafts

Board meetings

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Fire hazard precautions

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Official Secrets

Overtime fees.

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Alienations

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Commutation

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Family

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Petrol

Adoption of Government Orders

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Approval of drafts

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Board meetings

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Fire hazard precautions

Press Communique.

Monthly Business statements

Printing.

Official Secrets

Publications

Overline fees

Publicity

"P"

"Q"

Passports

Quarters

Pay

"R"

Pay Bill

Reappropriation

Pension

Record Room

Alertness

Records

Applications

Arrest

- Recruitment**
- Refunds**
- Regulations**
- Rent**
- Restriction and Control**
 - Additional loads**
 - Banking of Energy**
 - Power Cut**
 - Retirement (General orders, individual cases to be indexed under personal names)**
 - Returns**
 - Rewards**
 - Rules**
- "S"**
- Salary**
- Sales Tax**
- Sanitation**
- Security**
- Special Pay**
- Special Tests**
- Standing Orders**
- Stationery**
- Covers**
- Flat files**
- Forms**

(Other sub-heads to be opened as required)

Stores

Government allocation

Classification of materials

Concentration of tests and plans

Disposal of

Inventory Management

Purchase

Surplus and obsolete items

Testing Facilities

Subsidy

Suits

Suits, Apparel

(First will be indexed any general orders relating to suits and papers relating to individual suits under each sub-head (Apparel etc) First will come the name of the district where the court sits. It is dealing with the suit. The designation of the court, then the name of the suit preceded by appropriate abbreviations (A 27, Appeal etc) (A 27, Appeal etc) (Original Suit), etc. These abbreviations will be changed in alphabetical order, and under each the suits will be arranged according to years and months.)

Suspension

(General orders on the subject, individual cases will be indexed under the name of the office concerned.)

Ink

Paper

(Other sub-heads to be opened as required)

Stock files

Stores

Cement allocation

Codification of materials

Condemnation of tools and plants.

Disposal of

Inventory Management

Purchase

Surplus and obsolete items

Testing Facilities

Subsidy

Suits

Suits, Appeal

(First will be indexed any general orders relating to suits, when papers relating to individual suits, under each sub-head (Appeal, etc.) First will come the name of the district where the court is situated that is dealing with the suit. The designation of the court, then the number of the suit preceded by appropriate abbreviations "A.S". (Appeal Suit), "O.S" (Original Suit), etc. These abbreviations will be arranged in alphabetical order, and under each the suits will be arranged according to their years and numbers.)

Suspension

(General orders on this subject. Individual cases will be indexed under the personal name of the officer concerned.)

"T"

Tappel

Telegraph

Telephones,

Theft

Tender

Tools and Plants.

Tours

Training

 Apprenticeship Training

 Deputation

 Special Induction Training

 Thermal Training

Transfer

Typewriters

Typists

Tyres

"U"

Uniforms

Unions

"V"

Vehicles

 Hiring of vehicle

 Repairs

Visits

 High personages, (V.I.P.S)

"W"

Wages

Workmen's Compensation

Workshops

Write off.

"X"

X-ray

Uniforms

Unions

"V"

Vehicles

Hiring of vehicle

Repairs

Visits

High personnel (A.P.S.)

APPENDIX - VI

Vide paragraph 12.05

REGISTER OF PERIODICALS

(1)	Number assigned to the Periodical.
(2)	Name of Periodical:
(3)	From whom due.
(4)	Date due.
(5)	Date of submission
(6)	To whom due for submission.
(7)	Due date for submission.
(8)	Date of receipt.
(9)	Remarks (here enter reminders and replies to reminders.)

APPENDIX VII

vide Paragraph 12.07 (1) (a) (i)

CALL BOOK

SECTION 199.....

Serial Number.	Date of entry in this register.	Subject.	Old current number.	Number and date of Board order etc. authorising the entry.	Date when further action is to be taken.	Number and date of new current.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

APPENDIX - VIII

Vide Paragraph 12.07 (2) (a)

REMINDER DIARY

SECTION 199.....

