

DISTRICT OFFICE MANUAL (DOM)

General Procedure

- **TOTTENHAM SYSTEM: Evolved by Tottenham, Ex Arcot Dist. Collector (T.N.State)**
- **Introduced in A.P. State vide Go.Ms.No. 1825 GAD dt.26.12.1959**
- **17 chapters, 143 Paras & 10 Appendices**
- **Office Hours : 10.30 AM to 05.00 PM**
- **Grace Period : 10 mts.**
- **Late/Early permission : 1 hour and up to 3 times in each case with prior permission**
- **Will be treated as ½ day C.L if comes before 02.00 PM with or without prior permission and 1 day C.L if comes after 02.00 PM**
- **3 late attendances : one C.L**

DISTRICT OFFICE MANUAL (DOM)

General Procedure

- **Lunch break: 45 mts in between 01.00 PM to 03.00 PM. Can avail one by one but should not leave office premises.**
- **C.Ls : 15 C.Ls & 5 O.Hs. Avail 10 days including P.H and O.H in one spell.**
- **C.P.L (C.C.L) can avail per each turn duty within 6 months, 10 CPLs only in a year and accrual is limited 7 and not more than 2 days turn duty continuously.**
- **Office is divided in to convenient sections and Supdts should stand exemplary to the lower staff**
- **No File / Reg. is permitted to home with out prior permission**
- **Nobody is allowed to come on Holiday with out O.O**
- **Addl. Allowance : No pay for Addl. Charge work up to 14 working days**
- **Exceeding 14 working days : Addl. Pay for 1st 3 months @ 1/5th pay by HOD and next 3 months @ 1/10th by Govt . (Allowances Applicable)**

NOTING AND DRAFTING SKILLS

REGISTERS TO BE MAINTAINED BY CASE WORKER

- PERSONAL REGISTER
- PERIODICAL REGISTER
- RUN ON NOTE
- ARREAR LIST
- STOCK FILES
- OTHER REGISTERS PERTANING TO THE SEAT.

PERSONAL REGISTER – **CHECK LIST**

1. Maintained by each dealing clerk
2. Maintained for one year
 - 1st January to 31st December
 - Old Personal Register continued till 31st March
 - Undisposed Currents to be entered in new personal register on 1st April
 - Adequate No. of pages to be left in the new Personal Register for B.F. files / Currents.

PERSONAL REGISTER FORMAT

Sl. No	Current No	Date of Receipt of Clerk	1) Title main head underlined 2) From whom 3) Outside number & Date	When current was	
				Sent to record for referencing	Returned
1	2	3	4	5	6

Submitted by Clerk	Returned to Clerk	Reference issued to whom and date	Reply to Fresh current received from whom number and date	Date of receipt by clerk	Nature (R/D/L/N Dis) and date of disposal
7	8	9	10	11	12

PDL CHECK LIST

- To watch prompt receipt and submission of PDLs
- Supdt to maintain monthly check list
- Issue advance reminders on quarterly, half yearly and annually etc PdlS
- Checked along with PRs

PERIODICAL REGISTER FORMAT

SI No	Periodical Number	Periodical Name (Subject)	Date due and from whom due	Date of receipt	Out –going Periodical		Remarks
					Date due and to whom due	Date of dispatch	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Run on Note file check list

Calendar of check by supervisory officers

- Check necessary for preventing delays
- Remarks on check of PRs and other registers to be answered within 48 hrs.
- Maintained for calendar year
- Periodical check to be ensured

RUN ON NOTE INDEX

Month	Date of Submission for Checking				Date of Submission	Signature
	Supdt	D.R.O	J.C	Collector		
Jan	11.01.94					
		26.01.94				
Feb	11.02.94					
			26.02.94			
Mar	11.03.94					
		26.03.94				
Apr	11.04.94					
				26.04.94		
May	11.05.94					
		26.05.94				
June	11.06.94					
			26.06.94			

