

**DRAFT**

**ANDAMAN AND NICOBAR ADMINISTRATION**

**MANUAL**

**OF**

**OFFICE PROCEDURE**

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**By**

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**Secretariat**

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## CHAPTER --- XIII

### DEPARTMENTAL SECURITY INSTRUCTIONS

#### 157. *GENERAL INSTRUCTIONS*

- (i) Under Rule 11 of the Central Civil Services (Conduct) Rules 1964 a Government servant should not, unless specifically authorized by a competent authority, communicate to other Govt. servants or to non-official persons or the Press any document or information which has come to his possession in the course of public duties. Under provisions of the Indian Official Secrets Act, 1923, it is a criminal offence—
  - a) To possess or communicate without proper authority such information or documents indicated in Para (i) above;
  - b) To receive any such information or document, with the knowledge or with reasonable ground for the belief that it is communicated in contravention of the orders; and
  - c) To attempt to commit or abet the commission of an offence as aforesaid.

In other words, it should be clearly understood that all communications received in a Branch/ Department as well as the papers connected therewith are to be regarded as confidential so far as the public and government employee, other than those who are required to handle them in the course of their duties, are concerned and Government servants are prohibited from communicating or making any reference direct, or indirect to any information acquired by them in the course of their official duties to any one whosoever, unless its communications authorized by a competent authority.

- (ii) No member of the staff, except one who is in the discharge of the official duties shall take spare copy of any writing in any document, which comes before him in his official capacity or to which he is allowed to have access.
- (iii) Office notes shall be treated as confidential and should not be allowed to go out of the branch/office/Department or to be seen even by other staff of the Branch/Office/Department or by Clerical staff who are not concerned with the file/note or any other Government servant.
- (iv) When interested persons approach Government servants working in the Secretariat/office for information about personal cases, such persons should be told that no information could be divulged to them and that they may, if they like, approach an officer not lower in status than an Assistant Secretary/Branch Officer.
- (v) No member of the clerical or subordinate staff shall take office files/records to his residence without the prior permission of the concerned Branch Officer in

the Secretariat or the Head of Office in the subordinate offices. When files/record are taken home with permission, a list of the files/records taken out of the office should be prepared in duplicate, one copy of which should be left with the authority giving permission and the other copy may be kept with the file/records, in order to have a counter check of those files.

**158. COMMUNICATION OF OFFICIAL INFORMATION –**

Every Government Servant shall, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act (Nothing stated above shall be construed as permitting communication of classified information in an unauthorized manner or for improper gains to a Government Servant or others.

**159. OFFICIAL REPORTS, PAMPHLETS, COMPILATIONS ETC.**

- (i) When official report, pamphlets, compilations etc. contain information which it would not be desirable in the public interest to disclose, their circulation may be restricted by making them as "FOR OFFICIAL USE ONLY". All other printed reports etc. may ordinarily be made available to educational institutions, public bodies or members of the public generally.
- (ii) No official publication (including in electronic form) will be marked 'For official use only' except with the prior approval of the branch officer, who will obtain the orders of the Secretary or HOD in doubtful cases.

**160. COMMUNICATION OF INFORMATION TO THE PRESS -**

- (i) Official information to the press and other news media, i.e. radio and television, will normally be communicated through the Press Information Bureau.
- (ii) Only Chief Secretary, Secretaries, or other Officers specially authorized in this behalf may give information or be accessible to the representatives of the press. Other Government Servants, when approached by a representative of the press, should refer him to the officer (s) authorized in this behalf by the Administration.
- (iii) Whenever it is proposed to release an official information to the press, or to hold a press conference or press briefing, or to give publicity to an official report, resolution or any other publication, the department concerned will consult the accredited information officer in advance. The accredited information officer will meet the authorised officials from time to time and collect information worthy of publicity.
- (iv) Detailed procedure in respect of matters mentioned in this para, as laid down by the Ministry of Information and Broadcasting, should be followed.

**161. MAINTENANCE AND HANDLING OF PERSONAL FILES**

- (i) Personal files should be maintained by and dealt within the Branch responsible for dealing with the relevant establishment cases.

