



# **FUNCTIONAL FILING SYSTEM**

**(FOR USE IN THE OFFICES OF MARA AUTONOMOUS DISTRICT  
COUNCIL)**

**Department of  
General Administration & Control Department,  
MADC**

## Explanatory note describing the proposed Functional file index

The existing filing system of the central secretariat offices has been laid down in detail in the Manual Office Procedure. It suffers from the following disadvantages :—

- (i) There is no uniformity, since different sections allot different numbers to identical subjects or sub-subjects.
- (ii) Tracing of files is a time-consuming search through the file registers and the officers are dependent on record clerks.
- (iii) Indexing by subject as well as by individual name is necessary.

2. To overcome these disadvantages, a functional, subject-wise and sub-subject-wise file index could be prepared as follows :

2. 1 The main subjects under a function, say establishment, common office services, budget, are first listed under functional group headings which are respectively identified by capital letters 'A', 'D' and 'G'.

2. 2 Each main subject or main head under each functional group is assigned consecutive, Arabic numerals beginning with '11' which may go up to '99'.

2. 3 Similarly, the sub-subjects or sub-heads under each main head are assigned consecutive Arabic numerals beginning with '11' which also could go up to '99'.

2. 4 The identifying subject numerals and sub-subjects numerals are separated by 'O' ; the group of numerals to the left of 'O' refer to the main subject, while that to the right to its sub-subject, topic, aspect or factor.

2. 5 Files opened under the same subject, etc. are given serial numbers 1, 2, 3, and so on, and separated from the groups of numerals identifying the main subject and the sub-subject by a slant stroke.

2. 6 The year in which the file is opened is shown separately from the file number by a slant stroke.



2. 7 At the end of each file code number is to be indicated for the dealing administrative office, division or unit by a suitable chosen abbreviated group of letters separated from the year by a hyphen.

2. 8 Each subject and sub-subject thus having been identified by an alpha-numeric code mark, a brief content part of the subject viz question, issue or specific institution or person involved is indicated in the rectable on the file cover marked 'subject'.

## 2. 9 Illustrations.

- (i) In a file numbered D 11013/3/66-Est. 'D' stands for the functional or activity group heading, viz common office services. The first group of Arabic numerals '11' stands for the main subject heading 'accommodation'. The figure 'O' is a separating sign. The second group of Arabic numerals '13' stands for the subordinate subject or aspect heading, 'shifting arrangements'. The number '3' between slant strokes denotes 3rd file opened under this subordinates heading. The figure '66' indicates the year of opening the file and the abbreviating letters 'Est'. stand for establishment section.

If the file relates to shifting of the Department of Mines & Metals from its present accommodation in Udyog Bhavan to Shastri Bhavan, the following only need be indicating in the 'subject' box on the file cover.

"Department of Mines & Metals from Udyog Bhavan to Shastri Bhavan".

- (ii) In a file numbered A 32012/1/68-Admn I, 'A' stands for the group heading 'Establishment', '32' stands for the main head 'promotion', 'O' is the 'separating sign, '12' stands for the sub-head 'Departmental Promotion Committee', 'I' indicates the first file opened under this sub-head, '68' indicates the year of opening the file, and the abbreviation 'Admn I' denotes Administration I section.



If the file deals with the question whether appointments made on the recommendations of the DPC with which the UPSC is associated should be deemed as regular from the date of the meeting of the DPC or from the date on which the recommendations of the DPC are received by the UPSC, the following need only be inserted in the subject box on the file cover.

“Whether the recommendations are effective from the date of meeting of DPC or of ratification by UPSC.”

### Instruction

3. If a paper requiring filing is such as apparently does not relate to any of the lists viz functional (primary group heading) subject (secondary heading) or sub-subject etc. (tertiary heading), the following points should be considered :—

Whether they come under any subject factor or sub-aspect of a tertiary heading as related to a secondary heading.

Whether they seem allied to a secondary heading as related to a primary heading.

If not, whether they could be brought under an additional heading, placed at appropriated point in the list of primary heading.

If nothing suggests, it may be temporarily placed in the list of primary headings as the last item.

### 4. Advantages of the proposed file index

(i) A coded file index drawn up on the functional basis established an easily recognisable, systematic filing sequence under a comprehensive list of pre-identified subjects, and their various sub-subjects, topics or aspects, concerning established activities.

(ii) The symbols and numbers used are convenient substitutes for lengthy file designations ; also, a standardised index based on them furnishes better aid in a hunt which some times has to be made to locate relevant papers, thus saving time.



(iii) Such file index has also the advantage of providing files on the same functional subject and its sub-subject common identifying symbols

(iv) Ensuring ease in reference, this standardisation greatly facilitate opening of new files, systematic sorting, pick-up and storage of files which may be required subsequently for reference, and thus enables the officers to pick up any file on their own and with speed.

(v) Further, only one additional index (by specified name or question) need be made, and not two, i.e. both name-wise and subject-wise as is found necessary under the conventional system.

(VI) Besides, the proposed coded index can serve as a standard table of contents for the precedents note-book which, although a necessary requirement for its effective use; is by and large not prepared.

(VII) It would also help in compilling orientation, instruction material on the activity dealt with, for a comprehensive understanding of it.

**Note:** Amendments 1-4 issued till 28th. January, 1977 have been incorporated in the booklet.

### **Functional File Index :**

For  
Cases Relating To  
Establishment, Welfare, Vigilance, Common Office.  
Services, Hindi, Public Relations, Finance,  
Budget Cash & Accounts, Parliament.

### **List of group heads.**

- A - Establishment
- B - Welfare
- C - Vigilance
- D - Common office services
- E - Hindi
- F - Public Relations
- G - Finance, budget, cash and accounts
- H - Parliament.



## List of main head under different group heads

### A— Establishment.

- Creation and classification of posts.
- Recruitment.
- Suitability of candidates for appointment to/for continuance in government service.
- Scheduled castes and scheduled tribes
- Retrenchment
- Verification/reverification of character and antecedents
- Medical examination
- Oaths/affirmation of allegiance to constitution
- Personal files (gazetted)
- Personal files (non gazetted)
- Service records.
- Postings and transfers
- Seniority
- Leave
- Casual leave (including special leave)
- Special pay/pay.
- Allowance
- Confidential/assessment report
- Increment
- Quasi-permanency
- Probation/confirmation
- Promotion
- Training/scholarships/fellowships in India and abroad
- Departmental Examinations
- Deputations and delegations
- Delegation of powers
- Honorarium/awards
- Pension/retirement
- Resignation
- Extension of service
- Re-employment
- Career management
- Nomination of employees
- Forwarding of applications.