Serial
Number
(1)

Numbers (C.No., or C.B.)
(2)

Date of actual
issue of reminders
(3)

APPENDIX - IX

Vide Paragraph 12.11 (f)

DETENTION LIST

SECTION 199.....

Current number (1)	Date of first receipt in office (2)	Brief title (3)	Date of receipt in section (4)	REMARKS (5)
--------------------------	---	-----------------------	--------------------------------------	----------------

APPENDIX - X

Vide Paragraph 12.11 (i)
FORM OF ARREAR LIST

Section

Final disposal
(here enter the
number and date
of final disposal
of the actual
stage at the time
of submission of
the arrear list and
reasons for
delay). Note
Entries in this
column except
those relating to
final disposal may
be in pencil.

Interim references
Issued
Received

Present stage
(Main references
issued and
received)

Subject

whom

Current number of
and date of
receipt

Serial
No.

(7)

(6)

(5)

(4)

(1)

- Office
- (1) Date of last reminder sent to officers against whom arrears are pending.
 - (2) Explanation in brief of causes for delay.
 - (3) Brief abstract of the subject matter.
 - (4) The date of each such paper.
 - (5) The return should be accompanied by brief review of arrears of more than one year, showing -
 - (a) The first paper was registered.
 - (b) The period of pendency should count from the date on which the paper was registered.
 - (6) The return should be accompanied by brief review of arrears of more than one year, showing -
 - (a) The date of each such paper.
 - (b) Brief abstract of the subject matter.
 - (c) Explanation in brief of causes for delay.
 - (d) The date of each such paper.
 - (e) The return should be accompanied by brief review of arrears of more than one year, showing -
 - (i) The first paper was registered.
 - (ii) The period of pendency should count from the date on which the paper was registered.

APPENDIX XI

Vide Paragraph 12.12

HALF - YEARLY BUSINESS STATEMENT

Statement showing the Half year ending 199..... for the Office of
 circle/CE/ Branch.

	Number of S.Nos disposed of finally			Remaining in arrears			Remarks.
	(4)	(5)	(6)	(7)	(8)	(9)	
(1) The number of S.Nos. pending at the beginning of this half year.							
(2) The number of S.Nos. received or initiated during the half year.							
(3) Total of columns (1) and (2)							
(4) Out of the cases shown in column (1)							
(5) Out of the cases shown in column (2)							
(6) Total of columns (4) and (5)							
(7) One month or less (counting from date of registration of first current file).							
(8) More than one month and not more than six months.							
(9) More than six months and not more than one year.							
(10) More than one year.							
(11) Total of columns (7) to (10)							
(12)							

- Note :
- (1) This return is due with SE/CE/Chairman by the 20th of the month following each calendar half year.
 - (2) The period of pendency should count from the date on which the first paper was registered.
 - (3) The return should be accompanied by a brief review of arrears of more than one year, showing -
 - (i) The date of each such paper.
 - (ii) Brief abstract of the subject matter.
 - (iii) Explanation in brief of cause of delay, and
 - (iv) Date of last reminder sent to officers against whom papers are pending.

APPENDIX - XII

Vide Paragraph 13.08 (a)

Regulation for Records

To

Section head, Record Branch, Office

Section/Branch. The following records are required :

						Purpose	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Serial Number.	Nature of record B.P. (Pl. or Routine) Memorandum, Endorsement, Demt-official, lodged papers etc.)	Number.	Section/Branch.	Date.	Current number.	Year.	If not, furnish reasons.

ACKNOWLEDGEMENT

Received the above mentioned records except items

SIGNATURE :

DESIGNATION :

DATE :

APPENDIX - XIII

Vide Paragraph 15.18

STOCK ACCOUNT OF FURNITURE AND OTHER OFFICE STORES

Name of article - chairs

Office of.....

(1) Date.	(2) Number and date of contingent voucher invoice etc.	(3) Date of purchase.	(4) Purchase value.	(5) Nature of transaction.	(6) Receipts.	(7) Issues.	(8) Balance.	(9) REMARKS.
--------------	---	--------------------------	------------------------	-------------------------------	------------------	----------------	-----------------	-----------------

Sample entries

1st April 198				Opening Balance			46	...
15th June 198	Voucher No.10 dated 15th June 198			15th purchased			50	...
25th August 198	Indent No.27 dated 15th August 198			Transferred to the office of	6	44		...
1st October 198	Office order 37 dated 1st October 198			Broken Chairs * condemned as unserviceable.	3	41		...

