

FREQUENTLY ASKED QUESTIONS ON ODISHA RECORD MANUAL 1964

Question 1. What does Odisha Record Manual 1964 prescribe?

Answer - The Odisha Record Manual 1964 prescribes the procedure relating to Government Office management system. It deals with how to deal with correspondences, files, records, their processing, preservation, and destruction, supply of certified copies, maintenance of Library etc.

Question 2. What is the area of applicability of ORM 1964?

Answer - Procedures laid down in the manual are applicable to the entire State of Odisha and for all the offices in the Heads of Departments, District, and Subordinate levels. Except Odisha Secretariat where the process is regulated by the provisions laid down in the Odisha Secretariat practice and procedure. In all other cases the record maintenance would be carried out according to provisions laid down in Odisha Record Manual.

Question 3. Briefly describe the broad structure of ORM 1964.

Answer - The manual is divided into two parts. The first part deals with the processes relating to record maintenance and the second part has several appendixes that describe the provisions of laws, guidelines issued by the Board of Revenue and different formats to be maintained as per the provisions of the manual.

Question 4. What are the subjects that have been dealt with in Part I of the Manual?

Answer= Part I of the Odisha Records Manual deals with the following subjects -

1. Dealing with correspondences;
2. Dealing with Revenue case records;
3. Dealing with Sub-Divisional and Tehsil records;
4. Miscellaneous records; and
5. Library

Question 5. Where in the ORM 1964 you can find the rules relating to destruction of records?

Part II of the said manual deals with the following topics -

1. Destruction of Records Act 1917;
2. Rules and guidelines issued from time to time by Government and Board of Revenue; and
3. Different forms and formats for maintenance of records.

Question 6. What are the important aspects of dealing with correspondences received in the office?

Answer – All correspondences received in an office will come in the dak file to the head of the office or authorized officer who will initial them. Then they will go to central diary where they will be diarised date wise. Thereafter they will be sent to the Head Ministerial Officer for marking to respective sections. Letters marked as confidential shall be retained by the Head of Office or his Personal Assistant for dealing it separately. It can also be marked to the confidential section if there is such section. Other letters after marking will go to the Assistant who will enter them in log book and give priorities and deal with them accordingly.

Question 7. What is personal handbook and who will maintain it?

Answer – Personal handbook is the register to be maintained by the Officer personally or by his PA recording all important letters and correspondence and their follow-up action. The objective is timely dealing of such letters and materials.

Question 8. What is "pending list" and how it is dealt with?

Answer – Pending list is usually maintained fortnightly. It shows the number of receipts with the DA, the section, the branch, and the office as a whole during the fortnight under review. The number is derived by the following formula –

No. of letters pending on the first day of the fortnight under review + Nos of letters received during the fortnight – number of letters disposed off during the fortnight (For instance; $149 + 84 - 125 = 108$ at the closure of the fortnight)

Question 9. What are the broad responsibilities of the persons dealing with correspondences and files in a Government office?

Answer – Broad responsibilities of the persons dealing with records and files in any Government office are of four types. These are - preparation or opening up; regular maintenance; their preservation; and destruction after the specified period of preservation. For instance; a file should usually be consigned to record room after three years of life span. The Dealing Assistant and Section Officer are responsible for the maintenance, safe

keeping and consignment of the file. They will also be responsible for destruction of class III papers at the time of consignment.

Question 10. What is consignment of records? Who are responsible for this?

Answer – Consignment refers to depositing files and records after they complete their specified period of preservation in the office. For instance; a file should be consigned to record room after three years. Before that the Dealing Assistant, Section Officer, and Branch Officer shall classify the papers into class I, II, and III in the file. The Class III papers will be destroyed with the orders of the authority and in presence of a responsible Officer. Rest part of the file with page renumbered and title page describing the details shall be consigned to the record room.

Question 11. How many types of records are consigned in the record room? What are the duration of preservation in Record Room of such records?

Answer – Ordinarily files, case records, registers, treasury records are consigned after specified period of existence. If there is a Record Room in the office it will be consigned there where it will stay for 12 years and then it will be consigned to Central Record Room of the district of Head of Departments. After 30 years the records shall be deposited in the State Archives. If there is no Record Room in the office then the records can be deposited in the Central Record Room directly.

Question 12. Who can frame rules relating to safe custody, preservation, and destruction of records?

