

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

F.No.6(4)/2010-W.S.

Dated the **18th** February, 2011

29nd

OFFICE ORDER

To ensure the compliance of the provisions of Manual of Office Procedure (issued by Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, Govt. of India and also the instructions contained in Council's letter of even number dated the 19th October, 2010) by each Section/ Unit/ Cell in the Council, it has been decided with the approval of Secretary, ICAR to conduct Organization & Methods (O&M) inspection of the Sections/ Units/ Cells of the Council. The details of officers nominated for conducting inspection and the inspection programme are given in the enclosed **Annexure**.

A copy of the prescribed inspection questionnaire is also enclosed. The inspecting officer may get the inspection questionnaire filled from the Section Officer/ incharge concerned whose section will be inspected during the inspection programme. Items/ documents required to be checked/ inspected during the O&M inspection are given under:-

S.No.	Details of items/ documents required to be inspected during O&M Inspection	Reference of Manual of Office Procedure
1	Section Diary Register	Appendix-3
2	Assistant Diary	Appendix-6
3	Despatch Register	Appendix-19
4	File Register	Appendix-22
5	File Movement Register	Appendix-23
6	Call Book	Appendix-40
7	Precedent Book	Appendix-27
8	Register for Communications from Members of Parliament	Appendix-46, 47
9	Register for Parliamentary Assurances	Appendix-52
10	Register for watching the progress of Recording of files	Appendix-24
11	Record Review Register	Appendix-30

(Manual of Office Procedure-2003/ Record Retention Schedule-2004 can be accessed from the website <http://www.darpg.nic.in/>)

Apart from the items given above, the following items may also be inspected during the O&M inspection:-

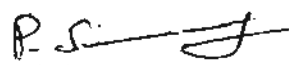
1. Work Environment **including office layout**
2. Items of work which have been computerized
3. Training of staff

Contd.page....2/-

4. Monitoring of pending cases
5. Compliance of Official Language Policy
6. Records Management.
7. Maintenance of Office Support Systems etc.
8. Guard file
9. Reference folders
10. Subject Distribution Chart
11. Reminder/ Suspense Diary
12. Attendance Register
13. Over-seeing prompt compilation and mauualisation of administration orders and instructions by the section

The officers nominated for conducting O&M inspection are requested to carry out the inspection of the sections during the allotted time as indicated against their names in the annexure and to submit inspection report to Work Study Section within **ten days** of conducting the inspection. A copy each of the inspection report may also be sent to the Divisional Head and Section Officer of the section concerned. The Section Officer of the section concerned will have to take necessary action to rectify the deficiencies pointed out in the inspection report and implement suggestions and to submit a compliance report through their Branch Officer/ Divisional Head to the inspecting officer as well as Work Study Section within a period of one month of receipt of the inspection report.

Though the period of conducting O&M inspection has been given in the Annexure, the inspecting officer may, in consultation with the Section Officer concerned, fix the days (within the period specified in the annexure) for conducting O&M inspection under intimation to the Work Study Section.


(P. Sakthivel)
Deputy Secretary (WS)

Encl: Programme schedule of O&M inspection

Distribution:-

1. Inspecting Officer (by name) along with a set of Inspection Questionnaire and relevant proformae on Organisation & Methods (O&M) inspection.
2. Branch Officer/ Section Officer concerned.
3. Guard file.
4. ISO (Directorate of Knowledge Management) with request to upload on the ICAR Web Site immediately.

Annexure to O.O. No.6(4)/2010-W.S.

