

SECRETARIAT

CHAPTER I

ORGANISATION AND FUNCTIONS

1. *Organisation:-* The sanctioned strength of the Secretariat (Administration) as on 30th June 1977 is, Secretary (One) Deputy Secretary (One) Assistant Secretary (One) Assistant Estate Officer (One) PA to Secretary (One) Head Clerks (Three) Junior Assistants (Two) Senior Clerks (Thirteen) Junior Clerks/Typists (Four) Receptionist (One) Librarian (One) Group 'D' Staff (Fourteen).

2. *Functions:-* The Secretariat of the Coffee Board is the Office of the Chairman and the Secretary acts directly under orders of the Chairman. Besides attending to the work connected with convening of meetings of the Board and its committees and recording the proceedings thereof, the Secretariat functions as a co-ordinating body between the different departments dealing with subjects which may, either be common to them, or, are not within their purview.

3. The Administrative Branch of the Secretariat consists of three main sections – viz : General, Establishment I and Establishment II. The work of each of the Sections is described below in detail. The work of the Accounts Section (Secretariat) is dealt with separately under Part IX-D.

4. *Establishment Section I* :- The Establishment Section deals with (a) staff matters, (b) Employer-employees relations, (c) Labour Welfare measures for the benefit of labour on the coffee estates, (d) maintenance of building, and (e) Hindi Teaching Scheme.

5. *Staff matters* :- In addition to maintaining personal files and Service Registers of the staff of the Secretariat (Administration and Accounts), this section deals with staff matters which are common to all departments, such as recruitment, inter-departmental transferrals, seniority, fixation of pay, etc.,

6. *Recruitment* :- Recruitment to the different cadres in the service of the Board is regulated by Rule 31 of the Coffee Rules, 1955.

7. The subject of recruitment to the several posts in the services of the Board is dealt with separately detailing the procedure prescribed in this regard. The recruitment rules are given in *Appendix I*.

8. *Common Gradation List* :- It is also the responsibility of the Secretariat to issue the Common Gradation List in respect of Class IV Staff (Other than those employed in the India Coffee Houses and India Coffee Depots of the Propaganda Department) and Class III Ministerial and field staff of the Board, as on the 1st January of every year, on the basis of the particulars furnished by the respective departments.

9. The procedure to be followed in the preparation of Common Gradation List is given in Part I – B Office – Procedure Chapter XVI.

10. The Board has its own CCA Rules, Temporary Service Rules, Probation Rules and Conduct Rules, applicable to the Board's employees mostly modeled upon those obtaining in the Government of India.

11. *Delegation of powers:-* Financial and administrative powers of the Board, its Committees, the Chairman and several Officers of the Board are given in *Appendix II*.

12. *Labour relations:-* All matters connected with employer-employee relationship, conciliation and industrial disputes shall be dealt with by this section. All matters arising out of reference from the Coffee Board Employees' Association consisting of Class III Staff of the Board and the Coffee Board Labour Union consisting of Class IV Staff of the Board, relating to conditions of service of the employees of the Board, shall be processed and disposed of by the Secretariat in consultation with the departments concerned.

13. *Staff Car :-* The Board maintains a fleet of vehicles at Head Office and also outside Bangalore, and the pay and allowances payable to the drivers, their working hours, etc., are all normally modeled upon those obtaining in the Government of India organizations. The Staff Car Rules are given in *Appendix III*.

14. *Maintenance of building :-* Since the completion of the construction of the administrative building in 1963, the maintenance of the building has become a major item of work devolved on the Secretariat. The upkeep of the building/premises, allocation of space, fixation of tenancy,

collection of rents, payment of taxes and charges are all items of work to be attended to by the Secretariat. The upkeep of the building/maintenance of electric, installation, sanitary and water supply to the building, is the responsibility of the Asst. Estate Officer who is directly responsible to the Secretary.

15. Requests are received frequently for the use of the Meeting Hall in the Administrative building of the Board at Head Office, by outside organizations. The Meeting Hall may be spared to the outside organizations for their use at the discretion of the Chairman on payment of the prescribed fee.

16. The upkeep of the Guest Rooms maintained in the Administrative building of the Head Office is also the responsibility of the Asst. Estate Officer. The allotment of the Guest Room is done with prior permission of Secretary/Chairman.