### B — Welfare

- General staff welfare measures
- Departmental council/office council
- Grant-in-aid
- Co-operative societies
- Central Secretariat Library



**C — Vigilance**

- Central Civil Services (classification, control appeal) rules.
- All India Services (displine and appeal) rules Complaints
- Disiplinary proceedings
- Prosecutions
- Appeals
- Petitions
- Court cases
- Central Civil Services (conduct) rules.
- All India Services (conduct) rules
- Central civil services (safeguarding of National Security) rules
- Employment of dependents in private firms/foreign missions in India.
- Participation in politics
- Radio broadcast, contribution of articles,, editing or managing of newspapers, publications
- Evidence before committee of enquiry
- Subscription
- Gifts
- Private trade or employment
- Moveable/immoveable property
- Reports and returns
- Vigilance Administration

**D — Common office services**

- Accommodation
- Central Government health scheme
- Working environment
- Furniture
- Stationery and forms.
- Typewriters
- Duplicating machines
- Calculating and accounting machines
- Other office machines
- Bycycles
- Office equipment including electrical and mechanical application, appliances and other miscellaneous stores Leveries.
- Blacklisting of firms/contractor
- Constructors for supplies
- Telephones.
- Staff car
- Unserviceable, obsolete and suplus articles
- Maintenance of records
- Printings and binding



- Library
- Care-taking arrangements
- Security

#### **E—Hindi**

- Progressive use of Hindi in Government offices.
- Hindi teaching scheme
- Translation of documents.

#### **F—Public Relations**

- Reception
- Complaints and enquiries
- Representative committee
- Press
- DLY/DLZ cars
- Entertainments
- Flags
- Gift
- Hospitality grant
- Meetings, conferences, celebration and functions
- Delegations
- Visas

#### **G—Finance, budget, cash & Accounts**

- Creation of posts
- pay
- special pay
- Allowances
- Increments
- Deputations and delegations
- Delegation of powers
- Honararium
- Pension/gratuity
- Budget estimates/revised estimates
- Expenditure statements
- Reconciliation
- Reappropriation
- Supplementary grants
- Accounts and audit
- Advances
- Payment and recoveries

#### **H— Parliament**

- Parliament matters
- Reports and returns



List of sub-heads under various main heads :

Main head:	A- Establishment Sub-head
11. Creation and classification of posts.	11 Continuance/abolition/revival of posts.
	12 Conversion of temporary into permanent ones.
	13 Creation of posts.
	14 Revision of scales of pay
	15 Upgrading of posts
	16
	17
	18
	19. Miscellaneous
	11 Recruitment (general aspects) including provisions of constitution
	12 Appointment of dependents of deceased employees
	13 Appointment of honorary workers
	14 Appointment of non-Indians
	15 Estimate (annual) of vacancies
	16 Employment priority and maintenance of roster
	17 UPSC (exemption from consultation) regulations.
	18 Framing of recruitment rules
	19 Notification to and release of vacancies by —
	(ii) D.G.E. & T.
12 Recruitment	20 Nomination of candidates by Local-employment exchange and their selection.
	22 Recruitment through Home Ministry
	21 Recruitment through employment exchange (general aspect)
	23 Recruitment by Ministries
	24 Recruitment from open market including advertisement and inviting of applications.



25 Recruitment through UPSC including requisitions for recruitment and recommendations of UPSC

- (i) Class I
- (ii) Class II
- (iii) Class II (non-gazetted)

26 Recruitment otherwise than through UPSC.

27 Reservation in services

28 Returns relating to recruitment

29 Return regarding appointment and promotion made without consultation with UPSC.

30 Staff strength returns

31

32

33

34 **Miscellaneous :**

**13 Suitability of candidates for appointment to/for continuance in Government service**

11 Taking part in politics

12 Debarred by UPSC from appearing in examination

13 Certificates of eligibility for union services and posts to subjects of Nepal, Tibet and migrants from Pakistan

14 Domicile or residential qualifications for employment

15

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18 **Miscellaneous :**

**14 Schedule Castes & Scheduled Tribes.**

11 Representation in posts and services — policy and implementation of safeguards

12 Reservation of vacancies — including grouping of posts — exclusion of posts from reservation orders

13 Dereservation of vacancies

14 Recommendations of Commissioner for Scheduled Castes & Scheduled Tribes/Central Advisory Board for



- Harijans/Estimate Committee.
- 15 Complaints from associations regarding non-observance of reservation in services.
- 16
- 17
- 18 **Miscellaneous**
- 15 **Retrenchment**
- 11 General principles
- 12 Class I
- 13 Class II
- 14 Class II (non-gazetted)
- 15 Class III
- 16 Class IV
- 17
- 18
- 19 **Miscellaneous**
- 16 **Verification/re-verification of character and antecedents.**
- 11 Rules (general aspects)
- 12 Class I
- 13 Class II
- 14 Class II (non-gazetted)
- 15 Class III
- 16 Class IV
- 17
- 18
- 19
- 20 **Miscellaneous**
- 17 **Medical examination.**
- 11 Rules (general aspects)
- 12 Class I
- 13 Class II
- 14 Class II (non-gazetted)
- 15 Class III
- 16 Class IV
- 17
- 18
- 19
- Miscellaneous**
- 18 **Oaths/affirmation of allegiance to Constitution.**
- 11 Register of oaths/affirmation
- 12
- 13
- 14
- 15 **Miscellaneous**



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|---|----|--|
| <b>19 Personal files<br/>(gazetted)</b>     | 11 | Secretaries/Special Secretaries/<br>Additional Secretaries.        |
|   | 12 | Joint Secretaries  |
|   | 13 | Director/Deputy Secretaries  |
|   | 14 | Under Secretaries  |
|   | 15 | Section Officers   |
|   | 16 | Stenographers (Selection grade)                                    |
|   | 17 | Stenographers (grade I)  |
|   | 18 |  |
|   | 19 |  |
|   | 20 |  |
|   | 21 |  |
| <b>20 Personal files<br/>(non-gazetted)</b> | 11 | Research Assistants/Technical<br>Assistants/Statistical Assistants |
|   | 12 | Assistants   |
|   | 13 | Stenographers (grade II)   |
|   | 14 | Investigators  |
|   | 15 | Udc's  |
|   | 16 | Stenographers (grade III)  |
|   | 17 | Ldc's  |
|   | 18 | Staff car drivers  |
|   | 19 | Jameders/daftries  |
|   | 20 | Peons  |
|   | 21 | Farashes   |
|   | 22 | Sweepers   |
|   | 23 |  |
| 24  |    |  |
| 25  |    |  |
| 26  |    |  |
| <b>21 Service records</b>                   | 11 | History of services  |
|   | 12 | Class I  |
|   | 13 | Class II   |
|   | 14 | Service books/Service rolls of<br>non-gazetted officers            |
|   | 15 | Change in name of a government servant                             |

**Note :** Officers and staff carrying non-secretariat designations have not been specified in the sub-heads against main heads 19-20. It is intended that individual ministries/departments should insert additional sub-heads to cover the special categories of officials employed by them.