Details of Organisation & Methods (O&M) inspection programme of the Council

SN	Division	SECTION	Name of Inspection Officer	Period of Inspection
1.	IC	IC-I Section	Sh. P. Sakthivel, DS(WS/TC)	Second half of February, 2011
2.	IC	IC.II Section	Sh. P. Sakthivel, DS(WS/TC)	
3.	IC	IC.III Section	Sh. P. Sakthivel, DS(WS/TC)	
4.	Administration	Estt.I Section	Sh. Rajiv Mangotra, DS(P)	
5.	Administration	Estt.II Section	Sh. Rajiv Mangotra, DS(P)	
6.	Administration	Estt.III Section	Sh. Ved Prakash,US(Hort.)	
7.	Administration	Estt.IV Section	Sh. Ved Prakash,US(Hort.)	
8.	Administration	Work Study Section	Ms. Kamla Bisht, US(AS)	
9.	Administration	Cash-I Section	Ms. Kamla Bisht, US(AS)	
10.	Administration	Cash-II Section	Ms. Kamla Bisht, US(AS)	
11.	GAC	Gen.Admn.Section	Sh. S.K. Pathak, SF&AO	
12.	GAC	E&M Sec. at NASC	Sh. S.K. Pathak, SF&AO	
13.	GAC	Cdn.Section	Ms. Sunita Arya, F&AO	
14.	GAC	Estt.V Section	Ms. Sunita Arya, F&AO	
15.	GAC	R&D Section	Ms. Sunita Arya, F&AO	
16.	Personnel	Per.I Section	Sh. V.D. Naniwadekar, US(Vig.)	
17.	Personnel	Per.II Section	Sh. V.D. Naniwadekar, US(Vig.)	
18.	Personnel	Per.III Section	Sh. V.D. Naniwadekar, US(Vig.)	
19.	Personnel	Per.IV Section	Sh. S.K. Behera, DS(GAC)	
20.	Personnel	CR Cell	Sh. S.K. Behera, DS(GAC)	
21.	Personnel	Assessment Unit	Sh. Dinesh Nagpal, US(CS)	
22.	Personnel	Governance Cell	Sh. Dinesh Nagpal, US(CS)	
23.	Crop Science	C. C. Section	Ms. Rajashree Sunil, US(WS/Tech.)	First half of March, 2011
24.	Crop Science	IA-III Section	Sh. K.N. Choudhary, US(A)	
25.	Crop Science	IA-IV Section	Sh. K.N. Choudhary, US(A)	
26.	Crop Science	IPR Section	Sh. G.P. Sharma, CF&AO	
27.	Crop Science	F&F C Section	Ms. Rajashree Sunil, US(WS/Tech.)	
28.	Crop Science	O&P Section	Ms. Rajashree Sunil, US(WS/Tech.)	
29.	Crop Science	Seed Section	Sh. Pitamber, DS(AS)	
30.	Crop Science	PP Section	Sh. Pitamber, DS(AS)	
31.	Agril. Engg.	Agril. Engg.	Sh. Ashok Kumar, US(DIPA)	
32.	Agril. Engg.	IA.II(AE)	Sh. Ashok Kumar, US(DIPA)	
33.	Agril.Engg.	ARIS(Computer Cell)	Sh. Ashok Kumar, US(DIPA)	
34.	Animal Science	IA-I Section	Sh. K.N. Choudhary, US(A)	Second half of March, 2011
35.	Animal Science	ESM Section	Sh. S.K. Mitra, DS(CS)	
36.	Animal Science	ASR-II/III Section	Sh. S.K. Mitra, DS(CS)	
37.	Animal Science	ASR-IV Section	Sh. S.K. Mitra, DS(CS)	
38.	Fisheries	IA-VI Section	Sh. Deepak Singhal, US(Agril.Extn.)	
39.	Fisheries	ASR. I Section	Sh. Deepak Singhal, US(Agril.Extn.)	
40.	Agril. Extn.	Agril.Extn.I	Sh. Kanhaiya Chaudhary, DS(Edn.)	
41.	Agril. Extn.	Agril.Extn.II	Sh. Kanhaiya Chaudhary, DS(Edn.)	
42.	Hort.	IA-V Section	Sh. Rajender Kumar, US(ASRB)	

