

CIRCULAR NO.15/2013/TC

Sub:- TC – Estt – Enforcement of Office Discipline, upkeep and maintenance of Statutory Registers and noting and drafting in files – Instructions Issued

It has come to the notice that laxity and lapses on the part of the officials of this office for upkeep and maintenance of Personal Registers and allied Registers despite specific orders/guidelines/instructions have been incorporated in this regard in the statutes. This resulted defeating of the codal provisions as envisaged as well as create undisciplined office atmosphere. In order to curb these undefined practices following instructions are issued with immediate effect:

I. Maintenance of Personal Registers and Allied Registers:

1. All Section Clerks should maintain Personal Register in Form III in Appendix I of the Manual of Office Procedures and to maintain the Register as prescribed in Chapter V of the Manual of Office Procedures.
2. The Personal Registers so maintained should be submitted for inspection to the Section Heads and Other Superior Officers twice in every month as per the schedule as prescribed below:

1. Inspection by the Section Heads: * 5th of every month

2. Inspection by the Superior Level: * 25th of every month

- * If the due date of inspection is a public/closed holiday, the date of inspection will be the next working day following the due date as prescribed.**

It is the duty of the Section Head to ensure that Personal Registers are properly maintained by the Section Clerk and submitted on the due date for inspection at the level of the Section Heads concerned as well as to the higher level.

Personal Registers of Section Clerks under the control of the Senior Administrative Officer/Senior Finance Officer/Senior Law Officer/Joint Transport Commissioner/Joint Transport Commissioner (Enforcement) concerned should be submitted for inspection to the concerned officers and Transport Commissioner on alternate month basis.

The Senior Administrative Officer will conduct surprise inspection periodically in each and every Sections in this office for verification of the maintenance and upkeep of the Personal Registers and Allied Registers as prescribed. Any laxity in the matter will be viewed seriously and dealt with appropriate penal action accordingly.

II. Office Discipline:

According to the provisions as prescribed under Chapter XV of the Manual of Office Procedures, all members of the establishment are expected to attend office from **10.00 A.M. to 05.00 P.M. (10.15 A.M. to 05.15 P.M. in Corporation Areas)** daily. **An interval of 45 minutes from 01.15 P.M. to 02 P.M.** will be allowed for Tiffin. **Office Attendants (Peons)** should, however, **attend the office at 09.30 A.M.** and **Muslim Officials**, who wish to offer **jumma prayers** will be granted an **interval of 2 hours from 12.30 to 02.30 P.M. on Fridays** provided the time so spent is made up, if necessary, outside office hours on the same or other days of the week. A member of the office establishment shall not leave the office premises during working hours without the prior permission of the Superintendent of the section. For this purpose, a Movement Register shall be maintained at the level of the Section Superintendent, who will make necessary entries regarding such leaving of officials under his control.

Despite the above procedures having been incorporated in the Manual, instances have been come to the notice that the officials are not following these instructions, which affects office discipline, its functioning and overall output. Therefore, the procedures regarding attendance during office hours, maintenance of Attendance Register etc as prescribed in the statute has to be strictly enforced.

In the circumstances the following instruction are issued for effective implementation of the rules regarding attendance and punctuality in this office with immediate effect:

1. All officials in this office should attend the office at the time as prescribed under Para 157 of Manual of Office Procedures as mentioned above.
2. All Non-Gazetted Staff should mark their daily attendance (in the Forenoon and Afternoon Section separately) in their regular Attendance Register as prescribed under Para 159 of Manual of Office Procedures.
3. All Gazetted Officers in this office except middle level and senior level officers should mark their attendance in the Section Attendance Register itself as a token of having checked the attendance of the officials under their control. Middle level and senior officers, who have Personal Staff attached to their offices shall maintain Attendance Registers for them and sign those registers as a token of having checked their attendance. Field Officers (both Gazetted and Non-Gazetted) should mark their attendance in office Attendance Register, while at the headquarters and should mark 'Duty', 'Tour' or 'Leave' before they proceed on duty/tour/leave as the case may be wherever possible. In other cases, they may do so on return to headquarters as prescribed under Para 159 of Manual of Office Procedures.
4. All the Attendance Registers of the Sections should be submitted to the **Senior Administrative Officer/Senior Finance Officer/Senior Law Officer/Joint Transport Commissioner/Joint Transport Commissioner (Enforcement)** as the case may be at **10.30 A.M.**

5. Latecomers should report before the Senior Administrative Officer/Senior Finance Officer/Senior Law Officer/Joint Transport Commissioner/Joint Transport Commissioner (Enforcement) as the case may be and mark their attendance and record the time in the Register.
6. In the absence of any of the Senior Officers when on tour or otherwise, Subordinate Officer designated by the Senior Officers concerned or in their absence the Transport Commissioner should receive the Attendance Registers.
7. In the **Afternoon Session** also, all Attendance Registers should be submitted to the Senior Officers by **02.30 P.M.** The Attendance Registers will be **returned to the Section only after 04.30 P.M.**
8. If any member of the staff does not reach office in time and mark attendance, the work 'Late' will be entered against his name and for every three day's late attendance without permission will forfeit a day's Casual Leave as prescribed under Para 160 of Manual of Office Procedures.
9. However, late attendance less than 3 days at the end of a calendar year need not be reckoned as prescribed in the Note under Para 160 of the Manual of Office Procedures.
10. But no member of the staff will be allowed to be late beyond one hour in which case such absence will be treated as a Casual Leave.
11. No member of the staff will be permitted to avail of 'Late Permission' more than thrice a month, and that too for not more than one hour on each occasion, if there are more instances.
12. Casual Leave Register should be maintained up-to-date and proper deductions for 'Late Attendance' should be carried out by the Section Heads concerned as prescribed under Para 162 of the Manual of Office Procedures.