* Destroyed as they were not worth repairing.

APPENDIX - XIV

Vide Paragraph 13.07 (i) & 13.17 (i)

RECORDS MAINTAINED

DIFFERENT KINDS OF DISPOSALS : Disposals are of the following Class:

R.D.K.L.N. and F.R. ("Retain") Disposals are those that are to be retained permanently, but reviewed after 30 years and destroyed if not required. D. ("Destroy") Disposals are those that are to be destroyed after ten years (in a few cases, after twenty) K. ("Keep") Disposals are those that are to be destroyed after three years. L. ("Lodge") Disposals are those that are to be destroyed after a year. N. Disposals are those that are to be sent out in original (for example, when the disposal taken the form of an endorsement on a communication received from outside, which communication is returned, or forwarded, bearing such endorsement). F. Disposals are those that are filed. All R.D. and K disposal are indexed, and therefore necessarily registered.

DESTRUCTION OF RECORDS : Records must be destroyed punctually after the period prescribed. Records should be kept for a clear period of 1,3,10 etc. years (according as they are L.K.D etc. disposals). In calculating the period of retention the year of disposal and the year in which they are actually destroyed should be excluded. Lodged papers will be destroyed after one year. No detailed list of them will be prepared, but a list of the classes of records to be destroyed. ("Lodged Disposals of 19" D. Disposals of 19" except Nos. Lodged and so on, will be put up and approved by the superintending Engineer. The entry "D" before the disposal numbers will be altered by substituting "R" on the jackets of the files ordered to be retained permanently by the Superintending Engineer. If the Superintending Engineer orders that a "D" Disposal file should be retained not permanently but till a certain year, the file will be transferred to the D. Disposal bundle of papers ripe for destruction that year, the fact being noted the jacket. After the papers have been destroyed the Record clerk will certify at the foot of the list of records to be destroyed that the papers in the list have been destroyed, except such as have been ordered to be retained permanently or for a certain period, which files will be specified by their numbers. These list will be carefully filed and preserved in the record room in a special bundle.

"R. Dis. Files should be received after 30 years and destroyed if not required. The following instructions should be followed in the matter".

DESTRUCTION OF RECORDS

1. The registers mentioned will be destroyed after the periods prescribed herein:-

Distribution Register	:	After 5 years
Fair copy register	:	After 3 years
Despatch by post and local delivery book	:	After 3 years
Stamp account	:	After 3 years
Periodical register	:	After 3 years
Call book	:	After 3 years
Security Register	:	After 10 years provided all the valuable entered therein have been duly accounted for.
Record issue Register	:	After 3 years.

2. The following records will be destroyed after the period noted against each :-

Register showing hour, etc. of handing over and taking back the 1 year sealed bag containing the key of the record room.

Note : All Proceedings containing authoritative executive orders and rulings etc., and all material papers connected with permanent rights of Board or the public in property of any kind whatever should be permanently retained as well as laws, rules, notifications and their interpretations and communications to or from higher authorities relating to results of Important inquiries set on foot unless printed in any books published and supplied by Board.

List of books, registers and accounts to be retained or destroyed :

BOOKS AND PERIODICALS TO BE RETAINED

Sl.No and Subjects	After years
1. Administration report	10
2. Periodical publications superseded by later issues.	3

3. Superseded editions of books which are neither Acts, Codes and official orders when not likely to be required again. 3
4. Superseded editions (i.e. all editions other than the current and the one previous to it) of all books in offices. 3
5. Fort St. George Gazette (Tamil Nadu Government Gazette) 10