17. *Office Circulars:-* The Government of India in the several Ministries issue from time to time Office Memoranda, Office Orders, etc., giving instructions regulating the service conditions of employees in the Central Government Secretariat, Govt. of India organization, attached offices and statutory bodies. Since the service conditions of the Board's employees are governed, as far as may be, by the rules applicable to Central Govt. servants, the circulars sent to the Board by the Govt. should be examined and, where necessary, suitable Memos and Orders drawn up and issued for guidance in accordance with the Government's directives.

18. *Receptionist:-* A receptionist is stationed at the main entrance of the building, for the purpose of operation of PABX and regulation of entry of visitors to the Board's offices.

19. *Hindi Teaching Scheme:-* The Secretariat will arrange for training of the Board's officials in Hindi by sponsoring the candidates to Hindi classes conducted in Bangalore by the Government of India in the Ministry of Home Affairs.

20. Returns 'Due in' and 'Due out' – vide *Appendix – IV*.

21. *Establishment II Section:-* This Section deals with matters such as (i) Import requirements, (ii) Staff Councils, (iii) Canteen, (iv) Staff Club, (v) Coffee Board Employees' Benevolent Fund, (vi) Labour Welfare measures and (vii) Implementation of Measures of Welfare of SC/ST.

22. *Import requirements:-* The ITC Policy Book published every year by the Government of India in the Ministry of Commerce stipulates that the Chairman, Coffee Board, is the sponsoring authority in respect of import requirements of various sectors of the Coffee industry. The Coffee industry is listed in the Select industry in so far as import requirements are concerned. The Establishment II Section processes the import applications received, in consultation with the Marketing Department, in respect of applications received from Curers and the Research Department in respect of applications received from Coffee planters.

23. *Staff Councils:-* With the purpose of bringing the Management and Employees together and for better employer and employee relationship, Staff Councils are functioning in the Board at Head Office since 1957. Problems generally concerning the conditions of service are brought up and discussed. Staff Council I consists of the Chairman of the Board as Ex-officio Chairman, officers nominated by him and the elected representatives of Class II and III staff at Head Office. The Staff Council II consists of a Chairman and two Officers, all of them to be nominated by the Chairman of the Board and elected representatives of Class IV Staff at Head Office. The Staff Council once constituted continues for a period of two years. The rules governing the election of Staff Councils are generally modeled upon those framed by the Government of India for this purpose. The decisions of the Staff Councils recommendatory though they may be, are given due weight at the hands of the managements.

24. *Canteen:-* Since March 1965, the Board is running a Staff Canteen at the Head Office for the purpose of catering wholesome food at reasonable rates to its employees during lunch hour. The rates governing subsidy, composition of the Canteen Management etc., are generally based upon the Government of India's instructions. Recently one more Staff Canteen which is run on co-operative basis has been opened at the Central Coffee Research Institute, Balehonnur, to cater wholesome food to the employees of the Board.

25. The Board reimburses 50 per cent of establishment charges and 75% of DP to the workers in the Canteen as per Government of India instructions. In addition, lumpsum grant for initial purchase of utensils,

equipments, furniture etc., is also given by the Board. The Board also reimburses 25% of Gas/Electricity charges incurred in the Canteen kitchen for the initial five years. Free accommodation and water have been provided to the Canteen. An Officer of the Board is the sitting member in all the meetings of the Canteen Committee. The work relating to reimbursement of charges, arranging accommodation and other connected matters is also attended to by this section.

26. *Co-operative Society:-* A Consumer Co-operative Society of the Coffee Board Employees is functioning in the Coffee Board at Head Office and another at Central Coffee Research Institute. These are managed by the Staff of the Board. Any work kthat devolves on the department in regard to these co-operative societies is dealt with by this section.

27. *Staff Club:-* The other Welfare measures relate to the Coffee Board Club at Head Office, Bangalore. This Club has been in existence for over 30 years and it is a center of social, cultural and recreational activities and is very popular among the staff. The Chairman of the Board is the ex-officio President of the Club. The Board provides grant-in-aid, in the form of cash assistance to the Staff Club as per Government of India's instructions issued from time to time. Free accommodation has been provided at the Board's building at Head Office to run the Staff Club. The work relating to grant-in-aid and any other matters which the department has to attend to relating to the Club is dealt with by this section.

23. *Coffee Board Employees' Benevolent Fund:-* The Coffee Board Employees' Benevolent Fund was constituted and registered in Bangalore as

a Society in May 1970 under the Mysore Societies' Registration Act, 1960. This is a non-official organisation constituted for the benefits of the employees of Board . The fund provides inter alia monetary and other assistance to the employees of the Board who are members of the Fund, in case of distress, injury, hardship etc., The fund also gives a lumpsum assistance to the members of the bereaved family, in the event of death of a member of the fund. The affairs of the fund are managed by a Managing Committee comprising the President (CCMO), Vice President (elected), Secretary (Secretary of the Board), Treasurer and 5 other elected members. The Chief Coffee Marketing Officer is the ex-officio President of the Fund and the Secretary of the Board is the ex-officio Secretary. The Treasurer is nominated by the President.

