

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**KRISHI BHAVAN : NEW DELHI**



F.No.5(1)/2013-W.S.

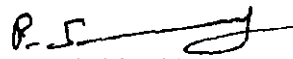
Dated the 12<sup>th</sup> February, 2013

**OFFICE MEMORANDUM**

Sub: Amendments, additions and re-iteration of instructions contained in the 13<sup>th</sup> edition of Central Secretariat Manual of Office Procedure (CSMOP) –regarding

Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms & Public Grievances, New Delhi vide Office Memorandum No.46012/1/2006-O&M dated 1/4<sup>th</sup> January, 2013 has conveyed some amendments, additions and reiteration of instructions incorporated in the 13<sup>th</sup> edition of Central Secretariat Manual of Office Procedure (CSMOP). A copy of the said Office Memorandum dated 1/4<sup>th</sup> January, 2013 of Department of Administrative Reforms & Public Grievances is enclosed for compliance.

The 13<sup>th</sup> edition of CSMOP is available on the website of Department of Administrative Reforms and Public Grievances (<http://darpg.nic.in>) ([www.darpg.gov.in](http://www.darpg.gov.in)) under column "Rules and Manuals".

  
( P. Sakthivel )

Deputy Secretary (WS)

Ph: 23384649 Fax: 23387293

To

1. ✓ All officers/ sections of ICAR Hqrs. (including ASRB, DKMA, NAIP) at Krishi Bhavan/ Krishi Anusandhan Bhavan-I/II, NASC Complex, New Delhi.
2. All the ICAR Institutes/ NRCs/ PDs/ Bureaux.
3. ISO, DKMA for posting this OM on the ICAR website.
4. Guard file.

भारतीय कृषि अनुसंधान परिषद  
कृषि भवन, नई दिल्ली

मिसिल संख्या 5(1)/2013-डब्ल्यूएस

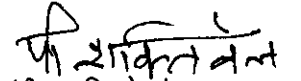
दिनांक : 12 फरवरी, 2013

कार्यालय ज्ञापन

विषय : कार्यालय पद्धति के केन्द्रीय सचिवालय मैनुअल (सीएसएमओपी) के 13 वें संस्करण में दी गयी अनुदेशों के संशोधन, संकलन तथा पुनरावृत्ति के संबंध में।

प्रशासनिक सुधार एवं लोक शिकायत विभाग, कार्मिक लोक शिकायत एवं पेंशन मंत्रालय, नई दिल्ली के कार्यालय ज्ञापन संख्या 46012/1/2006- ओएण्डएम दिनांक 1/4 जनवरी, 2013 के द्वारा कार्यालय पद्धति के केन्द्रीय सचिवालय मैनुअल (सीएसएमओपी) के 13वें संस्करण में सम्मिलित अनुदेशों के संशोधन, संकलन तथा पुनरावृत्ति को सम्प्रेषित किया गया है। प्रशासनिक सुधार एवं लोक शिकायत विभाग के दिनांक 1/4 जनवरी, 2013 के उक्त कार्यालय ज्ञापन की एक प्रति अनुपालन के लिए संलग्न है।

सीएसएमओपी का 13वां संस्करण प्रशासनिक सुधार एवं लोक शिकायत विभाग की वेबसाइट (<http://darpg.nic.in>) ([www.darpg.gov.in](http://www.darpg.gov.in)) कॉलम "रूल्स एण्ड मैनुअल्स" पर उपलब्ध है।

  
(पी. शक्तिवेल)

उप सचिव (कार्य अध्ययन)

फोन : 23384649, फैक्स : 23387293

प्रतिलिपि :

1. कृषि भवन/कृषि अनुसंधान भवन -I/II, एनएससी परिसर, नई दिल्ली के सभी अधिकारी/भा.कृ.अ.प. मुख्यालय के सभी अनुभाग (जिसमें एसआरबी, डीकेएमए, एनआईपी, शामिल हैं)।
2. भा.कृ.अ.प. के सभी संस्थान/एनआरसी/परियोजना निदेशालय/ब्युरेक्स।
3. आईएसओ डीकेएमए, इस कार्यालय ज्ञापन को परिषद की वेबसाइट पर पोस्ट करने हेतु।
4. गार्ड फाइल।

No.46012/1/2006-O&M  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Administrative Reforms & Public Grievances

Room No.518, 5<sup>th</sup> Floor,  
Sardar Patel Bhawan,  
Parliament Street, New Delhi

Dated the 1<sup>st</sup> January, 2013  
/4<sup>th</sup>

**OFFICE MEMORANDUM**

**Subject: Amendments, additions and re-iteration of instructions contained in the 13<sup>th</sup> Edition of Central Secretariat Manual Office Procedure.**

The undersigned is directed to refer to this Department's O.M. D.O. letter of No.46012/1/2006-O&M dated 16<sup>th</sup> February, 2012 (copy enclosed) forwarding therewith copies of the 13<sup>th</sup> edition of the Central Secretariat Manual Office Procedure (CSMOP) and to say that, with the approval of the competent authority, it has been decided to make the following amendments in the paragraph Nos. 32(11), 41(2) and 43(1) of the CSMOP:-

**AMENDMENTS**

**I. FORMAT OF THE NOTE**

**Existing - 32(11)**

"A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first few paragraphs will give the profile of the problem, position of rules, precedents and the position of resources with proper analysis and sequence and an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and recommend the best course of action, with a supporting draft communication, if necessary".