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|----------------------------------|----|---|
|                                  | 16 | Alteration in the date of birth.                |
|                                  | 17 | Change in qualification of government servants. |
|                                  | 18 |   |
|                                  | 19 |   |
|                                  | 20 |   |
|                                  | 21 | <b>Miscellaneous</b>                            |
| <b>22 Postings and transfers</b> | 11 | General aspects                                 |
|                                  | 12 | Class I   |
|                                  | 13 | Class II  |
|                                  | 14 | Class II (non-gazetted)                         |
|                                  | 15 | Class III                                       |
|                                  | 16 | Class IV  |
|                                  | 17 |   |
|                                  | 18 |   |
|                                  | 19 |   |
|                                  | 20 | <b>Miscellaneous</b>                            |
| <b>23 Seniority</b>              | 11 | General principles                              |
|                                  | 12 | C.S.S. Rules                                    |
|                                  | 13 | C.S.S.S., Rules                                 |
|                                  | 14 | C.S.C.S. Rules                                  |
|                                  | 15 | Indian Statistical Service Rules.               |
|                                  | 16 | Indian Economic Service Rules.                  |
|                                  | 17 | War Service Rules (lien, seniority)             |
|                                  | 18 | Established organised services                  |
|                                  | 19 | Political sufferers                             |
|                                  | 20 | Representations                                 |
|                                  | 21 |   |
|                                  | 22 |   |
|                                  | 23 |   |
|                                  | 24 | <b>Miscellaneous</b>                            |
| <b>24 Leave</b>                  | 11 | Rules (general aspects)                         |
|                                  | 12 | Class I   |
|                                  | 13 | Class II  |
|                                  | 14 | Class II (non-gazetted)                         |
|                                  | 15 | Class III                                       |
|                                  | 16 | Class IV  |
|                                  | 17 |   |
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|                                  | 20 | <b>Miscellaneous</b>                            |



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| <b>25 Casual leave<br/>(including<br/>special leave)</b> | 11 | Rules   |
|  | 12 | Class I   |
|  | 13 | Class II  |
|  | 14 | Class II (non-gazetted)   |
|  | 15 | Class III   |
|  | 16 | Class IV  |
|  | 17 |   |
|  | 18 |   |
|  | 19 |   |
|  | 20 | <b>Miscellaneous</b>  |
| <b>26 Special pay/<br/>pay</b>                           | 11 | Rules (general aspects)   |
|  | 12 | War Service (Rules)   |
|  | 13 | Political sufferers (Rules)   |
|  | 14 | Class I   |
|  | 15 | Class II  |
|  | 16 | Class II (non-gazetted)   |
|  | 17 | Class III   |
|  | 18 | Class IV  |
|  | 19 |   |
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|  | 21 |   |
|  | 22 | <b>Miscellaneous</b>  |
| <b>27 Allowances</b>                                     | 11 | Rules (general aspects)   |
|  | 12 | Children's education allowance (CEA)<br>rules (general aspects)       |
|  | 13 | Claims regarding C.E.A.   |
|  | 14 | D.A., H.R.A. & C.E.A.   |
|  | 15 | Deputation (duty) allowance   |
|  | 16 | Overtime allowance  |
|  | 17 | Travelling allowance  |
|  | 18 | Washing allowance   |
|  | 19 | Educational concessions for children<br>of political sufferers        |
|  | 20 |   |
|  | 21 |   |
|  | 22 |   |
|  | 23 | <b>Miscellaneous</b>  |
| <b>28 Confidential/<br/>assessment<br/>reports.</b>      | 11 | Rules (general aspects)   |
|  | 12 | Recording of confidential reports in<br>respect of class I officers   |
|  | 13 | Recording of confidential reports in<br>respect of Class II officers. |



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|    | 14                            | Recording of confidential reports in respect of class II (non-gazetted) staff. |
|    | 15                            | Recording of confidential reports in respect of class III staff.               |
|    | 16                            | Recording of confidential reports in respect of class IV staff.                |
|    | 17                            | Communication of adverse entries.  |
|    | 18                            | Representation for expunction of adverse entries.                              |
|    | 19                            |  |
|    | 20                            |  |
|    | 21                            |  |
|    | 22                            | <b>Miscellaneous</b>   |
| 29 | <b>Increment</b>              |  |
|    | 11                            | Rules (general aspects)  |
|    | 12                            | Efficiency bar   |
|    | 13                            | Withholding of increments  |
|    | 14                            | Representation and petitions   |
|    | 15                            |  |
|    | 16                            |  |
|    | 17                            |  |
|    | 18                            | <b>Miscellaneous</b>   |
| 30 | <b>Quassi-permanency</b>      |  |
|    | 11                            | Rules (general aspects)  |
|    | 12                            | Central Civil Services (Temporary Service) Rules 1949 (general aspects)        |
|    | 13                            | Issue of quasi-permanency declarations to class I officers.                    |
|    | 14                            | Issue of quasi-permanency declarations to class II officers.                   |
|    | 16                            | Issue of quasi-permanency declarations to class III staff.                     |
|    | 15                            | Issue of quasi-permanency declarations to class II (non-gazetted) staff.       |
|    | 17                            | Issued of quasi-permanency declarations to class IV staff                      |
|    | 18                            | Representations.   |
|    | 19                            |  |
|    | 20                            |  |
|    | 21                            |  |
|    | 22                            | <b>Miscellaneous.</b>  |
| 31 | <b>Probation/confirmation</b> |  |
|    | 11                            | General principles (probation)   |
|    | 12                            | Rules (Confirmation)   |



