



FUNCTIONAL FILING SYSTEM

(FOR USE IN THE OFFICES OF THE GOVERNMENT OF MIZORAM)

FIRST EDITION

**Department of Personnel and Administrative Reforms
'Administrative Reforms Wing'
Government of Mizoram**

Functional File Index

For

Cases Relating to

Establishment, Welfare, Vigilance,

Common Office Services, Hindi, Public Relations,

Finance, Budget, Cash & Accounts,

Parliament.

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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 recified by the UPSC, the following reed 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 filling 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 brouhgt 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 filling 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 compiling 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
12 Recruitment	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 — (i) Local employment exchange (ii) D.G.E. & T. 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 :**
- 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
 - 16
 - 17
- 18 **Miscellaneous :**
- 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
- 13 **Suitability of candidates for appointment to/for continuance in Government service**
- 14 **Schedule Castes & Scheduled Tribes.**

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**

- | | |
|---|---|
| 19 Personal files
(gazetted) | 11 Secretaries/Special Secretaries/
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 |
| 20 Personal files
(non-gazetted) | 11 Research Assistants/Technical
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 |
| 21 Service records | 11 History of services
12 Class I
13 Class II
14 Service books/Service rolls of
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 againsts 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.

- 16 Alteration in the date of birth.
- 17 Change in qualification of government servants.

18

19

20

21 Miscellaneous

22 Postings and transfers

- 11 General aspects
- 12 Class I
- 13 Class II
- 14 Class II (non-gazetted)
- 15 Class III
- 16 Class IV

17

18

19

20 Miscellaneous

23 Seniority

- 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 Miscellaneous

24 Leave

- 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

- | | |
|--|--|
| 25 Casual leave
(including
special leave) | 11 Rules
12 Class I
13 Class II
14 Class II (non-gazetted)
15 Class III
16 Class IV
17
18
19
20 Miscellaneous |
| 26 Special pay/
pay | 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
20
21
22 Miscellaneous |
| 27 Allowances | 11 Rules (general aspects)
12 Children's education allowance (CEA)
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
of political sufferers
20
21
22
23 Miscellaneous |
| 28 Confidential/
assessment
reports. | 11 Rules (general aspects)
12 Recording of confidential reports in
respect of class I officers
13 Recording of confidential reports in
respect of Class II officers. |

- 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 **Miscellaneous**
- 29 **Increment**
 - 11 Rules (general aspects)
 - 12 Efficiency bar
 - 13 Withholding of increments
 - 14 Representation and petitions
 - 15
 - 16
 - 17
 - 18 **Miscellaneous**
- 30 **Quasi-permanency**
 - 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 **Miscellaneous.**
- 31 **Probation/confirmation**
 - 11 General principles (probation)
 - 12 Rules (Confirmation)

- 13 Confirmation extension of probation of Class I officers.
 - 14 Confirmation eextension 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 **Miscellaneous**
-
- 32 **Promotion**
 - 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 **Miscellaneous**
-
- 35 **Training Scholarships Fellowships in India and abroad**
 - 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 red-ruits) at the secretariat training school

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|--|----|---|
| | 21 | Training in O&M/ Work study |
| | 22 | Training aboard |
| | 23 | |
| | 24 | |
| | 25 | Miscellaneous |
| 34. Departmental examinations | 11 | Framing of rules |
| | 12 | Holding of examinations |
| | 13 | Results declaration are representation |
| | 14 | Representations and petitions |
| | 15 | |
| | 16 | |
| | 17 | |
| | 18 | Miscellaneous |
| 35. Deputations and delegations | 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 | Miscellaneous |
| 36 Delegation of powers | 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 | Miscellaneous |
| 37 Honorarium/ awards | 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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	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	
	18	
	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
	17	
	18	
	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	
	18	
	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
	17	

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	19	
	20	Miscellaneous
42		
Career	11	
management	12	
	13	
	14	
	15	
43		
Nomination of	11	General aspects
employees	12	Census operation
	13	Committee working groups, etc
	14	Election work
	15	Invigilation
	16	
	17	
	18	
	19	Miscellaneous
44		
Forwarding of	11	General aspects
applications	12	For allotment of motor cars, motor-
		cycles, scooters, etc.
	13	For examinations
	14	For posts
	15	
	16	
	17	
	18	Miscellaneous
45		
46		
..		
..		
..		
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59		
60		
Miscellaneous	11	
(eg. acceptance	12	
of titles and de-	13	
corations from	14	
foreign Govern-		
ment, circulars of		
general interest)		

B—Welfare

	Main head		Sub head
11	General staff	11	Broad aspects on 8.5.87.
	Welfare measures	12	CSS (Recognition of Service Association) Rules.
		13	
		14	
		15	Miscellaneous
12	Departmental council/office council	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	Grant-in-aid	11	General
		12	Grant for sports and other cultural activities
		13	submission of annual accounts
		14	Departmental canteen
		15	
		16	
		17	Miscellaneous
14	Cooperative Societies	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	Miscellaneous
15	Central Secretariat Library	11	General
		12	Membership application
		13	
		14	
		15	
		16	Miscellaneous

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 Disciplinary proceedings	11 Class I 12 Class II

	13	Class III
	14	Class IV
	15	Joint enquiry
	16	
	17	
	18	
	19	Miscellaneous
15	11	Class I
	12	Class II
	13	Class III
	14	Class IV
	15	Joint enquiry.
	16	
	17	
	18	Miscellaneous
16	11	Class I
	12	Class II
	13	Class III
	14	Class IV
	15	
	16	
	17	
	18	Miscellaneous
17	11	Class I
	12	Class II
	13	Class III
	14	Class IV
	15	
	16	
	17	
	18	Miscellaneous
18	11	Class I
	12	Class II
	13	Class III
	14	Class IV
	15	
	16	
	17	
	18	Miscellaneous
19	11	General notifications
Central Civil	12	Regarding Rules 1 to 7
Services (Con-	13	Regarding Rules 8 to 14
duct) Rules,		

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

- | | | | |
|----|-------------------------------------|----|----------------------|
| 31 | Vigilance
Administration | 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 | Accommodation <table border="0" style="margin-left: 20px;"> <tr> <td style="vertical-align: top;">11</td> <td style="vertical-align: top;">Office accomodation (general aspects)</td> </tr> <tr> <td style="vertical-align: top;">12</td> <td style="vertical-align: top;">Requirements of office accommodation-
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V to VII, its acceptance rejection and
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