

**Shri Kesharchand Gulabchand Munot Newaskar Sarvajnik Trust**

**K.G.College of Arts and Commerce, Ahmednagar**

---

**-----Office Administration**

**Objectives**

- To Understand State and Local self
- Government administrative functioning
- To understand various procedures required for Mass relations
- To acquaint the students about general functions of the government departments the state

**1.Administrative set up of state Government**

Three wings –Legislature ,judiciary and Executive

Levels of Authority

- A)Cabinet
- B)Ministers
- C)Chief Secretary
- D)Secretaries of department
- E)heads of Departments
- F)Divisional Head
- G)District Head
- H) Sub – officers

**2. Office Set up**

- Head of office ,Office Superintendent, Head Clerk ,Sr. Assistant ,Jr. Assistant ,Inspectors, Driver, Peon ,Watchman with their job responsibilities.
- Power to Various personnel

**Establishment**

- Recruitment Rules ,Appointments, Appointments Authority<joining Transfers, Service Record, Personal Files, Service Book, Writing C.Rs Leave ,casual ,long Leave, Surrender leave.
- Conduct ,Discipline, Appeal Rules.

### 3. Financial Matters

- Budget Preparing Annual Budget supplementary, Performance, Plan –non plan
- Control of Budgetary-provision
- Expenditure-Timely, Action, Quarterly

### Inspection Audit

- Preparing and receiving Inspection Report- Watching Compliance, Audit, Interna Audit, A.G. Audit, Result

### 4. Office Procedure

- Receipt of tapal- Letters, Reports etc.
- Registration in General Registry
- Distribution tapal
- Receipt in a branch or person concerned
- Registration of each paper on personal worksheet
- Action –Noting ,Drafting with care file to superior. After Approval-
- Dispatch
- Weekly abstract of Disposal pendency
- Classification Papers as A,B,C,D and forward to record section
- Typing ,use of computer, filling system

#### **Drafting Procedure**

- Requirements, Reference, Subject, reply with precise matter and clarity
- Use of simple words with consistency
- Descent –Language
- Reports Collection of Information ,compilation and preparing report
- for onward submission

### 5. Meeting

- Preparing for weekly meeting in office
- Monthly meeting
- D.P.D.C. meeting
- Co-ordination meeting
- Dn- Level meeting

**Note:-**

1. Various books on the government rules and procedures published by the state governments
2. if necessary notes on the topics will be provided