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|   | 13 | Confirmation extension of probation of Class I officers.                        |
|   | 14 | Confirmation extension of probation of Class II officers.                       |
|   | 15 | Confirmation of class II (non-gazetted) staff.                                  |
|   | 16 | Confirmation of class III staff   |
|   | 17 | Confirmation of class IV staff.   |
|   | 18 | Confirmation in ex-cadre posts  |
|   | 19 | Representation and petitions  |
|   | 20 |   |
|   | 21 |   |
|   | 22 |   |
|   | 23 | <b>Miscellaneous</b>  |
| <b>32 Promotion</b>   | 11 | General principles  |
|   | 12 | Departmental promotion Committee  |
|   | 13 | Class I   |
|   | 14 | Class II  |
|   | 15 | Class II (non-gazetted)   |
|   | 16 | Class III   |
|   | 17 | Class IV  |
|   | 18 | Representations and petitions   |
|   | 19 |   |
|   | 20 |   |
|   | 21 |   |
|   | 22 | <b>Miscellaneous</b>  |
| <b>33</b>   |    |   |
| <b>35 Training Scholarships Fellowships in India and abroad</b> | 11 | Training courses at the Indian Institute of Public Administration.              |
|   | 12 | Executive training of officers in the states                                    |
|   | 13 | Refreshers course at the national academy of administration at Mussoorie        |
|   | 14 | Training in Accountancy   |
|   | 15 | Training of assistance (direct recruits) at the secretariat training school     |
|   | 16 | Training in English/Hindi stenography   |
|   | 17 | Training in English/Hindi typewriting   |
|   | 18 | Training of LDCs (direct recruits) at the secretariat training school           |
|   | 19 | Training of officers at the administrative staff college at Hyderabad.          |
|   | 20 | Training for stenographers (direct recruits) at the secretariat training school |



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|  | 21 | Training in O&M/ Work study   |
|  | 22 | Training aboard   |
|  | 23 |   |
|  | 24 |   |
|  | 25 | <b>Miscellaneous</b>  |
| 34. <b>Departmental examinations</b>   | 11 | Framing of rules  |
|  | 12 | Holding of examinations   |
|  | 13 | Results declaration and representation  |
|  | 14 | Representations and petitions   |
|  | 15 |   |
|  | 16 |   |
|  | 17 |   |
|  | 18 | <b>Miscellaneous</b>  |
| 35. <b>Deputations and delegations</b> | 11 | Rules regarding deputation, deputation on foreign service in India and abroad |
|  | 12 | Delegation in India/abroad  |
|  | 13 | Deputation of A.I.S. officers   |
|  | 14 | Deputation of C.S.S. officers   |
|  | 15 | Deputation of C.S.S.S. officers   |
|  | 16 | Deputation of C.S.C.S. officers   |
|  | 17 | Organised services  |
|  | 18 |   |
|  | 19 |   |
|  | 20 |   |
|  | 21 | <b>Miscellaneous</b>  |
| 36. <b>Delegation of powers</b>        | 11 | Rules (general aspects)   |
|  | 12 | F.R. & S.R.   |
|  | 13 | Delegation of Financial Powers Rules, 1958.                                   |
|  | 14 | C.S.R. (Civil Service Regulations)  |
|  | 15 | Grant of ex-officio status  |
|  | 16 |   |
|  | 17 |   |
|  | 18 |   |
|  | 19 | <b>Miscellaneous</b>  |
| 37. <b>Honorarium/ awards</b>          | 11 | Rules (general aspects)   |
|  | 12 | Class I   |
|  | 13 | Class II  |
|  | 14 | Class II (non-gazetted)   |
|  | 15 | Class III   |
|  | 16 | Class IV  |



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18  
19  
20 **Miscellaneous**
- 38 **Pension/retirement** 11 Rules and orders (general aspects)  
12 Class I  
13 Class II  
14 Class II (non-gazetted)  
15 Class III  
16 Class IV  
17  
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19  
20 **Miscellaneous**
- 39 **Resignation** 11 Rules and orders (general aspects)  
12 Class I  
13 Class II  
14 Class II (non-gazetted)  
15 Class III  
16 Class IV  
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19  
20 **Miscellaneous**
- 40 **Extension of service** 11 Rules and orders (general aspects)  
12 Class I  
13 Class II  
14 Class II (non-gazetted)  
15 Class III  
16 Class IV  
17  
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19  
20 **Miscellaneous**
- 41 **Re-employment** 11 Rules and orders (general aspects)  
12 Class I  
13 Class II  
14 Class II (non-gazetted)  
15 Class III  
16 Class IV  
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	20	<b>Miscellaneous</b>
42	<b>Career management</b>	11
		12
		13
		14
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43	<b>Nomination of employees</b>	11
		12
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		<b>Miscellaneous</b>
44	<b>Forwarding of applications</b>	11
		12
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		18
		<b>Miscellaneous</b>
45		
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59		
60	<b>Miscellaneous</b>	11
	<b>(eg. acceptance of titles and decorations from foreign Government, circulars of general interest)</b>	12
		13
		14



## B—Welfare

		<b>Sub head</b>
11	<b>Main head</b>	Broad aspects on 8.5.87.
	<b>General staff</b>	CSS (Recognition of Service Association) Rules.
	<b>Welfare measures</b>	
		13
		14
		15
		<b>Miscellaneous</b>
12	<b>Departmental council/office council</b>	11. General aspects/Instructions
		12. Departmental council constitution.
		13. Office council-constitution
		14. Meetings of departmental council
		15. Meetings of office council
		16. Meetings of regional council
		17. Staff Union/association
		18
		19
		20
13	<b>Grant-in-aid</b>	11. General
		12. Grant for sports and other cultural activities
		13. submission of annual accounts
		14. Departmental canteen
		15
		16
		17. <b>Miscellaneous</b>
14	<b>Cooperative Societies</b>	11. Rules and bye-laws (general aspects)
		12. Election of office bearers
		13. Meetings of cooperative societies
		14. Recovery of contribution and loans.
		15
		16
		17
		18. <b>Miscellaneous</b>
15	<b>Central Secretariat Library</b>	11. General
		12. Membership application
		13
		14
		15
		16. <b>Miscellaneous</b>



## C—Vigilance

Main head		Sub head-	
11 Central Civil Services (Classification, control & Appeal) Rules-Clarification and interpretation of.	11	General notifications	
	12	Schedule regarding	
	13	Appointing authority, disciplinary authority and appellate authority	
	13	Regarding charge sheets, documentary evidence, enquiry officer examination of witness and show cause notices	
	14	Regarding penalties	
	15	Regarding consultation with UPSC	
	16	Regarding appeals and petitions	
	17	Regarding suspension and subsistence allowance	
	18		
	19		
	20		
	21	Miscellaneous	
	12 All India Services (Discipline and Appeal) Rules 1955. Clarification and interpretation of.	11	General
		12	Regarding Rules 1 to 7
		13	Regarding Rules 8 to 11
		14	Regarding Rules 12 to 18
		15	Regarding Rules 19 to 23
		16	
		17	
	18		
	19	Miscellaneous	
13 Complaints	11	Class I	
	12	Class II	
	13	Class III	
	14	Class IV	
	15	General against two or more classes	
	16		
	17		
	18		
	19	Miscellaneous	
14 Dicipinary proceedings	11	Class I	
	12	Class II	



