



No. CBSE/Rectt. Cell/2017/ 8289 – 8388

22.12.2017

CIRCULAR

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It has been brought to notice by the Competent Authority of the Board that cases for seeking approval / orders on important issues or having financial implications are being put-up in casual manner. All the officials/officers are therefore required to ensure the following before sending the file to the Competent Authority for consideration in addition to instructions contained in the Manual of Office Procedure:-

- i) To use only **Arial Font** having **font size 12** for **English** and **Unicode-Mangal** having **font size 12** for **Hindi** for all official notes and related correspondences with immediate effect to ensure uniformity & clarity in notes.
- ii) To ensure proper page numbering of all the note-sheets and communication sheets, restored note-sheet(s) which are worn or torn and the file should be submitted duly paginated with appropriate file number and subject matter.
- iii) To ensure continuous para numbering in the noting side.
- iv) To ensure that sufficient margin (at least 10 cm) at the bottom of the note sheet should be left to obtain the orders on same page, in case the note is ending at the bottom of the page, adjustment to margins, fonts or line spacing will be done to either create the space or carry the content over to the next page
- v) To write the rule position categorically and the proposal for consideration to the Competent Authority should be as per the rule position. However, past practice/decision taken under similar circumstances may also be referred in the file.
- vi) Processing of part files for obtaining the approval on important matters / financial matters may be avoided. In case of emergent cases where processing of matter on part file is necessary, it must be ensured that all relevant documents are annexed with part file and the same should be merged with the main file.
- vii) The proposal of Dealing Assistant(s) should be properly examined in accordance with the rule position by the Section Officers & Assistant Secretaries before sending it to the Competent Authority for approval / orders.
- viii) The draft agenda / letters / orders should be signed by the Dealing Assistant along with concerned Section Officers / In-charges / Assistant Secretaries.

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- ix) The proposal must categorically mention the name of the Competent Authority in each case.

Further, the guidelines have been issued time to time by the Board to all branches / offices of the Board to institute proper record management system in their respective offices/branches. But it has been observed that the files / documents are not being properly maintained / managed in many branches which creates delay in disposal of matters and also invites unwanted difficulties in case the files are not found / traced as and when required. Hence, all the Section Officers / In-charges are also directed to ensure the following immediately:-

- i) Every dealing assistant must have a proper register containing the details viz. number and subject of all the files / part files / registers /lists / documents.
- ii) A list of all the files / documents must be affixed in each concerned almirah of every dealing assistant.
- iii) All the files / documents must be maintained in good condition.
- iv) In case of files not pertaining to their section, the same may be handed over to concerned section against proper receipt.

All the Section Officers / In-charges are also directed to create / maintain guard file / scrap register which should have copies of all important approvals / orders / policy matters issued by Competent Authority from time to time.

The Branch Head(s) shall regularly monitor and inspect the branches under their control to ensure compliance of orders.


(ANURAG TRIPATHI)
SECRETARY

Distribution :

1. PS to Chairperson, CBSE for information of the Chairperson.
2. SPSS to Secretary / Controller of Examinations / Directors, CBSE.
3. PS to Additional Director(Academic & Vocational) / JS(IT) / PRO, CBSE.
4. All the Regional Offices/CoEs of the Board.
5. All other officers of the Board upto the level of Section Officer.
6. Scrap file/Notice Board.

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