

No. of the Head	Subjects
	4. Medical attendance and aid to Govt. servants-Rules thereunder.
	5. Primary and Middle Schools.
	6. High, Higher Secondary and Multipurpose Schools.
	7. Colleges.
	8. Technical Education.
	9. Social Education.
	10. Adult Education.
	11. Cultural Organisations, games, sports, Tournaments (Scouting) girl. guides etc.
	12. Archaeology and Museums.
	13. Library.
	14. Archives.
	15. Permission to use educational building and equipment.
37 Elections	16. Miscellaneous.
	1. Delimitation of constituencies.
	2. Elections and By-elections to Parliamentary constituencies.
	3. Election and By-Elections to Assembly Constituencies.
	4. Printing of Electoral Rolls.
	5. Forms, Stationery and Stores etc.
	6. Statistics & Returns.
	7. Miscellaneous.
38 Communications	1. Roads.
	2. Railways.
	3. Post Offices.
	4. Telegraphs.
	5. Telephones.
	6. Escort of Mails.
	7. Miscellaneous.
39. Forests & Grass Farms	1. Zoo.
	2. Gardens Including Flower vegetable shows.
40 General Administration	1. Office Procedure.
	2. Inspection of offices.
	3. Statistics & Periodical returns.
	4. Allotment of office accommodation.
	5. Allotment of Residential Accommodation.
	6. Holidays.
	7. State Festivities.
	8. Circuit Houses & Dak Bungalows etc. including arrangement of accommodation therein.
	9. Tours and visits etc.

No. of the Head	Subjects
	10. Parliamentary and Assembly Questions.
	11. Distt. Gazetteers.
	12. Human Census.
	13. Fairs and Festivals.
	14. National Savings Scheme.
	15. Income Tax.
	16. Annual Administration Report.
	17. Excise & Taxation.
	18. Miscellaneous.

VIII- COURT SECTION (CASE WORK)

7. Stamps.	1. Cases under Stamps Act.
	2. Cases under Court Fees Act.
12. Revenue Administration	1. Revenue Legislation Revenue case work including miscellaneous applications presented to the Collector.
	2. Appointment of Parokars to conduct Revenue cases in the law courts.
16. Judicial.	1. Magistracy-Criminal case work including misc. applications presented to the D.M.
	2. Service of Summons.
	3. Execution of warrants of Arrest and Search.
	4. Inspection of Criminal Courts.
	5. Rent Control.
24 Panchayati Raj.	1. Appeals and cases under Sec. 75 of the Rajasthan Panchayat Act.
	2. Other case work relating to Panchayats.
34. Local-Self Government	1. Case work under the Rajasthan Municipalities Act.
40. General Administration.	1. Inspection of offices.
	2. Periodical Returns.

IX. LAND RECORD SECTION

1. Services	1. Creation conversion and abolition of posts.
	2. Recruitment-
(a) Gazetted Officers	(a) Direct.
	(b) Through Rajasthan Public Service Commission.

No. of the Head	Subjects
(b) Non-gazetted officers	3. Departmental Examinations. 4. Service Books and Character Rolls.
(c) Ministerial Staff.	5. Confidential Rolls. 6. History of Services. 7. Civil List.
(d) Non-Ministerial staff.	8. Seniority-List of Different Class of Officers & Officials. 9. Personal files. Appointments, promotions, commendation, punishment. Leave Transfers, Dismissal, Memorials, Pensions, Gratuity, Provident Fund. 10. Annual Establishment Returns, audit reports and maintenance of Establishment registers. 11. Grade increment. 12. Fixation of pay. 13. House Rent Allowance. 14. Pensions and Gratuities. 15. Representations. 16. Disciplinary cases. 17. Complaints of corruption etc. 18. Departmental Enquiries. 19. Leave including leave salary and officiating allowances. 20. Rules and Regulations relating to Services. 21. Absorption of surplus staff. 22. Re-employment of officers and officials. 23. Miscellaneous.
2. Deputation & Training	1. Deputation - (a) to foreign service. (b) to Local Bodies. (c) to other departments. 2. Training - (a) special & Technical. (b) During probation period. (c) to officers & officials (Land Records) 3. Miscellaneous.
3. Insurance Provident & Loans.	1. <i>Rajasthan compulsory Insurance Scheme.</i> 1. First and Further declaration 2. Policy certificates.

No. of the Head	Subjects
	3. Recovery of Premium amount. 4. Risk Notes. 5. Issue of Loans and its recoveries. 6. Maturity and Death Claims. 7. Amounts placed in suspense correspondence thereto. 8. Miscellaneous.
	2. Provident Fund 1. Contributory Provident Fund. 2. General Provident Fund. 3. Loans under the Provident Fund schemes and its recovery.
4. Budget & Grants	1. Preparation of annual and supplementary budget, appropriation and re-appropriation and Excess & savings Statement. 2. Grants for specific purposes. 3. Ways & Means (Temporary advances for specific purposes). 4. Imprests. 5. Miscellaneous.
5. Accounts & Audit.	1. <i>Accounts.</i> 1. Periodical Accounts of all kinds (Monthly accounts etc.) 2. Maintenance of various accounts registers prescribed under the rules including Cash Book. 3. Receipts and despatch of all periodical returns prescribed for the purpose. 4. Control over expenditure. 5. Control over receipts. 6. Reconciliation of Accounts. 7. Sanctions. 8. Security taken from Govt. Servants for handling Cash & Stores. 9. Accounting procedure and work relating to internal check. 10. Embezzlement and defalcation cases. 11. Writing off of losses and cases of refund. 12. Miscellaneous. 2. <i>Bills of all kinds viz.</i> 1. Salary bills.

No. of the Head	Subjects
	2. Detailed contingent bills.
	3. Abstract contingent bills.
	4. Travelling allowance bills.
	5. Taceavi and subsidy bills.
	6. Grants-in-aid bills.
	7. Arrears bills.
	8. Medical Claim bills.
	9. Telephone bills.
	10. House Building advance and Conveyance Advance bills.
	11. Any other bills.
	12. Miscellaneous.
	3. Audit
	1. Audit reports.
	2. Outstanding Audit objections and Inspection Reports.
	3. Physical verification of stores and stock account.
	4. Miscellaneous.
6. Contingencies & Dead Stock.	1. Contingent expenditure.
	1. Stationery and Printing.
	2. Purchase of Books and periodicals.
	3. Subscription to Rajasthan Rajpatra.
	4. Livries.
	5. Postage and Telegrams.
	6. Telephone Charges
	7. Electric light and fans and charges thereof.
	8. Weather charges.
	9. Water charges.
	10. Building rent.
	11. Purchase and repairs to furniture.
	12. Tracing cloth.
	13. Binding charges.
	14. Advertisements.
	15. Transportation charges.
	16. Labour charges.
	17. Bastas.
	18. Festivals.
	19. Diet Money to witnesses.
	20. Motor Maintenance.
	21. Miscellaneous.
	2. Dead Stock.
	1. Furniture and office equipment.
	2. Stores.
	3. Miscellaneous.

No. of the Head	Subjects
	3. Forms.
	1. Printing of
	2. Receipts of.
	3. Distribution of.
	4. Miscellaneous
7. Stamps	1. Postal stamps.
9. Loans Advances & Recoveries	1. Loans to Government Servnats House Building Advances, Advances, for purchase of Motor Coveyance, Advance for purchase of other conveyance.
	2. Departmental arrears and their recoveries.
12. Revenue Administration.	1. Consolidation of Holdings.
14. Land Records	1. Land Records.
	2. Mutation Cases (of cultivators).
	3. Survey and Settlement operation.
	4. Crops Experiments.
	5. Crop Forecasts
	6. Locust.
	7. All Statistics pertaining to Land Records.
	8. Patwa Examinations.
	9. Patwar Schools.
	10. Patwar Training.
	11. Boundary disputes and partition.
	12. Famines, Pests and calamities.
	13. Flood and fire relief etc. i
	14. Land census.
	15. Miscellaneous.
27. Animal Husbandry	1. Prevention of Animal diseases.
	2. Live Stock including its census.
40. General Administration	1. Office Procedure.
	2. Inspection of offices.
	3. Statistics and Periodical returns.
	4. Parliamentary and Assembly Questions
X-RECORDS SECTION	
41. General Adiministration	1. Records.
	2. Office Procedure.
	3. Inspection of offices.
	4. Statistics and periodical Returns.
	5. Rajasthan Rajpatra.
	6. Library.
	7. Books and Periodicals.

FORM NO. 1*(Under para 5 of Chapter III)*

Attendance Register for the Office of _____

For the Month of ____ 196 ____

S	Name & Rank	Dates	Late Coming			Casual Leave			Remarks
		1 to 31	B.F.	Cirr- ent month	Total	B.F.	Cirr- ent month	Total	

FORM NO. 2*(Under para 18 (xii) of Chapter III)*

Register of Important/Urgent Papers.