- |    |  |                            |
|----|--|----------------------------|
|    | 13   | Class III                  |
|    | 14   | Class IV                   |
|    | 15   | Joint enquiry              |
|    | 16   |                            |
|    | 17   |                            |
|    | 18   |                            |
|    | 19   | <b>Miscellaneous</b>       |
| 15 | <b>Prosecutions</b>                            | 11 Class I                 |
|    |  | 12 Class II                |
|    |  | 13 Class III               |
|    |  | 14 Class IV                |
|    |  | 15 Joint enquiry.          |
|    |  | 16                         |
|    |  | 17                         |
|    |  | 18 <b>Miscellaneous</b>    |
|    |  | 11 Class I                 |
|    |  | 12 Class II                |
| 16 | <b>Appeals</b>                                 | 13 Class III               |
|    |  | 14 Class IV                |
|    |  | 15                         |
|    |  | 16                         |
|    |  | 17                         |
|    |  | 18 <b>Miscellaneous</b>    |
|    |  | 11 Class I                 |
|    |  | 12 Class II                |
|    |  | 13 Class III               |
|    |  | 14 Class IV                |
| 17 | <b>Petitions</b>                               | 15                         |
|    |  | 16                         |
|    |  | 17                         |
|    |  | 18 <b>Miscellaneous</b>    |
|    |  | 11 Class I                 |
|    |  | 12 Class II                |
|    |  | 13 Class III               |
|    |  | 14 Class IV                |
|    |  | 15                         |
|    |  | 16                         |
| 18 | <b>Court case</b>                              | 17                         |
|    |  | 18 <b>Miscellaneous</b>    |
|    |  | 11 Class I                 |
|    |  | 12 Class II                |
|    |  | 13 Class III               |
|    |  | 14 Class IV                |
|    |  | 15                         |
|    |  | 16                         |
|    |  | 17                         |
|    |  | 18 <b>Miscellaneous</b>    |
| 19 | <b>Central Civil Services (Conduct) Rules,</b> | 11 General notifications   |
|    |  | 12 Regarding Rules 1 to 7  |
|    |  | 13 Regarding Rules 8 to 14 |
|    |  |                            |



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|----|---|----|--------------------------|
|    | 1954-Clarification and interpretation of  | 14 | Regarding Rules 12 to 18 |
|    |   | 15 | Regarding Rules 19 to 25 |
|    |   | 16 |                          |
|    |   | 17 |                          |
|    |   | 18 |                          |
|    |   | 19 | Miscellaneous            |
| 20 | All India Services Conduct) Rules 1954-Clarification and interpretation of                                | 11 | General notifications    |
|    |   | 12 | Regarding Rules 1 to 7   |
|    |   | 13 | Regarding Rules 8 to 14  |
|    |   | 14 | Regarding Rules 14 to 20 |
|    |   | 15 |                          |
|    |   | 16 |                          |
|    |   | 17 |                          |
|    |   | 18 | Miscellaneous            |
| 21 | Central Civil Services (Safeguarding of National Security) Rules 1953 clarification and interpretation of | 11 | General notifications    |
|    |   | 12 | Regarding Rules 1 to 2   |
|    |   | 13 | Regarding Rules 3 to 4   |
|    |   | 14 | Regarding Rules 5 to 7   |
|    |   | 15 |                          |
|    |   | 16 |                          |
|    |   | 17 |                          |
|    |   | 18 | Miscellaneous            |
| 22 | Employment of dependents in private firms/foreign missions in India                                       | 11 | Intimation               |
|    |   | 12 | Sanction                 |
|    |   | 13 |                          |
|    |   | 14 |                          |
|    |   | 15 |                          |
|    |   | 16 | Miscellaneous            |
| 23 | Participation in politics   | 11 | Intimation               |
|    |   | 12 |                          |
|    |   | 13 |                          |
|    |   | 14 |                          |
|    |   | 15 | Miscellaneous            |
| 24 | Radio broadcasts, contribution of articles, editing or managing of news papers, publications.             | 11 | Sanction                 |
|    |   | 12 |                          |
|    |   | 13 |                          |
|    |   | 14 |                          |
|    |   | 15 | Miscellaneous            |
| 25 | Evidence before Committee of  | 11 | Sanction                 |
|    |   | 12 |                          |



25	<b>Evidence before Committee of Enquiry</b>	11	<b>Sanction</b>
		12	
		13	
		14	
		15	<b>Miscellaneous</b>
26	<b>Subscriptions</b>	11	<b>Sanction</b>
		12	
		13	
		14	
		15	<b>Miscellaneous</b>
27	<b>Gifts</b>	11	<b>Intimation</b>
		12	
		13	
		14	
		15	<b>Miscellaneous</b>
28	<b>Private trade or employment</b>	11	<b>Sanction</b>
		12	
		13	
		14	
		15	<b>Miscellaneous</b>
29	<b>Moveable/im- moveable property</b>	11	<b>Property returns (general aspects)</b>
		12	<b>Returns of Class I</b>
		13	<b>Returns of Class II (Gazetted)</b>
		14	<b>Returns of Class II (non-gazetted)</b>
		15	<b>Returns of Class III</b>
		16	<b>Intimation</b>
		17	<b>Sanction</b>
		18	
		19	
		20	
30	<b>Reports and returns</b>	21	<b>Miscellaneous</b>
		11	<b>Forthnightly</b>
		12	<b>Monthly</b>
		13	<b>Quarterly</b>
		14	<b>Six-monthly</b>
		15	<b>Yearly</b>
		16	
		17	
		18	
		19	<b>Miscellaneous</b>



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|----|-------------------------------------|----|----------------------|
| 31 | <b>Vigilance<br/>Administration</b> | 11 | General aspects      |
|    |                                     | 12 | Acts, rules, manuals |
|    |                                     | 13 | Vigilance set up     |
|    |                                     | 14 | Meetings             |
|    |                                     | 15 |                      |
|    |                                     | 16 |                      |
|    |                                     | 17 |                      |
|    |                                     | 18 | Miscellaneous        |