29. The membership of the Fund is purely voluntary and is limited to the employees of the Board. Subscription is collected in half yearly instalments from members. However, Life membership is given to those who pay Rs.100/- at the time of their enrolment as members.

30. *Labour Welfare Measures:-* Under Section 31 (2)(c) of the Coffee Act, one of the purposes for which General Fund is to be applied, is to undertake measures to meet the expenses for securing better working conditions and the provision and improvement of amenities and incentives for workers. For this purpose, the Board makes provision under the head 'Labour Welfare Measures' in the General Fund. The Board administers two schemes in the principal Coffee growing States of Karnataka, Tamil Nadu, Kerala and Andhra Pradesh:-

- (1) Grant of donations for medical aid for the benefit of Labourers employed in the Coffee Estates and the donations are given to the State Governments, Planters' Associations or the Group Hospitals who come forward with schemes and proposals for utilization of the donations for the construction of hospitals, wards, purchase of equipments and provision for special treatment like Cancer, TB etc.,

- (2) Grant of stipends to the children of labourers employed on the coffee estates whose monthly income does not exceed Rs.300/- per mensem. This includes grant for construction of School/College/Laboratory/Hostel buildings and also for purchase of equipments or instruments for educational institutions run by private managements in the Coffee growing areas.

31. Applications for grant of donations for Medical Aid are sanctioned by the Executive Committee while the applications for grant of educational stipend are sanctioned by the Regional Committees, one each separately for the States of Karnataka, Tamil Nadu and Kerala, comprising Chairman of the Board as Chairman, one grower member and one labour member of the State concerned.

32. The section would initiate action for the administration of these two schemes, sometimes in May/June every year. For medical aid, proposals from the State Governments of Karnataka, Tamil Nadu, Kerala and Andhra Pradesh and also from the Planters' Associations in these States are invited. Proposals received are all examined with reference, in

particular, to the extent to which they would benefit the Coffee Plantation labourers and tabulated and put up subject to budget provision. The authority competent to allot funds to individual applicants is the Executive Committee of the Board, on the recommendation of the Regional Committees. The donee will have to execute an agreement on a stamp paper of the requisite value, agreeing to utilize the amounts for the specified purposes and within the specified periods and also to render accounts to the Board. The amounts allotted by the Executive Committee will be paid by the Board before the close of the financial year. The terms and conditions, governing the grant of medical aid are given in *Appendix V*.

33. For the grant of educational stipends, supply of application forms are arranged through the Planters' Associations and also through the Board's Regional DCCMOs/Divisional Offices some time in May/June every year. Publicity is also given in the Board's publication – '*Indian Coffee*'.

34. The section initiates action on the above items of work and scrutinize the applications received. The eligible applications will be consolidated, tabulated and placed before the Regional Committees for each of the states of Karnataka, Kerala and Tamil Nadu separately. The regional committees scrutinize and grant stipends subject to eligibility and also budget provision. The amount to be disbursed is also decided. The rules governing grant of educational stipends are given in *Appendix VI*.

35. *Grant of cash award:-* Every year, a cash award of Rs.100/- is granted to the best student studying in the Government Middle Primary

School, Central Coffee Research Institute, Balehonnur, and who scores maximum marks in the 7th Standard of the District Level Public Examination. This Schemes of award was instituted during the year 1970-71 and is being continued.

36. *Implementation Cell for the Welfare of SC/ST:-* The reservation orders of the Government of India relating to the applicants/Promotions for SC/ST is followed by the Board. The Secretary of the Coffee Board has been nominated as the Liaison Officer for the work relating to the representations of SC/ST. Classes are being conducted for the benefit of SC/ST in service personnel for imparting training in office procedure, accounting and familiarizing with Coffee Act, Rules etc.,

37. *Despatch and Fair Copy :-* This Sub-section attends to transcription, typing, diarising of all letters received by and dispatched from the Secretariat. The Despatch Clerk shall also maintain the postage stamp account. The work relating to dispatch is described in detail in Part I-B – Office Procedure Chapter V.