RUN ON NOTE INDEX

Month	Date of Submission for Checking				Date of Submission	Signature
	Supdt	D.R.O	J.C	Collector		
July	11.07.94					
		26.07.94				
Aug	11.08.94			26.08.94		
Sep	11.09.94					
		26.09.94				
Oct	11.10.94					
			26.10.94			
Nov	11.11.94					
		26.11.94				
Dec	11.12.94					
				26.12.94		

RUN ON NOTE

DATE OF SUBMISSION :

The P.Rs, P.DLs and S.F are submitted to for checking		
Pending as on last check	: 10	
Currents received from last check	: 20	
Total	: 30	
Disposed	: 8	
Balance	: 22	
Over one year	: 2	
Over six months	: 3	
Over 3 months	: 1	
Below 3 months	: 16	

Arrear check List

Abstract list only

Maintained monthly

To know progress of work

For obtaining pending details

Check of long pending currents by Supdt

ARREAR LIST FORMAT

Sec. & Asst	No. previously pending	No. received during the month	Total	No. disposed	Balance	% Pending	Remarks
1	2	3	4	5	6	7	8

Stock file check list and format

- Index at the beginning
- Maintained subject wise
- All important orders of Government and dept kept in chronological order
- All pages numbered
- Weeding of repealed orders

SI NO	GO/MEMO/ ORDER NO AND DATE	SUBJECT	PAGE NO
1	2	3	4

FILE MANAGEMENT

- A file is made up of:
 - Current file
 - Note file
- Current file consists of :
 - Communications received
 - Communications sent
 - other connected papers

Note File

- 1/3rd Margin (Half Margin in case of Note seeking several orders on a single note file.)
- Page No and C.No on top
- Subject/ title
- Reference
- In short paragraphs duly numbered to each paragraph.
- Gist of the Application
- Rule Position (along with connected G.Os)
- Linking Files also to put up under the current file

How to Write a note

- Simply worded (logically sequenced and with good readership appeal)
- Factually correct (fact based)
- Non repetitive (by drawing attention through references on the margin or in the body of the Note especially for those which can be referred by Nos. and dates)
- In short, numbered paragraphs of a few sentences (of about 10 words) each
- Signature with date by the dealing Asst (on the left hand bottom).

Avoid while writing a note

- Verbosity
- Long and complicated sentences
- Reproduction of rules/regulations
- Intemperate language
- Bias

Noting

- How it should be?
- Recorded on a note sheet (At least one word should be carried over to the next page instead of ending the note at the extreme bottom of the page. One extra blank courtesy sheet should be added for further noting)
- Concise (comprehensive)
- Precise(businesslike and to the point)
- Objective and unbiased (Note in 3rd person)
- Polite (temperate language, even when pointing out obvious mistakes statements)

Current File

Papers in the current file are arranged:

- In Chronological order
- Previous paper on the top
- Neatly tagged together
- Page Nos. on both sides of the page in Red Ink starting with one.

Drafting

- A draft is a rough sketch of a communication to be issued after approval by the officer concerned
- Points to be noted:
- Draft should :
- Should carry the exact messages sought to be conveyed
- Should be clear , concise and incapable of misconstruction
- Should result in the desired response from the received
- Should be divided into proper paragraphs, according to the logical sequence or order of ideas expressed in the draft
- Should contain references to previous correspondence, if any
- Avoid: Lengthy sentences, abruptness
- Repetition of words, observations or ideas
- Offending, discourteous language

DRAFTING-CHECK LIST

- A draft should indicate the following:
- File Number
- The names and complete postal address of the sender organization
- The name/designation of the addressee with complete postal address
- Subject of the communication
- Number and date of the last communication in the series (from the addressee or from the sender)
- The enclosures which are to accompany the fair copy
- Subscription
- Urgency grading (By registered post/Spl. Messenger)
- Name and Designation, signature of the sender form applicable should be carefully chosen

Types of Communication

- Memo
- Letter
- DO letter
- Proceedings
- UO Note
- Notices
- Circular
- Office order

Memorandum

GOVERNMENT OF ANDHRA PRADESH

Office of :

Memo.No. Dt.

