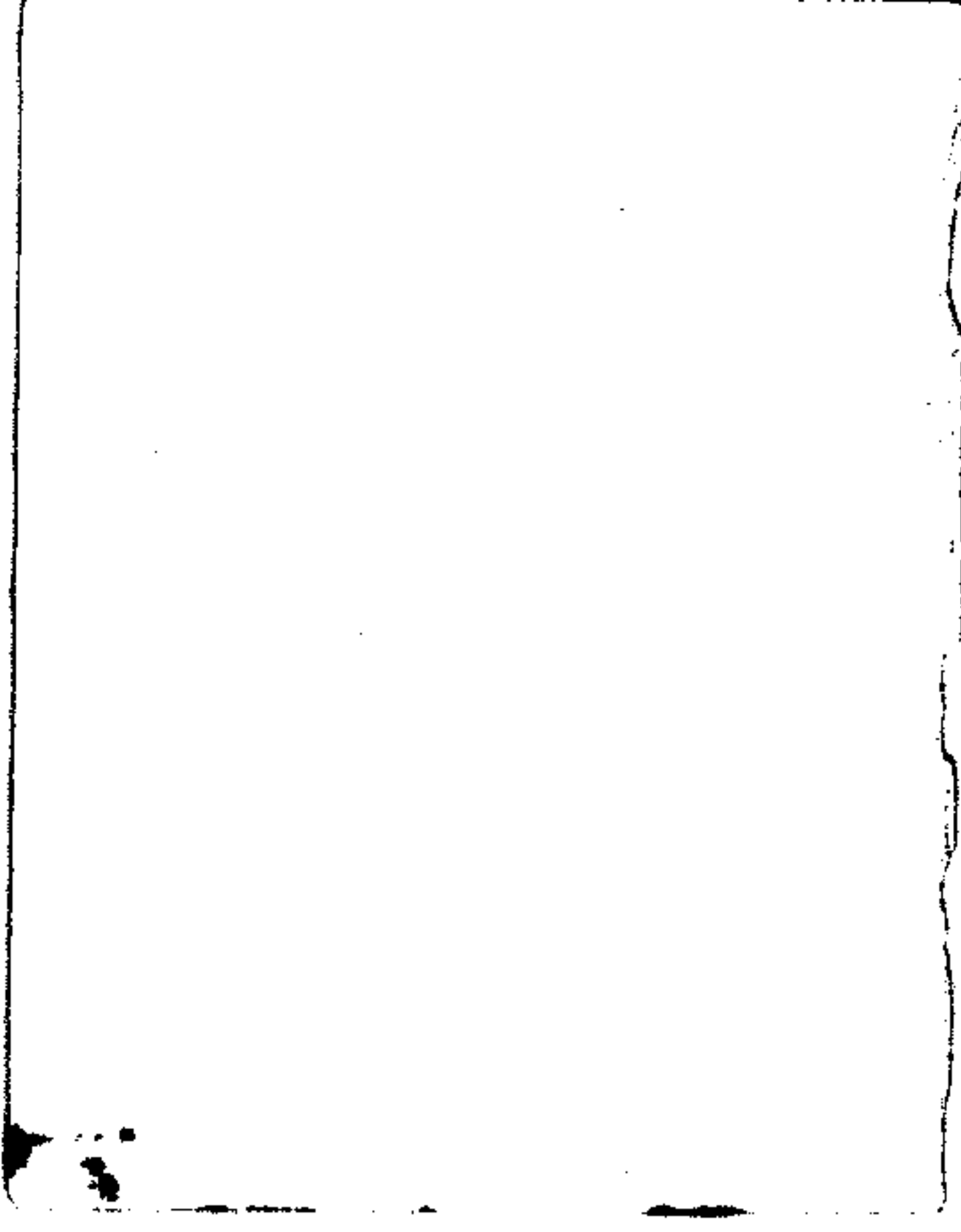




GOVERNMENT OF ASSAM

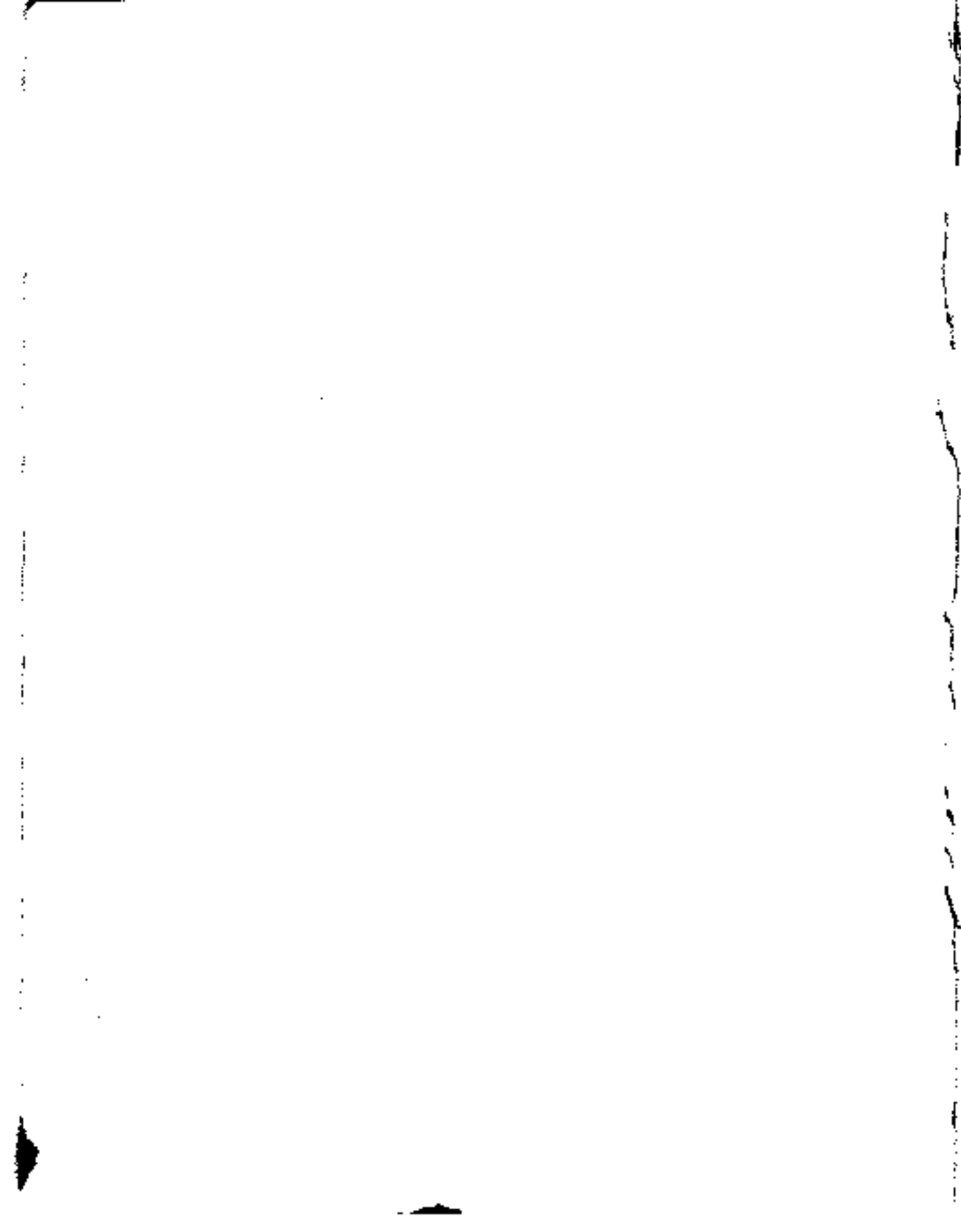
**MANUAL
OF
OFFICE PROCEDURE
SECRETARIAT
1981**

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OF
OFFICE PROCEDURE
SECRETARIAT**

1981



PREFACE

The Manual of Office Procedure—Secretariat, was last printed and published in 1968. Meanwhile there have been reorganisations in the Secretariat and modifications have also been made in some provisions of the Manual itself. Therefore, it was felt necessary to up-date the Manual and accordingly this edition has been published to serve as a guide to all officers/staff, and particularly to the new recruits in the Secretariat.

2. It is hoped that all those who use this Manual will find it useful. Any suggestions for improvement will be welcome.

3. This Manual, as updated, replaces the Manual of Office Procedure—Secretariat, 1968 and will come into force with immediate effect.

S. K. PURKAYASTHA,
Secretary to the Government of Assam;
Administrative Reforms Department.

Dipur,
Dated the 16th Sept/1981.

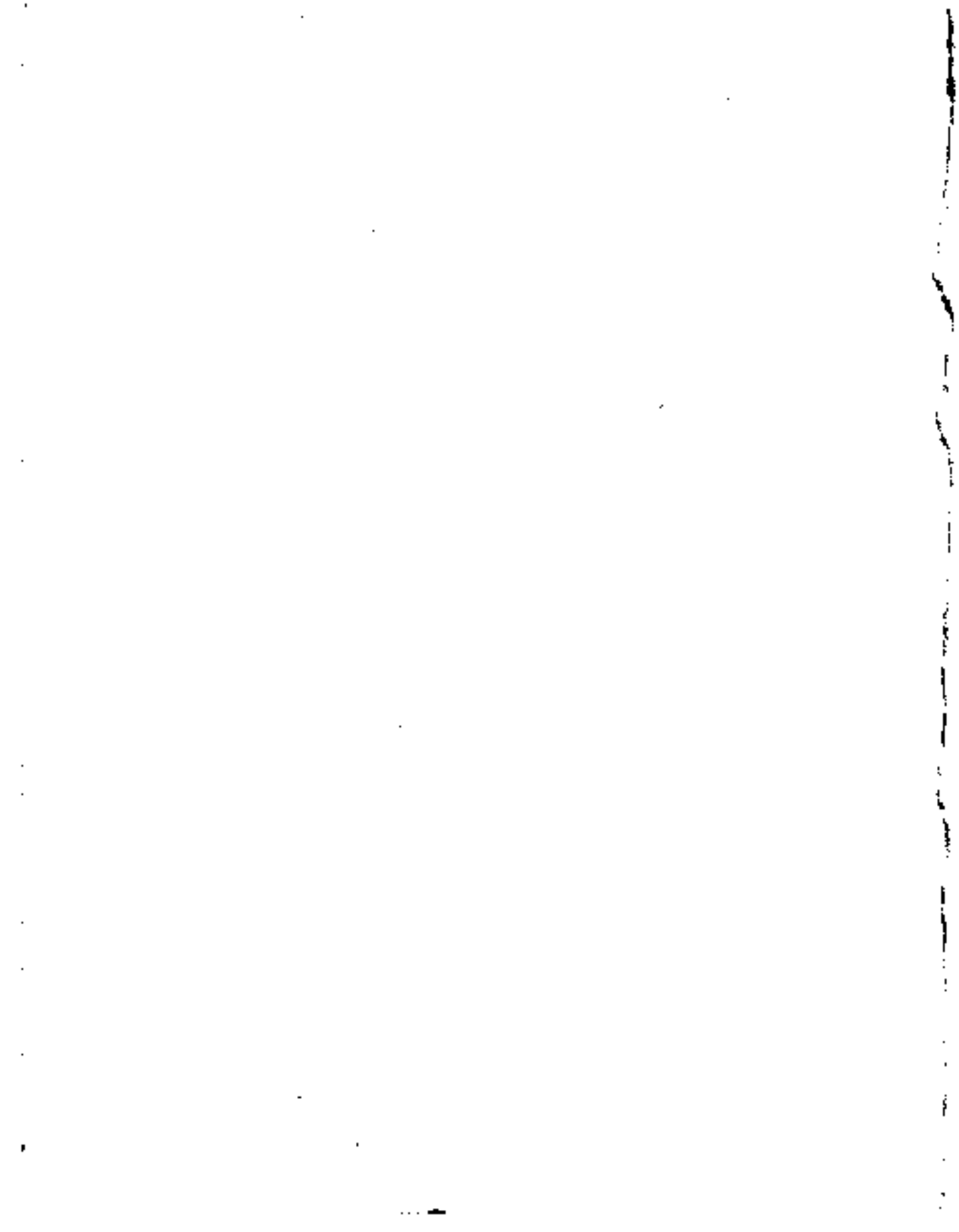


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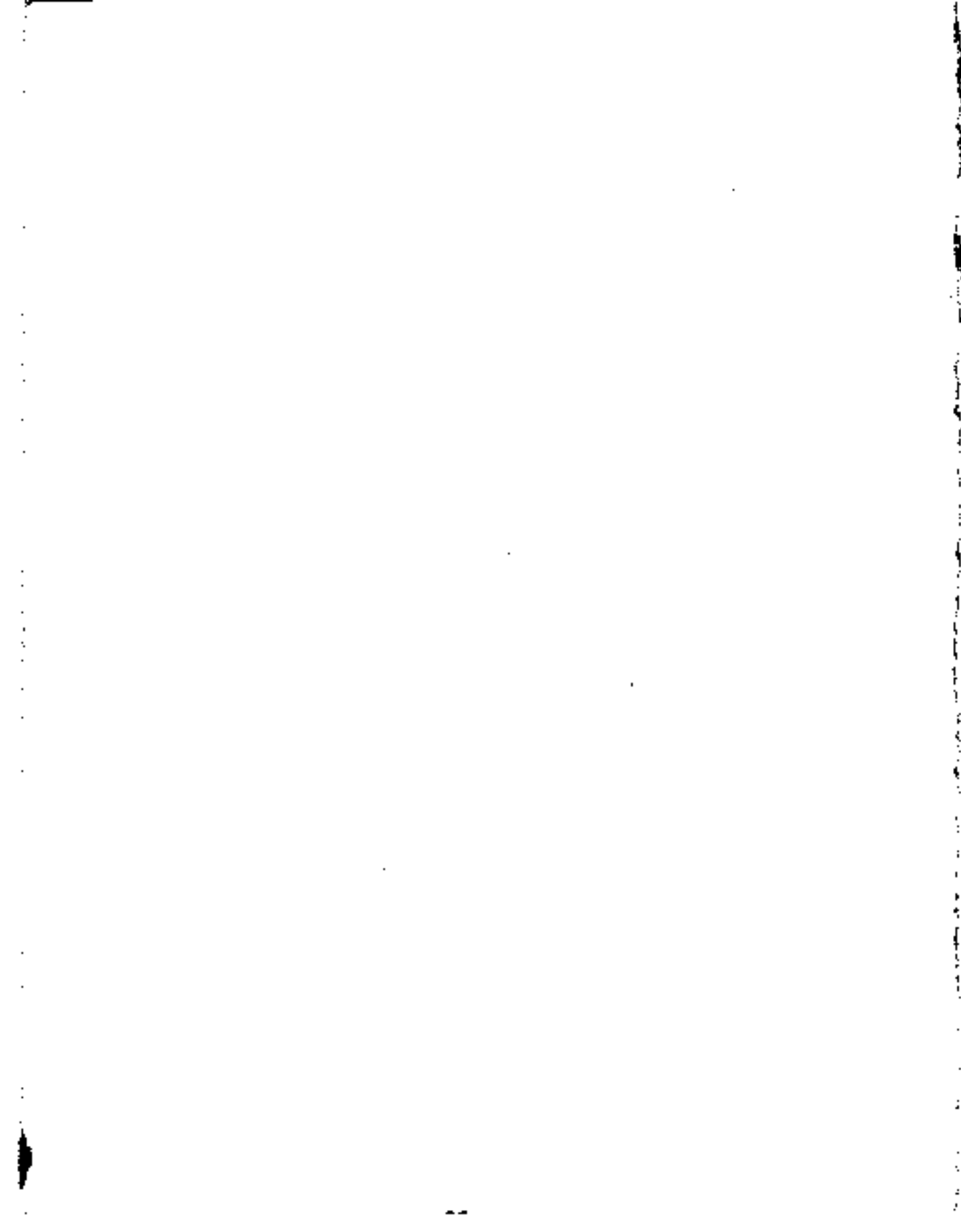


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CHAPTER I

INTRODUCTION

1. Scope of the Manual.— This Manual is intended for use in the Secretariat of the Government of Assam and mainly deals with office procedure. The organisation of the State administration with particular reference to the Secretariat has been indicated briefly to provide as the necessary background. The administration of the State can be broadly classified into three functions, viz., the Executive, the Legislature and the Judiciary. In view of the importance of financial control special emphasis has been laid in this chapter on the financial system. The chart at the beginning of the Manual gives a general idea of the organisation of the State administration.

A. THE EXECUTIVE

2. The Governor.— All executive authority of the State formally vests in the Governor. In actual practice, however, he acts as the constitutional head of the State Government. Every act or decision of Government is expressed to be taken in his name. Every such act or decision is based on a decision taken by the Council of Ministers or under the authority of a Minister except in so far as the Governor is by or under the Constitution required to exercise his functions or any of them in his discretion.

3. Council of Ministers.—

3.1. The executive power of the State Government is exercised by the Council of Ministers with the Chief Minister as its head. The Chief Minister is appointed by the Governor. The other Ministers are appointed by the Governor on the advice of the Chief Minister. The Council of Ministers is collectively responsible to the State Legislative Assembly.

3.2. The Council of Ministers consists of Ministers who are members of the Cabinet, Ministers of State and Deputy Ministers. The Cabinet which consists of the Ministers appointed as its

members determines the policy of Government and gives directions. The Ministers who are not members of the Cabinet also attend meetings of the Cabinet when matters concerning their Departments are considered by the Cabinet, if so desired by the Cabinet.

4. Administrative relations between the Union and the State.—The executive power of the State is so exercised as to ensure compliance with the laws made by Parliament and any existing laws which apply in the State and also as not to impede or prejudice the exercise of the executive power of the Union. The Union may give such directions to the State as may appear to the Government of India to be necessary for that purpose in accordance with the Constitution.

5. Allocation and transaction of Government Business.—

5.1. The Assam Rules of Executive Business framed under Article 166(3) of the Constitution regulate the allocation of business of Government among Ministers and the more convenient transaction of the business of Government.

5.2. A Minister may be in-charge of one or more Departments. The Minister-in-charge is sometimes assisted by a Minister of State or Deputy Minister who performs such functions as may be assigned to him by the Minister-in-charge in relation to the business allotted to the Department/Departments. A Minister of State may in some cases be the Minister-in-charge of the Department. Parliamentary Secretaries are sometimes attached to Ministers (including Ministers of State or Deputy Ministers) for assisting them in the disposal of their Assembly business.

5.3. The business allotted to a Department is normally disposed of by or under the direction of the Minister-in-charge except when it is necessary or desirable to submit a case to the Chief Minister or the Cabinet. Certain classes of cases have also to be submitted to the Governor before the issue of orders. (When a decision taken in one department is likely to affect the transaction of business allotted to any other department, the concurrence of the latter is also secured before the issue of the orders. If there is a difference of opinion which cannot be resolved by discussion between the Departments concerned, the matter may be submitted to the Chief Minister or the Cabinet for a decision.)

5.4. The Minister is responsible for policy decisions, for relations between the public and Government, for Cabinet affairs for Assembly business and inter-departmental matters. He is advised and assisted by a Secretary of the Department.

5.5. The Assam Rules of Executive Business provide that the departmental business will be disposed of by or under the authority of the Minister-In Charge who may, by means of standing orders, given such directions as the things fit for the disposal of business in the department. In the absence of the orders of the Minister, the Secretary of the department will put up a proposal to the Minister-Incharge suggesting the orders which may be issued by the Minister for the disposal of the departmental business. (An illustrative list of matter to be submitted to Ministers is given in Appendix II, Part 2) —

6. Secretariat organisation.—

6.1. The Secretariat organisation is divided into Departments. A Department may be divided further into Branches and Sections. A Department is responsible for disposal of work relating to specific subjects allotted to it. A list of the Secretariat Departments and the subjects allotted to them is given in the book "Secretariat Organisation and Functions". A list of the Departments is also given in the Assam Rules of Executive Business.

6.2. The Secretariat should confine itself to general policy direction, legislation, Assembly business, inter-departmental matters and review and assessment of execution of policy and scheme. The day to day execution and implementation of the schemes should be left to the Heads of Departments. An illustrative list of subjects to be ordinarily dealt with in the Secretariat is given in Appendix II, Part I.

6.3. A Department.—A Department is a part of the Secretariat specified as such, in the Assam Rules of Executive Business and is responsible for the formulation of the policy of Government within its sphere of responsibility and for the review and assessment of execution of that policy.

6.4.1. A Branch.—A Branch is a part of a Department and is within the charge of a Superintendent. A branch consists of a number of Upper Division and Lower Division Assistants and typists.

6.4.2. Two to three Branches are normally under a Deputy or Joint Secretary.

6.5. A Section.—A Section is an independent part of a branch or a Department specified by Personnel Department as such.

7. Secretariat Officers.—

7.1. Chief Secretary.—The Chief Secretary is the principal Officer of Government responsible for overall control and efficient administration of the State Government. In addition to the regular Secretarial functions regarding the Departments under his charge, he is entrusted with the following special functions:—

- (a) He is the Secretary to the Cabinet and as such advises Cabinet on all its decisions.
- (b) He is responsible for inter-departmental co-operation and co-ordination.
- (c) He advises the Chief Minister on all important policy decisions, and important matters concerned with Government of India or with other States.
- (d) He may send for any file from any Department regarding a proposal which has already been examined in the Department and with his view may send the file to the Minister-in-charge or the Chief Minister through the Minister-in-charge.

Example:—In a proposal of Agriculture Department, not agreed to by Finance Department, the Chief Secretary may send for the buff sheets of Finance Department and put them up to the Finance Minister for reconsideration. He will not put up the buff-sheets of Finance Department to the Minister-in-charge Agriculture Department as that would be contrary to the rules of executive business.

- (e) He is responsible for all other matters not specifically allotted to other Secretaries.

7.2. A Secretary.—

7.2.1. A Secretary to the Government is the administrative head of one or more Departments. He is the principal adviser to

the Minister on all matters of policy and administration within his department. He is normally assisted by Joint/Deputy Secretary, Under Secretary, Superintendent and other Subordinate Staff. A Secretary may some-times be assisted by an Additional Secretary.

7.2.2. With the approval of the Minister-in-charge an Additional, Joint, Deputy, or Under Secretary may be authorized by the Secretary to dispose of specified classes of cases without reference to the Secretary provided that:—

- (a) the Secretary may require cases of importance within the delegated classes to be submitted through him;
- (b) all cases, on return from the Minister, will pass through the Secretary; and
- (c) the Secretary retains the right of intervention in any such case at any stage.

7.2.3. In the absence of the Secretary of the Department the next seniormost officer will perform the duties of the Secretary.

7.3. **A Joint Secretary/Deputy Secretary.**—A Joint Secretary or a Deputy Secretary is ordinarily incharge of two or three Branches. The duties and responsibilities of the Joint Secretary and Deputy Secretary are ordinarily the same and they put up papers directly to their respective Secretaries or Ministers.

7.4. **Branch Officer.**—The Officer incharge of a Branch is called the Branch Officer. He is of the rank of Under Secretary or Special officer or Research officer of equivalent status or an officer of higher rank. An illustrative list of his duties is given in Appendix III, Part 1.

7.5.1. **A Superintendent.**—A Branch of the Secretariat Department or where there is no Branch the whole Department, is within the charge of the Superintendent. His role is very important and the general standard of efficiency in the Branch depends to a great extent on his personal example, supervision and guidance. He is assisted by a number of Assistants and typists. He is responsible for efficient administration of the Branch, and prompt and satisfactory disposal of allotted business. An illustrative list of his duties is given in appendix III, part. 2.

7.6. Assistants, Typists and Private Secretaries/ Stenographers-

7.6.1. The Assistants are divided into two classes, viz., Upper Division and Lower Division Assistants. The Upper Division Assistants in a Branch deal with more difficult or important cases. The Lower Division Assistants generally deal with simple cases or with work of routine nature, such as maintenance of prescribed registers, comparison of typed copies, receipt and despatch of dak, recording, etc. An illustrative list of the duties of Dealing Assistants is given in Appendix III, Part 3 and the list of the duties of a Diarist is given in Appendix III, Part 4.

7.6.2. The typists are responsible for typing work in the Branch. An illustrative list of his duties is given in appendix III, part 5.

7.6.3. The Private Secretaries and Stenographers attend to the shorthand work of the Ministers and officers to whom they are attached and such other items of work as are entrusted to them by the Ministers, Officers or their administrative Department. An illustrative list of their duties is given in Appendix VII, Part 1.

8. Offices of Heads of Departments and subordinate offices—

8.1. Secretariat Departments have generally under them the officers of Heads of Departments. They are responsible for execution and implementation of policies laid down by the administrative Departments. They also provide technical advice to the administrative Departments. In some cases, there are no Heads of Departments under an administrative Department. This depends on either of the factors, namely, there is no executive direction involved as in the case of Secretariat Administration Department or the executive direction involved is exercised through the general agency of Deputy Commissioners.

8.2. The Heads of Departments generally function through their subordinate offices in the field which are responsible for detailed execution of the decisions of Government. In some cases, however, the Heads of Departments function directly from their head office.

8.3. A Commissioner of a Division is an important Head of a Department responsible for watching generally the administration of his Division and seeing that it is efficient and it is guided

by considerations for the interest of the people. His role and functions are laid down by Government instructions.

8.4. Deputy Commissioner.—There is a Deputy Commissioner in each district. He is directly responsible for law and order, revenue collection, land records, supply, excise, registration, treasury, relief and rehabilitation and any other matter not specifically allotted to other district officers in the district. He is the main agency of Government in the district for execution of Government directions as well as for informing Government regarding public reaction to Government policies, for bringing to their notice any important incidents in the district such as strikes, deaths, accidents, floods, crop failure. He is generally responsible for efficient administration of the district.

9. Assam Public Service Commission.—The State Public Service Commission is a statutory body provided in accordance with the Constitution. The main functions of the Assam Public Service Commission are to hold examinations for recruitment to the State Services and to advise on the principles and methods of recruitment to the civil services and posts and on the suitability of candidates for appointment to such services and posts. The Commission also advises on disciplinary matters affecting certain categories of Government servants. The details of its functions are given in the Assam Public Service Commission Regulations, 1951 and the Assam Public Service Commission (Limitation of Functions) Regulations, 1951.

10. Vigilance Commissioner.—There is a State Vigilance Commission headed by the State Vigilance Commissioner who is appointed by the Governor. The State Vigilance Commission enjoys the same measure of autonomy as enjoyed by the Assam Public Service Commission. The Vigilance Commission can cause an enquiry or investigation to be made into any complaint of corruption or misconduct on the part of a public servant. It may also formulate proposals for the prevention and control of corruption.

11. Local bodies.—There are two kinds of local bodies—urban and rural. The urban local bodies include Municipal Corporation, Municipal Boards, Town Committees and Development Authorities. The rural local bodies include Mahkuma Parishads, and Gann Panchayats. The Gauhati Municipal Corporation Act, 1969 is applicable to the city of Gauhati. The Municipal Boards and Town Committees are governed by the Assam Municipal Act, 1956. The Development Authorities are governed by special Acts. The Panchayat and Parishads are governed by the Assam Panchayati Raj Act, 1972.

B. LEGISLATIVE SYSTEM

12. Legislative Assembly—

12.1. The State has an unicameral legislature, called the Assam Legislative Assembly. The Legislative Assembly consists of Members elected directly by the people from territorial constituencies in the State. Unless dissolved earlier it continues for 5 years from the date appointed for its first meeting. The Governor, from time to time, summons the Legislative Assembly to meet at such time and place as he thinks fit, but the interval between two sittings will not be more than 6 months. The Governor may from time to time prorogue or dissolve the Legislative Assembly.

12.2. The Legislative Assembly chooses two members to be respectively Speaker and Deputy Speaker. The Speaker and, in his absence the Deputy Speaker, presides over the proceeding of the Legislative Assembly. The Legislative Assembly has a separate Secretariat staff. The Assembly is responsible for the legislation of the State according to the powers vested in it and for such other matters as are provided in the Constitution.

13. Distribution of legislative functions between the Union and the States.—The Constitution provides for distribution of legislative functions between the Union and the States. Matters in relation to which the Union Parliament has exclusive power to make laws are enumerated in List I, i.e., the Union List in the Seventh Schedule. The Legislatures of States have similarly exclusive power to make laws in relation to any of the matters enumerated in List II, i.e., the State List. The Parliament as well as the Legislatures of States can make laws with respect to matters given in List III, i.e., the Concurrent Lists. In case of conflict, laws of Parliament prevail over State legislation. The residuary power of legislation, i.e., with respect to matters not enumerated in the Concurrent List or State List, vests in the Union.

14. Advocate General.—The Advocate General for the State is the highest legal adviser to the State Government and is usually consulted in matters of importance involving interpretation of the Constitution, laws or other rules. He also appears in the Supreme Court on behalf of Government to conduct important cases. Under Article 177 of the Constitution, the Advocate General has the right to speak in, and otherwise to take part in the proceedings of the Legislative Assembly.

C. JUDICIARY

15. General.—

15.1. There is a High Court for each State, though it may be common for two or more States. The High Court of Judicature for Assam, Nagaland, Meghalaya, Manipur and Tripura is common for these States. It consists of a Chief Justice and such other Judges as the President may from time to time deem it necessary to appoint. The Chief Justice is appointed by the President after consultation with the Chief Justice of India and the Governor of the State. A Judge is appointed by the President after consultation with the Chief Justice of India, the Governor of the State and the Chief Justice of the High Court concerned.

15.2 In pursuance of Article 50 of the Constitution under "Directive Principles of State policy", the Government has separated the judiciary from the executive in the Public services of the State by a notification in the plains districts. The Judicial Magistrates have been placed under the control of the High Court.

15.3. The instructions regarding procedure for initiating and conducting prosecution, filing of affidavits or showing cause in Court cases, reference to Legal Remembrancer, execution of Government contracts and other miscellaneous judicial instructions are included in the Hand-book of General Circulars. The instructions regarding appointment and fees of Government Pleaders, Public Prosecutors, Government Advocates and Advocate General; and regarding conduct of Government cases are laid down in Assam Law Department Manual.

D. FINANCIAL SYSTEM

16. **Fundamental features.**—To safeguard the rights and interests of the tax-payer, the Constitution has laid down the following fundamental provisions:—

- (1) no tax can be levied or collected except by authority of law. This embodies the well known principle of "no taxation without representation";
- (2) no expenditure can be incurred from public funds except in the manner provided in the Constitution, and in accordance with law, i.e. unless it has been sanctioned by the Parliament or the State Legislature; and

- (3) the executive should spend the money in the manner sanctioned by the Parliament or the State Legislature. This control is exercised by the Accountant General on behalf of the Comptroller and Auditor General.

17. Sources of State finances.—The State receipts accrue from the following sources:

- (a) Sources of State revenue such as State taxation land revenue, forests, fisheries, mines and minerals, excise, interests on investment, departmental receipts, etc.;
- (b) loans floated by the State Government in the market;
- (c) earnings from public sector undertakings;
- (d) grants made by the President on the recommendations of the Finance Commission from the divisible pool;
- (e) grants made by the President on the recommendation of the Finance Commission from the Union in aid of revenue of the State under Article 275.
- (f) grants made by the Union under Article 282 for any public purpose to a State without any law;

[These are adhoc grants. The grants made by the Planning Commission fall under this category.]

- (g) loans granted by Government of India.

18. Distribution of revenues between Union and the State.—The financial relations between the Union and States are governed by the Constitution. Articles 268, 269, 270, 272, 275 and 282 provide for the distribution of central revenues between the Union and the States.

19. Consolidated Fund, Public Account and Contingency Fund.—

19.1. According to the provisions of the Constitution, all receipts and disbursements of the State Government are kept in two separate parts, namely, the Consolidated Fund and the Public Account, as follows.—

- (1) **Consolidated Fund.**—Except as otherwise provided in the Constitution, all revenues received by the State Government, loans realised by them, and moneys received in repayment of loans from the Consolidated Fund are credited to the Consolidated Fund of the State. No moneys can be withdrawn from this Fund except under the authority of an Act of the State Legislature called the Appropriation Act. This Fund meets the "voted" as well as the "charged" expenditure, explained in paragraph 20.
- (2) **Public Account.**—All other receipts and disbursements such as deposits, service funds, remittances, etc., are credited into the Public Account. They are not subject to the vote of State Legislature.

19.2. **Contingency Fund.**—During the course of a year, it may become necessary to incur expenditure which has not been authorised by the State Legislature. To meet such unforeseen needs, a Contingency Fund has been established under Article 267 of the Constitution to provide an imprest upon which a Department can draw pending authorisation of the expenditure by the State Legislature. The administration of this Fund vests in the Finance Department.

20. Annual Financial Statement or Budget.—

20.1. An estimate of all anticipated revenues and expenditure of the State Government for the coming financial year is laid before the State Legislature towards the beginning of March every year. It is called the "Annual Financial Statement" in the Constitution or "Budget" in common parlance.

20.2. The estimates of expenditure show separately, (i) the expenditure charged upon the Consolidated Fund which is not submitted to the vote of State Legislature, and (ii) other expenditure which is subject to the vote of State Legislature. Expenditure on revenue account is also distinguished from expenditure met from capital account.

20.3. The budget also contains (i) a review of the financial position of the preceding year, (ii) proposals for fresh taxation, if any, and (iii) proposals for financing (for example, by raising public loans) capital expenditure such as irrigation, hydro-electricity or other schemes.

20.4. The Legislative Assembly is empowered under Article 206 of the Constitution to make any grant in advance in respect of the estimated expenditure for a part of a financial year pending the completion of the formal procedure regarding voting of such grant and the passing of law accordingly. It is called "Vote on account" and is generally necessary immediately after the general elections.

20.5. When funds to meet proposed expenditure of a new service can be made available by reappropriation, a demand for the grant of a token sum, called "token grant" may be submitted to the vote of the Assembly and, if the Assembly assents to the demand, funds may be so made available.

20.6. The presentation of the Annual Financial Statement is followed by a general discussion and the voting of demands for grants according to the procedure given in paragraph 171.

21. **Appropriation Act.**—The Appropriation Act which is passed each year by the State Legislature authorises the drawal of moneys from the Consolidated Fund to meet the grants already voted and the expenditure charged on the Consolidated Fund.

22. **Supplementary, additional or excess Grant.**—A supplementary, additional or excess demand is presented to State Legislature when the amount already granted for a particular service is found insufficient, or it is found necessary to incur expenditure upon some new service not originally contemplated, or to obtain sanction of the Legislature to regularise expenditure incurred on any service in excess of the amount granted for the service in a particular year. The procedure for the presentation and passing of these demands is broadly the same as for the Demands for Grants.

23. **Budgetary procedure.**—The procedure for the preparation of the budget, the distribution of sanctioned grants amongst the controlling authorities, control over expenditure, reconciliation of accounts, obtaining additional funds, reappropriation or surrendering of savings, and other allied matters is described in the Budget Manual Vol I and is also laid down by circulars issued by the Finance Department.

24. **Compilation and audit surrendering Government accounts by Accountant General.**—

24.1. The accounts of the State are kept in such a form as the Comptroller and Auditor General of India may, with the approval of the President, prescribe. Accordingly the accounts of the State Government are compiled by the Accountant General on behalf of the Comptroller and Auditor General and laid before the State Legislature together with his audit reports on them in two parts viz., (i) Finance Accounts which give a picture of the entire receipts and expenditure of the State Government and (ii) Appropriation Accounts in which details are given of the amount sanctioned in the Appropriation Act or Acts and the amount actually spent under each grant.

24.2. The Audit Report on the Finance Accounts gives a review of public finances. The Audit Report on the Appropriation Accounts contains the comments of the Accountant General on the expenditure of Government.

CHAPTER II

ADMINISTRATIVE ARRANGEMENTS

25. General.—This chapter gives a brief idea of the working of central branches/sections such as Dak and Issue Sections, Accounts Branch, Recording Section, Records Room and facilities and staff such as furniture, stationery and other office equipment, Secretariat Library, Secretariat Buildings and Watch and Ward and Conservancy staff, which are common to all Departments in the Secretariat. All these central branches/sections and common facilities and staff are under the overall control of the Secretary of the Secretariat Administration Department.

26. Central Branches/Sections.—

26.1.1. Dak Section.—The Central Dak Section is responsible for collection and receipt of dak from the Post Office and other offices, etc., and for its distribution to officers and Departments of the Secretariat. This Section is under the Secretariat Nazir.

26.2. Issue Section.—The Issue Section is responsible for the despatch of letters from all Departments by post or by local delivery. It is also responsible for duplicating papers and maintenance of duplications. This Section is under a Supervisor.

26.3.1. Records Room and Recording Section.—The Central Records Room and Recording Section are under the control of the Keeper of Records. He is under the immediate supervision of the Under-Secretary, Secretariat Administration Department (Accounts) who is responsible for its proper working and maintenance of records.

26.3.2. The Keeper of Records is to ensure that the papers asked for by the Departments are supplied promptly and are returned to the Records Section as early as possible.

26.3.3. The rules regulating public access to the Assam Secretariat records for purposes of research, etc., are laid down by Government from time to time.

26.4. Accounts Branch.—A Branch of the Secretariat Administration Department called the Accounts Branch deals with all matters connected with accounts, disbursement of pay and cash transactions relating to all Departments. It is within the charge of a Superintendent, assisted by an Accountant and a Cashier.

27. Common facilities.—

27.1. Furniture, office equipment and stationery.—Furniture, office equipment and stationery for use by all Departments, officers and Ministers (as well for the residential offices of officers and Ministers) is issued by the Secretariat Nazir working under the control of the Secretariat Administration Department (Establishment). An illustrative list of duties of the Nazir is given in Appendix III, Part 6.

27.2. Secretariat Library.—There is a Secretariat Library which caters to the requirement of books mainly for the Secretariat Departments. The Keeper of Records-cum-Librarian is in charge of this Library. The rules governing the Secretariat Library are given in Appendix IV.

27.3.1. Secretariat Building.—The administrative control over the Secretariat buildings is exercised by the Secretariat Administration Department which is responsible for its cleanliness, maintenance and repairs and allocation of rooms.

27.3.2. Entrance into the Secretariat building by outsiders is controlled by the Receptionist. He should arrange interviews of visitors with officers and staff of the Secretariat according to the instructions.

27.3.3. For entrance into Secretariat buildings by Secretariat staff, an identity card is issued by the Secretariat Administration Department. The identity card is shown at the entrance of the buildings to the watch and ward staff for check.

27.3.4. Armed police guard provided by the Inspector General of Police is also posted in the Secretariat Buildings. Besides guarding the buildings, they regulate the entry of staff and visitors into the Secretariat.

27.4.1. Conservancy, Watch and Ward and other Grade IV Staff:—The conservancy and watch and ward staff is under the immediate supervision of the Nazir. The conservancy staff is responsible for cleanliness of the Secretariat buildings. The watch and ward staff is responsible for protection of the buildings and property from fire and theft.

27.4.2. The Peons and malls are under the supervision of the Nazir. The Nazir is responsible for the proper distribution of peons amongst Departments and officers. The peons should perform the duties allotted to them by the Superintendents and other staff in the Department and by officers to whom they are attached. An illustrative list of the duties of peons is given in Appendix III, Part 7.

CHAPTER III

CENTRAL RECEIPT AND DISTRIBUTION OF DAK

28. Secretariat Dak Section.—The Secretariat Dak Section will receive all communications addressed to Government except inter-departmental references and dak locally delivered directly to officers and Departments, and distribute them to the officers and Departments. The Dak Section should, as far as possible, be centrally situated so that it may serve all Departments with equal speed and efficiency.

28. Receipt of dak during office hours on working days.—

29.1. Dak, in the Secretariat Dak Section will be received during office hours by the receipt clerk, who will be on duty near the entrance of the Dak Section.

29.2 Communications addressed to an officer by name and brought by hand will be received by the officer concerned direct, by his stenographer on his behalf or by the officer looking after his work in his absence.

29.3. Correspondence addressed to a Minister, Minister of State or a Deputy Minister and delivered directly will be received by his personal staff.

30. Receipt of dak beyond office hours on working days, on Sundays and holidays.—Communications received beyond office hours will be received by the late turn Receipt Clerk on duty in the Dak Section and those received on a Sunday or a Holiday (other than a closed holiday) will be received by the Receipt Clerk on duty on that day. On week days, the late turn Receipt Clerk on duty will receive Communications up to 6 p.m. The Receipt Clerk will note the time and date of receipt on the communication and put his initials in ink below the note.

31. Distribution of dak—

31.1. Dak will be distributed to Departments at regular intervals at 10-30 a.m., 1 p.m., 1-30 p.m. on week days. Ordinary receipts received after 3-30 p.m. will be held over for distribution on next working day.

31.2. Dak addressed to an officer by name will be sent to him or to the officer looking after his work in his absence.

31.3. Telegrams and other receipts bearing priority markings will be separated from the other dak and sent during working hours to Departments or officers as and when received. Such receipts received beyond working hours will be sent to the residence of the officers. For this purpose a list of addresses as stated in para 96 will be maintained.

31.4. The Receipt Clerk on duty will send the papers to the officers at their residence, in a closed cover and obtain acknowledgement in a peon book. If an officer returns a file or sends it direct to another officer through the same peon, he will make an entry in the peon book.

31.5. The registered dak and insured articles will be entered in the Receipt Register for Dak Section as given in Appendix I, Part I, before they are distributed.

CHAPTER IV

REGISTRATION AND PERUSAL OF DAK

32. Opening of dak in Departments.—

32.1. Covers (received in ordinary postal dak or by hand) addressed to an officer and received in the Department will be sent unopened forthwith to him or in his absence to the officer looking after his work.

32.2. Covers bearing security markings which are not addressed to an officer by name will be opened by the Superintendent and will be dealt with by him in accordance with the security instructions indicated in Chapter XVI.

32.3. All other covers will be opened by the Diarist.

33. Receipt of Dak by the diarist.—On opening the dak, the Diarist will :—

(a) check the enclosures, and in case of any found missing, make a note of the fact on the body of the receipt ;

(b) stamp all receipts as in the facsimile in the margin and note the date and receipt in the

Deptt./Branch	Branch. The time of receipt in
(Date of receipt)	the Branch will be noted only
(Time of receipt)	in important cases. He will not
Diary No./U.O. File No.....	enter the diary number at this
	stage ; and (c) forward all re-
	ceipts to the Branch Officer ac-
	cording to paragraph 34.

34. Perusal of dak by officers.—

34.1. Perusal of dak by officers and careful scrutiny at dak stage with directions for disposal are important for prompt disposal. A Branch Officer will peruse at dak stage all official dak received in the Branch.

34.2. The Branch Officer will :—

(a) keep receipts which he himself can dispose of or on which he desires specific instructions to be given to the office ;

(b) forward important receipts to the higher officers which in his opinion should be seen by them at dak stage; and

(c) indicate the course of action on important receipts. He may call the Superintendent or the dealing Assistants and give them directions for disposal of receipts.

34.3. The Joint Secretary or Deputy Secretary may forward important receipts to the Secretary which in his opinion should be seen by him at dak stage. The Secretary, Joint Secretary or Deputy Secretary may retain such receipts which he would like to handle personally and return the rest of the dak to the next subordinate officer with necessary instructions. He may also call any subordinate officer or staff and give him directions for disposal.