ESTABLISHMENTS

TO BE DESTROYED

Sl.No. and Subject	After years
1. Security bonds and connected papers (after lapse) :	1
2. Last pay certificates :	3
3. Travelling allowance bills and acquittance rolls relating thereto. :	3
4. (a) Pay bills and acquittance rolls where these are maintained separately of Board employees for whom no establishment returns are submitted or no service books are maintained.	
(b) Pay bills of other classes of Board Employees and acquittance rolls for pay and allowances (other than travelling allowance) when maintained separately. :	6
5. Establishment orders :	35
6. Annual returns establishments (April lists) :	35
7. Conduct sheets and confidential records of Board employees five years from the date of their retirement, resignation, removal or dismissal. :	
8. Conduct sheets and confidential records of deceased board employees. :	1 year from the date of their death
9. Casual leave registers and casual leave applications. :	1 year after the year to which they relate

NOTES : Before acquittance rolls and pay bills are destroyed, the head of the office should satisfy himself that the procedure in regard to the maintenance and verification of service books prescribed has been followed.

**MISCELLANEOUS
TO BE DESTROYED**

Sl.No. and subject	After years
1. Service registers of dismissed officers after the order of dismissal is passed and then if no appeal has been filed.	1
2. Statement of unserviceable furniture.	1
3. Lists of securities in trust	20
4. Miscellaneous petitions such as application for copies, appointments etc.	1
5. Indents for office furniture, stamps, postage labels and printed forms.	1

**PRINTING PRESSES
to be retained**

Stock registers

To be destroyed

Press accounts

3

**STATIONERY & STORES
to be destroyed**

Indent and accounts

3

**RECORDS
to be retained**

Record Indices.

PERIODICAL RETURNS AND REGISTERS

List of Registers and Ledgers maintained in A-Section sub division and division offices, and B-Central Office including the Technical Branch of the Circle.

P. - PERMANENT

NUMBERS INDICATES YEARS

SECTION 'A'

SECTION OFFICE : (ASSISTANT ENGINEER/JUNIOR ENGINEER)

- | | | |
|--|---|---|
| 1. File of Estimate with Index of work orders | : | P |
| 2. File of Maps and Sketches | : | P |
| 3. Register of meters, services, Losses, Register of Street light bulbs losses. | : | P |
| 4. Register of T & P including warm clothing scientific instruments | : | 3 |
| 5. Register of stamped agreements Post Office cash certificates and valuables, measurements books, service stamps etc. | : | 3 |
| 6. Codes and books of references | : | P |
| 7. Circular file | : | P |
| 8. Register of fuse of cables and fuse cards | : | 3 |
| 9. Petty Cash Book and Imprest Account | : | 3 |
| 10. S.R.Bs, S.I.Bs, W.C.A. Bin cards and other forms, Reqn. Devolutions | : | 3 |
| 11. Lorry Log Book | : | 3 |
| 12. Shock card | : | P |
| 13. Order book | : | P |
| 14. Maintenance book of Transformers and other equipment | : | P |
| SUB-DIVISION OFFICE : | | |
| 1. Register of Buildings (Printed) | : | P |

2.	File of Estimates with index	:	P
3.	Schedules of rates (Printed)	:	5
4.	Register of maps and sketches	:	P
5.	Register of furniture of his office	:	3
6.	Register of permits	:	3
7.	Code and books of references	:	P
8.	Circular file	:	P
9.	Register of service connection applications	:	5
10.	Local purchase order books	:	3

DIVISION OFFICE :

1.	Register of buildings (Printed)	:	P
2.	Register of Lands	:	P
3.	Schedule of rates (Printed)	:	5
4.	File of maps and sketches	:	P
5.	Register of furniture of his office	:	3
6.	Register of stationery	:	3
7.	Register of forms	:	3
8.	Register of Stamps	:	3
9.	Codes and books of references	:	3
10.	Circular file	:	P
11.	Register of check measurements	:	3
12.	Register of destruction of records	:	P
13.	Register of despatch and receipt	:	P

SECTION 'B':**TECHNICAL SECTION :**

- | | | |
|--|---|---|
| 1. Register of drawings and complete files, District maps, taluk maps, village maps, blue prints tracings. | : | P |
| 2. Buildings and lands | : | P |
| 3. Estimates and specifications | | |
| a) Works | : | P |
| b) maintenance | : | 3 |
| 4. Schedule of rates | : | P |
| 5. Register of towers, poles etc. | : | P |
| 6. Register of line losses | : | 3 |
| 7. Register of Electrical Inspections | : | P |
| 8. Register of scientific instruments | : | P |