Subject	Dealing Section	Date by which reply to be given or papers to be put up	Remarks

FORM NO. 3*(Under para 18 (xiv) of Chapter III)*Ephemeral Character Roll of the Staff of the
Office offor the Year.....

Name of the official	Remarks by the Office Superin- tendent	Remarks by the Officer in Charge

CHAPTER IV**Procedure in Dealing with Cases****A-Opening and Distribution of Dak.**

1. All communications addressed to the Collector shall be received by the General Diarist. Soon after these are received by the diarist, they will be passed on to the Office Superintendent who shall arrange to get them opened in his presence, except:

- (i) Covers marked Secret or Confidential.
- (ii) Communications addressed to the officers by name.

2. Covers mentioned at (i) & (ii) above should immediately be made over to the Collector/Officers concerned. If for any reason the Collector prefers that the whole of the dak whether postal or local should come to him direct un-opened, he may issue orders accordingly.

3. All registered letters/packets shall also be received by the General Diarist who shall sign the postal acknowledgments. These will be opened by the Office Superintendent himself and cheques, stamps etc., received in them will be made over to the Cashier who will acknowledge them on the letter itself.

4. The Office Superintendent after getting the dak opened in his presence will get it collected in a pad. He will go through each letter and initial it with date and put the mark of the concerned section. A rubber seal may be got prepared for stamping date.

5. The Office Superintendent will sort out urgent and important papers, all reminders and other papers requiring perusal of the Collector. and send the same at once in a pad to the Collector. All letters marked secret, except such class of papers which the Collector has by a general order or otherwise exempted, will be entered in a register (Form No. 1) to be maintained by the Office Superintendent.

6. The remaining dak papers will be made over to the General Diarist immediately. He will enter them in the General Diary register (Form No. 1).

7. The following categories of receipts should not be diarised

(1) Un-signed communications on which no instructions have been recorded by Officers and on which no action is to be taken.

(2) Receipts-mis-sent to the Office.

(3) Periodical returns.

(4) Reminders, and

(5) Interim replies.

8. Important notes or orders which originate files in the district office may be treated as fresh receipts and diarised. This should only be done with the approval of the Office Superintendent.

9. Court fee stamps affixed to documents received in the office, if un-cancelled, should be defaced by punching out the figure head so as to leave the amount, designated on the stamps, untouched.

10. The Collector may record necessary orders while going through the dak and return the same to the Office Superintendent. He may also mark some of the letters for dictation. After these have been diarised, these will be made over to his Steno for dictation. Where the Collector decides to pass on a paper direct to the steno, it should be diarised before the reply dictated by him is despatched. An effort should be made to dispose of as many letters as possible at this stage without waiting for an office note.

11. The Dak returned to the general diarist by the Office Superintendent as well as that received back from the Collector after his perusal will then be sorted out and will be delivered to the concerned record keepers by General Diarist after entering these in the Memo Book. The Memo Book will be maintained separately for every record keeper and the general diarist should obtain signatures in these memo books in token of having received the papers entered therein. This Memo Book will have only

three Cols. viz., (i) date of delivery of papers (ii) Diary No. of papers and (iii) Signatures of the Record Keeper.

12. The general diarist will diarise the papers immediately received by him and will arrange their delivery to the concerned record keepers as given below:

1. First Delivery. By 12.00 Noon.
2. Second Delivery. By 4.00 P. M.
3. Immediate/Urgent/ As and when received.
Important papers.

II. Opening and Maintenance of Files.

13. A file consists of two parts:

1. "Notes" which include the subject headings of the series of correspondence on a particular subject, dockets, important points of the letter under consideration with office remarks and suggestions and orders passed thereon;

2. "Correspondence" which comprises letter received and issued on a particular subject, including letters for mere perusal or information.

14. A file should be opened for one subject only. A file may be opened either on the basis of a fresh letter or a note. If a receipt deals with an un-important matter and correspondence on it is not expected to be, long, it will be dealt within a miscellaneous correspondence file.

15. When more than one subject is dealt within a letter, each subject should ordinarily, be handled independently, the necessary copies or extracts being made and put up separately in relevant files.

16. A list of the 'Heads' with a list of subjects under each Head under which files are to be opened is given at Appendix I. Any new subject may be inserted under the appropriate head with the approval of the Office Superintendent.

17. IT All files will be entered in the File Register in Form No- 2 which will be maintained head-wise. On every subject a new file will be opened in every calendar year except On:

- (i) Important Circular files.
- (ii) GO Personal files.
- (iii) Departmental enquiry cases,

(iv) Cases in which important Ps. U. C. are pending.

18. The files will be numbered as under :-

F 10 (35) Accts/60.

Note- 10' stands for the head Number i.e. loans, advances and recoveries '35' will be number of file as in the File register under appropriate head. 'Accts' stands for the Accounts Section to which the file pertains, and '60' denotes the calendar year in which a particular file is opened.

19. The following case mark will be allotted to each of the sections for this purpose:

(i) Judicial Section.	'JUDL'
(ii) Revenue Section.	'REV'
(iii) Establishment Section.	'ESTT'
(iv) Accounts Section.	'ACCTTS'
(v) Revenue Account Section.	'DRA'
(vi) Panchayat & Development.	'DEV'
(vii) General Section.	'GEN'
(viii) Court Section. (Case work)	'C W'
(ix) Land Records Section	'LR'
(x) Records Section.	'REC'

20. According to the volume of work specific heads will be allotted to each record keeper in the Records Section where all files will be opened and maintained.

III Flow of Papers from the Records to the Dealing Clerks.

21. The record keepers will maintain a Movement Register (Form No. '3'). Entries in Col. No. 1 to 4 of this register will be made by them immediately they receive the dak from the general diarist. They will take out the relevant files, place the references therein, and send them to the concerned dealing clerks. In case of other receipts which could not be put in any file, the record keepers will open separate files in consultation with the in-charge of the Records Section. Receipts indicated by 'C' in Col. No. 8 of the Movement Register will not be sent to the dealing clerks with their files till the next date of their submission (see para 103).

22. If the previous papers pertaining to any receipt are already with the dealing clerk, the record keeper will not detain the receipt till the return of the file. He will immediately send, the receipt(s) to the dealing clerk after indicating on it the date on which the previous reference was sent to the dealing clerk. No. paper will be allowed to remain with the record keeper

beyond three days without obtaining instructions from the office Superintendent.

23. The record keepers will deliver the papers with their relevant files to the dealing clerks as under after making their entries in Col. 5 of the Movement Register:

(i) First delivery papers and Immediate/Urgent/Important

papers-

The same day.

(ii) Second delivery papers (excluding Immediate/

Urgent/Important papers.

Next day.

24. Separate Memo Books will be maintained for every, dealing clerk by the concerned record keeper. The record keeper will deliver the files to the dealing clerks after entering them in the relevant Memo Book and obtain their signatures in token of their having received the files entered therein. This Memo Book will have only three Cols. viz. (i) date of delivery, (ii) File No. and (iii) Signatures of the dealing clerks.

25. The record keepers will also maintain a File Issue Register in Form No. 4, File which will be sent on requisition to the dealing clerks, Officer-in-charge of the Sections and Collector for any reference purpose, will only be entered in this register. No file will be sent out of the records Section unless it is entered in the Issue Register and acknowledged, by the official who receives it. The official who returns the file will see that entry to this effect is made by the record keeper in his presence in Col. No. 6 of the Issue Register. Every record-keeper will put up a statement of the files outstanding in the File Issue Register to the Office Superintendent by the 10th of every month. This statement will consist of the following particulars of those files only which were taken out of the record room by 15th of the previous month & could not be deposited in the records by that date:

1. Serial Number.
2. No. of the File.
3. Name of the Officer/Official to whom the file issued.
4. Date of issue.
5. Remarks.

26. The office Superintendent will take action for the prompt return of files to Records.

IV-Referencing.

27. When a letter has been placed in the file, it should be referenced, and paged in pencil by the record * keeper.

28. Subject to any initial- orders passed by the Collector, Officer Incharge or Office Superintendent, the record keeper should carefully, read through the letter and its enclosures, if any, to be submitted, and with the help of the file-registers, trace and put up any connected records- or papers, whether actually quoted in the letter or not, which are relevant to the question under discussion or are likely to be required for the disposal of the case. If any connected records, papers or precedent is not put up by the record keeper with the paper under consideration, the dealing clerk will obtain it personally from the record keeper: He will be mainly responsible to see that before a file is submitted for orders, the papers required for the disposal of the letter are put fully and correctly arranged.