34.4. Every officer going on tour or on casual leave will make arrangements for the receipt and disposal of dak addressed to him during his absence. In the absence of such an arrangement the next below officer will, ordinarily, be responsible for this.

34.5. An officer through whom dak passes will initial every receipt in token of having seen it. He may indicate priority markings if necessary.

34.6. The dak will be sent to the Branch Officer and higher officers without diarising, in separate distinctive pads bearing the words "DAK" and the name of the Department.

35. **Perusal of dak by Superintendent.**—The Superintendent will go through the dak immediately on receipt from the Branch Officer and will :—

(a) sort out important and priority receipts, telegrams and reminders. He will determine priority for action on receipts according to paragraph 40.1. and mark the priority in ink on the receipt itself;

NOTE.—The actual affixing of the priority marking label, etc., may be done by the Assistants.

(b) call for the dealing Assistants and give them directions regarding disposal of the receipt. In case of a reminder, he will put up the file immediately to the Branch Officer explaining why timely action was not taken.

- (c) mark all receipts other than those at (d) to the dealing Assistants according to the subjects allotted to each. He will take action on important receipts himself;
- (d) sort out receipts, if any, which are mis-sent to the Department or the subject matter of which does not pertain to it and arrange for their transfer to the Department concerned, where necessary, with the orders of the Branch Officer;
- (e) hand over the dak to the diarist for diarising.

36. Diarising of receipts.—

36.1. The Diarist will then 'diarise', i.e., enter the receipts in the Diary or Receipt Register in the form given in Appendix I, Part 2. He will at this stage complete columns (1) to (5) of the Receipt Register and enter the diary number of the receipt in the space provided for the purpose in the stamp put on the receipt (Paragraph 33). When diarising he will comply with the following :—

- (a) Telegrams and other receipts bearing priority markings will be separated from the other dak and attended to first.
- (b) Receipts mis-sent to the Department will not be diarised but returned promptly to the Department concerned.
- (c) Telegrams and communications from the Government of India will be entered in the register in red ink.

36.2. After diarising, the Diarist will distribute the receipts to the Assistants concerned.

37. Types of receipts which should be diarised.—Subject to the exceptions given in paragraph 39, the following types of receipts should be entered in the Receipt Register :—

- (a) all communication received from outside the Department including unofficial references received from other Departments of the Secretariat, Heads of Departments and other offices ;

- (b) all independent notes received from any Minister or officer ;
- (c) extracts from notes retained from files, or from minutes of meetings, tour notes, inspection reports, etc., on which action is necessary.

38. Receipt of inter-departmental references.—Papers received unofficially from other Departments/Offices and to be returned in original and all Files received from outside will be entered in the Register of Files Received Unofficially in the form in Appendix I, Part 3A and will be submitted in dak to the officer concerned as in the case of other dak.

39. Types of receipts which should not be diarised.—The following types of receipts should not be diarise.

- (a) unsigned communications on which no instructions have been recorded by officer and on which no action is called for ;
- (b) extra copies of one and the same representation by the same person addressed to the same or different authorities ;
- (c) post copies of telegrams except those which contain any additional information or instruction ;
- (d) copies of routine circulars extracts, etc., which are received in the course of circulation for general information (i.e. list of holidays, list of telephones, tour programmes) ;
- (e) casual leave applications of departmental staff ;
- (f) any other type of receipts which by an office order need not be diarised.

40. Priority markings and time limits for submission of cases—

40.1. The following kinds of priority markings only will be used :—

- (a) Immediate.
- (b) Urgent.
- (c) Fixed Date.

40.2. Each of these priority markings has a distinctive use and should be used indiscriminately.

40.3. The receipts or cases with priority markings will be disposed of as follows:—

- (a) "Immediate" cases should be taken up immediately on receipt by stopping all other work and should be put up on the day of receipt or the next day.
- (b) "Urgent" cases should be put up within 3 (three) days.
- (c) "Fixed Date" cases should be given precedence over others of ordinary nature to which no priority labels have been attached and should indicate the date, by which action should be taken.

40.4. Cases bearing no priority marking should be put up not later than 7 days.

40.5. The subordinate staff and officers are to put up receipts according to the priority indicated to them. The higher officers on their part should give such marking carefully. They should besides taking the nature of receipt into consideration, also keep in view the total priority work sent down to the office.

40.6. The Superintendent will ensure that the priority labels are removed or changed when no longer required or the priority is changed. The Branch officer will check this.

40.7. The priority marking, given within a Branch to a file will be examined by the Superintendent at the time of making an unofficial reference to another branch and removed or revised if necessary.

40.8. A case which is not ready within the prescribed time-limit will be shown to the Branch Officer or a higher officer for obtaining extension of time limit. The officer concerned will indicate the further time allowed for submission of the case.

41. Priority in movement of dak.—All officers will give the highest priority to the perusal of dak. Personal assistants and stenographers should treat the receipts moving up and down as "Immediate". The Branch officer and the Superintendent should keep a careful watch on any hold up in its movement.

42. Note book for important receipts.—

42.1. Dealing Assistants, Superintendents and higher officers will keep a note in their Engagement Lists or in a similar note book, of important receipts requiring prompt action or on which action is required to be completed by a specified date.

42.2. If the Minister or a higher officer has indicated action on a receipt by a specific date, the subordinate officers, Superintendent and dealing Assistant will ensure that the action is taken by that date and intimated.

43. Scrutiny of the Register of Receipts.—The diarist will be responsible for the maintenance of the Receipt Register. The Superintendent will scrutinise it at least once a week to see that it is properly maintained and that the distribution and issue of receipts is done promptly and initial it with date after the scrutiny.

CHAPTER V

ACTION ON RECEIPTS NOTES AND ORDERS

44. Action on receipts by officers.—

44.1. The initial examination of receipts and U.O. Files will be done by an officer not below the rank of the Branch officer, as indicated in paragraph 34. In a case where action on a receipt or file is taken directly by an officer without consulting the intermediary levels, the receipt or file on return should be routed through all officers dealing with the subject.

44.2. The "level jumping" is permitted only in the following cases:—

- (a) when a higher officer calls for the papers directly,
- (b) where by a specific order, it has been laid down that certain categories of cases will be put up directly to higher officers without passing through the specified intermediary levels.

45. Initial examination of receipts by Assistants.—

45.1. The Assistant will sort out the receipts according to priority. The priority receipts will be taken up first.

45.2. The Assistant will check the enclosures and if any is found short or missing, he will take action for obtaining the missing papers.

45.3. If any other Branch is concerned with any part or aspect of a receipt, the Assistant will send relevant extracts through the Superintendent to the Branch concerned for necessary action.

46. Collection of relevant materials.—The office will then collect the material required for taking action on a receipt. This will ordinarily consist of (i) the file on the subject if one already exists, (ii) other files or papers, if any, referred to in the receipt, and (iii) any other material of the nature described in items (c) and (d) of paragraph 53. For this purpose the Assistant will consult the File Register, Precedent Register, Standing Guard File, if any, and relevant Acts, Rules, Regulations, etc. He will take the advice of the Superintendent in difficult or doubtful cases.

47. Bearing a receipt on a file.—A receipt will be brought on to a current file if it relates to a subject on which a file already exists. If not, it will be necessary to open a new file for initiating action on the receipt if further correspondence is anticipated. The miscellaneous papers may be filed suitably in a miscellaneous file. Before placing a receipt on a file, all unnecessary pins and clips will be removed. The receipt will then be docketed and referenced in the manner described in Chapter IX.

48. Logbook for Assistants.—Every Assistant will maintain a logbook indicating his day to day disposal of receipts and files in the Form given in Appendix I, Part 4. The U.O. Files received from outside the Departments or returned for further action such as draft, and endorsement or further examination within the Department will be entered in it.

49. Maintenance of Registers.—

49.1. Each branch will maintain registers so that the file work can be reduced and the basic data regarding the jobs performed in the branch is readily available. The Organisation and Methods Division will devise registers of common use in the Departments. For special registers to be maintained in a Department, it will consult the Organisation and Methods Division before introducing them. A Department will make any modification in the common or special registers in consultation with the Organisation and Methods Division.

49.2. The register together with the receipt containing information to be entered in the register will be sent to the branch officer for his initials. If no further action on the receipt is called for, it will be filed after an entry in the register. If, however, further action on the receipt is necessary, it will be dealt with like any other receipts in addition to the entry in the register.

50. Cancellation of stamps.--

50.1.1. Section 30 of the Court-Fees Act, 1870 reads as follows. "No document requiring a stamp under this Act shall be filed or acted upon in any proceeding in any Court or office until the stamp has been cancelled.

Such officer as the Court or the head of the office may from time to time appoint shall, on receiving any such document, forthwith effect such cancellation by punching out the figure-head so as to leave the amount designated on the stamp untouched, and the part removed by punching shall be burnt or otherwise destroyed."

50.1.2. When a document liable to stamp duty under the Court Fees Act is submitted, it will be punched with a punch so as to remove the whole of the figure head but not affect the printed value or stamp. It must not be merely torn or punched with a small punch intended for tagging or filing papers.

50.1.3. If the document is insufficiently stamped, the following action may be taken :—

(a) the document may be returned to the party concerned to be stamped sufficiently; or

(b) the party may be informed to make good the difference;

or

(c) reject the document as in the case of tenders.

In any case, no action on the document will be taken until it is duly stamped.

50.1.4. If the document is stamped where not required, the stamp will be punched and returned to the party concerned with a certificate in the form given in Appendix I, Part 6 so as to enable him to apply for renewal or refund. If it bears two or more stamps, only so many stamps as will render it properly stamped are to be retained, beginning with those of the lowest value, and the rest will be returned; but if it bears single stamp of a higher value than is required, the stamp will be punched and retained.

50.1.5. An officer receiving the stamped document will punch it immediately on receipt or will at least draw two lines across the figure head and initial it. If the officer has not punched the stamp, the Superintendent will immediately punch it and not leave it to be done by the dealing assistant.

50.1.6. Before sending the files to the Record room, the Superintendent will see that all the Court Fees Stamps have been duly punched.

50.2. The Record keeper will, when the record is consigned to his custody, punch a second hole with a triangular punch distinct from the first, and at the same time note upon the fly-leaf the date of his doing so. The second punching will be made on the day the records are received in the Record room, or as soon after as possible and should not be kept pending till the inspection or examination of the records is due to take place.

50.3. The Department issuing copies, certificate or other similar documents liable to stamp duty will, before issue, punch the stamps with a square punch in the manner described above. As an additional precaution, the signature of the officer attesting the document with the date should be written across the stamp in excess of legal requirements the party concerned with a certificate.

stamp and upon the paper on either side of it, as is frequently done by persons signing stamped receipts. The stamp will be punched at the time of attesting the document.

50.4. These directions apply only to adhesive labels used under the Court Fees Act. Impressed stamps used for denoting Court fees need not be cancelled or punched otherwise than as required by Section 30 of the Court Fees Act.

51. Notes :—

51.1. 'Note' are the written remarks recorded on a paper under consideration to facilitate its disposal. They may consist of a precis of previous papers, a statement or an analysis of the question or questions requiring decision, suggestions as to the course of action and orders passed on them.

51.2. The deating assistant will append his initials with the date on the left side just below his note. The Superintendent will also likewise put his dated initials on the left side just below his note or below the note of the Assistant, except when disposing of a paper within his powers in which case he will sign his name in full on the right hand side.

51.3. In recording the date with initials or signatures appended to notes, the month and the year should also be indicated along with the date.

51.4. A suitable margin on all sides of the note-sheet will be left. Notes sheets will preferably be bound in bundles of 100 sheets each by the Government Press with the margin printed on it.

51.5. Care should be taken to see that notes submitted to higher officers for orders do not end at the bottom of a note sheet in such a way as would leave not sufficient space at the bottom for short orders to be passed. A blank note sheet should always be attached to the 'Notes' portion of the file.

51.6. In writing notes or in preparing drafts, the observations made in Appendix V "Style in Notes and Drafts" will be kept in view.

52. General instructions regarding noting.—

52.1. All notes should be concise and to the point. Excessive noting is an evil and should be avoided. It is to be assumed that the 'Paper Under Consideration', or the "P. U. C.", and the previous notes, if any, will be read by the officer to whom a case is submitted. The reproduction verbatim of extracts from, or paraphrasing of the P.U.C. or of notes of other Departments on the same file should be avoided.

52.2. Any officer who has to note upon a file on which a 'running summary of facts' or precis is available should, in drawing attention to the facts of the case, refer to the summary or precis without repeating any part of the facts in his note.

52.3. If apparent errors in the note of another Department have to be pointed out or if the opinion expressed there has to be criticised, care should be taken that the observations are couched in courteous and temperate language free from personal remarks.

52.4. If the Branch officer or higher officer has made any remarks on a receipt these should first be copied out in the note sheet before writing a note. No note should be written on the receipt itself except in a routine matters.

52.5. When a higher officer passes an order or calls for important information on a slip of paper, the slip should be pasted on the note-sheet concerning the file and the note given under it.

52.6. When arising out of a single case there are several points requiring orders, each point should be noted upon.

53. Scope and purpose of noting by office.—The office note will cover the following :—

- (a) to see whether all the facts, so far as they are open to check, are correct ;
- (b) to point out any mistakes or mis-statements of facts ;
- (c) to draw attention, where necessary, to the statutory or customary procedure and to point out the law and rules and where they are to be found ;

- (d) to supply other relevant facts and figures available in the Department and to put up the Standing Guard File, if any, or other papers containing precedents or previous decisions ;
- (e) to state the question or questions for consideration and to bring out clearly the points requiring decision ; and
- (f) to avoid any opinions or comments regarding the action of officers or other Departments and also to avoid noting any personal views on the case.

54. Action by Superintendent.—

54.1. The Superintendent is responsible for the accuracy of the note and draft of an Assistant who submits them through him and, therefore, should carefully scrutinise the statements and references made by him. In case the note of an Assistant is not satisfactory, he should require him to re-write the note. He should as far as possible, avoid writing another note after the note written by the Assistant. He may add his remarks or suggestions regarding a course of action where necessary and submit the case to the branch officer or higher officer, if so required or laid down.

54.2. The Superintendent will also check the correctness of the facts stated in any note or draft, which might have been added to the file by an officer after it has been submitted for orders, as soon as it returns to the Branch and before the draft is issued or the case is passed on to another Department.

54.3. Superintendents will independently take action in the following types of cases :—

- (a) intermediate routine action on all cases, e.g., issuing reminders, acknowledgements, etc. ;
- (b) final disposal of routine cases, e.g., those in which factual information of a non-confidential nature has to be called for from, or to be supplied to a Department ; and
- (c) any other action which by a general or specific office order, a Superintendent is authorised to take independently.

54.4 The delegations under clause (c) above should be made in terms of specific items of work done in each Branch and should be reviewed from time to time taking into account the nature of work and the individual capability of the Superintendent. Due regard should also be paid to the statutory and other limitations.

54.5. While signing official communications relating to matters within his powers, the Superintendent may use his name and designation.

35. Notes and orders by officers.—

55.1. **Responsibility of Branch Officers regarding office notes and drafts.**—The Branch Officer will be responsible for the accuracy of the facts stated in the notes and drafts put up to the higher officers and will therefore, satisfy himself that the office has brought out the facts in the notes and drafts fully and correctly.

55.2. Subject to any general or special orders in force, a Branch Officer or higher officer should ordinarily dispose of the majority of cases coming up to him in his responsibility.

55.3. An officer will confine his note to the actual points without repeating the contents of the previous notes. When he agrees with the recommendations made in the preceding note, he will merely append his signature.

55.4 There should not ordinarily be more than two notes by officers including the note by the Branch Officer, in addition to the office note. This can be achieved by officers at different subordinate levels discussing the important cases with their higher officers. After discussion an officer will take action as follows:—

- (a) Where a subordinate officer agrees with his higher officer, he may pass the order and take responsibility for such a decision; or
- (b) where he does not agree with the higher officer, he will send the file with his views to the higher officer for passing orders; or

(c) in important cases, that file, after discussion, may be handed over to the higher officer for giving a note or passing order.

55.5. An officer should generally follow the instructions regarding noting contained in paragraphs 52 and 53 while putting up a note.

56. Channel for submission of cases.—

56.1. The channel for submission of cases will ordinarily be Superintendent-Branch Officer-Deputy Secretary/Joint Secretary/Additional Secretary-Secretary-Minister, cases moving up to the stage necessary.

56.2. Selected Assistants may be authorised to submit cases direct to Branch Officers.

56.3. Superintendents may be permitted to submit certain types of cases direct to Deputy Secretary/Joint Secretary and Branch Officer to the Secretary. Similarly, Deputy Secretary/Joint Secretary may in specified cases, deal direct with the Minister. In a Branch where there is no Deputy/Joint Secretary, an Under Secretary may put up papers directly to the Minister in accordance with paragraph 7.2.2.

56.4. After orders have been passed by a competent officer, the files and receipts should go back to the Branch through all officers at intermediate stages dealing with the subject to keep them informed of the decision taken.

57. Office Order.—

57.1. An office order is a means of communicating a decision internally among the members of a Department. It may be passed by the Branch Officer or higher officer for efficient disposal of business in the department.

57.2. The office orders will be serially numbered and will be written or pasted in a register.

57.3. Some of the illustrative subjects on which office orders may be issued are as follows:—

(a) Distribution of work amongst assistants and officers.

- (b) Manner of disposal of work e.g., level jumping, putting up of files to Minister.
- (c) Instructions regarding attendance, cleanliness, etc.
- (d) Prescribing departmental registers, forms and returns.
- (e) Removal of any particular defect noticed in the Department.
- (f) Any other office procedure considered necessary for improving the disposal.

58. Running Summary of facts.—

58.1. A "running summary of facts" or a precis should be prepared and placed in the file in a separate folder, labelled accordingly, in a case in which it is evident that such a summary would contribute to its speedy disposal. When the precis is prepared in an old case where there may not be much scope to add subsequent action, it may be placed in the notes portion. Otherwise it may be placed in a separate folder labelled accordingly.

58.2. It will be the duty of the Superintendent and the Branch Officer to see.—

- (i) that a summary is prepared at the earliest appropriate stage in suitable cases; and
- (ii) that the summary is kept up-to-date by making suitable additions as further factual developments occur.

58.3. Opinions of individual officers should not be incorporated in the summary. However, when a case is referred to another Department/Office for advice or concurrence, the advice or views of the Department/Office consulted should be treated as constituting a material part of the facts of the case and added to the summary.

58.4. The summary will be signed by the assistant and Superintendent. The Branch Officer will be responsible to check that all the facts have been fully and correctly brought out in

it. He will also sign it. A higher officer making use of the summary may initial it as a note of having made use of that summary.

59. **Personal discussions and use of telephone.**—The officers provided with telephones should avoid inter-changing of notes or sending of files or letters when the matter can be disposed of by a discussion across the table or on telephone.

60. **Record of verbal discussion, orders and instructions.**—All points emerging from discussions between two or more officers and the conclusions reached should be recorded on the file by the officer authorising action and where necessary confirmed by the other participants. Similarly, all verbal orders or instructions given by any officer and where necessary, the circumstances leading to such orders or instructions should be recorded on the file and in important matters should be confirmed.

61. **Standing Guard File.**—

61.1. A Standing Guard File will be prepared in each branch and will be maintained in different parts subject-wise. The subjects which will be included in the Standing Guard File will be determined by the Branch officer or higher officer. Each part of the Guard File will consist of three Sections, namely:—

Section— I.—An index containing the date and number of decisions or orders as given in Part II of the Guard File.

Section II.—Full copies of the decisions or orders referred to placing in chronological order;

Section III.—Model forms to be used in the issue of orders, notifications, etc.

61.2. Whenever any new decision is taken on the subject it will be suitably incorporated in the relevant section of the Guard File by the Superintendent or under his direction by the dealing assistant. The Branch officer or Superintendent will indicate the circulars and decisions to be placed in the Guard File by giving initials "GF" on it.

61.3. As soon as a new officer joins a Department, it will be the duty of the Superintendent to bring the Standing Guard File of the Department to the notice of the officer concerned. The officer should study the file carefully.

62. Correction slips for Codes, Manuals, etc.—

62.1.1. Responsibility of Superintendents, Stenographers, Personal Assistants etc.—Each Branch is responsible for keeping all its books of reference corrected up-to-date. It will maintain an up-to-date list of its books of reference. One copy of this list will be furnished to the Government Book Depot for preparation of distribution lists of correction slips.

62.1.2. It will be the responsibility of the Superintendent to see that correction slips are pasted in all the books on the list immediately on receipt and satisfy himself that the dealing assistant has performed his duty.

62.1.3 The personal assistants or stenographers attached to the Ministers etc., and officers are responsible for pasting correction slips on all the books kept for reference at the offices as well as at the residences of the Ministers and officers. They will maintain an up-to-date list of the books, one copy of which will be kept in the room of the Minister/officer, another copy sent to the Book Depot for the distribution list and the third copy retained by them. In case there is no Stenographer attached to an officer, it will be the responsibility of the Branch to keep a list of books with the officer and to maintain them up-to-date.

62.1.4. It is like-wise the responsibility of the Librarian to keep all books in the Library corrected up-to-date. He will also furnish a list of all such books to the Book Depot.

62.1.5. When the books are no longer required by a Minister or officer they will be sent to the Library and the Librarian will then be responsible for keeping such books corrected.

62.1.6. Whenever a book is ordered from the Book Depot, it should be entered on the distribution list for correction slips unless the order is for replacement of a copy for which correction slips are already being received. This should be clearly stated on the requisition slip.

62.2. Preparation of correction slips.—

62.2.1. The correction slips will be prepared, as soon as orders are passed, with the approval of the Branch Officer or higher officer.

62.2.2. A correction slip will be as brief as possible. When any order which forms the subject matter of a correction slip contains a reference to a communication in which other orders were issued, such reference should be changed in the correction slip a quotation of the chapter, Section and the rule or paragraph of the book of reference in which the orders issued in the communication in question have been embodied.

62.2.3. Correction slips will be numbered serially and each book of reference will have a separate series for numbering the correction slips. A new series will be started as soon as a new Edition is published.

62.2.4. A new rule or paragraph to be inserted by a correction slip will be given the same number of the rule or paragraph which it follows, but with the addition of a letter to distinguish it from the preceding rule or paragraph e.g., a new rule or new rules after rule 15 should be rule 15 A, 15B.

62.2.5. Every correction slip will quote the number of the file in which the draft correction slip was approved. This number will be quoted at the bottom of the slip enclosed by brackets.

62.2.6. For each book a register for pasting of the correction slips issued up-to date will be maintained by the Branch issuing the correction slips will be pasted in their serial order. The first few pages of the register will form an index to the rules affected by the correction slips in the following form:—

Correction slip No.	Rule or Paragraph amended.
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62.2.7. An annual list of correction slips in respect of each book administered by a Branch will be issued that Branch by the first week of July. This list should contain the numbers of the correction slips issued up-to-date and the rules modified. Copies of the list will be issued to all concerned.

62.3.1. Printing and distribution of correction slips—Soon after draft correction slip is approved, the Superintendent will take action to have it printed at the Government Press. The total number of copies to be printed for distribution by the Book Depot will be according to the standing distribution list maintained by the Book Depot.

62.3.2. The printed slips will be handed over by the Press to the Book Depot for distribution.

62.4.1. **Mode of correction.**—The books will be corrected immediately on receipt of the correction slips.

62.4.2. Intelligence should be exercised in doing the corrections. If a slip cancels or modifies a part of standing order or any Manual, the part cancelled or superseded should be scored out and the number of correction slip should be noted in red ink in the margin against it. The same rule applies when one correction slip cancels or modifies the previous one.

62.4.3. When an isolated work or an isolated sentence is introduced in a paragraph, it may be convenient to enter it in manuscript in addition to the pasting of the correction slip.

62.4.4. In case of any doubt as to the correct place of pasting of a slip, advice of the Superintendent should be obtained.

62.4.5. When a book is corrected, the number of the correction slip, with its date and the rule or paragraph amended will be entered in the printed form at the end of the book for noting such details or, if there is no such form, in a blank sheet paste at the end of the book.

63. **Copies of Acts received from Press.**—Copies of Acts received from the Superintendent, Government Press, should be scrutinized, the amending Acts sorted out and the amendments incorporated in all copies of the original Acts in the rooms of officers and in the Branch including spare copies in the Department.

64. **Precedent Register.**—A Precedent Register will be maintained in every Branch in the form in Appendix I, Part 7. A note of all important decisions and ruling made in the Branch will be made in it. In making entries in the register the following instructions will be noted:—

- (1) The **catch-word** is most important word that is placed first in the title of the subject and on it primarily depends the possibility of finding a file on the subject. This must be a word or word which will normally occur to anyone who is in search of the decision. Sometimes it may be necessary to enter a decision under two or three catch-words for facility of search.

- (2) The subject should be filed up in alphabetical order of the catch-words.
- (3) The Superintendent will ensure that an entry in the Precedent Register is made correctly soon after an important decision is taken.
- (4) The register will contain references to matters only of such nature for which it is intended. It should not be relegated to the position of a File Register by entering each and every case, nor should it be made a compendium of decisions by entering the decisions made in the other branches/Departments.

64.2. The Precedent Register is a guide to find out important decision taken in the department. Every decision is not recorded in this register. It only records important decisions. A decision which is not recorded in the Precedent Register can also be quoted as a Precedent.

64.3. The Branch Officer or the Superintendent will mark the words "P.R" on the file or receipt if the decision taken in it is to be incorporated in the Precedent Register. The register will be maintained by the Superintendent or by an Assistant under his direction.

65. Personal files.—

65.1. A Personal file will be maintained for every member of the service administered by a Department. It will contain all establishment orders, like appointment, leave, transfer, posting, punishment, etc., relating to the Government servant starting from his entry into service.

65.2. The personal files will be numbered by a separate set of series maintained in a separate File Register called Personal File Register for each service. The series will be indicated by giving the abbreviated name of the service in bracket after the initial letters of the branch e.g., the Personal Files of members of the Finance Service under Establishment Branch of Finance Department will bear the initials FEG(FS).

65.3. On transfer from one service to another, the personal file of the incumbent will be transferred to the Department concerned or in the same Department to the service concerned.

In such a case, the personal file number will be changed according to its serial number in the Personal File Register for that service.

65.4. The Personal File Register for a service will be a permanent register of the Department so long as the incumbents whose names are included in the register, are in that service.

65.5. All personal files of members of different services not numbered according to this procedure will be renumbered.

66. Proposals from and correspondence by Heads of Departments—

66.1. The officers in the Secretariat and in offices of Heads of Departments should maintain close personal contact. An important proposal or scheme should be formulated, as far as possible, after joint consultation and discussion at the lowest competent level. When proposals so formulated are referred to the Department, they should ordinarily be dealt with by the officer who discussed and should not be subjected to a detailed examination at lower levels as a matter of course.

66.2. The Heads of Departments may correspond directly with their counterparts in other States only in matters of routine and non-controversial nature. Correspondence on all important and policy matters and matters of controversial nature should be done by the administrative Department and not the Heads of Department.

66.3. The Heads of Departments may make official references direct to any Head of the Department of the State in matters of purely technical or routine nature or for furnishing factual information. They may also furnish routine or factual information direct to the Secretariat Departments.

67. Processing of cases when a number of outside bodies are consulted—When a number of outside authorities are consulted in any matter, the date by which their replies are required will be indicated in the circular letter. The preliminary examination and, where necessary, tabular, consolidation of the replies will be started as soon as replies

begin to arrive and not held over till the receipt of all the replies or the expiry of the target date. The file together with the consolidated statement of replies will be submitted to the appropriate senior officers for information at regular intervals. On expiry of the target date, it will be examined whether the time for receipt of replies may be extended or the matter may be produced with or without waiting for the outstanding replies.

68. Acknowledgements or interim replies—

68.1 Acknowledgements :—

68.1.1 All communications from Members of Parliament, Members of State Legislature, recognised associations, public bodies and responsible members of the public which cannot be answered promptly, should ordinarily be acknowledged in the form given in Appendix—1 Part—8.

68.1.2. When a communication is wrongly addressed to a Department, the receiving Department will, while transferring it to the Department concerned, indicate whether or not its receipt has been acknowledged by the first Department, the sender will also be informed of the fact of transfer.

68.2. Interim Replies :—

68.2.1 If delay is anticipated in sending put final answer an interim reply may be sent to the party concerned.

68.2.2. An interim reply should immediately be sent to all demi-official letters which cannot be answered promptly

69. Spare copies of important communications—Spare copies of important communications issued by a Branch will be kept in separate bundles. A list indicating the number and date of such communication will be maintained.

70. Correspondence between Government of India, State Governments and Foreign Governments and International Organisations—Correspondence between the State Government on the one hand and Foreign Governments and International Organisation on the other should generally be channelised through the Ministry of External

Affairs. In certain cases and subject to certain conditions, however, State Governments are authorised to communicate direct with the Foreign Governments and International Organisations. Detailed instructions in this regard are contained in Appendix—VI.

17. Noting on inter-departmental references.—For noting on inter-departmental references, further instructions are in Chapter XI "Inter-departmental References".

CHAPTER—VI

DRAFTING

72. Draft when and by whom to be prepared and approved.—

72.1. Except when the lines of action on a case is obvious, a draft of the communication proposed to be sent out will be prepared after orders have been passed by the competent officer indicating the terms of the reply to be sent.

72.2. A Branch officer or a higher officer, where necessary, will himself prepare a draft and authorise its issue or submit it to the next higher officer for approval. In other cases a draft will be prepared by the office.

72.3. All important drafts such as pertaining to policy matters, having financial implications, requiring increase in the sanctioned strength of staff, major change in a scheme and important communications to M. L. As, M. Ps. Chairman, Municipal Boards and presidents of Mohkuma Parishads should not be approved at a level lower than that of the Deputy Secretary. In some cases, it may be necessary to take approval of the Secretary or of Minister to the draft.

73. Wording of a draft :—

73.1. A draft should convey the exact intention of the order passed. The language used should be clear, concise and incapable of misconception besides being precise. Lengthy sentences, abruptness, redundancy,

circumlocution, superlatives and repetition whether of words, expressions or ideas, should be avoided. Communications of some length or complexity, should generally conclude with a summary.

73.2. The forms of communications and the circumstances under which they should be used are described in Chapter VIII.

73.3. The persons and offices to whom the copies are to be endorsed with instructions regarding action to be taken by them, should be included in the draft.

74. Authentication of Government orders.—All orders and other instruments made and executed in the name of the Governor will be signed by an officer authorised to authenticate such orders under the Assam Rules of Executive Business.

75. General instructions.—

75.1. A draft will be prepared in Assam Schedule V Form No.66 or 67 (and draft continuation sheet when necessary) and written or typed in double space in half margin and on both sides of the paper. Obsolete forms, or papers retrieved from old records, blank on one side, may also be used for drafts and rough calculations.

75.2. A slip bearing the words "Draft for approval" or "D.F.A" will be attached to the draft. If two or more drafts are put up on a file, the drafts will be numbered "D.F.A.I.", "D.F.A.II", "D.F.A.III" and so on.

75.3. All references mentioned in the draft will be pointed out in pencil in the margin with reference to their page number in the file.

75.4. The number and date of the communication replied to or of the last communication in the series of correspondence on the same subject will be referred to. Where it is necessary to refer to more than one communication or a series of communications this will be done in the margin of the draft. The subject will be mentioned in all communications including reminders.

75.5. A draft will show clearly the enclosures to the fair copy. To draw the attention of the typist, the comparers and the despatcher, a diagonal stroke will be made in the margin. The number of enclosures will also be indicated at the end of the draft on the left side bottom of the page as "Enclos. Nos."

75.6. If copies of an enclosure referred to in the draft are available and are, therefore, not to be typed, the fact will be stated in the margin of the draft for the guidance of the typists.

75.7. All drafts put up on a file will bear the number of the file and the page number of the correspondence portion e.g., ABP.56/68/10.

75.8. Where other State Governments, or Departments etc., are consulted on any matter, time limit for replies will ordinarily be specified.

75.9. The officer concerned will initial on the draft in token of his approval. An intermediary officer approving the draft will also initial it before forwarding it to a higher officer.

75.10. Complimentary slips or rubber stamp will be used instead of separate forwarding letters for circulating stencilled, printed or other literature.

76. Standard Forms.—For communications of routine nature, approved standard skeleton forms will be drawn up, and cyclostyled or printed. Organisation and Methods Division will prepare forms for common use in Departments. These forms will be submitted to the officer concerned with a fair copy for signature.

77. Addressing communications to officers by name.—A communication may be addressed to an officer by name when it is intended that the matter should receive the personal attention of the officer either because of its secret nature or special urgency/importance or because some ground has already been covered by personal discussion and the officer to whom the paper is being marked would be in a position to record his views or give his decision straightaway. When a paper is so marked to an officer by name, reminders pertaining there-to may also be

sent to the same officer (or he has since been transferred, to his successor) or a higher officer by name. A demi official letter will, however, always be addressed to an officer by name.

78. Priority and security markings on drafts.—The drafts of all communications with priority or security markings will be so marked on the top right-hand corner under the orders of the Superintendent or higher officer.

CHAPTER VII

ISSUE AND ACTION THEREAFTER

79. Issue.—

79.1. The term "Issue" is used to signify the different stages of action after approval of a draft, namely, typing of fair copy, the examination of the typed material, submission of the copy for signature and the despatch of the communication to the addressee.

79.2. The procedure in this Chapter relates only to the issue of files and papers other than those bearing security markings.

A. BY THE DEPARTMENT

80. Marking of files for issue.—

80.1. After a draft has been approved, the Superintendent will mark it for "issue" and return the file along with the draft to the dealing Assistant through the Diarist. Except when it is necessary to send the whole file for preparing copies of the enclosures, etc. the dealing Assistant will remove the draft and send it to the typist without the file.

80.2. Before marking a draft for issue, the Superintendent will see that the draft is ready for issue and any instructions issued by the higher officer for completing or modifying the draft have been carried out.

80.3. When a draft has been extensively altered or is otherwise not very clear, it is necessary to keep a typed copy as an office copy. The Superintendent will give direction to the this effect on the draft. He will also indicate the number of spare copies required if any. When a typed office copy is retained, all references will be given on it, as in the case of a draft.

80.4. If any abbreviated address has been used in the draft, the address will be given in full at the time of typing the fair copy, e.g., D.D.S. may stand for Deputy Director of Supply or Deputy Director of Surveys.

80.5. If the dealing assistant does not receive back the fair copy of the ordinary draft from the typist within a day, he should take up the matter with the typist or the Superintendent. In case of a draft with priority marking, he will ensure that the fair copy is typed and the letter is issued in time.

80.6. If any paper is to be issued under registered post or insured cover or Under Postal Certificate, instructions will be given to the Issue Section. Legal documents, negotiable instruments, other original documents, cheques, bills, agreements, service books, notices, orders etc., delay in the receipt of which is likely to cause embarrassment or loss to Government or any other valuable documents should be sent under registered post acknowledgement due and where necessary, under an insured cover.

80.7. In the case of a communication sent by registered post acknowledgement due, the number and date of communication will be written on the acknowledgement card to facilitate its prompt filing on receipt back from the Issue Section.

81. Distribution of work among typists -

81.1. The Superintendent will distribute work among typists as evenly as possible.

81.2. Each Typist will maintain a daily log book in the form given in Appendix I, Part 5 where he will enter details of work allotted to him and completed by him. At the end of each day the typist will report to the Superintendent about the work, with priority marking, pending with him.

81.3. The standards of output of work for a typist for different nature of typing work like typing from typed matter, from manuscript, tabulation, etc., as laid down in Appendix VII, Part 2 will serve as guides in determining the allotment of work to typists.

82. General instructions regarding typing.—

82.1. Drafts marked with priority slips will be taken up first.

82.2.1. Fair copies of all communications will be typed in the appropriate prescribed form of suitable size. Printed forms will be used as far as available and suitable. Both sides of the forms will be used. Half sized forms will be used for smaller letters.

82.2.2. The name of the issuing Department and Branch will be typed at the appropriate place at the top.

82.3. A margin will be left on the left hand side of the front page and on the right on the reverse :

82.4. Marginal entries, unless they are very small, will be inserted by an indenture which is demarcated by a line, ruled or typed on the top, bottom and the side of the indenture facing the body of the communication.

82.5. Fair copies will, generally, be typed with single spacing.

82.6. The name of the officer who is to sign the fair copy will be typed in brackets above his designation. In demi-official letters, however, the designation will not be given below the name.

82.7. Enclosures to a communication will be indicated by drawing an oblique line (as/) in the margin against the line in which the enclosures are referred to. The number of enclosures will be typed at the bottom on the left side of the fair copy thus 'Enclosures No.....'

82.8. A stencil may be cut, typed when more than two impressions of a communication are required or the communication is so lengthy that it will be very arduous to type more than one impression.

82.9. The typist should type his initials with date at the left hand bottom corner of the fair copy, e.g., HCK/19.5.53.

82.10. Further detailed instructions regarding typing, carbon manifolded, stencil cutting, etc., which should be borne in mind by the typists and other staff are given in Appendix VII Part 3.

83. Comparison.—As soon as the typist has finished typing, he should pass on the draft to the dealing assistant who will, if necessary with the help of another assistant, compare it with the draft. The dealing assistant will initial (with date) the draft just below the typed designation of the officer as a token of his having checked the fair copies. He will then attach enclosures, if any.

84. Submission of fair copies for signature.—

84.1. The dealing assistant will send the fair copies complete with enclosures and the office copy together with the approved draft in a signature pad to the officer concerned for his signature. Officers will give the signature pads the highest priority. Private Secretaries, Personal Assistants and Stenographers will treat the pads moving up and down as "Immediate."

84.2. When a cyclostyled communication is to be issued, the dealing assistant will send the cut stencil with the stencil plate and pencil for signature of the officer together with the approved draft.

84.3. The officer signing a financial sanction, Notifications of appointments, leave, transfers, etc. should be careful to sign in ink or by Ball-Point pens the copies to be forwarded to the Accountant general. The use of Ball-point pens and felt-nibs is permissible subject to conditions that the colour used conform to the regular colour and the writing is clear and distinct.

84.4. On return of the signature pad, the Dealing assistant will see that the fair copies have been duly signed by the officer and that corrections, if any, made by the officer while signing are carried out in all the copies (including the spare copies). He will date both the fair copy and the draft/office copy on the day on which they are actually issued. If the fair copy already bears

a date on which it could not issue, the date should be corrected by scoring out the earlier date, to accord with the date of its actual despatch. He will then pass on the signed fair copies to the diarist and will replace the office copy in the file.

85. Despatch by the Branch.—

85.1. On receipt of the fair copies for issue, the diarist will separate the communications to be despatched through the Issue Section from those to be delivered by hand through peons of the Department. The communication to be sent by post or to the addressees accommodated away from the Secretariat buildings will be sent to the Issue Section.

85.2. The communications to be despatched through the Issue Section will be entered in the Peon Book in the form given in Appendix I, Part 9 and sent to the Issue Section.

85.3. The letters which are required to be issued urgently through the Issue Section should bear the slips "URGENT" or "IMMEDIATE" or "OUT TO DAY" so that the Issue Section can distinguish between ordinary and urgent letters.

85.4. To help expeditious issue of authorities, etc. by the Accountant General, the sanctions should be flagged or marked as "Authority Involved" so that such sanctions can be separated from other letters for immediate action.

85.5. Standing mailing lists will be maintained for different types or circulars of general interest. Lengthy facing sheets should not be used. This will be followed by the Issue Section also.

85.6. When an enclosure is to be sent separately a note to that effect will be made on the communication. (both fair and office copy). The enclosure will contain a slip indicating the number and date of the communication to which it relates.

86. Issue of un-official cases.—

86.1. When a departmental file is to be sent outside, the Diarist will make an entry in the File Register as well as the Register of File Issued Unofficially (reference paragraph 125).

86.2. The Diarist will enter the files in a Peon Book and arrange their despatch in the same manner as for despatch of local dak.

86.3. In the case of files belonging to other Departments the Diarist will mark the date of return in the Register of Files Received Un-officially.

87. Issue of dak by officers.—To expedite issue of dak, the officers may issue it direct to the Minister, officers and Departments through their Peon Books. It is important, however, that whenever such direct issue by the officer is made a proper record is maintained so that the movement of the dak can be traced out easily. The record of such issue should be maintained in Peon Books as mentioned in paragraph 85.2.

88. Action after issue.—After the fair copies are made over to the Diarist for despatch, the dealing assistant will replace the draft on the file in the appropriate place and take any of the following course of action :—

- (a) If the communication issued constitutes final disposal of the "Paper under consideration," the file will be marked for record in accordance with the procedure laid down in Chapter VIII. The best guidance to decide what constitutes final disposal will be found in the answers to the questions.
- (i) is any further action pending on the paper or papers under consideration on the file; and
- (ii) has a complete reply been sent to the sources from which the papers under consideration emanate?
- (b) Cases which should be seen by higher officers for information or for confirmation of the action taken will be sent to them.
- (c) Cases on which further action is necessary in continuation of the action taken (for example, on a side issue etc.) will be resubmitted to the officer concerned.
- (d) Case in which replies are expected to the communications issued or in which action is to be taken after a cer-

tain period will be arranged in the racks or almirahs at one place marked "suspense".

- (e) The receipts for acknowledgement due will be filed in properly.
- (f) When a communication is required to be printed in the gazette or in a newspaper, the printed copy indicating the date and number of issue in which it has been printed will be placed on the file.

B. BY THE ISSUE SECTION

89. General Instructions regarding despatch by Issue Section.—

89.1. As far as possible, a despatcher will issue the papers on the same day. In no case will he detain any outgoing communication for more than a day without the prior permission of the Supervisor in charge of the Issue Section.

89.2. He will separate the communications to be sent by post from those to be delivered by hand. The communications which are to be sent by post will be entered in the Despatch Register (paragraph 90.1).

89.3. He will further ensure:—

- (a) that ordinary covers are not used for inter-departmental communications unless they are to be despatched by post or are marked "secret" or are addressed to an officer by name;
- (b) that, as far as possible, all communications intended for the same addressee are placed in a single cover;
- (c) that covers of suitable size only are used;
- (d) that economy slips are used for all covers containing non-confidential communications except when the contents are bulky or when it is proposed to send the cover insured (these slips should not be used for covers addressed to members of the public, or private bodies):

- (e) the number and date of the communication are written on each cover ; and
- (f) obsolete forms and discarded one side printed or duplicating paper etc., may, as far as possible, be utilised for making envelopes."

90. Despatch by post.--

90.1. Each Despatcher will maintain a Despatch Register in the form given in Appendix I, Part 10. Communication to be sent by post will be entered in it.

90.2. Telegrams will be entered in red ink and the time of despatch noted against each entry below Serial Number.

90.3. The Duffry attached to the Issue Section will close the addressed envelopes and packets. He will also weigh them and affix the stamps. The number of stamps to be affixed should be restricted to the minimum by using stamps of the appropriate higher denominations. The Value of stamps will be entered by each Despatcher in his Despatch Register.