38. Returns ‘Due in’ and ‘Due Out’ in the Section are at *Appendix IV*.

39. *General Section:-* This section deals with subjects other than establishment matters common to all departments. The main items of work of this section relate to :-

- (i) Central Library;

- (ii) Central Records;
- (iii) Stores (includes printing, stationery, purchase of equipments, uniforms etc.)
- (iv) Conveyance Purchase Advance
- (v) Meetings

40. *Central Library* :- The library is in the charge of a Librarian with an Assistant to him. The Library mainly consists of books and journals on coffee as well as reference books, required by the different departments of the Board. Four copies each of all publications issued by any department of the Board shall be deposited in the Library for record purposes. There is a Library Committee to look after the working of the Library, of which the Chairman of the Board is the Ex-officio Chairman and all the Chief Officers are Ex-officio members. The Librarian will be Convenor of the Committee. The Committee shall meet as often as is required to review matters relating to the Library. Purchase of books, journals, reference books etc., are made after consolidating the requirements of the Marketing /Propaganda/Secretariat and after obtaining Chairman's sanction.

41. The Librarian shall maintain a classified catalogue and Card Index of books. He shall issue books and journals according to the requisition received and ensure that the books are returned within the prescribed period.

42. The following registers should be maintained in the Central Library:-

- (i) *Accession Register*: All the books received into the Library are entered in this register and duly numbered and also cost indicated.
- ii) *Periodical Renewal Register*: Orders for renewal of the various periodicals subscribed/purchased are entered in this register.
- iii) Issue Register for periodicals } One Register
- iv) Issue Register for books } for Head Office and
} one for others should
} be maintained.

43. *Central Records*:- The Central Records is in the charge of a junior Assistant. There are 3 Daftries attached to this. The functions of the Central Records are to receive, preserve and keep in proper order the old records of all the departments at Head Office and issue them according to the indents received. Detailed rules regarding preservation and destruction of time-barred records and disposal of waste-paper are given in Part I-B Office procedure, Chapter VIII.

44. *Stores* :- The Stores and Supply Section collects all the annual indents for the supply of stationery articles, printed forms, uniforms, etc., required by all the departments of the Board and arrange for the supply after calling for tenders etc., Each department should well in time call for from the various Divisional Offices and Sections in Head Office their annual requirements of printing. This should be scrutinized and consolidated by the

section concerned of the respective departments in the light of the stocks on hand and forwarded to the Secretariat before the end of February of each year for arranging supplies. Care should be taken to avoid over-indenting. This section also arranges for printing and supply of forms on the Roto-print operator and two binders. The Stores will also attend to the work relating to the purchase of office equipments, such as Typewriters, furniture etc.,

45. *Conveyance Purchase Advance*:- The General Section deals with the applications received for advance for purchase of conveyance, processes them and takes suitable action in the matter. The Section should maintain registers for advances made and watch recoveries according to the schedule. For further details, refer to Part I-B-Office Procedure, chapter XVI.

46. This section also attends to the work connected with the Rules framed under the Central Service Medical Attendants Rules, as employees of the Board are governed by the rules framed under this.

47. *Provident Fund Advance*:- This section deals with the applications received from the Secretariat staff for provident Fund Advance. The rules relating to which are detailed under Part I-B- Office Procedure, Chapter XVI.

48. The work connected with the fixation and communication of rates for advertisements is attended by this section. After the Advertising Agents are fixed up by the propaganda Department, the section should fix up the rates with these Agents in accordance with the approved rates of the Director of visual Publicity, Government of India.

49. *Meetings:-* Convening of the Meetings of the Board and its statutory committees and the maintenance of list of members of the Board and the minutes of these meetings are one of the statutory functions attended to by the Secretariat.

50. The meetings Sub-section which forms part of General Section, in the secretariat attends to all matters relating to meetings of the Board and of the statutory committees right from the moment proposals are initiated for convening of these meetings up to the stage of issue of minutes involving the intermediary stages of issue of notice, agenda, notes and finally the minutes.

51. In regards to the meetings of the Board, under Rule II of the Coffee Rules, there shall be not less than two ordinary meetings of the board in a year on dates to be fixed by the Chairman and at such places as the Chairman may think fit and interval between any two ordinary meetings shall not in any case be longer than 8 months. Besides the two half yearly meetings, the Board may hold other meetings special or ordinary depending upon the business to be disposed of and in conformity with the provisions of the relevant rules prescribed for this purpose. The details regarding the notice to be given, quorum etc., are all spelt out in the coffee Rules. Similarly the Coffee Rules have also provided for convening of the meetings of the statutory committees and the details regarding the notices to be given, quorum etc., are also given in the Coffee Rules.