#### D—Common office Services

- | Main head | Sub-head   |
|-----------|--|
| 11        | <b>Accommodation</b>   |
|           | 11 Office accomodation (general aspects)   |
|           | 12 Requirements of office accommodation—<br>estimate to Directorate of Estates   |
|           | 13 Shifting arrangements   |
|           | 14 Residential accommodation (general<br>aspects)  |
|           | 15 Applications for change/exchange of<br>accommodation  |
|           | 16 Applications for change/ exchange of<br>accommodation   |
|           | 17 Applications for free/reduced rent<br>accommodation   |
|           | 18 Applications/offer of out of turn ac-<br>commodation, its acceptance, rejec-<br>tion, and relevant correspondence<br>relating thereto |
|           | 19 Applications for sharing residential<br>accommodation.  |
|           | 20 Applications for providing water and<br>electric connections issue of letter of<br>guarantee.   |
|           | 21 Application for surrender of accom-<br>modation.  |
|           | 22 Offer of regular allotment for type I—<br>IV, its acceptance, rejection and relevant<br>correspondence                                |
|           | 23 Offer of regular allotments for Type<br>V to VII, its acceptance rejection and<br>relevant correspondence                             |
|           | 24 Unauthorised sub-letting of Govern-<br>ment accommodation   |
|           | 25 Waiting lists of various types of accom-<br>modation from general pool.   |



- 26 House rent allowances (general aspects).  
 27 Approval of the scale of accommodation for grant of house rent allowance on percentage basis.  
 28  
 29  
 30  
 31 **Miscellaneous**
- 12 Central Govt. Health Scheme**
- 11 CGHS Rules (general aspects)  
 12 Issue of CGHS token cards  
 13 Alterations/additions in token cards  
 14 Medical charges (general aspects)  
 15 Medical charges reimbursement of  
 16  
 17  
 18  
 19 **Miscellaneous**
- 13 Working environment**
- 11 Rules (general aspects)  
 12 Provision of air conditioners/desert coolers/gulmarg  
 13 Provision of fans  
 14 Provisions of khas khas tatties  
 15 Waterman-engagement of during summer season  
 16 Provision of surahis  
 17 Provision of heaters  
 18 Provision of coal to Class IV  
 19 Provision of glass tumblers and judges  
 20, 21, 22.  
 23 **Miscellaneous**
- 14 Furniture**
- 11 Rules for purchase, hire, condemnation (general aspects)  
 12 Condemnation of unserviceable articles/disposal  
 13 Hiring/purchase  
 14 Maintenance and repairs  
 15 Physical verification  
 16  
 17  
 18  
 19  
 20 **Miscellaneous**



- 15 Stationery and form
  - 11 Rules for procurement (general aspects)
  - 12 Indent for Forms on C.C.P. & S.
  - 13 Indent for stationery on C.C.P. & S.
  - 14 Local purchase
  - 15 Supply of stationery
  - 16 Physical verification
  - 17
  - 18
  - 19
  - 20 **Miscellaneous**
  
- 16 Typewriters
  - 11 Rules for procurement/disposal (general aspects)
  - 12 Condemnation and disposal
  - 13 DGS & D rate contracts
  - 14 Hiring
  - 15 Purchase
  - 16 Repairs and maintenance and bills thereof
  - 17 Physical verification
  - 18
  - 19
  - 20
  - 21 **Miscellaneous**
  
- 17 Duplicating machines
  - 11 Rules for procurement/disposal (general aspects)
  - 12 Condemnation and disposal
  - 13 DGS & D rate contracts
  - 14 Hiring
  - 15 Purchase
  - 16 Repairs and maintenance and bills thereof
  - 17 Physical verification
  - 18
  - 19
  - 20
  - 21 **Miscellaneous**
  
- 18 Calculating & accounting machines
  - 11 Rules for procurement/ disposal (general aspects)
  - 12 Condemnation and disposal
  - 13 DGS & D rate contracts
  - 14 Hiring
  - 15 Purchase



- |   |    |   |
|---|----|---|
|   | 16 | Repairs and maintenance and bills thereof                     |
|   | 17 | Physical verification   |
|   | 18 |   |
|   | 19 |   |
|   | 20 |   |
|   | 21 | <b>Miscellaneous</b>  |
| <b>19 Other office machines</b>   | 11 | Rules for procurement/disposal (general aspects)              |
|   | 12 | Condemnation and disposal                                     |
|   | 13 | DGS & D rate contracts  |
|   | 14 | Hiring  |
|   | 15 | Purchase  |
|   | 16 | Repairs and maintenance and bills thereof                     |
|   | 17 | Physical verification   |
|   | 18 |   |
|   | 19 |   |
|   | 20 |   |
|   | 21 | <b>Miscellaneous</b>  |
| <b>20 Bicycles</b>  | 11 | Rules (general aspects)                                       |
|   | 12 | Condemnation and disposal                                     |
|   | 13 | Purchase  |
|   | 14 | Repairs and maintenance                                       |
|   | 15 | Physical verification   |
|   | 16 |   |
|   | 17 |   |
|   | 18 |   |
|   | 19 | <b>Miscellaneous</b>  |
| <b>21 Office equipment including electrical and mechanical appliances and other miscellaneous stores.</b> | 11 | Rules (general aspects)                                       |
|   | 12 | Condemnation and disposal                                     |
|   | 13 | Purchase  |
|   | 14 | Repairs and maintenance                                       |
|   | 15 | Physical verification   |
|   | 16 |   |
|   | 17 |   |
|   | 18 |   |
|   | 19 | <b>Miscellaneous</b>  |
| <b>22 Liveries</b>  | 11 | Rules (entitled personnel and the scale of items of Liveries) |
|   | 12 | Procurement of material                                       |
|   | 13 | Stitching and tailoring                                       |



- 14 Supply of shoes and chappals  
 15 Return, renewal, surrender and withdrawal  
 16  
 17  
 18  
 19 **Miscellaneous**
- 23 **Black-listing of firms/Contractors** 11 Circular (general aspects) X  
 12  
 13  
 14  
 15 **Miscellaneous**
- 24 **Contractors for supplies** 11 Approved list X  
 12  
 13  
 14  
 15 **Miscellaneous**
- 25 **Telephones** ✓ 11 ✓ Office telephones- installation and shifting of tele phone bills  
 12 Residential telephones- installation of telephone bills.  
 13 Repairs and maintenance of  
 14 Trunk call register  
 15  
 16  
 17  
 18 **Miscellaneous**
- 26 **Staff Car** ✓ 11 Rules (general aspects)  
 12 Bookings  
 13 Log Book  
 14 Non-official journeys  
 15 Purchase of P.O.L/accessories  
 16 Servicing repairs and replacement of parts and relevent corespondence  
 17  
 18  
 19  
 20 **Miscellaneous**
- 27 **Unserviceable, obsolete, and surplus articles** 11 Rules (aspects)  
 12 Approved list of auctioneers  
 13 Engagement of auctioneers