90.4. All covers sent by post under service postage stamps will contain the rubber stamps of the Despatcher, Issue Branch of the Secretariat and will also bear the initials and date of the Despatcher.

90.5. Each Despatcher will furnish the daily expenditure incurred on service postage stamps to the Supervisor who will make daily entries in the Stamps Account Register.

90.6. Departments despatching a large number of registered items (i.e., exceeding daily average of 10 prescribed by the postal authorities for the purpose) should obtain blank postal registration books from the postal authorities and make them available to the Despatcher concerned in the Issue Section, who will enter the outgoing registered communications in that book instead of in the Despatch Register and get the entries in respect of each registered article stamped by the Post Office in token of receipt.

90.7. Receipts, telegrams and registered and insured letters, etc., will be checked carefully by the Despatcher and kept with the Supervisor. Receipts of acknowledgement due letters will be returned to the Branch concerned.

90.8. Despatch of letters from the Secretariat to Ministers and other senior officers of the Government of India through Assam posts and Telegraphs postal bags should be resorted to in really urgent cases. In such cases, the letters should bear the requisite service postage stamps.

91. Despatch of local dak by hand.—

91.1. Peon books in the form given in Appendix I, Part 9 as mentioned in paragraph 85.2, will be numbered serially and adequate number of books allotted for each Department/Office or a group of Departments/Offices by the Supervisor. The Supervisor will mark the communications to be despatched according to the group of Departments/Offices allotted to each Despatcher. The Despatcher will enter the communications in the Peon books according to their addresses.

91.2. After the dak has been delivered, the Despatcher will examine the peon books to see that all the communications entered there have been duly acknowledged by the addressees with their dated signatures.

92. Despatch of priority dak.—

92.1.1 In respect of communications bearing priority markings the Despatcher will also note in the peon book the time of despatch against the relevant entry.

92.1.2. Such communications received by the Despatcher during office hours will be sent to the addressees as and when received.

92.1.3. If a file or a communication is of such urgency that it should reach the addressee that day itself even after office hours, an officer will record specific instructions to that effect. In the absence of such instructions the Despatcher will not send any papers to the residence of an officer after office hours.

92.2. **Despatch of 'Non-priority' dak.**—Non-priority dak will be despatched by post by the issue Section at least thrice a day, to correspond-despatch of mail by Head Post Office. The local non-priority dak will be cleared at least twice a day. Communications received after the despatch of the last batch will be held over till the next working day.

93. Service postage stamps.—

93.1. **Receipt and custody of stamps.**—The Supervisor will obtain its requirements of Service postage stamps from the Cashier against requisitions to be made in the form given in Appendix I, Part 11. The stamps actually issued by the Cashier will be shown by him on the reverse of the form and acknowledged by the Supervisor. The Supervisor will ensure that sufficient stock of Service postage stamps of required denominations is maintained with the Despatcher.

93.2. **Stamps Accounts Register.**—The Supervisor will maintain an account of the Service postage stamps received and expended, in the form given in Appendix I, Part 12. Stamps received will be entered in this register as soon as they are received. The total value of Service postage stamps expended every day according to the despatch registers and those issued to officers and Private Secretaries to Ministers will be entered in this register and the balance struck every day.

93.3. **Surprise checks.**—The Branch Officer during the course of a day, will make surprise checks of any envelope ready for despatch by post and verify that the issue is prompt, that the stamps affixed tally with the entries in the Despatch Register and that the minimum number of stamps has been used.

93.4. **Account of stamps issued to Officers and Private Secretaries to Ministers.**—Some times the service postage stamps are issued by the Supervisor to the Ministers or officers for use on tours. The account of such service postage stamp will be maintained in a Despatch Register according to paragraph 90.1. by the officers and Private Secretaries to Minister. On return from tour, they will forward the register to the Supervisor who will sign it as a token of having received the account. He will indicate the issue of the stamps to the officers and Private Secretaries to Minister in the Stamps Account Register. The

Supervisor will remind the officers/Private Secretaries to Ministers if no account is furnished within 15 days of the issue of the stamps. No further stamps will be issued unless the previous issue has been accounted for.

94. Ordinary postage stamps.—Ordinary postage stamps (and not Service postage stamps) will be used for official correspondence and articles sent by foreign post to foreign countries. A separate despatch register in the same form as in paragraph 90.1. will be maintained for keeping a record of such issues. An account of the expenditure incurred on them will also be maintained by the Supervisor in a separate Stamps Account Register as mentioned in paragraph 93.2.

95. Verification of stamps account.—The Stamps Account Register will be inspected once a month by the Branch Officer who will verify the balance of stamps by physical count and note on the registers the result of his inspection. He will also carry out surprise checks to satisfy himself that the registers are properly maintained.

96. Lists to be maintained by the Issue Section.—

96.1. To facilitate quick delivery of communications, the Supervisor will maintain.—

- (a) lists of residential addresses and telephone numbers of all Ministers, officers of the rank of Superintendents and above and Private Secretaries in the Secretariat;
- (b) list of Offices which have an assistant on duty for receipt of call outside office hours and on Sundays and holidays;
- (c) list of residential addresses and telephone numbers of officers of other offices designated to receive immediate papers and papers dealing with Assembly business outside office hours;
- (d) standing mailing lists for issue of circulars of general interest.

96.2. Such lists will be kept at a prominent place in the Issue Section easily accessible to the Supervisor or the assistant on duty.

CHAPTER VIII

FORMS AND RULES OF CORRESPONDENCE/ COMMUNICATION

97. Forms of Correspondence.—

CHAPTER VIII

FORMS AND RULES OF CORRESPONDENCE/ COMMUNICATION

97. Forms of Correspondence.—

97.1. Written communications issuing from a Department will be in one or the other of the following forms:—

- (i) Letter.
- (ii) Office Memorandum.
- (iii) Memorandum.
- (iv) Semi-official Letter.
- (v) Unofficial Memorandum/Note.
- (vi) Endorsement.
- (vii) Notification.
- (viii) Resolution.
- (ix) Press Communiqué/Note.
- (x) Telegram.
- (xi) Express Letter.
- (xii) Wireless/radiogram.

97.2. Each one of the above forms has a use and in some instances a phraseology of its own.

forms has a use and in some forms of communications are given in Appendix VIII, Parts 1 to 11. The detailed instructions regarding communications to be issued to specific authorities are given in Appendix VIII, Part 12.

98. Letter.

98.1. Letter is the form used for all formal communications to Central Government, State Governments, Subordinate Offices and other offices such as the Public Service Commission, High Court, University, etc. It is also used for all communications to members of the public bodies or associations of the public or of Government servants. It is not used for correspondence between different Departments of the same Government.

98.2. A letter is composed of the following parts:—

- (a) letter head bearing the name of the Government of Assam and that of the Department and Branch.

- (b) number and date of communication ;
- (c) name and/or designation of the sender ;
- (d) name and/or designation of the addressee ;
- (e) subject and reference ;
- (f) salutation ;
- (g) main text of the letter ;
- (h) subscription ; and
- (i) signature and designation of the sender.

98.3. Official letters emanating from a Department and conveying the views or orders of the Government must specifically be expressed to have been written under the direction of Government.

98.4. Letters addressed to official authorities should begin with the salutation 'Sir' and those addressed to non-official individuals or groups of individuals with 'Dear Sir/Sirs.' Those addressed to firms will begin with the salutation "Dear Sirs". All official letters terminate with the subscription 'Yours faithfully' followed by the signature and designation of the person signing the letter.

98.5. In official letters from Heads of Departments or officers or from individual officers who do not write by direction of Government but on their authority the form "I am directed to" is replaced by "I have the honour to".

98.6. The subject will be written in clear terms, will be brief and will indicate generally the contents of the letter. In case the communication is sent in reply to a previous reference, the number and date of the reference will be mentioned in the beginning. If a number of letters have already been exchanged, the reference to the latest main communication on the subject will be given.

99. Office Memorandum.—This form is used for correspondence between the Departments of the same Government. It is written in the third person and bears no salutation or subscription except the signature and designation of the officer signing it. The name of the Department to which communication is addressed is shown below the signature on the extreme left of the page. The use of this form in correspondence with Heads of Departments and subordinate offices should be avoided.

100. Memorandum.—When any information or opinion has to be obtained from a subordinate officer by an official reference, a memorandum is ordinarily issued. The memorandum form may also be used to acknowledge the receipt of a communication or to convey information not amounting to an order of Government. In some cases, however, a memorandum may include intermediate orders of Government e.g., when an officer is authorised to proceed on leave in anticipation of formal orders which will be issued on receipt of the Accountant General's remarks.

101. Demi-official letter.—

101.1. This form is used in correspondence between Government Officers for an interchange of communication of opinion or information without the formality of the prescribed procedure and also when it is desired that a matter should receive the personal attention of the individual addressed.

101.2. Communications to non-officials may be in the form of demi-official letters, but will not be referred to as such.

101.3. The name of the officer issuing the D.O. letter is generally mentioned on the top left hand corner. The designation of the officer is generally not mentioned below the name at this corner except where the officers between whom this communication is exchanged are not known to each other. The name of Government, Department and Branch are given on the top right hand side. The name and address of the addressee is given at the left hand bottom. The words "to" and "from" should be avoided.

101.4. A demi-official communication is addressed personally to an officer by name. It is written in the first person singular in a personal tone with the salutation "My dear....." or "Dear....." and terminating with "Yours sincerely". It is signed by the officer without mentioning his designation.

102. Un-official references.—

102.1. Un-official references can be made in two different ways, namely:—

- (1) by sending the file itself to a Department/Office with a note recorded thereon; or
- (2) by sending a self-contained note or memorandum.

102.2. This method is generally employed for obtaining the views, comments, etc., of other Departments/Heads of Departments on a proposal, obtaining a clarification, etc., of the existing instructions, or requisitioning papers or information etc. No salutation or complimentary closing words are used in this form.

102.3. The correspondence between a Head of Department and his Administrative Department will, as far as possible, be by unofficial notes. Copies of such correspondence will not be sent to the district and sub-ordinate offices.

103. Endorsement.—

103.1. This form is used when a paper is returned in original to the sender or is referred to another Department or to a Head of a Department or a subordinate office, either in original or by sending a copy, for information, opinion or disposal, or where a copy of a communication is to be forwarded to other in addition to the original addressee.

103.2. While forwarding a copy of the communication to person or office, instructions regarding the action to be taken by the addressee will be incorporated in the endorsement.

104. Notification.—This form is used for notifying by publication in the Assam Gazette the promulgation or amendment of rules and orders, appointments, promotions, transfers, etc., of gazetted officers and other important matters such as Constitution of Committees required by rules to be notified, award of important scholarships.

105. Resolution.—This form of communication is used for making public announcements of decisions of Government on important reports of such bodies, appointment of committees or commissions of enquiry and of the results of the review of important reports of such bodies. Resolutions are also usually published in the Assam Gazette.

106. Press Communiqué or Press Note.—A Press Communiqué or Press Note is issued when it is sought to give wide publicity to the decision of Government. Press Communiqué is more formal in character than Press Note and will be reproduced intact by the press. Press Note on the other hand is intended to serve as a hand-out to the press which they may edit, compress or enlarge.

107.—Telegrams.—

107.1. When to be sent.—A telegram will be issued only on occasions of urgency. Where air-mail services exist, no telegram will be sent if a letter superscribed with the appropriate priority marking or an Express letter can serve the purpose. An express telegram will not be issued when an ordinary telegram can do.

107.2. Text.—The text of a telegram will be brief but clarity will not be sacrificed for brevity.

107.3. Kinds of telegrams; Telegrams are of two kinds.—

- (a) En Clair telegrams which are worded in plain language. They are ordinarily issued through Issue Section, They may sometimes be issued through Phonograms.
- (b) Cypher and Code telegrams relate to matters of secret and confidential nature and are therefore sent in code or cypher. These are transmitted through and cleared by the Political Department.

107.4. Priority indications.—

107.4.1. There are five priority indications authorised for use in State telegrams, *viz.* S.V.H. (*i.e.*, telegrams relating to the safety of human life in maritime or aerial navigation, inland and overseas), "Most Immediate", "Operation Immediate", "Immediate" and "Important." Their use is regulated by rules issued by the Director-General, Posts and Telegraphs, which also specify the officers authorised to use these priority grading. A list of officers as in force on 1st January 1968, authorised to use the "Most Immediate" "Immediate" and "Important" priorities is given in Appendix IX, Part I.

107.4.2. The power to use priority gradings should not be delegated to any other officer and a priority telegram signed "By Order" will not be accepted save in cases specified below:—

- (a) an indication authorised for use by any particular officer may be exercised by that officer's immediate deputy (and no one else) when the authorised officer is away from the headquarter.
- (b) in exceptional circumstances any officer may use any degree of priority he considers necessary but he will report his action to his superior stating the circumstances and will be held personally responsible for justifying his action.

107.5. Post copies.—Telegrams, other than cypher and code telegrams, should be followed by post copies. ~~in~~

108. Express letter.—An express letter does not mean a letter sent by express delivery. It may or not be sent by express delivery. It is to be worded like a telegram and will be given the same priority by the recipient. This form should, as far as possible, be used in place of telegrams except in cases of urgency.

109. Use of Police Wireless.—The procedure and the priorities laid down in the "Police Radio Procedure" will be followed in the transmission of messages through police radio. The relevant extracts of paragraphs 5.2.1. and 5.3.1 of the "Police Radio Procedure" and other procedural instructions laid down by Government of India are given in Appendix IX, Part 2. These messages will be drafted with the same economy of words as the telegrams.

110. Telephones.—

110.1. A telephone is a very important means of communication for disposal of local or outside business. It is possible to dispose of substantial office work by discussions either orally or on telephone. Therefore, full use of telephones should be made. Regarding trunk-calls this general principle is modified to some extent as the trunk-calls are a costly means of communication and they need not be made

if a letter or a telegram will do. On some occasions, however, trunk-calls will suffice in place of tours and therefore, the officers should check this before arranging tours.

110.2. The priority indications regarding telegrams given in paragraph 107.4 and the procedure to be followed in making use of them also apply to telephone trunk calls.

110.3. A record of trunk calls should always be made in the Telephone Trunk call Slip Book in the form given below:—

1. Name and designation of officer
2. Date of Trunk-Call
3. Number of Telephone used
4. Name and address of the person called
5. Telephone number called
6. Priority of Call
7. Whether official or private... ..
8. Duration of the Call
9. Signature

110.4. Other detailed instructions regarding telephones are incorporated in the Handbook of General Circulars.

CHAPTER—IX

FILING SYSTEM

111. Constituents of a file.—

111.1. Notes and Correspondence.—Two main parts of a file are (a) 'Notes' and (b) 'Correspondence'. The former contains notes recorded on a "Paper Under Consideration" or independently on the same subject from time to time. The "Correspondence" contains all communications received and office copies of out going communications.

111.2. The correspondence part is arranged according to the date of receipt of the correspondence, the earliest communication received being at the top. For convenience, the correspondence will be turned over so that paper under consideration lies at the top of the correspondence.

111.3. When the 'notes' or the 'correspondence' portion of a file becomes bulky (say, exceeds about 100 pages on any side), it will be kept in a separate cover and marked 'Volume I'. Further action on the subject will be continued on a new volume of the same file, the cover of which will be marked 'Volume II' and so on.

111.4. The "notes and correspondence" parts of a file are covered by a file cover in Assam Schedule V, Form No. 7. It contains details of file number name of Department and Branch and the Subject. The subject and the file number mentioned on the file cover must be the same as given in the File Register. If any correction in the subject of the file cover is made at any time, the Superintendent will see that a corresponding correction in the File Register is made.

112. **Punching of papers.**—Every paper will be punched the left-hand top corner to the correct gauge ($3/4$ of an inch from either side) before it is tagged to the correspondence or notes.

113. **Serial numbers and page numbers.**—

113.1. According to the existing instructions, every communication whether receipt or issue together with its enclosures kept in the "Correspondence" should be given a serial number which is different from the page number. If the first communication which is Serial 1 contains 5 pages, the communication at the 6th page of the correspondence should be Serial 2. It has, however, been observed that the serial number and the page number are confused with each other and, therefore, the instructions regarding giving serial number are modified. There will be only page numbers in the correspondence part of the file as also for the notes portion. There will be no serial number in the file.

113.2. Every page in each part of the file will be consecutively numbered in separate series. Blank intervening pages,

if any, will not be numbered. The receipts or notes written or typed on both sides should be numbered on both the sides. The numbering will be done in ink at the top right hand corner of the pages.

113.3. The page number once allotted to either part of the file will not ordinarily be changed. If however, it becomes necessary to do so the orders of an officer not below the rank of the branch officer will be taken in the notes portion of the file.

114. **Docketing.**—Docketing is the process of making entries in the "Notes" portion of a file about each receipt or issue, number and date of the letter and from whom received or to whom issued. A receipt or issue will be docketed between two lines by writing across the page. The receipt will be entered in red and issue in blue-black ink. The page number of the communication will be shown just outside the margin.

115. Opening and numbering of a new file.—

115.1. A new file will be opened in a branch with the orders of the Superintendent or higher officer. Its title will be given by the Superintendent. A new file will be given a fresh file number. The file number consists of (a) initial letters used for identifying the Branch and the group of subjects; (b) the serial number of the file in the File Register (paragraph 116); and (c) the year in which the file is opened.

Illustrations :—

- (1) File No.GAC.25/69 will indicate that it is the 25th file opened in the year 1969 in the General Administration Department and relates to the group of subjects under "cinema".
- (2) File No.HLA.15/68 indicates that it was the 15th file opened in the year 1968 in the (A) Branch of Health and Family Welfare Department.

115.2.1. A list of the old and new initials allotted to Departments and Branches is given in Appendix X. The general principles followed in allotting initial letters to Secretariat Departments are as follows :—

- (a) The initial letters allotted will indicate the name of the branch.

- (b) As far as possible, one set of initial letters will be allotted for each branch.
- (c) In branches where more than one set of initial letters is necessary due to diversity of functions, the first two initial letters will remain the same. The third letter only will be modified for different collections under groups of subjects.

An exception to this general principle has become necessary regarding T.A.D., P.W.D. (R.&B.) and P.W.D. (F.C.&I.)

In case of T.A.D., there are many groups of subjects and the first three letters, namely, "T.A.D." or "T.A.R." have been uniformly retained before letters in bracket indicating the detailed subjects.

In case of P.W.D. (R.&B.) and P.W.D. (F.C.&I.), however, first two letters have been kept common for all their respective branches. The third letter only has been varied for a branch. Hence the detailed subjects under a branch have been shown in brackets.

In case of Development (A) and (B) branches and Establishment (A) and (B) branches under P.W.D. (R.&B.), however, the number of initial letters allotted to the branch has been increased to four to specify (A) and (B) in addition to Development or Establishment subjects.

- (d) A section under a branch will be indicated by drawing a stroke between the initial letters of the Branch and the separate letters for the section e.g., Family Planning Section under Health (B) Branch will be represented as HLB/FP.

115.2.2. In the branches in which more than one set of initial letters is used, the file register will be only one for facility of maintenance of the register and handling it, e.g., in Appointment (A) Department, the first file opened in 1968 may be AAP.1/68, while the second file may be AAM.2/68.

115.3. A new file will be opened at the beginning of a calendar year if previous papers in the file have been finally disposed of or a similar new cause of action has arisen e.g., recommendation of Assam Public Service Commission for another batch, arrear lists beginning from a new calendar year or annual returns.

115.4. In the event of transfer of work from one branch to another or division of work of one branch into two, all files connected with that work will be transferred to the branch to which the work has been transferred. In such a case, the Branch taking over the records of another Branch will not renumber the files already closed and/or recorded. In the case of current files, however, that Branch will try to close them as early as possible and open new files of its own.

115.5. As soon as a new file is opened, the "reference to former cases" on the same subject at the back of file cover will be filled in. Such a reference will also be given on the first note sheet for facility of reference and also as a check against any loss of or damage to the file cover.

116. Title of a file.—

116.1. The subject given to a file is called its "title". It should be as brief as possible but should give at a glance sufficient indication of the contents of the file so as to serve as an aid to its identification. The 'title' will be divided into (a) 'Head' (b) 'Sub-Head' or 'Sub-Heads' and (c) 'content' in the following manners:—

- (a) **Head.**—The important word that is placed first in the title by which its alphabetical position in the index to the File Register is determined and on which primarily depends the possibility of finding the title in the index is called the 'head'. The 'head' must be a word that will naturally occur to anyone who wants the paper. It must not be too general.
- (b) **Sub-Head.**—The 'head' will be followed by a 'sub-head' or 'sub-heads', which should be more indicative of the precise subject of the file than the 'head'. In selecting 'sub-heads' the consideration to be borne in mind will

be the same as in selecting the 'head', viz., that the word or words selected should be such as are likely to strike anyone in need of the papers contained in the file. Where it is necessary to have more than one sub-head in a title, the wider and more abstract should generally come before the narrow and more concrete.

- (c) **Content.**—After the 'head' and 'sub-head' will come the 'content'. This must be brief and compatible with expressing clearly the exact subject of the file. If a content shows at a glance, like a newspaper head-line, the exact subject of the paper, it is a good content. A content worded in general terms is of little practical use, for if it does not distinguish a file from others relating to closely similar but not identical subjects, time may be wasted in taking and examining several files.

116.2. If more than one aspect of a question are dealt with in the same file and they are inter-connected, two or more complete titles may be applicable. The criterion for selection of the title is its appropriateness and facility of location. A title which is less general should, therefore, be selected.

Illustration:—Whether it is necessary to consult the Assam Public Service Commission in a proposal regarding extension of service of officers holding tenure posts. Title 1, as follows, is preferred as it is more specific.

Title 1

Title 2

Tenure Posts—Extension of Assam Public Service Commission necessary.—Whether consultation necessary.
Commission necessary.—Whether necessary.

117. **Separate file for each distinct subject.**—There should be a separate file for each distinct subject. If the subject of a file is too wide or too general, there will be a tendency to place in it receipts dealing with different aspects of the matter which apart from making the file unwieldy will impede business. If the issues raised in a receipt or in the notes or in the orders are beyond the original subject, relevant extracts

will be taken and dealt with separately in new files. In some cases, however, it may become necessary to open a miscellaneous file to contain miscellaneous unimportant papers, on which further correspondence is not likely to arise.

118. Standard "heads" and "sub-heads".—

118.1. Consistency is essential in the selection of both heads and sub-heads. For example, files dealing with questions of pay should be indexed always under the head "Pay" and not sometimes under 'Pay' and sometime under 'Salary' or 'Emoluments'. This can be secured by maintaining a list of standard heads and sub-heads for recurring subjects and adhering to them.

118.2. The Organisation and Methods Division will prepare heads and sub-heads for a few departments and circulate them as the basis for preparation of such heads and sub-heads in other departments.

119. **Wording and Articulation.**—The whole title—"Head", "sub-head" and "content" will consist mainly of substantives, adjectives (where necessary) and participles. Minor parts of speech will be excluded as far as possible to make alphabetical arrangement practicable. The title should be articulated, or broken up into members each consisting of as few words as possible, and each expressing an element in the subject matter. Each will begin with a capital letter and separated from the preceding one by a bold dash.

120. Examples of titles.—

120.1. A few examples of titles are given below:—

Subject dealt with	Title prepared
1. Question whether it is necessary to consult the Assam Public Service Commission in proposals regarding extension of service of officers holding tenure posts.	TENURE POSTS—Extension of Service—Whether Assam Public Service Commission consultation necessary.

2. Question whether merit should be regarded as the sole criterion in making promotion and confirmations to selection posts.

SELECTION POSTS—Promotions and Confirmations—Whether Merit sole criterion.

3. Enquiry whether it is necessary to communicate adverse remarks in the confidential reports to person concerned in certain circumstances.

CONFIDENTIAL REPORTS—Adverse Remarks—Circumstances in which communication necessary.

120.2. In the above 'titles' the words in block letters are 'heads' those in italics are 'sub-heads' and the rest of the 'title' is 'content'

121. Part File.—

121.1. A part file may be opened only when the main file is not likely to be available for some time or when it is desired to consult simultaneously other branches or officers and it is necessary for them to see the "Paper Under Consideration" and other connected papers.

121.2. A part file will normally consist of—

- (a) the original "Paper Under Consideration" or its copy and other essential papers on the "Correspondence" side; and
- (b) the Notes on the "Paper Under Consideration" or their copy on the "Notes" side.

121.3. The reference and page numbers in a Part File will be given in pencil. The part file will be amalgamated with the main file as soon as the latter becomes available. On amalgamation, the references will be revised and the page numbers will be given in ink.

121.4. When more than one part file is opened, each one of them, should be given a distinct number, thus HPL.15/67(Pt.I), HPL.15/67-(Pt.II).

122. File Register.—

122.1. A record of files opened during the calendar year and their movement will be recorded in the File Register maintained in the form at Appendix I, Part 13.

122.2. Each page of the File Register will be consecutively numbered and this number will be the same as the serial number of file entered on that particular page e.g. File No. ABP.16/68 will be at page 16 of the File Register of 1968.

122.3. The first few pages will contain the index to the Register. They will be thumb-indexed down the side with the letter of the alphabet. It will be maintained alphabetically subject-wise in the following form:—

Subject of file	File No.	Page No. in the File Register.	Date of recording.
(1)	(2)	(3)	(4)

122.4. The catchwords in the index will be carefully selected. Sufficient pages in this form for entering the main and supplementary titles of files likely to be opened in the course of the year will be provided for.

123. Movement of Files.—

123.1. All movements of a file will be entered in the File Register. Subject to the provisions of paragraph 87, all files will be routed through the Diarist.

123.2. On receipt of a file, the assistant of officer receiving it will note the date and if necessary, the time of receipt also, in the margin of the note-sheet, opposite the last note. Similarly, a Superintendent marking a file for despatch to another department will mark it in the marking of the note-sheet opposite the last note.

124. Register of Files Received Un-officially.—Files and papers received from other Departments/Offices will be entered in the Register of Files Received Un-officially as mentioned in paragraph 38. The movement of such files will also be recorded in this Register.

125.—Register of Files Issued Un-officially.—

125.1. File issued un-officially to other departments or offices will be entered in the Register of Files Issued Un-officially which will be in the form given in Appendix I, Part 3B. The Diarist will, before issuing the file, make entries in the Register and also note the movement of the file in the File Register. It will be the responsibility of the Assistants to check this Register and issue timely reminders for return of file which is out for over 14 days. The Superintendent will examine this Register at regular intervals to satisfy himself that return of files is not delayed in spite of reminders.

125.2. A reminder for return of U.O. files will be issued by the Superintendent under Assam Schedule II, Form No. 47 in the form given in Appendix I, Part 14.

126. Routine notes or papers.—Notes or casual discussion on points of secondary importance, routine correspondence like reminders, acknowledgements, and notes intended to elucidate minor points of detail which are of an ephemeral nature should not clutter up the main file. They should be treated as "routine papers" and placed below the file but on the same file board in a separate cover and destroyed when the file is closed.

127. Filing of official, demi-official and un-official communication.—

127.1. Official and demi-official communications will be included in the "correspondence" portion of a file.

127.2. Un-official communications.—Self-contained un-official references and replies to them will be included in the correspondence portion of the file. Un-official references which are to be returned in original will not be brought on to a file. A copy or a summary of the un-official reference, together with a copy of the note recorded on the file of the originating Department in reply, will be retained, when necessary, and placed in the "Notes" part of the file.

128. Referencing and use of slips.—

128.1. Referencing is the process of putting up and referring to connected records, precedents, rules, regulations, books or any other paper

having a bearing on a case. Such papers will be flagged with alphabetical slips to facilitate their identification.

128.2. The slip will be pinned neatly on the inside of the page. When a number of files or papers on the same case are to be flagged the slips will be spread over the whole width of the file so that every slip is easily visible.

128.3. The slip "P. U. C." will be attached to the paper which is under consideration.

128.4. No. slip other than "P.U.C." will be attached to any paper on a current file. Reference to such a paper will be made by quoting the number of the page in the margin in pencil (e.g., P6/n, p6c.)

128.5. Not more than one alphabetical slip will be attached to a recorded file or paper put up for reference.

128.6. The slips are merely a temporary convenience for the quick identification of papers and should, therefore, be removed as soon as they have served their purpose.

128.7. To facilitate the identification of references after the removal of slips, the number of the file and its page referred to will be quoted in the body of the note and the number of the letter of the attached slip indicated in the margin, thus:—

In the body of notes	In the margin of notes
(p3/n of File No. ABP.12/64)	Flag G.

128.8. Similarly a description of the Rules, Regulations, Act. etc. and the number of the relevant paragraph or clause referred to will be quoted in the body of the note while the alphabetical letters of the slip and the page number will be indicated in the margin.

28.9.1. Books of Rules etc. referred to need not be put up on a file if copies are available with the officer to whom a case is submitted. This should, however, be indicated in the margin of the notes in pencil.

128.9.2 When a book or a copy of rule etc., referred to is required to be put up on a file, it will not be kept inside the file cover but will be placed on top of the flap of the file board just below the string. The reference to the book is made by referring to its page number but no slip is pinned on the book. For facility of reference, however, a slip may be placed between the pages referred to.

129.—Linking of files.—

129.1. Linking of files on which action is in progress will, as far as possible, be avoided. As a general rule this will be done only when the files are inter-connected and orders have to be passed on them simultaneously. In such a case, it will be indicated on a slip pinned on the top file as to which of the linked files are for orders.

129.2. If any paper on a current file is required for reference only in connection with the disposal of another file, relevant extracts will be taken from the former and placed on the latter.

129.3. When files are linked, strings of the file-board of the lower-file but not its flaps will be tied round the upper file. The strings of the file board or flap of the upper file will be tied underneath it in a bow out of the way. Each file will thus be intact with all its paper properly arranged on its file-board.

130. Arrangement of papers on a case.—A case consists of a current file, any other files, papers and books etc., put up for reference. The papers on a current case will be placed in the following order from top downwards.—

- (a) Notes ending with the note for consideration.
- (b) Draft or drafts for approval.
- (c) Other paper referred to (e.g., extracts from notes or correspondence of other files, resolutions, gazettes, etc.) arranged in chronological order, the latest being placed on the top.
- (d) Correspondence containing the "P.U.C."
- (e) Routine notes or papers in a cover as mentioned in paragraph 126.

- (f) Recorded files arranged in chronological order, the latest being placed on the top.

CHAPTER—X

INDEXING AND RECORDING

131. **Index-Its object.**—An index of the records of a Department provides a means of tracing previous papers on a particular subject. This is compiled from index slips.

132. Constituents of an index slip.—

132.1. An index slip prepared in the form Assam Schedule V, Form No. 26 as slightly modified in Appendix 1, Part 15, is composed of two parts, namely, (a) Title and (b) File Number.

132.2. The title of the index slip is prepared in accordance with the instructions given regarding the selection of the title of the file in paragraphs, 116 to 120. The title of the Index Slip may not be the same as the title of the file. The head or sub-head or detailed head or even the complete title for the Index Slip may be modified as necessary with the approval of Keeper of Records.

132.3. File number in the index slip is the file number allotted to a file according to the File Register.

133. Preparation and custody of index slips.—

133.1. The Recording Section of the Secretariat, which is responsible for recording all closed cases under class A and class B (Paragraph 142.2) will prepare the index slips at the time of recording of file. Index slips will be prepared only in respect of those cases which are recorded as Class A or Class B.

133.2. As many index slips as there are heads and sub-heads will be prepared after the title and the catch words have been approved by the Assistant Incharge of the Recording Section. On the top of the slips the 'head' and 'sub-heads' will be typed, one below the other, followed by the complete title and number of the file. A slip to each 'head' and 'sub-head' (by scoring out entries relating to the other) is

then allotted and a set of slips in alphabetical order is arranged by the Recording Assistant and forwarded to the Records Room which prepares the annual amalgamated index (paragraph 136.). The Recording Assistant will also write the word "indexed" on the file cover and initial it.

134. Two or more title when necessary.—If two aspects of a question are inter-connected and are dealt with in the same file, two or more complete titles may be necessary e.g., the creation of a post and the appointment of a particular officer, to it. Such cases would require two independent index slips:

Illustration :

- (1) HEALTH SERVICES—Deputy Director—Additional Post—Sanction for two years.
- (2) SARMA, SHRI P. S.—Deputy Director—Health Services—Appointment.

135. Indexing of questions, bills, etc., in the Assembly.—In indexing questions, bills, resolutions, etc., in the Assembly, the following form of titles will be adopted to facilitate consolidation for purposes of printing:—

"Assembly"

Questions/Resolution.

When a case relating to a question, resolution, etc., in the Assembly results in the issue of a general order, two independent index slips will be prepared in the manner indicated in paragraph 134, i.e., one under the 'Head' Assembly and the other under the subject matter of the order.

136. Printing of annual amalgamated index.—

136.1. An annual amalgamated index will be compiled for the Secretariat as a whole and printed as early as possible after the close of the calendar year. The compiler of the annual index will arrange the index slips of all the Departments in

an alphabetical order in one series. In editing the index slips for printing, the full 'title' will appear only on the index slips bearing the 'Head'. It will not be necessary to repeat the whole title on the subsidiary index slips bearing the 'sub-heads'. Instead, only a cross reference will be made e.g.—

Main slip	Subsidiary slips
TENURE POSTS — Extension of service in Assam Public Service Commission consultation necessary AAP.10/66/15	(1) Assam Public Service Commission Consultation see "TENURE POSTS" AAP.10/66/15. (2) Extension of service see "TENURE POSTS" AAP. 10/66/15.

136.2. Annual amalgamated index for a particular year will normally contain index slips of files opened during that year. Files which remain current for more than 2 years, however, will be included not only in the annual index for the year in which they are opened, but also in the index of each of the subsequent years during which they were current ending with the year in which they are recorded.

136.3. A supplementary annual amalgamated index may be prepared for the files which are recorded late and were not included in the main annual amalgamated index.

136.4. Index slip for recorded confidential files will be incorporated in the general index.

137. **Recording—its meaning.**—Recording is the process of closing a file after action on all the issues under consideration has been completed.

138. **Recording — procedure of.—**

138.1. When no further action is required to be taken on a file, with the approval of the Superintendent, it will be recorded under one of the following classes:—

- (a) **Class 'A'.—** To be printed and preserved indefinitely. No file will be included in this class without the approval of the Branch Officer. This category will be allotted to a

file in which important questions have been discussed or which contains orders establishing important precedents or general instructions or rulings of a permanent importance and which are likely to be required for reference in future in the Department concerned or in other Departments. The originals of all files of this category will be preserved.

- (b) **Class 'B'.—**To be preserved for 12 years. This class will cover files which contain orders and instructions, etc., not of permanent importance and which are not likely to be required for reference after 10 to 12 years.
- (c) **Class 'C'.—**To be preserved for 5 years. This class will consist of files of secondary importance which it is desired to preserve for a very limited period.

138.2. The Superintendent will ensure that if any decision taken or order issued on the file has a bearing on the Standing Gaurd File on the subject (paragraph 61), the amendments to its relevant parts have already been made. He will check whether any important decision in the file have to be incorporated in the Precedent Register.

138.3. A note to the effect that the file has been recorded will also be made in the File Register as the last entry. This will be done by writing in red ink the letters "Recorded A", "Recorded B" or "Recorded C" and the date of closing the file against main and supplementary file titles in the Index to the File Register and in the File Register

139. **Destruction of ephemeral files.**—Files which are of a purely ephemeral nature will not be recorded but will be destroyed as soon as they are one year old.

140. **Preservation of records of historical value.**—Care should be taken to see that files containing papers which are important or are likely to become important in future, however indirectly, as sources of information on any aspect of history whether political, military, social, economic, etc., or which are, or may in future prove to be, of biographical or antiquarian interest are not destroyed. However, files containing papers of the following type, which have a definite historical value, should invariably be preserved :—

- (a) Original papers containing discussions of important principles and questions of policy.
- (b) Original papers relating to legislation.

141. Preparing a file for record.—

141.1. After a file has been marked for record, it will be arranged properly for recording. This would involve the following action in the Department :-

- (a) amendment or revision of the title of the file, where necessary, so that it describes adequately its contents;
- (b) completing references, that is, removing alphabetical slips and giving permanent identification marks to the references quoted in notes and correspondence;
- (c) preparing a fresh cover for the file with the revised title;
- (d) marking numbers of previous or later files on the subject on the cover of the file;
- (e) removing from the file routine notes and papers, such as those described in paragraph 126 which may not have been weeded out already in terms of that paragraph;
- (f) marking the approved classification on the cover of the file;
- (g) noting in the File Register the date of recording, classification and in case of 'C' files the year of destruction.

141.2. After action as above is completed, the files classified as A and B will be entered in the Register of Files for Record in the form given in Appendix I Part 16 and will be sent to the Recording Section along with the register.

141.3. Files classified as 'C' will be entered in the Register of Files for Record in the form given in the previous paragraph and will be sent to the Records Room along with the Register. The form for the Register of Closed Files for A, B and C cases is the same, but due to the short preservation period of 'C' cases, two registers will be maintained one for A and B cases and the other for C cases.

142. Recording of files.—

142.1. On receipt of files classified as 'A' and 'B' in the Recording Section they will be entered in the Receipt Register of the Section and distributed amongst the Assistants for recording.

142.2. Before proceeding to record a file, the Recording Assistant will see that the file has been arranged for record as described in paragraph 141.

142.3.1. Recording of an 'A' case will involve the following action:—

- (a) preparation of index slips;
- (b) preparation of a table of contents; and
- (c) editing of the notes.

142.3.2. Index slips will be prepared at the time of recording of files under the main and supplementary titles as explained earlier.

142.3.3. A "Table of Contents" with reference to former and later cases will be prepared in the Annex Schedule V, Form No. 34 at Appendix I, Part 17.

142.3.4. When editing the notes, all discussions on side issues and routine notes will be omitted and everything that is not important and has no direct bearing on the case will be excluded. All important papers will be entered in the "Table of Contents". The full name and designation of the officer below their notes must appear.

142.3.5. After an 'A' case is prepared for record, it will be returned to the Branch Officer concerned for his approval to the printing of the case. After satisfying himself that the case has been correctly prepared for record, he will return the case to the Recording Section within 15 days. The Recording Section will forward the case to the Records Room for printing as well as custody. The Keeper of Records will fill in a Requisition Form (paragraph 181.1) and send the recorded case direct to the Government Press for printing.

142.4. For recording 'B' cases, the index slips will be prepared as for 'A' cases. The 'B' class recorded files will be sent by the Recording Section to the Record Room for custody. For 'C' cases, no index slips will be prepared and they will be sent to the Records Room direct.

143. Custody of Records.—

143.1. The recorded files will be sent direct to the Records Branch by the Recording Section through a Register maintained in the same form as the Peon Book (paragraph 85.2).

143.2.1. Immediately on receipt in the Records Room, the files will be arranged according to Departments and Branches and the year of opening of the files, irrespective of their classifications, and stacked on the racks of the Record Room. Slips on the racks will show the Branch and the year of each bundle of recorded files.

143.3. The Records Room will also maintain a simple register in the form of reminder diary in which a few pages will be allotted to each future year. Files which will become due for destruction in a particular year will be entered in the portion of the register earmarked for that year and will be taken out for review in that year.

143.4. Confidential cases forwarded to the Record Room will be kept separate from the non-confidential cases. They will not be issued to other departments unless the approval has been taken of the Branch Officer of the Administrative Department to which the case belong. Cases of Political Department will not be sent to Record.

144. Obtaining recorded files from Record Room.—

144.1. To get a recorded file from the Record Room, a requisition slip in the form given in Appendix I, part 18 will be sent and signed by the Superintendent or higher officer. This will be entered in the Record Room Issue Register in the form given in Appendix I, Part 19 and the Serial No. of the Issue Register will be entered in the requisition slip. When the required file is taken out, the slip will be kept in its place. Before sending the file to the Branch requisitioning it, the Records Room will enter the date of compliance in the Issue Register and the serial number in the Issue Register will also be noted in pencil on the back cover of the file requisitioned.

144.2. In case a requisition slip is not furnished by a Branch or in case the Records Room itself takes out any paper, the Records Room will prepare a requisition slip.

144.3. **Change Slip.**—If a recorded file initially obtained for a case is subsequently put up with another case, a revised requisition slip superscribed with the words "change Slip" and showing the number of the new file will be made over to the Record Room for replacing the original slip.

145. Review and weeding of records.—

145.1. No file, other than ephemeral files mentioned in paragraph 139 will be weeded out without first reviewing its contents.

145.2.1. Files will be reviewed at the end of their prescribed period of life.

145.2.2. 'A' category files may also be reviewed every 25 years. The additional number of printed copies of 'A' category files retained in the Branch will also be reviewed at the time of review of original records so that only the minimum number of printed copies of files is maintained.

145.3. The files will be reviewed by the Keeper of Records in January each year. He will send to the branches concerned a list of the files which according to him should be destroyed in that year. The list will be forwarded in the form given in Appendix I, Part 20.

145.4. On receipt of the intimation, as mentioned above, from the Keeper of Records, the Branch Officer will arrange to examine the files in the Records Room. Or send for any of the files from the Records Room. Files which, on review, are found still to be of use, will be returned to the Records Room for retention until a period to be specified by the Department. Files, which can be destroyed, will be sent separately to the Records Room for destruction.

145.5. Before destroying such files, the Assistant in-charge of the Records Room will make an entry in the Register of Receipts for Recorded Files.

145.6. Records not falling in the category of 'Files' will also be reviewed periodically and those no longer needed will be weeded out.

145.7. The period prescribed for review or retention of a file or record will count from the first January following year of its closing. All files and registers closed during a year will be examined in the month of January of the following year and action for their recording etc., will be taken.

146. Preservation of records and registers maintained in a Branch.—

146.1. The destruction of records (including correspondence) connected with accounts is governed by the rules contained in Appendix 3 of the Assam Financial Rules.

146.2. The list specifying the periods for which the registers and records prescribed in this Manual should be preserved, is contained in Appendix XI.

146.3. Every Department will issue departmental office orders prescribing periods in consultation with Organisation and Methods Division for which files or registers on specified subjects should be preserved. The retention schedules should show the specific categories of records which can be examined by classes to avoid review of the files individually.

146.4. The registers required to be preserved according to the instructions contained in this Manual will be retained in the Departments. They will be destroyed after the period of preservation is over unless any departmental enquiry or action is pending with regard to them.

146.5. The Departments will forward copies of the Assam Gazette to the Records Room after they are no longer required by them. The Keeper of Records will maintain two bound copies of Assam Gazette for permanent record. They are for reference purposes and are not lent to the Departments. He will maintain six other loose copies of the Assam Gazette which can be borrowed by the Departments. The Keeper of Records will arrange the disposal of the extra copies of the Gazette through the Nazir.

147. **Destruction of spare copies.**—The bundles of spare copies mentioned in paragraph 69 will be examined every year by the Superintendent of the Branch. All spare copies which are not likely to be required any longer will be destroyed by him. Any paper which is still of use will be marked for retention till the next annual examination.

