



कार्यालय महालेखाकार (लेखा व हकदारी)

हिमाचल प्रदेश, शिमला-171 003

OFFICE OF THE ACCOUNTANT GENERAL (A&E)

HIMACHAL PRADESH, SHIMLA-171003

दूरभाष/ 0177-2652612-19, फ़ैक्स/ 0177-2651743

OFFICE ORDER

No. Admn/A/2020-21/144

Dated:- 03-08-2020.

Subject: Creation of Central Record Section (CRS).

Presently Records of this office are located at different places such as pension records in Railway Board Building, Funds records (Fund Library) in main building & Tutikandi, Compilation and WAD/Forest record at Sanjauli. Due to lack of proper co-ordination among the sections seeking the records and the sections delivering the same, a time delay of more than 5-7 working days occurring as could be evinced from the data analysed. This results delay in finalization of entitlements work of Himachal Pradesh Government employees to that extent

In order to have better management and providing speedily requisitioned record to the concerned sections, it would be appropriate, if these Record related matters are dealt by a separate section. Hence, in order to streamline and bring all the record related subject under one umbrella of Record wing, formation of a Central Record Section (CRS) has become inevitable. Accordingly, a Central Record Section (CRS) is created, initially with the following men in position:

Asstt. Accounts Officer	01
Sr. Accountant/Acctt.	04 (Two Sr. Acctt & One Acctt. are already working and one will be provided)
DEO	01 (Newly posted)
Clerk	01 (Already working in Fund Library)
MTS	04 (Already working)

The following are the Object of the newly created Central Record Section:

- To have proper mechanism on smooth delivering, maintaining, segregating and acknowledging of the records pertaining to Funds, Pension and other related records.
- To reduce the time lag in tracking and issue of the records to the concerned wing.
- To check and monitor the requests and receipts of the records within the stipulated time.
- To reduce the arrears of pending PF and Pension cases and improve the grading of KRA by Headquarters'.
- To improve the quality of the work function of the Records section.

Work functions of the newly created Record Section are as follows:

- The Section will be headed by one Asst. Accounts Officer (Records) duly assisted by four Sr. Acctts/Acctts, one DEO, one Clerks and two MTS.
- So as to keep a watch over the dates of requisition, tracking time, issue of records to the concerned wing, all the requests for the pension files/ Ledger Cards in Poly bags made by the concerned AAO of the Section, from now onwards will be addressed to AAO (Records) only through his cag email ID/ E office in the prescribed Requisition Form. No other mode of requisition except above, will be entertained by the Records Section hereafter.
- Based on the requests received, AAO (Records), after making necessary entries in the Requisition Register, duly allocate the work of tracing the record in equal proportion to the dealing assistants of the Records Section, by fixing the due dates i.e. **one working day** (excluding the requisitioned day) for Pension Records in Railway Board Building, **two working days** (excluding the requisitioned day) in respect of all other records.

- The Sr. Acctts/Acctts, Clerks stationed at the Record Room, after tracking the files/ records, should ensure that the records are handed over only to the concerned AAO of the section with proper acknowledgement in the Requisition Register maintained for this purpose.
- Simultaneously, AAO (Record) should inform the concerned AAO of the Section about the handing over / non availability of the record through his cag email with a request to inform the returning of the files/records after completion of the work.
- AAO (Record) to watch for the return of the files/record issued, from the concerned AAO and on receipt of the same to handover to dealing assistant for placing it in the Record Room by duly rounding off the entry made at the time of issue. This would ensure the proper returning of the records from the section concerned.
- The AAO (Record) will monitor on the non-receipt of the files/ LCs in Poly bags through periodical reminding
- AAO (Records) should ensure preparation of List of all the available Pension Files and Ledger Cards in Poly Bags in soft data in a phased manner through the DEO posted. This would ensure quick access of the records as well as availability / non-availability of the records in the Records Room. For this, he may approach VLC for accessing the data on the available records. A monthly report on the progress of the work to be submitted to the BO/ Records
- BO (Records) will be personally responsible in monitoring all the issues of records from the Record Room in a time bound manner. A weekly closing of the Register to be submitted by AAO (Records) to BO (Record), (duly mentioning the reasons in the cases of the abnormal delay) who in turn will submit the same for fortnightly review by DAG/Pension & Funds. AAO / EDP should submit a weekly MIS report on the process of handing over of the records obtained from the E-office to analyse the delay if any in each request.
- AAO (Records) to ensure proper up keeping of the records in the Record Room by duly arranging them in designated places in the rakes with proper numbering etc for easy access of the records. Periodical visit to be made by the AAO to the Records Rooms to ensure the records are intact and kept safely and in a proper manner. A fortnightly visit by BO (Records) to be made for a overall check.
- Any shortcomings/ complaints on the requisitions made by the concerned AAOs to be immediately attended to by AAO (Records) for effective and smooth functioning of the Section.
- All other works relating to the old records/vouchers, its stacking, weeding out, auctioning etc, as being dealt by GE section will continue without any change.

The Asstt. Accounts Officer and Sr. AO of GE section are to arrange to establish new section by providing necessary infrastructure and working space for the smooth and effective functioning of the Central Record Section (CRS).


Authority: Pr. Accountant General's orders dated 30.07.2020 at Page No. 04/N of file Admn/K/Creation of CRS/2020-21.

-Sd/-
Dy. Accountant General (Admn).

Endst No. Admn/K/Creation of EDP/2020-21/1132-37

Dated: 03-08-2020

1. Secy. to Pr. Accountant General (A&E), HP, Shimla (E-mail).
2. PA to Dy. Accountant General (Admn, Pension & Fund) (E-mail).
3. PA to Dy. Accountant General (A/cs & VLC) (E-mail).
4. All Sr. Accounts Officers (E-mail).
5. All other staff members of this office (E-mail).
6. 'A' Series File.



Sr. Accounts Officer (Admn).