- 14 and notice of auction.  
 15  
 16  
 17 **Miscellaneous**
- 28 **Maintenance of records** ✓ 11 Rules for review of records (general aspects)  
 12 Stores and shelving of records  
 13  
 14  
 15  
 16 **Miscellaneous**
- 30 **Library** ✓ 11 Ordering and receipt of books, (other than government publications)  
 12 Ordering and receipt of periodicals  
 13 Purchase of Government publications  
 14 Lending, transfer (requisition reminder,  
 15 Library Association etc)  
 16 Binding of books  
 17  
 18  
 19  
 20 **Miscellaneous**
- 29 **Printing and Binding** X 11 Rules of printing and binding (general aspects)  
 12 Correspondence relating to printing and binding  
 13  
 14  
 15  
 16 **Miscellaneous**
- 31 **Care-taking arrangements** ✓ 11 Allocation of work among sweepers, farashes and chowkidars  
 12 White-washing-arrangements thereof  
 13  
 14  
 15  
 16 **Miscellaneous**
- 32 **Security** ✓ 11 Rules (general aspects)  
 12 Confidential and secret box  
 13 Duplicate keys-maintenance thereof  
 14 Fire-fighting arrangements



- 15 Issue of Identity Cards correspondence thereof
- 16 Loss of Identity Cards
- 17 Temporary passes-arrangements
- 18 Civil defence
- 19
- 20
- 21 **Miscellaneous**

**E—Hindi**

- | <b>Main head</b>   | <b>Sub-head</b>                                 |
|--|---|
| 11 <b>Progressive use of Hindi in government offices</b> | 11 General aspects and Hindi Committees         |
|  | 12 Circulation of orders                        |
|  | 13 Registration of telegraphic address in Hindi |
|  | 14  |
|  | 15  |
|  | 16  |
|  | 17 <b>Miscellaneous</b>                         |
| 12 <b>Hindi Teaching Scheme</b>                          | 11 General aspects and Hindi Committees         |
|  | 12 Training programme                           |
|  | 13 Examinations                                 |
|  | 14 Grant of advance increments                  |
|  | 15 Grant of awards                              |
|  | 16  |
|  | 17  |
| 13 <b>Translation of documents</b>                       | 11 Annual report                                |
|  | 12 Departmental manuals                         |
|  | 13 Lok Sabha questions                          |
|  | 14 Rajya Sabha questions                        |
|  | 15 Office orders                                |
|  | 16  |
|  | 17  |
| 18   |   |
| 19 <b>Miscellaneous</b>                                  |   |

**F—Public Relations**

- | <b>Main head</b>    | <b>Sub-head</b>                                     |
|---------------------|---|
| 11 <b>Reception</b> | 11 Enquiry/reception office                         |
|                     | 12 Regulations regarding entry into office premises |

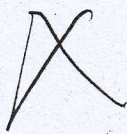


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|----|---------------------------------|----|--|
|    |                                 | 13 | Arrangements for escorting visitors            |
|    |                                 | 14 |  |
|    |                                 | 15 |  |
|    |                                 | 16 |  |
|    |                                 | 17 | <b>Miscellaneous</b>                           |
| 12 | <b>Complaints and enquiries</b> | 11 | By government representatives                  |
|    |                                 | 12 | By traders                                     |
|    |                                 | 13 |  |
|    |                                 | 14 |  |
|    |                                 | 15 |  |
|    |                                 | 16 | <b>Miscellaneous</b>                           |
| 13 | <b>Representative Committee</b> | 11 | Constitution of                                |
|    |                                 | 12 | Processing of cases against the decisions      |
|    |                                 | 13 |  |
|    |                                 | 14 |  |
|    |                                 | 15 |  |
|    |                                 | 16 | <b>Miscellaneous</b>                           |
| 14 | <b>Press</b>                    | 11 | Propaganda and publicity through rules thereof |
|    |                                 | 12 | Communication to PIO                           |
|    |                                 | 13 | Arrangements for Press conference              |
|    |                                 | 14 | Press communique                               |
|    |                                 | 15 | Press note                                     |
|    |                                 | 16 |  |
|    |                                 | 17 |  |
|    |                                 | 18 |  |
|    |                                 | 19 | <b>Miscellaneous</b>                           |
| 15 | <b>DLY/DLZ cars</b>             | 11 | Rules  |
|    |                                 | 12 | Arrangement for——delagations                   |
|    |                                 | 13 |  |
|    |                                 | 14 |  |
|    |                                 | 15 |  |
|    |                                 | 16 | <b>Miscellaneous</b>                           |
| 16 | <b>Entertainments</b>           | 11 | Rules (general aspects)                        |
|    |                                 | 12 | Arrangements                                   |
|    |                                 | 13 |  |
|    |                                 | 14 |  |
|    |                                 | 15 |  |
|    |                                 | 16 | <b>Miscellaneous</b>                           |



- 17 **Flags** ✓
- 11 Purchase  
12  
13  
14  
15 **Miscellaneous**
- 18 **Gifts** ✓
- 11 Rules (general aspects)  
12 Purchase of — for  
13 Visiting delegation  
13 Purchase of — for  
delegation going abroad  
14 Acceptance/transfer of gifts received  
by officials of the ministry/department.  
15  
16  
17  
18 **Miscellaneous**
- 19 **Hospitality grant** ✓
- 11 Rules (general aspects)  
12 Application for funds from hospitality  
grant for— delegation  
13  
14  
15  
16 **Miscellaneous**
- 20 **Meetings, conferences, celebrations and functions.** ✓
- 11 Reservation of accommodation  
12 Seating/acoustical arrangements  
13 Reception arrangements  
14 Reporting and translation arrangements  
15 Transport arrangements  
16  
17  
18  
19 **Miscellaneous**
- 21 **Delegations** ✓
- 11 Tour programme  
12 Arrangements for reception and seeing  
off for  
13 Arrangements for hotel accommodation  
14 Arrangements for visits to historical  
places  
15 Arrangements for signing ceremony of  
agreements