Sub :

Ref :

(Body of the Memo in 3rd Person Passive Voice)

No. of Paras as required

(Designation of Officer)

Enclosures :

To :

LETTER

GOVERNMENT OF ANDHRA PRADESH

FROM :

TO :

Sir,

Letter No. _____ dt.

Sub :

Ref :

(Body of the Letter in First Person)

(No. of Paras as required)

Yours faithfully,

(Designation of Officer)

Enclosures :

DEMI – OFFICIAL LETTER

GOVERNMENT OF ANDHRA PRADESH

Sri/Smt Department and address with
Designation of the officer both Office and Residential, Tel.No
(sender)

R.Sir/Dear Sir/Madam

Dear Sri./Smt.....

My Dear.....

D.O.Lr.No..... dt.

Sub:

Ref:

~~(Body of the Letter in 1st Person) No. of Paras as required~~

With regards/ kind regards/warm regards/best wishes

Yours Sincerely,

Enclosures :

To, (Name of the Officer)

Sri/Smt(Name with qualification)

GOVERNMENT OF ANDHRA PRADESH

Proceedings of the

Present : Sri/Smt..... (with qualification)

Progs No.

Dt.....

Sub:

Read:

ORDER :

Para 1 : Context.....

Para 2 : Order Part.....

Para 3: Instructions/ Direction Part

XXXXX

To :

Designation of Officer

Copy to :

Rc.No....., dt.....

Office :

U.O.NOTE TO.....

Sub:-

Ref: -

Body of the U.O Note in 3rd Person

Sd/-xxxxxxxxx

Signature

Rc.No....., dt.....

Office :

NOTICE

Sub:-

Ref: -

Body of the Notice in 3rd Person

Signature

To

Rc.No....., dt.....

Office :

CIRCULAR

Sub:-

Ref: -

Body of the Circular in 3rd Person

Signature

To

All the Concerned

OFFICE NOTE

Sub:- Housing - Ponnur Mandal – Chintalapudi (V) – Application of Sri.K.Venkaiah for construction of House under Indiramma Scheme –Reg.

Rc.No.1/2017-A1

Ref: - Application of Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M)

~~**~~

Submitted,

2) Kind attention is invited to the reference cited. Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M) in his application cited requested for sanction of house site under Indiramma Scheme stating that his father Sri.K.Subbaramaiah is having a house in S.No..... of Chintalapudi (V) (Grama Kantam), that his father has got two sons out of whom the applicant is the Eldest one and his brother is studying. The applicant further stated that he is married and has got two children. As the present house is not sufficient for the entire family, he requested for sanction of house. He belongs to B.P.L. family and he is having a small piece of house site i.e nearly 2 cents adjoining to his house.

In this regard it is to submit that the Village Chintalapudi is taken up under Indiramma Scheme (2nd Phase) for construction of houses to the poor. Already 30 applications have been received in this Village for construction of houses and they have already been enquired and pending for sanction of houses. Hence a date for the standing committee meeting may be fixed and the present application may be kept aside.

Asst.

Supdt

The date for standing committee is not yet fixed. Hence in the mean time this application may be got enquired to sanction along with the 30 lists

For Orders

Supdt

P.D

I have contacted the Honble Minister. He asked to conduct Standing Committee in the 2nd Fortnight of next month. Hence get the present pending application enquired immediately to include subject to its eligibility.

P.D

o/o P.D, Housing, Guntur

Memo No...../2017 A1 dt -07-17

Sub:- Housing - Ponnur Mandal – Chintalapudi (V) – Application of Sri.K.Venkaiah for construction of House under Indiramma Scheme –Reg.

Ref: - Application of Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M)

Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M) in his application cited requested for sanction of house site under Indiramma Scheme stating that his father Sri.K.Subbaramaiah is having a house in S.No..... Of Chintalapudi (V) (Grama Kantam), that his father has got two sons out of whom the applicant is the Eldest one and his brother is studying. The applicant further stated that he is married and has got two children. As the present house is not sufficient for the entire family, he requested for sanction of house. He belongs to B.P.L. family and he is having a small piece of house site i.e nearly 2 cents adjoining to his house.