43.	Hort.	Hort.I	Sh. Rajender Kumar, US(ASRB)	Second half of March, 2011
44.	Hort.	Hort.II	Sh. Rajender Kumar, US(ASRB)	
45.	NRM	AFC Section	Ms. Shashi P. Razdan, DS(Hort.)	
46.	NRM	IA.II Section	Ms. Shashi P. Razdan, DS(Hort.)	
47.	NRM	SW & DF Section	Ms. Shashi P. Razdan, DS(Hort.)	
48.	Education	A&P Unit	Sh. G. S. Hareesh Nair, US (AE)	
49.	Education	EPD Unit	Sh. G.S. Hareesh Nair, US (AE)	
50.	Education	Accreditation Board	Sh. G. S. Hareesh Nair, US (AE)	
51.	Education	HRD.I	Sh. P.K. Bage, DS(Fy.)	
52.	Education	Exam Cell	Sh. P.K. Bage, DS(Fy.)	
53.	Education	HRD.II Section	Sh. P.K. Bage, DS(Fy.)	
54.	Education	Home Sci. Unit	Sh. Kumar Rajesh, US(NAIP)	
55.	Education	F & A Unit	Sh. Kumar Rajesh, US(NAIP)	
56.	Horticulture	Service & R & I Sec	Sh. Kumar Rajesh, US(NAIP)	First half of April, 2011
57.	DIPA	G. A. Section	Sh. Rakesh Bhardwaj, US(SS)	
58.	DIPA	Cash Section	Sh. Rakesh Bhardwaj, US(SS)	
59.	DIPA	Fin. and Account	Sh. Rakesh Bhardwaj, US(SS)	
60.	DIPA	Hindi Edit. Unit	Ms. Namrta Sharma, DS(ASRB)	
61.	DIPA	English Edit. Unit	Ms. Namrta Sharma, DS(ASRB)	
62.	DIPA	Production Unit	Ms. Namrta Sharma, DS(ASRB)	
63.	DIPA	ARIC	Ms. Namrta Sharma, DS(ASRB)	
64.	DIPA	Photo / Art Unit	Sh. N.K. Jindal, US(NRM)	
65.	DIPA	Publication Store	Sh. N.K. Jindal, US(NRM)	
66.	M&I Unit	Awareness Creation	Sh. J.N. Bhagat, US(Cdn.)	
67.	M&I Unit	Public Relation	Sh. J.N. Bhagat, US(Cdn.)	
68.	OTHER	Parliament Section	Ms. Roja Sethumadhavan, US(P)	
69.	OTHER	PPP Section	Sh. Dinesh Nagpal, US(CS)	
70.	OTHER	Award cell	Sh. Dilip Roy, US(Cash)	
71.	OTHER	Cdn.Tech	Sh. Dilip Roy, US(Cash)	
72.	OTHER	Engg.Cell	Sh. Dilip Roy, US(Cash)	
73.	OTHER	Hindi Unit(KB)	Sh. Preveen Raheja, US(Cash)	
74.	OTHER	Law Section	Ms. Rashmi R. Rao, DD(F)	
75.	OTHER	PI&M Section	Ms. Rashmi R. Rao, DD(F)	
76.	OTHER	Vigilance section	Ms. Roja Sethumadhavan, US(P)	
77.	OTHER	Vigilance (D)	Ms. Roja Sethumadhavan, US(P)	
78.	OTHER	CR Admn. & RTI Cell	Ms. Rajashree Sunil, US(WS/Tech.)	
79.	Finance	Accounts-I Section	Sh. V.K. Sharma, US(Per.)	Second half of April, 2011
80.	Finance	Accounts II Section	Sh. V.K. Sharma, US(Per.)	
81.	Finance	Audit I Section	Ms. Rajtarangini Banerjee, US(Vig.)	
82.	Finance	Audit II Section	Ms. Rajtarangini Banerjee, US(Vig.)	
83.	Finance	Audit III Section	Ms. Rajtarangini Banerjee, US(Vig.)	
84.	Finance	Budget Section	Sh. V.K. Sharma, US(Per.)	
85.	Finance	Cdn (A&A) Section	Sh. Ved Prakash, US(Hort.)	
86.	Finance	G.A.I Section	Sh. Gian Chand, US(CDN.Tech)	
87.	Finance	G.A.II Section	Sh. Gian Chand, US(CDN.Tech)	
88.	Finance	I.F. Section	Sh. V.K. Sharma, US(Per.)	
89.	Finance	Inspection Unit	Sh. Rajiv Mangotra, DS(P)	
90.	Finance	Pension Section	Sh. P. Sakthivel, DS(WS)	