CHAPTER—XI

INTER-DEPARTMENTAL REFERENCES

148. **Provisions of Assam Rules of Executive Business.**—The provisions of the Assam Rules of Executive Business regarding inter-departmental references will be followed.

149. **Written reference.**—When it is to consult another Department before issue of orders on a case, a reference may be made either by sending the file un-officially or by a self-contained un-official note. When the file is sent, the point or points on which opinion of the other Department is sought or which it is desired to be brought to its notice, will be clearly stated in a single note. Where necessary, the draft of the orders proposed to be issued may also be given. All routine notes and other papers, except those which should be retained on the file, will be removed before the file is sent.

150. **Simultaneous consultation.**—When it is necessary to consult more than one Department on a case, such consultation will ordinarily take place simultaneously by self-contained un-official notes. This will not, however, be done in cases involving a large number of documents to be sent or where the occasion for consulting the second Department will not arise until the views of the first Department are known. Also sometimes, the file may be sent to one Department while other Departments are consulted simultaneously by a self-contained un-official note.

151. **Oral consultation.**—

151.1. Consultation should take place orally:—

- (a) When it is necessary that a preliminary agreement should be reached before proceeding further in the matter;

- (b) when a difference of opinion has been disclosed between the concerned Departments; and
- (c) when it is proposed to seek information or advice of the Department which can more conveniently be done by oral consultation.

151.2. Such meetings will be convened and attended by officers of the appropriate level who can take decisions on behalf of their Departments.

151.3. An agenda setting out clearly the points for discussion will normally be prepared and sent with the proposal for holding the meeting, allowing reasonably sufficient time for the participants to prepare themselves for the meeting.

151.4. A record of the discussions in brief will be prepared immediately after the meeting and circulated to the participants setting out the decisions and the Department or officer responsible for taking action on each decision.

152. Officers authorized to refer files to other Departments.—

A file will be referred by one Department to another by the direction of an officer not below the rank of Branch Officer except in cases where a Superintendent is competent to dispose of under paragraph 54. The higher officers may specify by office orders cases or classes of cases on which their orders should or should not be obtained before they are referred to another Department.

153. Noting on inter-departmental references.—

153.1. Inter-departmental references broadly fall under two categories, namely.—

- (a) Cases where reference is merely for ascertaining factual information; and
- (b) cases in which the reference seeks concurrence, opinion or a ruling from the Department referred to.

153.2. A case should not ordinarily be sent for perusal to another Department whose connection with the question at issue is remote and interest likely to be small.

153.3. In cases falling under (a), the receiving Department may note the required information on the file itself. In cases falling under (b), the general rule to be followed is that any examination and noting will take place off the file and only the final result will be recorded on the file. All notes off the file will be recorded on the 'routine note-sheets' or 'buff-sheets'.

153.4. The practice of maintaining too many buff-sheets or routine-sheets on which the proposals of other departments are noted should be discouraged. On subjects on which frequent references are received from other Departments, files should be opened instead of buff-sheets or routine note-sheets. *

153.5. While writing a note in a buff-sheet or routine note-sheet, the reference to the main file should be made as 6/n main file and to the buff-sheet may be made as 6/n B.S. The reference to the correspondence pages will be made in a similar manner.

153.6. Un-official references to all Departments will ordinarily be marked direct to the Branch Officer in the Department to be consulted. The name of the branch to be consulted will be specified.

153.7. The Branch Officer or higher officer will see that, as far as possible, all such references are disposed of by him direct and that only those which cannot be disposed of by him without reference to material available in the Branch are sent to the Branch. Even in such cases, he will discuss with the subordinate staff, so that time required for recording the decision is reduced.

153.8. Where an officer deals with such a case himself he will return it to the Branch for taking note of the proposal and the decision.

153.9. While returning a U.O. reference to original Department, it will be marked direct to the officer who made the reference.

153.10. Where a note on a file disagreeing to a proposal or opinion is returned by an officer after obtaining the orders of a higher officer the fact that the views have the approval of such officer will be specifically mentioned. If a proposal or opinion in the originating Department has the approval of the Minister the Department which is consulted should also get the approval of its Minister if it disagrees or differs.

153.11. When an unofficial reference is received in continuation of the previous reference, the discussion will be taken up from the point reached in the previous reference. Further, notes will be confined to the fresh points if any raised by the originating Department.

153.12. When in a case difference of opinion between the Departments is disclosed, further noting should as far as possible be substituted by personal discussion. The aim should be to avoid more than two notes by the originating Department on the same issue, unless the circumstances have changed since the file was referred to or new facts or arguments have come to light.

153.13. If a second reference to a Department becomes necessary, the case will normally be marked to the Secretary of the department concerned so that further noting by the office on the main file may be avoided.

153.14. The Department consulted may refer the papers unofficially to another Department or to the Accountant General before returning them to the originating Department. In that case, a Detension Memorandum (Appendix I, Part 21) will be issued to the originating Department, simultaneously with a reference to the other Department.

153.14.1 If a file is marked for more than one Department by the originating Department, the file will be circulated among the Departments marked for consultation in the order prescribed by the originating Department.

Example :—If Forest Department wants to consult Home, Finance and Revenue Departments in the respective order, the file will be marked as follows :—

Home Department

Finance Department

Revenue Department

153.14.2 The Department which is consulted will return the file to the originating Department. In case of any difference of opinion between the originating Department and the Department consulted, the file will be put up to the officer under whose

orders it was circulated. In case of no difference of opinion between the originating Department and the Department which was consulted, the file will be marked by the Superintendent to the next Department in the order indicated by the officer.

154. Return of inter-departmental references.—

154.1. When an unofficial reference is disposed of, the office is responsible for separating its papers and returning the papers of the originating Department.

154.2. The Department which is consulted will, while returning the case to the originating Department, indicate the names of its branches which were consulted before arriving at the decision.

154.3. The copies of papers referred to in a note of the Department which is consulted will be enclosed with the disposed of unofficial reference and a list of them will be indicated.

154.4. The name and designation of the officer signing a note will be legibly written or typed or stamped with a rubber stamp below his dated signature.

155. Orders on inter-departmental references.—

155.1. Except in cases covered by special orders, when a question has been referred to two or more departments the final orders of Government will be issued from the originating Department. If it is decided, however, in the course of discussion that orders should issue from a Department other than that of origin, the case will be sent back unofficially with relevant papers, to the originating Department for transfer officially to the other Department.

155.2. When to dispose of a case, orders from more than one Department are necessary, it will be stated in such an order that orders in regard to the point not dealt with will be issued separately by the other Department concerned. The latter Department will be consulted before issue of such an order.

156. Orders where Finance Department consulted.—An order or instruction issued with prior concurrence of Finance Department should include a paragraph as below:—

"This Resolution/Circular/Memorandum issues with the concurrence of the Finance Department vide their unofficial reference No. ————, dated ————".

157. Cabinet Memorandum.—The provisions of the Assam Rules of Executive Business should be studied carefully. The detailed instructions regarding Cabinet Memorandum are given in Appendix XII.

158. References to Advocate General.—A reference to the Advocate General for opinion will, normally, be made by the Law Department on its own or on the request of the Administrative Department. In case of difference of opinion between the Administrative Department and the Law Department, the Advocate General's opinion may be sought by the administrative Department only in a case of real importance and only after the orders of the Minister-in-charge have been obtained.

159. Confidential character of notes.—

159.1. Notes written in one Department and sent to another will be treated as confidential and will not be referred to any outside authority without the general or specific consent of the Department which was consulted.

159.2. Where the general consent has been given under subparagraph above, such consent will not be construed to apply to cases in which papers bear security marking or to cases in which the officer to whom the notes are referred is personally affected or in which his official conduct is under consideration.

CHAPTER - XII

CHECKS ON DELAYS

160. Consequences of delay in decisions and responsibility of officers.—

160.1. Prompt disposal is essential for efficient administration. The officers and staff are, therefore, responsible to see and ensure that office work is disposed of expeditiously. They should attempt to dispose of all cases on the date of the receipt.

160.2. An officer within his powers, should exercise full authority over his sub-ordinate staff and should see that papers move and decisions are taken promptly. He should not depend on papers being put up to him nor should complain of papers being not put up to him. He must supervise and direct his sub-ordinate staff and must regularly and frequently inspect their work. There should be a general sense of purpose and promptness in the Secretariat.

160.3. Secretary should make monthly review of pending cases by 5th of each month, following the month for which the review is to be made, give suitable direction to staff for clearance of pending cases, as necessary, and ensure that the entire department in his charge functions efficiently. A report on the monthly review together with his remarks/directions given to staff for clearance of arrears, should be sent to the Chief Secretary for information by 10th of each month.

161. Weekly Arrear List 'A'.—

161.1. The Weekly Arrear List 'A' gives a statistical picture of the number of receipts and files received and dealt with by each Assistant during a Week. This enables the Superintendent, Branch Officer and other higher officers to keep a watch on the progress of disposal of work in the Branch and to take suitable steps to expedite action on delayed cases.

161.2. The Arrear List 'A' will be prepared every week in the form given in Appendix I, Part 22. This list will show all receipts and files pending for disposal in the Branch. The Diarist will initiate action by completing the heading and columns 1 to 3 of the form. The figures shown in column 6 of the arrear list of the preceding week will be repeated in column 3. Column 4 will be filled up with the help of the Receipt Register of the Branch. The list will then be placed at the Superintendent's table for filling of columns 5 to 8 by every Assistant before leaving office on the last working day of the week. Figures of arrears to be shown in columns 6 and 7 will be determined by the Assistants by a physical count of receipts pending action with them. Explanation in respect of receipts or files in hand for over seven days will be given by the Assistants in columns 1 to 6 of the annexure to the form. For this purpose, the period of pendency of a paper with an Assistant will count from the date of its receipt by him.

161.3. The Diarist will submit the consolidated list to the Superintendent on the morning of the first working day of the next week. The Superintendent will scrutinise the list, give his remarks in the list or the file as necessary and submit it to the Branch Officer on the 2nd working day of the same week.

161.4. The Superintendent will indicate the position in respect of the receipts he dealt with in the list before submitting it to the Branch Officer.

162. Monthly Arrear List 'B'.—

162.1. This is a monthly list and is prepared in the form given in Appendix 1, Part 23. It will show particulars of all live cases pending disposal for over a month in the Branch since their respective dates of opening of files, whether the case, is in office or with an officer, on the last day of the month. A case will be treated as a live case until it is "finally disposed of" according to paragraph 88.

162.2. This list will be prepared by every Assistant and submitted to the Superintendent before leaving office on the first Friday of each month or the next working day. After scrutiny, the Superintendent will submit it to the Branch Officer on or before the 3rd of each month. The Branch Officer will submit it to higher officers as necessary or directed. The officers will give such remarks as they consider necessary regarding the latest position of a case or causes of delay including directions or suggestion for expediting action.

162.3. One or more sheets as may be necessary will be kept for each live case until its final disposal. Cases will be arranged in the list assistantwise in chronological order the oldest case being at the top. The sheet relating to a case finally disposed of will be removed from the list after it has been seen by the Branch Officer.

163. Reminder Diary.—

163.1. Every Assistant will maintain a Reminder Diary in which he will enter date-wise:—

- (a) all cases which have been marked for resubmission on a particular date;

(b) cases on which reminders are to be issued on specified dates; and

(c) case which have been referred un-officially to other Departments and the return of which is awaited.

163.2. The Government of Assam Engagement List, if supplied, will be used for this purpose. Entries will be made under the relevant date. Otherwise, a reminder diary will be opened by each Assistant consisting of a few fullscap pages folded into two, containing entries of file number or receipt number on which action is to be taken under the relevant date.

163.3. The Assistant will examine the Reminder Diary every morning and will take necessary action in the file. If a file is not available, the Assistant will consider whether he can send a reminder or take any other action without the file or with the orders of the Branch officer mark the file to be brought forward to a subsequent date. He will score off entries in the diary as he takes action on them.

163.4. The Superintendent will check the reminder diaries from time to time to ensure that timely action is taken by the Assistants. In important cases, he will himself keep a note in his reminder diary.

163.5. A reminder diary in suitable form will also be maintained by every officer to make a note of important cases required to be submitted by or to him on a particular date.

164. Audit objections.— Disposal of audit objections should be watched carefully. A Register of Audit Objections will be maintained in the Departments and care will be taken to forward periodical returns regarding disposal of outstanding objections to Finance Department as prescribed by instructions.

165 Lists of periodical returns.—

165.1. To ensure punctual receipt, preparation and despatch of periodical reports and returns each Branch will maintain two check lists, one for outward returns and the other for incoming returns. The forms in which the two check lists will be maintained are given at Appendix I, Part 24A and Appendix I, Part 24B.

165.2. The check list for outward returns will, as far as possible be prepared, in duplicate for all returns on a single sheet and will be signed by the Branch Officer. Entries will be made in chronological order, according to periodicity, fortnightly returns being entered first, monthly returns next and so on. In respect of each fortnightly return specified in column I, two sets of parallel entries will be made in columns 2—15 in two consecutive rows. One copy of check list will be put up in the office room and the other in the room of the Branch Officer. It will be prepared afresh for a calendar year. The dealing Assistant will be responsible for making entries in both the copies.

165.3. The weekly returns in the Secretariat are very few and, therefore, may be included in the same check list as mentioned above. But in case of large number of weekly returns they may be included in a separate check list.

165.4. The Superintendent will go through the check list every week or frequently as necessary and take suitable action on items requiring attention during the next week or so.

165.5. The check list for inward returns will be maintained on the relevant file for each inward return. As soon as returns (for a particular period) begin to come in, necessary entries will be made in the check list under the appropriate columns. Where a return has not been received from an officer on due date and consequently a reminder has been issued, an entry eg. R. 9/9 will be made in respect of a reminder issued on 9th September.

165.6. Recurring items like Arrear 'A' and 'B' lists on which action has to be completed by a particular date but which may not involve the sending or receipt of a return will not be included in these check lists.

CHAPTER XIII

LEGISLATIVE ASSEMBLY BUSINESS

166. Procedure and conduct of business in Legislative Assembly.—The procedure and conduct of business in the State Legislature is regulated by rules framed under Article 206 of the Constitution called "Rules of Procedure and Conduct of Business in

Assam Legislative Assembly" (in this chapter mentioned as the "Rules") and, in relation to certain financial business, by law made by the State Legislature under Article 209 of the Constitution. The procedure to be followed in Departments in regard to important Assembly business is described in this chapter:

167. Assembly business—nature and general instructions.—

167.1. The Secretariat Departments have to deal mainly with the following nature of Legislative Assembly business:—

- (a) Questions.
- (b) Resolutions - official and non-official.
- (c) Legislation—Official and non-official bills.
- (d) Budget, demands for grants and cut motions.
- (e) Subordinate legislation.
- (f) Statements on matters of public importance.
- (g) Discussion on matters of urgent public importance by calling attention notices.
- (h) Adjournment and other motions.
- (i) Matters arising out of general discussion as on Governor's address or Finance Minister's budget speech.
- (j) Assurances.
- (k) Memorandum on reports required to be placed before the Assembly according to the provisions of the Constitution, e.g., report of the Assam Public Service Commission under Article 323 of the Constitution.
- (l) Matter relating to Legislature Committees, specially Public Accounts Committee and Estimates Committee.

167.2.1. The special label prescribed for Assembly business, viz., "Assembly" will be placed on every file dealing with the Assembly business. A clear indication of the date on which the business is due to come up will be given.

167.2.2. "Short Notice" questions will be treated as 'Immediate' and all other questions as priority receipts according to their nature and dealt with accordingly. All other Assembly business will be treated as 'Immediate', 'Urgent' or 'Fixed Date' according to its nature.

167.3. Whenever any Assembly business pertaining to a Department is taken up, the Department will arrange to send a representative to attend the Assembly proceedings.

167.4.1. On receipt in the Department of the record of the proceedings in Assembly, it will be examined to see :—

- (a) whether any promises, assurances or undertakings have been given on the floor of the House; and
- (b) whether there are any points in the replies to supplementary questions or in other parts of the proceedings which require elucidation or amendment.

167.4.2. In case of (a), necessary entries will be made in the Register of Assurances and further action taken (paragraph 177).

167.4.3. In case of (b), the file will be submitted to the Minister for orders. If it is found necessary to modify the reply given or the statement made, 23 copies of the revised statement proposed to be made by Minister will be forwarded to the House before the closing hour of the Assembly Secretariat on the working day preceding the date on which the statement is due to be made.

167.4.4 A copy of the proceedings should always be placed on the file.

168. Assembly Questions.—

168.1 Questions—Types and conditions of admissibility.— Questions are of three types viz., (i) Questions for oral answers or "Starred" Question (ii) Questions for written answers or "Unstarred" Questions, and (iii) "Short Notice" Questions. The distinction among these three kinds of Questions and the conditions of their admissibility etc., are described in the Rules.

168.2. Notice of ordinary questions.—According to the Rules, an M.L.A. will give notice in writing to the Secretary, Legislative Assembly at least 15 clear days before the closing day of the Assembly Session at which he desires to put a question and will, with the notice submit a copy of the question which he wishes to ask. The notice shall specify the official designation of the Minister to whom the question is addressed.

168.3. Preliminary action on receipt of questions.—

168.3.1. Generally, an advance copy of a question is not received by Departments. They receive, ordinarily, a copy of the question as admitted by the Speaker.

168.3.2. If a question is wrongly addressed to a Minister, the Department to which the copy has been sent will immediately contact the Department concerned and obtain its concurrence to

the transfer of the question. The former will then immediately inform the Assembly Secretariat about the transfer of the question. A copy of this communication will be addressed to the Department accepting the transfer.

168.3.3. The question will be examined in the Department to see whether it violates any of the conditions of admissibility laid down in the Rules. If so, the matter will be taken up with the Assembly Secretariat for consideration of the Speaker with the approval of the Minister-in-charge.

168.3.4. When information of a confidential nature is communicated in support of disallowance of a question, it will be marked as such and the Minister will inform the Speaker that in the event of its disallowance the information will not be disclosed to the member giving notice of the question.

168.4 Draft replies to questions.—

168.4.1. Action to collect material required for replying to a question will be initiated immediately on receipt of the copy of the question.

168.4.2. Where collecting the data or information necessary for drafting a reply to a question, or preparing the material for possible supplementaries, careful attention should be given to the nature of information to be collected and the authorities who should be addressed. Only the information, which is not available with the Department should be collected from the other authorities and only those authorities which are in the best position to furnish the information should be addressed. If a part of the information is available with one authority and a part with another, a communication asking for information should state precisely the nature of information called for from the respective authorities to avoid duplication of effort.

168.4.3. In preparing a draft reply parts of the question will be reproduced and draft replies set out in parallel columns for easy reference. The draft reply should be as precise, unambiguous and complete as possible, and particular care should be exercised in using expressions which are liable to be construed as evasive or which imply an undertaking to furnish further information, unless it is clearly intended to make such a promise.

168.4.4. When a "Starred" question calls for an elaborate reply or detailed figures, a statement giving the information required will be prepared for being placed on the Table of the House. The draft reply itself will contain a reference to the Statement to be so placed. In the case of an "Unstarred" question, such a statement will be attached to the reply.

168.4.5. When a reply to a question refers to information available in a document, whether published under the authority of Government or otherwise, copies of such a document will be placed in the Assembly Library before the answer is given or laid on the Table of the House.

168.4.6. Where a question calls for factual or statistical information which it is not possible to collect in time, the advisability of intimating the Assembly Secretariat regarding the delay in reply may be considered. Where this is not feasible, an interim reply may be given stating that the information is being collected and will be placed before the House as early as possible. But such interim replies should be given only when information called for is expected, with a reasonable degree of certainty, to be available and there will be no objection to disclosing it.

168.4.7. Any Member of the Legislative Assembly may put supplementary questions to a starred question for the purpose of further elucidating any matter of the fact regarding which an answer has been given. Members are also permitted to put supplementary question on ordinary unstarred questions with the permission of the Speaker. Therefore a "note for supplementaries" should be prepared for every starred and unstarred question. In case of a starred question, however, the note should be more detailed and comprehensive.

168.4.8. After approval of the draft reply by the Minister, the necessary number of fair copies, as prescribed by the Assembly Secretariat from time to time (4 copies at present) should be sent to the Assembly Secretariat at least 2 days before the date on which the question is due for reply. If the reply purports to lay a statement on the Table of the House or if it refers to an answer to a previous question, seven extra copies of the statement or replies given to previous question should also be sent simultaneously with a forwarding note to the Assembly Secretariat.

168.4.9. When for any reason, the Minister-in-charge is unable to reply to a question, he will inform the Speaker about the Minister authorised to reply on his behalf.

168.5.1. **Delay in replies to questions.**—To avoid delay in replying to Assembly Questions, the following points should be kept in view :—

- (a) Replies will be sent to the Assembly Secretariat within 15 days of the receipt of the question but when there is short session, the replies will be sent immediately.
- (b) The matter should receive attention at the higher levels instead making an examination from the lowest level gradually upwards.
- (c) A quick scrutiny of the questions received will be made to see which of these can be answered by materials already available in the Department or in other Departments.
- (d) The matter will be followed up regularly, if necessary, over telephone with the Departments or officers who are expected to send their replies and from whom information has been called.
- (e) When a Department calls for a report from another Department, the latter Department should not instruct its sub-ordinate offices to furnish replies direct to the originating Department, but should compile the information required and send a complete report to the originating Department.

168.5.2. The Departments will furnish a weekly progress report of Assembly Questions to Parliamentary Affairs Section.

168.5.3. To check the progress of disposal of Assembly questions a Register of Assembly Questions in the form given in Appendix I, Part 25A will be maintained in every branch. The register will be checked daily by the Superintendent during the period the Assembly is in session and by the Branch Officer at least twice a week during that period.

168.6.1. **Short Notice Question.**—A question relating to a matter of public importance may be asked with a notice of less than 15 days. If the Speaker is of the opinion that the question is of urgent character, he may direct that an enquiry be made from the Minister concerned if he is in a position to reply and if so, on what date.

168.6.2. If the Minister concerned agrees to reply such a question and answer on a date to be indicated by him, it is called immediately after the questions, which have appeared in the List of Questions, have been disposed of.

168.6.3. The procedure for short notice question is the same as for ordinary questions for oral answer and, therefore, a comprehensive "note for supplementaries" should be prepared.

169. Resolutions.—

169.1. The form of a resolution moved in the Assembly, the conditions of its admissibility, the manner in which it is moved, etc., are set out in the Rules. Specimen forms for Government resolution are given in Appendix VIII, Part 13.

169.2. Resolutions for which 10 clear days notice is given by private Members and admitted by the Speaker are balloted and only those resolutions which find a place in the ballot are included in the list of business of the House. The order of priority of the resolutions is also determined by ballot.

169.3. The Assembly Secretariat circulates the list of admitted non-official resolutions. On receipt of the List circulated after ballot, a brief note will be prepared by the Department for the Minister on each resolution which will cover the following points, besides detailed information on the points raised in the resolution:—

- (a) whether the subject matter of the resolution falls outside the jurisdiction of the State Government;
- (b) whether the issue involved in the resolution has been considered before in Legislative Assembly or by Government, and if so, with what results;
- (c) whether there is any objection to discussing the resolution on grounds of policy or public interest; and
- (d) whether any reference or statement made in the resolution is factually incorrect.

169.4. The draft note should contain all relevant facts (or reference to them if they cannot conveniently be stated in full)

with extracts from, or abstracts of, the relevant documents, if any, summarised in a clear and self-contained form. The brief should state the conclusion at the end—whether it is proposed to oppose the resolution or accept it with or without amendment. In considering Government stand on a resolution, the possibility of its acceptance in a modified form should be taken into account.

169.5. A notice of 7 days should be given in respect of a resolution to be moved by a Minister for inclusion in the list of business of resolutions. A resolution may be moved on a matter of general public interest subject to the restrictions laid down regarding its form and contents in the Rules.

169.6. Notice of amendment to resolutions is required to be given at least one day before the day on which the resolution is due to be considered. This requirement should be strictly adhered to by the Departments in respect of notices of Government amendments. In a special case, however, when it is not possible to give timely notice of an amendment, the reasons for waiving the period of notice may be stated with the approval of the Minister when sending the notice of amendment.

169.7. To keep a watch on timely action on the resolutions a Register of Assembly Resolutions/Motions in the form given in Appendix I, Part 25B, will be maintained in every Branch. The register should be checked regularly by the Superintendent or the Branch Officer during the period the Assembly is in session. It will also include information regarding motions other than cut motions and adjournment motions.

170. Legislation.—The procedure to be followed in regard to legislation is prescribed in the Assam Rules of Executive Business.

170.1. The administrative Department will initiate a legislative measure with the approval of the Minister and inter alia examine the following points in consultation with the Legislative Department :

- (a) the need for the proposed legislation ;
- (b) the competence of the State Legislature to enact the proposed measure ;
- (c) the requirement of obtaining sanction of the President before introduction of the bill ; and

- (d) the legality of the proposed measure with specific reference to the provisions of the Constitution, in particular with those relating to the fundamental rights.

170.2. The Administrative Department will also prepare the financial memorandum in consultation with the Finance Department in case the measure involves expenditure from the consolidated fund of the State.

170.3. The Administrative Department will then send all papers suggesting a draft of the proposed legislation to the Legislative Department with a request to vet the bill and the Legislative Department will return the papers with the bill so vetted.

170.4. If the Administrative Department does not enclose the financial memorandum while sending the papers to the Legislative Department for drafting the Bill, it will take immediate steps to do so on receipt of paper back from Legislative Department. The Legislative Department will not return the papers merely on the ground that the financial memorandum has not been enclosed.

170.5. The Administrative Department after obtaining the orders of the Minister in-charge and approval of the Chief Minister for placing the matter before the Cabinet will circulate the cabinet memorandum according to the prescribed procedure. The Departments with which consultation is necessary under the Assam Rules of Executive Business will be consulted before the Cabinet Memorandum is circulated.

170.6. The cabinet may approve the Bill with or without amendments. If the Bill is approved with amendments, the Administrative Department will send the draft Bill along with the proposed amendments to the Legislative Department to finalise the Bill after incorporating the amendments.

170.7. If any provisions in the Bill involving expenditure from the Consolidated Fund of the State are modified, the Administrative Department will send the revised draft Bill to the Finance Department for revising the Financial Memorandum.

170.8. The Legislative Department while returning the revised draft Bill will indicate the sanctions if any required for introduction of the Bill.

170.9. The Administrative Department with taken necessary steps to obtain the sanction of the President or recommendation of the Governor as laid down in the Constitution for introduction of the Bill. Even though the Legislative Department will give advice in this matter, it is desirable that the Administrative Departments acquaint themselves with the provisions of the Constitution laid down in Articles 199, 207 and 304 as follows:—

- (a) What is a Money Bill (Article 199).
- (b) A Money Bill cannot be introduced or moved except on the recommendation of the Governor (Article 207).
- (c) A Bill or amendment imposing restrictions on the freedom of trade, commerce or intercourse with or within a State cannot be introduced or moved in a Legislature without the previous sanction of the President (Article 304).

170.10. A Bill thus finalised will be sent to the Assembly Secretariat, under intimation to the Legislative Department and Parliamentary Affairs Section, by the Administrative Department for introduction in the Legislature.

170.11. Under the Rules, notice of amendments to Bill is required to be given at least two days before the day on which the Bill is due to be considered. The procedure as outlined in paragraph 169.6 will be followed in this regard.

171. Budget, Demands for Grants and Cut Motions.—

171.1. The budget is dealt with by the Assembly in two stages, viz. (a) the general discussion; and (b) the voting of demands for grants.

171.2. After the budget is presented on the days allotted for this purpose, the budget as a whole or any question of principles involved therein is discussed. But no motion is allowed at this stage nor the budget is submitted to the vote of the Assembly. The Finance Minister replies at the end of the discussion.

171.3. A separate demand will ordinarily be made for each Department. But the Finance Minister may include in one demand grants proposed for two or more Departments or

make a demand in respect of expenditure such as famine relief, interest, insurance which cannot readily be classified under a particular Department. Each demand should contain first a statement of total grant proposed and then a statement of the detailed estimate under each grant divided into items. The demand for each grant is presented by the Minister-in-charge. It does not include the estimates of expenditure which are charged.

171.4. The Departments should make a close scrutiny of the budget immediately after its presentation to the Assembly and before voting of demand for grants takes place. The figures, explanatory notes, etc., should be carefully checked to detect any mistake. The same procedure should be followed in regard to Supplementary Demands also.

171.5. The voting of demand for grants takes place on such days as the Speaker may allow for the purpose. A motion called "cut motion" may be moved to reduce the amount of a demand. The form of the cut motion and conditions of its admissibility are laid down in the Rules. The Supplementary demands for grants are also presented by the Minister-in-charge.

171.6. The notice of a cut motion should, ordinarily, be given three clear days previous to the day on which the demands is under consideration. No amendments to cut motions are permissible.

172. Subordinate Legislation.—

172.1. The Legislature may lay down the policy of legislation and give to a subordinate agency or some executive authority, the power of making Rules and Regulations for filling in the details to carry out the purpose of the legislation. When legislative power is so exercised by an administrative or other subordinate law-making body, under statutory authority, it is known as subordinate legislation.

172.2. The Legislature is not deprived of its powers after it has delegated a function to a subordinate authority. It retains its power to withdraw the delegated power or to exercise the power itself so as to override either prospectively or retrospectively the act done by the delegate in exercise of the delegated Power

172.3. For validity of any subordinate legislation, the following general conditions should be satisfied :—

- (a) It must not be beyond, nor be repugnant to, the statute under which it has been made.
- (b) It must not violate any provision of the Constitution.
- (c) Its publication is essential as Rules or Regulations made by Government or other subordinate or non-sovereign law making authority do not become known to the people who are affected by them unless and until they are published. The publication must be made in the manner prescribed by the statute under which it is made e.g., publication in the official gazette or laying before the legislature.
- (d) Subordinate legislation cannot be given retrospective effect unless the statute confers such powers upon the rule-making authority.

172.4. Each subordinate legislation should be numbered centrally and published in the Assam Gazette immediately after its promulgation. Whenever it is proposed to lay such papers on the Table of the House, the following information should be supplied to the Assembly Secretariat :—

- (a) name of the Act and number of the Article or Section, if any, under which the paper is to be laid ;
- (b) number of the notification and number of Part and Section of the Gazette where published ;
- (c) date of publication in the Gazette ;
- (d) date on which proposed to be laid ; and
- (e) period (as specified in the parent Act) for which it is required to be laid before the House.

173. Statement by Ministers on matters of public importance.—A statement may be made by a Minister on a matter of public importance with the consent of the Speaker but no question will be asked at the time the statement is made. Such a statement is ordinarily to be made immediately after the question hour, unless the matter relates to an event which occurred so late that it could not be announced at the usual time.

174. Discussion on matters of urgent public importance for short duration or calling attention notices.—Copies of notices of the intention of Members of Legislative Assembly to raise a discussion on a matter of public importance received in the Departments from the Assembly Secretariat should be treated as 'immediate'. The statement made in the House in response to a calling attention notice should also cover the points raised by Members through notices of questions, calling attention notice and other notices on the same or allied subjects. There will be no debate on such statement at the time it is made.

175. Adjournment and other motions.—Notice of motion for the election of members to committees, etc., should be sent at least 7 days' before the end of a session. In respect of adjournment and other motions, a timely brief will be prepared or such other action taken as may be directed by the Minister. A register containing information regarding motions other than cut motions and adjournment motions will be maintained in the form given in Appendix I, Part 25B as mentioned in paragraph 169.7.

176. Governor's address to Legislative Assembly and Finance Minister's budget speech.—

176.1.1. For compilation of materials for Governor's address to the Legislative Assembly and Finance Minister's budget speech each Department will furnish, by the 15th of January every year, with the approval of the Secretary a detailed note on the activities of Government to the General Administration Department and Finance (Budget) Department. The note will contain (a) a statement of the background of the activities of the Department, (b) a review of the activities and achievements during the current year and (c) important administrative, social and economic development to be undertaken during the next financial year

176.1.2. While preparing the note, special attention will be paid in giving a write-up, in brief, on.—

- (a) Government policies and programmes including a general outline of the development schemes proposed to be undertaken during the next financial year with an indication of the financial implications;
- (b) important legislative measures proposed to be undertaken with a brief explanatory note on each such measure;

(c) various schemes taken up or implemented for development of the hill areas;

(d) any matter of special importance for the Department.

176.1.3 If material for the note is to be collected from heads of Departments, they should be asked to furnish such material to the Administrative Department by the 31st of December to enable the Department to send its notes in time to General Administration and Finance Departments.

176.2. At the time of discussions in the Assembly on the Governor's Address and Finance Minister's budget speech, a representative respectively of the General Administration Department and Finance Department will be present and note important points brought out in the discussions. He will arrange to collect necessary material on those points and forward to the Minister who will reply to the discussion. The reply to the discussion on the Governor's address is ordinarily given by the Chief Minister and on the budget speech by the Finance Minister. In their absence any other Minister may reply.

177. Assurances.—

177.1. Assurances given by a Minister to the House in course or replies to questions, discussion on Bills, Resolutions, Motions etc., will be communicated by the Assembly Secretariat to the Departments concerned. This however, is in addition to the responsibility of the Department concerned to make a note of the assurances and take timely action.

177.2. All interim replies to questions (paragraph 168.4.6.) will be treated as "assurances" and entered in the "Register of assurances".

177.3 Each branch will keep a record of assurances given in Assembly by the Minister-in-charge in respect of subjects dealt with by it, in the form given in Appendix I, Part 26. The assurances will be recorded in it session-wise.

177.4. The register will be reviewed by the Superintendent once a week for follow-up action and put up once a fortnight when the Assembly is in session and once a month otherwise to the Branch Officer. The Minister should be kept informed of the progress made in implementation of these assurances. Every ef-

fort should be made to implement an assurance within two months. Cases in which there is likely to be any delay in implementation of an assurance should be particularly brought to the notice of the Minister.

177.5. Information on implementation of an assurance should be sent separately for each assurance, to the Assembly Secretariat with a copy to the Parliamentary Affairs Section, in the prescribed proforma in twelve copies with a note on reasons for delay if the period of implementation exceeds two months. In addition, the Parliamentary Affairs Section will prepare a consolidated statement on the basis of information supplied by the Departments, and send it to the Assembly Secretariat.

177.6. When there is an obligation to lay a rule on the Table of the House and an assurance has also been given regarding it, the rule should be laid on the Table, in the first instance, in fulfilment of the obligation, independent of the assurance given by the Minister. The information on implementation of the assurance, indicating the date on which the rule was laid on the Table, should then be sent to the Assembly Secretariat and Parliamentary Affairs Section as mentioned above.

178. Matters relating to Committee of the Legislative Assembly :—

178.1.1. **General.**—When an officer is summoned by the Assembly Secretariat as a witness, he should attend the meetings of the Committee and give evidence.

178.1.2. If the summons require production of the documents in the custody of the officer or require the officer to appear with a document, he should obtain the orders of the Secretary of the Department regarding production of such documents.

178.1.3. The Secretary of the Department will examine the documents and, if necessary, in consultation with the Law Department, consider whether they are relevant to the subject matter of such enquiry before permitting the officer to produce them. If not relevant, he may, after obtaining the order as mentioned in paragraph 178.1.5, instruct the officer to raise the issue before the Chairman of the Committee.

178.1.4. The Secretary will also examine if documents are such that their disclosure would be prejudicial to the safety or interest of the State and refuse permission if their disclosure is prejudicial, after obtaining orders as mentioned in paragraph 178.1.5.

178.1.5. As far as possible, there should be no refusal to produce documents. Any decision to decline production of documents should be taken only after consultation with the Law Department and with the approval of the Chief Minister.

178.1.6 The Secretary of the Department is ordinarily required to appear before the Legislature Committees. In his absence, however, an officer not below the rank of a Deputy Secretary will attend with permission of the Committee. Any officer attending a meeting should prepare his brief carefully and should see that no false or incorrect statement is made. In case of any doubt, he should inform the Committee that the information would be furnished later. The discrepancies, if any, between the information already supplied to the Committee and the information furnished at the time of oral evidence or statement should be reconciled.

178.2.1. **Estimates Committee.**—At the beginning of each financial year, the Estimates Committee of the Legislature makes a selection of subjects concerning any part of any estimate of any Department or Departments to be examined by it during the year. The Departments whose estimates are to be examined by the Committee are asked in writing by the Secretary to the Committee to furnish necessary materials. The form in which the material is to be furnished to the Committee is generally as follows :—

- (a) The organisation of the Department and its subordinate offices. The detailed figures with total of each class of gazetted, non-gazetted and inferior staff should be separately given. (The information may be shown in the form of a diagram where necessary, supported by a short explanatory note).
- (b) Figures of the amount of income and expenditure of various demands for grant (including supplementary demands- with which the Department is concerned and their totals. (Full reference should be made to the volumes of the budget and statements for supplementary demands).
- (c) The functions of the Department and its subordinate offices.
- (d) Broad details on which the estimates are based.
- (e) Volume of work in the Department and its subordinate offices covering the period of estimate and giving for the purpose of comparison, corresponding figures of the past three years.

- (f) Schemes or projects including those in Five-Year Plan which the Department has undertaken. The name and details of the scheme, the estimates of expenditure, period within which likely to be completed, yield if any, and progress made to date, should be stated. A statement showing year to year expenditure incurred in each scheme or project for a specified period.
- (g) New items of expenditure for a specified period with explanatory notes.
- (g) Actual expenditure incurred under each sub-head of estimates during the preceding three years.
- (h) Reasons for variations, if any, between the actuals of the past years and the current estimates.
- (i) Reports, if any, issued by the Department on its working.
- (j) Any other information that the Committee may call for or the Department may think it necessary or proper to give.

178.2.2. The Department concerned will furnish within three weeks the required number (at present eighteen) of sets of papers mentioned above to the Secretary to the Committee. The rules regulating the procedure and organisation of work of the Estimates Committee have been laid down in a separate pamphlet published by the Assembly Secretariat.

178.2.3. On receipt of the Estimates Committee's Report the Department should examine the recommendations and communicate, with the approval of the Minister, the decision of the Department. In case final decision is not taken on any recommendations, interim reply should be sent within the period prescribed by the Committee. In all cases where interim replies are sent regular follow up action should be taken by the Department and the final decision should be communicated to the Committee.

178.3.1. **Public Accounts Committee.**—The Public Accounts Committee examines the Appropriation Accounts and the Finance Accounts of the Government and the Audit Report of the Comptroller and Auditor General on them and lays its recommendations in a report before the Assembly. The Com-

mittee satisfies itself that the expenditure conforms to the authority which governs it; that there was budget provision for the expenditure; that the expenditure has been incurred for the service or purpose, for which it was provided and that the re-appropriation of any service during a financial year is in excess of the amount granted by the House for that purpose, or any other irregularity has been committed in incurring the expenditure, the Committee examines the facts and makes necessary recommendations.

176.3.2. To improve the system of scrutiny of Audit Reports and prompt action on such reports, the procedure as follows should be observed:—

- (a) On all matters concerning the Department mentioned in the Audit Report, action should be taken immediately on receipt of the report. Necessary action to rectify irregularities should be taken in advance of its consideration by the Public Accounts Committee so that the Committee is informed of the latest position and not merely told that the matter would be looked into.
- (b) In case any discrepancy is noticed in the facts and figures mentioned in the Audit Reports, it should be reported to the concerned Audit Officer immediately and should not be held up for discussion before the Public Accounts Committee.

178.3.3. The Department will furnish full facts to audit so that a complete picture is available to the Public Accounts Committee

178.3.4. The Accountant General generally sends a draft of the audit paras to be included by him in the Audit Report allowing the Departments concerned time for 6 weeks for sending their replies. The Departments should be careful regarding their replies to the audit paragraphs and ensure their replies to be sent in time.

179. Laying of papers on the Table of the House.—

179.1. When it is proposed to lay any paper on the Table of the House, otherwise than as a part of a reply to a question, a copy of the paper, authenticated by the Minister concerned in the

manner described below together with 200 spare copies should be sent to the Assembly Secretariat at least two clear days before the date on which it is proposed to be laid on the Table :—

Papers to be laid on the Table of

ASSEMBLY HOUSE

AUTHENTICATED

Gauhati

Dated the

.....
(Signature of Minister)

Minister for

179.2. All papers and documents laid down on the Table are considered public.

180. Disposal of Parliament business.—The procedure discussed above regarding Assembly business should be followed with regard to the Parliament business also. It should, however, be noted that in case of Parliament questions etc., a specific date is given by the Ministry concerned by which the reply should be furnished. As quite often, the information asked for relates only to collection of data, it may not be necessary for every such reply to be shown to the Minister concerned before despatch. Where, however, the information asked for is likely to lead to public criticism or is of important policy nature on which the view of the State Government has not been made public, the draft answers should be shown to the Minister concerned before forwarding to Government of India.

CHAPTER-XIV

PRINTING AND SUPPLY OF GOVERNMENT PUBLICATIONS

181. Printing of Government Publications at the Government Press.—

181.1. A requisition by the Administrative Department for printing of Government publications will be sent to the Superin-

tendent, Government Press in the form given in Appendix I, Part 27. It will ordinarily be signed by an officer not below the rank of the Branch Officer. In routine departmental cases it may be signed by the Superintendent or in "A" Class cases sent from the Record Room for printing it may be signed by the Keeper of Records according to the procedure laid down in paragraph 142.3.5.

181.2. In the case of important publications or publications which require 1,000 copies or more or where each copy exceeds 100 pages, the approval of the Secretary of the department will be taken.

181.3. The Heads of Departments will maintain a list of their regular publications approved by their Administrative Department. In case any printing outside this list is required by them they will send their requisition to the Superintendent, Government Press through their Administrative Department except in the case of Scheduled forms or official instructions. In case of Scheduled forms and circulars they may send a requisition directly.

181.4. The Secretary of the Department will review at least once a year the publications issued by the Department and decide whether the publications should be continued with their existing frequency. The publication of only such of the reports journals and pamphlets as considered essential, should be continued and their frequency should also be such as to ensure maximum utility with minimum expenditure.

181.5. Each Department will maintain a Register of Publications issued in the form given in Appendix I, Part 28 which will indicate the due date and the actual date of publication. An index will be given at the beginning of the register allotting a few pages for each publication. The name of the publication and its frequency will be entered at the top of the first page allotted for the publication.

181.6. A requisition for printing non-scheduled forms will not be sent direct by an Administrative Department to the Government Press. It should be sent through the Printing and Stationery Department.

182. Printing of Government publications and forms at private Presses.—

182.1. When the Superintendent, Government Press expresses his inability to print a Government publication, report or

form or print according to the required priority, after a requisition for printing has been made, the Department should take up the matter with the Printing and Stationery Department with a request to approve of the work to be done by the private presses or to impress upon the Government Press to take up that printing work according to the required priority. The Printing and Stationery Department will decide whether the work should be allotted to one or more private Presses and to which ones.

182.2. The Printing and Stationery Department enters into agreement with certain private Presses to print Government work at approved rates for different specifications. The list of the approved private Presses, the statement of rates, the agreement to be executed by parties concerned, etc., are laid down by the instructions issued by the Printing and Stationery Department from time to time.