29. A single file should consist of every letter received and issued, in the course of a consecutive, correspondence on one subject each paper being placed in, chronological order i. e. the first letter issued or received at the top and the next below it and so on, the letter of latest date being at the bottom. Each letter immediately on being placed with the file must be given a serial number.

30. All letters under reply should be flagged P. U. C. (Paper under Consideration). In case there are more than one letter to be simultaneously dealt with in connection with any case, they should be marked P. U. C. I, P. U. C. II and so on. Such flags should never be pinned to pages of books of reference but the particular page number with paragraph (s), if any of that book should be indicated in pencil in the notes or correspondence, as the case may be. Flags should not be used for the current file to which references are to be made by quoting the page number of the correspondence or notes in pencil.

31. As reference to flags and pages are meant to serve a temporary purpose, they should never be included in the text of notes and they should be erased from any document leaving the office as an enclosure to an official letter.

32. Books Acts and printed publications should be placed at the top of a file.

33. All files which are bulky should be tied with a tape.

34. Labels of 'Early', 'Urgent' and 'Important' should be placed on the top of a file as its disposal demands. The Office Superintendent should see that this system is not abused and that these labels are properly used.

35. The linking of cases should, as far as possible, be avoided. Such linking may occasionally be necessary but in the majority of cases it is sufficient to place, in the file under submission, copies of the papers of another file to which reference is necessary. Cases should be consolidated, whenever practicable, into one file by an intelligent selection of papers and arrangement of notes. When it is necessary to submit two or more files together, they should be placed one on top of the other and fastened with the binder of the lowest or, if the files are heavy with a buckle strap. The upper-most current file in which orders are necessary should bear a label attached to the flap of the file board showing the number of files linked and which of them are required for reference and which for orders.

V-Noting

36. Having got his file referenced, the dealing clerk shall note on it, if necessary beginning by entering very briefly, the subject of the file according to the approved list of subject headings, from whom the communication has been received and its number and date. In a large number of cases, all that is required by way of note is a brief reference to a precedent or to any orders or rule bearing on the case.

37. Notes should be written, as far as practicable, in order of the serial number of the papers of the file. Any interruption of the general series of notes, occasioned by the submission of a letter independent of the file, should be remedied for by bringing the notes on the letters separately submitted in to the general series at the earliest opportunity.

38. The numbers and dates of any subsequent receipts and issues and the person from or to whom they are sent shall be entered in ink not on a separate sheet in that form but in chronological order in the notes.

39. Every note shall be legibly written in ink upon note sheets specially meant for the purpose. All the notes are to be

written on single note sheets strung together and page numbered serially in pencil. and sufficient blank note sheets for noting shall be attached to the notes. Dealing clerk will insert their initials on the left hand side and Gazetted Officers will sign their names in full legibly on the right. All note sheets, including the blank sheets, must be legibly paged

40. Every note must be referenced in the same way as the paper under consideration.

41. All notes should be written in order of sequence divided into convenient paragraphs which should be numbered.

42. All notes should be temperately written and all apparent errors or wrong interpretation etc., in the notes of superior officers should be pointed out or commented upon by office in respectful language on routine note sheets.

43. The Section Incharge shall be responsible for the correctness of the contents of the office note including referencing of such a note. The Officer-Incharge to whom it is submitted shall in the like manner, be responsible to the Collector for the correctness of the note, including referencing which is endorsed to or written by himself.

44. It shall always be assumed that the paper under consideration will be read by the officers to whom it is submitted. In some cases, the perusal of the paper under consideration is sufficient and no noting is required beyond a brief suggestion for action. The reproduction in a note of verbatim extracts from the letter under consideration should, ordinarily, be avoided.

45. If the paper under consideration is short and self-contained, its contents should not be reproduced by the dealing clerk in his notes. He should directly touch on the point required for information and if necessary, put up a draft reply in fair as well while submitting the case to the officer for passing orders thereon. This will not only expedite matters but will also save the time of all concerned. If, however, the subject treated, in the paper under consideration, be important and of great length and complexity, a clear summary should be prepared with remarks and suggestions, if any, as to its disposal.

46. A note or precis by office should contain the following particulars in more or less detail according to the importance of

the case:-

(a) A statement of the case (unless this is contained in any previous note to which reference can be made) showing the questions for consideration and the circumstances leading up to them;

(b) A reference to any law, rules precedents, previous orders, or parallel cases, which may be applicable, and their bearing on the questions for disposal; and

(c) Suggestions for action, wherever possible, and in cases in which disposal is governed by rule or custom or in which the concurrence of other departments is necessary, and indication of the procedure which should be followed.

47. Where a return is compiled from returns submitted by the subordinate officers, each return must be carefully scrutinised on receipt to see that it complies with the instructions and gives all the information required. The practice of deferring the examination of such returns until the last one has been received is forbidden. A Control chart in Form No. 5 will be maintained by every dealing clerk to enable him to remind the officers concerned if such reports or returns are not received on due dates.

48. When the dealing clerk has completed the case, he should hand it over to the Section-in-charge, who either deals with it further himself or initials it and passes it on to the Officer-in-charge.

VI-Time Allowed for Submission of Papers.

49. The submission of a paper must not be delayed on the ground that the relevant papers are not available. If it cannot be properly dealt with without them, orders must be taken to await such papers.

50. A Dealing Clerk should put up a case after proper examination and referencing within three days. In case of difficulty the dealing clerk should consult the Section-in-charge who should not hesitate to consult the office Superintendent or the Officer-in-charge. In any case, letters must be placed in the files and the files should, be submitted to Officer-in-charge through

the Section-in-charge within three days of the receipt. Come back case should be submitted the same day these are received by the dealing clerks.

51. In very urgent or important cases a special responsibility rests on the Dealing Clerk, Section-in-charge and the Office Superintendent to see that no delay occurs at any stage, either in or outside the office, without the matter being reported to the Officer-in-charge or Collector. In such cases, the ordinary rule for submission may, when necessary, be curtailed or dispensed with. When immediate case has been submitted to the Officer-in-charge or Collector which has not returned to the Section before the office closes, the Dealing Clerk and Section incharge should take orders from the Office Superintendent as to how, he should act. To facilitate, the rapid passing on of important cases and especially in cases of emergency, full use shall be made of personal contact.

VII Drafting

52. The following are the forms of communication used in Government Departments.

- | | |
|------------------------------|----------------------------|
| (i) Letter | (ii) Demi-official letter. |
| (iii) Express letter | (iv) Reminders |
| (v) Office Memorandum | (vi) Endorsement |
| (vii) Circulars | (viii) Notification |
| (ix) Notice or advertisement | (x) Telegram. |

53. Letter The letter should be employed in writing to the Government invariably (otherwise than in the case of periodicals returns.), and important private persons, or public bodies.

54. Drafting of an official letter has the following parts:

- (i) Number of Letter
- (ii) Name of Government Office /Section.
- (iii) Name of the correspondent with full address.
- (iv) Designation, of the addressee with full address.
- (v) Place of despatch and 'date.
- (vi) Subject matter, and

(vii) **Salutation :-** The form of an address in an official letter is invariably 'sir' or 'Madam' but while addressing firm or private persons 'Dear Sir (s)' or 'Dear Madam' may be used;

(viii) Body of the Letter :-

1. Commencing paragraph - This contains reference to the subject of the letter, and it is a reply to another letter, the number and date of that letter. In some cases it may be necessary to refer to series of letters. this should be done on the margin of the draft.

2. Main paragraph (s) - This should deal with the chief topic forming the subject of the letter and should give complete information or argument for the case. Letters should ordinarily be self-contained. No enclosure (s) should accompany a letter which is not essential to clear and precise understanding of the question under discussion or reference.

Drafters should not use abbreviations in drafts unless they are very common. As a general rule, typist in typing out draft under submission should expand any abbreviations used. If the draft exceeds one paragraph in length it should be given paragraph numbers but no number will be given to first paragraph.

3. Concluding paragraph - This may sum up the whole case clearly indicating what the sender or the writer wants the addressee to do in that case/

4. Subscription with signature - the subscription should be a formal line, such as 'Yours faithfully' Signatures should always be legible, clear and uniform.

Name of the person signing should be typed in bracket below the signature. If the letter is not to be signed by the collector, the words 'for Collector' should be typed. No mention should be made of Collector, 'Housing' 'Supply' or 'Re-habilitation' etc.

55. **Use of Demi-official correspondence** - The following instructions should be observed in the use of demi-official correspondence -

(a) While official correspondence is going on in any case, it may be desirable that demi-official or quasi-private letters should also be passing with regard to personal opinions and wishes or with regards to very confidential matters which it may be neither expedient nor necessary to notice officially.

(b) Demi-official correspondence may properly be used in case of extreme secrecy, or where it is necessary to invite the personal attention of the addressee on any particular matter.