GENERAL AND CORRESPONDENCE SECTION :

- | | | |
|--|---|---|
| 1. Register of Property Tax | : | 3 |
| 2. Register of Central Office furniture and warm proof clothing of system. | : | 3 |
| 3. Register of files | : | P |
| 4. Register of Library books and correction slips, Magazines, journals, gazette | : | P |
| 5. Register of Stamps and distribution to all | : | 3 |
| 6. Register of Stationery | : | 3 |
| 7. Register of forms including conditions and rates of supplies, tariff and correction slips stamped agreements. | : | 3 |
| 8. Register of Accidents | : | 3 |
| 9. Register of compensation claims | : | 3 |

10.	Register of Memo.copies and circulars	:	3
11.	Register of Typewriters and duplicators	:	P
12.	Register of B.P.Abstracts	:	P
13.	Register of currents	:	P
14.	Register of Despatches (Issues)	:	5
15.	Register of stamp account	:	3
16.	Register of destruction of records	:	P
17.	Register of Office Orders	:	P
18.	Register of duplicate keys	:	3
19.	Register of Daily reports	:	3
20.	Register of attendance	:	1
21.	Register of Miscellaneous sanctions	:	3
22.	Register of trunk calls	:	1
23.	Register of newspaper cuttings	:	3

COMMERCIAL SECTION :

1.	Register of proposal.	:	3
2.	Register of sanctioned estimates	:	P
3.	Register of reappropriations, 2 lakhs	:	1
4.	Register of reappropriations, 5.5. lakhs	:	1
5.	Register of productivity and unconnected services	:	3
6.	Register of connected load from licensees and HT consumers.:		P
7.	Outstanding accounts ledger.	:	P
8.	Service connection ledger.	:	P
9.	Deposits and Advances ledger	:	P
10.	Commercial cost and control ledgers	:	P
11.	Journals books	:	P

REVENUE SECTION :

1. Register of services connected	:	P
2. Register of Agreements LT, HT, H.P.	:	P
3. Register of Revenue return	:	3
4. Post office cash certificates	:	P
5. Register of notices to consumers and arrear lists and disconnections.	:	2
6. Register of H.T. applications	:	5
7. Register of bill books	:	P
8. Consumers ledgers	:	P
9. Wire purchase ledgers	:	P
10. Revenue ledgers	:	P
11. Journal book	:	P

ESTABLISHMENT SECTION :

1. Register of T.A.bills	:	3
2. Register of Actual expenses bills	:	3
3. Register of casual leave applications	:	1
4. Register of Service Book	:	P
5. Register of change return	:	3
6. Register of acquittance rolls	:	6
7. Register of Incumbents	:	P
8. Register of probations	:	P
9. Register of Apprentices	:	5
10. Register of allowances and recoveries	:	P
11. Register of work charged Establishment	:	-

12. Register of applications of appointments	:	3
13. Pay Bills	:	P
14. Register of persons debarred from service	:	P

CASH SECTION :

1. Register of permanent and temporary receipt and cheque books.	:	P
2. Register of interest bearing securities of contractors and departmental employees.	:	P
3. Register of wages rolls	:	1
4. Register of amanath	:	P
5. Register of remittances	:	P
6. Contingent register	:	P
7. Register of cash books	:	P

COMMERCIAL ACCOUNTS SECTION :

1. Register of lorry log statements and books	:	3
2. Register of work order (Construction O & M etc.).	:	3
3. Register of progress of W.O	:	3
4. Register of stores reconciliation of stock	:	P
5. Register of M.Books and L.F.Books	:	-
6. Register of 52A control	:	3
7. Register of wages arrears	:	5
8. Register of check measurements by Electrical Engineers.	:	3
9. Register of S.I.Bs., S.R.Bs, Devolution, Requisition, STD, fuse of calls and Work Orders.	:	5
10. Fixed capital ledger	:	P
11. Construction operation ledger	:	P