182.3. The forms regarding cheque-books, counterfoil receipt books, other receipt books, cash books and syllabus should not be printed in private Presses.

183. Supply of Government publications by Government Book Depot.—

183.1. A demand for supply of Government publications for official use will not be entertained unless received in the prescribed form as given in Assam Schedule II, Form 92 in Appendix I, Part 29.

183.2. The indents for supply of a free copy should be countersigned by the Under Secretary, Printing and Stationery Department except in the case of indents by an Administrative Department for its own publications.

183.3. An officer subordinate to a Head of Department should submit his indents for supply of Government publication, etc., in duplicate through him. The Head of Department will forward the indent to Printing and Stationery Department together with his recommendations.

183.4. Government publications will ordinarily be supplied free by the Government Book Depot according to the distribution lists forwarded to the Depot by the Administrative Department. For additional copies of such a publication, application should be made to the publishing Department through the proper channel.

184. **Supply of Government publications to Government Book Depot.**—A Department will send an adequate number of spare copies of Rules and Manuals, etc., published by it to the Government Book Depot for distribution and sale. The Rules to be observed by the Book Depot regarding distribution and sale of Government publications are given in Appendix XIII, Part 1.

185. **Proof-reading.**—The detailed instructions given in Appendix XIV regarding proof reading should be carefully followed. The proofs forwarded by the Government Press should be returned by the Department concerned promptly after checking, as otherwise the composed material has to be kept standing for long periods, blocking space and types. For further details I.S.I. Code No. I.S. 1250-1958 may be referred to.

186. **Publication of Assam Gazette.**—

186.1. A list of the parts of the Assam Gazette and the procedure for its supply are given in Appendix XIII, Part 2. While sending any matter for publication in the Gazette, the instructions given in the following paragraphs should be observed.

186.2. The part of the Gazette in which the matter is to be published should be indicated on the top of the copy for the guidance of the Press.

186.3. A typed copy, duly signed by a competent officer, should also be sent to the Press. Cyclostyled copy, carbon copy or a copy which does not bear the officer's signature is not to be accepted by the Press. Corrections, if any, in the copy sent to the Press, should be legible and duly attested by the officer signing it.

186.4. No matter should be required to be published in a Gazette Extra-ordinary unless it is of such an urgent nature that it cannot wait until the publication of the next ordinary issue of the Gazette.

186.5. A Gazette Extra-ordinary can be printed only with the approval of Printing and Stationery Department except where this power has been specifically delegated, such as publication of Acts by Law Department or certain publication by Assembly Secretariat and Election Department.

186.6. The notification to be published in Gazette Extraordinary or the forwarding letter should ordinarily be signed by the Secretary or in his absence by an officer not below the rank of a Deputy Secretary.

186.7. The Gazette is published every Wednesday. The material for publication should be sent to the Publisher, Assam Gazette preferably by the previous Saturday, but not later than Monday.

186.8. The Gazette is received by all Departments and Ministers, one copy is sent to each branch and one extra copy is sent to each Department for circulation amongst the Secretary and other officers in the Department.

186.9. It is the duty of the Superintendents to satisfy themselves that all notifications with which they are concerned have been correctly and timely published. The dealing Assistants should also ensure that copies of the notifications with which they are concerned are compared with the manuscripts and are retained in the respective files.

186.10. All copies of the Gazette no longer required in the Departments will be sent to the Record Room according to paragraph 146.5.

187. Gazette of India.—The copies of Government of India Gazette are kept by the Keeper of Records in the Record Room and also by the Librarian in the Secretariat Library. These are not circulated to the Departments.

CHAPTER XV

GOVERNMENT PUBLICITY THROUGH PRESS

188. General.—The publicity of Government activities may be conducted through different media of communication, such as, Press, All India Radio, Film, Exhibition, Song and Drama, printed word and word of mouth as may be devised and arranged from time to time by the Director of Information and Public Relations (referred to in this Chapter as the Director). Publicity should provide adequate coverage of Government

activities and should be timely. It should also be responsive to the public needs and be effective, attractive, and purposeful. The cost should be commensurate with the objectives envisaged.

189. Functions of Director and Liaison Officers.—The Director is responsible for all Government publicity and the information intended for publicity should normally be communicated through him. He arranges to give due publicity to Government activities and also keeps Government informed of the reactions of the people to Government policies and programmes. In order to enable him to discharge his duties efficiently, he is assisted at the headquarters among other officers, by the Liaison Officers who are required to cover the activities of a Department or a group of Departments for publicity purposes. The Liaison Officers maintain a close liaison with the Departments concerned and keep the Director apprised of their activities.

190. Press Release—General Instructions.—

190.1. When it is decided to communicate any information to the Press for publication, the Director will be informed. His assistance may also be obtained in preparing the Press release when considered necessary.

190.2. As soon as the Press release is ready, it will be communicated to the Director by an officer of the Department, ordinarily not below the rank of Deputy Secretary. Unless a Department has any special reason for publishing the Press release on a specific date, the choice of the date and time of the release will be left to the Director.

190.3. If the information received from one Department is found to be in conflict with that already released or about to be released by another Department, the Director will hold back the release of information to the Press, and immediately consult the Departments concerned with a view to reconcile the discrepancy before giving publicity to the material.

190.4. Unless it is based on published documents, no information will be released by the Director without the prior approval or consent of the Department concerned.

191. Forms of Press releases.—

191.1. Press communique and Press note.—The distinction between these two types of communications and the occasions for their use have been explained in paragraph 106.

191.2. Newspapers to which Press Communique and Press note are distributed are apt to ignore them if they are too long or complicated. In order to secure maximum publicity the Departments may prepare brief summary for the use of newspapers of long or complicated Press communique or Press note issued by them and forward them to the Director along with the Press communique or Press note for distribution to the newspapers

191.3. A public notice or any other matter which should appropriately issue in the form of an advertisement should not be issued as Press communique or Press note. Materials of this kind should be advertised and paid for, although in suitable cases there would be no objection to a Press communique or a Press note being issued in addition to explain the subject. Similarly, the matter which should appropriately be issued as a Press note need not be issued as an advertisement.

192. Notifications and Resolutions.—Notifications and Resolutions are published in the State Gazette which is available both to the public and the Press. If, however, the subject-matter of a Notification/Resolution is likely to be of general interest to the public, such number of printed copies as may be required by the Director will be supplied to him to enable him to give wide publicity to the matter. In certain cases it will be an advantage to issue simultaneously a Press communique or a Press note explaining in suitable terms the scope and purpose of the Notifications/Resolution.

193. Official Publications, Reports, etc.—Whenever it is considered necessary to give publicity to any official publication report, etc. the Director will be consulted regarding arrangements about time and manner of publicity.

194. Press Conferences.—

194 I. Press Conferences are generally held by the Ministers. The purpose of such conferences is,—

- (a) to explain to accredited correspondents and selected editors the scope and purpose of an important report or an official statement, etc., which is likely to be of wide-spread public interest; or
- (b) to give the Press a general review of the policy and activities of the Government; or

(c) to explain to the Press any specific important development.

194.2. Whenever it is proposed to hold a Press Conference, the Director will be requested to make necessary arrangement for it.

194.3. A Secretary to Government or any other officer does not, ordinarily, hold a Press conference unless specifically instructed to do so by his Minister. The release of information by him to the Press is, ordinarily through the Director by means of written documents such as Press note, Press communique, Resolution or Report as mentioned above.

195. Press cuttings.—

195.1. The Director is responsible for perusing and making cuttings from the principal newspapers and periodicals published in the State and for this purpose, he subscribes to such papers as are approved by the Government from time to time.

195.2. Cuttings of articles which appear to be of a character requiring further action or which are for information will be sent by the Director to the concerned Administrative Department which should take prompt action in the matter. Important cuttings may be circulated direct to the Ministers also by the Director.

196. Release of Government Advertisements.—

196.1. All Government advertisements will be routed through the Director.

196.2. When it is found necessary to initiate an advertisement either casual or serial, the Department concerned will, after securing the financial sanction, send the matter to the Director with its advice as to the section of the Press in which it should appear. As many copies of the advertisement as are required for the Press will be furnished together with one copy for the Director. The advertise will be released to the Press by the Director, as far as practicable according to the advice as to the section of the Press in which it should appear. As many copies of the advertisement as are required for the Press will be furnished together with one copy for the Director. The advertisement will be released to the Press by the Director, as far as practicable, according to the advice of the Department under intimation

to the Department concerned. In advertisements involving the preparation of blocks, the Departments will make arrangements for preparing the blocks and sending them direct to the Press selected by the Director. The Press will be directed to collect the advertisement charges from the Department direct and it will be the responsibility of the Department to check the advertisement and settle the bill. If a Department wishes to advertise in anticipation of financial sanction, it may do so on its responsibility.

196.3. The other matters relating to advertisements including the form of advertisement and economy in drafting advertisements are governed by Government instructions issued from time to time. These instructions are included in the Handbook of General Circulars.

CHAPTER—XVI

SECURITY OF OFFICIAL INFORMATION AND DOCUMENTS

197. General provisions with regard to security of Government documents and information.—Under the Assam Civil Services (Conduct) Rules, 1965, a Government servant should not, unless empowered by a competent authority, communicate to another Government servant or to a non-official person or to the Press, any document or information which has come into his possession in the course of his public duties. Under the provisions of the Indian Official Secrets Act, 1923, it is a criminal offence (a) to possess or communicate without proper authority such information or document, (b) to receive any such information or documents, 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 Department as well as the papers connected with it are to be regarded as confidential so far as the public and Government employees, 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 anyone unless its communication is authorised by a competent authority.

198. Instructions regarding confidential document.—The Instructions regarding security gradings of classified documents, responsibility of Government servants in connection with such documents, their treatment, custody and movement and other related matters are contained in a separate booklet. All Government servants must observe these instructions carefully. A list of Security DO's and DONT's is given in Appendix XV.

199. Official Reports, Pamphlets, Compilations, etc.—

199.1 No restrictive classification should be assigned to any printed reports, pamphlets, compilation etc., issued by Departments or their subordinate offices, except under orders of an officer not lower in rank than a Deputy Secretary or Head of Department/office.

199.2 Government Departments and offices are in the habit of restricting the circulation of printed reports, pamphlets, compilations, etc., issued by them by marking them as "FOR OFFICIAL USE ONLY". As a rule, such restriction is justified only if they contain information which it would not be desirable in the public interest to disclose. All other printed matters should ordinarily, be made available to educational institutions, public bodies or members of the public.

199.3 A useful guide in this matter is furnished by fact that all the information laid before the Assembly becomes public property. In a doubtful case, the test can always be applied whether a report, whose circulation it is proposed to restrict, is such that the Minister would be justified in refusing to lay it before the Assembly. Where the answer to this question is not clear, the orders of the Secretary of the Department should be obtained.

200. Communication of information to Press.—Only Ministers and Officers specially authorised by the Minister, may be accessible to the representatives of the Press. Any other officer, if approached by a representative of the Press, should refer him to the Minister, the Director of Information and Public Relations or the authorised officer. For further instructions regarding publicity in the Press see Chapter XV.

201. Responsibility of Branch Officers, Superintendents and other Officers.—

201.1 It is the duty of all officers to keep themselves acquainted with the morale and conduct of the staff working under

them. In addition to this general responsibility, the Branch Officers have a special responsibility of ensuring, by frequent surprise checks and visits to office rooms, that the instructions for maintenance of security in the Secretariat are understood and complied with by all persons working in the Branch. It is the duty of the Superintendents to bring immediately to the notice of their superior officers any cases in which members of their Branch 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.

201.2. It is also the 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 disclosures of confidential information, of which they may obtain knowledge.

201.3. No Superintendent or Assistant, etc., will take office papers to his house or elsewhere out of the office without the express permission of the Branch Officer in each case.

202. Access to Secretariat Buildings and Departments.—

202.1. Entry to Secretariat Building is controlled by the issue of permanent and temporary passes.

202.2. Members of the public are not allowed to visit the Departments and see members of staff. If they have any business pending in a Department they may call on the Branch Officer or other higher officer concerned. Government servants visiting other Departments or Branches on official business should only see the Superintendent. For any personal visit, the member of the establishment should go outside the Department to meet the visitor with the permission of the Superintendent.

202. Treatment of specified cases.—In addition to any general instructions in the matter, the following instructions cover the treatment of specified cases.

203.1. Treatment of papers regarding appointments and postings.—All correspondences dealing with appointments and postings should be treated as confidential.

203.2. Treatment of agenda for Cabinet meetings and of notes and decisions on subject discussed.—The agenda for the

Cabinet meetings "Notes for the Cabinet" on subjects for discussion at a meeting and Cabinet decisions should be treated as confidential.

203.3. Treatment of punishment and appeal cases.—When the case of any officer is put up to Government for punishment or a previous punishment comes up on appeal, the case should be treated as confidential.

203.4 Treatment of papers relating to matters of "news value"—Cases relating to matters of "news value" which are ready to be released to the Press should be treated as confidential.

CHAPTER—XVII

INSPECTIONS

204. Purpose.—The purpose of inspection is:—

- (i) to find out the state of affairs existing in each unit and how it can be improved;
- (ii) to see whether the prescribed procedure and instructions are understood properly and followed intelligently;
- (iii) to find out whether proper attention is being paid to quality of performance by officers and staff during the discharge of duties; and
- (iv) to test the intrinsic soundness and utility of the procedures and to get reliable data for planning improvements.

205. Inspection Questionnaire.—

205.1. The form of Inspection questionnaire to be used in the Secretariat is given in Appendix XVI. The questionnaire form should be taken as a model and such additions or alterations as may be considered necessary to suit the requirements of a particular branch may be made by the Inspecting Officer. Remarks of findings of the Inspecting Officer on any point not covered by the form may be noted on a separate sheet of paper and attached to the inspection note.

205.2. Besides carrying out an inspection as per the questionnaire, the Inspecting Officer should also take up analytical case studies. He may pick out, say, half a dozen or so files and critically examine the course of action revealed by those files so as to bring out information on the following:—

- (a) whether the matter was at all stages dealt with as speedily as possible;
- (b) whether there was unnecessary noting;
- (c) whether references sent to or received from other Departments were unnecessarily delayed;
- (d) whether different persons dealing with the file could have exercised more responsibility appropriate to their level;
- (e) whether guidance was given to subordinate personnel which may have reduced unnecessary noting and made it purposeful;
- (f) whether routine matters of the type dealt with in the file could be disposed of at a lower level as a rule; and
- (g) any other procedural faults observed which from a commonsense point of view could have been rectified and, if so, the manner in which this could be achieved.

206. Authorities responsible for inspections.—

206.1. A Branch Officer will inspect the Branch in detail according to the Inspection Questionnaire at least once in six months. He will in addition from time to time check a few tables of the Assistants, typists and diarist to ensure prompt disposal of the business in the Department and also to ensure that the registers, statements, returns etc., are properly maintained. The Deputy Secretary/Joint Secretary incharge of the Branch will inspect it at least once a year. Secretary of the Department will select at least one Branch or Department under him for inspection in a year. The officers at higher level, viz., Deputy Secretary and above will give special reference at the time of inspection to the prompt disposal of the business and maintenance of basic data in the Department.

206.2. In addition to the inspections by Departmental Officers, the Organisation and Methods Division will take up inspection of a few Departments in a year with a view to find out special defects pertaining to a Department or defects common to most of the Departments. The report of the Organisation and Methods Division will be circulated amongst the Departments. The Departments will take action on these reports promptly and inform the Organisation and Methods Division.

207. Inspection reports.—

207.1. The Inspecting Officer will submit his report to his immediate superior. The inspection reports will be pasted in a register. The interim compliance of the inspection reports from time to time will be noted in a file. The final compliance will be recorded in the Annexure to the inspection report as shown in Appendix XVI.

207.2. The Inspecting Officer should also bring to the notice of the Organisation and Methods Division any important points on office procedure of general or special application. The Organisation and Methods Division should examine them and devise suitable measures to prevent their recurrence.

208. Programme of inspections.—In order to avoid dislocation of work, a programme of inspection of Branches should be drawn up in advance every year after taking into account the periods of seasonal rush of work. Thus, for example, the two half-yearly inspections in Departments may be conducted after the Budget Session of Legislative Assembly in June or July and in December or January after the Winter Session of Legislative Assembly.

209. Follow-up action on Inspection reports.—One of the most important aspects of inspections is the follow-up action on the points brought out in the inspection notes. The follow-up action should be regular and vigorous. The Inspecting officer will ensure that the defects pointed out are removed and the modifications recommended are implemented.

CHAPTER—XVIII

OFFICE STATIONERY AND STORES

210. **Economy in office stationery and stores.**—An important form of economy in Government offices is the economy in the use of stationery and other articles required for day to day use. Purchases of furniture and stores like coal, carpets, time-pieces, match boxes, candles, etc., for all Department of the Secretariat is controlled by the Secretariat Administration Department Establishment). The requisition for such items needed for the use of officers or Departments will be sent to the Secretariat Administration Department.

211. **Stores Account.**—

211.1. A Stock Register of Stores will be maintained by the Nazir for proper accounting of receipts and issue of stores. It will give up-to-date description of purchases and distribution from time to time. It will be checked at least once a month by Under Secretary, Secretariat Administration Department (Establishment). The physical stock verification will be done at least once a year preferably on 30th June. The Register should be maintained in the form given in Appendix I, Part 30.

211.2. The annual stock-taking will be done by an assistant not connected with maintenance of the stock accounts, who is specified for the purpose. He will submit a report to the Under Secretary.

211.3. If any article is damaged or missing definite orders should be passed as to whether it should be repaired, replaced or written off.

212. **Sale of unserviceable articles.**—Unserviceable articles such as broken furniture, record boxes, carpets, etc., will be auctioned annually under the orders of Under Secretary, Secretariat Administration Department. As soon as the auction is over, the fact of sale of each such article will be noted in the stock register and the Under Secretary, Secretariat Administration Department will initial each entry.

213. **Items of stationery and stores.**—In the following paragraph some of the important items of contingency are discussed.

213.1.1. Paper and other stationery.—For paper and other stationery, a scale of consumption as laid down by the Printing and Stationery Department should be followed. This scale lays down guiding principles and it is possible to reduce the consumption to a quantity less than that indicated in the scale. All items may not be required in an office or may be required in less quantity and therefore, to that extent the consumption of that item can be reduced.

213.1.2. The stationery and forms are supplied to Departments by the Nazir on a requisition signed by the Superintendent. The stationery and forms are supplied to officers and Ministers on a requisition signed, by their stenographers/private secretaries. The forms which are of frequent use in Secretariat such as envelopes, draft and fair letter forms, note-sheets, buff-sheets, alphabetical flags bill forms, file covers and file boards, Arrear List, leave and pension applications, service books, index slips, acknowledgment cards, mortgage bond, etc., are supplied by the Nazir. The forms used as bound registers such as attendance register, peon book, receipt register, acquittance roll, despatch register, assistant's log book, etc., are supplied by the Records Section.

213.1.3. The stationery articles and forms will be kept under lock and key and the Stationery Stock Book in Assam Schedule II Form No.14 and the Register of Receipts and Issues of Forms in Assam Schedule II Form No.89 will be maintained up-to-date.

213.1.4. The stocks of stationery and forms will be verified once in a year, as laid down in rule 481 of the Assam Financial Rules.

213.1.5. The stationery and forms will not be issued to the Departments as and when necessary. Every Branch will prepare a monthly requisition in Assam Schedule V, Form No.53 in the form given in Appendix I, Part 31 with suitable modifications, for forms, paper, etc., and send it to the Nazir on the days specified by Secretariat Administration Department say, 5th and 20th or first and third Friday of each month. No further release to the Departments will then be made during the month, except under specific orders of the Under Secretary, Secretariat Administration Department (Establishment).

213.1.6. No local purchase of stationery available from the Stationery Stores will be made. Where such articles are not available in the Stationery Stores a certificate to that effect will be taken from the Officer-in-charge, Stationery Stores.

213.1.7. Where a stationery article is required by a Government office for frequent use and the same is not included in the list of stationery articles supplied by the Stationery Stores, it will be brought to the notice of the Printing and Stationery Department by the Department concerned so that it may take necessary steps.

213.1.8. Where a stationery article supplied by the Stationery Stores is not upto the requisite standard, it will be brought to the notice of the Printing and Stationery Department in writing by an officer not below the rank of the Branch Officer.

213.1.9. Where an article not available in the Stationery Stores can be substituted by another one available, it will be indicated by the Officer-in-charge of the Stationery Stores. The officer indenting the article will also apply his discretion in such cases.

213.2. Electricity.—

213.2.1. The use of heater, etc., on the domestic lights line causes wasteful expenditure. In most of such cases it is economical to provide a power line in the office. It is, therefore, essential in a Government office that if heaters, boilers and similar other electrical equipment are to be used, they should be on the power line and not on the domestic line, or a separate sub-connection meter may be fitted to get a rebate.

213.2.2. The fluorescent lights are cheaper in maintenance than in incandescent lights though the initial capital cost may be high. Therefore, it is economical to provide fluorescent lights in new office buildings. In the old buildings also incandescent light points may be replaced by fluorescent fittings as and when replacement becomes necessary and funds permit.

213.2.3. The normal consumption of electricity per annum in Gauhati in a Government office may be of about Rs.15 per office, Rs. 4 per member of the ministerial staff and Rs.65 per light point for the lights kept on during the night.

213.3.1. Typewriters and Duplicating Machines—A typist should be careful regarding the maintenance of typewriters and the supervisory staff should enforce that the instructions in this regard are carefully followed. A set of instructions to be followed regarding use and maintenance of typewriters is given in Appendix VII, Part 4.

213.3.2. The present standard life of a typewriter is 10 years. The life of a typewriter can be increased to 15 or 20 years provided timely service, repairs and replacement of parts where necessary are carried on under proper supervision and instructions regarding their upkeep and maintenance are followed.

213.3.3. All the office typewriters and duplicating machines are under quarterly service contract. Quarterly servicing in time of the type-writers and duplications etc., should be ensured by every Branch Officer. The typist or the Assistant-in-charge of the machine should supervise the cleaning, oiling and adjustment of the machine and see that it is done to his entire satisfaction. The Companies concerned should be required by the Secretariat Administration Department to fix days/dates for regular servicing for each office and make their mechanics available on those days.

213.3.4. A typist or Assistant-in-charge of the machine will maintain a service card as given in Appendix I, Part 32. The service card will be initially prepared by the Issue Section and will be transferred with the machine.

213.3.5. A Register of Typewriters and Duplicating Machines will be maintained by the Issue Section in the form given in Appendix I, Part 33. It will contain details of all typewriters and duplicating machines in the Secretariat.

213.3.6. Too frequent changes of typists for a typewriter should be discouraged, as it affects the efficient running of a machine.

213.4.1. Books, periodicals, etc.—Purchase of books and periodicals etc., which do not have a direct bearing upon the discharge of official duties of a Government servant should not be made from the Government contingencies.

213.4.2. In order to check timely receipt and also to ensure timely action on non-receipt, a Register of Periodicals Received

as in the form in Appendix I, Part 34 will be maintained. An index will be given at the beginning of the register allotting a few pages for each publication. The name of the publication will be given at the top of the allotted pages. The name, address of the publisher will be given under the name of the publication.

213.5. **Action on Railway Receipts.**—In order to avoid payment of demurrage due to want of timely action on Railway Receipts, a register in the form given in Appendix I, Part 35 will be maintained by the Administrative Departments.

214. **General Instructions.**—The instructions regarding scale of furniture, purchases for Government offices, installation of telephones and payment of telephone bills issued from time to time are included in the Handbook of General Circulars.

CHAPTER-XIX

OFFICE HOURS, ATTENDANCE AND PUNCTUALITY

215. **Office Hours.**—The working hours in the Secretariat are determined by Government from time to time. At the time of publication of the Manual, the working hours are from 10 A.M. to 4.30 P.M. on all working days.

216. **Punctuality in office attendance.**—It is of utmost importance that punctuality in office attendance is observed.

216.1. The officers and staff must be in their seats and start work not later than the prescribed hour of attendance.

216.2. Officers should set an example in punctuality and application to duty.

216.3. Officers will pay surprise visits to the Departments to ensure punctuality and check the Attendance Register.

216.4. An Attendance Register for each Branch in Assam Schedule VI, Form No.30 will be maintained for all members of the establishment viz. Superintendents, Assistants, Typists and

oons. The register will be initialed by every member of the establishment on arrival at the office. It will be closed at 10.10 A.M. and will be submitted immediately to the Branch Officer. A cross will be marked in any blank space against a name for the current day. Members of the establishment who arrive late should initial below or above that cross and note the time of arrival in the presence of the Branch Officer. There should be no erasure of or over-writing on the entries in the Attendance Register. A Department may make its own arrangement for checking late attendance.

216.5.1. Applications for permission for late attendance or for casual leave will be submitted to the Branch Officer along with the Attendance Register at the prescribed hour.

216.5.2. Superintendents, Assistants and typists who desire to attend office late on a particular day on account of anticipated causes, will obtain the previous permission of the Branch Officer. In the case of departmental peons and other grade IV staff, the permission of the Superintendent or Nazir, as the case may be, will be obtained. The grant of such permission will be noted in the Attendance Register.

216.5.3. If any member of the establishment attends office late, with or without permissions, he will compensate for the loss of manhours by working extra on the same day or other days, unless he has been penalised for late attendance.

216.6.1. Penalty for late attendance.—Forfeiture of a day's casual leave will ordinarily be the penalty for three day's late attendance consecutively. If the late attendance is habitual, the matter will be brought to the notice of the Secretary of the Department who may award such minor punishment as he considers necessary according to paragraph 226 in the interest of discipline besides an adverse entry in the Character Roll.

216.6.2. Any day on which a member of the establishment attends office after 12.30 P.M. but before 2 P.M. whether with or without permission will be treated as casual leave for half a day. Attendance after 2 P.M. will be treated as casual leave for full day. Similarly, if he leaves office between 12.30 P.M. and 2 P.M. it will be treated as casual leave for half a day. Departure before 12.30 P.M. will be treated as casual leave for full day.

216.7. The casual leave account of a member of the establishment will be transferred from one Department to another along with his transfer by the Secretariat Administration Department or Appointment Department, as the case may be.

217. **Peons—Hours of attendance.**—Peons are responsible for the cleanliness of the office rooms and will attend office half an hour earlier than the hour prescribed for the staff. They will not leave office without the permission of the Superintendent under whom they work. Peons attached to officers will remain in office until their officers leave or until they are permitted by their officers to leave early.

218. **Permission to leave office.**—

218.1. A member of the office establishment will not leave the office premises during working hours without the permission of the Superintendent of his branch, or in his absence, of the Branch Officer.

218.2. On the last working day previous to two or more consecutive holidays (including a Sunday) no Assistant or Typist will leave the office without the permission of the Superintendent concerned.

218.3. When a priority case requires action on the same day, a member of the establishment concerned will not leave office without the permission of the Superintendent in case of the Assistants, Typists, etc., or of the Branch Officer in case of the Superintendent.

219. **Casual Leave.**—The general instructions regarding casual leave are included in the Handbook of General Circulars.

219.1. The casual leave to a Government servant in the Secretariat will be sanctioned as follows :—

Serial Designation No. of Government servant	Person whose permission to be taken.
1. Secretary	Chief Secretary, Minister will be informed.
Joint Secretary, Deputy Secretary.	Secretary of the Department

- | | |
|---|--|
| 3. Under Secretary | Joint Secretary or Secretary under whom he is directly placed. |
| 4. Superintendent, Assistants, Typists, etc. | Branch Officer. |
| 5. Peons | Superintendent, Officer concerned or Nazir as the case may be. |
| 6. Personal staff attached to Ministers/Officers. | Minister/Officer, provided casual leave is admissible. Under Secretary. S.A.D./Appointment as the case may be, to be informed. |

219.2. If any Government servant avails himself of casual leave when it is not admissible, he will do so at his own risk and ordinarily will be treated as absent on leave without pay.

219.3. Prior permission for casual leave on account of anticipated causes will be taken. Absence in anticipation of sanction will be condoned only if the necessity for the leave could not have been foreseen. In such cases, the nature of sudden emergency should be stated in the application.

219.4. A member of the establishment applying for casual leave on account of temporary indisposition may, if considered necessary, by the leave sanctioning authority, be required to produce medical certificate or hospital ticket.

219.5. An application for casual leave submitted from the residence of an applicant should contain his residential address. If he proposes to leave the headquarters during the leave period, the permission to leave the headquarters should be taken and the leave address should also be given.

219.6. An abstract statement showing casual leave taken and late attendance will be exhibited in the last column of the Attendance Register and consolidated by the Superintendent immediately after the month is over.

220. Compensatory holidays.—

220.1. The following are the conditions under which a Government servant who is called on to attend office on a public holiday may be granted another holiday in its place :—

- (a) Such a holiday can be availed of by a Government servant only if it is specifically sanctioned by the authority competent to grant him casual leave.
- (b) Not more than 7 such holidays in all will be given in a calendar year and not more than 3 such holidays will be given at a time.
- (c) No such holiday will be given after the expiry of three months from the public holiday for which it is substituted.
- (d) Such a holiday may be given on any date as considered suitable by the authority competent to sanction the casual leave.
- (e) Such holidays may be allowed by the competent authority to be combined with casual leave or other authorized holidays provided that the total period of absence from duty does not exceed 7 days.

220.2. A Government servant touring on public authorised holidays in connection with the performance of his duties is not eligible for compensatory holidays in lieu of holidays on which he performs journeys.

—XX CHAPTER

MISCELLANEOUS

221. **Businesslike activity in Secretariat.**—It is most important that the Secretariat should present an atmosphere of business like activity. Members of the staff should not waste their time. They must try to maintain silence and behave in a good and dignified manner. If they have occasion to talk, they must do in a low voice so as not to disturb others.

222. **Cleanliness in secretariat.**—

222.1. It is essential to maintain cleanliness and sanitation of the Secretariat buildings. No employee should throw any rubbish in the buildings or in the campus or stain the walls of the building with lime, etc. Any one found doing so may be required to pay the cost of cleaning.

222.2. A waste-paper box will be kept within a convenient distance of every member of the staff. Waste paper will be thrown into these and not on the floor. Stationery and records will be put away tidily in the Assistants' almirahs or on the racks and not left lying scattered on the tables, chairs, or tops of almirahs. All rubbish and obsolete forms or publications must be cleared away not left to litter the office. The officers' rooms will be properly swept and dusted daily. The Nazir is responsible for seeing that this is done.

223. **Accommodation for officers and Staff.**—In providing accommodation, the arrangement of the officers and staff should be such that they are placed in the same building preferably on the same floor. The allotment of accommodation including for record kept in the Departments or officers' rooms will as far as administrative considerations permit, be on the following basis:—

(1) Secretaries, Additional Secretaries, Joint Secretaries	250 Sq. ft.
(2) Other Class I and II Officer	160 Sq. ft.
(3) Technical Staff (i.e., Overseers and draftsmen, etc.),	60 Sq. ft.
(4) Ministerial Staff	44 Sq. ft. per head.

224. **Staff meetings and Departmental Officers Meeting.**—

224.1. **Staff Meetings.**—The officers should make it a point to meet members of the staff working under them, by holding meeting periodically. These meetings provide a forum for the members of the staff to give suggestions for improvement of work or give expression to their difficulties. The meetings should be conducted in such a manner that members of the staff also feel that they have a share in shaping the decisions for improving the standard of efficiency.

224.2. **Departmental Officers' Meetings.**—The officers' meetings in a Department should be held at regular intervals. In these meetings problems concerning the working of the Department should be discussed and attempts should be made to find out ways in which improvements in the working of the Department can be made. This meeting may be combined with the staff meeting mentioned in the preceding paragraph.

225. Training of Secretariat staff.

225.1. According to their Service Rules, the Lower Division Assistants and Upper Division Assistants will undergo the prescribed departmental training which has been arranged in the Secretariat Training School. In the Secretariat Training School, a refresher course for stenographers is also conducted besides the training to the stipendiaries in English, Bengali and Assamese stenography.

225.2. The Administrative Reforms Department will arrange for refresher course for Superintendents, Branch Officers and higher officers as are considered necessary from time to time.

226. Disciplinary Proceedings.—

226.1. The disciplinary proceedings are governed by the Assam Services (Discipline and Appeal) Rules, 1964. Detailed instructions have been issued by Appointment Department for conduct of these proceedings. Full powers of disciplinary action vest in the Appointing Authority. The power to impose any one or more of the specified minor penalties, namely, censure, withholding of increment and recovery from pay of loss to Government have been delegated to the Secretaries of Departments with regard to ministerial staff up to the level of Superintendent and grade IV employees under them in the Secretariat Departments.

226.2. Before final order is passed, if the Secretary is of the opinion that any of these minor penalties is inadequate, he will forward record of the proceedings with his opinion to the Appointing Authority.

226.3. The power of minor punishment mentioned above does not include the power to suspend an officer which will be exercised only by the Appointing Authority.

227. Leave to Secretariat Employees.—Except casual leave and quarantine leave, if admissible, the other leave to Secretariat employees is governed by the provisions of Fundamental Rules. An employee will apply at least four weeks before the date he intends to go on leave. He will apply in the prescribed form as applicable in his case through proper channel.

228. **Permission for prosecuting higher studies.**— A member of the Secretariat establishment who wants to undergo a course of study in an educational institution and to appear in any University examination will take prior permission of the Appointing Authority to do so. In granting the permission, the Appointing Authority will consult the Secretary of the Department concerned who will satisfy himself that the Government work does not suffer.

229. Establishment matters.—

229.1. A Department will maintain a Register of Posts in the form given in Appendix I, Part 36 in order to get a complete picture of permanent and temporary posts. One register or separate registers may be maintained for permanent and temporary posts. In case of big cadres controlled by a Department like Secretariat Administration Department, separate registers according to cadres may be maintained.

229.2. A Department will maintain a Register of Members of Cadre in the form given in Appendix I, Part 37 in order to get at any time a clear picture of the cadre strength and details of each member of the cadre controlled by the Department.

229.3. In order to ensure sanction of increments in time a Register of Increments as given in Appendix I, Part 38 will be maintained for all posts category-wise under the administrative control of the Department.

229.4. The Secretariat Administration Department (Establishment) will prepare an Amalgamated Roll annually as on 1st January in respect of the ministerial service of the Secretariat. It will contain information according to seniority of the members of the service.

230. **Use of Conference Room.**—The conference room of the Secretariat is meant for high level conference and its use is therefore, not allowed for holding examinations or ordinary meetings. The Departments may arrange for their ordinary meetings, conferences and examination, etc., in the auditorium or in the seminar hall of the Central Library or any of the committee rooms in the Assembly Secretariat.

231. **Arrangements for meetings in the Secretariat.**—The Nazir will make arrangement of furniture, stationery and re-

freshments, etc., at the time of the meetings in the Secretariat. The Department concerned will, however, see that the arrangements are satisfactory.

232. **Reporters at committee meetings, seminars, etc.**— The reporters for committee meetings or seminars organised by the Departments will be arranged by the Secretariat Administration Department or Personnel (B) Department. If, however, there is any shortage of stenographers, the Department concerned will make its arrangement for reporting the proceedings by utilising the services of the stenographers of its Ministers and Officers.

233. **Annual Administration Report**—A General Administration Report is prepared annually by the General Administration Department which covers in brief the activities of all Departments. This report is in addition to the annual Administration Reports of the Heads of Departments under various Departments. A copy of the annual Administration Report should be forwarded by the Administrative Department to the Accountant General also.

234. **Assam Civil List.**—

234.1. The Assam Civil List contains details of the dates of birth, dates of appointment, pay and allowances and the place of posting in respect of all gazetted officers. In addition, it contains information regarding Governor and his personal staff, Council of Ministers and Parliamentary Secretaries, Assam Public Service Commission, Vigilance Commission, Advocate General, Members of Legislative Assembly, their addresses and constituencies, etc.

234.2. The List will be published annually by the Personnel Department giving the position as on 1st July. The Administrative Departments will collect information from their subordinate offices by 18th July, consolidate it and send to Personnel Department by 1st August.

234.3. The List will be prepared department-wise according to the services and cadres under it.

234.4. This List is not an authority regarding the information contained in it. However, any inaccuracies, including those

with regard to posting, pay and allowance, in the List may be brought to the notice of the Administrative Department by the person concerned.

235. Assistance to Anti-Corruption Branch.—A Department, under the orders of an officer not below the rank of the Branch Officer will render prompt assistance to the officers of the Anti-Corruption Branch in regard to conduct of necessary enquiries. The Branch Officer, before granting the permission, will satisfy himself that such an officer has the proper authority.

236. Precautions against and control of fire outbreak.—The Executive Engineer, P.W.D in-charge of the Secretariat buildings is responsible for providing and maintaining fire-fighting equipment in the Secretariat buildings. The general instructions regarding precautions against and control of fire are given in Appendix XVII.

237. Liveries.—

237.1 Grade IV Government-servants in the Secretariat are eligible to receive liveries in connection with the discharge of their official duties according to the scale laid down in the Contingency Manual and the instructions issued from time to time. A Stock Register of Liveries regarding their receipt and total issue in the form given in Appendix I, Part 39A will be maintained. An Issue Register of Liveries will be maintained in addition which will contain the signatures of the recipient and details of issue. This is a supporting register to the Stock Register and will be maintained in the form given in Appendix I, Part 39B.

237.2 All chowkidars, peons, jamadars, malis, etc, who are given liveries for their official duties should wear the livery while on duty.

237.3 Any loss of livery by a Government servant will be reported immediately to the Under Secretary, Secretariat Administration Department, who may require the Government servant concerned to pay for the replacement of the lost liveries.

238. Supply of Newspapers at Government Cost.—

238.1. Newspapers and periodicals are supplied to Ministers, Officers and Offices according to Government instructions.

238.2. The suppliers are required to submit the bills for supply of newspapers in triplicate. Two copies are sent by them direct to the Secretariat Administration Department (Accounts) and the triplicate copy is forwarded to the subscribing officer. The subscribing officer should forward his copy with objections to the payment of the bill to the S.A.D. (Accounts) within three days of the receipt of his copy of the bill. If no objection is received from the subscriber within this period, it is presumed that the bill is in order. The payment of the bill is then made by the S.A.D. (Accounts) without further reference to the subscribing officer.

238.3. A subscriber will maintain a register of periodicals received as mentioned in paragraph 213.5.2. He will also maintain an account of the receipt of newspapers to check the dates on which the newspapers are not received.

239. Disposal of waste paper.—

239.1. Newspapers, journals, surplus Gazettes and other papers which can without risk be sold intact and which are no longer required will be sent to the Nazir by the respective Departments. The Nazir will keep these papers in the store room for waste paper.

239.2. When the old papers have accumulated in sufficient quantity in the store room, the Under-Secretary, Secretariat Administration Department will arrange to sell them by auction or tender.

239.3. Papers which are thrown into the waste paper baskets and collected daily by sweepers are taken away by the Secretariat sweepers and are burnt.

239.4. Papers of the Political Department and secret papers will be burnt by the Department concerned according to instructions in this regard.

240. Abbreviated addresses in the Secretariat.—

240.1. Common abbreviation in use in Secretariat correspondence.—A list of common abbreviation which are in use in Secretariat correspondence is given in Appendix XVIII, Part 1

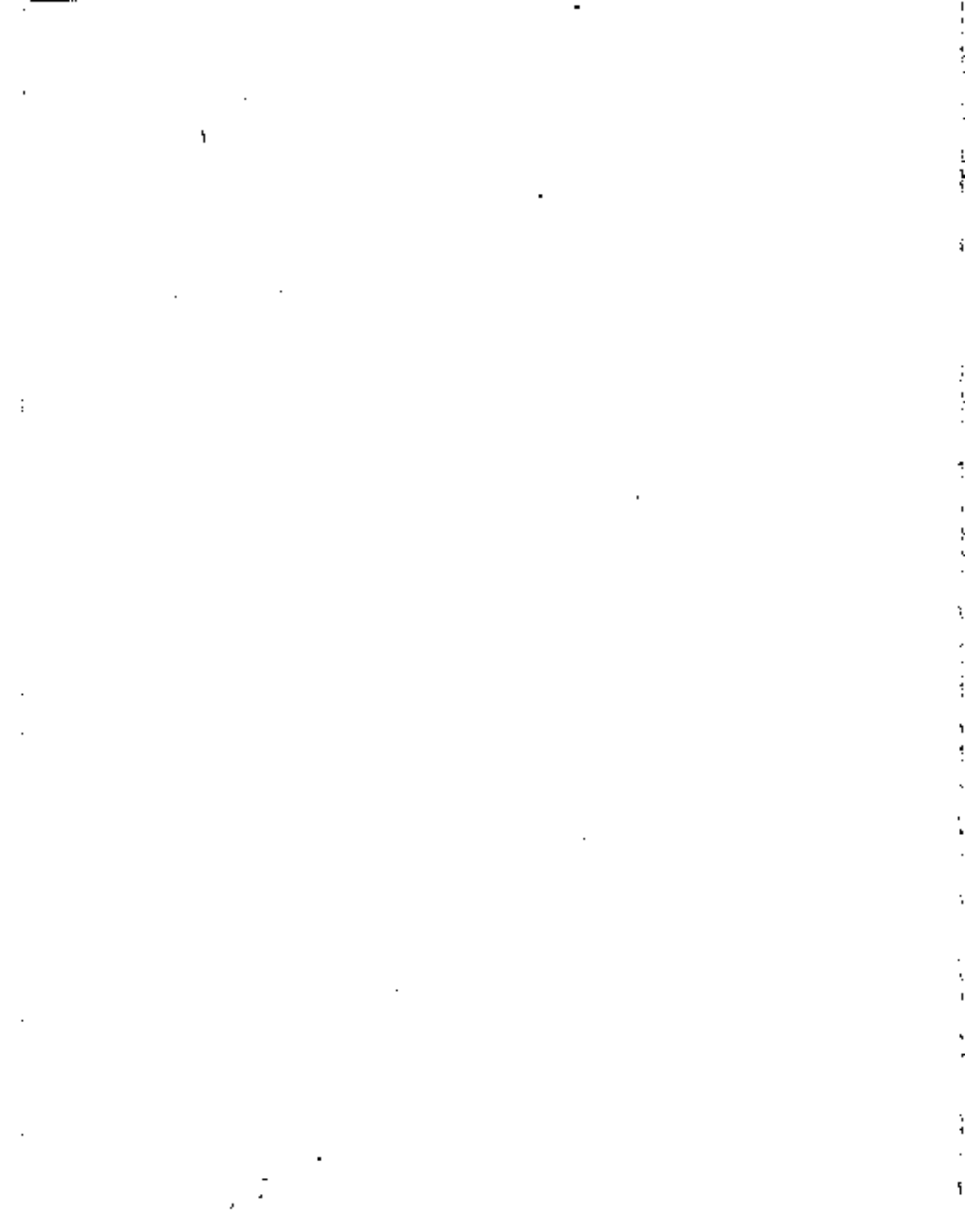
241. Information regarding Black-listed Firms.—

241.1. The Departments settling contracts or making purchases should maintain information regarding Black-listed Firms in ready manner. This information is of two kinds, namely, the orders issued by the Department concerned regarding blacklisting of firms and circulars received by it regarding Black-listed Firms issued by outside authorities.