**Revised-32(11)**

"A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first few paragraphs will give the profile of the problem, position of rules, precedents and the position of resources with proper analysis and sequence and an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and recommend the best course of action, with a supporting draft communication, if necessary. Sufficient space not less than one quarter of the page should be left below the last recorded note in the note sheet of the file".

**II. MAINTENANCE OF FILES**

**Existing - 41(2)**

"Both 'notes portion' and 'correspondence portion' will be placed in a single file cover. Left end of tag in the notes portion will be tagged onto the left side of the file cover and right end of the tag will remain as such i.e., untagged. In the case of correspondence portion, right side of tag will be

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tagged onto the right side of the same file cover and left side of the tag will remain as such i.e., untagged."

Revised- 41(2)

"Both 'notes portion' and 'correspondence portion' will be placed in a single file cover.

- (a) Both 'right end' and the 'left end' of the tag of the notes portion of the file will be kept free inside the file cover and not tagged to any hole.
- (b) In the case of correspondence portion, right side of tag will be tagged onto the right side of the same file cover and left side of the tag will remain as such i.e., untagged."

III. **PART FILE**

Existing - 43(1)

"Every page in each part of the file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series in pencil on the right top corner. Blank intervening pages, if any will not be numbered."

Revised- 43(1)

"Every page in each part of the main file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series in pen on the right top corner and in pencil in the part files. Blank intervening pages, if any, will not be numbered.

The drafts of letters issued having crucial policy, financial and vigilance implications, where the drafts have been changed by Senior Officers in the process of movement of files upwards, barring grammatical corrections, should also form a part of the correspondence portion, which could be numbered in seriatim. If there is no change in the draft letter, it can be shredded "

IV. **FLAGGING**

Existing -43 (8)

"The reference slips will be attached neatly on the back of the papers so flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible".

Revised - 43 (8)

"The reference slips will be attached neatly on the back of the papers so flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible. After the action on receipts under examination has been completed, such reference slips, used for flagging, will be removed.

MISCELLANEOUS

2. With the approval of the competent authority, it has also been decided to make four new additions in the CSMOP and reiterate the existing instructions of CSMOP for strict

adherence/compliance (especially the need for dealing with VIP/MP references). The details are as under:-

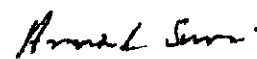
**V. ADDITIONS**

- (i) Wherever the file board or the file cover of a file gets torn, it should be replaced immediately [a new paragraph No.41 (9)].
- (ii) The torn note sheets and correspondence pages of the file should be immediately repaired. [a new paragraph No.41 (10)].
- (iii) New files should not be opened, when there is already a file existing on the subject. For every year, a miscellaneous file be opened where general papers can be kept.
- (iv) Name & designation of the government functionary should invariably be mentioned below the signature, on the note sheet.

**VI. RE-ITERATION**

- (iv) Each item of correspondence in a file whether 'receipt' or 'issue' will be assigned a Serial number which will be displayed prominently in red ink at the top middle of first page. Proper referencing and flagging will be done both in the notes and correspondence portion, wherever required [Paragraph No.43 (2) of CSMOP].
- (v) When the 'notes' plus the 'correspondence' portion of a file becomes bulky (say exceeds 150 pages) it should be marked 'Volume-I'. Further papers on the subject will be added to the new volume of the same file, which will be marked as 'Volume-II' and so on [Paragraph No.41 (6) of CSMOP].
- (vi) In Volume-II and subsequent Volumes of the same file, page numbering in notes and correspondence portion will be made in continuity of the last page number in notes portion/correspondence portion [Paragraph No.41 (7) of CSMOP].
- (vii) Communications received from Members of Parliament should be attended to promptly [Paragraph No. 63 (1) of CSMOP].
- (viii) Each communication received inter-alia from a Member of Parliament, will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent [Paragraph No. 66 (1) of CSMOP].

3 The above amendments, additions and re-iterations of instructions may kindly be brought to the notice to all authorities under the administrative control of the Ministry/Department and brought into practice by 01.01.2013.

  
( Arvind Suri)  
Director  
Tel: 23745472

To  
The Secretaries of all Ministries/Departments of the Government of India