- (ii) Officers and staff are forbidden from maintaining the personal files or to deal with their personal cases. Personal files and notings therein should be treated as "Confidential" and the officers and staff concerned should not have any access to their personal files.
- (iii) Government servants are forbidden from quoting in their appeals; representations etc. the communications, secret documents, notes and other information from files, which they are ordinarily not expected to have seen or to have retained. Communications of such documents etc. to or their retention by unauthorized persons is not only improper but also involve contravention Rule 11 of the Central Civil Services (Conduct) Rules 1964 and Section 5 of the official Secrets Act, 1923.

**162. CONFIDENTIAL CHARACTER OF NOTES/ FILES –**

- (i) The notes portion of a file referred by a department to another will be treated as confidential and will not be referred to any authority outside the Secretariat and attached offices without the general or specific consent of the department to which the file belongs. *If the information is in the electronic form it will be handled by the authorised official only.*
- (ii) Where the general consent has been obtained under sub-para (1) above, such consent will, however, exclude classified files or to files in which the officer to whom the file is supposed to be referred or shown, is personally affected, or in which his official conduct is under consideration.
- (iii) For the purpose of attending meetings/discussions outside office an officer not below the level of Section Officer may carry Confidential papers/files or an officer not below the level of Assistant Secretary may carry Secret papers/files in a special circumstance with the written authorisation of Secretary concerned. The authorisation will be produced by the officer on demand.

**163. RESPONSIBILITY OF THE BRANCH OFFICERS, SECTION OFFICERS AND OTHER OFFICERS**

- (i) It is the duty of all officers to keep themselves acquainted with moral and conduct of the staff working under them. In addition to this general responsibility, the Branch Officers have a special responsibility, for enquiring by frequent surprise checks and visits to office rooms, that instructions laid down from time to time for the maintenance of security in the Secretariat/office are fully understood and complied with by all persons working in the Sections/units in their charge. It will be the duty of the Section Officers (Section in-charge) to bring immediately to the notice of their superior officers any case in which member of his section/unit offend against security instructions or are guilty of misconduct of such a nature as to give rise to doubts regarding their reliability from the security point of view.
- (ii) It is also duty of all Government servants to bring immediately to the notice of their superior officers any breach of security instructions in general and in particular, any disclosure of TOP SECRET, SECRET OR CONFIDENTIAL

information, of which they may obtain knowledge.

**164. SECURITY CLASSIFICATION**

There are four types of security classifications as given below:--

- (i) Top Secret;
- (ii) Secret;
- (iii) Confidential; and
- (iv) Personal--Not for publication.

A document bearing any of these security classifications is known as a classified document.

**165. DEFINITION OF CLASSIFIED DOCUMENTS**

**(I) TOP SECRET**

This grading is reserved for papers containing information of such a vital nature that, for reasons of national security, it must not be disclosed to any one for whom it is not essential to have knowledge of it for the proper performance of his duty. Such papers include references to current or future military operations, intending movements or disposition of armed forces, shaping of secret methods, of war, matters of high international and internal political policy, ciphers and reports derived from secret sources of intelligence, the distribution of papers having "Top Secret" classification must be limited to the minimum of persons concerned and in such cases it will be safer to error on the side of security.

**(II) SECRET**

This marking is reserved for papers which are of a nature that their disclosure to persons other than those whose duty is to have knowledge of them would cause administrative embarrassment or difficulty or internal breach of peace and amity or injury to the interest and prestige of the Government or would be of advantage to a foreign nation or enemy.

NOTE:-- This is the highest classification ordinarily used for very important matters.

**(III) CONFIDENTIAL**

This marking is reserved for papers containing information, the unauthorized disclosure of which while not endangering national security, would be prejudicial to the interests of the nation, any Govt. activity or individuals or would cause administrative embarrassment or difficulty or be of an advantage to a foreign nation.

NOTE:--Most matters will, on proper analysis, be classified higher than "Confidential".

**(IV) PERSONAL—NOT FOR PUBLICATION**

This marking is reserved for communications to the members of the public when it is desired to make it clear that these communications or the information

contained therein should not be published the words 'Not for publication' are generally added.

166.