III. Noting and Drafting

A case or file consists of a note file, current file and put up papers, if any. Note file and current file are kept separate till disposal of the case. Current file is tagged to a blue flyleaf. Current file consists of communications received and references issued. Note file is separate and tagged to a yellow flyleaf. Note is written to facilitate the disposal of the case. **A note is continued till a final decision is taken in the case.**

The aim of a note is to present the facts in the most intelligible, condensed and convenient form so that the decision taking authority may take a quick and correct decision. Past history of the case, precedents, if any etc. are to be mentioned in the note. Rules and regulations and standing orders relating to the case should be quoted and discussed briefly. All materials should be analyzed and the pros and cons of the matter discussed properly. There is no necessity to reproduce the matter contained in the current file, but the deficiencies and omissions should be supplied in the note. It should be as brief as possible. For ready reference, back files, extracts of rules and regulations or reference books should also be put up along with the file with proper referencing. **Note must run continuously.** Precis of contents of the current file can be written where the communication is too lengthy. The clerks and superintendents are not expected to give any opinion or suggestions. In simple cases, a draft can also be put up along with a note.

Method of Noting: Notes will be written in foolscap size sheets with 1/3 margin. On the top will be written the subject in red ink. The file number will be noted on the top left corner. Note sheets will be tagged to a yellow flyleaf. Pages on both sides and paragraphs will be given numbers. When a reference is issued, that fact will be indicated in square brackets underlined by red ink in the note. Similarly, receipt of communications will also be noted in square brackets in the note file. Officer's queries in the current file will be copied in the note file and answered in the note file. When drafts are put up for approval that fact should be indicated in the note file.

Note file will be separate from the current file till its disposal. Note file will be placed above the current file always. While submitting the file to officers, blank sheets should be added to the note file. Handwriting should be legible and tidy. A note should not end at the very end of a page. Below each completed note the clerk or superintendent who prepared it, should put his initials and date, in the left hand side.

Drafts are written in separate sheets. Long drafts must be typed. Sufficient space should be left for making corrections. They are placed above the current file and below the note file. At the head of every draft it should be noted whether it is a letter, memorandum or D.O. etc. In draft letters, the name, designation of the addressee will come above while in the proceedings, memorandum etc. the list of addressees will be given at the bottom of the draft. Draft should not contain information more than what is necessary. The matter in the draft should not drag government/HOD into controversies.

Draft must be complete and brief. As far as possible enclosures should be minimized. Self-contained drafts are always good. They should be written in polite but effective language, which can convey the spirit of the decision taken in the office. Amount indicated in drafts should be written in words also; piecemeal correspondence should be avoided.

Points to be borne in mind while preparing drafts: Drafts should be written or typed in half margin in separate sheets. The margin should not be used for writing explanatory notes. Only the flag number of the disposal quoted or page number of the current file or note file quoted should be indicated in pencil in the margin. Drafts should be complete and brief. A slip bearing DFA (Draft For Approval) may be attached with the draft. Nature of disposal such as R Dis, D Dis, K Dis, etc. should be indicated above the draft. The next reminder date may be indicated below or in the margin. Enclosures, if any, to be sent to any of the addressee may be clearly specified. Care should always be given for correct usage and good language.

Every Section Clerks, Superintendents, Higher Officials should ensure that the note, draft and fair copies of all the communications including orders, Statement of Facts, Affidavits etc being filed before the Courts should be in continuous form unless and otherwise specifically instructed by the appropriate authorities and no page or line should be kept as blank so as to prevent any malpractices or subsequent additions in the correspondents without the knowledge of the authorities concerned.

IV. Official communications

All communications in the ordinary course to be issued by this office to the subordinate offices and *vice versa* should be sent through email/other electronic means only except in case of the communications specifically instructed by the appropriate authority or intended to be sent via post. A soft copy of the said communication should be kept in the office file, which should be authenticated by the Section Heads in token of proper delivery of the said communication to the addressee concerned. Separate instructions in the matter are to be issued to the subordinate offices. The Section Heads and other controlling officers of this office should ensure prompt delivery of the email communications to the subordinate offices, whenever necessary.

The Senior Administrative Officer will conduct surprise inspection in all the sections and to ensure that the above instructions are followed scrupulously. Any laxity on the part of any officials in the matter will be viewed very seriously and stringent penal action taken.

Sd/-

RISHI RAJ SINGH, I.P.S.
TRANSPORT COMMISSIONER

To

1. All Officers and Staff Members in the Transport Commissionerate
2. Notice Board
3. The Senior Administrative Officer, TC
4. Stock File and Office Copy

Copy to: The C.A. to the Transport Commissioner

Forwarded/By Order



Senior Superintendent

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