241.2. This information will be entered in the Register of Black-listed Firms to be maintained as a confidential document by the Superintendent in the form given in Appendix I, Part 40. The firm concerned should not be informed of this decision. The register will be put up to the Branch Officer in the Department in which it is maintained on the first Friday or next working day of each month.

242. Interpretation or amendment of Manual.—If any question regarding interpretation or amendment of this Manual arises, it will be undertaken by the Administrative Reforms Deptt.

APPENDICES



APPENDIX—I, PART—1

(Paragraph 31.5)

Receipt Register for Dak Section

Consecutive Number	From whom received	To whom addressed	Whether Registered letter or Insured Article	No. and date	Remarks
1	2	3	4	5	6

Note:—(1) This Register may be maintained for registered letters and insured articles only.

(2) The date of receipt may be entered at the beginning of the entries for a day.

APPENDIX—I, PART—2

(Paragraph 36-1)

Register of Letters Received

Consecutive Number	From whom received	No. & date of letter	Subject in brief	Initials of Assistant to whom made over	File No. in which kept with
1	2	3	4	5	6

Note:—The date of receipt may be entered at the beginning of the entries for the day.

APPENDIX-I, PART-3A

(Paragraph 124)

Register of Files Received Unofficially

Consecutive Number	Date of receipt	From whom received	File No.	Title of the File	Movement of the File	Date of return
1	2	3	4	5	6	7

(Annex Schedule V, Form No. 28 by interchanging some of the columns)

APPENDIX-I, PART-3B

(Paragraph 125)

Register of Files Issued Unofficially to other Departments

Consecutive Number	Date of issue	To whom sent	File Number	Title of the File	Date of return	Remarks
1	2	3	4	5	6	7

Note—Date of issue of a synopsis will be entered in "Remarks" column.

2. Date of return in Column 6 will be the date on which file is returned by the outside Department.

APPENDIX-I, PART-4

(Paragraph 48)

Log Book of Assistants

Diary No.	File number where receipt is placed	Date of Action
1	2	3

Note—The date of receipt of a communication will be entered at the beginning of the entries for the day.

APPENDIX-I, PART-5

(Paragraph 51.2)

Logbook of Typists

Subject matter	No. of lines typed from		
	Printed/ typed matter	Manuscript	Tabulation/Stencil cutting
1	2	3	4

1. Date of work may be entered at the beginning of the entries for a day.

2. Pending work should first be entered in column (1) below the date and a line drawn below the list of pending work. Next, below the line, the work received during the day should be entered. When any work either pending or received during the day will not be done in the day a cross 'X' mark should be given against the subject matter in columns (2), (3) and (4) for the log book. In case of any work which could not be completed during the day, the number of lines of that work done during the day should be entered in the respective columns (2), (3) and (4) and the word 'incomplete' should be added below the number of lines.

3. An illustration of making entries in the log book is given below:—

Subject matter	No. of lines typed from		
	Printed/typed matter	Manuscript	Tabulating stencil cutting
1	2	3	4
17th January 1976			
Letter No. AR. 47/74/3	20
Letter No. AR. 12/75/14	...	30	..
Office Note (File No. AR. 50/75)	...	50	..
Administrative Directory	150 (incomplete)
		80	170
18th January 1976			
Administrative Directory
Instruction for typewriting	250 (incomplete)
Letter No. AR. 10/75/27	25
U. O. No. AR. 25/74/60	..	20	..
Letter No. AR. 18/75/3
Assam Co-operative Service Rules	..	50	.. (incomplete)
		70	275
19th January 1976			
Administrative Directory	250
Instructions for Typewriting	100 (incomplete)
Letter No. AR. 18/75/3	..	25	..
Assam Co-operative Service Rules	..	100	..
		12	..
Letter No. AR. 12/75/19	...	12	..
Copy from Assam Public Commission Regulations.	18
	16	137	350

4. At the end of each month a monthly total of each of the columns (2), (3) and (4) should be drawn up. Similarly, at the end of the year an annual total of the work should be drawn up from the monthly totals.

5. The Branch Officer will make some cross checking about made in the log book at such interval as he may deem fit and in any case not less than two such checks in a week. The Superintendent of the Department will keep a close vigil on the entries made in the log book.

APPENDIX-1, PART-6

(Paragraph 50.1.4)

Certificate for Return of Stamps Affixed in Excess of Legal Requirement.

FORM

No.

Office
Court of the

Dated.....

CERTIFICATE

Certified that.....stamp(s) of the value of affixed to the petition in.....Petition/Case/File No. of 19..... in this Office/Court is/are in excess of legal requirements..... and has been unnecessarily affixed.

have

HEAD OF OFFICE

JUDGE

MAGISTRATE

APPENDIX-1, PART-7

(Paragraph 64)

Freedoms Register

Subject	File Number	Decision/Order
1	2	3

APPENDIX—I, PART—2

(Paragraph 69, i. .1)

Acknowledgement Card

No. Date

To

Subject—

Sir,

I am directed to acknowledge the receipt of your letter No.

I have the honour

Dated and to say that—

- * (1) It has been transferred to to which it relates.
- (2) Action is pending the receipt of a Court Fee Stamp of Rs. which may be sent to this Department at an early date.
- (3) You will be informed in due course of the action taken on your letter.

Yours faithfully,

*Delete the items not applicable.

APPENDIX-I, PART-9

(Paragraph 85.2)

Post Book

Serial No.	Name of addressee	Letter No. & date	Signature of addressee
1	2	3	4

Note:—1. The date of issue will be entered at the beginning of the entries for a day

2. Name of Post may be given below serial Number where necessary.

APPENDIX-I, PART-10

(Paragraph 90.1)

Despatch Register

Serial No.	Serial No. including copies	To whom addressed	Letter No. & Date	Whether by registered and insured cover	Postage stamps
1	2	3	4	5	6

Note:—1. The date of despatch will be entered at the beginning of the entries for the day

2. Column 1 will indicate one number for one issue excluding copies.

3. Column 2 will indicate the total number of issues including copies.

APPENDIX--I, Part--II

(Paragraph 93.1)

REQUISITION FOR SERVICE POSTAGE STAMP

Bill No.

Not payable in cash but by bank transfer

..... District

Voucher.....

Bill for service postage stamps of the office of.....

for the month of

Head of service.....

Department

	Postage stamps required of the following denomination	Value	
		Rs.	P.
	1 rupee stamps		
	50 paise stamps		
	25 paise stamps		
	20 paise stamps		
	10 paise stamps		
	5 paise stamps		
	3 paise stamps		
	2 paise stamps		
	1 paise stamps		
	Rupies (in words)		

	Amount		Rs.	P.
	Rs.	P.		
Account of contingent Allotment Expenditure ..				
Amount of Allotment				
Deduct expenditure:--				
	Amount			
	Rs.	P.		
Total of present bill				
Total of previous bills as shown in bill No.				
Total Up-to-date				
Available Balance				

Received payment in service postage stamps, and certified that the expenditure charged in this bill could not with due regard to the interests of the public service be avoided, and also certified that the stamps will be used on pre-paying postage on communication *bonafide* on the service of Government, and for such other purposes as are authorised by the Post and Telegraph Department.

Dated Head of office and designation

PAY RUPEES.. .. .

(Rs.) by transfer credit to Post Office.

..... Treasury Officer.

Dated.....

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Audit Register page

Admitted Rs.

Objected to Rs.

Superintendent

Auditor

APPENDIX—I, Part—12

(paragraph 93.2)

Stamp Account Register

Date	Value of stamps in hand at the commencement of the day.	Value of stamps received during the day.	Total value of stamps in hand (column 2 and column 3).	Value of stamps used during the day.			Closing balance (column 4, column 7).	Signature of Supervisor	Remarks
				Under Column 5 of despatch Register.	Issued to officers, Private Secretary to Ministers.	Total of column 5 and 6			
1	2	3	4	5	6	7	8	9	10

APPENDIX—I, Part—13

(Paragraph 122.1)

File Register

File No.

Main title

Connected files					Date of opening		Date of recording		
(1)					(2)		(3)		
Movements of main file					Movements of part files, if any				
1	2	3	4	5	6	Part I	Part II	Part III	

(In modification of Assam Schedule V, Form No. 61)

- Note:—**1. The movements with dates should be indicated along the vertical column downwards starting from column 1.
2. There will be an index to the register which will be maintained alphabetically subject wise, giving file No. and page number in the main register.

APPENDIX—1, Part—14
(Paragraph 125.2)

Answer Schedule II, Form No. 47

REMINDER FOR U.O. FILES

Reply

Department _____ Branch _____

Date _____, the _____ 19 _____

To _____

The _____

Will the office of the _____

Please return with the necessary notes
the following files which were issued un-
officially on the dates noted against each ?

Date	File No.	Brief subject

APPENDIX-1, Part-15

(Paragraph 132.1)

Annex Schedule V, Form No. 36

Index 132

File	File No.
(1)	(2)

APPENDIX-1, Part-16

(Paragraph 141.2)

Register of Files for Record

Sl. No.	File No.	Subject	Classification (i. e., Class 'A', 'B' or 'C')	Date on which sent for record	Remarks
1	2	3	4	5	6

- Note:—1. Two separate registers will be maintained—one for Class 'A' and Class 'B' files and the other for Class 'C' files.
2. A number of pages will be allotted for each year according to an index which may be maintained at the beginning of the Register.
3. The entries will be made according to the year of opening the files and not according to the year of recording.

APPENDIX -1, Part-17

(Paragraph 142.3.5)

Assam Schedule V, Form No. 34.

19

REFERENCES TO FORMER CASES

File No. 15

No. or File No. and year	

A—Collection

ASSAM SECRETARIAT

..... Department

..... Branch

19

REFERENCE TO LATER CASES

Department, date and No.	Brief Title of File

Brief Subject

Table of Contents

(to be continued on back if necessary)

Papers other than Proceedings

I.—Printed

Notes and orders

II.—Not printed

No.

Table of Contents—Continued

REFERENCES TO LATER CASES—Continued

Department, date and No.	Brief Title of File

APPENDIX - I, Part-18

(Paragraph 144.1)

REQUISITION FOR SUPPLY OF PAPERS FROM RECORD ROOM

Record Section.

Please supply the following paper :

File No.	Subject	File/purpose for which required
(1)	(2)	(3)

Date :—

Name.....

Designation

Name of Dept./Office

APPENDIX-I, Part-19

(Paragraph 144.1)

Record Room Issue Register

Serial No.	Date of receipt of requisition	File No./Diary No. of the file/receipt for which papers are required	List of papers supplied and their subject.	To whom supplied	Date of compliance with requisition.	Date of receipt back and returned to the records	Remarks
1	2	3	4	5	6	7	8

APPENDIX—I, Part—2E

(Paragraph 361.2)

.....
.....Branch

ARREAR LIST—A (WEEKLY)

Balance of receipts in hand at the close of the (the last working day of the week) (U/O files also are considered as receipts)

Sl. No.	Name of Assistant	Arrear at the opening of the week	New receipts during the week	Disposal during the week	Arrear at the close of the week (col. 2)	Arrear over 7 days out of Col. 5.	Dispositions for arrears of Col. 5.
1	2	3	4	5	6	7	8

- Note:—1. The assistant should prepare and submit this arrear list on the 1st working day of the next week.
2. Superintendent (the Junior most Superintendent where there are more than one Superintendent in a Department) should consolidate and submit to the Branch Officer, the Arrear list on the 2nd working day of the next week.

§

EXPLANATIONS TO ACCOMPANY WEEKLY ARREAR LIST A

Explanation for cases of over 7 days.

No.	Subject	Date of letter	Date of receipt in office	Date of receipt by Auditor (Explanation for delay
1	2	3	4	5	6

Signature of the Superintendent.

APPENDIX—I, Part—23

(Para para 52.1)

Annex Schedule V, Form F

Annex List B.

File No., subject and date on which action started in Department	Remarks	Present position	Order of rank Officer and higher officers

APPENDIX—I, Part—24A

(Paragraph 165.1)

Check List of outgoing periodical Returns..... Branch

Serial No.	Name of Return	To whom due	Due date	Authority	Actual Date of Submission											
					January	February	March	April	May	June	July	August	September	October	November	December
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Supervisor

Control Officer—charge

Note—1. The returns will be placed in different groups under column 2 according to their periodicity, placing the returns with higher periodicity above those with low periodicity.

2. Column 4 "due date" will show the date on which the return is due e.g. in the case of a particular annual return due on 1st July, the entry will be 1/7.

3. Column 5 will indicate the authority under which the return has been prescribed such as the paragraph from the Manual or relevant rule or instruction.

4. Columns 6 to 17 will show the date under the particular month in which the return is actually submitted e.g. if the return mentioned in Note 2 is submitted on 7th July, figure 7 will be entered under column 12 for the month of July.

APPENDIX—I, Part—24B

(Paragraph 165-1)

List of incoming periodical returns

No.	Name of return	To whom due	Due date	Authority	Actual date of receipt											
					January	February	March	April	May	June	July	August	September	October	November	December
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

 Superintendent.

 Gazetted Officer-in charge.

- NOTE:— 1. The returns will be placed in different groups under column 2 according to their periodicity, placing the returns with higher periodicity above those with less periodicity.
2. Column 4 "due date" will show the date on which the return is due e. g. in the case of a particular annual return due on 1st July, the entry will be 1/7.
3. Column 5 will indicate the authority under which the return has been prescribed such as the paragraph from the Manual or relevant rule or instruction.
4. Columns 6 to 13 will show the date under the particular month at which the return is actually submitted e. g. if the return mentioned in Note 2 is submitted on 7th July, figure 7 will be entered under column 12 for the month of July.

(APPENDIX--J, Part--(8A))

(Paragraph 168.5.3)

Register for Assembly Questions, Section 18

File No.	Question Number	Whether started or answered	Name of the M.L.A. by whom questioned	Subject	File No.	Material for reply received by Department	Progress of answer	Date on which reply sent	Remarks
1	2	3	4	5	6	7	8	9	10

NOTE:--The Register may be maintained in this form by the offices other than the Secretariat Departments also.

APPENDIX--1, Part--23B

(Paragraph 165-7)

Register for Assembly Resolutions / Motions

1	2	3	4	5	6	7	8	9
Number of resolution or motion	Name of Assembly Member	Subject	File No.	Resolution No. (indicated)	Date on which passed	Whether carried out/rejected	Remarks	
1	2	4	5	6	7	8	9	

NOTE--1. Name of Assembly Member will be indicated at the beginning of the entries for a Session.

2. If there is no Resolution/Motion in a particular Session, it will be indicated as "NIL".

3. If the Resolution comes up in ballot it will be indicated in the "Remarks" column.

4. Motions other than Cut Motions and Adjournment Motions only will be included in this Register.

APPENDIX -I. PART-86

(Paragraph 177.3)

Register of Assurances given in Legislative Assembly

Serial No.	Date	Reference	Subject	Assurance given	How fulfilled	Date on which	
						sent to the Legislative Assembly Secretariat	Laid on the Table of the House
1	2	3	4	5	6	7	8

Note:—1. Column 2 will show date on which the Assurance was given.

2. Column 3 will show No. of Question, name of Bill, Resolution, Motion, etc., in connection with which Assurance was given and also the Legislative Assembly Secretariat reference with which it was received.

3. Column 4 will show specific point on which Assurance was given.

4. The Assurances will be entered under this heading and the name of the member will be entered in the margin below making the entries.

APPENDIX-1, PART-27

(Paragraph 151.1)

Requisition for Printing Works

(To be filled in and forwarded to Press along with the manuscript)

Ref. No. _____

Date _____

1. Title of work _____
2. Nature of urgency, if any, for printing. _____
3. Period within which the work should be completed. _____
4. (a) Number of fair copies _____
 (b) Size and face of type. _____
 (c) Size of publication _____
 (d) Approximate number of pages. _____
 (e) Quality of paper. _____
 (f) Type of binding and cover. _____
5. Special instruction, if any. _____
6. Type to be kept standing/distributed after fair copies are printed. _____

(Signature of Indenting Officer)_____
(Designation)

(Entries to be made by the Press)

Job No. Date and hour of receipt.....

- Note 1. Preparation of "Copy"—Copy sent to press should be properly edited neatly typed on one side only and should be in its final form.
- Note 2. Signing of Requisition—Requisitions for ordinary printing work should be signed ~~to~~ fall by the Branch Officer of the Department or by a higher officer. Only in case of routine printing work the requisition will be signed by the Superintendent.
- Note 3. To facilitate proof-reading and composing to be carried on simultaneously the proof should be forwarded by the Press to the Department in batches in respect of voluminous publications.
- Note 4. Number of proofs supplied—If the corrections in the first or author's proof are not many, the order to print the number of copies required should be given straightway. Otherwise, a second or sometimes even a third proof may be necessary.

APPENDIX—1, PART—28

(Paragraph 181.5)

Register of Publication Issued

Authority	Frequency	Due date of publication	Actual date of publication	Remarks
1	2	3	4	5

No. 1.—1. Column 1 will indicate the decision for printing the publication. It may be based on a provision in the departmental manual or the rules or an office decision.

2. An index at the beginning of the register will be maintained indicating the page numbers allotted to each publication.

3. One or more pages may be allotted to each publication.

APPENDIX—I, Part—29

(Paragraph 183.1)

Assam Schedule II, Form No. 98

INDENT FOR THE ASSAM GOVERNMENT BOOK DEPOT

Please supply the undermentioned publications:—

Title of Book	Number of copies	On payment or free?	New acquisition or replacement of old book?	Whether name should be placed on distribution list of circulating slip?
1	2	3	4	5

Signature and designation of indenting officer _____

Required for _____

Countersignature of Under-Secretary, Printing and Stationery (where necessary)
Deliver.

Officer in-charge, Book Depot

Date _____

Page _____

of Register.

APPENDIX—I, Part -30

(Paragraph 211.1)

Page No.

STORES REGISTER

Name of Article.....

Receipts

Date of receipt	Voucher No. and date	From whom received	Quantity or number	Cost	
				Rs.	P.
1	2	3	4	5	

Issues

Date of issue	To whom issued	Number or quantity issued	Balance in stock	Remarks
6	7	8	9	10

- Note :—1. The Register will be vertical with col. 1 to 5 on the left hand side and col. 6 to 10 on the right hand side.
2. The disposal of an article by auction or otherwise will be shown in the Remarks column.
3. Different Registers will be maintained for different kinds of stores, e.g., furniture, stationery, forms, etc.
4. An index at the beginning will be given indicating the number of pages for each item of stores.

APPENDIX—J, Part—51

(Paragraph 213.1.5)

Assam Schedule V, Form No. 53

Requisition Stationery for19

Name	Quantity	Unit	Rate	Total	Remarks	Number	Year	Month	Day	Received	Particulars	Amount	Subd.	Order	Receipt of Assistant	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
																18

None, please supply

Superintendent/Head Assistant, Department.

APPENDIX—1, Part—32

(Paragraph 213-4-4)

Service Card of Typewriters Duplicating Machines

No. and make

Date of Purchase

Year 19

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Date of Service.....	Date of Service.....	Date of Service.....	Date of Service.....
Signature of the typist/ Assistant	Signature of the typist/Assistant	Signature of the typist/Assistant	Signature of the typist/Assistant
1	2	3	4

APPENDIX—1, Part—33

(Paragraph 213-4-5)

Register of Typewriters and Duplicating Machines

Date of servicing	Repairs		To whom allotted	Signature of allottee with date	Remarks
	Details	Cost			
1	2	3	4	5	6

NOTE :—1. An index at the beginning of the Register will be maintained indicating the number of pages allotted to each machine.

2. The following entries will be made at the beginning of the first page allotted to each machine.

1. No. and make
2. Date of purchase
3. Price

APPENDIX—I, Part 34

(Paragraph 213.5.2)

Register of Periodicals Received

Vol. No.	Year	Month/Season	Date of receipt	Remarks
1	2	3	4	5

NOTE 1. An index will be maintained at the beginning of the register indicating the pages allotted for each publication.

2. Entries as far as possible will be made alphabetically.

3. The following entries will be made at the beginning of the first page allotted to each publication:—

(a) Name of publication.

(b) Name and address of supplier.

APPENDIX—I, Part-35

(Paragraph 213.6)

Register of Railway Receipts

R.R.No. and Date	Date of receipt by the Department	Date of receipt by the Nazir	Date of taking Delivery by Nazir	Demurrage paid if any and reasons	Remarks
1	2	3	4	5	6

NOTE 1.—Nazir's signature on receipt of the R/R will be taken in the remarks column.

APPENDIX—I, Part—36

(Paragraph 229.1)

Register of Posts

(a) Register of temporary posts:—

Serial No.	Name of Officer and Head	Name of post	Date of creation of the post	No. of original notification letter creating the post.	No. of editing notification letter	Date of expiry/Remarks
	1	2	3	4	5	6
1					6	7
						8

(b) Register of permanent posts:—

Serial No.	Name of Officer and Head Quarter	Name of post	Date of creation of post	No. of letter suspending previous retention of the post	Remarks
	1	2	3	4	5
1				3	6

APPENDIX-1, Part-39A

(Paragraph 237-1)

(a) Stock Register of Livestock Uniforms for the year

Account of Cloth

PART-1

Bal of cloth	Opening balance on 31st April	Receipt						Issue			Closing balance
		Quantity	Rate	Amount	No. of bills and amount of the bill	Date of issue	No. and date of order	Qty.	To which issued	Total Qty. issued	
1	2	1	4	5	6	7	8	9	10	11	12

PART-II

Account of Livery/Uniforms

Description	Opening balance on 1st April	Receipts against issues vide Column-I			Total No. issued	Closing balance	Remarks
		Date of receipts	No. date and amount of the bill	No.			
13	14	15	16	17	19	20	

NOTE:-1. The register will be divided into two parts, first part will contain "Account of Cloth" and the second part will contain "Account of Livery/Uniforms".

2. An index at the beginning of the register will indicate the number of pages allotted to each of the parts and different items of Livery/Uniform.

3. The register in form (a) will be maintained where cloth is purchased and converted into uniforms.

(b) Stock Register of Liveries/Uniforms for the

Description	Opening balance	Receipts during the year:					Total No. Issued during the year	Closing balance	Remarks
		No.	Rate	Amount	Date of receipt	No. date & amount of the bill			
1	2	3	4	5	6	7	8	9	10

Note—1. The register in form (b) will be maintained where stitched uniforms are purchased.

2. An index at the beginning of the register will indicate the number of pages allotted to different items of livery/uniform.

APPENDIX—I. PART—39B

(Paragraph 237.1)

Issue Register of Liveries/Uniforms for the Year

Name	Cost	Rate	Amount	Cap. etc.	Acknowledgment/signature of the recipient	Remarks
1	2	3	4	5	6	7

Note—The date of issue may be entered at the beginning of the entries for the day.

APPENDIX-I, PART-10

(Paragraph 241.2)

Register of Black-Listed Contractors/Firms

1	2	3	4	5		6	7	8
				From	To			
Serial No.	Name & address of Contractor/Firm	Class if any	No. & date of Notification/Order under which registered/Approved	Period for which Black-Listed		Authority by whom black-listed	No. & date of order black-listing the Contractor/Firm	Remarks

Note—1. The register will be maintained in two parts, the first part containing the order issued by the department concerned. The second part will contain the orders issued by other departments in the State Government and by other States.

2. Reasons for black-listing of Contractor/Firm, where available, will be recorded in the "Remarks" column.

APPENDIX-II, PART-I

(Paragraph 6.2)

List of subjects to be dealt with normally in Secretariat.

- (1) All matters of policy.
- (2) Inter-departmental Co-ordination.
- (3) Cases involving interpretation or relaxation of existing rules or orders and instructions of Government.
- (4) Laying down general principles of office methods and procedure.
- (5) Matters relating to legislative measures, rules and regulations.
- (6) Exercise of powers vested in the State Government under Acts, Rules and Regulations.
- (7) Matters relating to exercise of financial, legal and administrative powers vested in the State Government; including appeals, revision and review petitions within the powers of the State Government.
- (8) Matters to be placed before the Parliament and Legislative Assembly or their Committees.
- (9) Appointment of Commissions and Committees.
- (10) Matters relating to all India and State level conferences.
- (11) Correspondence with Foreign Governments.
- (12) Creation of new Districts and Sub-divisions or change in their boundaries.
- (13) Creation of Administrative Units.
- (14) Change of Headquarters of offices at block or sub-divisional level and above.
- (15) Creation of new offices, amalgamation, bifurcation and abolition of offices.
- (16) Emoluments and general service conditions of Government servants.
- (17) Administration of services of which the Governor is the appointing authority, unless any powers specifically delegated.

- (18) Matters relating to All India Services including transfer, posting, promotions and disciplinary proceedings of officers of All India Services under the administrative control of the State Government.
- (19) Inspection reports and tour notes recorded by Heads of Departments.
- (20) Matters affecting the economy of the State.
- (21) Scrutiny and approval of departmental budget estimates, supplementary grants, sanction of re-appropriation, surrender of funds.
- (22) All proposals involving new items of expenditure.
- (23) Financial sanction not within the competence of the Heads of Departments and other subordinate authorities.
- (24) Sanction of expenditure from the Contingency Fund.
- (25) Appropriation Accounts.
- (26) All matters relating to preparation or adoption of new plan and non-plan schemes and important modifications in the existing schemes.
- (27) Review of the progress of the plan schemes.
- (28) All matters regarding which reference to Finance, Legislative, Judicial and Personnel/etc., Departments and Cabinet is necessary under the Rules of Executive Business.

APPENDIX-II, PART-2

(Paragraph 5.5)

Illustrative List of Matters to be Submitted to Minister

- 1. Matters involving new policy or principle.
- 2. All matters relating to preparation or adoption of new plan and non-plan schemes and important modification in the existing schemes.

3. Progress of the plan schemes.
4. Matters relating to legislative measures, rules and regulations.
5. Exercise of powers vested in the State Government under Acts, Rules and Regulations.
6. Matters to be placed before the Parliament and the Legislative Assembly or their Committees.
7. Scrutiny and approval of Departmental budget estimates, supplementary grants and sanction of re-appropriation by a resolution.
8. All proposals involving new items of expenditure.
9. Sanction of expenditure from the Contingency Fund.
10. General Service conditions of Government servants under the Department.
11. Appointments to the posts for which Governor is the Appointing Authority.
12. Disciplinary cases of the officers where Disciplinary Authority is Governor.
13. Tours of officers outside the State.
14. Appointment of Commissions and Committees.
15. Matters relating to inter-state relation and foreign Governments.
16. Any other matters which the Minister may specify by general or special order.

APPENDIX—III, PART—I

(Paragraph 7.4.)

Duties of a Branch Officer.—

The Branch Officer is in-charge of one or more Branches. He is responsible for efficient functioning of the Branch under him. An illustrative list of his duties is given below :—

- (1) to be responsible for prompt disposal of work in the Branch;

- (2) to go through the dak and give directions to office for its disposal ;
- (3) to deal with urgent or important receipts himself and to dispose of as many cases as possible on his own initiative and responsibility after discussion with higher officers ;
- (4) to submit important receipts at dak stage to higher officers ;
- (5) to keep a watch over timely submission of weekly and monthly arrear lists and other returns and scrutinise them ;
- (6) to allocate subjects to Assistants in consultation with the Superintendent ;
- (7) to make surprise visits to the Branch to check attendance and to see that other instructions are correctly observed ;
- (8) to inspect the Branch once in six months and submit an inspection note to the Secretary ;
- (9) to keep himself acquainted with the morale and conduct of the staff working under him ;
- (10) to discuss with the Superintendent from time to time measures necessary to expedite disposal for improvement of business in the Branch ;
- (11) to deal with any other work assigned by the higher officers.

APPENDIX-III, PART—2

(Paragraph 7.5.1)

Duties of a Superintendent :

The Superintendent is directly in-charge of the Branch under him and is responsible to his Branch Officer. His duties are :-

- (1) to see that the Branch is kept neat and tidy and that files, papers, etc. are arranged in an orderly manner ;

- (2) to see to the maintenance of discipline among and punctuality in attendance of the staff in his Branch;
- (3) to see to the training of the Assistants under him;
- (4) to see that the Attendance Register is maintained correctly and submitted to the Branch Officer in due time;
- (5) to maintain an up-to-date distribution list of work among the Assistants in the Branch; and to see that the work of the Branch is uniformly distributed among the staff in the Branch. For distribution of work amongst assistants, he will duly assess the ability of each assistant to handle different kinds of job;
- (6) to make arrangement for the disposal of work entrusted to an Assistant during the Assistant's absence;
- (7) to submit to the Branch Officer all receipts and files at dak stage, unless there are instruction to the contrary;
- (8) to keep a careful watch on any hold up in the movements of dak between the branch and higher officers;
- (9) to mark the receipts in the names of Assistants in the Branch and to give directions to the assistants for disposal;
- (10) to deal with important or complex receipts or cases himself;
- (11) to scrutinise the notes and drafts of Assistants for correctness and accuracy and add his own remarks or suggestions where necessary before submitting the case to the higher officers;
- (12) to deal with such cases himself as may be required by higher officers;
- (13) to give priority markings on dak, drafts, letters, etc., and to remove or revise such markings as and when necessary;
- (14) to mark a draft for "issue" after it has been approved;
- (15) to give special instructions, where necessary, on the draft as to the manner of its issue, e.g., "By Registered Post", "Insured Cover", etc.;

- (16) to see that all routine duties, including maintenance of registers, etc., are carried out promptly and thoroughly ;
- (17) to see that all Manuals, Rules, etc., of the Branch are kept up-to-date by inserting latest corrections slips ;
- (18) to check the Receipt Register at least once a week ;
- (19) to see that the file numbers for receipts are entered by the Assistants regularly in their log books ;
- (20) to see to the proper maintenance of the following :—
- (a) Guard File.
 - (b) Precedent Register.
 - (c) Register of Assurances
 - (d) Registers of Assembly Questions and Regulations.
 - (e) Check List of Returns.
- (21) to see that reports and returns are submitted on due dates ;
- (22) to ensure timely submission of fixed date cases, other important cases and papers required by officers by keeping a note in the Engagement List and to keep a watch on progress of action ;
- (23) to ensure that the arrear lists are compiled timely and accurately ;
- (24) to inspect regularly the racks and tables of Assistants at least once a week and satisfy himself that no paper or file actually pending with an Assistant is excluded from the arrears as shown in the arrear lists ;
- (25) to check that the staff comply with the security instructions and to bring immediately to the notice of his superiors any breach of security regulations ;
- (26) to ensure timely recording of cases and to classify cases into A, B or C and arrange their despatch to the Recording Section, Records Room ;

- (27) to attend to the periodic disposal or destruction of all ephemeral files and papers ;
- (28) to attend to the disposal of all registers and records of the Branch which have crossed the prescribed period of preservation as laid down in Appendix XI ;
- (29) to examine the list of spare copies and of circulars for destruction ;
- (30) to deal with such confidential or other work of the Branch as may be entrusted to him by the Branch Officer or other higher officers

APPENDIX-III, PART—3

(Paragraph 7.6.1.)

Duties of a Dealing Assistant—

- (1) To examine promptly all receipts made over to him and—
 - (a) deal with the receipts according to their priority ;
 - (b) check the enclosures and, if any is found short or missing take action for obtaining the missing papers ;
 - (c) to forward receipts or extracts from receipts to other concerned Branches ;
 - (d) to make entries in Column 2 of the Log Book for Assistants ;
- (2) to collect materials required for taking action on a receipt ;
- (3) to open, where necessary, new file for taking action on the receipts, after obtaining orders of the Superintendent ;
- (4) to put up a case after examination to the Superintendent on the date required and, where no date is mentioned, not later than seven days of its receipt ;

(5) When putting up a case—

- (a) to see whether all the facts, so far as they are open to check, are correct ;
- (b) to point out any mistake or mis-statement of facts ;
- (c) to draw attention, where necessary, to the statutory or customary procedure and to point out the law and rules and where they are to be found ;
- (d) to supply other relevant facts and figures available in the Branch and to put up the Standing Guard File or other papers containing precedent or previous decisions of policy ;
- (e) to state the question or questions for consideration and to bring out clearly the points requiring decision, but to avoid his personal opinion or recommendation ;
- (6) to note the file number and the date of disposal against the diary number of a receipts on disposal by him in the Log Book ;
- (7) to prepare and keep up-to-date a "running summary of facts" or precis on a case where it is considered necessary by the Superintendent or the Branch Officer ;
- (8) to consolidate the replies as and when received in cases where many outside offices are consulted ;
- (9) to see that—
 - (a) acknowledgements to communications received from Members of Parliament Legislature, Public bodies and members of the public are issued promptly, and
 - (b) interim replies are issued if delay is anticipated in sending out final answer :
- (10) to consult the Superintendent or higher officers in cases of doubt for speedy disposal of his work :
- (11) to furnish accurate information in the weekly and monthly arrear lists or other periodical returns on due dates .

- (12) to maintain a Reminder Diary to be examined every morning by him and action taken accordingly;
- (13) to compare the fair copy with the draft and to see that the corrections made in one of the fair copies is made in all the other copies and the original drafts
- (14) to check the list of periodical returns, both in-coming and out-going, for timely action;
- (15) to take prompt action regarding recording of cases;
- (16) to maintain the part of the Guard File of important circulars and instructions concerning him;
- (17) to keep all Manuals, Acts, Rules, etc. with which he is concerned, up-to-date by inserting correction slips as and when received;
- (18) to attend to such other work as he may be assigned by the Superintendent or any higher officer.

APPENDIX—III, PART—4

(Paragraph 7.6.1.)

Duties of a Darist.—

- (1) to place all receipts in the "dak tray" on the Superintendent's table as and when received;
- (2) to submit to officers concerned files and receipts in dak pads for perusal at the dak stage as directed;
- (3) to bring to the notice of the Superintendent any papers which are not received back from officers to whom the papers were sent for perusal at dak stage;
- (4) to enter all receipts in the Receipt Register (Government of India's letters to be entered in red ink)

- (5) to distribute the receipts among the Assistants to whom they have been marked after entering in column 1 of the Log Books for Assistants;
- (6) to enter file numbers in column 6 of the Receipt Register against each entry by noting them from the log books of the Assistants;
- (7) to bring to the notice of the Superintendent all entries in the Diary Register against which no file numbers could be noted by the Diarist for want of corresponding entries in the Assistants' Log Books;
- (8) to be responsible for proper maintenance of:—
 - (a) Diary Register,
 - (b) Movements of files in the File Register.
 - (c) Register of Files received un-officially from other Department.
 - (d) Register of Files issued un-officially to other Departments.
 - (e) Register of Files for Record.
- (9) to issue all postals and local communication promptly through the Issue Branch or special messengers;
- (10) to make a note of the files sent to record in the File Register besides a note in the Register of Files for Record;
- (11) to fill up columns 1 to 3 and column 5 of arrear list 'A' and submit it to the Superintendent before evening of Friday or the next working day;
- (12) to enter the names of all Assistants and Typists in Attendance Register a few days before close of the current month;
- (13) to total up and carry forward the Casual Leave account in the Attendance Register and the abstract of late attendance.
- (14) to do any other work assigned to him by the Superintendent or higher officers, including dealing with routine receipts and files.

APPENDIX-III, PART—5

(Paragraph 7.6.2.)

Duties of Typist:—

- (1) To type all matters marked to him;
- (2) to maintain a log book in the prescribed form;
- (3) to report to the Superintendent or Assistant in-charge regarding the position of un-finished priority work at the end of the day;
- (4) to observe the instructions for the guidance of typists given in Appendix VII, part 4;
- (5) to observe the instructions of the maintenance of typewriter given in Appendix VII, Part 4;
- (6) to compare fair copies as directed by the Superintendent;
- (7) to do any other work as may be assigned to him by the Superintendent or higher officers.

APPENDIX -III, PART—6

(Paragraph 27.1.)

Duties of the Nazir

The Nazir is in-charge of the Nazarat Section. He works under the direct control of Under Secretary, Secretariat Administration Department (Establishment). In so far as control and supervision over the Nazarat Section are concerned, his duties are the same as those of a Secretariat Superintendent. His duties and responsibilities as Nazir include the following:—

A. Procurement and supply of forms and Stationery articles.

1. He is responsible for maintaining adequate stock of form and stationery articles and their issue to Departments, officers and ministers. For this, he will—

(a) prepare annual indents for forms and stationery on due dates and submit to the Printing and Stationery Department through the Under Secretary, Administration Department (Establishment);

(b) maintain accurately stock registers of forms and stationery articles in prescribed forms.

2. He is liable for any deficiency in his stock.

3. He will purchase only those articles for which previous sanction in writing from Under Secretary, Secretariat Administration Department (Establishment) has been obtained.

4. He will scrutinise an irregular or extravagant demand for supply of such articles and bring the matter to the notice of the Under Secretary, Secretariat Administration Department.

5. Before any article is brought on the stock register, he will satisfy himself about the quality and quantity of the article.

6. He will ensure that every issue of forms and stationery articles is supported by a written requisition.

7. He will submit every month the stock registers for forms and stationery for inspection by the Under Secretary, Secretariat Administration Department (Establishment) and annually for annual stock verification.

B. Furniture and office equipment.

8. He will supply furniture and office equipment to all Departments, officers and Ministers according to the prescribed scales.

9. He is responsible for the custody and due care of the furniture in the Secretariat. He will ensure that carpets in the Secretariat are duly dusted.

10. He is responsible for removal of unserviceable furniture and equipment and arranging their disposal by sale.

11. He will check the furniture in the branches and office-rooms and residential officers of officers and ministers once a year for stock verification.

12. He will maintain properly the stock registers for furniture and office equipment and submit them monthly to the Under Secretary, Secretariat Administration Department (Establishment) and also with the results of annual stock verification.

C. Livery for Grade IV staff.

13. He will purchase and issue livery and umbrellas etc., to different categories of Grade IV staff according to the prescribed scales of supply. For this, he will —

(a) prepare estimate of issue of liveries to be made in each season and their cost;

(b) arrange for the purchase of the sanctioned requirements.

14. He will maintain stock-registers for livery etc.

D. Control and supervision over Grade IV Staff.

15. He is responsible for all service matters relating to the temporary Grade IV staff, including casual staff, their control and allotment of work.

16. He will personally supervise the work of sweepers, malis and day and night chowkidars and make surprise check.

17. He will maintain attendance registers for all categories of staff under his direct control.

18. He will check that the Grade IV staff attend office in their uniform.

19. He will be responsible for the general cleanliness and tidiness of the Secretariat buildings and premises.

20. He will check that the Grade IV staff keep the office rooms clean and tidy by removing waste papers etc., and dust them properly.

E. Miscellaneous.

21. He will make arrangements, including supply of refreshment at Government cost, for meetings conferences, etc., held in the Secretariat from time to time.

22. He will ensure regular winding of clocks in the office rooms of gazetted officers and ministers.

23. He will attend to office accommodation for Departments and officers and supervise their shifting from one room or building to another.

24. He is responsible for control and supervision over Dak

APPENDIX - III. PART-7

(Paragraph 27.4.2)

Duties of a Peon.

1. He should come to office not later than 9.30 A.M.

2. As soon as he comes to office, he should open the windows unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, book-shelves, what-nots, file cabinets and other furniture and keep the office rooms clean and tidy.

3. He should remove all waste paper etc., for disposal directed by the officer or the Superintendent of the Branch concerned.

4. If he is attached to an officer.

(a) he should keep the pen cils sharpened, the ink pots filled and put other articles like pin-cushion, blotting paper holder, pen, scissors eraser, clips, etc., in the proper places;

(b) he should put all the abovementioned office articles inside the almirah or table drawer before leaving office;

(c) he should keep slips of paper within easy reach inside the room for use of his officer and outside for use of the public;

(d) he should lift up the receiver and answer the telephone calls during the absence of the officer or P.S./P.A.

5. He must not leave office until all in the Branch have left. If he is attached to an officer, he should not leave before the officer has left. If he has to go early, he must take prior permission of his officer or of the Superintendent of the Branch to whom he is attached.
6. Before leaving office he should switch off all lights, fans and heater, if any, and close the windows.
7. He should fill up the water jug/glass for use of the officer or staff, if so required.
8. He should assist in any office work as may be required of him.
9. He should have a general idea about the arrangement for receipt of local and outside dak.
10. He should know the priority involved in the movement of papers marked 'Urgent', 'Immediate' and 'Priority' and act accordingly.
11. He should know the location of —
 - (a) Secretariat Departments and Branches and other important offices such as of Heads of Departments, Central Government offices, Government Boards and companies;
 - (b) residence of Ministers and high ranking Government officers, particularly of his Secretary, Joint/Deputy Secretary, Under Secretary and Superintendent.
12. He should know the working hours of local Post and Telegraph offices, Treasury and Banks.
13. He must avoid personal work when he is sent out on official work.
14. He should know the description of stationery articles and various kinds of forms used in the office.
15. He should be polite and respectful toward all officers and staff.
16. He should be very courteous and helpful toward members of the public visiting the Secretariat.
17. He must always come to office in uniform which should be clean and his appearance should be neat and tidy.

APPENDIX-IV

(Paragraph 27.2)

Rules Governing Secretariat Library

The Keeper of Records-cum-Librarian is in-charge of the Secretariat Library. The Library is under the administrative control of the Secretariat Administration Department. It remains open during office hours and the key of the Library Room is kept under the charge of the Librarian.

2. The Library is intended mainly for the use of the Secretariat. In special cases, the Librarian may allow it to be used by Heads of Departments and other Government offices at the head-quarters.

3. The Librarian is responsible for the efficient administration of the Library and attached staff. He will see that all registers are maintained up-to-date, that books are supplied promptly and their return, too carefully watched.

4. All books received in the Library will be stamped to show the date of receipt and their class number and then entered in the Accession Register. A table will be posted on the back of each volume, showing its class numbers and the author's mark, before it is arranged on the shelves.

5. Books in the Library are classified according to Dewey's Decimal Classification.

6. A card-form of catalogue will be maintained in the Library and the Librarian is responsible for keeping it up-to-date. A new book will be catalogued immediately on receipt. The arrangement of the catalogue will be under author, title and subject alphabetically arranged on the model of a dictionary.

7. Maps received in the Library will be entered in a separate register properly classified.

8. A book or map will be issued from the Library on receipt of a requisition in the approved form signed by Superintendent or higher officers and its issue will be entered in the Issue Register. Requisition slips will be retained by the Librarian until the books or maps are returned.

9. The normal period of retention of books is 15 days but it may be extended by the Librarian upto a total period of three months. If after the lapse of this period a book is still not returned the matter will be brought to the notice of the Chief Secretary or the Secretary of the Department concerned.

10. No one will write upon, damage or make any mark upon any book or map belonging to the Library, nor any pin should be used for making reference to the Library books.

11. Copies of books and publications of the Secretariat Departments will not be stocked in the Library and entered in the catalogue nor will their distribution be undertaken by the Librarian. The Library should not be used as a repository for useless or surplus copies of books.