In this regard the A.E of this office is coming to the village on...-07-17 for inspection of the site. Hence the M.P.D.O is requested to inspect the site jointly and submit report for taking further action

Sd/-XXXX

To Project Director, Housing
The M.P.D.O, Ponnur, Copy to the A.E, Housing

From
Sri.....
P.D, Housing, Guntur

To
The M.P.D.O,
Ponnur

Lr.Rc.No...../2017/A1, dt.....07-17

Sir,

Sub:- Housing - Ponnur Mandal – Chintalapudi (V) – Application of Sri.K.Venkaiah for construction of House under Indiramma Scheme –Reg.

Ref: - Application of Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M)

I invite attention to the reference cited. Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M) in his application cited requested for sanction of house site under Indiramma Scheme stating that.....

In this regard the A.E of this office is coming to the village on-07-17 for inspection of the site. Hence I request you to inspect the site jointly and submit report for taking further action

Yours faithfully

P.D, Housing, Guntur

Copy to the A.E, Housing, Guntur

Rc.No...../2017/A1, dt...07-15 O/o P.D, Housing, Guntur

U.O.NOTE TO THE A.E HOUSING, GUNTUR

Sub:- Housing - Ponnur Mandal – Chintalapudi (V) – Application of Sri.K.Venkaiah for construction of House under Indiramma Scheme –Reg.

Ref: - Application of Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M)

The A.E of this office is invited to the ref. cited wherein Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M) in his application cited requested for sanction of house under Indiramma Scheme stating that.....

Hence the A.E is requested to enquire in to the eligibility of the applicant and inspect the house site on -07-17 along with the M.P.D.O, Ponnur and submit detailed report together with the documentary evidence for taking further action.

Sd/-XXXX

Project Director, Housing

Rc.No...../2017/A1, dt...07-17

O/o P.D, Housing, Guntur

NOTICE

Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M) is informed that he has applied for construction of house under Indiramma Scheme stating that he has got vacant house site in the village.

In this regard, the A.E of this office is coming to chintalapudi (V) on -07-17 for inspection of the House Site and for enquiring in to the matter.

Hence Sri.K.Venkaiah of Chintalapudi (V) is requested to be available in the village at the time of inspection and handover the copies of all documentary evidences pertaining to his eligibility and land documents.

To P.D, Housing, Guntur
Sri.K.Venkaiah,
Chintalapudi (V), Ponnur (M)

O/o P.D, Housing, Guntur

Office Order

O.O.No.1/2017 A

Rc.No...../2017A, dt....

Sub : Housing – Reallocation of Mandals for dealing with Housing Schemes files – Reg

Ref : 1. Govt. Memo.No...../2017 dt.
2. Other Connected Papers

Hither to the Housing scheme files are being dealt by the C, D, and E Assts and the 'A' Seat is looking after Establishment subject and 'B' Asst is looking after obtaining of status reports..etc from the mandals.

As the Govt are keen on sanction of houses to the poor, it is felt that the C, D, and E Asst could not tackle the subject perfectly and it is proposed to allocate some mandals to 'A' and 'B' Assts also.

In view of the above, the mandals covered in Tenali and Ponnur constituencies are allocated to 'A' Asst and the mandals covered in Sattenapalli and Gurazala Constituencies are allocated to 'B' Asst.

The concerned Assts are directed to take over the connected files and take further action on the files immediately.

Signature

To

Copy to.....

SRI.....
PROJECT DIRECTOR

HOUSING DEPT,
GUNTUR.

DO Letter No...../2017/A1. dt -08-2017

Dear Sri.....

Sub:- Housing - Ponnur Mandal – Chintalapudi (V) – Application of Sri.K.Venkaiah for construction of House under Indiramma Scheme –Reg.

Ref: - 1) Application of Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M)

2) This office Lr.Rc.No...../2017/A1 dt -07-2017 and remainders thereon

I am to invite your attention to the reference cited. In the ref.2nd cited you have been asked to inspect the house site of Sri.K.Venkaiah, S/o K.Subbaramaiah of Chintalapudi (V), Ponnur (M) along with the A.E Housing, Guntur on -07-2017. But you have not inspected the site on -07-2017 along with the A.E since you have attended the conference conducted by the Collector in Guntur. As this being your adopted village, your inspection report is also required for inclusion of the Applicant's name in the list of Indiramma House Beneficiaries.

