

No. F.15/01/2013/AR/6366-6465

Dated: 07/12/16

Subject: Compliance of Central Secretariat Manual of Office Procedure (CSMOP) relating to noting, submission of matters to senior officers, paging and paragraphing the documents/papers in the case files.

Sir/Madam,

It has been observed that the departments do not comply with the various provisions of the Central Secretariat Manual of Office Procedure (CSMOP) on the subject matter of noting, paging and paragraphing of the documents-papers in the files submitted to the officers. It may be mentioned here that AR department, GNCT of Delhi has been bringing such non compliance to the notice of the departments from time to time.

In view of the aforesaid position, the instructions on the subject matter are re-iterated as under:

Chapter VI Para 32 Point No. 9 & 11 of Central Secretariat Manual of Office Procedure:

"Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or Blue ink will be used by all category of staff and officers. Only an officer of the level of Joint Secretary to Government of India and above may use green or red ink in rare cases".

"A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first few paragraphs will give the profile of the problem, position of rules, precedents and the position of resources with proper analysis and sequence and an indication of the evidence and the conclusions reached. The final paragraph should weigh arguments and recommend the best course of action, with a supporting draft communication, if necessary".

Chapter VI Para 43 Point No. 1 & 2 of Central Secretariat Manual of Office Procedure provides that:

"Every page in each part of the file (viz. notes, correspondence, appendix to notes and appendix to correspondence) will be consecutively numbered in separate series on the right top corner. Blank intervening pages, if any will not be numbered".

"Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink at the top middle of its first page".

Procedure followed for submission of matters to senior officers:

"Handwriting should be legible and tidy. A note should not end at the very end of a page. While submitting the file to officers two extra blank note-sheets should be added to the noting portion after completing the note".

"Before submission of file it may be ensured that there is sufficient margin at the bottom of the page to facilitate recording of observations".

It is, accordingly, requested, that all the Pr. Secretaries/Secretaries/HODs may please ensure that the staff working under them follows the above provisions meticulously and maintains proper files in accordance with the provisions of the Manual of Office Procedure.

(Pawan Kumar Sharma)
Secretary (AR)

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To,

DA:- 07/12/16

1. All the Principal Secretaries/Secretaries/HODs of Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/ Autonomous Bodies/undertakings of Govt. of NCT of Delhi.
3. Staff Officer to Chief Secretary, Delhi.

(Pawan Kumar Sharma)
Secretary (AR)