***FIXATION OF SECURITY GRADING***

- (i) There is a general tendency to give a document a higher security classification than it deserves. This imposes on everyone who handles such documents, unnecessary burden of taking various precautions. At the same time, fixing too low a classification may cause undesirable disclosure of the contents of the document. Care must, therefore, be taken in fixing the classification. 'Top Secret' grading should be fixed only by an officer who is authorized to deal with 'Top Secret' documents. The same officer or his superior only may subsequently down grade this classification but no officer below his rank should do so.
- (ii) The document, as a whole, will bear the highest security grading that any particular part of it may deserve. The grading of the file or of a group of physically connected documents must be that of the highest graded document therein.
- (iii) Each Officer should check up that a classified document coming to him bears the appropriate security classification and down grade or upgrade the classification, if he is convinced that an officer lower in rank to him had overgraded or undergraded it.
- (iv) An extract from a paper having a higher classification may be given a lower classification provided that the extract does not contain any matter deserving higher security grading. In this extract, a reference to the number and date of the original communication, without in any way disclosing the nature or subject thereof, may be made.

**(I) DOCUMENTS IN FILES**

Other than those which are classified as 'Top Secret' all classified documents in a file including the file cover and all forms of signals are to be marked with the security classification, but in the 'Notes' portion of a file and in any document on the 'Correspondence' portion corresponding of more than one page, only the first need to be marked with security classification. In the case of 'Top Secret' documents, whether forming part of the 'Notes' or the 'Correspondence' portion of a file, security classification is to be marked both at the top and bottom of each sheet.

**(II) BOUND BOOK**

Books which are permanently and secretly bound should have the security classification printed or stamped, but not typed, on the front and back covers, the title page as well as on all pages and on any insertions, such as maps or illustrations of a classified nature.

167.

***TREATMENT OF CLASSIFIED DOCUMENTS***

**(I) CONFIDENTIAL PAPERS**

- a) A Confidential paper is intended for the perusal of a limited number of persons who have direct concern with the subject matter contained in



that paper. A paper marked 'Confidential' should be addressed to an officer by name and should be opened by the addressee or in his absence by an officer performing his duties.

- b) A confidential paper should be dealt with only by the persons who are authorized to deal with the subject matter of that paper. Other persons should not have any access to such a paper.
- c) A confidential paper may be sent for dispatch to the Despatch Section provided that it is first placed in a sealed cover by the Stenographer/person authorized to deal with such papers.
- d) A confidential paper should normally be typed by a Stenographer attached to the Officer or a reliable typist. The draft typed or stencil copies and used carbon or stencil papers pertaining to a confidential communication will be returned by the Stenographer/Typist to the officer concerned.

**Note:** (1) All correspondence relating to appointment, transfers & posting are treated as 'Confidential' as long as the issue of orders in those cases is not authorized.

(2) When a disciplinary case in respect of any member of the staff is instituted for inflicting punishment or a punishment already awarded comes up on appeal, the case should invariably be treated as 'Confidential'.

(3) Case relating to matters of 'news value' should be treated as 'Confidential'.

## (II) SECRET PAPERS

- a) A paper marked 'Secret' is intended for the perusal only of the officer to whom it is addressed and of a very limited number of persons whose duty is to deal with the subject contained in that paper. A secret paper should be addressed to an officer, by name and should be opened by the addressee or by an Officer doing his work in his absence specially authorized by the addressee to open secret covers in his absence.
- b) A Branch or Unit in an office or Department which deals primarily or to any large extent with secret papers should be designated as Secret Section Unit (e.g. C.I.D. Branch in Police Department, Vigilance Cell in Secretariat etc.) indicating that this Branch or Unit, as a whole, is capable of dealing with secret papers. All security precautions required in connection with secret papers will be taken as a routine measure in that particular Branch/Unit. A name plate with inscription 'No Admission', should also be hung at the entrance of such section/units.
- c) A strict account of the number of copies prepared of a secret document should be kept and each copy must be accounted for at all times.

- d) All drafts, rough notes and other routine papers, which are no longer required after the fair copy has been prepared, must invariably be destroyed (by burning) by the Officer dealing with them as soon as he signs the fair copy of the letter, note etc. A note to the effect that this destruction has been done should be recorded on the office copy in each case.
- e) Spare copies of all kinds whose retention for further use may be necessary, including cyclostyled spare copies of letters and spare copies of cipher telegrams, must be kept separate from the files in a separate safe in the personal custody of the officer concerned who will maintain the account of such papers in a separate register in which the details of disposal or destruction of such papers should be entered. The Officer maintaining the register shall record a certificate half-yearly of having physically verified the stock of the spare copies.
- f) The officer authorized to deal with secret papers will check and weed out his stock of spare copies of secret papers at frequent intervals and shall destroy the papers whose further retention is considered to be unnecessary. Used stencils shall be treated as spare copies of secret documents.