(c) Demi-official correspondence should be restricted as far as possible, to the use above described, and should on no account be resorted to unless the reasons for using it in preference to the ordinary official forms of communication are distinctly apparent.

56. **Express Letter :-** Under this system letters are drafted in the telegraphic form. Though such letters are sent by post to save telegraphic expenditure and un-due use to telegrams, they are intended to be treated on receipt, with the same expedition as if they had been telegraphed. To save time and formalities they are worded and signed as if they had been so despatched. A carbon copy of an express letter should always be kept on the file.

57. **Reminder** - A reminder is written to invite the attention of the addressee to some previous communication (s).

58. **Office memorandum** - Memorandum form may be adopted in conveying order to subordinate authorities. The order should be straight forward. This form may also be used for replying to un-important letters or petitions received from unimportant private persons and institution.

59 **Endorsement** - This should be used when transmitting original documents or copies thereof for information or with brief instructions, but should not be used in addressing non-official persons or institutions.

60. **Circular:-**(a) Circular may be in letter, office memorandum or endorsement form, according to the requirements of the case; these differ from ordinary communications of the same kind only in being addressed to several departments or persons, and

(b) When any decision or order of general applicability have to be communicated on question of policy or other important matters which have been the subject of discussion or enquiry, they may be marked as 'circular' and copies endorsed to all concerned.

61. **Notice or Advertisement:-**(a) Notice should contain information intended for wide publicity to the general public, e. g. notice for sale of un-serviceable articles of furniture etc. or when intimation of any meeting has to be given to a number of officers.

(b) Advertisement is also a sort of public notice or announcement through the official gazette and newspapers intended for wide publicity e. g. advertisement for filling up vacant posts etc.

62. **Telegram:-**(a) A telegram should be composed in plain language. It should be extremely precise and expressed in as few words as possible. It should invariably contain file number without which it would be difficult to locate, from which section it was issued. Telegrams should only issue where the purpose cannot be achieved by sending an ordinary or express letter.

(b) No section should issue a telegram without the approval of the concerned officer-in-charge except in urgent cases, and in such cases the office copy of the telegram should be submitted to him for information after issue..

(c) When telegrams are issued it should be stated on them, if these have been repeated to others. Unless this is done, the receiving officer will be in doubt whether he should repeat the telegram or not. The Office Superintendent should see that a copy of every telegram issued is also invariably sent by post.

(d) When a telegram is intended for several addressees at the same station, only one copy of the text is necessary, as the Telegraph Department will treat it as a single message and charge for it accordingly. When, however, it is addressed to different stations, the Telegraph Office requires the text to be repeated with each address.

63. Under no circumstance should original letters be returned with a reply. Original letter should remain on record and a separate reply should go. Care should, however, be taken to original papers when their specifically requested.

64. File number should be given on the drafts before submission so that it may be typed by the typist. The date of issue will also be typed by the typist if the draft is to be issued on the same day, otherwise it will invariably be filled in by the despatch clerk, before despatch.

65. Documents, the nature of which is obvious, such as returns or bills, should be sent with forwarding letters.

66. The language of a draft must be simple, dear, direct, concise, precise, courteous and suitably worded. Each paragraph should be complete in itself and should follow a natural sequence which should be numbered.

67. Drafts should be marginally referenced in the same way as papers under consideration, but these references should not appear in fair copies of drafts sent out of the office. Long drafts always be referenced to the notes on which they are based.

68. All figures in drafts must be verified by the dealing clerk and checked by the Section-in-charge and the fact that they have been verified noted in pencil on the draft.

69. the titles, or designations of persons addressed or referred to in drafts should be carefully verified by the Dealing clerk who prepares the drafts. When any doubt on the point exists, the orders of the office Superintendent should be taken.

70. When a case is required to be resubmitted after issue, the Dealing Clerk concerned should write on the first page of the draft in red ink, "issue and resubmit".

VIII-Confidential Cases

71. All papers including office notes received or dealt with in the district office, are of confidential nature, the contents of which should not be divulged or spoken outside the office. Breach of this rule is an offence punishable with imprisonment which may extend to two years or fine or both, under section 5 (4) of the Indian Official Secrets Act, 1923 (XIX of 1923) This rule applies

with greater force to documents specially classed as 'Confidential' and all are cautioned to observe strictest secrecy in regard to them and, on account, to divulge their contents in or outside the office.

72. Upon receipt of a paper marked confidential the Collector will decide, unless instructions on the points have already been given by higher authority, whether it requires special treatment under these instructions. If it does not, the paper shall be dealt with in office as an ordinary receipt for all purposes. If it does the case will be dealt with personally by the Collector or, by such members of the office staff, including Office Superintendent as directed by the Collector. In the treatment of confidential papers, the essential points are that they should be dealt with only by selected officials and that special arrangement should be for their custody after disposal.

73. Papers which have to be treated as 'confidential' in the office, should not be brought on to a non-confidential file but should be separately dealt with and recorded. Confidential papers required to be dealt with for reference in dealing with non-confidential files, should be placed in a cover under special seal. No member, of the office staff should be allowed to remove the confidential papers in his keeping out of the office. Originals of code telegrams or their translations or copies thereof should not be kept on any file but should be destroyed by the Collector, immediately after they have been decided; only a gist of the telegram in paraphrase will be placed on the proper file.

74. The file pertaining to confidential cases should be submitted separately from other cases and need not pass through usual channels. It should not be dealt with at any stage by any subordinate appointed official who will himself carry out the entire routine connected with it.

75. confidential papers deposited in the office, whether recorded or unrecorded as well as the spare copies, if any thereof must be kept under the personal custody of the Officer or official appointed for the purpose by the Collector until orders are obtained for their to the record to the record room.

76. Confidential papers should either pass through hand to hand by personal delivery, or in sealed cover or, in locked boxes.

77. When confidential papers are sent out of an office, they should be put into double cover, the inner one being sealed and marked 'Confidential' and superscribed with the name of the addressee only, the outer one being unsealed and bearing merely the usual official address. When important confidential or secret papers are despatched by post, they should invariably be registered 'acknowledgment due' and the outer cover should be sealed.

78. No papers should be sent or circulated to subordinate offices as confidential without special orders of the Officer-in-charge or the Collector.

IX-Submission of Cases by the Dealing Clerks

79. The dealing clerk will submit papers to the Officer-in-charge excepting establishment papers which will be routed through the Office Superintendent. No other cases will be dealt with by the Office Superintendent except those which are marked by the Collector to him for examination. - The Dealing clerks should not be required to submit papers to the Officer-in-charge personally as this practice tends to wastage of time.

80. The Officers-in-charge should deal finally with all unimportant and routine papers. All important cases should be submitted to the Collector by the Officer-in-charge of the Section after recording his opinion and suggestion. It should be the object of this arrangement to relieve the District Officer as much as possible of purely routine work. All correspondence to the Government should be signed by the Collector or the Additional Collector. The Office Superintendent may be authorised to sign routine returns, endorsements, acknowledgments and reminders.

81. All pending cases ... are expected and timely reminders have to be issued, will be entered by the concerned dealing clerks in the reminder diary. This diary will be of 31 pages. Each page of the diary will denote the date of a month. If a report in a certain case is called from the Tehsildars by the 15th December, the file number of the case will be entered at page 15 of the reminder diary. The dealing clerk will examine each day the page relative to the date that day. He will obtain from the records, files of cases recorded on that page. He shall there after, issue reminders where necessary. The same procedure

will be repeated for the issue of subsequent reminders on the same case.

X-Typing and Subsequent Action.

82. The typists in the district office shall be pooled and placed under the personal supervision of the Office Superintendent. Sections will be allotted to each of the typists and the dealing clerk will send his cases to the concerned typist. The Office Superintendent shall be directly responsible for the proper distribution of work amongst the typists working in the pool. He will distribute the cases to the typists according to the volume of work with them.

83. All typing work has to be attended to without delay. Ordinarily drafts which are received before mid-day should be typed on the same day and those received after mid day before noon of the succeeding day. No paper should, ordinarily be retained by the typists for more than 24 hours and in any case not later than the second day after its receipt with them.

84. Papers received by the typists will ordinarily be attended to in the order in which these are received. Preference will however, be given to urgent and immediate papers. The cases of exceptional urgency, it may be got typed by the Stenographer.

85. Fair copies of the letters etc. should be prepared on clean paper and in the prescribed forms-, they must be free from numerous enasures and corrections, neatly typed and perfectly legible. As soon as a ribbon begins to give faint impression, it should be changed. Similarly, carbonds giving faint impression should be changed.

86. The typist should invariably type his initials will date at the left hand corner at the end of a fair copy and should also initial with date in ink in the appropriate place on the left hand top corner of the draft.