52. *Meetings of the Committees:-* The meetings of the standing Committees are convened, apart from other meetings that may be held under Rule 19 about a month in advance of the half-yearly meetings of the Full

Board so as to give the latter sufficient time to study the recommendations made by the respective Committees. (Board's decision as its meeting in November 1957). Normally the Propaganda Committee meets four times a year (Decision taken on 15/19-6-1961 of the Propaganda Committee). The Research Committee is also required normally to hold four meetings in a year, two at Bangalore and one each at the Research Station at Balehonnur and Chethalli (Decision dated 19-6-1956 of the Research Committee). Meetings of the Research Committee at Bangalore shall mainly deal with administrative matters while the meetings at the Research Stations should devote special attention to research Subjects.

53. *Preparation of Agenda:-* A register should be maintained in each section to note therein the subjects to go before the Board and the respective Committee meetings. Routine subjects, subject deferred at any of the previous meetings for later consideration, as well as those directed by the chairman to be placed before the Board/Committees should also be noted in this Register promptly to facilitate issue of the Agenda without loss of time. Decisions arrived at by circulation of papers are to be placed before the next meeting of the Board/Committees for recording. When a proposal is circulated among members of the Board/Committees for decision, and if then the required number of members desire that the subject be placed at a regular meeting of the Board/Committees that shall be done. Such subjects should also be entered in the register.

54. When the dates of the meetings of the Board and the Committees are fixed by the chairman, the Secretary should notify the members and request them to send before a specified date subjects if any,

which they may wish to suggest for inclusion in the Agenda. The Chief Officers are also requested to send the list of subjects which their respective departments wish to place before the Board or Committee as the case may be. A list of all such subjects should be placed before the Chairman for inclusion in the Agenda and finalized Agenda with all relevant notes and papers circulated to members at least ten days before the date fixed for the Board meeting, and seven days before the date of the Committee meeting.

55. Any subject not so included in the circulated Agenda should not be brought up before the Board or Committee meetings, except under special orders of the Chairman.

56. *Notes on the Agenda:-* The departments concerned will furnish to the Secretariat full notes on the items in the Agenda with sufficient number of copies, at least two weeks in advance of the dates fixed for the meetings. The notes should be consolidated and circulated to the members along with the Agenda with the pages serially numbered including the enclosure/s, clear and distinct indications should be given relating to the page number on which the enclosure/s appear.

57. *Minutes of Board and Committee Meetings:-* The draft minutes of the Board and Executive Committee meetings shall be drawn up by the Secretary, while those of the other Committees will be attended to by the Chief officers of the respective departments and submitted to the Chairman of the Board/Committee. The departments shall take immediate action on the minutes pertaining to them and shall also submit the Action Registers to the Chairman through the Secretary.

58. Two copies, each of the notices of meeting, Agenda, notes and minutes circulated to the members of the Board and its Committees in connection with meetings shall be sent to the Government of India in the appropriate Ministry.

59. The annual report of the Board for each year ending 31st March should be placed before the Board at its half yearly meeting to be held in May/June of that year. The draft Annual Report of each department is first placed before the appropriate committee and then take up with their recommendations if any before the Board at its half-yearly meeting in May/June for approval. It contains five parts, Part I dealing with the activities of the Secretariat, Part II dealing with the activities of the propaganda department, Part III dealing with the activities of the Development Department, Part IV dealing with the activities of the Marketing Department and Part V dealing with the activities of the Research Department. After approval by the Board, 40 copies of the Report will be sent to the Government of India for placing before the Parliament.

60. Arrangement will be made for printing of the Annual Report after it is approved by the Board. The printed report is a priced publication.

61. After the Annual Report is approved by the Board, arrangement shall be made for the translation of the annual report into Hindi through the Hindi Teaching Scheme, Bangalore, and the requisite number of copies forwarded to the Government for laying them before the Parliament. Similarly, arrangement shall also be made for the translation of the audit

report into Hindi, through Hindi Teaching Scheme, Bangalore, and forwardal to the Government.