### **(III) TYPING/DUPLICATING OF SECRET COMMUNICATION**

- a) As far as possible typing, comparison, preparing covers and closing them etc after obtaining signature of the officer concerned should be done by the Stenographer or the other official authorized to deal with it, should be present during all stage of the operation. Imperfect copies of stencil papers and other imperfect copies should also be treated as secret waste.
- b) The officer concerned will ensure that all the waste papers or badly typed drafts thrown away by the Stenographer/typist are carefully collected and destroyed by burning.
- c) The Stenographer/typist, besides noting his initials at the end of each secret paper typed by him, must also note the number of copies made before returning the typed copies to the officer concerned. The officer concerned will ensure that this has been done and that the number of copies recorded is correct. He will also ensure that unauthorized extra copies of secret papers have not been made and taken away for unauthorized purposes.
- d) The officer concerned should ensure that no used carbon papers, rough papers or extra copies of any document are left lying loose anywhere.
- e) Unless it is absolutely necessary, the entire file must not be given to the stenographer/typist. Only such papers as are actually needed should be removed from the file and given for typing. The file should, as far as possible, remain with the officer concerned.

#### (IV) DESPATCH OF SECRET

- a) A secret paper before being sent for despatch should be closed and sealed in an inner cover bearing clearly both the address and the security marking. The inner cover must be invariably be a new cover which has not been used previously so that the recipient may verify that there has been no tampering in transit.
- b) The closing and sealing of the inner cover must be done in the presence of the officer dealing with the paper and in no circumstances be done in the ordinary despatch section.
- c) Strict supervision should be maintained on the despatch of secret letters in order to prevent the mis-despatch of papers.
- d) The messenger carrying the secret covers should not leave them unattended before their actual delivery at the destination.

#### (V) 'TOP SECRET' PAPERS

All precautions prescribed for 'Secret' documents also apply 'Top Secret' documents. The following additional precautions should be taken in case of latter:-

- a) A top secret document must invariably be addressed by name to the officer for whom it is intended and closed in a cover and sealed in the presence of the transmitting officer. A top secret cover should be opened only by the addressee or by an officer directly superior to him to whom addressee's papers are submitted in the normal course. If the addressee is not at headquarter and his absence is for a short period and the cover is not marked urgent, it should wait for the addressee in the personal custody of his immediate subordinate officer.
- b) All typing work's relating to top secret papers must be done in the presence of the officer concerned unless there is a special typing section for such papers. The file, in any case, should be retained in the officer's personal custody and only such papers as are essential for the typing work in hand should be removed from the file to be given to the Stenographer. The carbon paper used for typing a top secret paper will also be produced by the Stenographer with the typed material and will be destroyed by the officer, who may at the discretion, retain it in his personal custody for its subsequent use for the top secret work. The pages of the shorthand note book in which dictation of top secret matter has been taken, should at the same time be removed by the officer concerned and destroyed by burning.
- c) All copies of top secret document including rough drafts, notes, stencils and carbon papers must be fully accounted for. In order to facilitate this accounting, it is necessary that all the copies should be serially numbered and their destruction and disposal noted in respect of each copy. This includes the imperfect copies, drafts, stencil papers etc.

168. ***CUSTODY OF CLASSIFIED DOCUMENTS***

(I) **CONFIDENTIAL / SECRET PAPERS**

- a) After the disposal of a confidential / secret paper, it should be stored for safe custody in a locked safe the key of which should remain in the personal custody of the officer dealing with such papers. This safe should not be used for storing any unclassified documents.
- b) A confidential / secret paper will be dealt with and filed either by the officer concerned personally or in a section which has been designated as a secret section.
- c) A confidential / secret paper must not be removed from the secret section. In order to minimize the risk of unauthorized removal of such papers, it should be ensured that the equipment of the secret section does not provide receptacle in which such papers can be secreted for the purpose of removal.
- d) The Head of office/ official in charge of the Secret Section will ensure that all files and papers are locked up in safes after office hours. The keys of the safes shall remain in his personal custody.

(II) **TOP SECRET PAPERS**

A top secret paper must at all times and at all stages, remain in the personal custody of the officer dealing with it.

