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OFFICE OF THE  
**SHRI JAGANNATH TEMPLE MANAGING COMMITTEE, PURI**  
NOTIFICATION

**The 17th November, 1967**

\* **No. 915** — In exercise of the powers conferred by section 31 of Shri Jagannath Temple Act, 1955 (Orissa Act 11 of 1955), Shri Jagannath Temple Managing Committee do hereby make the following Regulations with the approval of the State Government.

1. (1) These Regulations may be called the Shri Jagannath Temple (Office Procedure, Financial and Miscellaneous) Regulations, 1967.
- (2) They shall come into force on the Rasa Purnima day of 1375 V. S. corresponding to the 17th day of November 1967.

**PART I**

**OFFICE PROCEDURE**

2. **General** — The entire day to day administration of the Temple shall be the personal responsibility of the Administrator who shall be the head of office and will be responsible for the proper working of his own office

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and the working of the Temple and management of its endowments. The office of the Administrator and the Temple Administration shall be under the direct control, direction and management of the Administrator. The Administrator shall assign the duties and responsibilities to the Assistant Administrator, or to such other officer as the case may be and other staff in addition to those enumerated below for the proper and effective administration of the Temple.

3. **Officers** — The Chief Executive Officer is the Administrator. An Assistant Administrator or such other officer as the case may be, shall be in subordinate charge and discharge his duties and functions as may be assigned to him in general and from time to time, according to necessity, of the Administration for the proper and effective administration of the Temple. The Assistant Administrator (or such other officer) shall make a list of all existing staff of all categories.

4. **Creation and method of recruitment of staff** —

No new post shall be created without the prior approval of the Managing Committee and sanction of the State Government, as the case may be.

5. **Correspondence** — There should be separate collections for each subject and each file having its consecutive number within the collection and its subject. The Office Superintendent shall maintain a guardfile containing all the important orders, circulars, resolutions of permanent nature and notes of inspection.

6. *Opening of Dak, etc.* — All the Dak shall be opened by the Administrator and in his absence by the Assistant Administrator. The Office Superintendent shall open the Dak during the absence of both the Administrator and Assistant Administrator and shall place all important letters, etc., received before the Administrator or the Assistant Administrator, as the case may be, when they return to headquarters. The Office Superintendent will receive all registered and insured letters unless they are addressed to the Administrator and Assistant Administrator by name. On opening the registered and insured letters, the Office Superintendent shall place them before the Administrator or Assistant Administrator and all letters received during the day shall be diarised.

7. *Duties of Office Superintendent* — The immediate responsibility for the records and proper working of the office shall rest with the Office Superintendent who shall be the head ministerial officer, who subject to the approval and orders of the Administrator shall distribute duties among the Clerks and other subordinate supervisory staff. He should inspect each seat at least once in a month and the office at least once in three months. He shall obtain the pending list from each Clerk once in a fortnight and place it before the Administrator through the Assistant Administrator and ensure clearance of the pendency promptly and efficiently. He shall maintain a personal Hand Book in which he should record all important and urgent references received and matters to be dealt with promptly and on the due dates fixed. According to the distribution of work among the Clerks a duty chart shall be hung by the side of each Clerk.

8. **Maintenance of Registers** — (a) Each Clerk shall maintain —

- (a) Log Book
- (b) File Register
- (c) Forward Diary and (d) Transit Register

The receipts should be entered in the Log Book.

(b) The file register is meant for entering chronologically all letters received from outside and those issued from office. A new file number shall be given in the file register when a new file is opened and all pending files shall be brought over to next year at the beginning of the calendar year and a new file number given by rounding off the old number.

(c) The Forward Diary is meant to put up a letter on a particular date fixed by consulting it everyday.

(d) **Transit Register** — It is meant to ensure preparation of fair copies in time. No letters meant for issue on a particular day shall be issued on the next day and at the end of the working day the Clerk shall place it before the Office Superintendent for check. Any delay in the issue of the letters shall be brought to the notice of the Administrator or/and Assistant Administrator by the Office Superintendent.

9. **Dealing of files** — Each file shall have a running Note sheet. The correspondence received and issued shall be noted in the note sheet. It should be page numbered. The file shall contain and be arranged in the following order :—

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- (a) Fly Leaf
- (b) First page note sheet
- (c) Second page note sheet
- (d) Draft for approval
- (e) Paper under consideration and its enclosures, if any

10. **Opening of files** — A file shall be opened for each subject except in the case of **Miscellaneous** matters of unimportant nature which may be dealt in a **Miscellaneous** correspondence file.

