

CIRCULAR No. 441 Dated 30-11-2015

Instructions to Stenographers

- 1) As soon as new note-book is opened, it should be paginated and a certificate be appended in the following manner to it-
- 2) The date and time of every dictation should be noted at the beginning of dictation and when the transcription is completed should also be noted in the note-book below the dictation.

3) Certificate –

All the pages in the note-book are numbered. The note-book contains page Nos. 1 to -----.

Date : -

Stenographer (Name & Signature)

- 4) After closure of the note-book, again a certificate be appended that the entire transcription is completed and the note-book is closed. It should bear the signature of the stenographer concerned and the officer.

5) Closure Certificate –

The entire dictation in the note-book is transcribed and delivered to the Presiding Officer. The note-book is closed on ----- for delivery to record room.

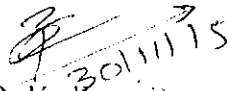
Date : -

Stenographer (Name & Signature)

Presiding Officer

(Name, Designation and Signature)

- 6) The note-book shall be delivered to the Record section after six months.
- 7) The Stationery Department shall also maintain a record regarding dictation note-books handed over to each stenographer. At the end of each calendar year, the stenographer shall pass over a note stating that he/she has received ----- note-books and they have been delivered to the Records.


(S.P. Kulkarni)

I/c. Charity Commissioner,
Maharashtra State, Mumbai

Copy to: -

- 1) All the Stenographers
- 2) Establishment Department
- 3) Stationery Department
- 4) Records Department
- ✓ Office File