169. ***MOVEMENT OF CLASSIFIED DOCUMENTS***

(I) **MOVEMENT WITHIN THE OFFICE**

- a) All classified documents, unless carried by an officer by hand must be sent from one room to another in the same office in locked boxes.
- b) There should be separate boxes to deal with 'Top Secret' and Secret papers, and top secret papers should not be sent mixed up with secret or confidential papers. Confidential papers, may however, be sent along with secret papers in locked secret boxes.
- c) Under no circumstances should any classified document be carried loose in the hands of the Peons.
- d) A movement register should be maintained by the Stenographer attached to the Head of Office or by the official authorized to deal with secret papers for all outgoing and incoming files containing classified papers.

(II) **MOVEMENT OF CLASSIFIED DOCUMENTS BETWEEN TWO OFFICIAL**

- a) Top Secret and Secret papers should be enclosed in double covers, the inner cover being marked as "Top Secret" or "Secret" as the case may be and addressed by name to the officer for whom it is intended, while the outer cover should bear only the usual official address of the addressee and the frank of the dispatching office.

- b) Top Secret papers must be accompanied by receipt slip in the form given below:

Received File / U. O. Note / No.....
Dated.....from.....
Dated.....
Signature of the officer
Designation

The slip must be signed by the officer taking receipt of the letter and returned immediately to the despatching officer.

- c) A confidential paper may, however, be despatched in a single sealed cover addressed by name and marked 'Confidential'.
- d) Both secret and confidential covers should be entered in the Peon Book and the person receiving the cover should put his signature in the Peon Book in token of its receipt.

**(III) MOVEMENT OF CLASSIFIED PAPERS FROM OFFICE TO OFFICERS RESIDENCE OR OTHER DESTINATIONS.**

- a) A top secret or secret paper will normally not be sent of the officers residence unless the despatching officer has in advance contacted the receiving officer and obtained his specific confirmation that he would be ready to received the document at his residence.

- b) Top secret papers must be accompanied by a receipt slip in the form given below:

Received File / U.O. Note/ No.....
Dated.....From.....
Dated.....
Signature of the officer
Designation

The slip must be signed by the officer taking receipt of the paper and returned immediately to the despatching officer.

- c) The despatching officer must ensure that the bag or the box in which classified documents are sent is locked and fastened to the vehicle in which the messenger carries it
- d) When an officer carries any classified document from his office, he must do so only in securely locked box, the key of which must be in his

possession. This box must be kept all along in his custody till he reaches his residence, where also this must be placed in a secured place to which no outsider may have access.

- e) Classified documents when carried from one place to another must be put in securely fastened bags or boxes, which must always be in the immediate possession of the carrier and must never be left unattended. It must be emphasised in this connection that the claims of personal convenience should never be allowed to outweigh considerations of security.

**(IV) TRANSMISSION OF CLASSIFIED DOCUMENTS BY POST**

All classified documents when sent by post must invariably be enclosed in double covers. The inner cover should be sealed and addressed by name to the officer for whom it is intended and the number and particulars of the enclosure should be mentioned on that cover. The outer cover should bear the name and official designation of the addressee and the frank of the despatching office. The number of the classified document may also be given on the outer cover if it does not in any way divulge the classification of the documents contained in the inner cover.

**(V) TRANSMISSION OF CLASSIFIED DOCUMENTS OTHERWISE THEN THROUGH POST**

- a) Classified documents may be allowed to be carried by Heads of Department by hand only with the written consent of the Chief Secretary.
- b) Classified documents carried by hand should always be kept in a sealed envelope or bag.

**170. MISCELLANEOUS INSTRUCTIONS FOR THE CUSTODY OF CLASSIFIED DOCUMENTS**

- (i) Classified papers should not be left lying about in an Officer's room during his absence. He must ensure that whenever he leaves his desk, all classified documents are locked either in safes or boxes or in cupboards of which the keys must be with him. It is not sufficient to lock the door of the room concerned and leave classified documents open in the room.
- (ii) No classified documents will be removed from the office by any officer other than the one dealing with them.
- (iii) Utmost care should be taken in disposing of waste papers of all kinds including routine papers and used carbons. All classified papers must be destroyed by burning in the presence of the officer responsible for dealing with them.
- (iv) Economy labels should not be used on the inner cover containing top secret, secret and confidential papers, but may be used on the outer cover.

