

INTEGRAL COACH FACTORY, CHENNAI-38.

No. PB/S1A/2/Steno/Vol.IX

Office of the  
Principal Chief Personnel Officer,  
Dated: 03/01/2019.

PROCEDURE ORDER No.5

Sub: Duties and Responsibilities of Private Secretaries/Stenographic Assistants.

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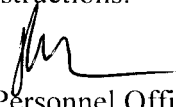
Keeping in view of the sensitive functions of officers in the era of technological strides and to make effective the function of Private Secretaries/Stenographic Assistants attached to officers, the following duties and responsibilities are circulated among Private Secretaries/Stenographic Assistants to be adhered to scrupulously to assist officers in carrying out their duties smoothly.

- a) He/She will keep the officer free from routine nature of work by handling correspondence, filing papers, making appointments, arranging meetings and collecting information so as to give the officer more time to devote him/her regular work.
  - b) He/She will maintain the confidentiality and secrecy of papers entrusted to him/her.
  - c) He/She will exercise his/her skill in human relations and be cordial with the persons who come in contact with his/her Officer officially or who have dealings with the Officer as professionals.
  - d) Act as a liaison between the officer and others.
2. Besides, other specific functions are enumerated below.
- a) Taking dictation in shorthand and its transcription in the PC;
  - b) Preparation of draft letter, Minutes/Record notes of the meetings, Memoranda and noting as per the directions of the officer.
  - c) Fixing up of appointments or cancelling them;
  - d) Screening the telephone calls and the visitors in a tactful manner;
  - e) Keeping an accurate list of engagements, meeting etc., and reminding the officer sufficiently in advance;
  - f) Maintaining in proper order, the papers required to be retained by the officers;
  - g) To maintain a register for keeping a note of the movement of all incoming and outgoing papers, files etc and to inform the concerned Ch.OS/OS when any file is on movement by his officer to another officer.
  - h) Destroying by shredding the stenographic record of the confidential and secret letters after they have been typed and issued;
  - i) Carrying out corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.
  - j) Arrange the dak in order of priority viz., immediate, urgent and ordinary categories and to submit the same in dak-pad or in the form, files to the officer immediately on receipt, duly diarizing the same;
  - k) In case of vehicle attached to the officer, ensure the arrangement of vehicle and exercise control over it;
  - l) Maintaining confidentiality on all official matters;

Contd.....



- m) To make sure that confidential papers, boxes, keys, metal passes etc in possession of his officer when proceeding on leave, transfer or retirement is made over to the relieving officer and to submit a report duly signed.
  - n) Generally assisting the officer in any manner as he may direct and to carry out any other duties assigned from time to time by the Officer.
3. The other responsibilities include:
- a) Maintaining the codes, manuals and other rule books up-to-date for the benefit of reference by the officers.
  - b) Fixing up official engagement, tours etc, of the officer making arrangements for official meetings held or to be attended by the officer.
  - c) To see that the Officer's room is kept tidy and to insist on the proper sweep of the room and thorough dusting of the furniture, books, etc. therein
  - d) To ensure that the furniture, computer, printer, other stationeries & office equipments etc are kept tidy and are in a condition always ready for use.
  - e) Ensuring safe custody and disposal of classified documents & other articles provided by the administration to the officer and observing other security instructions.

  
Assistant Personnel Officer/G  
/- Principal Chief Personnel Officer

Copy forwarded for information:

CSC, PCMO, Secretary, Dy.CMM/DC, Dy.CME/Plg&IE, Dy.CEE/M, Dy.CE, Dy.FA&CAO/F,

Ch.OS/Unit.52A, 60/A, 61/B, 65/A, 70/A, } Procedure order may be circulated among  
70/B, 71/A, 71/B, 71/C, 71/E, 72/C, 72/D, } staff of Private Secretaries and  
74/A, 74/B, 75/B, 76/A, 77/A, 78/A, 79/D, } Stenographers working under your  
90/A, 91/a, 99/A. } control and acknowledgement to be  
obtained and retained the same in your  
office.