The clerk should prepare his note having properly studied the papers under consideration in a simple, clear and concise form referring to relevant previous correspondence on the subject. The note shall have reference to the paper or papers under consideration. It should be submitted to the Office Superintendent who should add or modify it and submit it to the Administrator through the Assistant Administrator for orders and the files with orders or queries as the case may be of the Administrator and/or of the Assistant Administrator shall be received back by the Office Superintendent who should after seeing the orders passed shall pass on the files to the concerned Clerks for further action either to answer the query or to prepare a draft on the lines of the orders passed either in the form of a letter, D. O. letter or any other action as indicated in the orders.

11. Reminders may be ordinary, demi-official, Saving-ram and Telegram according to importance and urgency.

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**12. Preparation of fair copy, comparision and signature of issuing officer :—**

All fair copying work should be done with promptitude, and placed for signature of the Issuing Officer viz., the Administrator or the Assistant Administrator or the Office Superintendent as the case may be. All letters addressed to superior officer should be signed either by the Administrator or the Assistant Administrator invariably and all interim correspondence with the subordinate staff of the Temple Administration or Sebayat, or the like may be signed by the Office Superintendent for the Administrator or the Assistant Administrator, as the case may be.

**13. Despatch —** On return of the fair copies the Clerk in charge of despatch shall enter in the Despatch Register by giving a number and date and note the word "issued" on the draft and initial it with date. The issue numbers should be consecutive during a calendar year.

**14. Delivery of Local Dak —** No letter or file shall be sent by post at the same headquarters which should be sent through the Peon Book.

**15. Issue by Registered or Insured Post —** All important letters and other files or articles shall be sent by Registered, Insured or parcel post as the case may be. They may be sent by Express Delivery or through special messenger according to urgency and importance.

**16. Stamp Account —** A Register showing the Stamp Account shall be maintained and the issue Clerk shall

put up the Register to the Office Superintendent for check at the end of the working day.

17. *Pending lists* — A fortnightly pending list in respect of receipts shall be prepared by every Clerk on the 2nd and 16th of the following working day of every month and put up to the Office Superintendent for check. The Office Superintendent should check about the correctness of the pendency and shall prepare and submit a consolidated list of papers pending clerkwise to the Assistant Administrator within two days. The Office Superintendent should record his comments or remarks about the pendency and ensure clearance 'as promptly as possible.

A separate receipt and issue register shall be maintained by a Clerk selected for the purpose of all Confidential Correspondence which shall be dealt with by the Administrator in his confidential section.

18. *Classification of paper, transmission of records to Record Room and destruction of records etc.,* — There shall be a Record Room to which all disposed of records and registers shall be consigned after disposal. The files may be marked A, B and C according to importance A or  $\alpha$  being permanent records, B or  $\beta$  being semi-important to be preserved for 12 years and C or  $\gamma$  destroyable after an year subject to the personal scrutiny and certificate of the Administrator. The classification of papers shall be done by the Office Superintendent.

The registers are also to be preserved permanently or destroyed after a specified period according to importances, as enumerated below.

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**A or ♀ Permanent Registers** — All registers relating to Land Records, other immovable, valuables, Register of Mineral Registers, and leases, buildings, Acquittance Rolls, Stock and Store Register, Cash Books.

**B or ♀ Semi-permanent** — Annual Administration reports and such other papers as may be so decided by the Temple Managing Committee, Bill Register, Register of changes affecting demand, Register of securities by the staff, and Register of Sairat sources.

**C or ♀** — All Registers relating to correspondence.

**Note.** The list is not exhaustive. The Administrator should include all other registers in the list in the appropriate classification.

**19.** The records and registers of the Record Room shall be properly arranged and preserved in racks.

A list of records and registers ripe for destruction should be prepared and destruction effected after prior sanction by the Administrator. The list of records, Register, etc., shall be made in duplicate and a copy of it retained by the Record Keeper and the original returned to the person consigning the record, etc., duly signed and dated by the Record Keeper.

Separate Registers shall be maintained by the Record Keeper which shall contain the list of all A or ♀, B or ♀, C or ♀ Class records and registers and other valuable articles kept in the Record Room.

The Office Superintendent shall inspect the Record Room also monthly along with the inspection of the Office and prepare a note of inspection and submit it to the Administrator through the Assistant Administrator.