**(I) SHORTHAND NOTE-BOOK**

- a) Any shorthand note book which has been used to recorded classified materials should be treated as a classified document.
- b) Stenographer's note book will be serially numbered. The stationery Clerk will maintain a register in which the serial numbers of the shorthand note books issued against the names of the Stenographers receiving them will be entered. Note books issued for the purpose of taking dictation of classified material should be marked 'Secret'.
- c) The Stenographer, after completing the note book, shall return it to the officer under whom he works for destruction.
- d) A separate note book marked 'Top Secret' should be used for top secret correspondence where the amount of such correspondence is considerable. This note book should be kept in the custody of the officer concerned after the stenographer has done the job. When it is completed, it will be destroyed by the officer and a certificate to that effect will be incorporated in the shorthand note book issue register.
- e) A disc, record or cylinder, etc., bearing classified material will continue to be treated as a classified document until the records has been cleaned off. These should be kept in the custody of the officer giving the dictation.

**(II) HANDING OVER OF CLASSIFIED DOCUMENTS ON VACATION OF A POST**  
 An officer having classified documents in his charge, on vacation of his post whether on transfer or on retirement, will hand over both the list and the papers to his successor obtaining the necessary receipt. In case no reliever posted at that time, all such documents under the custody of the last holder will be handed over by him before by him before departure, to his immediate official superior and he will obtain a receipt in token of this delivery

**(III) USE AND CUSTODY OF SEALS**

- a) A top secret paper must be sealed with a special seal and not with an ordinary seal. Top secret seals will be issued by the Chief Secretary serially numbered to those officers who are called upon in the course of their duty to deal with top secret papers.
- b) The top secret seal must be kept in the personal custody of the officer using it and he will be responsible for its safe keeping and it and should normally be kept locked in an office box or safe.
- c) The safe custody of all departmental seals is of great importance. All seals must be numbered and a list must be maintained by the Head of the office showing the person to whom each seal has been issued. All such persons will be held responsible for safe custody of these seals issued to them. Should any seal be lost or mislaid, the fact must immediately be reported to the Chief Secretary through the Head of Deptt. / Office. It is the latter's duty to ensure, by means of frequent checks, that the stock of departmental seals is kept intact.
- d) If a seal is lost, other seals of the series should be treated as compromised and another seal of a different design and shape should be

introduced as early as possible.

**(IV) CARE OF TYPEWRITER RIBBONS-**

- a) Script of a typewriter ribbon is sometimes legible until it has been typed over 4 or 5 times. It is, therefore, necessary to ensure that no new ribbons are used for typing top secret or material. These restrictions need not apply where adequate arrangements exist either for locking the typewriter in secure covers or where the room in which they are placed is itself locked to ensure that no person, not belonging to the section, has access to them. Even in such officers ribbons should be changed only at the beginning of a working day.
- b) In a dual colour ribbon, the red portion on which words stand out clearly should not be used to type revealing words
- c) Ribbons used for typing should always be removed before typewriters are sent outside the building for repairs.
- d) Many makes of electric typewriters use the ribbon only once. If such typewriters are in use, these may be restricted to typing of unclassified material.

**171. PHYSICAL SECURITY MEASURES**

**(I) SEGREGATION OF SECRET SECTION:**

Any department which has to deal with classified document as routine measure must provide for complete segregation of its secret section from the non-secret-sections.

In the secret section, there must be adequate provision of steel safes for the safe custody of classified documents. There must also be sufficient accommodation within the section.

**(II) RESTRICTED ACCESS:**

Special care should be taken to ensure that only authorized persons who have legitimate business have access to a Secret Section.

**(III) CUSTODY OF KEYS**

- a) Every possible care should be taken to ensure the safety of keys and to prevent their falling in the hands of unauthorized persons even for a short period which is sufficient for making a duplicate. The following instructions in this connection should be followed;
- b) The number of keys in use for any lock should be reduced to the minimum;
- c) As few office keys as possible should be taken out of the office;
- d) Keys should not be carried loose in pockets or boxes or bags but should invariably be put in a ring;
- e) Keys should not be marked or labeled so that even if they are lost, the finder may not realize their importance;
- f) Keys which are not in use should be kept in a secured key box under guard.



