

RECEIPT-SUBMISSION AND DIARISATION

39.1 **Perusal and marking of receipt :**

The diarist will submit all receipts to the Section Officer/OS/Head Clerk who will :

- (i) go through the receipts;
- (ii) mark mis-sent receipts to the sections concerned;
- (iii) separate those which, either under the departmental instructions or in his discretion, should be seen by higher officers before they are processed and mark them to such officers;
- (iv) mark to himself such of the remaining receipts as are of a difficult nature or present any special features requiring his personal attention;
- (v) mark other receipts to the dealing hands concerned, and, where necessary, indicate urgency grading and give directions regarding line of action;
- (vi) keep a note in his diary of important receipts requiring prompt action or disposal by a specified date; and
- (vii) submit the case to the officer who last noted on it, if it is one returned by another department.

39.2 **Diarising of receipts:**

- (i) The diarist will diarise in the section diary ([*Annexure -XVIII*](#)) all the receipts except the following before they are submitted to the officers concerned or distributed among the dealing hands:
 - (a) receipts which, as a class, are adequately taken care of by a register specially devised for the purpose (e.g. telephone bills which are entered in telephone bill register);
 - (b) unsigned communications on which no instructions have been recorded by officers and on which no action is to be taken;
 - (c) identical copies of representations, save the one received first;
 - (d) post copies of telegrams unless the endorsement contains a message in addition to that contained in the telegrams;

- (e) petty contingent vouchers such as those relating to night duty or overtime claims of the staff, claims for coolie hire or conveyance hire, chits asking for articles of furniture, stationery etc.;
 - (f) routine acknowledgements;
 - (g) casual leave applications;
 - (h) copies of miscellaneous circulars, office memoranda, extracts, etc., circulated by any section for general information, e.g., orders of general application, telephone lists, notices of holidays, tour programmes, etc.; and
 - (i) any other types of receipts which under departmental instructions are not required to be diarised.
- (ii) Inter-departmental notes, telegrams, or any other category or receipts sought to be distinguished from the rest, may be entered in the section diary in red ink.
 - (iii) Papers referred to another department will be diarised each time they are received back. For those referred under diary numbers, however, previous and later entries in the diary will be linked by giving the earlier and the later diary numbers against each entry.
 - (iv) If a receipt is diarised after a lapse of more than 15 days from the date it bears the entry regarding date in column 3 of the section diary, it will be circled in red ink.
 - (v) The diary number of a receipt will be indicated in the space provided for the purpose in the stamp affixed by the Central Registry.
 - (vi) The Section Officer/O.S/Head Clerk will scrutinise the section diary once a week to ensure that it is being properly maintained and append his dated initials in token of the scrutiny.

39.3 **Movement of receipts**

- (i) Receipts submitted to officers will move in pads conspicuously labelled as "Receipts Pad". Their movement and perusal will receive prompt attention.
- (ii) The Section Officer/OS/Head Clerk will keep a careful watch on any hold-up in the movement of receipts. The diarist will bring to his notice any receipts which are not received back from officers within 24 hours.

39.4 **Action by higher officers**

Officers to whom receipts are submitted will:

- (i) go through the receipts and initial them;

- (ii) remove receipts which they may like to dispose off without assistance from section or to submit to higher officers;
- (iii) enter the diary numbers of the receipts removed on the movement slip;
- (iv) where necessary, give directions regarding line of action to be taken on other receipts; and
- (v) return the receipts together with movement slip, if any, to the Section Officer/OS/head Clerk for action above.

39.5 **Allocation of disputed receipts**

If a section feels that it is not concerned with a mis-sent receipt forwarded to it, the same should be brought to the notice of the officer designated by the department for deciding allocation of disputed receipts.

Filename: Chapter_39.doc
Directory: C:\!Office_BLJ\ManualAdmin
Template: C:\Documents and Settings\raul\Application
Data\Microsoft\Templates\Normal.dot
Title: Chapter 39
Subject:
Author: raul
Keywords:
Comments:
Creation Date: 9/5/2006 12:42:00 PM
Change Number: 1
Last Saved On: 9/5/2006 12:42:00 PM
Last Saved By: raul
Total Editing Time: 0 Minutes
Last Printed On: 9/5/2006 3:54:00 PM
As of Last Complete Printing
Number of Pages:3
Number of Words:689 (approx.)
Number of Characters: 3,932 (approx.)