The Record Keeper shall maintain a Register wherein he shall enter the record, register or any other article issued on the requisition of a Clerk or any other staff and taken his signature while issuing the record etc. On its return, he should note the date of return in the appropriate column and put his dated signature, place the record in proper place and take out the slip.

Each Clerk or other subordinate officer is personally responsible for the files, stores, etc., in his charge. Each Clerk may have an ordinary almirah or a pigeon hole almirah according to necessity with the key kept by the person in charge.

Any file taken home by the Administrator or the Assistant Administrator for work outside office hours must be under his own responsibility and no file shall ordinarily be taken by any Clerk or other subordinate staff for work at home except with the prior written permission of the Administrator.

20. Charge Report — In case of change in personnel a charge report should be prepared duly signed by both the outgoing and incoming incumbents and a copy of the same should be preserved in office. The charge report should contain a clear account of files, materials, etc., handed over and taken over.

21. **Office order book** — The Administrator and the Assistant Administrator shall maintain an office Order Book recording orders passed by them for the proper administration for the guidance of the staff.
22. **Confidential papers** — All Confidential papers shall be kept by the Administrator.
23. **Library** — A catalogue of books of the Administrator shall be maintained and no issue should be made without taking the signature of the officer, receiving Clerk or other subordinate staff. The Librarian shall be personally responsible for any missing of the book. No book or reference should be issued for more than fifteen days at a time. There shall not be more than two issues at a time.
24. **Inspections** — The Office Superintendent shall review the working of all seats once in a month and submit his notes of review to the Administrator through the Assistant Administrator. The Assistant Administrator shall inspect the office once in every half year and likewise submit his notes to the Administrator. The Administrator shall inspect the office and submit a copy of his inspection note to the Law Department through the Vice-President of the Committee-cum-Collector of the district. The Office Superintendent shall ensure compliance of the notes of inspection within three months from the date of receipt of the inspection notes.

The Vice-President of the Committee (Collector of the District), if so authorised by the Committee may call for any papers and files at any time in Temple interest or public interest and may inspect the office at

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any time he so likes. The Temple Management Committee may demand any inspection note being placed before it and thereupon the Administrator would ensure compliance.

**25. Miscellaneous** — The several forms and Registers prescribed in the Orissa Record Manual 1964 should be adopted by Shri Jagannath Temple Administration Office to the extent necessary.

The language to be used for the correspondence and maintenance of records shall be in the Oriya language. But the Administrator may maintain records, correspondence or reports in the English language, wherever he feels it necessary or desirable.

## PART II

### FINANCIAL REGULATIONS

**26. General** — Financial year of the Temple Administration shall be the usual financial year from 1st April to 31st March. The maintenance of accounts shall be in charge of an Accountant and checked daily at the end of the working day by the Office Superintendent who shall be jointly responsible with the Accountant for the proper and correct maintenance of the accounts.

**27. The following registers shall be maintained —**

- (a) Cash Book
- (b) Contingent Register
- (c) Advance Register
- (d) Acquittance Roll

- (e) Miscellaneous Receipt Book
- (f) Guard files for vouchers

Any other register, the Administrator may prescribe.

(a) **Cash Book** — The Cash Book shall show the daily receipts and charges and all cash transactions as also the permanent advance duly checked and signed by both the Accountant and the Office Superintendent who shall place the Cash Book to the Assistant Administrator at the end of the working day for his signature. Analysis of the Cash balance should be done daily. Cash Book shall also be maintained by the Collecting Accountants. All money orders of the Administration shall be received by the Administrator/Assistant Administrator only and accounted for in the Cash Book.

(b) **Contingent Register** — Two separate contingent registers shall be maintained one for office contingencies and the second for the Deity's contingencies. All respective contingent expenditure shall be entered in these Registers and billed for. All expenditures should be supported by paid vouchers with stamped receipts, wherever necessary.

(c) **Advance Register** — All advances granted shall be entered in this Register and attested by the Assistant Administrator. The Administrator may sanction advance in emergent cases in the interest of the Temple Administration and place it before the Committee for approval. The advance shall be recouped within a month from the date of advance supported by vouchers. In case of an advance to an employee of the Temple Administration

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for his personal requirement the advance in no case shall exceed his total emoluments for a month. But all advances should be made on due scrutiny and security to ensure its recovery within the stipulated period of one month though in a hard case the time for recovery may be spread over by the Administrator for a period of three months. All advances should be duly accounted for in the advance register of the Temple Administration which should be personally reviewed by the Administrator once every quarter.