**NOTE:**

- (1) Office keys in respect of the Secretariat shall be deposited, after duty closing of office in the evening with the Police guard on duty in the Secretariat building.
- (2) Duplicate key of officers rooms shall be with the respective officers (PS to CS in respect of CS's Chamber).
- (3) Officer's room should not be opened by the duty staff or section officers during holidays or after office hours, unless permission of the respective office occupying the room or the Secretary-in-charge has been obtained.
- (4) The Police Guard on duty shall be informed before opening or closing of any room in the Secretariat on holidays.
- g) A key register should be maintained in which signature should be obtained when keys are either issued or deposited.
- h) Duplicate keys, if any, should be kept in a locked box in safe custody. A register of duplicate keys should be maintained by the Care Taker and the box should be regularly inspected and its contents checked against the key register.
- i) The loss of a key should be reported immediately to the head of office and the concerned lock changed. Even if the key is subsequently recovered, it should be regarded as comprised unless it is established beyond doubt that there was no opportunity for any unauthorized person to make a duplicate.

172.

***PERSONAL SECURITY***

- (i) It has been clearly indicated at the beginning that it is the duty of every individual Government servant, who handles classified documents, to ensure their safety and to prevent them from falling into the hands of or their contents being disclosed to unauthorized persons. Unless every person employed on government work makes the utmost effort to protect classified documents and information, it will be impossible to prevent leakages.
- (ii) Security leakages through personal may occur due to any of the following reasons:--
  - a) The motive may be for gain;
  - b) The motive may be political affiliation; and
  - c) Carelessness in talk and in handling papers.
- (iii) It is obvious that if there is a thief in the house, it is impossible to prevent thefts. It is, therefore necessary that all chances of an unreliable person finding position in a section dealing with secret documents should be eliminated. It is by strictly following this precaution that the chances of leakages due to the first two causes may be minimized.
- (iv) To achieve this object, it is necessary to observe the following precaution:-
  - a) Thorough pre-verification of persons to be employed in a secret

section should be made before any person is actually employed in such section.

- b) No temporary transfer from a non-secret section to a secret section should be made to fill up temporary vacancies or gaps, except from a register specially maintained for persons in respect of whom all the necessary verifications have been made and who have been certified to be fit to be employed in a Secret Section.
- c) As far as possible, only permanent and quasi-permanent employees should be posted in Secret Section.
- (v) It is the duty of the Superintendent / Head Clerk / Asst. in charge as well as the Branch officer to keep a close watch on behaviour and demeanour of every employee in a secret section and, any behaviour which gives a slightest indication of suspicious conduct, should be thoroughly looked into. If there is likely to be any substance in the suspicion, it should be brought promptly to the notice of the Head of office.
- (vi) Such suspicious behaviour may include staying in office at odd hours, making extra copies, inquisitiveness about matters with which the person is not directly connected, unauthorized absences from the office, absence on leave at certain regular intervals or on fixed days, habits, drunkenness and living beyond means. It must be understood that weakness in character often includes a person to barter official secrets for money or other considerations. Study of a particular type of literature mixing with suspected persons having certain political affiliations should also be guarded against to prevent leakages due to political affiliations
- (vii) Unconscious leakage due to carelessness or egoism often occurs through personnel of all ranks, and even officers are not immune from this fault. It is the duty of every superior officer to make note of any such remiss by any of his sub-ordinates and suitably pull him up for such mistakes.
- (viii) Personnel security is of the highest importance. Whatever defects in all the other security arrangements there may be, if every person dealing with classified documents is completely reliable in every respect, then the chances of leakage are minimized. Therefore, before employing any one in a secret section, it must be established beyond doubt that he is careful, attentive and serious in his work and that he is a person of good character and is reliable in every way.

173.

**SECURITY OF GOVT. BUILDINGS**

- (i) The Andaman Public Works Departments will procure and supply fire fighting appliances for all the Government buildings after ascertaining the requirements from the Police Department.
- (ii) The Fire Brigade Unit of the Police Department will conduct periodical inspection of all such appliances and sign an Inspection Card in token of

having inspected the appliances. The card will be hung at a prominent place inside the room/building and will contain the following information:

- a) Name of appliance;
- b) Date of purchase;
- c) Date of last inspection;
- d) Date of present inspection;
- e) Date up to which the contents (gas etc.) would be effective.

The result of such inspection with recommendations will be intimated by the Police Department to the Department concerned for necessary action.

