

OFFICE PROCEDURE–MEANING OF VARIOUS TERMS

The terms used in this Manual carry the special meanings as described below :

- 36.1 **'File'** means a collection of papers on a specific subject matter assigned a file number and consisting of one or more of the following parts:
- (a) Correspondence
 - (b) Notes
 - (c) Appendix to correspondence
 - (d) Appendix to notes
- 36.2 **'Appendix to correspondence'** in relation to a file means lengthy enclosures to a communication (whether receipts or issue) on the file, inclusion of which in the correspondence portion is likely to obstruct smooth reading of the correspondence or make the correspondence portion unwieldy.
- 36.3 **'Appendix to notes'** in relation to a file means a lengthy summary or statement containing detailed information concerning certain aspects of the question discussed on the file, incorporation of which in the main note is likely to obscure the main point or make the main note unnecessarily lengthy.
- 36.4 **'Branch Officer'** in relation to a section means the officer who takes the work directly from the section.
- 36.5 **'Case'** means a current file or a receipt together with other related papers, if any.
- 36.6 **'Central Issue Section'** means the unit within a department responsible for typing of drafts, comparing of fair copies, preparation of pads for signature and despatch of communication to the addressees and includes functionaries like residential clerk and night duty clerk. In departments where centralised typing pool does not exist in central issue section, this section will be responsible only for despatch of signed communications to the addressees.
- 36.7 **'Central receipt and issue section'** means a unit within a department consisting of the central registry and the central issue section.
- 36.8 **'Central registry'** means a unit within a department charged with the responsibility of receiving, registering and distributing dak meant for that department and includes functionaries like resident clerk and night duty clerk.
- 36.9 **'Classified dak'** means dak bearing a security grading.

- 36.10 **'Come-back case'** means a case received back for further action such as re-examination or preparing a draft or a summary of the case.
- 36.11 **'Correspondence portion'** in relation to a file means the portion containing 'receipts' and office copies of 'issue' pertaining to the file, including self-contained inter-departmental notes but excluding those recorded on the notes portion of the file itself.
- 36.12 **'CR No.'** means the serial number assigned by the central registry to dak in the Dak register preceded by the code letter identifying the register.
- 36.13 **'Current file'** means a file, action on which has not been completed.
- 36.14 **'Dak'** includes every type of written communication such as letter, telegram, fax, e-mail, interdepartmental note, file, which is received, whether by post or otherwise, in any department for its consideration.
- 36.15 **'Dealing hand'** means any functionary such as a lower division clerk, an upper division clerk, an assistant, entrusted with initial examination and noting upon cases.
- 36.16 **'Department'** means any of the Ministries, Departments, Secretariat and Offices mentioned in the First Schedule to the Government of India (Allocation of Business) Rules.
- 36.17 **'Departmental index'** means a consolidated index of files opened by different sections of a department during a year (except those of a classified nature or those proposed to be retained for less than 10 years) arranged in a single series in the alphabetical order of the catch-words under which they have been indexed.
- 36.18 **'Departmental instructions'** means instructions issued by a department to supplement or vary the provisions of the Manual of Office Procedure.
- 36.19 **'Diarist'** means a Clerk within a section charged with the responsibility inter alia of maintaining the section diary.
- 36.20 **'Diarising'** means registering of receipts in the section diary.
- 36.21 **'Diary number'** means the serial number assigned to a receipt in the section diary followed by the year and the abbreviated symbol of the section, e-g. 105/72 - O&M.
- 36.22 **'Docketing'** means making of entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) for its identification.