87. Every fair copy sent up for signatures should be carefully examined. The initials of the dealing clerk comparing the fair copy with the draft should be entered on the office copy and not on the original letter meant for issue. Copies of enclosures should also bear the initials of the dealing clerk who has examined it.

88. The dealing clerk will ensure that letters to be issued bear a regular file number. He should see that unsigned letters are not sent to the despatch clerk for issue and, that every letter

meant for despatch bears the signatures of the district officer or the officer-in-charge, signing for the district officer. He should also see that the true copies, if any, are duly attested.

89. All letters for despatch shall have the Number of the file as well as, the general despatch number on, the left hand top corner and the number of enclosure, if any, at the bottom of the body of the communication at the left hand side. Care should be taken to ensure that no enclosure is left behind. With a view to minimise such chances the clerk concerned should make it a point to see before the papers are made over to the despatcher, that enclosures are stitched to the letter meant for despatch, and the office copy is placed below separately. The dealing clerk should also indicate the number of enclosures by drawing a slanting line in the left hand margin against the type matter making mention of the enclosures.

A. Despatch.

90. After dealing of a receipt on a file is over, the dealing clerk will return the file with signed letters, if any, to the records section. He will obtain signatures of the concerned record keeper in the Memo Book.

91. The record keeper will enter the date of the receipt of the file in column No. 6 of the Movement Register and pass on the file to the despatcher who will also sit in the records section and work under the supervision of the Section-in-Charge.

92. The despatcher will sort out papers department-wise office wise. He will put all papers pertaining to one department/office in one envelope noting on the cover the numbers of letters placed in that envelope. For the sake of facility in sorting out papers to be despatched. The despatcher will be provided with a pigeon hole, rack containing the requisite number of holes. For local delivery he will maintain peon books in the prescribed Form No. 6. After the return of peon book each day, the despatcher should satisfy himself that signatures of recipients are duly recorded therein.

93. Service postage stamps register for postal dak will be maintained in Form No. 7. The balance of service postage stamps should be struck out and signed by the Office Superintendent, daily. All postage stamps will be kept under lock and key. Requirement of stamps should be fore-seen and stamps should be indented for well in time.

94. With a view to save time of the despatcher which is at present devoted in writing addresses on all covers, it would be expedient if he is supplied with printed envelope following designations may be got printed on the envelopes:

- (i) Secretary/Deputy Secretary/Assistant Secretary to the Government - of Rajasthan Department Jaipur.
- (ii) Registrar, Board of Revenue, Ajmer,
- (iii) Tehsildar District
- (iv) Sub-Divisional Officer District

95. No paper will be received by the despatcher after 3.00 P.M. unless specifically ordered by the Office Superintendent.

96. The letters should be despatched on the date they are received by the despatch clerk.

97. Service books- confidential reports, original records and other important documents, should be sent by Registered post and registration receipts should be properly maintained by pasting them on the despatch register.

98. Heavy dak should be despatched through a special messenger instead of by post, if it is cheaper to do so.

99. Economy labels should be pasted on all envelopes and covers so that the envelopes can be used again.

100. Envelopes, received from outside should not be thrown away but should be cut in a manner to make them serviceable. They should be kept for further utilisation.

101. The despatcher will send all Confidential letters in double covers with inner cover duly sealed. Both the covers should bear the marking Secret/confidential as the case may be.

102. After issue, the despatcher will return the files, with the original copy of the letters despatched to the record keepers.

103. The record keeper will indicate action taken on a particular receipt in columns No. 7 & 8 of the Movement Register. If an interim reply has been sent or the information is being collected from the subordinate offices, action taken in respect of such receipts will be indicated by writing 'I' in Column No. 7.

Entries in column No. 8 will be made in respect of only those cases which are disposed of in the following manner

(1) Receipts which require no action and are kept on the relevant files after perusal. These may be indicated by 'F'.

(2) Receipts which contain information in response to the references issued by the Collector. As these receipts contain information which is received in piece-meal from the subordinate offices, the relevant files with such receipts will not be sent to the dealing clerks till the next date of their submission which will be indicated by the dealing clerks on the original references. This will be noted down by the record keepers in their reminder diaries. During this period, the information received, will be kept on the relevant files by the record keepers. Action taken in respect of all such receipts, will be indicated by writing 'C'.

(3) Receipts on which final replies are conveyed. Number and date of the letter under which final reply is sent will be written against such receipts.

104. Thus all receipts against which in Column No. '8' of the Movement Register 'F' 'C' or Number and Date of letter despatched are indicated, will be treated as finally disposed of. Where Column 8 is blank, it will show that the cases are pending disposal. The record keepers should, always keep this column in the register posted up-to-date. Any default on their part will under them liable for disciplinary action.

105. After completing entries in the Movement Register in Columns No. 7 and 8, the record keepers should place the files duly arranged at their proper places which should be specifically earmarked for every 'Head' in the Almirah.

106. When action on the files is finally completed, these will be closed and consigned to the District Record Room. The procedure for consignment etc. has been laid down in the district Manual (Records).

XII Fortnightly Arrear Report.

The in-charge, Record Section, shall prepare at the close of each fortnight a statement in Form No. 8 showing the details of references pending final disposal. This statement will include all references received earlier than 15 days and where

Column No. 8, in Register No. 3, is either blank or is either marked 'C' i.e. where the reply is not entered as having been sent or where the paper are being compiled for being put up to the dealing clerk. (References pending for more than six weeks will be shown in the statement in red ink). He will submit this statement to the Office Superintendent who, after scrutinising it, will submit it to the Collector alongwith his remarks, by the 5th, and 23rd of every month. This statement will be an important medium which will enable the Collector to know the state of arrears in his office. Appropriate action should be taken by him with the officers-in-charge, of the section to dispose of these -references.

108. The Office Superintendent will arrange for early disposal of papers pending for more than a fortnight. He may propose disciplinary action against any clerk who is found to default frequently. An entry to this effect may also be made by the Office Superintendent in the ephemeral roll against the name of the clerk concerned.

XIII-Circular and Guard Files.

Circular Files.

109. These will be kept by the record keeper in the Central Records Section. There will be a separate circular file for every subject. These circular files will be utilised for reference purposes. If any circular requires any action or correspondence, its copies will be taken out and put in separate files for dealing purposes.

Guard Files.

110. Every dealing clerk should maintain a guard file for reference purposes. This guard file will contain copies of important instructions, orders or circulars either issued by the district office or received from Government, which will be required by the dealing clerk for his guidance in the dealing of papers. The guard files should be kept properly indexed. The papers in this file will be re-arranged subject-wise in January every year.

APPENDICES AND FORMS
TO
CHAPTER IV

FORM NO. '1'
(Under para 5 and 6 of Chapter IV)
General Diary Register

S. No.	From Whom received	No. & Date of office of Origin	Brief contents	To whom delivered	Date of delivery	Remarks
1	2	3	4	5	6	7

Date of Receipts of papers (To be written in red ink).

FORM No. '2'
(Under para 17 of Chapter IV)
File Register

S. No. of file	Date of opening of file	Subject of file	Class No.	Date of sending File to record room
1	2	3	4	5

FORM NO. '3'
(Under para 21 of Chapter IV)
File Movement Register

S. No.	Inward No.	Subject in brief	File No.	Date on Which sent to dealing clerk	Date on Which received back	Action Taken		Remarks
						Interim	Final	
1	2	3	4	5	6	7	8	9
							'F' 'C' No. & date of despatch of final reply	

FORM NO. '4'
(Under para 25 of Chapter IV)
File Movement Register

S. No.	No. of File	Issued to	Date of Issue	Initials of receiving official	Date of return	Remarks
1	2	3	4	5	6	7

FORM NO. '5'
(Under para 47 of Chapter II)
Proforma for the Register of Control Chart
For Periodicals Received in the District Office

Name of the Return with its periodicity		Prescribed date for its receipt and submission												Remarks
Name of the office from where received		Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	
1.	Tehsil Churru		10											
2.	Tehsil Rajgarh		7											
3.	Tehsil Ratanagar		15											
4.	Tehsil Sujana		8											
5.	Tehsil Dungargarh		20											
6.	Tehsil Sardarsahar		13											
7.	Tehsil Taranagar		17											
	Date of despatch		25											

NOTE: The return should be shown in classes according to its periodicity i.e. weekly, fortnightly, monthly, quarterly, Half Yearly or Yearly.

NOTE: The return should be shown in classes according to its periodicity i.e. weekly, fortnightly, monthly, quarterly, Half Yearly or Yearly

FORM NO. '6'

Peon Book

(Under para 92 of Chapter IV)

Date	To whom addressed	Contents of Letter	File No.	Peons name	Signature of receiver
1	2	3	4	5	6

FORM NO. '7'*(Under para 93 of Chapter IV)*

Register of Postage Stamps

Date of despatch	No. of Communication	Name of addresses	Stamps used		Weight
			Rs.	P.	
1	2	3	4		5

FORM NO. '8'*(Under para 107 of Chapter IV)*

Fortnightly Arrear Statment

For the fortnight ending.....196.....

