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No.10/4/99-CS-II

भारत सरकार

GOVERNMENT OF INDIA

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

कार्मिक और प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

नई दिल्ली

NEW DELHI -3 dated 1st, NOVEMBER 1999

OFFICE MEMORANDUM

Subject:- Duties of Senior Principal Private Secretaries/Principal Private Secretaries/Private Secretaries/P.As/ Stenographers -

Attention is invited to this Department's O.M.No.10/11/87-CS-II dated 12.4.1988, O.M. No.7/32/88-CS-II dated 19th June, 1968 and O.M. No.15/20/66-CS-II dated 22nd March, 1977 regarding proper utilisation of services of Stenographers.

2. The role and duties of Private Secretaries and Stenographers were brought out in this Department's O.M. No.29/10/57/O&M dated 3.7.64. In the light of various instructions issued on the subject, some of the more specific functions of Senior Principal Private Secretaries/Principal Private Secretaries/Private Secretaries/Personal Assistants/Stenographers are enumerated below for facility of reference:-

Relieving the officer of much of his routine work and generally assisting him in a manner as directed by him, such as -

- i) Collection of information and files;
- ii) Compilation of data in given form;
- iii) Opening of files;
- iv) Maintenance of current files;
- v) Sending of routine reminders and acknowledgements.

Typing of essential or confidential/secret documents including other typing work as considered necessary in administrative interest.

Screening of telephone calls and the visitors in a tactful manner.

Fixing up of appointments, and if necessary cancelling them.

Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance of keeping them up.

Maintaining in proper order the papers required to be retained by the officer.

Keeping a note of the movement of files passed by him officer and other officers, if necessary.

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Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.

Carrying out the corrections to the officer's reference books.

To assist the officer in the manner desired by him/her.

Additional duties can be entrusted to Senior PPS and PPS as described under:-

- Supervision of staff wherever admissible in the personal section of the officer to ensure punctuality, courteousness, neatness and discipline.
- Proper maintenance, upkeep and custody of all house keeping items and equipment like computers, photocopiers, typewriters, telephone instructions, FAX machines etc. in the personal section/with the officer.

This may please be brought to the notice of all concerned.


29/10/19
(KARAN SINGH)
DIRECTOR (CS)

To

All Ministries/Departments etc.