Hence I request you to inspect the site and submit your inspection report urgently as the matter is already delayed.

To, With regards

Sri.....,
M.P.D.O, Ponnur.

Yours Sincerely

Sd/

By Name

SRI.....

PANCHAYAT RAJ DEPT,

Mandal Parishad Development Officer, PONNUR.

DO Letter No...../2017/A1. dt -08-2017

Respected Sir,

Sub:- Housing - Ponnur Mandal – Chintalapudi (V) – Application of Sri.K.Venkaiah for construction of House under Indiramma Scheme –Reg.

Ref: - 1) Application of Sri.K.Venkaiah S/o K.Subbaramaiah of Chintalapudi (V) of Ponnur (M)

2) Lr.Rc.No...../2017/A1 dt -07-2017 of P.D, Housing, Guntur

3) DO Letter No...../2017/A1. dt -08-2017

I am to invite kind attention to the references cited. In the ref.3rd cited I was asked to inspect the house site of Sri.K.Venkaiah, S/o K.Subbaramaiah of Chintalapudi (V), Ponnur (M) for inclusion in the list of Indiramma Housing Beneficiaries. Accordingly I have inspected the site on08.2017 along with the E.O (PR & RD), Ponnur. My enquiry reveals that the applicant is eligible (white card holder) for sanction of house under Indiramma scheme and the site proposed by the applicant is suitable for construction of house and the applicant has got sufficient documentary evidence that the site belongs to him.

Hence I request to sanction of house to the applicant under Indiramma Scheme.

To, With Kind regards

Sri.....,

Yours Sincerely,

P.D, Housing, Guntur.

Sd/

By Name

Rc.No...../2017/A1, dt...09-17

O/o P.D, Housing, Guntur

CIRCULAR

Sri.T.Pitchaiah and 30 others of Chintalapudi (V) of Ponnur (M) have applied for construction of house under Indiramma Scheme and the inspecting officers have reported their eligibility for construction of houses and the standing committee under the chairmanship of the Dist. Minister is going to meet on09.2017 (tomorrow) in the Z.P Meeting Hall at 11.00 AM to discuss on sanction of houses to the applicants.

Hence all the staff members of this office are hereby directed to attend the Z.P Meeting Hall by 10.00 AM without fail with all the relevant records.

To P.D, Housing, Guntur
All the staff Members

Proceedings of the P.D, Housing, Guntur Present : Sri.....M.Tech.,

Proc.No...../2017/A1

dt -09-2017

Sub:-Housing - Ponnur Mandal – Chintalapudi (V) – Construction of Houses to 31 beneficiaries of the village under Indiramma Housing Scheme – Sanctioned - Orders – Issued - Reg.

- Read:-1) Application received from Sri.T.Pitchaiah and 30 others of chintalapudi (V) of Ponnur (M)
2) Reports of the A.E, Housing, Guntur and M.P.D.O, Ponnur
3) Resolutions of the Standing Committee held on -09-17

ORDER

Sri.T.Pitchaiah and 30 others of Chinatalapudi (V) of Ponnur (M) have requested for construction of Houses under Indiramma Housing Scheme stating that the present houses are not sufficient to their families and they are having vacant house sites..... (their eligibility)

The M.P.D.O, Ponnur and the A.E, Housing, Guntur who inspected the house sites and enquired in to the matter have recommended for construction of houses in the vacant house sites of the applicants.

In this regard the Standing Committee met on -09-17 has also resolved for construction of houses to the 31 applicants of Chintalapudi (V) of Ponnur (M) under Indiramma scheme

In view of the above, sanction is hereby accorded for construction of 31 houses to the following 31 applicants of chintalapudi (V) of Ponnur (M) in the sites already enquired and confirmed.

1) Sri.T.Pitchaiah, 2) and 31) Sri.K.Venkaiah

The A.E, Housing, Guntur is requested to take up construction of Houses to the 31 beneficiaries of Chintalapudi (V) and report the basement level constructions by the beneficiaries in their plots so that to release 1st installment funds.

