



**Indian Council of Agricultural Research  
Krishi Bhavan, New Delhi**

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**CIRCULAR**

It has been envisaged to fix time limits for disposal of different cases being handled in any department. Under the Manual on Office Procedure (MoP) it has been stipulated that in general no case should be kept pending with an official for more than seven working days unless higher limits have been prescribed. In order to ensure timely disposal of cases and bring pending issues to the attention at the supervisory levels and above, there is a system of Weekly arrear statement & Monthly arrear statement of cases pending for disposal. Procedure for these statements has been laid down clearly in the Chapter XIV of a Manual on Office Procedure. Apart from this the Branch Officers may also ensure timely disposal of VIP references, communication received from Members of Parliament and applications under the RTI Act, 2005 and maintain the relevant registers/ formats as prescribed in the MoP. Procedures to be followed as well as formats for these statements are annexed.

All branch officer may without further delay ensure commencement of the procedure for preparation of Weekly arrear statement, Monthly arrear statements and other statements for monitoring of VIP references etc. as laid down under the Manual of office Procedure. The numerical abstract of the Monthly statement of cases pending over a month will be sent to the Work Study Unit by the 8<sup>th</sup> of every month positively. 'Nil' report may also be sent.

(P. Sakthivel)

Deputy Secretary (TS&WS)

**Distribution:-**

All Officers/Sections of the Council at Krishi Bhavan / Krsih Anusandhan Bhavan-I/II, NASC Complex, New Delhi.

**Extracts from Manual on Office Procedure**

**1. Weekly arrear statement:-**

- (i) On the first working day of every succeeding week, each Section Officer will give particulars of receipts/cases pending with each dealing hand for more than 7 days in the form at Appendix 35.
- (ii) The Section Officer will also prepare similar statement in respect of receipts/cases required to be dealt with by him and pass them on to the diarist.
- (iii) The diarist will consolidate the above statements in the form at **Appendix 36** and submit the consolidated statement to the Section officer on the same day. In a computerized environment the Section Officer will generate a pendency statement from the computer on the first working day of every week.
- (iv) The Section Officer will:
  - (a) Check the consolidated arrear statement for accuracy;
  - (b) Scrutinize the statement of receipts/cases which is more than one week old;
  - (c) Give his remarks or instructions, where necessary; and
  - (d) Submit the statements to the Branch Officer.
- (v) The Branch Officer will watch the progress of work in the section and, where necessary, give suitable directions for expeditious handling of delayed receipts/cases.
- (vi) On receipt back in the section, action will be taken as per directions.

**2. Monthly statement of cases pending disposal over a month:-**

- (i) Every section will prepare, each month, a statement indicating briefly the position of each case pending disposal for over a month.
- (ii) On the last working day of each month, the diarist will:
  - (a) Go through the case sheets (**Appendix 37**) of pending cases for the preceding month and indicate the latest position of each case included in column 2 of the statement;
  - (b) Prepare fresh case sheets for cases opened during the preceding month but not yet finally disposed of, by completing column 1 and 2 of the form and placed on top; and
  - (c) Hand over the case sheets to the dealing hands concerned.

- (iii) The dealing hand will:
  - (a) Scrutinize entries in the first two columns of the case sheets;
  - (b) Draw a red line across case sheets of cases that have been finally disposed of or transferred to call book (para 125 and **Appendix 40**);
  - (c) Complete column 3 of other case sheet; and
  - (d) Return the case sheets to the diarist by the 2<sup>nd</sup> of the month following that to which the statement relates.
- (iv) The diarist will:
  - (a) Remove the case sheets of files that have been finally disposed of or transferred to call book vide para 125(1) for being kept in a separate folder;
  - (b) Arrange the remaining case sheets in chronological order of the dates of the commencement of cases, the latest being on top;
  - (c) Place the case sheets in a file cover marked 'Monthly statement of cases pending disposal for over a month';
  - (d) Prepare, in duplicate, a numerical abstract in the form at **Appendix 38**; and
  - (e) Submit the monthly statement and the two copies of the numerical abstract to the Section Officer by the 3<sup>rd</sup> of the month.
- (v) The Section Officer will:
  - (a) Scrutinize the case sheets and, where necessary, add his remarks;
  - (b) Check the numerical abstract for accuracy;
  - (c) Submit the monthly statement and one copy of the numerical abstract, with a brief forwarding note, to the Branch Officer by the 5<sup>th</sup> of the month; and
  - (d) Send the second copy of the numerical abstract to the Internal Work Study Unit.
- (vi) The designated section for Internal Work Study (DSIWS) will :
  - (a) Post the consolidated figures in the numerical abstract, in the form at **Appendix 39** and return the abstract to the section concerned;
  - (b) Prepare the consolidated statement for the department as a whole by totalling the columns vertically in the form at **Appendix 39**;
  - (c) Analyses the trend of disposal of cases; and
  - (d) Bring to the notice of the O&M officer and the Secretary, any significant trend.
- (vii) To keep a special watch on speedy disposal of communications received from Members of Parliament, each section will;
  - (a) Maintain a register as in form at **Appendix 46**; and
  - (b) Mark out prominently those communications finally disposed of by circling the serial numbers in the register in red ink.
  - (c) On the first working day of each month, each section will submit the register, along with the report in the form at **Appendix 47** to the Under Secretary/Deputy Secretary.

