

OFFICE PROCEDURES

SECTION	FUNCTION	Record
INWARDS	All the Tappals / Letters received in the Office which were registered by Inward section, will be entered/ recorded in a register which is called Inward Register for which a format has been prescribed. The Inward staff after taking acknowledgement, will hand-over the letters/ tappals to the Superintendent.	Inward register consists of 1.S.No.2.No.Of the letter received 3.Date of letter received 4.from whom received 5.Subject 6.File No. 7. remarks.
OUTWARDS	All communications which are sent from the office are to be recorded in the Out ward register of the office for containing communications account is to be maintained in the stamp account register.	Outward register consists of 1.S.No.2.date 3.No.of enclosures 4.To whom addressed 5.Subject 6.File No. 7.Reply-Lr.No/Date 8.Remarks
SUPERINTENDENT	After receipt of tappals, the Superintendent will distribute the tappal giving current numbers to the clerk concerned. Soon after receipt of the tappal by the clerk, he will enter the details of letter in his personal Register. He will also segregate the tappal into routine and primary. The Routine tappals which are replies received in response to a communication already sent and action to be taken further. Primary currents that basing on which a new file will be started with the given number on the current received.	A file consists two parts i.e., Current file and another is note File.
	<p>NOTE FILE: It consists the details of communication received, rule position governing the issue, best possible solution the case and decision taken on the papers.</p> <p>CURRENT FILE: It is nothing but Inward and Outward communication of the case arranged data-wise.</p> <p>NOTES: Remarks recorded on a case or a paper to facilitate early and current disposals which includes previous decisions, rule position, analysis of questions requiring decisions / suggestions. Noting means preparation note. How the</p>	

	<p>noting should be</p> <ol style="list-style-type: none"> 1. Simple language is to be used. 2. References are to be made. 3. The grievance / problem is to be submitted briefly. Then the correct rule position and possible solution is to be given to enable to take suitable decision. 4. Repetition should be avoided. 5. The remarks/ observations made by the superior officer are to be replied continuing the note to arrive at a solution. 	
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The following records are the main records in the Office

- 1) Inward Register
- 2) Personal Register
- 3) Note File
- 4) Current File
- 5) Outward Register
- 6) Record Room Register
- 7) PERSONAL REGISTER:

Communications are (i) Memo (ii) Letter (iii) D.O. Letter (iv) Proceedings and (v) Telegram. Memo is a reference made to a subordinate or to petitioner. Letter is a reference made to an Officer or to an Officer of other Department

- i) D.O. Letter is generally written where personal attention of the Officer concerned is required to be bestowed.
- ii) PROCEEDINGS are the final orders passed with reference to certain powers invested.
- iii) TELEGRAM should be brief and intelligible. It should be accompanied by a post copy.

DISPOSALS: The various kinds of disposals are: 1.R. Dis. to be retained permanently. 2. D.Dis. To be retained till the prescribed period of retention (10 years normally). 3. Period can be extended, where ever necessary by obtaining orders for further extension) L. Dis. to be Retained till one (or three) years. F. Dis. is to be filed. L. Dis. to be filed without numbering. (1) N. Dis. to be returned without numbering in original

FILE FLOW CHART

Inward Section



Concern section



Superintendent



Principal



Superintendent



Concern section



Outward