P.D, Housing, Guntur

To

The Beneficiaries

Copy to the A.E, Housing, Guntur

Copy to the M.P.D.O, Ponnur

Copy to the Tahsildar, Ponnur

Proceedings of the P.D, Housing, Guntur
Present : Sri.....M.Tech.,

Proc.No...../2017/A1

dt -11-2017

Sub:-Housing - Ponnur Mandal – Chintalapudi (V) – Construction of Houses to 31 beneficiaries of the village under Indiramma Housing Scheme – Sanction of Rs.4,00,000/- towards 1st Installment Drawl of funds – Orders Issued - Reg.

- Read:- 1) Resolutions of the Standing Committee held on -09-17
2) This Office Procs. No...../2017/A1 dt....09-2017
3) Govt. Memo.No...../2017 Housing Dept, dt....10-2017
4) Report of the A.E Housing, Guntur dt.....11.2017

ORDER

Sri.T.Pitchaiah and 30 others of Chinatalapudi (V) of Ponnur (M) have requested for construction of Houses under Indiramma Housing Scheme stating that the present houses are not sufficient to their families and they are having vacant house sites..... (their eligibility)

The M.P.D.O, Ponnur and the A.E, Housing, Guntur who inspected the house sites and enquired in to the matter have recommended for construction of houses in the vacant house sites of the beneficiaries.

In this regard the beneficiaries were also issued orders vide this office Progs. even number dt. -09-15 sanctioning houses for the 31 bene.. Now the Govt. have released funds to meet the expenditure towards the 1st Installment. The A.E, Housing, Guntur has also reported that the beneficiaries have completed the basement level as already instructed.

In view of the above, sanction is here by accorded for drawl of Rs.4,00,000/- (Rs.....only) for payment to the A.E, Housing, Guntur to take up construction of Houses to the 31 bene... of Chintalapudi (V) of Ponnur (M) whose names were accepted by the Standing Committee.

The A.E, (H) is requested to start construction through the selected contractor.

The expenditure shall be debatable to “ M.H.....”

The D.D, Dist. Treasury, Guntur is requested to honor the bill when ever presented in the Dist. Treasury.

P.D, Housing, Guntur

To

The A.E, (H), Guntur.

Copy to the Bill, Copy to the M.P.D.O, Ponnur.

Copy to the Tahsildar, Ponnur

Nature of Disposals

- R Dis- Retain Disposal- Permanent
- D Dis- Destroy disposal- 10 years
- L Dis- Lodge disposal –1 year
- F Dis- To be filed
- Ndis- To be returned in original endorsement
- XL Dis- To be filed without numbering
- X N Dis- To be returned without numbering
- K Dis- 3 years/ 5 years of retention
(after obtaining Govt.orders by HOD)
- C B Dis – Call Book Disposal

Disposal Jacket

To have on front page:

Name of the Department :

Name of the office:

Nature of disposal: R/D-2201

Date of disposal-

Subject

Number of pages : CF

NF

Docket Sheet

Dept of

.....

Office of

.....

R/D Dis...../2015 A1, dt...09.15

Pages

N.F.....

C.F.....

Subject.....

.....

Index Slip

D Dis2015/A1, dt....09.2015

Sub:

.....

.....

.....

No.of pages C/F :

No.of pages N/F :

Call Book Check List

- Maintained for calendar year
- Only If no action beyond 6 months needed in a file
- Orders obtained for transfer to CB and date of revival
- When received CF and NF separated
- Given new current number
- Timely revival to be checked
- Maintained for the entire office year wise

CALL BOOK FORMAT

Sl. NO	Current No	Date of Entry in the Register	Subject	Date of order to lie over and period to lie over	Fresh new case no. and date of revival
1	2	3	4	5	6
				i) Date : ii) Period :	

**Look at the face of a poor man
behind each paper you handle
and also note that you are all
Govt. Employees and under
F.R 11 you are an whole time
Govt. Servant**

Thank You