- (viii) A special watch on communications received from VIPs (illustrative list at **Appendix 48**) will be kept along the lines mentioned above.
- (ix) The applications received under Right to Information Act, 2005 (RTI) will be dealt with and monitored by the Assistant Public Information Officer, Public Information Officer, Central Public Information Officer and Appellate Authority as per the relevant provisions contained in the RTI Act-2005.

### APPENDIX 35

*Statement showing particulars of receipts/cases in hand for more than 7 days*

[Vide para 123(1)]

Name of Section/Desk..... Week ending. ....

Diary No.	Date from which pending	Brief Subject	Reasons for delay	Remarks of Section Officer/higher officer	Action taken on remarks in Column No.5
1	2	3	4	5	6

**Weekly Arrear Statement Consolidated form for the section as a whole**

Name of Section/Desk... ..

Week ending	Number of receipts/cases				In hand		Initials of Section Officer
	B.F.from previous week	Received during the week	Total of Cols.2 and 3	Dealt with during the week	Total	Over 7 days	
1	2	3	4	5	6	7	8
	...						

## APPENDIX 37

### Case Sheet

[Vide para 124(2)(a)]

File/Diary No. ....

Date of commencement. ....

Subject .....

Month ending	With whom pending and since when	Reasons for delay	Remarks of Under Secretary and/higher officer
1	2	3	4

### INSTRUCTIONS

1. A separate sheet will be maintained for each case.
2. The statement will cover not only originating section's/desk's own files but also files received by it from other section/desks/departments and other P.U.Cs. for which no file has been opened. Their diary numbers will identify the last two categories of cases.
3. The date of commencement of a case will normally be the date of receipt of the PUC and can be ascertained from the file register in the case of originating section's/desk's own files and from the section/desk diary or assistant's diary, in other cases.
4. Entries in column 2 will be made on the basis of entries in the file movement register section/desk diary.

## APPENDIX 38

*Numerical abstract of cases pending disposal over a month*

[Vide para 124(4)(d)]

Section/Desk .....

Year.....

As on the last day of	Number of cases (other than those transferred to call book) pending disposal						Number of cases transferred to call book	Initials of Section Officer/desk functionary
	Between 1 & 3 months	Between 3 & 6 months	Between 6 months and one year	Between 1 & 2 years	Over 2 years	Total of cols. 2-6		
1	2	3	4	5	6	7	8	9
January								
February								
March								
April								
May	....							
June								
July								
August								
September								
October								
November								
December								



### Consolidated numerical abstract of cases pending disposal over a month

Ministry/Department of .....

[illegible]

## APPENDIX 40

### Call Book

[Vide para 125(1)]

S1. No.	File Number	Date of commence- ment of file	Subject	Reason why no further action can be taken for over six months	Date on which action is to be restarted	Remarks of B.O./ Divisional head at the time of review	Date of restarting
1	2	3	4	5	6	7	8

**APPENDIX 46**

*Register for keeping a watch on the disposal of communications received from Members of Parliament*

(To be maintained by Sections/Desks)

**[Vide para 127 (2)(a)]**

Name of Section/Desk... ..

[illegible]

## APPENDIX 47

*Particulars of M.Ps. letters pending over a fortnight*

*[Vide para 127 (4)]*

Sl. No.	Name of M.P.	Date from which pending	Brief Subject	Reason for delay	Remarks of Branch Officer/ Divisional Head/Jt. Secy.	Action taken on the remarks in column 6
1	2	3	4	5	6	7

## **APPENDIX 48**

### *Illustrative list of VIPs*

*{Vide Para 128}*

- President
- Vice President
- Prime Minister
- Governors of States
- Former Presidents
- Deputy Prime Ministers
- Chief Justice of India
- Speaker of Lok Sabha
- Cabinet Ministers of the Union
- Chief Ministers of the States
- Deputy Chairman (Planning Commission)
- Former Prime Ministers
- Judges of the Supreme Court
- Chief Election Commissioner
- Comptroller & Auditor General of India
- Ministers of State of the Union
- Attorney General of India
- Chief Justice of High Court
- Cabinet Ministers in States/Chief Ministers of Union Territories
- Chairman, Minority Commission
- Chairman, Scheduled Castes and Scheduled Tribes Commission
- Chairman, Union Public Service Commission
- President's Office
- Prime Minister's Office