91	ASRB	Audit & Accounts	Sh. Deepak Singhal, US(Agril.Extn.)	Second half of April, 2011
92	ASRB	Confidential	Sh. Deepak Singhal, US(Agril.Extn.)	
93	ASRB	Exam-I/Assessment Cell	Sh. G. S. Hareesh Nair, US (AE)	
94	ASRB	Exam-II	Sh. G. S. Hareesh Nair, US (AE)	
95	ASRB	GA & Cash Sec.	Sh. J.N. Bhagat, US(Cdn.)	
96	ASRB	Rectt.-I	Sh. Kanhaiya Chaudhary, DS(Edn.)	
97	ASRB	Rectt.-II	Sh. Kanhaiya Chaudhary, DS(Edn.)	
98	NAIP	PIU Admn/Fin.	Sh. Gian Chand, US	

Section/Desk Diary for Receipts
[Vide para 17(1) and (2)]

From 1892, 1893, 1894

[illegible]

1. Column 1, a Running SI.No. will be given datewise.
2. Columns 2-7 will be filled at the stage of diarising i.e. before the receipts are made over to the dealing hands.
3. Devnagri script will be used for diarising Hindi receipts. In case Hindi is used for all entries in the section diary, Hindi receipts may be suitably distinguished by either marking 'Hindi' in Column 12 or using a different colour of ink.
4. Column 8 will be filled on the basis of entries in Column 5 of the assistant's diary. For this purpose, the diarist will collect and consult the assistant's diaries periodically, say once a week.
5. Columns 9 and 10 will be filled by diarist on receipt of office copy of issue.
6. Column 11 will be filled by the dealing hand after a decision has been taken at an appropriate level that no reply is necessary.
7. Movement of receipts marked to officers for perusal will be indicated in column 12.
8. In the case of a desk, all the columns will be filled, at appropriate stages, by the supporting staff attached to the desk functionary.

{Vide Para 23(2)}

S. No.	Diary No. or File No.	Subject	File No.	Date of submission
1	2	3	4	5

INSTRUCTIONS

1. Column 2 should show 'diary number' or 'file number' according as the paper marked to a dealing hand is a receipt or a come-back case.
2. Column 4 need be filled only in respect of diary numbers.
3. The date on which receipts/files are received by the dealing hand should be entered in red ink across the page above the entries to be made for the day.

Date.....

S. No.	Number of the issue	Addressee	Issued			Remarks-Nature of the issue e.g., letter of telegram, etc.
			In Hindi	In English	Bilingually	
1	2	3	4	5	6	7

-3-

[Vide para 97]

STANDARD HEADING

INSTRUCTIONS

- M.H.A
16-2-2002

4-

APPENDIX-23
File Movement Register
[Vide para 100)(1)]

File No.

SUBJECT

To whom	Date	To whom	Date	To whom	Date	To whom	Date

Space for recording movements of part files

NOTES : (1) Movement will be marked by indicating the officer, section or department to which the file has been sent with date of sending below it, e.g.

DS(N)
01-01-2002

MHA
24-01-2002

Heading

INSTRUCTIONS

- 7

APPENDIX 49

Call Book

[Vide para 125(1)]

Sl. No.	File Number	Date of commencement 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 52

Register of Parliamentary Assurances

{Vide para 130(1)}

Section/Desk.....

Lok Sabha
Rajya Sabha

Sl. No.	Date	Reference	Subject	Assurance given	How fulfilled	Date on which	
						Sent to Department of Parliamentary Affairs	Laid on the table of the House
1	2	3	4	5	6	7	8

INSTRUCTIONS

1. Column 2 will show the date on which the assurance was given.
2. Column 3 will indicate the No. of the question, name of bill, resolution, motion, etc. in connection with which the assurance was given and also reference to the communication from the Department of Parliamentary Affairs with which it was received.

APPENDIX 30
Record Review Register
[Vide para 112(4)]

Ministry/Department of.....