S.No.	Letter No.	Date	From whom received	Subject	Name of clerk with whom pending	Remarks
1	2	3	4	5	6	7

APPENDIX - XI*(Under para 16 of Chapter IV)*

Classification of Subjects into Heads.

Heads	Subjects
1. Service	
(a) Gazetted Officers	1. Creation, conversion and abolition of posts.
(b) Non-gazetted officers	2. Recruitment :- (a) Direct. (b) Through Rajasthan Public Service commission or Rajasthan Panchyat Samitis and Zila Parishads Service Seletion Commission.
(c) Ministerial staff	3. Departmental Examinations.
(d) Non-Ministerial staff'	4. Service Books and Character Rolls. 5. Confidential Rolls. 6. History fo Services. 7. Civil List. 8. Seniority list of different class of Officers & Officials. 9. Personal files :- Appointments, Promotions, Commendation. Punishment, Leave, Transfers, Dismissal, Memorials, Pension, Gratuity, Provident Fund.
	10. Annual Establishment Return Audit Reports and maintenace of Estt. registers.
	11. Grade increments.
	12. Fixation of pay.
	13. House Rent Allowance.
	14. Pensions and Gratuities.
	15. Representations.
	16. Disciplinary cases.
	17. Complants of corruption etc.
	18. Departmental Enquiries.
	19. Leave (including leave salary and officiating allowances).
	20. Rules and Regulations relating to Services.
	21. Absorption of surplus staff.
	22. Re-employment of officers and officials.
	23. District Establishment Committee.
	24. Miscellaneous.
2. Deputation & Training	1. Deputation :- (a) to foreign service

Heads	Subjects
	(b) to Local bodies. (c) to other departments.
2.	<i>Training :-</i> (a) special & Technical (b) During probation period. (c) to Officers & Officials :-
1.	R.A.S. Officers.
2.	Tehsildars & Naib Tehsildars.
3.	Accountants, Accounts Clerks, Cashiers & Revenue Accountants.
4.	Land Records Staff.
5.	Staff of the Development Department
6.	Another Staff.
7.	Miscellaneous. <i>1. Rajsthan Compulsoty Insurance Scheme.</i>
3. Insurance, Provident Funds & Loans	1. First and Further declarations. 2. Policy certificates. 3. Recovery of Premium amount. 4. Risk Notes. 5. Issue of Loans and its recoveries. 6. Maturity and Death Claims. 7. Amounts placed in suspense correspondence thereto. 8. Miscellaneous. <i>2. Provident Fund</i> 1. Contributory Provident Fund. 2. General Provident Fund. 3. Loans under the Provident Fund schemes and its recovery.
4. Budget & Grants	1. Preparation of annual and supplementary budget, appropriation and re-appropriation and Excess & savings Statement 2. Grants for specific purposes. 3. Ways & Means (Temporary advances for specific purposes). 4. Imprests. 5. Miscellaneous.
5. Accounts & Audit.	<i>1. Accounts.</i> 1. Periodical Accounts of all kinds (Monthly accounts etc.)

Heads	Subjects
	2. Maintenance of various accounts registers prescribed under the rules including Cash Book etc.
	3. Receipts and despatch of all periodical retruns prescribed for the purpose.
	4. Control over expenditure.
	5. Control over receipts.
	6. Reconciliation of Accounts.
	7. Sanctions.
	8. Security taken from Govt. Servants for handling Cash & Stores.
	9. Accounting procedure and work relating to to internal check.
	10. Embezzlement and defalation cases.
	11. Writing off of losses and cases of refund.
	12. Miscellaneous.
	<i>2. Bills of all kinds viz.</i> 1. Salary bills. 2. Detailed contingent bills. 3. Abstract contingent bills. 4. Travelling allowance bills. 5. Taccavi and subsidy bills. 6. Grants-in-aid bills. 7. Arrear bills. 8. Medical Claim bills. 9. Telephone bills.
	10. House Building advance and Conveyance Advance bills.
	11. Any other bills.
	12. Miscellaneous.
	<i>3. Audit</i> 1. Audit reports. 2. Outstanding Audit objections and Inspection Reports. 3. Physical verification of stores and stock account. 4. Miscellaneous.
6. Contingencies & Dead Stock.	1. <i>Contingent expenditure.</i> 1. Stationery and Printing. 2. Purchase of Books and periodicals. 3. Subscription to Rajasthan Rajpatra. 4. Livries. 5. Postage and Telegrams.

Heads	Subjects
	6. Telephone Charges
	7. Electric light and fans and charges thereof.
	8. Weather charges.
	9. Water charges.
	10. Building rent.
	11. Purchase and repairs to furniture.
	12. Tracing cloth.
	13. Binding charges.
	14. Advertisements.
	15. Transportation charges.
	16. Labour charges.
	17. Bastas.
	18. Festivals.
	19. Diet Money to witnesses.
	20. Motor Maintenance.
	21. Miscellaneous.
	2. Dead Stock.
	1. Furniture and office equipment.
	2. Stores.
	3. Malkhanas.
	4. Miscellaneous.
	3. Froms.
	1. Printing of.
	2. Receipt of.
	3. Distribution of.
	4. Miscellaneous.
7. Stamps	1. Postal Stamps.
	2. Court Fee stamps (Revenue & Judicial).
	3. Cases under Stamps Act.
	4. Cases under Court Fee Act.
	5. Appointment of Stamp vendors and complaints against them.
	6. Miscellaneous.
8. Treasury & Banks	1. District Treasury.
	2. Sub-Treasuries.
	3. Arrangement of Police guards at the Treasuries & Sub-Treasuries.
	4. Inspection reports of Treasuries and Sub-Treasuries by -
	(a) Chairman & Member Board of Revenue.
	(b) Collectors.

Heads	Subjects
	(c) Treasury officers.
	(d) Sub-Treasury Officers.
	(e) Audit-Department.
	5. Departmental chests.
	6. Coordination and relations of Banks with Government treasuries.
	7. Matters relating to Banking and holidays under the Negotiable Instruments Act.
	8. Miscellaneous.
9. Loans, Advances & Recoveries	1. 1. Loans to non-official bodies viz. Municipality, Municipal Boards, Panchayat Samities.
	2. Loans to land Holders and other Notabilities-Loans in connection with rehabilitation of Jagirdars etc.
	3. Recovery and re-payment of loans advanced to Panchayat Samities.
	4. Advance to cultivators, Famine Advances, Tube wells, G.M.F. Scheme, Installation of pumping sets, Mechanised cultivation, ordinary taccavi Advances, Installation of persian wheels, Deepening of well Fruit Development Loans for Agricultural implements.
	5. Loans to displaced persons.
	6. Miscellaneous Loans and Advances, Loans to Students for prosecution of studies, Industries Loans, Loans to small Scale Cottage Industries, Loans for Industrial Housing Scheme, Loans to Flood fire etc. Sufferers.
	7. Loans to Government Servants etc., House Building Advances, Advance for Purchase of Motor Conveyance Advances for Purchase of other conveyances.
	8. Recovery of loans and Advances from the compensation claims of Jagirdars.
	9. Recoveries of Government dues under Rajasthan P.D.R. Act.
	10. Payments of allowances etc. to the Rulers & their relatives.

Heads	Subjects
	11. Payment of remuneration to Patils or Lumbar dars.
	12. Recovery of loans and advances given to Rulers, Nobles, Jagridars, individuals and other parties.
	13. Departmental Arrears and their recoveries.
	14. Miscellaneous.
10. Currency	1. Currency, Coinage and Legal Tender.
	2. Miscellaneous.
11. Contributions & Donations	1. contribution and donations to Public institutions and local bodies by Govt.
	2. Subsidies.
	3. Funds.
	4. Miscellaneous.
12. Revenue Administration	1. Revenue legislation-land reforms.
	2. Allotment of land for agricultural purposes.
	3. Allotment of land for building and other purposes.
	4. Grant of ijaras or temporary leases for unsettled areas.
	5. Appointment of Patils.
	6. Grazing lands (Charagahs)
	7. Disputes regarding land.
	8. Cutting of Trees.
	9. consolidation of Holdings.
	10. Land Revenue-assessment, demand, collection, balance, remission and suspension.
	11. Appointment of Parokars to conduct Revenue cases in Law Courts.
	12. Baqaya of land revenue etc.
	13. Taxes etc.
	14. Treasure Trove.
	15. Lawaris Property (Escheat)
	16. Natural Products.
	17. Miscellaneous.
13. Jagirs & Muafies etc.	1. Resumption.
	2. Claim and compensation and rehabilitation grants of resume jagirs.
	3. Verification of the claim for compensation and rehabilitation grants.
	4. Interim compensation and rehabilitation grants.