12. Borrowers are not allowed to sub-lend books belonging to the Library. The Librarian may, in exceptional cases, allow private persons, not belonging to the Secretariat, to read books in the Library.

13. Rare and valuable books, which cannot be replaced in case of loss or damage, should under no circumstances be removed from the Library. They can however, be consulted in the Library for reference purposes.

14. The Librarian is responsible for loss of books in the Library. He will report any such loss to the Under Secretary, Secretariat Administration Department. If a book is damaged or lost the person who borrow the book will be responsible to replace the book or pay the cost of its replacement to the Library. The price of rare or out of print books will be assessed by the Librarian. It will be the duty of the Superintendent concerned and the officers to see that books obtained from the Library are not unduly delayed and are returned as soon as they are no longer required.

15. The Librarian will ensure that all books of reference in the Library are kept corrected up-to-date. The books will be corrected immediately on receipt of correction slips. The Librarian will check this periodically and initial it in token of having done so. The correction of Manuals, Rules, etc., will be done according to paragraph 62.

16.1. There will be an Advisory Committee to advise the Librarian regarding selection of books, procedure for receipt

and issue of books and general arrangements regarding the use of the Library. The Committee will consist of the following:—

- (a) Secretary, Finance or his representative.
- (b) A Secretary to be appointed by the Chief Secretary.
- (c) Joint/Deputy Secretary, Secretariat Administration Department-Member-Secretary.

16.2. Any Government servant in the Secretariat may send his suggestions regarding improvement in the Library or selection of books to the Member-Secretary of the Advisory Committee or to the Librarian. If the suggestions are sent to the Librarian, he will place them before the Advisory Committee.

17. The Librarian will on the advice of the Advisory Committee, purchase new books for the Library with the approval of the Printing and Stationery Department and on the orders of the Joint Secretary, Secretariat Administration Department.

18. No book etc., of the Library will be struck off from the catalogue without specific orders. As soon as sufficient quantity of surplus books and publications no longer required accumulate in the Library, the Librarian will take up their sale with the Under Secretary, Secretariat Administration Department. The covers of books, reports etc., if fit for use should be detached and sent to the Government Press to be used for binding work. Any officer requiring any such book for his private use will have to pay the price that may be fixed by the Under Secretary, Secretariat Administration Department in consultation with the Librarian.

19.1. Newspapers and periodicals will be preserved in the Library. Important newspapers will be preserved in the Library for one year and the rest sold half-yearly. The Librarian will Library and watch their receipt on due date according to paragraph 213.2.2. of the Manual. If any irregularity is noticed in their receipt, he will take up the matter with the Supplier and also inform the Printing and Stationery Department.

19.2. The periodicals which are to be kept in the Library, will be bound at the end of the year.

20. When books, such as Manuals, Acts and Codes are required from the Book Depot, the requisition will be sent according to paragraph 182.

21. The stock verification of books in the Secretariat Library will be done once a year in July. Before stock taking, all officers and Departments will be asked to return the books borrowed by them. Where the return of any particular book is not possible, the officer concerned will furnish the Librarian with a list of such books and with a certificate that the books are in his possession.

22. The Library will be inspected by the Under Secretary Secretariat Administration Department once in six months and by the Joint/Deputy Secretary, Secretariat Administration Department once a year as in the case of any other Branch. Any member of the Advisory Committee may also inspect the Library after giving a prior intimation to the Joint/Deputy Secretary, Secretariat Administration Department.

APPENDIX-V

(Paragraph 51.6)

Style in Notes and Drafts

The style in notes and draft is as important as their contents. The following instructions* will be observed in drafting and also in writing notes :—

- (1) "Government" will be treated as a plural noun.
- (2) "Information" is singular. If information is called for on many points, it does not become "Informations".
- (3) "Work" must not be confused with "Works". There are construction "Works" and you "work" when you are on duty.
- (4) The words "Proximo", "Idem" and "Ultimo" should be avoided. They are not necessarily even abbreviations and

Adapted from an Appendix of the Government of Madras Secretariat Office Manual.

they possess no other recommendation. On the contrary, they lead to confusion and one has to take the trouble of looking at the date of the letter to find out what they mean. The names of the months must be used instead.

- (5) "The same" must not be used instead of "it" or some other simple word.
- (6) Such needlessly formal words as "therein" and "thereon" should not be used instead of "in it" or "on it".
- (7) The preference for passive verbs over active verbs generally make the style vague and clumsy, as "It is not understood" for "I do not understand"; "It should be reported by the Tahsildar" for "The Tahsildar should report" or "The date of issue of the order should be reported by him" for "he should report when he issues the order".
- (8) Instead of a simple verb, long phrases are used or long words are preferred to short ones as "make the assessment" to "assess"; "purchase" to "buy"; "commence" to "begin" and "omitted to" or "failed to" to the simple "did not" (the two latter ones are very common); "make enquiries" for "enquire" "building purposes" for "buildings". Where "omit" by itself is proper and sufficient, the love of such redundant phrases is displayed as "has been omitted to be entered in the register" instead of "has been omitted from the register". Another widespread error is the use of "for being" instead of "to be" and "for doing" instead of "to do" and "returned for being stamped" instead of "to be stamped". If the Chief Secretary orders that an assistant should be punished "for being impertinent" it does not mean "in order to make him impertinent".
- (9) Foreign or classical words and expressions should be avoided as far as possible: Vernacular words should only be used when their meaning cannot be expressed equally well in English.
- (10) Short sentences should be preferred to long ones. "Secretary's attention is invited to O.M." He is requested....." is better than "The

Secretary's attention is invited to O.M..... and he is requested". "In cases in which" is a clumsy phrase for which "when", "where" or "if" can usually be substituted. The word "necessary" is usually superfluous in such phrases as "the necessary entries", the necessary corrections, the necessary instructions", etc.

- (11) The phrase "do the needful" should never be used. Either state definitely what is to be done or say "do what is necessary". The word "avail" is a very awkward one, as it is a reflexive and also takes "of" after it. It is better avoided, moreover, if you do use it, you must not say "the leave was availed of" or "I availed of the leave", still less "he is permitted to avail the holidays". You must say "I availed myself of the leave" and so on. But why not simply say "took" the leave? "available" also is a bad word. A register "not readily available" may mean anything, for example, that the book was needed for reference by one of the members, or had been sent some-where out of the office, or was locked up and the key was elsewhere. It is very annoying to have one's work increased by having to send a note back to ask what it means.
- (12) "Split infinitives" should be avoided, that is to say, write "kindly to state" and not "to kindly state". A very common and equally objectionable feature of official communications is a similar splitting of other verbal phrases, for instance, "The Deputy Commissioner will, in the circumstances now stated, be requested" is not good English. It is quite as easy to say "In the circumstances now stated, the Deputy Commissioner will be requested to" Do not write "marginally noted" which could only mean "having marginal notes". Write "note in margin". Similarly "plan marked" could only mean "marked with plans" (Compare "pock-marked"), and "plain mentioned" neither does nor possibly mean anything.
- (13) Instead of such a phrase as "the figure for 1949, 1950 and 1951 were 256, 257 and 348, respectively" which is confusing, write "the figure for 1949 was 256, that for 1950 was 257 and that for 1951 was 348. This little, if at all longer and is perfectly clear. "Former" and "latter" should also be avoided as constant sources of confusion.

Do not ride any phrase to death. Some persons begin every letter with the phrase "with reference to". It is better to vary the phrase so to make it more definite. Say "In reply to", "As directed in" and so on; or begin in narrative form "in their order.....Government directed... ..". Avoid the phrase "with advertence to". In ordinary English "in case" does not mean the same as "if". "I shall take my umbrella in case it rains" means "so as to be prepared for rain". Nor does "as well as" mean the same as "and". It is much more emphatic. It would be absurd to say "a man was 5 feet 8 inches high as well as 21 years of age". But you might well say that he "was a good painter as well as a remarkable musician".

- (14) The fondness for writing "as well as" for "and" and "in case" for "if" presumably arises from the fondness of the users for a longer expression. "in case if" is a stage further on the downward path. "I am unable to" for "I cannot" and "hand over" for "give" are other common examples of the preference for the longer phrase. "By the time" is sometimes wrongly used for "then". By that time means "then". Always be as definite as possible. Some examples of this rule have been given above. Use the first person rather than the third as a general rule. The most appalling perversion of the third person construction is the formula "Has the honour to enquire, etc.,..... .." without any subject. "As such" is often misused. It is correct to say "Mr. A was then the Superintendent and as such was bound to report....." but "Mr. A was not then the superintendent and as such he is not to be "Mr. A was not to be blamed" is meaningless. "While such being the case" is a familiar embellishment of criminal complaints, etc. "While" is here redundant.
- (15) Tenses and moods are misused in almost every note or draft. The misuse of "had" is one of the commonest errors. The pluperfect "had" is rightly used to emphasize the priority of one event in the past to another. It is correct to say "I had gone to bed when the house caught fire" but senseless to say "I had gone to bed at 10 o'clock last night"-("I went" is correct)-unless the meaning is that you had gone to bed before 10 o'clock. The present tense is wrongly used for the incomplete perfect, i.e., they write "I am record-keeper from 1906" "I have been

record-keeper since 1906 is correct" "Government press for a reply" should be "Government are pressing for a reply". "The following men now act" is wrong. It should be "are now acting". "Act" means "usually act" or "habitually act"; "are acting" emphasizes the fact that they are doing so now. The future is often misused, owing to the unintelligent copying Government orders.

- (16) "Must have" is sometimes misused for "should have" or "ought to have". "Must have done it" means that he certainly has done it. It is used to mean that he has not done it but should have. "Till" is commonly misused in a way that it is positively misleading. "No reply was received till January 1st" implies that a reply was received on January 1st; but it is used to mean that even on January 1st no reply had been received. To convey this latter meaning "up to" with the pluperfect is the correct English—"up to January 1st, I had received no reply". Distinguish "all the stamps have not been punched", which is ambiguous from "Not all the stamps have been punched" or "the stamps have not all been punched" which mean that some have been punched and some not. These phrases are commonly confused. "The Tahsildar has yet to collect Rs.1,000" is not ordinarily modern English. "Still has" is correct. "Yet" may be used with a negative, e.g. "has not yet applied" and is only used with a positive verb in special phrases such as "I have yet to learn". "So" is not equivalent to "very". It is sometimes written "the peon is so impertinent", "I warned him so many times" meaning "very impertinent", "very often". "Not so bad" means "rather good", but this is a colloquial phrase. Similarly, "too" has generally a relative sense, that is, it implies excess relatively to a certain standard or object not absolute intensity—so to speak—(except in a few colloquial phrases, such as "It is too bad"); but it is commonly written "It is too hot" meaning "it is very hot".

- (17) The verb "to hope" implies pleasurable anticipation. It is used sometimes instead of a neutral word such as "think", and thereby produce comically inappropriate phrases such as "I hope your honour is ill". Omission of article (a, an, the) is a common fault. It is permissible in a telegram for reasons of economy—not elsewhere. But articles must be used correctly. It is written "appellant is the inhabi-

tant of Barpeta" which implies that there is only one inhabitant. "An inhabitant of Barpeta" is correct. "This is serious omission" should be "This is a serious omission".

- (18) "As to" is a common redundant form, e.g., "The Deputy Commissioner is directed to report as to whether"; "whether" alone is sufficient. So, "as against" or "as compared with" are commonly used in comparing figures, where "against" or "compared with" are sufficient and correct. It is correct to say "as compared with last harvest, the yield was poor", but not the "yield was 4 annas as compared with 8 annas last year". "As" means nothing in the latter phrase. Pseudo-accuracy accounts for much unnecessary verbiage. "If any" is a common example of this fault. It is quite unnecessary to say "The Deputy Commissioner is requested to report the number of cases if any". If there are none, the Deputy Commissioner will say so. In the same way it is unnecessary to say "The Deputy Commissioner is requested to report whether it is advisable or not to.....". The use of the word "ask" instead of "order" or "direct" produces a curiously important effect when a lower subordinate is referred to. "The Sub-Deputy Collector may be asked to report" sounds silly.
- (19) On the other hand, the use of such phrases as "at all", "care to", "in spite of" sometimes sounds needlessly discourteous as well as unidiomatic. "In spite of three reminders the Deputy Commissioner has not at all cared to reply" is rude as well as un-English. "It will be enough if the Deputy Commissioner....." is not English. "The more appropriate phrase is the Deputy Commissioner need only". Avoid pretentious words such as "penultimate". "Last but one" is quite good enough.
- (20) "I am directed to request that you will be so good as to furnish me with information as to whether" is the sort of stuff that we come across frequently. "I am directed to enquire whether" means exactly the same and is not unduly curt. Never use several words where one will do. Do not write "make an application" but "apply" or "a label of the value of fifty paise only" instead of "a fifty-paise stamp". Such inversions as "fifty-paise" and the addition of the word "only" after any sum of money

are in place in a bill or cheque not elsewhere. "In this connection" at the beginning of a sentence is a favourite bit of hackneyed padding. It means nothing at all. "In returning herewith" is a favourite but in-appropriate type of opening phrase. It is often aggravated by making the subject of the main sentence different from the implied subject of "returning" or by changing to the passive construction. You can say "In returning:.....I am directed to point out". You must not say "In returning herewith the statement received with his letter..... the Deputy Commissioner is informed". But this is quite common. On the other hand, such phrases as "Turning to paragraph 1, it may be observed" and so on ("Regarding", "Concerning", "Considering", etc.), are unobjectionable though "Turning to paragraph 1, I may observe" is no doubt more strictly correct.

- (21) A needless anxiety to avoid repetition gives rise to various faults. Sometimes instead of repeating a man's name, an assistant will say "the individual" which is not good English. The use of "former and latter", "respectively" and "the same" have been mentioned already and also some under this head.
- (22) The words "comprise", "compose" and "consists" are confused with each other. It is written "the land comprises of 3 plots" or "is comprised of". The correct forms are "the land comprises/consists of/is composed of three plots". It is also written "the old building was substituted by a new one". You can say "a new building was substituted for the old one" or "the old building was replaced by a new one". "Dispose it off" is a common error for "dispose of it", also "tear off" for "tear up" and "stick up" for "stick in". (you can stick a thing "up" on a wall of course but not "up" in a book.) "stick up to" is used for "Stick to" itself a slang phrase. "He stuck up to the agreement" is wrong. It is also written "slins have been pasted" and the "papers have been stitched" whereas "pasted" and "stitched" (or preferably "sewn") together are correct. To "leave off" means to stop, e.g. "It has left off raining". It is used to mean "let go". "He left him off" is meaningless. "My/Applicant's/His another brother" are not good English. You write "another brother of mine/applicant's/his". "To list" in the sense

of "make a list of" is not good modern English. "To list" means either "to listen" (poetic), or "to desire" (old English), e.g., "The wind bloweth where it listeth" or "to lean" (nautical, e.g., "The ship listed sharply to port"). "Agree" and "tally" cannot be used actively. Figures may agree or tally. You cannot "agree" figures or "tally" them. Generally used unpretentious words rather than pompous ones. "I went to camp" not "I proceeded" (almost universal) "live" or "dwell" not "reside". The word "portion" is used for "Part" which is much usual in English. "Portion" has some special meanings, e.g., "marriage portion". Similarly, "instead of" is much more usual in ordinary English than "in lieu of", which is a phrase used mainly in legal documents. "Stamp" is the ordinary English word not "label"; and "envelope" or "letter" not "cover".

- (23) You should not say "He told/expressed that he was unwilling". It must be "he told me that he was unwilling" "he expressed his unwillingness", "he expressed himself strongly". "I know to speak English" is wrong. You must say "I know how to speak English". "Enough of money" is not good English. Say "enough money": "of" follows "enough" when for any reason it is necessary to use "enough" as a substantive, e.g., "I have had enough of this" "I don't know enough of the language to" but "I know enough English to" "None" for "no one" is obsolete or poetical. Do not write "None made any offer" but "no one made any offer". Do not say "it is not used by any" but "it is not used by anyone". Do not say "this is known to all" but "everyone knows this". "There is no use of sending" is wrong. It should be "it is no use sending" "it is no use to send" or "there is no use in sending". Do not qualify expressions needlessly. To do so produces flabby style. It is often written "this is not quite satisfactory". Similarly words like "it seems" and "it appears" are used when there is really no doubt. "He was absent in his house" meaning that he was elsewhere than in his house is a contradiction in terms. "Absent from" is correct, but the ordinary English would be "he was not at home" or simply "he was away" or "was out". "Also" is misused with negatives. "He did not address the letter and did not also stamp it" should be "nor did he stamp it".

- (24) "He puts himself up at....." or "he is put up at", are wrong. The correct English (and it is colloquial) is "he is putting up at". "Wooden piece" for "piece of wood" is a common error.
- (25) "I 'enquired'/enquired into' the witness" is another frequent mistake. You "examine" a witness and "enquire into" a case. But one does not "investigate into a case". One "investigates it". "Male member" should not be used to mean "male" or "man". You can say "the male members of my family". Do not say "my family members". "Through" meaning "past" and "cross" meaning "Went past" are frequently used e.g. "I went through the temple" or "I crossed the temple". You "cross" a river or a road when you go from one side of it to the other. Do not use such phrases as "has breathed his last", or "is no more", for "is dead". "It is high time to do" so and so is an idiomatic English phrase. "As it was high time, the Court adjourned the case till next day" is not English.
- (26) "In view to do" so and so is wrong. You can say "with a view to reducing" meaning "in order to reduce", and you can also say "in view of these circumstances" meaning "having regard to them". "In view to is impossible.
- (27) "The Sub-Deputy Collector should insist on the Tahsildar to reply" is wrong. It should be "should insist on his replying".
- (28) "address" is used sometimes as though it means "ask". "Government will be addressed to reconsider their order" is, strictly speaking, meaningless.
- (29) "Government sanction a peon to the Sub-Deputy Collector" should be "for the Sub-Deputy Collector" "Petitioner wants that the land should be transferred" is wrong. It should be "wants the land transferred to be transferred".

APPENDIX—VI

(Paragraph 70)

CHANNELS OF COMMUNICATION*

I. Channel of Communication between the Government of India and Foreign and Commonwealth Governments (except those of the United Kingdom and Pakistan).

(i) No Communication of whatever nature to the Government of a foreign or Commonwealth country, where India has no locally established Mission or is not represented through an Indian Mission in another country shall be addressed directly by an Governmental authority, except by the Ministry of External Affairs.

(ii) All Communications with the Governments of countries where India is represented which involve negotiations, questions of policy, as well as communications of a kind which though they do not initially raise or involve such questions, may lead to them, should be made only through the Ministry of External Affairs which shall decide the form and manner in which they shall be made.

Communications which do not fall in the above category may be addressed directly to the Representatives of the Government of India in the country concerned for favour of onward transmission or communication and a copy sent simultaneously to the Ministry of External Affairs.

II. Channel of Communication between the Government of India and the Government of the United Kingdom.

(D) Communications between the State Governments in India and the Government of the United Kingdom.—State Governments will not correspond directly with the Government of the United Kingdom.

*Extract taken from the Government of India's Manual of Office Procedure as applicable to the Government of Assam.

Heads of State Police Forces (as also the Inspector General of Police, Special Police Establishment, and the Director Intelligence Bureau, Ministry of Home Affairs, Government of India) may however correspond with their opposite member in the United Kingdom and her colonies in connection with the investigation of specific crimes of a non-political character. All references about political crimes and any other reference involving matters of policy and general information, should however be made through the Director, Intelligence Bureau, Ministry of Home Affairs, Government of India.

III. Channel of Communication between the Government of India and the Government of Pakistan.

(C) Correspondence between Indian State Governments and Pakistan Provincial Governments.—(1) The partitioned States of West Bengal, Assam and the Punjab may continue to correspond directly with the partitioned provinces concerned in Pakistan on partition problems and other allied matters not involving questions of policy. This permission is usually extended from year to year by agreement between the Government of Pakistan and the Government of India. Copies of such communications should be forwarded simultaneously to the Ministry of External Affairs and to the High Commissioner of India in Pakistan and, where concerned, also to the Deputy High Commissioner of India in East Pakistan.

(2) There shall be no direct communication between State Governments in India and the Provincial Governments in Pakistan save as provided above and save as may be otherwise specifically authorised by the Government of India.

(D) Correspondence between Indian State Governments and the Government of Pakistan.—There shall be no direct correspondence between the State Governments in India and the Central Government of Pakistan.

(E) Correspondence between Indian State Governments and the Pakistan Missions accredited to them.... Direct correspondence between these authorities shall only be on routine matters not involving policy.

(F) Correspondence between the subordinate authorities in Indian States and similar authorities in Pakistan.— There shall be no such direct correspondence other than in the execution of the ordinary processes of law in accordance with agreements between the two Central Governments and in matters that may be specifically authorised.

VI. Channel of Communications between State Governments and (1) Foreign Missions in India, (2) Indian Mission in overseas Countries and (3) Foreign Governments.

(A) Between State Governments and Foreign Mission in India.—(1) All official communications with foreign Missions in India should normally be addressed to and by the Ministry of External Affairs. Should any communication be addressed by a foreign Mission direct to a State Government, including invitations to Ministers, Senior Government Officials, etc., to visit abroad, the latter should consult the Ministry of External Affairs at the earliest opportunity. A reply will be sent by the Ministry of External Affairs who may, alternatively, ask the State Government to send a reply adding a polite request that such communications should, in future, be addressed to the Ministry of External Affairs.

(2) There is no objection to direct correspondence between the Consul General, Consuls and Trade Representatives of foreign Governments and the Deputy High Commissioners of Commonwealth countries in India on the one hand, and State Governments on the other, on routine matters, such as, a request for factual information of a non-confidential nature on technical subjects. When in doubt, the advice of the Ministry of External Affairs should invariably be obtained. If security considerations arise, the Ministry of Home Affairs and/or the Ministry of External Affairs should be consulted.

(3) Correspondence which relates to a matter involving directly or indirectly, a question of policy or one which, though not initially, may eventually raise a policy issue, should be made only through the Ministry of External Affairs.

(4) * * * * *

(5) The Registrars General of Births, Deaths and Marriages of States in India may forward certificates of births, deaths and marriages in respect of foreign Missions concerned direct.

(B) Between State Governments and Indian Missions in Foreign Countries.—(1) There may be direct correspondence between State Governments and the Indian Missions abroad on routine matters, provided copies of such correspondence are endorsed to the Ministry of External Affairs as well as to the Administrative Ministry concerned.

The following types of cases belong to this category :—

(a) Enquiries relating to births, deaths, residential addresses, antecedents, whereabouts and welfare of Indian nationals residing abroad or in India.

(b) Verification of statements that may have been made by certain applicants for securing Indian or foreign travel documents.

(c) Verification of the services of ex-employees of foreign Governments, their medical examination, etc., and vice-versa.

(d) Petitions and complaints from Indian nationals asking for miscellaneous kinds of assistance either from a Mission abroad or a State Government in India. Correspondence on questions of policy should in variable be sent through the Ministry of External Affairs.

Exceptions.— Correspondence in the following shall continue to be sent through the Ministry of External Affairs :—

- (i) Completion of D 1-91, N.R.P.-78 and 127—Forms of relatives of Indian Residents in South Africa, Northern Rhodesia and Southern Rhodesia, respectively ;
- (ii) Entry of educated entrants into South Africa ;
- (iii) Applications for temporary visits and entry into South Africa and any of the East and Central African territories ;
- (iv) Transmission of judicial documents. Once, however, the documents have been transmitted, all further correspondence in the matter may take place between the

State Government concerned and the Indian Mission abroad, copies of correspondence being sent to the Ministry of External Affairs, for information.

- (2) Subordinate Officers of State Governments are not authorised to correspond direct with Indian Missions abroad.

Exceptions :—

(i) * * * * *

(ii) **Between a Licensing Authority and Indian Missions abroad.**—Licensing authorities in India authorised to issue licences under the Indian Arms Act and the Rules framed thereunder may enter into direct correspondence with the concerned Indian Missions abroad in connection with the renewal of a licence granted by the latter, or the grant of a licence to a person residing in Nepal. Copies of the communications made should however be simultaneously endorsed to the Ministry of External Affairs.

(iii) **Between Directors of Public Instruction/Education and Indian Missions.**—Directors of Public Instruction /Directors of Education or other officers holding equivalent posts in the States may correspond direct with Indian Missions, abroad in reply to the latter's request for verification of the Education of the Educational qualifications and service rendered by teachers who were initially employed in India.

(iv) **Between the Registrars General of Births, Deaths and Marriages and Indian Missions.**—When an Indian Mission or Post abroad is approached by an Indian citizen for a copy of a certificate of birth, death or marriage, Mission may enter into direct correspondence with the Registrar General of Births, Deaths and Marriages of the State Government concerned. The Mission or Post should also recover, on behalf of the Registrar General, the requisite fee for the issue of such a certificate. The head of account to which such a fee is to be credited shall be indicated by the Registrar General.

(v) When a foreign Government approaches an Indian Mission for the grant of an emergency certificate to person

of Indian origin to enable that Government to deport such person to India for violating local laws, the Mission, unless specific orders to the contrary exist e.g., in the case of Ceylon, should contact the district authorities in India directly and satisfy itself that the person concerned is an Indian citizen in accordance with the Constitution of India or/and the Citizenship Act, 1955 and in accordance with such executive instructions as the Government of India may have issued or may issue in future in regard to citizenship. Copies of all such correspondence should simultaneously be endorsed to the Ministry of External Affairs. If a Mission/Post abroad considers that a particular deportation has political implications, or if there is large-scale deportation of Indian nationals, it should obtain the prior orders of the Government of India from the Ministry of External Affairs before issuing emergency certificates to or agreeing to the deportation of the persons concerned.

(C) **Between State Governments and Foreign Governments.**— State Government should not correspond directly with foreign Governments. Normally, such communications are not acted upon by the foreign Governments concerned, but are made over by them to the appropriate Indian or British Diplomatic Authority. The proper channel of communication with foreign Governments is the Government of India in the Ministry of External Affairs, and the Indian Diplomatic Post in the country concerned or, where there is no Indian representative, channel deemed appropriate by the Ministry of External Affairs.

Exceptions :—

- (i)
 (ii)

(iii) **Between Indian Courts and Foreign Courts.**— Indian Courts responsible for enforcing foreign maintenance orders may correspond directly with foreign Courts in routine matters relating to such maintenance orders and the remittance of payments due under them.

Similarly, the Malayan Commissioner, Labour Federation, and the Indian Commissioner for Workmen's Compensation may correspond directly.

(iv) ...

(D) **Between Central/State Governments and private individuals/ organisations abroad**—Ministries of the Government of India, their attached and subordinate offices, State Governments and other Government organisational in India may correspond directly with appropriate individuals/non-official organisations abroad on routine matters. Copies of such communications need not be sent to the Indian Missions concerned abroad, if it is unlikely that the matter will subsequently have to be pursued further through the agency of those Missions.

The term Governmental organisations also includes Municipal Committees, District Boards, Local Bodies, Port Commissioners or other Authorities legally entitled to or entrusted by the Government with the control or the management of a Municipal or a Local Fund.

(E) **Between Local Bodies and Foreign Governments.**—Local Bodies should be advised by the State Governments that when they receive a communication from abroad, including invitations to visit abroad, they should refer it to the State Government, along with the proposed reply, for instructions. If the matter under correspondence is of a routine and non-political character, and the communication is not from a foreign Government authority, the State Governments may authorise the local bodies to send a reply direct. But if a political issue is raised or it appears that the correspondence may have important or embarrassing implications, the advice of the Government of India in the Ministry of External Affairs should be sought.

VIII. Miscellaneous.

(F) The Indian Mission in the country concerned should be kept fully informed about important orders or contracts being placed or negotiated direct with foreign firms or industries by Ministries of the Government of India, or other governmental authorities. Failure to do so places the Indian Missions concerned in an awkward position when enquiries are made from them in regard to such matters, and they have no information on the subject.

(2) **Invitations to foreigners to visit India.**—No invitations should be sent by a Government, semi-Government institution, or organisation or local body in India to official or non-official delegations from foreign countries to visit India, nor is it desirable that private organisations should do so, without consulting the Ministry of External Affairs as well as the Ministry of Home Affairs. Whenever it comes to notice that an invitation is being extended to a foreign delegation by any organisation, Government or private, the organisation should be advised to do so through the Ministry of External Affairs. An "invitation", in the above context, includes an invitation for participation in fairs and exhibitions.

Indian Missions abroad should correspond with the respective Ministries of the Government of India only through the Ministry of External Affairs in such matters.

(3) **Indian Delegations visiting foreign countries.**—An organisation, Government or private, intending to send an Indian delegation abroad should be advised that an invitation to send an invitation to send an Indian Delegation to visit a foreign country should not be accepted without the knowledge and consent of the Ministry of External Affairs. Such organisations should also be informed that, if the Ministry of External Affairs is not kept in the picture, it may not be possible for it to render facilities in the matter of passports, etc., or other necessary assistance to the delegations. If any facilities in a foreign country are required by visitors/visiting delegations from India, the Ministry of External Affairs should be approached immediately for the purpose. No direct approach in the matter should be made to foreign missions in India. When there is no time to do so, Indian Missions abroad may be approached direct, copy of the request being simultaneously endorsed to the Ministry of External Affairs. Communications of this kind should indicate clearly what specific facilities are required. If the visit is one in which the Government of India is directly concerned it should be specified whether:—

- (a) transport arrangements are required at the time of arrival and during the visit :
- (b) hotel accommodation is required. If so, the status and pay as well as full details of the accompanying families etc. should be given :

- (c) any payments have to be made by the Missions abroad. If so, the requisite sanctions should be forwarded as early as possible. All such sanctions should be specific in regard to compensatory allowances, the party's entitlement of railway fares, daily allowances, etc., and whether any salaries or other allowances are to be paid in foreign currencies.

Indian Missions/Posts abroad are placed in an awkward position if Indian visitors for whom they are asked to make appointments and hotel reservations, and secure other facilities without adequate notice, either fail to turn up, or arrive so late that it upsets all their previously arranged programme. This apart from affecting the reputation of the Mission concerned, and seriously impairing its capacity in future to make the best arrangements for Indian visitors, generally affects Indian prestige as a whole in the country concerned. Therefore, Indian visitors should strictly adhere to the programme drawn up for them, and if for unavoidable reasons they are compelled to alter it, they should endeavour to give notice of their inability to adhere to the programme and make appropriate apologies to all the parties concerned as early as possible.

Requests for facilities for the inspection of and visits to governmental or private institutions abroad should be made to the Indian Missions in the countries concerned well in advance, so that whenever it is practicable, full information about their programmes may be supplied to them well before they leave India or at an early date before they arrive in the country to be visited.

(4) **Public Bodies and private persons.**— Indian Missions abroad are occasionally approached direct by public bodies in India about proposed exhibitions, sports tournaments, etc., to be brought to the notice of local Governments and other organisations in foreign countries. They are also asked by such bodies to collect information or other materials required by them for one purpose or the other. It is not feasible to direct private persons or public bodies in India to route all their requests to Indian Missions through the Ministry of External Affairs. The question whether and, if so, to what extent such requests should be complied with, is left to the discretion of the Head of the Mission to deal with on its merits. The Mission may politely refuse such requests of private individuals or public bodies and ask them

to apply through the Government of India, if it thinks that they are unsuitable or not worthwhile complying with.

(5) **Indian students and Missions abroad**—Indian students applying for educational or practical training abroad from India shall not, as a rule correspond directly with the Indian Missions concerned. They should apply through the Indian University last attended by them, or through the Ministry of Commerce and Industries, or of Labour and Employment, according as they are private students, or already employed in some concern in India. The Ministry of Labour and Employment will scrutinise applications for training facilities to the level of Foreman and the Ministry of Commerce and Industry for practical training above this level. Indian students already abroad may carry on direct correspondence with the Mission concerned, and copies of such correspondence need not necessarily be sent to the Government of India.

(6) Requests for the recovery of loans from private Indian students, as well as requests for the reception of the students returning to India on grounds of health should not be addressed the Ministry of Education, if the student concerned is studying/undergoing practical training on his own or under the auspices of a State Government. All such correspondence should be addressed direct to the State Government concerned.

APPENDIX-VII, PART-1

(Paragraph 7.6.3.)

Role and duties of Private Secretaries and Stenographers*

1. **General**—1.1. A Stenographer will not only do the shorthand work of the officer to whom he is attached, but will also perform such other functions as may be assigned to him from time to time by the officer.

*Adapted from a paper prepared by the Department of Administrative Reforms, Ministry of Home Affairs, Government of India.

1.2. He should be prepared with a filled pen or sharpened pencil and the notebook always kept in the same place on the desk so that he can instinctively collect them when they are needed. He should keep an extra pencil well sharpened as well as an extra notebook.

2. Speed.—2.1. The shorthand speed obtained should be kept up. A stenographer should attempt at improving it and should aim at such a speed that his officer can dictate freely without fear of interruption and confident that the stenographer can cope with the dictation.

2.2. The shorthand outlines should be legible as accuracy in transcription will depend on them. Regular practice in transcribing correctly from the shorthand is, therefore, necessary.

2.3. By reading and copying printed shorthand, a working knowledge of the correct outlines for thousands of words and phrases can be acquired. Therefore, a stenographer should read and copy printed shorthand as a practice.

2.4. He should compile a list of the errors he makes most frequently which will help him to detect them when checking the transcription of a dictation.

3. Requisites for verbatim reporting.—3.1. For taking verbatim reporting, a speed of at least 160 words in English per minute is required. In order to reach such a speed, a stenographer must practise regularly, think clearly, act promptly and be alert. He should read literary books in the language of his shorthand.

3.2. In transcription of notes on debates, it might be necessary to correct little lapse of grammar, to shorten unduly long sentences and to complete unfinished ones. To make an accurate report of words spoken, high speed is an indispensable technical requirement, but to produce from those notes a correct report—correct in every literary detail—is a hallmark of superior professional ability.

4. Helping the Officer.—A stenographer should know to help his officer in various ways such as maintenance in a methodical manner all secret and personal papers to be retained by him and arranging of meetings, tours, etc. This can be achieved by adopting the following.

(1) Planning the Work.—A stenographer can be more effective by planning his work. He should arrange to confer with his officer for a few minutes preferably at the beginning of each day. He should give him agenda for the day which covers urgent matter and routine appointments. He should obtain instructions at this time on other matters.

He should make provision for delays and interruptions in so far as they can be foreseen. He should check the officer's agenda before leaving in the evening so that business not transacted may be carried over and attended to early in the next day. He should see that equipment and supplies are available for each job and that essential tasks receive priority.

(2) Cultivating proper public relation.— He should maintain a courteous manner and greet everyone cordially.

He should note the purpose of each appointment so that the officer can be prepared. He should arrange the telephone calls and visits according to the instructions given by his officer.

(3) Telephone habits.—(a) He should answer calls promptly and pleasantly and should identify the office and himself.

(b) He should relay telephone messages promptly and record the name of the caller, the purpose and time of each call.

(c) He should keep a special index of the telephone numbers most frequently required. He should arrange for someone to answer the telephone when he is out.

(d) He should know how to make long distance calls, personal calls and gather other general telephone information.

(e) He should keep his personal calls to a minimum.

(4) Correspondence.— (a) Initiate a control system for the officer's dak so that it can be correctly routed to the Departments. He should observe care in opening mail, and see that personal and confidential letters are not opened. He should know how to handle the dak during the officer's absence.

- (b) He should be sure that each envelope is completely emptied and check for enclosures mentioned. He should make a note of any omission before passing on the letter to the officers.
- (c) He should know the correct form of social and other forms of communications which he is called upon to write.
- (d) He should make notes of special instructions on correspondence given by his officer. He should make sure that the letters are properly set up and that carbon copies are clean.
- (e) He should see that copies have been marked for the persons to whom they should be sent.
- (f) He should check each letter to see that it is signed. He should know who is authorized to sign in the absence of his officer.
- (g) He should be sure that all enclosures mentioned in a letter have been sent. He should keep a record of mail time-tables, postal and telegraphic rates.
- (h) He should see that inside address corresponds with that on the envelope.
- (i) He should maintain address books, both personal and official, for the officer's correspondence.

(5) **Filing.**—He should arrange files which are required to be maintained by his officers so that documents can be produced promptly. He should keep files in good order. He should ensure the security of confidential files and check this before leaving the office. He should make a periodic check of files and destroy the out-of-date material after obtaining authority from his officer.

(6) **Keeping reference books.**—He should keep on hand up-to-date reference books such as Telephone Directories, Dictionary, Administrative Directories, Statutes, Manuals, Rules and Regulations.

(7) **Travel Arrangements.**—(a) He should prepare the tour programme according to the instructions received by him and issue copies as required.

(b) He should make arrangements with the persons to be contacted or interviewed on tour by letter, telegram or telephone.

(c) He should arrange for transport and hotel accommodation in advance of journey.

(d) He should hand over the papers which the officer will require on tour. He should deliver tickets and acknowledgements of hotel reservations, etc., together with a copy of the tour programme before the time of departure.

(8) **Meeting and Conferences.**—He should maintain a calendar of forthcoming meetings and conferences. He should collect the materials which might be required and assist in preparation of the agenda and conference programme. He should check that the room is arranged and stationery is provided. He should list names of persons present and keep an up-to-date list for the distribution of minutes. He should ensure that after a meeting the papers or belongings which may have been left are returned to the persons concerned.

(9) **Special duties.**—(a) He should see that the officer's office and desk are neat and furnished with necessary supplies.

(b) He should order repairs for machines and other office equipment as necessary.

(c) He should bring news-worthy items to the notice of the officer.

(d) He should keep a note where the officer can be contacted when in or out station.

(10) **Keeping the confidence.**—He should maintain strict confidence about the information received by him during the course of his official duties. He must be discreet and loyal and not only be able to keep a secret but should refrain from even hinting about the secrets he knows.

APPENDIX—VII, PART—2

(Paragraph 81.3)

Standard output of the work of Typists.

1. In order to provide loss of time for filling up entries in the Log Book and for fatigue, 5 hours for typing work in a day may be taken.

2. The details of workload in terms of lines and the nature of typing like typing from printed/typed matter, from manuscript, tabulation/stencil cutting having been taken into account the standard output of the work of Typists has been assessed as 900 lines, 540 lines and 360 lines per day for typing from printed/typed matter, from manuscript and for tabulation/stencil cutting respectively.

3. The 'line' mentioned above consists of 10 words.

APPENDIX—VII, PART—3

(Paragraph 82-10)

*** General instructions regarding Typewriting, Stencil Cutting, Carbon Manifolding, etc**

1. Spacing for Punctuation Marks.

The following rules of spacing the Punctuation marks are to be uniformly followed in all typewritten work :—

		Space before	Space after
Period	} at the end of sentence	...	2
Exclamation mark		...	2
Interrogation mark		...	2

*From the General Secretariat Manual of Office Procedure.

Comma	:				
Semi colon	
Colon					

Hyphen

Dash | |

Quotation marks :—

Beginning

Closing |

Brackets :—

Beginning |

Closing

2. The period after abbreviated words like viz., etc., Mr., is followed by only one space. When an abbreviation consists of groups of letters such as U.S.A., M.A., I.A.S., no space should be left between the letters of the group, but one space should be left at the end of groups. In the case of initial letters of a personal name, each letter is followed by a period and a space, thus Shri A. B. Roy, not Shri A.B.Roy.

3. Comma used for punctuating figures is not followed by a space e. g., 1,00,000.

II. Margins.—

4. Fair copies are typed with the following margins all round the paper: Left margin: 1" on foolscap (8"×13") or quarto (8"×10") paper, and 1/2" on octavo (5"×8") paper. (1" is equal to 10 space of Pica type, 9 spaces of large Pica type, and 12 spaces of Elite type.)

Right margin :—2 spaces on all kinds of paper.

Top margin :—1" or 6 single line deep on foolscap and quarto paper 1/2" or 3 single lines deep on octavo paper.

Bottom margin :—Same as top margin.

5. Drafts are typed with a left margin of $2\frac{1}{2}$ " which is necessary for correction or additions.

III, Line Spacing —

6. Fair copies are to be typed in single spacing with double line space between paragraphs.

7. Double line space is required for drafts, and between paragraphs only double line space is left. There is no need for an extra line space between paragraphs.

IV. Continuation work.—

8. When the work is to be continued on the next page, the following points are to be observed:—

(i) **Catchword.**— This refers to the official practice of writing at the foot of the page of continued matter the first word appearing on the next page. After typing the last line on the first page the catchword is placed on the right-hand side of the bottom margin of the page. An oblique is typed before the catchword. If the first word to be typed on the next page is a word of one or two letters or the article "the", or the number of a new paragraph, the following word should also be included as the catchword.

(ii) **Pagination.**— Pages are to be numbered at the centre of top margin of the page, thus—2--or (2).

(iii) **Transposition of margins.**—Secretariat filing system makes it necessary that the margins of the front page should be transposed when typing on the back page. Thus the broad margin on the left side of the front page will be shifted to the right side of the back page.

(iv) **Superimposition.**— Neat appearance of the typescript requires the lines on both sides of the paper to be superimposed, i.e., typed on the same level, so that the white space between lines remains unaffected.

V. Numerals.—

9. Numbers can be expressed in the following ways:—

Arabic figures	Roman figures	Small Roman figures	Alphabetic letters	In-spelled
1	I	(i)	(a)	One
2	II	(ii)	(b)	Two
3	III	(iii)	(c)	Three
etc.	etc.	etc.	etc.	etc.

10. Arabic figures are widely used in figures work, besides being useful in numbering pages and the main paragraphs of work. Roman figures are used for numbering chapters and main sections of a Bill or Act of Parliament. Small Roman figures and alphabetic letters are used in numbering the subsidiary Paragraphs; the former are also used for numbering the pages of preface and appendix of a work. Figures should be spelled out when they begin a sentence, and when they can be expressed in one or two words an indefinite number is also spelled out, e.g., I read five or six pages at a time. In case several numbers come within a short space, all of them are to be expressed in figures.

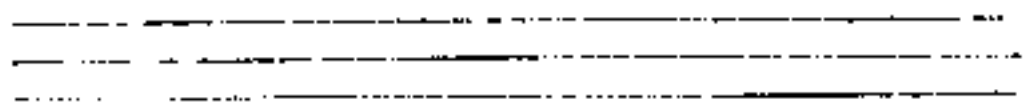
IV. Paragraphing.—

11. Paragraphs can be typed in three ways:—

- (i) Indented Paragraph.—The first line of the paragraph is indented five spaces from the left margin, and the other lines being from the margin. This is the usual style of typing paragraphs.

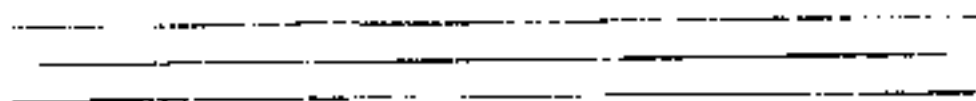
- (ii) Block paragraph.—All the lines of the paragraph are level with the left margin. This style is used for sub-paragraphs or sub-sub paragraphs.