- 36.23 **'Final disposal'** in relation to a case under consideration means completion of all action thereon culminating, where necessary, in the issue of final orders or final reply to the party from which the original communication emanated.
- 36.24 **'Fresh receipt (FR)'** means any subsequent receipt on a case which brings in additional information to the disposal of the paper under consideration.
- 36.25 **'Indexing'** in relation to a file means indicating its title under appropriate catchwords arranged in their alphabetical order with a view to facilitate its location in the event of need.
- 36.26 **'Index slip'** means a card or a paper slip displaying the title of a file under a catchword, followed by a reference to its file number.
- 36.27 **'Issue'** means a communication issued in a case.
- 36.28 **'Issue of draft'** includes all stages of action after the approval of a draft ending with despatch of the signed communication to the addressee, e.g. fair typing, comparing, attaching enclosures, preparing pads for signature, preparing covers; making entries in the despatch registers and messenger books, affixing stamps where necessary etc.
- 36.29 **'Messenger book or Peon book'** means a record, maintained in standard form O&M 13 or any other form, of particulars of despatch of non-postal communications and their receipt by the addressees.
- 36.30 **'Minute'** means a note recorded by the President, the Vice-President, the Prime Minister or a Minister.
- 36.31 **'Note'** means the remarks recorded on a case to facilitate its disposal, and includes a precis or previous papers, a statement or an analysis of the questions requiring decision, suggestions regarding the course of action and final orders passed thereon.
- 36.32 **'Notes portion'** in relation to a file means the portion containing notes or minutes recorded on a case.
- 36.33 **'Ordinary postal dak'** means postal dak for which no specific acknowledgement is obtained by the Posts and Telegraphs Offices.
- 36.34 **'Paper under consideration (PUC)'** means a receipt on a case, the consideration of which is the subject matter of the case.
- 36.35 **'Personal staff'** in relation to a functionary means and includes private secretary, personal assistant, stenographer, assistant, clerk or any other clerical staff appointed to assist him as well as the personal section of a Minister.

- 36.36 **'Postal communication'** means a communication despatched by post and includes telegram.
- 36.37 **'Postal Dak'** means all the dak received through posts and Telegraphs offices.
- 36.38 **'Receipt'** means dak after it has been received by the concerned section/officer.
- 36.39 **'Record Clerk'** means a clerk in a section responsible inter alia for typing and maintaining index slips and for looking after routine aspects or recording work.
- 36.40 **'Recording'** means the process of closing a file after action on all the issues considered thereon has been completed, and includes operations like completing references, removing routine papers, revising the file title, changing the file cover and stitching the file.
- 36.41 **'Reference folder'** in relation to a particular subject means a folder containing copies of relevant rules, orders, instructions, etc. arranged in chronological order.
- 36.42 **'Running summary of facts'** in relation to a case means a summary of the facts of the case updated from time to time to incorporate significant developments as and when they take place.
- 36.43 **'Section'** means the basic work unit within a department, responsible for attending to items of work allotted to it. It is generally headed by a section officer and includes 'Cell', 'Unit' and other like terms.
- 36.44 **'Sectional note'** means a note recorded on only one of the many issue raised in the PUC.
- 36.45 **'Section Officer'** means an officer supervising a section and includes functionaries like superintendent and assistant-in-charge, or Head Clerk.
- 36.46 **'Security grading'** means security marking 'Confidential', 'Secret' or 'Top Secret'.
- 36.47 **'Standing guard file'** on a subject means a compilation consisting of the following three parts :-
- (a) a running summary of the principles and policy relating to the subject with number and date of relevant decisions or orders quoted in margin against each;
 - (b) copies of the decisions or orders referred to, arranged in chronological order ; and
 - (c) model forms of communications to be used at different stages.

36.48 **'Standing note'** in relation to a subject means a continuing note explaining, among other things, the history and development of the policy and procedure, designed to serve as :

- (a) a complete background material for review of the existing Policy or procedure;
- (b) a brief for preparing replies to Parliament questions or notes for supplementary thereto; and
- (c) induction or training material.

36.49 **'Standing process sheet'** means a standard skeleton note developed for a repetitive item of work, indicating predetermined points of check or aspects to be noted upon.

36.50 **'Urgent dak'** means dak marked 'immediate' or 'priority', and includes telegrams, wireless messages, and fax messages.

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