Heads	Subjects
	5. Provisional and final awards.
	6. Bonds and their distribution.
	7. Matimi and Mutation cases.
	8. Maintenance to the widows and dependents.
	9. Miscellaneous.
14. Land Records	1. Land Records.
	2. Mutations, -Cases of cultivators.
	3. Survey and Settlement operations.
	4. Crop Experiments.
	5. Crop Forecasts.
	6. Locust.
	7. All Statistics pertaining to Land Records.
	8. Patwar Examinations.
	9. Patwar Schools.
	10. Patwar Training.
	11. Boundary disputes and partitions.
	12. Famine, pests and Calamities.
	13. Relief in flood and fire etc.
	14. Land census.
	15. Miscellaneous.
15. Land acquisition	1. Acquisition of land-proceedings thereunder.
	2. Preparation of Plans.
	3. Issue of Notices
	4. Compensation.
	5. Miscellaneous.
16. Judicial	1. Magistracy.
	2. Service of summons.
	3. Execution of warrants of arrest and search.
	4. Execution of decrees of Civil Courts.
	5. Attestation of power of Attorney & Mukhtar names.
	6. Grant of bonafide resident certificates.
	7. Litigation.
	(a) Notices under Sec. 80.
	(b) Civil Suits against Govt.
	(c) Writ Petitions.
	(d) Govt. appeals and withdrawal of cases.
	8. Appointment of Public Prosecutors.
	9. Appointment of Govt. Advocates and Public Prosecutors to conduct the cases in the law Courts.
	10. Issue of Commission.
	11. Jurisdiction of different courts.
	12. Inspection of Criminal Courts.
	13. Civil Marriage.

Heads	Subjects
	14. Rent Control.
	15. Verification of Character and antecedents.
	16. Miscellaneous.
17. Public Order	1. Disturbance and riots.
	2. Hartals, strikes and other Public demonstrations.
	3. Communal and Class dispute.
	4. Measures for maintenance of public security and order. Preventive detention, exterment and restriction orders etc. On persons for-
	5. Registration of Societies and Associations-
	(a) Resolution of non-official.
	(b) Recognition of service association.
	(c) Declaration of occupation as essential service.
	6. Labour disputes weekly holidays etc.
	7. Proscription of books and publications.
	8. Printing Press
	9. News papers and books published.
	10. Censor of press and private correspondence.
	11. Registration of foreigners.
	12. Secert intelligence.
	13. Periodical diaries and monthly report on law and order.
	14. Miscellaneous.
18. Police & Military	1. Police force.
	2. Seditions.
	3. Vagrancy.
	4. Pursuit and arrest of dacoits and out laws.
	5. Suppression of crimes on borders.
	6. Police, arragnements on special occasion (fairs, festivals, cerimonials public function and visits of high personages)
	7. Sati cases.
	8. Betting, gambling and public lotteries.
	9. Police guards at treasuries, offices and residence of officers.
	10. Habitual offenders.
	11. Military and Military Deserters.
	12. Cantonments.
	13. Aerodrames.
	14. Home Guards.
	15. Ex-Soldiers-their re-employment etc.

Heads	Subjects
	16. Post mortem and chemical analysis.
	17. Miscellaneous.
19. Prisons & Asylum	1. Maintenance of Jails and lock-ups.
	2. Escape of prisoners.
	3. Death of prisoners in Police custody or in jail under suspicious circumstances.
	4. Release of prisoners for good conduct or on special occasions.
	5. Jail Guards.
	6. Jail inspection and visitors.
	7. Reformatories.
	8. Lunatic Asylums.
	9. Destitute Women's Homes.
	10. Poor Houses.
	11. Anath Ashram.
	12. Rescue Homes for Abducted women.
	13. Miscellaneous.
20. Legislation	1. Enactment of acts, rules and regulations of all kinds.
	2. Departmental Rules & Regulations.
	3. Registration of Documents.
	4. Miscellaneous.
21. Arms, Ammunition & Explosives	1. Registration and licence for possession of arms and ammunition.
	2. Licence for import of arms and ammunition.
	3. Licenses to go armed on journey.
	4. Seizure of unlicensed arms and ammunition.
	5. Manufacture of purchase of arms and ammunition.
	6. Verification of purchase of arms and ammunition.
	7. Restriction against import of arms.
	8. Expendiure from restriction on possession and purchase of arms and ammunition.
	9. Import and sale of ammunition sulphur.
	10. Imflammable and dangerous commodities.
	(a) Petroleum.
	(b) Petrol.
	(c) Calcium carbite.
	11. Miscellaneous.

Heads	Subjects
22. Public Entertainment & Sports	<ol style="list-style-type: none"> 1. Cinema houses. 2. Travelling Cinemas. 3. Circus. 4. Dramas, and Theaters. 5. Games & Sports. 6. Miscellaneous.
23. Passports & Permits	<ol style="list-style-type: none"> 1. International Passports. 2. Pakistan permits. 3. Long term Visa. 4. Short term Visa. 5. Permanent Settlement. 6. Migration & Immigration. 7. Certificate of identity required by students proceeding to foreign countries for study. 8. Miscellaneous.
24. Panchayati Raj	<ol style="list-style-type: none"> 1. General Elections and Bye-elections of the Panchayats. 2. Appeals and cases under Sec. 75 of the Raasthan Panchayat Act. 3. Sale of Abadi Land. 4. Complaints against panchas & Sarpanchas. 5. No-Confidence Motion. 6. Other case work relating to Panchyats. 7. Elections of Panchyat of Panchayat Samities including cooption of members. 8. Zila Parishad-Election and its formation. 9. Allegations against the Pradhans and Up-Pradhans. 10. Proper utilisation of the amount placed at the disposal of the Panchayat Samities. 11. Technical assistance to the Extension Officers. 12. Resolutions of P.S. and their standing Committees. 13. Miscellaneous.
25. Planing & Development	<ol style="list-style-type: none"> 1. Community Projects. 2. Local Development Works. 3. Co-ordination of all Development activities in the District relating to Plan.

Heads	Subjects
	<ol style="list-style-type: none"> 4. Housing Schemes. <ol style="list-style-type: none"> (a) Low Income Group Housing Scheme. (b) Middle Income Group Housing Scheme. (c) Rural Housing Scheme. 5. Miscellaneous.
26. Agriculture	<ol style="list-style-type: none"> 1. Agricultural improvements. 2. Distribution of improved seeds, implements and chemical manures. 3. Grow more Food Campaign. 4. Agricultural demonstrations, propa ganda: including exhibitions and fairs. 5. Supply of essential commodities for Agricultural purposes. 6. Agricultural Farms. 7. Agricultural Statistics. 8. Miscellaneous.
27. Animal Hushandry	<ol style="list-style-type: none"> 1. Prevention of animal diseases. 2. Veterinary Hospitals and Dispensaries. 3. Live Stock including its census. 4. Fisheries. 5. Gaushalas. 6. Dairy Farms. 7. Poultry Farms 8. Miscellaneous.
28. Social Welfare	<ol style="list-style-type: none"> 1. Schemes relating to Scheduled Castes, Scheduled Tribed, Ex-Criminal Tribes etc. 2. Complaints and representations relating to Social Welfare. 3. Miscellaneous.
29. Cooperation	<ol style="list-style-type: none"> 1. Co-operative Societies. 2. Co-operative Banks. 3. Rural Reconstruction Centres. 4. Miscellaneous.
30. Industries & Commerce	<ol style="list-style-type: none"> 1. Large & Small Scale Industries. 2. Khadi and Village Industry. 3. Fairs and Exhibitions. 4. Financial Assistance to Industries (Loans, Subsidies etc.) 5. Major and Minor Minerals. 6. Royalties and mineral rights. 7. Cottage Industries. 8. Hand Looms. 9. Miscellaneous.