- (iii) A watchman/chowkidar shall be a regular Government servant and not a casual labour.
- (iv) As far as possible, Chowkidars/watchman will be provided with rent free accommodation near the concerned buildings to exercise proper watch and ward duty.
- (v) The head of department/office shall get the watch and ward staff trained in first aid and use of fire Fighting appliances.
- (vi) As far as possible, the Chowkidars/Watchman shall have access to the telephone in the building under their charge and they will be specifically instructed as to whom to ring up in the event of an emergency. A board shall be hung near the telephone indicating the following telephone Numbers—
  - a) Fire Station
  - b) Police Station (Nearest)
  - c) Hospital Casualty Section
  - d) Other important telephone numbers.
- (vii) Wherever Police guard is posted in the night, the key of the office building shall be kept with the guard for any emergency during night.
- (viii) There will also be placed at a convenient place nearby a crowbar with which the Chowkidar/Watchman can force open the door of any room of the building, in the case of any emergency.
- (ix) On Sunday and other holidays no member of staff shall enter the office premises except of official work and for this purposes he shall make an entry in a register to be kept with the Chowkidar/Watchman in the following form:--

Sl. No.	Date	Time of visit (arrival)	Name & Designation	Purpose of visit	Time of departure	Signature
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- (x) The performance of duty by Chowkidars detailed for watch and ward will be checked regularly by the Head of Department/Office or by a representative duly authorized in this behalf.
- (xi) The Chowkidars detailed for watch and ward duty during nights shall be supplied with an inspection book to enable the Inspecting Officers to

- record the result of their inspections.
- (xii) The security arrangements in respect of offices/buildings under the control of a department/office will be checked frequently by the respective Head of Department/Office or by his representative and a certificate in the following form furnished to the Secretariat by 10<sup>th</sup> of the month following the month to which the certificate relates:--

“Certified that the security arrangement made in the offices/ building(s) under the control of ..... Deptt./ Office have been (have not been) found to be adequate and satisfactory during the month of .....

The following improvements are suggested:  
(to be furnished only in case of unsatisfactory arrangements)”

**174. SUPERVISION OF SECURITY MEASURES**

- a) The Head of Department/Office in every office is responsible for security in that office. For implementation of the security rules, the Head of Department/office or an officer nominated by him will act as the Security Officer for that office. Surprise checks, very frequently but irregularly, and checks after closing hours by the Security Officer of the files in the charge of the dealing clerks should be made to see if there is any breach of security measures for the maintenance of classified documents.
- b) Strict supervision should be maintained on the issue section and also over the typing work done both in the typing section and in other sections dealings with classified papers.
- c) The Head of Department/Office should keep in touch with the subordinate staff and keep a close watch over their habits and demeanour.

**175. BREACHES OF SECURITY**

- (i) Removing classified documents out of office:

The occasions when classified documents are taken out of the office should be limited as far as possible. If any persons losses a classified document after taking it out of the office, he will be required to give satisfactory reasons for its removal and to convince his superior officers that he had taken adequate precaution for its safety outside the office.

- (ii) Action in case of Breach of Security:

- a) When a breach of security occurs, the main objectives should be :-
- (1) To find out what has happened;
  - (2) To minimise the damage done;
  - (3) To trace the culprit; and
  - (4) To prevent the recurrence.
- b) The need is for swift action. If classified information has found its way into the press, an immediate enquiry must follow its publication.

It should not only be the bounden duty of but also a point of honour with, every Government employee that he should report immediately to his superior officer and case in which security appears to have been compromised. If a classified document is found in the wrong place, the finder should forward it to the Head of his Department/office and not to the person for whom it was meant.

- c) If the breach of security relating to documents originating in another Department occurs, the matter should be reported to the parent Department in order to decide what investigation should be undertaken.
- (iii) In every case, where it is suspected that a leakage of information has taken place, the Head of Department office should report the suspicion immediately to the Chief Secretary who may order an independent investigation, in addition to the Departmental Enquiry which the Head of Department/office may have already undertaken.
- (iv) If the Chief Secretary decides that the Police Department should take up the enquiries, the Departmental officers will give the Police Department the fullest co-operation and every possible help. It will be the duty of the Head of the concerned Department/office to ensure that the Police enquiry is not handicapped due to the unwillingness or reluctance of departmental officers to part with information which may be vital for the investigation.