

No. 6/317/11-PER/Part/1287

Administration of Daman & Diu and

Dadra & Nagar Haveli ,

Department of Personnel &

Administrative Reforms,

Secretariat,

Moti Daman – 396 220.

Dated: 19 / 07 / 2011

### OFFICE MEMORANDUM

As per the Provision of Manual of office procedure, it is mandatory for All Head of Office to prepare and maintain various registers including Assistants Diary, Weekly Abstract of Assistant's Diary and other Registers. However, it is revealed that the provision of the Manual of office procedure are not being followed by the Department /Offices in Daman & Diu and Dadra & Nagar Haveli. Therefore, All Head of Offices in Daman & Diu and Dadra & Nagar Haveli are directed to follow the provision of Manual of office procedure as under:

#### (1) Maintenance of Various Registers :

- i. The Various Registers like Assistant's Diary, File Movement Register, File Index Register, Register for VVIP References are to be maintain both in computer as well printed format. The specimen of Assistant Diary, Abstract of Assistant Diary is enclosed herewith as Annexure I and II, respectively. The Head of Offices may got sufficient numbers of forms printed from Government Printing Press, Daman and Dadra & Nagar Haveli and start the maintenance of these Registers from 1<sup>st</sup> August, 2011 without fail.
- ii. The Head of Office shall ensure that the Register of Assistant's Diary in Annexure I is maintained from 1<sup>st</sup> August, 2011. The Head of Office shall review the Abstract of Assistant Diary as per Annexure II on each Monday. For that purpose all dealing person shall fill up the Abstract in Annexure II and submit to the H.O.
- iii. The information of Assistant Diary of all the dealing persons shall be compiled in Work Abstract Register in Annexure III.
- iv. The Secretary of each Department will review on Quarterly basis, the position of pending Papers/Files in all office, based on the information submitted to him by H.O. in Annexure III, and pending VVIP references.

#### (2) The Register for VVIP References:

The Register for VVIP References shall also be maintain by all H.O.'s. All the reference received from Ministers, MP's, Secretary of Government of India, D.O. letters etc. are to be entered in this Registers. The position of pending VVIP references shall be reviewed by All H.O's every week and ensure that no VVIP reference is kept pending for more than five days.



**(3) Display of Notice Board:**

All H.O's shall display the Notice Board including location of PIO/APIO/First Appellate Authority under RTI at the conspicuous place in the office. In the case of Public Dealing Office the documents required to be enclosed with various applications are to be displayed along with payment of prescribed fees etc.

**(4) Weeding out of all records :**

Most of the officers are not weeding out their old records in time. All the H.O's shall ensure that record be weeded out as per record retention schedule, to create more space in office.

**(5) File Index Register :**

All the H.O's are informed to maintain File Index Register. The New File opened in each office shall be entered in File Index Register, and same Number will be given to concern file. The papers put in file shall be numbered properly on noting as well as correspondence side. All the H.O's are directed to ensure that all the files maintain by them are properly numbered, entered in File Index Register and papers in file are numbered.

All the H.O's are directed to ensure that the provision of the Manual of Office Procedure are followed by them in letter and spirit.

This is issued with the approval of Development Commissioner vide diary No.1182 dated 18.07.2011.

(P. S. Jhari)  
Joint Secretary (Pers.)

Copy to:

1. The Staff Officer to Administrator, Secretariat, Daman & Diu, Daman.
2. The Development Commissioner, Secretariat, Daman & Diu, Daman.
3. The Finance Secretary, Secretariat, Daman & Diu, Daman.
4. The Managing Director, OIDC, Daman & Diu, Daman.
5. The Secretary (Education), Secretariat, Daman & Diu, Daman.
6. The Collector, Daman / Diu / DNH.
7. The Director of Accounts Daman / Diu / DNH.
8. The Deputy Secretary (Pers.), DNH to circulate in all Head of Offices in DNH/and to publish in official gazette.
9. The Deputy Collector, Diu to circulate in all Head of offices in Diu District.
10. The Assistant Director, Government Printing Press, Daman / Silvassa shall print sufficient number of forms of Assistant's Diary in Annexure I (in Booklet Form) and provide to all H.O's as per their retirement, on a urgent basis. <sup>requirement</sup>
11. The Assistant Director, Official Language, Daman for translation in Hindi.
12. Office copy / Guard file.
13. The DIO, NIC, Daman for uploading on website.



# ANNEXURE - I

## ASSISTANTS DIARY

To be maintained by each dealing person in office.

Sr. No.	No. and Date of Letter / File received		From whom received	Subject in Brief	Inward No.	Date of Inward	Date of Submission	Date of Final Disposal	Remarks
	No.	Date							

Sign of dealing person

ANNEXURE – II

ABSTRACT OF AASISTANT'S DIARY FOR THE WEEK ENDING .....

U.T. Administration, Daman

Name: Shri / Kum. / Smt. \_\_\_\_\_

- .....
- 1) No. of papers/files outstanding at the beginning of the week. \_\_\_\_\_
  - 2) Received during the week : \_\_\_\_\_
  - 3) Monday \_\_\_\_\_
  - 4) Tuesday \_\_\_\_\_
  - 5) Wednesday \_\_\_\_\_
  - 6) Thursday \_\_\_\_\_
  - 7) Friday \_\_\_\_\_
  - 8) Saturday \_\_\_\_\_
  - 9) Total of week \_\_\_\_\_
  - 10) Grand total of previous week & current week \_\_\_\_\_
  - 11) No. of papers/files disposed off during the week \_\_\_\_\_
  - 12) No. of papers/files outstanding at the end of the week. \_\_\_\_\_
  - 13) Description of pending papers/files: \_\_\_\_\_
  - 14) Up to one week \_\_\_\_\_
  - 15) Up to two weeks \_\_\_\_\_
  - 16) Up to three weeks \_\_\_\_\_
  - 17) More than three week \_\_\_\_\_
- .....
- 18) No. of await papers/files \_\_\_\_\_
  - 19) Disposed during the week \_\_\_\_\_
  - 20) Total no. await papers/files pending at the end of week \_\_\_\_\_

Signature of dealing person

ANNEXURE - III

WORK ABSTRACT REGISTER

Sr. No.	Name of Official	No. of letter in the beginning of the week	No. of letter received during the week	Total	Disposed during the week	Balance				Remarks
						Up to one week	Up to two weeks	Up to three weeks	Over three weeks	
1	2	3	4	5	6	7	8	9	10	11

Sign of Head of office