12. Control ledger	:	P
13. Maintenance operation ledger	:	P
14. Clearance ledger (suspense)	:	P
15. Firms ledger	:	P
16. Deposit contribution ledger	:	P
17. Workshop ledger	:	P
18. Miscellaneous advances ledger	:	P
19. 050 ledger	:	-
20. Journal book	:	P

STORES PRICING SECTION :

1. Register of index of stores articles	:	3
2. Register of inter stores transactions	:	3
3. Register of requisitions withheld	:	3
4. Stores ledger	:	P
5. Journal book	:	P

COMPILATION SECTION :

1. Register of deposits	:	5
2. Register of suspense 5 or until that year's account are closed.		
3. Register of Misc. advances		-do-
4. Register of Agreements (contractors for Expr)	:	P
5. Register of 32% occupation statements	:	-
6. Register of lands and building including water charges and recoveries. (Misc. recoveries)	:	5
7. Ledger	:	P
8. Day Book	:	P

STORES PURCHASE SECTIONS :

1. Register of local purchase orders	:	3
2. Register of enquiries	:	1
3. Register of ISD contracts	:	1
4. Register of Indents sent to E.E./El. and Mechanical Division.	:	2
5. Register of Railway receipts for consignments cleared	:	3
6. Register of home indents	:	P
7. Register of sale notices	:	3
8. Register of railway receipts (Inward)	:	3
9. Register of railway receipts (outward)	:	3
10. Register of T & P and furniture for S.S. transmission lines etc. (Including spares)	:	P
11. Register of consumables articles	:	3
12. Register of survey reports	:	5
13. Register of tents	:	P

MUNICIPAL SCHEMES SECTION :

1. Register of proposals	:	3
2. Register of sanctioned estimates	:	P
3. Register of service connection work orders.	:	3
4. Register of service connection costing over Rs.250/-	:	3
5. Register of services connected	:	P
6. Register of line losses	:	3
7. Register of Agreements	:	P
8. Register of post office cash certificates	:	P
9. Register of notices to consumers, disconnection and arrear lists	:	2

10. Register of calls (scrutiny)	:	P
11. Register of meters (scrutiny)	:	P
12. Register of Misc. and fixed sanctions	:	5
13. Register of permanent and temporary receipt and cheque books	:	P
14. Register of bills books	:	P
15. Register of tools and plant (scrutiny only)	:	P
16. Fixed capital ledger	:	P
17. Construction operation ledger	:	P
18. Consumers ledger	:	P
19. Deposits and advances ledger	:	P
20. Service connection ledgers	:	P
21. O & M ledger	:	P
22. Revenue ledger	:	P
23. Outstanding ledger	:	P
24. Hire Purchase ledger	:	P
25. Cash Book	:	P
26. Journal book	:	P

DESTRUCTION OF RECORDS

PARTICULARS	PERIOD OF PRESERVATION
Accommodation	: 5 years
Accidents	: 5 years
Accounts Monthly	: 3 "
Actual expensess	: 2 "
Acknowledgment	: 2 "
Administration Reports	: Permanent

Administrative Accounts	:	Permanent
Adjustments (office copies)	:	3 years
ADVANCES :		
Sanction	:	1 year
Miscellaneous	:	3 years
Advertisement charges sanctioned	:	1 year
Advice of T.D.As (etc.)	:	1 "
Agreement (Works)	:	3 years after completion of work
Agreements (Consumers)	:	1 year after discharge
Allocation of charges	:	3 years
Allotment of application for modification	:	1 year
Analysis.	:	2 years
Anti malarial operations	:	Permanent
Annual returns and certification	:	3 years
Applications	:	3 "
Appointments	:	3 "
Apprentices	:	3 "
Appropriation	:	3 "
Arrear lists	:	1 year
Arrear notices (Government)	:	3 years
Arrear notices (Municipal)	:	1 year after the amount has been paid
Auction	:	1 year after audit
Audit (Government)	:	3 years
Audit (Municipal)	:	3 years