Year of review.....

File No.	File No.	File No.	File No.

Note : — This register will be maintained for class 'C' files only.

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.....

Sl. No.	Diary No. & Date	Joint Secretary/ Director Diary No.	No. & date of Communication	Name of M.P.	To whom addressed	Subject	Date of acknowledgment	File No.	Date of interim reply	Date of final reply	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Particulars of M.Ps. letters pending over a fortnight

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 56

Inspection Questionnaire on Organisation & Methods (O & M)

[Vide para 135 (1)]

(To be filled in by all Sections / Desks / Units)

NAME OF DIVISION/BRANCH _____

OFFICE / SECTION _____

1. Subjects allotted to Section / Desk / Unit, in brief :
2. (a) Number of Receipts received :
(b) Number of New Files opened :
(c) Registers & Folders
(i) Whether Section Diary Register, Assistant Diary, Despatch Register, File Register, File Movement Register, Call Book, Guard File, Reference Folders, Precedent Book, Subject Distribution Chart, Reminder/Suspense Diary, Register for Communications from MPs, Register for Parliamentary Assurances etc. are being maintained and kept neat and tidy.
(ii) Registers/folders not being maintained along with the reasons.
(d) Consolidation of Orders and Review of Rules / Manuals etc.
(i) Whether orders/instructions are being consolidated, if so, details of consolidation of orders made during the year.
(ii) Whether there is any regular mechanism for undertaking revision of old rules regulation, manuals etc
(iii) Details of rules, regulations, manuals etc. revised/updated/reprinted during the year.
(e) Work Environment
(i) Whether work environment in office is congenial keeping in view the general cleanliness seating arrangements etc.
(ii) If not, specify the areas of deficiency and action being taken to improve the same.
(f) Items of work which have been computerized.

3. Staff Strength :

Sl. No	Name of Post/ Grade	Sanctioned	In position	Number of vacancies and date from which vacant	Cause of vacancy (Transfer, retirement, death, long leave, etc.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

APPENDIX 50---contd.

4. Rotation of Staff (Details of persons working in the same sections/unit for more than five years).

Sl. No	Name & Designation of employee	Name of Section/ unit in which working	Date from which working	Whether his/her case of transfer was considered	Justification for such retention
(1)	(2)	(3)	(4)	(5)	(6)

5. Training of Staff

Groups	Number of persons in Section/ Unit	Number of persons who have under-gone in-service training during the year	Number of persons who require short-term training (i.e. upto 3 months) in work related jobs	Number of persons who require long-term training (i.e. more than 3 months) in work related jobs	Area of Training (Please Indicate) (i) Office Procedure (ii) Computer (iii) Finance/Audit (iv) Statistics/Research (v) Management (vi) Other specialized fields (vii) Any other (specify)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Group - A						
Group - B						
Group - C						
Group - D						

6. Punctuality

- Is Attendance Register maintained properly ? (Please specify, Manual or electronic).
- Is late Attendance marked showing the time of arrival of late comers ?
- Is Attendance Register checked by an officer daily ?
- Is forfeiture of casual leave etc. done as per instructions ?
- Whether surprise visits conducted by senior officers? If so, frequency per month.

7. Security of Official Documents *

- Whether Classified files and papers (other than those in hand) are being kept in locked almirahs?
- Whether separate record (e.g. section diary, file register, index slip) is being maintained in respect of secret papers (unless the section itself is designated as secret or top secret) ?
- Whether any instances of violation of prescribed instructions for treatment and safe guarding of secret/ top secret papers/information have come to notice and, if so, action taken thereon ?
- Whether a periodical review is done to declassify the existing classified documents and if so, the result thereof.

(* The provision of Para-3 of RTI Act, 2005 may be addressed to in this regard)

APPENDIX 56—contd.

8. Processing, Submission and Monitoring of Cases

(a) Processing and Submission of Papers (Take a sample of 5 current cases at draft stage)

- (i) Number of cases, which were properly referenced, flagged and enclosures clearly marked.
- (ii) Whether name, designation, complete address and telephone number of the signatory were marked.
- (iii) Number of files which were found neat and tidy.
- (iv) Extent of computerization of file movement / tracking of papers.