Answer - Chapter I of Part I deals with the preliminaries. It says that High Court in respect of records in the custody of different Courts under its control, Board of Revenue in respect of records in custody of Revenue Courts and officers, and the Government of Odisha, in respect of records in custody of other offices is the competent authority to frame rules relating to maintenance, preservation, and destruction of such records.

Question 13. Where can one find the procedures relating to preservation and consignment of records?

Answer - Chapter II of Part I of the manual deals with the classification, preservation, consignment, and destruction of records. Procedures have been laid down for –

- Classification, consignment, and destruction of files;
- Classification, consignment, and destruction of registers; and
- Classification, consignment, and destruction of Treasury records.

Question 14. What other important matters have been dealt with in Chapter II of Part I of the Manual?

Answer - Here one will come across the procedure of disposal of files by the officers. It also explains the action to be taken on the file received back with or without orders. Preparation of drafts, fair copies of approved drafts, and signature by authorized officers have been dealt in this chapter. Finally, the chapter specifies the procedure for mailing and arrangement and custody of papers in the organization.

Question 15. What is the procedure for classification of papers in a Government office?

Answer - Papers in the file are classified as A, B, and C and the C category papers are destroyed in the Branch before consignment of the file to Record Room. Procedure in the Record Room after consignment of the record is also provided. The same way the registers and treasury records are also classified, preserved, and destroyed.

All papers that are required for permanent references and financial matters, court judgments, rules and policies etc shall be 'A' class. They will be preserved permanently. B class papers have value for a limited period and will be preserved for 12 years. All papers that are not required permanently or even for a limited period are C class. The model classification of classes of papers is available in Appendix H under paragraph 155 (2) of the Manual. For instance; papers relating to abatement of revenue are 'A' class, papers relating to accidents in factories are B class; and routine reminders are C class. One can refer to the list provided for easy comprehension.

Question 16. How to deal with Revenue case records?

Answer - Chapter III of Part I of the Manual prescribes the procedure for dealing with Revenue case records. It says how to use the *combined title page* and how to maintain, preserve, consign, and destroy these case records. Important aspects are use of combined title page and other papers for the case record. Finally, it lays down the procedure for arrangement and consignment of case records in the record room.

Question 17. Where can one find the procedure for maintenance of records in Tehsil and Sub division office?

Answer - Chapter IV of Part I of the Manual prescribes the procedure to be followed in case of Sub-Divisional and Tehsil records.

Question 17. Which are the chapters dealing with Record Room, Public & Private documents, Record Room Expenses, and Library?

Answer – Procedures relating to Record Room, Public & Private documents, Record Room Expenses, and Library have been described in Chapters V, VI, VII, and VIII of the Part I of the Manual respectively.

Question 18. Where the provisions relating to dealing with certified copies have been mentioned?

Answer - Chapter IX of Part I of the Manual deals with dealing with the certified copies of case records and other records.

Question 19. What are the contents of Part II of the ORM 1964?

Answer - In Part II of the Manual there are 19 appendixes and they deal with the following subjects.

- A. The Destruction of Records Act 1917.
- B. The 1963 notification by erstwhile Political & Services Department of Government of Odisha.
- C. Rules made by Board of Revenue under the Destruction of Records Act 1917.
- D. Model form of index for Collections in offices.
- E. Model for formation of sections and sub-sections in district offices.
- F. Correspondence Registers (Forms 1-21)
- G. Correspondence Forms (Forms 22-47)
- H. Model classification of correspondences
- I. Record Room Registers (Forms 48-68)
- J. Record Room Forms (Forms 69-80)
- K. Classification, Preservation, and destruction of Registers.
- L. Classification, Preservation, and destruction of Treasury records.
- M. Classified list of Case Records
- N. Permanent Registers in Sub-Division and Tehsil offices.
- O. Extracts of orders passed by the Odisha High Court of Judicature 1949
- P. Five types of inspections and questionnaires for them.
- Q. Library Forms (Forms 81-85)

- R. Law Department notification of 1943 relating to reduction and remission in Court Fees.
- S. Extracts of Rules and Orders of High Court of Judicature Criminal on inspection, information, copies, and copyist, fees and costs.

Question 20. What are the different types of inspections provided in ORM 1964?

Answer – Five types of inspections have been prescribed in ORM 1964. These are –

1. Correspondence work;
2. Revenue Case Records;
3. Record Room;
4. Copying Section; and
5. Library.