(d) **Acquittance Rolls** — All payments towards pay and T. A. shall be supported by the acquittance of the payee

(e) **Miscellaneous Receipt Book** — A printed receipt duly authenticated shall be granted by the Administrator for all moneys received by it and accounted for in the Cash Book.

(f) **Guard file of Vouchers** — All vouchers shall be pasted in the Guard File serially corresponding to the entry in the Contingent Registers.

**28. Power to sanction contingent expenditure —**

	<i>Recurring</i>	<i>Non-recurring</i>
Committee	Full powers	Full powers
Administrator	Up to Rs. 100	Up to Rs. 200
Assistant Administrator	... Subject to Budget Sanction	Up to Rs. 30

On the following items —

- (a) Electrical and sanitary etc. installations and Electrical Bills.
- (b) Water charges
- (c) Freight and demurrage charges

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- (d) Hot and cold weather charges
- (e) Office expenses miscellaneous
- (f) Telegram charges. Telephone charges
- (g) Purchase of stationery and stores
- (h) Printing charges
- (i) Any unforeseen charges.

The expenditure incurred on the above items shall be placed before the Committee when it meets for its information. The expenditure shall be incurred in anticipation of the sanction of the Committee limiting to Rs. 600 recurring and Rs. 1,200 non recurring by the Administrator in a financial year.

29. **Bills** — There shall be the following types of Bills :—

- (a) Pay Bill, (b) T.A. Bill, (c) Contingent Bill.
- (a) **Pay Bill** — A Bill shall be prepared for all pay of the staff of the Administration and drawn after approval of the Administrator.
- (b) **T. A. Bill** — A. T. A. Bill shall be prepared for all journeys performed and the bill passed by the Administrator for payment.
- (c) **Contingent Bill** — A Bill shall be prepared and passed by the Administrator for payment.

30. **Banking Account** — A Banking account shall be opened and operated by the Administrator. On no account the Cash balance in hand should be above Rs. 1000.

The custodian of the cheque book should be the Administrator.

31. **Cash Chest** — The Cash balance in hand shall be in an Iron Safe with double lock arrangement. One key should be with the Accountant and the other with the Assistant Administrator.

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32. **Security** — The Accountant shall furnish cash security for Rs. 500 and personal security for Rs. 1,000. Similarly all persons of the Administration dealing with cash that is Tahasildar, Moharir and others shall furnish cash security of Rs. 500 and property personal security of Rs. 5,000 in the bond form as prescribed.

33. **Budget** — A Budget Estimate and Revised Budget Estimate shall be prepared and placed before the Committee for approval during July and February respectively. No expenditure shall be incurred without budget provision approved by the Committee. A copy of the Budget Estimate and Revised Estimate should be submitted to the Law Department in accordance with section 25 of the Act.

34. **Audit and pre-audit** — The accounts of the Temple Administration shall be open for audit. No claim that is more than one year old shall be paid without special sanction of the Committee.

35. The monogram of the Temple Administration Committee, the office of the Administrator and all matters connected with the Temple Administration shall be as in the Schedule.

### PART III

#### MISCELLANEOUS

36. A List of all properties of the office of the Administrator shall be maintained in the form of an inventory every year in April to be checked and certified by the Administrator. The list shall be drawn up separately for movables and immovable properties of the Deity and the Administrator shall record his authentication and due

explanation for all damages, losses, diminutions, etc., and submit the list of the Committee for its scrutiny and acceptance in respect of properties other than that written off by the Administrator.

The Administrator himself may write off property lost or rendered unserviceable to the extent of Rs. 50 and shall obtain the prior sanction of the Committee for writing off similar properties of value more than Rs. 50. The loss or damage to properties worth Rs. 1,000 or more shall be reported by the Administrator to the Government together with the recommendation of the Committee.

**Note-(i)** The value of property means the purchase value.

**(ii)** The relevant forms as prescribed in the Orissa Treasury Code shall be applicable for the Temple Administration

**37. Duty Chart —** (a) The Administrator in conformity with the Record-of-Rights shall be publishing a duty chart in his Office Notice Board showing the duties assigned to individuals for the Seva Puja of the Deity in consultation with the Nijogas whenever necessary not more than three days in advance of the day to which it relates.