(b) Monitoring of Pending Cases

- (i) Whether Weekly / Monthly statements of pending cases are being submitted on due dates:

(ii) Number of Pending Cases

Upto One month	Between 1 to 3 months	Between 3 to 12 months	Over 1 year	Total
(1)	(2)	(3)	(4)	(5)

- (iii) Whether cases pending over a month are being brought to the notice of concerned Joint Secretary or higher officers.

9. Compliance of Official Language Policy

- (i) Number of letters received in Hindi:
- (ii) Number of letters out of (i) above replied in Hindi:
- (iii) Percentage of correspondence in Hindi with Government offices located in Hindi Speaking States/UTs.
- (iv) Whether all the documents like orders, notifications, contracts, agreements etc. are issued bilingually

10. Records Management

- (a) (i) Number of files due for recording
- (ii) Number of files recorded
- (iii) Number of files pending for recording
- (b) (i) Number of files received for review
- (ii) Number of files reviewed
- (iii) Number of files pending for review
- (iv) Number of files marked for further retention after review and its percentage to (ii) above
- (c) (i) Number of files weeded out
- (ii) Whether proper record has been maintained of such files
- (d) Whether Index Slips prepared for recorded files alphabetically
- (e) (i) Number of files sent to Departmental Record Room (DRR)
- (ii) Number of files sent to National Archives of India (NAI)
- (f) (i) Whether Retention Schedule for records has been drawn up relating to substantive work
- (ii) If yes, whether the schedule is reviewed every 5 years

APPENDIX 56--*con.td.*

11. Pending references from M.Ps. and other V.I.Ps,

[illegible]

APPENDIX 56—contd.

12. (a) Matters related to the Parliament (*Pending Assurances given in the Parliament*)

Sl. No.	Parliament Question No. and date on which replied	Number of Assurances given	Date on which the extended period expires	Assurance pending for			Reasons for non-fulfilment	Present status
				Less than 6 months	Between 6 to 12 months	More than One year		
(1)	(2)	(2)	(4)	(5)	(6)	(7)	(8)	(9)

12.(b) Directions of Parliament Committees Pending Compliance

Sl. No.	Name of the Committee	Date on which directions given	Nature of directions	Date by which directions are to be complied	Present status of compliance
(1)	(2)	(3)	(4)	(5)	(6)

13. (a) Disposal of representation from the staff

Number of Representations			Number of Representations disposed	Number of Representation pending for disposal					Reasons for pendency of cases over six months	Broad nature Representations
Brought forward	Received during the year	Total		less than 3 months	Between 3 to 6 months	Between 6 to 12 months	Over one year	Total pending		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

APPENDIX 56—contd.

13. (b) Disposal of Complaints of Women Employees regarding Harassment

Number of Complaints			Number of complaints disposed	Number of pending complaints	Details of each pending Complaint				Present Status
Brought forward	Received during the year	Total			Number of Woman employee(s)	Date of receipt of Complaint	Whether any hearing has taken place, if so, date thereof	Whether the matter was discussed in the Committee/ Cell set up to look into such Complaints	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

APPENDIX 56—contd.

13. (c) Disposal of Complaints of SC/ST Employees

Number of Complaints			Number of complaints disposed	Number of pending complaints	Details of each pending Complaint				Present Status
Brought forward	Received during the year	Total			Number of SC/ST employee(s)	Date of receipt of Complaint	Nature of Complaint	Whether any hearing has taken place and if so, date thereof	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

12

14. **Maintenance of Office Support Systems**

(a) Equipments/ Machines (like Computers/ photocopier etc.)

Equipment	Whether in working order	If not in working order, date from which not working	Action taken for repairing the fault	Whether the number of equipments provided are adequate vis-a-vis Staff/workload
(1)	(2)	(3)	(4)	(5)

15. **Brief recapitulation of defects or shortcomings noticed and any other comments which Inspecting Officer(s) may have to make.**

(Inspecting Officer)
Name & Designation

To

Work Study Section