- 16  
17  
18 **Miscellaneous**  
22 **Visas**  11 Rules (general aspects)  
12 **Visa matters** relating to delegation  
visiting India  
13 Visa matters relating to staff of foreign  
nations working in India  
14 Passport and visa matters  
relating to official of the mini stry/  
department

- 15  
16  
17  
18 **Miscellaneous**  
23 **Miscellaneous** 11 Budget and accounts  
12 General administration  
13 Return-expenditure over time allowance  
14 Circulars

**G—Finance, budget, cash and accounts**

- | <b>Main head</b>            | <b>Sub-head</b>  |
|-----------------------------|--|
| 11 <b>Creation of posts</b> | 11 Continuance of posts                                  |
|                             | 12 Creation of posts                                     |
|                             | 13 Revision of scales of pay                             |
|                             | 14 Upgrading of posts                                    |
|                             | 15 Conversion of temporary posts into<br>permanent ones. |
|                             | 16   |
|                             | 17   |
|                             | 18   |
|                             | 19 <b>Miscellaneous</b>                                  |
|                             | 12 <b>Pay</b>  |
| 12 Class I                  |  |
| 13 Class II                 |  |
| 14 Class II (non-gazetted)  |  |
| 15 Class III                |  |
| 16 Class IV                 |  |
| 17                          |  |
| 18                          |  |
| 19                          |  |
| 20 <b>Miscellaneous</b>     |  |



- 13 Special pay**
- 11 Rules (general aspects)
  - 12 Class I
  - 13 Class II
  - 14 Class II (non-gazetted)
  - 15 Class III
  - 16 Class IV
  - 17
  - 18
  - 19
  - 20 **Miscellaneous**
- 14 Allowances**
- 11 Rules (general aspects)
  - 12 Children's Education Allowance
  - 13 City Compensatory Allowance
  - 14 Daily allowance
  - 15 Dearness allowance
  - 16 Deputation allowance
  - 17 House rent allowance
  - 18 Over-time allowance
  - 19 Travelling allowance
  - 20 Washing allowance
  - 21
  - 22
  - 23
  - 24 **Miscellaneous**
- 15 Increments**
- 11 Rules (general aspects)
  - 12 Advance increments
  - 13 Efficiency bar
  - 14 Withholding of increments
  - 15
  - 16
  - 17
  - 18 **Miscellaneous**
- 16 Deputation and delegations**
- 11 Rules regarding deputation and foreign service in India
  - 12 Rules and deputation abroad
  - 13 Deputation on foreign service
  - 14 Deputations abroad
  - 15
  - 16
  - 17
  - 18 **Miscellaneous**



- 17 Delegation of powers
  - 11 Civil Service Regulation
  - 12 Delegation of Financial powers Rules, [1958]
  - 13 FR & SR
  - 14 GFR
  - 15 Central Treasury Rules
  - 16 Central Public Works Accounts Code.

- 18 Honorarium
  - 17
  - 18 Miscellaneous
    - 11 Rules (general aspects)
    - 12 Class I
    - 13 Class II
    - 14 Class II (non-gazetted)
    - 15 Class III
    - 16 Class IV
    - 17
    - 18
    - 19
    - 20 Miscellaneous

- 19 Pension/Gratuity
  - 11 Rules (general aspects)
  - 12 Class I
  - 13 Class II
  - 14 Class II (non-gazetted)
  - 15 Class III
  - 16 Class IV
  - 17
  - 18
  - 19
  - 20 Miscellaneous

- 20 Budget estimates/ Revised estimates
  - 11 Demand No. ....
  - 12 Demand No. ....
  - 13 Demand No. ....
  - 14
  - 15
  - 16
  - 17 Miscellaneous

- 21 Expenditure statements
  - 11 Demand No. ....
  - 12 Demand No. ....
  - 13 Demand No. ....
  - 14
  - 15
  - 16
  - 17 Miscellaneous



- 22 Reconciliation
- 11 Demand No. ....
  - 12 Demand No. ....
  - 13 Demand No. ....
  - 14
  - 15
  - 16
  - 17 Miscellaneous
- 23 Reappropriation
- 11 Demand No. ....
  - 12 Demand No. ....
  - 13 Demand No. ....
  - 14
  - 15
  - 16
  - 17 Miscellaneous
- 24 Supplementary grants
- 11 Demand No. ....
  - 12 Demand No. ....
  - 13 Demand No. ....
  - 14
  - 15
  - 16
  - 17 Miscellaneous
- 25 Accounts and audit
- 11 Guard file
  - 12 Audit objections and audit paras
  - 13 Estimates Committee
  - 14 Local audit (annual)
  - 15 Public Accounts Committee
  - 16 Withdrawals from and reimbursement to contingency Fund of India
  - 17 Other departmental committees
  - 18 Appropriation accounts
  - 19 Public Works System of accounting
  - 22 Miscellaneous
- 26 Advances
- 11 Car advance rules
  - 12 Conveyance advance rules
  - 12 Cycle advance rules
  - 13 Festival advance rules
  - 15 Final withdrawal rules
  - 16 GPF advance rules
  - 17 House building advance rules
  - 18 Motor cycle/scooter advance rules
  - 19 Pay advance rules



- 20 Advance rules
- 21 Travel concession rules
- 22 Other advances/rules
- 23 Grant of car advance
- 24 Grant of conveyance allowance
- 25 Grant of cycle advance
- 26 Grant of festival advance
- 27 Grant of final withdrawal from GPF
- 28 Grant of GPF advance
- 29 Grant of House building advance
- 30 Grant of Motor Cycle/Scooter advance
- 31 Grant of pay advance
- 32 Grant of TA advance
- 33 Grant of LTC advance
- 34 Grant of other advance
- 35
- 36
- 37
- 38 **Miscellaneous**
- 27 **Payment and recoveries**
  - 11 Air passage bills
  - 12 Cancellation charge
  - 13 Contingent expenditure
  - 14 Electric charge recovery
  - 15 GPF annual statements
  - 16 GPF—Membership
  - 17 Grant-in-aid, continuations and donations
  - 18 Hospitality Fund
  - 19 House rent and other allowances
  - 20 Last pay certificate
  - 21 Other recoveries
  - 22 Pay claims
  - 23 Permanent imprest
  - 24 Refunds
  - 25 Refreshment bills
  - 26 Rent demand statements
  - 27 Service postage stamps
  - 28 TA/Transfer TA claims
  - 29 Water charge recoveries
  - 30 Reimbursement of legal expenses
  - 31
  - 32
  - 33 **Miscellaneous**