(b) In case of allotment of duties to the employees of the Temple Administration, the duty chart may be published in the Notice Board and may also issue as an office order of the Administrator with copy to the Temple Commander or the Temple Supervisor as the case may be for his information and guidance. No plea can be taken that an employee was not aware of his duty if he fails to turn up at appointed hour and appointed place or be otherwise found absent from his post.

38. *Advance intimation of requirement* — In advance of three days the Administrator shall draw the list of requirements of the Temple from the day of requirement and take steps to keep the materials ready for the day except in respect of materials which could only be supplied on the day or at the time of requirement. The immediate responsibility to draw the list and to obtain the materials shall be that of the Deulokarana subject to the control of the Assistant Administrator.

39. The immediate responsibility to force discipline in the Temple precincts and to enforce discharge of duties from the Temple Administration employees on duty according to the duty chart of the Administrator, shall be that of the Temple Commander or the Supervisor as the case may be who shall maintain a daily diary in form to be prescribed and supplied by the Administrator in which he shall note all important happenings, occurrence of offences, their report to the District Police with jurisdiction, failure of duty or misconduct on the part of the Temple Administration employees on duty, misconduct or dereliction of duty on the part of the Sebayats, visits to the Temple of important dignitaries, collections made for the Deity, timely performance of nities or any other matter of importance happening inside the Temple and submit a copy of it in the fore-noon of the following day to the Assistant Administrator who after perusing it will submit it to the Administrator for orders on such matters where such orders are necessary or for further action, unless a matter is of such urgent importance that it should at once be reported to the Administrator or the local police for immediate action in which case he should submit immediate information to the Administrator and

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in his absence the Assistant Administrator besides incorporating the facts in his diary. He shall be in charge of the Temple Telephone and make use of it according to necessity. He should record in his diary any complaint brought to his notice by any visitor and enquire into it or report the matter to appropriate authority. If no immediate action is necessary he would merely transmit the compliant as recorded in the duty to the Administrator as usual.

40. Sanitation — It shall be the responsibility of the sanitation staff of the Temple to keep the Temple and the Temple area clean by clearance at 8 A. M., 2 P. M. and 8 P.M. under the direction of the Sanitary Inspector subject to the control of the Assistant Administrator.

41. Electric installation — Checking of electrical connections and keeping the electrical system of the Temple in proper working order shall be the responsibility of the Electrical staff and the Electrician under the supervision of the Temple Commander subject to the control of the Assistant Administrator.

42. It shall be the responsibility of the Administrator to take steps for rooting out or cleaning all plant and vegetation growth which may have come up on all the Temples and within the precincts of the Temple area likely to cause damage or disfiguration to the structures. This operation must take place at least once a month.

43. Leases — Every year in the month of March all the leases for the year shall be granted by the Administrator after open bidding in a manner as prescribed for Government Sairat sources.

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44. **Security** — It shall be the responsibility of the Temple Commander to keep all areas and buildings under direct occupation or khas possession of the Administration under lock and keep it in proper condition.

45. **Baricades** — It shall be competent of the Administrator to put baricades and to declare entrances and exits according to the exigencies of requirements for the convenience of the general public and for maintaining order. It shall be equally competent for the Administrator to close the temple to male visitors during particular hours of the day after notifying it on the temple notice board not earlier than 24 hours to facilitate Darshan exclusively for the women visitors with such special arrangements as he would deem necessary and appropriate.

46. **Uniform and dresses** — The Administrator shall ensure supply of dresses and uniforms to the Temple security staff, the cost of which shall not exceed Rs. 100 for each individual.

47. The Administrator in case of any emergent requirement shall be competent to assign any duty or alter in such assignment in respect of any employee and reallocate such duties or may combine one or more of such duties in respect of any employee of the Temple Administration for proper management and timely Seva ,Puja of the Deity.

48. A temple security man may be supplied a Khaki half shirt, one half pant as in case of the District Police a blue turban and non-leather belt with the monogram of the Temple Administration engraved on a metal piece at the centre of the belt. The rank of the man may be borne in metal on the flap on the shoulders. An inferior employee under the Temple Administration according to need may only be given a belt with the metal monogram set at the centre of the belt.

## PART-IV

49. If any difficulty would arise about the interpretation of any of these Regulations or about their application or any matter related thereto or any matter arising on which no specific provision has been made but that it be regulated, the decision of the Temple Managing Committee on such matter shall be final and binding as if it were a part of these Regulations.

## SCHEDULE

