

PREFACE

The first edition of the Manual of Office Procedure was brought out by the Secretariat in the year 2002. In the intervening period, not only several changes in the functioning of the Secretariat in respect of procedure, practices and structure have taken place, but even technology have effected a great deal of change in its working. These changes have necessitated the revision of the Manual.

A major decision, when exercise of Manual's revision started in 2007, taken was that the Manual may be bifurcated viz. one Manual of Office Procedure of the Secretariat (MOPS) containing common issues/subjects for the whole Secretariat and another elaborate one for each section/service containing issues/subjects specific to that Section/Service as Sectional Manual of Office Procedure (SMOP). This bifurcation would make the publications compact and more user-friendly. Another advantage of the bifurcation is that specific changes in any one of these publications may not necessitate revision of all other publications. Since for SMOP, target users are mainly officers and staff working in the Secretariat and new entrants, giving the Secretariat the elaborate separate Manual for each section/service providing a detailed step-by-step procedure for each dealing hand and for other supervisory officers in the hierarchy of that Section, would be more useful.

The present publication of Manual of Office Procedure of the Secretariat (MOPS) contains ten chapters namely, Introduction and Definitions; Secretariat Organisation; Conduct and Discipline; Registration of Receipts; Filing System; Dealing with Receipts, Noting and Drafting; Distribution of Parliamentary and other Dak, Records Management; Efficiency, Order and Methods and Checks on Delays.

Preparation of Manual of Office Procedure is a collective effort, all concerned officers and staff of the Secretariat chipped in the updation of this publication. Their contribution is acknowledged. It would also be not out of place to record special appreciation of the team of officers and staff of O&M and Personnel Section who have exhibited a high degree of commitment and dedication at various stages of updation and revision of this Manual.

Though all efforts have been made to make it as updated and error free as possible, but if inadvertently some errors have crept in, it would be highly appreciated if these are brought to the notice of O&M Section.

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