Heads	Subjects
31. Irrigation	<ol style="list-style-type: none"> 1. Major Irrigation Projects. 2. Medium Irrigation Projects. 3. Minor Irrigation Projects. 4. Matters relating to realisation of Irrigation levy. 5. Breaches of tanks and canals. 6. Betterment Levy. 7. Miscellaneous.
32. Food and Supply	<ol style="list-style-type: none"> 1. Procurement of Food grains. 2. Cheap Grain Shops. 3. Control and Rationing. 4. Civil quota of iron, G.I.C. & G.P. sheets. 5. sugar. 6. Coal 7. Licenses for Sugar and Cotton. 8. Statistics and Returns. 9. Miscellaneous.
33. Transport	<ol style="list-style-type: none"> 1. Inspection of Motor Vehicles. 2. Fitness Certificate. 3. Registration of Motor vehicles and enforcement of Motor Vehicle Act and Rules. 4. Temporary permits. 5. Registration Fee. 6. Realisation of Road Tax. 7. Challan of cases for infringement of any rules. 8. Statistics and Returns. 9. Revenue Register, Tax Ledger and other Registers pertaining to Accounts. 10. District Pool 11. Miscellaneous.
34. Local Self Government	<ol style="list-style-type: none"> 1. Town Improvement Schemes. 2. Provision for Drinking Water Wells. 3. Water supply schemes. 4. Constitution of Municipal Boards, their elections, extension, dissolution. 5. Constitution of City and Town Improvement Committees, Improvement Boards etc. 6. Sale, Transfer, allotment of non agricultural land for building etc by: <ol style="list-style-type: none"> (a) Municipalities in Municipal areas within cities and towns

1	2	3
		<ol style="list-style-type: none"> (b) City Improvement Boards and Committees etc.
		<ol style="list-style-type: none"> 7. Establishment of Markets etc. 8. Case work under the Rajasthan Municipalities Act. 9. Miscellaneous.
35. Relief & Rehabilitation.		<ol style="list-style-type: none"> 1. Relief and Rehabilitation of persons displaced from their original place of residence. 2. Custody, management and disposal of property (including agricultural land) declared by law to be Evacuee Property. 3. Rehabilitation Schemes. <ol style="list-style-type: none"> (a) Allotment of agricultural land. (b) Industrial and Housing Schemes. (c) Grant of Loan. (d) Compensation Scheme. 4. Refugee Committees. 5. Registration of displaced persons. 6. Cash doles. 7. Training of displaced persons. 8. Refugee homes and infirmaries. 9. Miscellaneous.
36. Medical & Education		<ol style="list-style-type: none"> 1. Hospitals and Dispensaries including mental Hospitals. 2. Ayurvedic and other Hospitals. 3. Epidemic and other diseases. 4. Medical Attendance and Aid to Govt. Servants Rules thereunder. 5. Primary and Middle Schools. 6. High, Higher Secondary and Multipurpose Schools. 7. Colleges. 8. Technical Education. 9. Social Education. 10. Adult Education. 11. Cultural Organisations, games, sports, Tournaments, Scouting, girl guides etc. 12. N.C.C. & A.C.C. 13. Archaeology and Museums. 14. Library. 15. Archives. 16. Permission to use educational building and equipment. 17. Miscellaneous.

1	2	3
37. Elections	1.	Delimitation of constituencies.
	2.	Elections and Bye-elections to Parliamentary Constituencies.
	3.	Elections and Bye-elections to Assembly Constituencies.
	4.	Printing of Electoral Rolls.
	5.	Forms, Stationery and Stores etc.
	6.	Statistics.
	7.	Miscellaneous.
38. Communications	1.	Roads.
	2.	Railways.
	3.	Post Offices
	4.	Telegraphs.
	5.	Telephone.
	6.	Escort of Mails.
	7.	Miscellaneous.
39. Forest & Grass Farms	1.	Afforestation, Deforestation including fuel and Fodder revenues, grass farms.
	2.	Zoo
	3.	Wild Life Protection.
	4.	Van Mahotsava.
	5.	Beers and Jhors.
	6.	Gardens including flower and Vegetable shows.
	7.	Miscellaneous.
40. General administration	1.	Office Procedure.
	2.	Inspection of offices.
	3.	Statistics & Periodical Returns.
	4.	Allotment of residential accommodation.
	5.	Allotment of office accommodation.
	6.	Government Building-their maintenance & disposal.
	7.	Death of High personages.
	8.	Holidays.
	9.	State Festivities.
	10.	Circuit Houses and Dak Bungalows etc. including arrangement of accommodation therein.
	11.	Tours and visits etc.
	12.	Constitutional Matters.
	13.	Political Prisoners and Political Sufferers.
	14.	Honours and Distinctions.
	15.	Privy purses and personal properties of the Rulers and other matter pertaining to them or their families.

1	2	3
		16. Religious buildings and places
		17. Rajasthan Gazette.
		18. Parliamentary & Assembly Questions.
		19. District Gazetteer.
		20. Human Census.
		21. Fairs and Festivals.
		22. Pilgrimage.
		23. Territorial & Jurisdictional changes.
		24. National Savings Scheme.
		25. Income Tax.
		26. Annual Administration Reports.
		27. Excise & Taxation.
		28. Petition Writers.
		29. Deed Writers.
		30. Oath Commissioners.
		31. Revenue Agents.
		32. Library.
		33. Books & Periodicals.
		34. Records.
		35. Miscellaneous.

CHAPTER V.
DISTRIBUTION OF BUSINESS
INTO
VARIOUS SECTIONS

CHAPTER V.

Distribution of business into various Sections.

I-Judicial

The following heads will be allotted to this Sections with their subjects as detailed om Appendix I of Chapter III.

16-Judicial.

17.-Public order

18-Police and Military.

19-Prisons and Asylums.

20-Legislation.

21-Arms, Ammunitions and Explosives.

22-Public entertainment and Sports.

23-Passports and Permits.

33-Transport.

36-Medical & Education.

40-General Administration.

(i) Passports and Permits.

2. Extension in visas on Pakistan Passport and permission to visit additional places to Pakistan nationals :- In respect of persons visiting this State on Pakistan passports, the District Magistrate is autorised to grant -

(a) extensions in the period of stay for a total period of thirty days, and

(b) permission to visit additional places other than those mentioned in the Visas but falling within the State of Rajasthan..

3. The authority to grant extensions after thirty days and for visit to places outside Rajasthan remain vested in the Passport Officer, Rajasthan, Jaipur.

4. Double fee should be charged for services on a joint passport issued to husband and wife for each kind of service mentioned above as well as for renewal of visas.

5. Intimation regarding the grant of permission to Pakistan nationals to visit additional places should be transmitted to the Supdt. of Police of the place to be visited alongwith particulars especially the temporary address of the Visa holder at the place for which permission is granted.

6. The following register should be maintained by the clerk dealing with passport cases :-

1. Visa register for additional places.

2. Register for fees charged for Visa extensions and endorsement in Visas for additional places to be visited in Rajasthan.

3. Register for India-Pakistan Passport cases. This register is required to be maintained to indicate the particular cases received, disposed off and pending with the police or any other authority.

(ii) Grant of Citizenship Certificates Under the Indian Citizenship Act 1955 and Citizenship Rules, 1956.

7. The Pak wives who have migrated to India under the Pakistan Passports and married with Indian nationals in India are only eligible for registration under Section 5 (1) (a) and (c) of the said Act.

8. The District Magistrate is empowered under section 5 (a) of the Indian Citizenship Act, 1955 and Citizenship Rule, 1956 to register a person coming from Pakistan and to grant one year long term visa under Section 5 (1) (a) Registration under Section 5 (1) (C) can be made only by the Government of India. All applications in this behalf are required to be made to the District Magistrate.

9. Fees for registration should be levied according to Schedule Iv of Citizenship Rules 1956, and deposited under Major Head XXI-Misc. Deptt. Administration of Citizenship Act, 1955'.

10. The particulars about the registration should be mentioned in the prescribed form.

(iii) Certificates to members of Scheduled Castes/Tribes.

11. A certificate to a member of the Scheduled Caste/Tribe, can be issued by any of the following authorities in the form Appendix I-

1. District Magistrate/ Additional District magistrate/ Collector/ Sub-divisional Magistrate/ 1st Class Stipendary Magistrate.

2. Revenue Officers not below the rank of Tehsildars.

3. Sub-Divisional Officers of the area where the Candidate and/ or his family normally resides.

4. Gazetted Officers countersigned by the District Magistrate concerned.

(iv) Cinemas.

12. The District Magistrate is empowered to grant licenses both for permanent and temporary cinemas. No temporary or touring cinema shall be allowed to exhibit films for trade purposes within 5 miles radius of a permanent cinema provided that the Government or the District Magistrate in a particular case permits the exhibition of films for trade purposes by temporary touring or open air cinemas within 5 miles radius of a permanent cinema.

13. The licenses are granted for a period of one year ending 31st March in respect of the permanent cinemas only and renewed for a period of one year after obtaining the requisite certificate as given in the Rules.

14. The licenses in respect of temporary cinemas are granted for a period of 4 months in the first instance. This period may be extended by another four months but it can not be extended so as to complete full one calendar year.

15. The fee for the grant and renewal of License in respect of permanent cinema is charged in accordance with the capacity of the house (number of seats) and is deposited under head "LII Misc-Fees, Fines and Forfeiture."

16. The District Magistrate is empowered to issue licenses under the Rajasthan Dramatic Performances Rules 1955 for the