62. In addition to items of work relating to meetings of the Board and Committees, other items of work are also attended to by the meetings sub-section in the Secretariat. In respect of subject matters which do not pertain to any one particular section or department which are common to more than one section or department arrangements are made for the collection and co-ordiantion of materials and submission of the file to the Chairman or the authorities concerned. To illustrate, the subject-matters relating to the Public Accounts Committee, Land Reforms, Delegation of powers, Labour Laws, Parliament sub-committee and consultative committee are dealt with by the meetings sub-section. From the moment intimation is received that the public Accounts Committee or the Public Estimates Committee would take scrutiny of the accounts and reports of the Board, right upto the stage of their report, all items of work are attended to by the Meetings Sub-Section. The questionnaire received from them is processed and materials collected from the departments concerned and arrangements made for furnishing or replies to the authorities concerned. Subsequently, after the report is received, the relevant paras are arranged to be examined by the Departments concerned and follow up action is also initiated. Similarly, in regard to the proposals of notifications for the amendment of the Coffee Act/Rules and other statutes, this will be processed and examined and further action taken by the Meetings Sub-Section.

63. Returns 'Due in' and 'Due out'-vide *Appendix IV*.

CHAPTER II

VIGILANCE DIVISION

64. In pursuance of the suggestions contained in letter O>M> No. Vig. 9(1)/55, dated 5-10-1965 and Vig. 9(5)/55 of 9-3-1956, from the Government of India, a Vigilance Division was brought into operations.

65. *Organisation:-* The Vigilance Division is under the control of an Officer of the Board who is appointed as Vigilance Officer. The Chief Coffee Marketing Officer is functioning as Vigilance Officer. He is assisted by an Asst. Vigilance Officer and the Vigilance Division which comprises of one Senior Clerk, one Junior Steno, one Junior Clerk/typist and one Group 'D' official.

66. The Vigilance Division also functions as Complaints/Grievance Cell and attends to redressal of staff grievances. The following are some of the important items of work attended to by the Vigilance Division:-

1. Complaints, connected cases, staff grievances etc.,
2. Framing/amending of rules pertaining to service conditions, Disciplinary procedure, conduct rules, seniority etc.
3. Toning up of administration by insisting on regular/surprise Inspections of sections/stores, offices and depots.
4. Conducting periodical and regular surprise checks of the various units of Propaganda, Marketing and other Departments of the Board.

5. Conducting periodical security inspection of Head-quarters office.
 6. Verification of character and antecedents of persons recruited on Group 'A' and Group 'B' posts in the Board.
 7. Acts as the custodian of character rolls of Group 'C' Staff of the Board while the Vigilance Officer is the custodian of the character rolls of all Group A and B Officers (except Heads of Departments).
 8. Watching the prompt and timely submission of annual character rolls by the officers concerned.
 9. Processing of applications for permission for acquiring movable/immovable property required under conduct rules.
 10. Maintenance of the annual property returns of immovable property submitted by Group A and Group B officers as required under the conduct rules.
67. *The Vigilance Division also attends to items of work such as:-*
- a) Examination of the existing organization and procedure with a view to eliminating or minimizing factors which provide opportunities for corruption and malpractices; enforcement of a system of regular inspections and surprise inspections with a view to detecting failures in quality or speed of work which would tend to the prevalence of corruption and/or malpractices.

- b) Arranging surprise inspections where there is suspicion or complaint or irregularity or malpractice.
- c) Examining whether the rules and standing orders regarding correspondence and office procedures, routine and surprise inspections, maintenance of records, registers, diaries, journals and the preparation of business statistics and institutions issued for improving efficiency in office, are being observed.
- d) Examining the distribution of work among staff and the extent of guidance and control exercised by the Heads of the Offices and ascertaining if there are any avoidable delays in dealing with official work in the disposal of petitions from the public etc.,
- e) Suggesting ways and means to economise Board's expenditure.
- f) Watching whether increments accruing are sanctioned without any delay.
- g) Ensuing that oath of allegiance and secrecy of office/affirmation is administered on the newly appointed servants of the Board by the concerned Officers so authorized.

- h) Issue of timely instructions regarding security of records and maintenance of Board's property.

68. To combat malpractices by the staff working in Depots, surprise/periodical inspections are made by the Vigilance Officer and Assistant Vigilance Officer in addition to regular and surprise inspections by the divisional/regional Officers.

69. *General:-* Vigilance clearance for efficiency bar crossing, confirmation, promotion etc., in respect of all categories of staff and officers is furnished by the Vigilance Division with reference to the case register maintained in the division. The Vigilance Division keeps a strict watch on the enforcement of instructions regarding maintenance of discipline, punctuality and cleanliness in the Board's offices.

70. All classified communications to and from the Vigilance Division are to be treated as secret and should be addressed to the Officers concerned by name.

71. Return 'Due in' – vide *Appendix VII*.