Audit slips	:	3 years
Award Statements	:	3 years
Air craft aerodrome	:	Permanent
Change of addresses	:	1 year
Arrears of wages	:	3 years
Balance sheet	:	Permanent
Government	:	"
Municipal	:	"
Badtes	:	"
BILLS POWER :		
H.T.	:	5 years
LT	:	1 year after audit
Purchase bills	:	3 years
BILLS :		
Work Bills	:	10 years
Transport	:	3 years
Municipal	:	3 years
Binding stores Issued book etc.	:	1 year
Bird guards	:	Permanent
Books and Periodicals	:	3 years
Boring trial pits	:	Permanemt
Broad casting	:	"
Budget Part II Schemes	:	3 years
Budget	:	3 years

BUDGET :

58 capital PCW	:	3 years
RMS Scheme	:	3 years
58. (O)	:	3 years
58. D. Palghat	:	3 "
58. E. Devarshola	:	3 "
F.Finshal	:	3 "
Dindigul, Vidudhunagar and Palani Schemes	:	3 years
Municipal Schemes	:	3 "
Funds Municipal	:	3 "
Buildings	:	Permanent
Bulbs	:	3 years
Cash Books	:	20 "
Cash balance sheets	:	3 "
Cables	:	5 "
Casual leave	:	1 year
Capital cost of buildings	:	Permanent
Cement	:	5 years
Centage charges	:	3 "
Change over	:	Permanent
Check measurements	:	1 year after audit
Cheques-indents counterfol	:	1 year
Cheque books	:	10 years
Cinnemotograph rules (correspondence Distr.)	:	3 "
Circulars	:	Permanent

Claims of Contractors	:	1 year after final settlement
Claims rail poles	:	5 years
Commission	:	3 years
Commercial correspondence	:	Permanent
Completion Reports	:	"
Compensation	:	7 years after settlement
Conductors	:	5 years
Complaints	:	2 "
Conditions and Rates (Correspondence)	:	3 "
Conditions and Rates (Booklets)	:	Permanent
Contracts	:	3 years after final settlement
Cost data lines	:	Permanent
Customs duty	:	3 years after audit
Cycles	:	Permanent
Contingencies-Sanction	:	1 year
Capital cost	:	Permanent
Consumers docket	:	1 year
Daily reports	:	5 years
Designation	:	1 year
Demonstration	:	3 years after completion of transaction
Data Statement	:	Permanent
Depreciation (Correspondence)	:	"
Disconnection	:	2 years
Destruction (Register)	:	Permanent
Deservation (vide forest)	:	"

Deposit contribution works (Correspondence)	:	1 year after completion of work
Deposits Register of security	:	5 years after return
Deposits (Correspondence)	:	3 years
Distribution	:	Permanent
Distilled water plant	:	"
D.O	:	1 year
Dry weather observations	:	Permanent
Drawings	:	"
Earthing	:	5 years
Electricity Board	:	Permanent
Electricity Rules	:	"
Energising power lines	:	"
ESTABLISHMENT :		
Return	:	5 years
Correspondence	:	5 years
Estimates-Record Section	:	Permanent
Electrical Inspections	:	3 years
Extensions	:	Permanent
Factories	:	"
Fencing	:	"
Financial Progress report	:	5 years
Firms 'bills	:	3 "
Free transformers	:	Permanent
Furniture	:	"
Fuse of calls	:	1 year after audit

FORMS :

Indents	:	3 years
Distribution	:	1 year
Costs	:	Permanent
Forest	:	"
F.T.A.	:	3 years
First aid	:	3 "
Gazatted (Portions containing matter of general interest)	:	Permanent
Guardings	:	"
Government distribution schemes	:	5 years
Graphs & Charts	:	5 "
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Proper maintenance - General Instructions	15.17 (iv), 15.17 (v)
Register of maintenance - Rules	15.17 (i)
Supply and repairs - Rules Regarding	15.16, 15.17
'U'				
Underlining and side lining of currents -				
Prohibited	5.22 (iii)
Unofficial correspondence -				
Definition	2.01
'V'				
Valuables -				
Treatment of Valuable enclosures	3.06
'W'				
Waste paper -				
Disposal of waste papers	6.13, 18.05 (vii)
Watching staff - (see under conservancy and watch and ward staff)				18.09