10



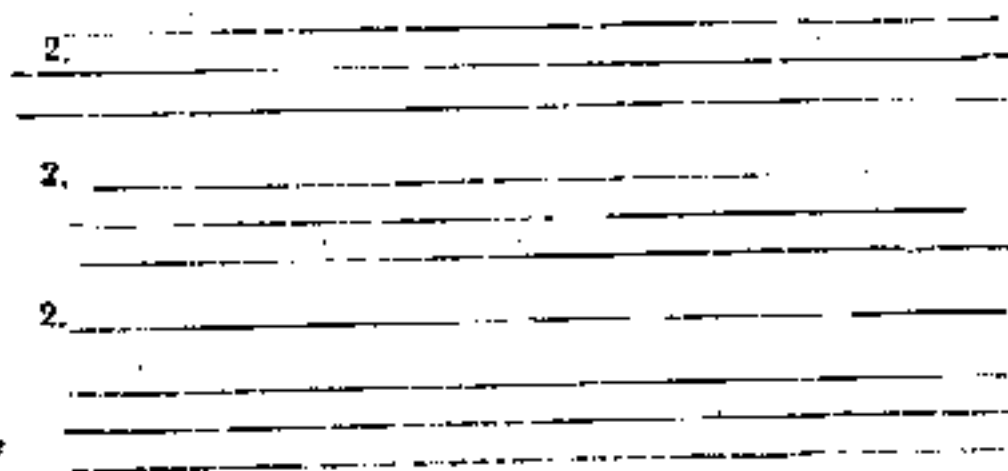
- (iii) Hanging paragraph.—The first line begins from the left margin, and all the other lines of the paragraph are indented three spaces. This style also is used for sub-paragraphs or sub-sub paragraphs.

10 13



12. Numbering paragraphs.—There are three styles of numbering the main paragraphs, but only one style should be used uniformly throughout one work. Usually the first main paragraph is not numbered; numbering starts from the second paragraph onward. The three styles are illustrated below :—

10 15



13. Subsidiary paragraphs following under main paragraphs may be either indented, block or hanging, but they must be numbered and given a left-hand margin distinctly from main paragraphs. The following three styles may be noted, but only one style should be used in one piece of work.

10 15 20

Main para 2 _____

Sub-para
 indented. (i) _____

(ii) _____

Sub-para.
 block. (i) _____

(ii) _____

Sub-para.
 hanging. (i) _____

(ii) _____

14. Sub-Sub paragraphs under any sub-paragraph should have their distinctive appearance, being typed either in indented or block style. But they should not be typed in hanging style, as this would cause slope of typescript too far to the right.

10 15 20 25

Main para 2 _____

10 15 20 25

Sub-para (i) _____

Sub-Sub-para.
 indented. (a) _____

 (b) _____

Sub-Sub-para.
 block. (a) _____

 (b) _____

VII. Headings—

15. Headings are of two kinds.—Main headings and sub-headings. Main headings should always be typed exactly in the middle of the type area. Triple line space is generally left between the main heading and first line of the paragraph underneath. No full stop need be written after main heading.

16. There are several ways of typing sub-headings, as illustrated below:—

MAIN-HEADING
 Sub-heading one
 Sub-heading two

Sub-heading three. _____

Sub-heading _____

Sub-heading five _____

The above illustration shows the methods of displaying Sub headings:

(1) immediately below the main heading properly centralised;

(2) immediately above paragraph in the centre of type area;

(3) at the beginning of the paragraph and forming part of the first line of the paragraph when it is to be indented five spaces from the left margin;

(4) at the beginning of paragraph and not forming part of the first line when it is level with the margin;

(5) in the margin.

17. All these styles of typing sub-heading are recognised but only one style should be used throughout one piece of work.

18. Main headings or sub-headings should not be typed at the foot of the page unless it is possible to type at least two lines of the matter relating to heading on the same page.

VIII. Footnotes.—

19. Footnotes in the body of a matter can be indicated by figures slightly raised from the line of writing and immediately following the words to which they refer. Figures typed in this way are better than asterisk (*) or other symbols except in statistical tables where figures for footnotes might be confusing.

20. Symbols and marks like %, @, &, + should not be used as reference marks of footnotes as each of them has a meaning of its own. Other symbols as shown below are suitable and can be got by combination of characters.

Asterisk*

It not found on key board can be done in two ways)

1. Small "x" and hyphen, or
2. Capital "A" and small "v" slightly lowered by using the interliner.

Dagger †

1. Capital "P" and hyphen slightly raised, or
2. Oblique and hyphen slightly raised or
3. Capital "I" and apostrophe slightly raised.

Double dagger ††

1. Capital "T" and equation sign or two hyphens, or
2. Oblique and equation sign or two hyphens, or
3. Capital "I" and two apostrophes.

Section mark §

One capital "S" and small "s" partly over another

21. In typescript intended to be printed, the footnote should be typed immediately after the passage to which it refers. A line should be typed above and below the footnote. In work not intended for the printer, footnotes should be typed in

1. This is the way to insert footnotes in material intended for the printer.

single spacing at the foot of the page on which the particular reference marks appear. The footnotes are separated from the text by a line extending reference from left margin to right or half way across.

IX. Variety in Typescript.—

22. Printers have various sizes of types which they use to best advantage in the display of their matter. It is possible to achieve similar display in type-script by making use of the eight styles of typing as given below, especially for headings:

- | | |
|-----------------|------------------|
| (1) Style One | (5) STYLE FIVE. |
| (2) Style Two | (6) STYLE SIX. |
| (3) Style Three | (7) STYLE SEVEN. |
| (4) Style Four | (8) STYLE EIGHT. |

23. It is to be noted that when typing words in spaced letters, three spaces are to be left between words. Underlining should be done carefully to cover the letters of the word only; the punctuation mark, if any, at the end of the word should not be underlined.

X. Syllabification.—

24. Syllabification is the practice of breaking up a word at line-end and carrying a part of it to the next line. It is necessary to do this in order to secure a moderately even right hand margin, which gives a neat appearance to typescript. The important rule to be observed in wordbreaking is that the split should not hinder rapid reading of the typed matter.

25. Word-breaking is done as follows:—

- (i) Division of words should correspond as nearly as possible to the way in which the words are pronounced:

Light-ning, statis-tics, Resig-nation, cre-ate, fra-grance, Pecu-liar.

Pronunciation of the first part of the word should not be affected by break. Hence:

Prop-erty (not pro-perty), chil-dren (not child-ren),
Pr-mary (not Prim-ary).

- (ii) In words containing Prefixes or suffixes the natural point of division is at the junction of the prefix or suffix: con-stant, intro-duce, Pro-gramme, accom-plish, field-ing, plenti-ful, friend-ship, acqui-sition, financial.

(iii) In words containing double consonant medially, division is usually between the two consonants: re-peating, ex-cept-ent, drop-ping, al-lotted, com-mon, pos-ses-sive.

(iv) when words contain medially two or three different consonants without intervening vowel, division can be made after the first consonant: spee-cher, main-tain, eff-ected, frus-trate, hun-dred.

(v) Compound words and hyphenated words are divided only where existing hyphens occur: under-estimate (not under-es-timate), pre-eminent (not pre-emi-nent).

The following hyphenated words be typed on the same line for obvious reason:

re-mark (mark again), re-cover (cover again).

26. Division should be avoided in the following cases:—

(i) The last word in a paragraph and the last word in a page

(ii) Abbreviated words, figure items and proper names.

(iii) When previous two lines end with hyphens.

(iv) Words of one syllable, their plurals or similar in ex-tions: Cause, causes, ploughed, strength.

(v) When syllable consists of only one or two letters:

afraid (not a-fraid), ready (not read-y), bravely (not brave-ly), profited (not profited) ancient (not an-cient).

(vi) When there is doubt as to correct division.

XI. Carbon Manifolding

27. In order to take good carbon copies the following points are to noted:—

(i) The carbon should be clean and crisp.

- (ii) The paper used for the original and duplicate should be consistent with the number of copies to be taken. Obviously thinner paper must be used where the number of copies required is large. There are several methods in use for arranging carbons and sheets. A quick technique is to insert first the required number of sheets and turning the cylinder just for enough to hold the sheets securely. Then the carbons are to be inserted with ink surface facing the typist between the sheets and the whole collection is to be twirled up to the point where typing is to begin.
- (iii) The cylinder should be moderately hard, and free from ridges or indentations. Some machines are fitted with interchangeable cylinders, and in this case it is easy to substitute the ordinary medium cylinder with a hard one for carbon copies.
- (iv) The types of the machine should be in good order. Battered or worn out types cannot give clear prints. Types are to be cleaned before work.
- (v) The types should be struck evenly so as to give uniform impressions, as any unevenness is emphasized on the carbon copies. The keys should be struck a little harder, particularly such large types as w, g, m, the capitals, figures and fractions. The more the copies required, the harder should be the stroke. Obviously only a standard machine can stand this hard touch. Sharp characters like comma, period and semi-colon should be struck with a lighter touch.
- (vi) When placing carbons between plain sheets, the carbons should be allowed to project about half an inch below the bottom of sheets. When the typed matter is withdrawn from the machine, all the carbons can be separated from sheets by gripping them where they project. Thus the handling of carbons being reduced to the minimum, fingers do not become dirty.

28. Carbon Economy.— The carbons should be reversed from time to time so that all the inked surface may be utilised. Carbons should be kept in a special box or drawer. On no account should they be rolled or folded. They should be utilised to their fullest capacity and utility.

XII. Stencil Cutting.

29. Quality of Stencil.—The stencil sheets used now-a-days are superior to the old wax sheets. They are "indestructible" in the sense that they may be prepared and used again and again until completely worn out. Unlike the old variety they are not liable to crack or break, and are, therefore, very easy to handle.

30. Selection of a Typewriter.—The typewriter to be used for producing the stencil should have good sharp types and a rather hard cylinder. A machine with blunt or worn types and a soft cylinder should not, as far as possible, be used for this purpose. Such a machine can, however, be improved by using an additional hard backing sheet.

31. General Instructions.—The following instructions should be borne in mind:—

- (i) The types should be thoroughly cleaned.
- (ii) The ribbon should be thrown out of gear by means of the stencil switch so that the types may strike directly on the stencil sheet. If the ribbon switch is out of order, ribbon may be removed from the machine.
- (iii) A carbon paper should be laid smoothly on the backing sheet of the stencil and the stencil sheet above the carbon, so that the inked side of carbon remains in contact with the back of the stencil sheet. This will make the impressions visible as the stencil is cut.
- (iv) The stencil should be inserted into the typewriter with the backing sheet next to cylinder.
- (v) Placement of the copy well within the printed frame of the stencil sheet may now be planned. If there is difficulty about correct placement, a preliminary copy of the matter may be made on a sheet of paper exactly as it is to appear on the duplicated copy. This preliminary copy may be used for reference when cutting the stencil.

- (vi) The keys should be struck with a definite sharp and even touch so that the stencil may be cut cleanly and evenly. The punctuation marks and the letters "o" and "e" require a lighter touch than the other characters; "w" and "m", a heavier touch than usual. Any centres punched out, such as the centre of "o" should be picked up on the tip of a moistened finger and replaced on the stencil.
- (vii) A good rate of speed for stencil cutting is about 20 words less than one's normal speed of typing. This will make for accuracy which is so essential.
- (viii) A stencil is very likely to wrinkle if it is turned back in the machine for the purpose of correction. To avoid this, the lower edges should be held securely as it is rolled back slowly. If the stencil does not roll back without wrinkling, it may be removed from the machine and reinserted.
- (ix) Rulings for statistical work on stencil are better done with a ruler and the stylus pen, using a light touch.

XIII. Corrections.

32. All errors in typescript are to be erased and corrected. Over typing or "x-ing" of errors is not permitted in fair copies. Erasing should be done as neatly and inconspicuously as possible. The following points are to be noted in regard to erasing:—

- (i) A good quality eraser should be used.
- (ii) The carriage should be drawn to the side and the paper moved a few spaces upwards to facilitate erasing, and to prevent the eraser dust from falling into the machine.
- (iii) A soft eraser should be used first to remove the fresh ink from the impressions, and then the hard eraser with very light pressure so to remove as little of the surface of the paper as possible. If the eraser is moved in different directions it will prevent the rubbing of a hole into the paper.

(iv) Dust should be blown away from the machine in the course of erasing.

(v) Damping either the eraser or the paper should be avoided. When the eraser becomes dirty, it can be cleaned by rubbing lightly on a piece of fine sand paper.

(vi) The correction should be typed lightly so as to have the same impression as the original letters.

(vii) If letters are to be squeezed or spread within a given space back spacer or spacebar can be used to move the carriage half at a time as is done in the following examples :—

1	change <u>will</u> to <u>would</u>	He will do	To change <u>were</u> to <u>was</u>	I were here
		He would do		I was here

If correction is to be done after reinsertion of a types sheet the writing line should be adjusted to original level with the help of the line scale and letters like "j", "i", "." on the originally typed line. Adjustment of these characters with reference to the line scale should be noted by the typist.

(viii) When correction is to be done during carbon manifold-
ing soft eraser alone can be used to erase the errors on carbon copies, but care should be taken to prevent smudging of copies under the pressure of eraser. The method is to place a fairly stiff card behind the paper to be erased, and to shift the card behind others papers before erasing. When all copies are erased the card is removed and the correction typed.

(ix) Correction on stencil paper :—

(a) The surface of the stencil paper containing the errors should be smoothed over with nail or any round smooth object. This will aid in closing the incorrect perforations. A very thin coat of correcting fluid should be put over the error. After it is dry the correction may be typed.

- (b) Where a large correction has to be made it may be necessary to resort to "patching" or "grafting". The part of the stencil which contains the incorrect wording is cut out and a piece of stencil paper is pasted over the gap with gum and correction fluid over the edges. The required correction is then typed over the patch.

APPENDIX-VII, PART-4

(Paragraph 213.4.1.)

Instructions regarding use and maintenance of Typewriters.

1. A typewriter is a costly machine and should be treated with great care to prolong its life and extend its efficiency. As a matter of fact, it should be regarded as an extension of the typist's personality, and should be given the same smartness as personal appearance. Subject to normal wear and tear, a typewriter is expected to work well for over ten years in its office use, but giving careless treatment and rough handling it can be spoiled within a very short time. The life of a typewriter can be increased to 15 to 20 years provided instructions regarding upkeep and maintenance are followed. It should, therefore, be handled and maintained carefully.

2.1. **Dust.**— Dust is the deadliest enemy of the typewriter as it will get in to the delicate parts and hinder the free action of the machine making the machine slower and heavier to work, as well as causing unnecessary wear. Therefore, the dust-cover should be used to cover the typewriter whenever the machine is not in use, i.e., at the end of the day, during lunch-time and even during short intervals.

2.2. The typist should spend a few minutes every morning in dusting the machine and the table on which it stands. It should not be left standing in the hot sun. Nor should it be placed unsteadily on the desk where it may be knocked off by a passer-by.

2.3. When putting away the machine at week-ends and holidays it is necessary to draw the paper-release and paper bail forward so as to lift the feedrolls and rubber rollers off the platen. This prevents the "flats" developing on their rubber parts when under continuous pressure.

2.4. At the end of the line, the carriage should not be banged, the tabulator should not be pressed unless one is sure the stops have been already set. The punctuation keys should always be struck more lightly than the rest to avoid undue wear on the ribbon, perforation of the paper and the pitting of the platen.

3. **Dusting.**—The tools required for cleaning the typewriter are a soft-bristled brush and a duster (a soft cloth which does not shed fluff). The procedure is (1) to clean from top downwards—starting from the topmost carriage parts to the base of the machine, and (2) to dust away from the machine. Thorough cleaning should be given to segment slots, typebars, ribbon vibrator and platen. If the platen is interchangeable it can be removed for cleaning. After cleaning, the duster should be used to polish all the enamel and nickel parts.

4. **Cleaning the types.**—A type-brush with hard bristles is required for cleaning the types in the morning before the work starts. It should be done frequently in the course of stencil cutting. The brush should be used firmly over each type: it should be moved backwards and forwards. Pressing the brush too heavily and moving it sideways may strain the typebars and cause defect in alignment. If the types are clogged with ink, the brush may be placed at the printing point and the clogged type struck over it a few times. Using petrol for cleaning with a brush no doubt quickly dissolves the ink but it is not a clean work—the liquid will be splashed all over the machine and the hands. Pricking the types with a pin is very harmful to types, and should never be done. A type-brush after long use itself becomes dirty: it can be cleaned with petrol and dried on waste blotting paper.

5. **Erasing.**—Eraser dust which consists of sand or glass particles mixed with rubber is capable of doing the greatest harm to the typewriter. When this powder together with paper-dust falls into the moving parts of the machine like type-guide and the typebar slots trouble is sure to occur. Therefore, eras-

ing should never be done in the centre of the machine. The proper way is to draw the carriage to the side with the help of Margin Release key so that the debris from the paper and eraser is deposited on the desk and not into the machine.

6. Oiling.--A typewriter kept well dusted and in constant use needs a little oiling. Too much oiling is worse than lack of oiling. This is because excess of oil in moving parts catches dust and causes more friction than before. Therefore, oiling should be done in minute quantities by a pin drop, and never with an oilcan. The materials required for oiling are (1) a good typewriter oil which does not become gummy, (2) two pieces of rag, (3) one pin for oiling the inner parts with minute drops. Daily oiling is needed only for the carriage-ways: first, the stale oil from the carriage-ways should be removed with one piece of rag; secondly fresh oil should be applied on the carriage ways with another piece of rag; thirdly, the carriage should be moved to and fro to distribute the oil evenly on the ways. Oiling of moving parts inside the machine is not to be done daily, it is better done by the serviceman during periodical servicing. It is important to take the precaution not to drop oil on rubber parts. Oil can be applied to stop the rust on steel parts.

7. Periodical servicing.--All the office machines are under quarterly servicing contract with various typewriter Companies. The serviceman is expected to do thorough cleaning, oiling and adjustment for the machine. The typist in-charge of the machine should supervise this work and see that it is done to his entire satisfaction. A machine is likely to drop out small screws, springs, etc., in the course of its daily use. These dropped parts should be carefully preserved until the serviceman fits them up in the machine.

8. Overhauling.--A machine which has become too heavy, slow or noisy in its working may be given for overhauling once in five years. Overhauling means (1) stripping the machine to its components (2) cleaning and oiling the parts individually, (3) replacing the worn-out parts, (4) assembling the components with correct adjustments. Obviously all this work cannot be done in the office room: the machine must be sent to the workshop of the typewriter company. The machine becomes as good as new after its overhaul.

9. **Lifting and Transport.**—The typewriter should be lifted by the base from the back and never by any other part. Before lifting the carriage should be locked in the central position by bringing the margin stops together. This will prevent the carriage from dashing towards one end if the machine is tilted. The machine should be set down gently, without wearing out the rubber feet. When the machine is to be transported, a vehicle should be used which gives the minimum shake.

10. **Safe custody.**—The typist should see that the typewriter is put under lock and key before he leaves office. The supervisory officers should verify this.

APPENDIX—VII. PART—1
(Paragraph 98)

1. Letter (with endorsement)

GOVERNMENT OF ASSAM

PERSONNEL DEPARTMENT : : : : "B" BRANCH

No. Dated Dispur, the 197

To :—

Subject :—

Reference :—

Sir,

* I am directed to state

Yours faithfully,

** (A.B.C.)

*** Sd/ A.B.C.

Under Secretary to the Government of Assam.

Memo No

Dated Dispur, the 197 —

Copy to :—

(1)

(2)

(A.B.C.)

Under Secretary to the Government of Assam

* Other alternative forms of the introductory phrases commonly used are :—

(i) With reference to your letter quoted above, I am directed to

(ii) In continuation of this Department letter quoted above, I am directed to

(iii) with reference to correspondence resting with (or ending with) your/ this Department letter quoted above I am.....

(iv) In inviting a reference to this Department letter quoted above, I am directed to

** On original copy of letter.

*** On copies intended for (1) and (2) referred to in the endorsement.

APPENDIX—VIII, PART—2

[(Paragraph 99)]

2. Office Memorandum

GOVERNMENT OF ASSAM
PERSONNEL DEPARTMENT : : PERSONNEL (A) BRANCH
No Dated Dispur the 19
Office Memorandum

Subject:— Rules of Executive Business—Proposals regarding gazetted officers—reference to personnel Department.

The Assam Rules of Executive Business are not being followed by some of the Departments in disposal of cases. In several cases the Departments have been found to have directly obtained orders of the Chief Minister for re-employment of, and grant of special Pay, compensatory allowance, etc., to gazetted officers without submitting the proposals through the Personnel Department.

The undersigned is, therefore, directed to say that henceforth all proposals for re-employment of, and the grant of special Pay, compensatory allowances, etc., to gazetted officers should be sent to Personnel Department so that the cases may be properly scrutinized fully before sending it to the Chief Minister.

(A.B.C.)

—Secretary to the Government of Assam

To

All Departments of the Secretariat.

APPENDIX—VIII, PART—3
(Paragraph 100)

3. Memorandum
Specimen—1.

GOVERNMENT OF ASSAM

PERSONNEL DEPARTMENT :: PERSONNEL BRANCH

No. _____ Dated Dispur the 19—

M E M O R A N D U M

Subject :—

With reference to his application dated the _____
 Shri. _____ is informed that his prayer for _____

A. B. C.
 Under Secretary to the Govt. of Assam

Memo. No. _____ Dated Dispur, the 19 _____
 Copy to

(1) _____ (Person concerned).

(2) _____

By Order etc.

A. B. C.

Under Secretary to the Govt. of Assam.

Specimen—2.

GOVERNMENT OF ASSAM
[ADMINISTRATIVE REFORMS DEPARTMENT]

No.

Dated Dispur, the 19—

M E M O R A N D U M

Subject :—"Handbook of General Circulars".

A new Government publication titled "Handbook of General Circulars" has been published. It contains a gist or extract of important Government circulars of frequent reference in Government offices. Copies of the Handbook will be supplied to each office through the Deputy Commissioner or Sub-divisional Officer according as the office is situated in the headquarters or outlying sub-division. This has been done to save the cost of sending by post.

2. Every head of office will arrange to have his copies collected from the office of the Deputy Commissioner/Sub-divisional Officer concerned by his representative, who should be given a letter of authority, with his signature attested, so that the Handbook is not received by unauthorised person. The person so authorised should give his full name and designation and put his dated signature in the statements (two copies) in the office of the Deputy Commissioner/Sub-divisional Officer in token of his having received the Handbook.

3. In the case of an office being situated outside the District/Sub-divisional headquarters, the copies should be collected whether anyone from the office goes to headquarters on some other official business, such as drawal of pay, etc., and no one should be sent solely for the purpose of collecting the Handbook.

4. Where two copies have been supplied, one copy is for the head of the office and the other for the office. And where more than two copies have been supplied, they may be rationally distributed amongst officer and Branches of the office dealing with administrative and general matters.

To

A. B. C.,

Under Secy to the Govt. of Assam.

APPENDIX—VIII, PART—4

(Paragraph 101)

4. Demi-Official Letter.Seal of the
Government of Assam

Shri/Shrimati A. B. C.,

.....Secretary,

PERSONNEL Department

D.O. No. _____

Dispur

_____ , 19

Dear Shri/My dear.....

Will you please refer to your D.O. letter No.....
dated..... regarding.....
.....

I am sending herewith a copy of the draft rules relating to
..... It is proposed to convene an in-
ter-departmental meeting early next month to finalise the
rules. I shall, therefore, be grateful if you kindly let me have
your comments on the draft rules as soon as possible.

Yours Sincerely,
(A. B. C.).

Shri.....
.....

APPENDIX—VIII, PART—5
(Paragraph 102)

3. Un-official Note.

GOVERNMENT OF ASSAM

PERSONNEL DEPARTMENT "B" BRANCH

U.O. No.

Dated Dispur, the 19.....

Finance (Estt.) Department, U/O

Subject:—Grant of special pay for holding dual charge.

Shri A.B.C., Under Secretary, Health (A) Department was allowed to hold charge of the current duties of the post of Deputy Secretary, Family Planning, in addition to his duties for the period from to vice Shri X.Y.Z. granted leave.

Please concur to the grant of a special pay at per cent of his pay for the period in question for holding dual charge to Shri A.B.C.

(Under Secy. to the Govt. of Assam.

APPENDIX—VIII, PART—6

(Paragraph 103)

8. Endorsement.

GOVERNMENT OF ASSAM

PERSONNEL DEPARTMENT :: "B" BRANCH

No.

Dated Dispur, the19.....

The following papers are forwarded to
 for necessary action.

By Order etc.,

Under Secy. to the Govt. of Assam.

List of papers forwarded:—

(1)

(2)

(3)

APPENDIX—VIII, PART—7

(Paragraph 104)

7. Notification.

ORDERS BY THE GOVERNOR

Specimen—1

GOVERNMENT OF ASSAM

PERSONNEL DEPARTMENT : : : "B" BRANCH

Dispur, the

19.....

NOTIFICATION

No..... Shri K.Y.Z., Upper Division Assistant, Forest Department, is allowed to officiate temporarily as Superintendent in the same Department, with effect from until further orders, vice Shri..... granted leave.

(A.B.C.),

Under Secy. to the Govt. of Assam.

Dated Dispur, the 19.....

Memo No.

Copy to.—

- (1) The Superintendent, Assam Government Press, Gauhati for publication in the next issue of the Assam Gazette.
- (2) Accountant General.
- (3) Shri

By Order etc.

(A.B.C.),

Under Secy. to the Govt. of Assam.

Specimen—2

ORDERS BY THE GOVERNOR

GOVERNMENT OF ASSAM
MUNICIPAL ADMINISTRATION DEPARTMENT

Dispur, the

19

NOTIFICATION

No..... In exercise of the powers conferred by sub-section (2) of Section 3 of the Assam Municipal Act, 1926 (Assam Act XV of 1957), the Governor of Assam is pleased to approve the election of Shri A.B.C., as Chairman at the first meeting of the Dibrugarh Municipal Board held on 12th March 1968.

(A.B.C.),

Under Secy. to the Govt. of Assam.

Memo No.

Dated Dispur, the

19.....

Copy to.—

(1) The Superintendent Assam Government Press, Gauhati,
for publication in the next issue of the Assam Gazette.

(2)

By Order etc.,

(A.B.C.),

Under Secy. to the Govt. of Assam.

APPENDIX—VIII, PART—8

(Paragraph 105)

8. Resolution

GOVERNMENT OF ASSAM

FINANCE DEPARTMENT ... PAY COMMITTEE BRANCH

No.FEP.3/64/96.

Dated Dispur, the 29th December, 1964.

RESOLUTION

The Government of Assam constituted a Pay Committee under Finance Department Notification No.FEG.87/62, dated 19th July, 1962 to examine and recommend necessary changes in the present scales of pay and special pay, dearness and other allowances, conditions of service of the State Government employees.....

The Committee submitted its report to Government on the 29th February, 1964. After careful consideration, Government have accepted the recommendations of the Committee with certain modifications and are pleased to decide as follows:—

1.
2.
3.

(A.B.C.),
Secretary to the Government of Assam,
Finance Department.

Memo No.

Copy to.—

(1)

(2)

Dated Dispur, the 18

By Order etc.,
Secretary to the Government of Assam,
Finance Department.

APPENDIX—VIII, PART—9

(Paragraph 106)

9. Press Note/Communique

Press Note

Gastro-enteritis epidemic at Gauhati

The gastro-enteritis epidemic of virulent nature has broken out in Gauhati causing deaths. All residents in area are advised to take the following precautions:—

- (1)
- (2)
- (3)

Memo. No. HLA. ————, dated Dispur, the ———— 19———

Forwarded to the Director of Information and Public Relations, Assam, Gauhati, for issuing the Press Note and giving it wide publicity.

By Order etc.,

(A.B.C.).

Secretary to the Government of Assam
Health Department.

**Press Communique regarding X.Y.Z. disturbances
Appointment of Enquiry Commission.**

The Government of Assam have appointed an one-man Enquiry Commission consisting of Shri A.B.C. to enquire into and report by on the incident of firing by the police and other incidents that followed on in the town of X.Y.Z. and in particular on:—

- (1)
- (2)
- (4)
- (3)

Memo.No.PLA. ———— ———— Dated Dispur, the ———— 19———.

Forwarded to the Director of Information and Public Relations Assam, Gauhati for issuing the communique and giving it wide publicity.

By Order etc.,

Secretary to the Government of Assam,
Health Department.

APPENDIX—VIII, PART—10

(Paragraph 107)

10. En Clair Telegram

TELEGRAM

STATE

ORDINARY

*DEPCOM
JORHAT...REFERENCE LETTER AAP.1668 TWELFTH JULY SENT
REPORT ** Assam

Not to be telegraphed :—

(A.B.C.).
Under Secy. to the Government of Assam.
Personnel (A) Department.

Memo. No.

Dated Dispur, the 19—

Post copy in confirmation forwarded to the Deputy Com-
missioner, Sibsagar, Jorhat.By Order etc.,
Under Secy. to the Govt. of Assam.
Personnel (A) Department.

*Wherever necessary.

** As applicable.

APPENDIX—VIII, PART—II

(Paragraph 106)

II. Express letter

GOVERNMENT OF ASSAM
PERSONNEL DEPARTMENT : : : "A" BRANCHNo. Dispur, the 19.
From

To

Subject :—

REFERENCE LETTER NUMBER AAP 1968, DATED
FOURTEENTH MAY AS THE MATTER HAS TO BE FINALI-
SED BEFORE..... JULY EXPEDITE REPLY.(A.B.C.).
Under Secy. to the Govt. of Assam.

APPENDIX—VIII, PART—12
(Paragraph 97.3)

**DETAILED INSTRUCTIONS REGARDING SECRETARIAT
CORRESPONDENCE***

1. To Government of India and other State Governments.—

1.1. Government of India, other State Government and Administrations should ordinarily be addressed by a letter

1.2. Letters to Government of India should be complete in themselves and should, as far as possible, contain a concise abstract of necessary enclosures.

1.3. As a matter of form, it is not desirable to give a personal touch in letters to the Government of India and the use of personal pronouns should, therefore, be avoided as far as possible.

Illustration :—

Incorrect.—I am to request you to make the necessary provision of funds

Correct.—I am to request that the necessary provision of fund may be made.

Incorrect.—I am to request you to obtain the sanction, etc.

Correct.—I am to request that sanction of etc.

2. To and from High Court.—

2.1. All Official correspondence from the Government should be addressed to the Registrar, High Court in the form of letters. Specially Important letters may, however, be addressed to the Chief Justice.

* Adapted from Secretariat Office Manuals of Governments of Andhra Pradesh and Madras.

2.2. Semi-official letters may be addressed by the Chief Secretary or other Secretaries to Government to the Chief Justice or to the Registrar, High Court according to the importance and circumstance of each case.

2.3. All official communications from the High Court to Government should be in the form of letters from the Registrar to the Secretaries of the Departments concerned.

3. To Assembly Secretariat.—

3.1. Communications which should be brought to the notice of the Speaker should be addressed by the Secretary of the Department to the Secretary to the Legislative Assembly demt-officially or unofficially by name.

3.2. All other communications should be addressed by the Department to the Legislative Assembly Secretariat in the usual manner as applicable to inter-departmental references.

4. To University.—Communications sent to the Vice-Chancellor and Registrar should be in letter form. Important communications should be addressed to the Vice-Chancellor.

5. Assam Public Service Commission.—Official communications for the Assam Public Service Commission should ordinarily be addressed to the Secretary to the Commission in letter form. Important communications may, however, be addressed to the Chairman by the Secretary of the Department by a letter or a D.O. letter.

6. Use of honorifics in all official correspondence.—

The following honorifics should be prefixed to names irrespective of the race or religion of the person concerned.

	Men	Women
Indian Nationals	Sri	Srimati. If married and Kumari if unmarried.
Other Nationals	Mr.	Mrs or Miss as the case may be.

Note:— (1) "Srimatis" and "Kumaris" should be used as plurals for "Srimati" and "Kumari" respectively. No plural

form is used for "Sri"; each name should have the honorific "Sri", e.g., "Sri Ramakrishna and Sri Ganapati".

(2) While addressing companies, firms etc., having Indian names, "Sri" should be used in the place of "Messrs" e.g., "Sri Kalyan and Company".

Medical and Veterinary practitioners (except those who hold Military rank), whether in the service of Government or not, should be addressed by the courtesy title of "Dr." before their names. Their degrees, honours, etc., may be added at the end as indicated below:—

Practitioners of Modern Medicine. Dr. M.B.B.S., L.M.P.,
Practitioners of Veterinary Science. Dr. (Vet.)

7. Addressing of demi-official letters.—In addressing demi-official letters, the general principles are as follows. These principles may, however, be modified according to personal relationship between the officers.

(a) Between members of any of the All-India Services, such as the I.C.S., I.A.S., I.P.S., I.F.S., and Indian Forests Service, a junior member should use the form "Dear Sri A.B.C.
....." in addressing a member of the same service who is senior to him by 5 years or more. He may use the form "My Dear A.B.C." in addressing others.

(b) A member of any of the All-India Services such as the I.C.S., I.A.S., etc., should address a member of any other such All-India Service in the same form as mentioned in (a) above.

(c) Gazetted members of the State Services may use the form "Dear Sri A
....." in addressing a member of the All-India Services who may be their colleague or who enjoys the same or similar or higher official status as themselves.

(d) As between members of State Services, they may appropriately observe the convention followed by All-India Services as laid down in instruction (a) and (b) above.

APPENDIX VIII, PART 13
(Paragraph 169.1)

**SPECIMEN FORMS OF GOVERNMENT RESOLUTIONS IN
ASSEMBLY**

Form I

Shri Minister, Health to move :

Whereas setting up of a Joint Occupational and Physiotherapy Council to regulate uniform standard of training and to lay down standards of professional practice, ethics and conduct of a qualified occupational therapists is necessary for the State.

And Whereas, with a view to securing uniformity in the administration in the matter throughout the Union of India, it is desirable that Parliament should pass an Act to set up a Council applicable to the whole of India. Now, therefore, in pursuance of clause (1) to Article 252 of the Constitution, this Assembly resolves that the matter aforesaid and all other matters connected therewith or incidental thereto should be regulated by an act of Parliament.

Form II

Shri Minister, Education to move :

This Assembly approves of an expenditure of Rs. under the head "26.—Education" for the items below.

Item	General	State Schedule Part 'A' Areas	Total
(1)	(2)	(3)	(4)
.....
.....
Explanatory notes :-			
.....
.....

APPENDIX IX, PART I
[Paragraph 10.4]
PRIORITY OF AUTHORIZATION IN INLAND TRUNK
CALLS AND STATE TELEGRAMS

Director General,
 P.W. and Tele-
 graphs, New Delhi
 No. 420/62 PHT
 (3), dated 23rd
 August 1962.

For enabling dignitaries and certain high ranking officers of the Central and State Governments to obtain trunk calls and State telegrams speedily on emergent matters of public importance, Government "Priority" authorisations are allowed.

An extract of the revised list of officials in the States who are entitled to priority calls is given below:—

Extract of the list of Officers authorized to use Priority indications in State Telegrams and Trunk Calls.

MOST IMMEDIATE

- (3) Governor.
- (7) Chief Minister.

IMMEDIATE

Officers authorised to use the priority indication Most Immediate are:—

- (24) Chief Justice of High Court.
- (26) Chief Secretary.
- (31) Ministers of State Government.
- (90) Principal Secretaries, State Govern.
- (98) Secretaries/Private Secretaries to the Governor.
- (105) Speaker of State Legislative Assembly.
- [Deputy Commissioners, Tezpur, Jorhat, Dibrugarh and Gauhati (within Assam Circle)] 1.

[Secretaries to Chief Ministers, State Governments] 2.

IMPORTANT

Officers authorised to use the priority indications Most Immediate and Important are:—

- (18) Commissioners of Divisions.
- (70) Deputy Inspector General of Police.

- [] 1. Added vide No.31-42/62-PHT(2), dated 31st October, 1962 of D. G. P. & T., New Delhi.
- [] 2. Added vide Memo No.3-4/66-PHT(20), dated 20th August, 1966 of D. G. P. & T., New Delhi.

- (87) District Magistrates of State Governments.
- (89) District Superintendent of Police.
- (90) Deputy Commissioners of State Government.
- (129) Inspector General of Police.
- (130) Inspector General of Prisons.
- (133) Inspector General of Civil Hospitals.
- (140) Judges of the High Courts of Judicature.
- (165) Registrar of the High Court.
- (171) Superintendent of Police.
- (179) Secretary of State Legislature.
- (190) Superintending Engineer, Assam Government Flood Control and Irrigation, Dibrugarh.

[Secretaries, Additional Secretaries and Joint Secretaries.

Chief Engineers of various Departments.

Director of Industries and Commerce.

Commissioner of Labour.

Director of Public Health] 3.

[Ex-officio Secretaries.] 4.

[Ministers of State of all State Governments] 1.

[Private Secretaries to Chief Ministers of State Governments] 6.

- 3. Added vide Memo.No.65-18/59/T-2, dated 16th November 1959 of D. G. P. & T., New Delhi.
- 4. Added vide Memo.No.37-5/66-PHT(6), dated 18th May, 1966 of D. G. P. & T., New Delhi.
- 5. Added vide Memo.No.37.66/65.PHT(9), dated 19th February, 1966 of D. G. P. & T., New Delhi.
- 6. Added vide Memo.No.3-4/66-PHT(25), dated 24th October, 1966 of D. G. P. & T., New Delhi.

APPENDIX IX, PART 2
(Paragraph 109)

PRIORITIES REGARDING USE OF POLICE RADIO

(Extracts from Police Radio Procedure)

5.2. Section 2: Use of Priorities:

Ministry of Home
Affairs
D. O. No. 11
Co-ordination
Police wireless
No. 26/33
dated 26th April,
1965 issued with
Government of
Assam, HPL-501/
30/207, dated 23rd
July, 1965.

5.2.1. Normally messages are cleared according to their serial order of receipt at a wireless station i.e., according to the time handed in. It is, however, necessary to ensure quick clearance of messages which need reach addressee as early as possible in view of the urgency of the text matter. This is, of course, a relative basis for comparison and call for classification of messages into different groups. Therefore, to give precedence to such messages over the earlier received ones, the following system of priorities is laid down. Originators will arrange for delivery at Radio station of priority bearing messages immediately after their completion.

(1) Crash, (2) Most Immediate, (3) Immediate, (4) Ordinary.

5.2.2. Crash.—When a message of this priority is received in the Radio Station, communication on all concerned channels is suspended forth-with to enable the message bearing "Crash Priority" to be cleared. The use of this priority is restricted for extreme emergencies and should, therefore, be resorted to in very exceptional circumstances. The urgency demands the use of such priority should be of such vital importance that the interruption of the communication in progress, perhaps of other urgent traffic, can be justified. The priority may be used where the recipient has to take immediate executive action to save human life or to prevent damage to valuable property.

5.2.3. Most Immediate.—The use of this priority is restricted to messages conveying information or instructions relating to natural calamities, disturbances (communal, anti-social and political), strikes, accidents, riots, murder, security measures and important movements of the Police Force which, in the opinion of the Originator, should reach the addressee immediately.

5.2.4. Immediate.—The use of this priority is restricted to messages conveying important information relating to law and order for immediate attention and action; for instance information regarding probability of strikes, disturbances or any other upheaval, movement of High Government Officials dealing with law and order, political leaders, agitators and dangerous criminals.

5.2.5. Ordinary.—This category is used in messages of routine nature which do not come under any of the above categories but are connected with law and order and which are urgent enough to justify the use of Radio.

5.2.6. The instances mentioned above are not exhaustive and are intended as a broad guide for the use of the Originators. It is the duty of the originator to consider each case and assign the minimum priority compatible with the requirement. As a guide, and also as means of ensuring the correct use of priorities, the following entitlement of priorities is laid down which is uniform for all Police Force in the country. An officer, however can assign a higher priority than he is entitled to if the contents of message fall under the broad subject division given above:—

(a) **Most Immediate.**— Chief Secretary, Commissioners of Division, Home Secretary, District Magistrates, Inspector General of Police, Commissioner of Police, Deputy Inspector General of Police or equivalent, Chief Commissioner and Superintendent of Police, Police Radio Officer.

(b) **Immediate.**— Deputy Secretary (Home), Subdivisional Magistrates and Police Officers, Under/Assistant Secretary (Home), Deputy Superintendent of Police and other Police Officers in independent charge of Stations.

(c) **Routine.**— All the above.

The above allocations have been framed for general applications only and are subject to variations prevailing for equivalent ranks in the different States. All originators must remember that when considering priorities the minimum priority compatible with the circumstances under which a message has to be sent should be used irrespective of the allocation given in the above table. For example, a Superintendent of Po-

lice is entitled to use of priorities upto 'Most Immediate' but it does not imply that he will use only this priority in all messages originated by him. Also officials other than those enumerated against the different categories of priorities allocated, provided the situation warrants it and he can justify its use subsequently.

5.2.7. The Police Radio Officers-in-charge of State Police Radio Organisations will lay down a procedure to check misuse of priorities by originators.

5.3. Section 3.— Security.

5.3.1. As all radio transmissions are subject to interception by any person possessing a receiver there is no security attached to the transmission of a message by radio.

USE OF INTER-STATE POLICE WIRELESS IN EMERGENCIES ARISING OUT OF NATURAL CALAMITIES

The Government of India have decided that in Emergencies arising out of natural calamities, the Inter-State Police Wireless network may be used for passing messages pertaining to such calamities with the permission of the Chief Secretary of the State in anticipation of the sanction of the Government of India. In such cases ex-post-facto sanction of the Ministry of Transport and Communications should be obtained, preferably within twenty-four hours using the Police wireless in case other means of communication have broken down.

Government of India, No. 27/33/40 P-II, 26th August, 1963

Government of Assam, HPL 501/60/46, 22nd September, 1961

REALISATION OF CHARGES FOR UNAUTHORISED MESSAGES TRANSMITTED OVER POLICE WIRELESS

The unauthorised messages transmitted over Police wireless grids are charged at the Express Telegram rates. The amount thus collected should be credited to the appropriate Head of Account.

Government of India, No. 27/37/62-P-II, 30th March, 1964.

Government of Assam, HPL 501/60/149, 16th April 1964.

The originator of an unauthorised message should make the payment himself for transmission of such a message and may get himself reimbursed from the Officer/Department to which he belongs, if allowed.

Government of Assam, HPL 501/60/179, 25th September, 1964.

APPENDIX-XX

(Paragraph 115.2)

List of Old and New Initial Letters allotted to Secretariat Department

Serial No.	Name of Department	Subject	Initial Letters	Serial No.	Name of Department and Branch	Group of Subjects	Initial Letters	NEW	
								OLD	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
1.	AGRICULTURE		AGA	1	AGRICULTURE		AGA		
2.	APPOINTMENT DEPARTMENT			2	PERSONNEL				
	(a) Agricultural (A)	AN India Service	AAJ		(b) Personnel (A)	AN India Services	AAJ		
		Assoc. Civil Service Class I.	AAA			Assoc. Civil Service Class I.	AAA		
		Assoc. Civil Service Class II.	AAJ			Assoc. Civil Service Class II.	AAJ		
		General	AAP			General	AAP		
		Miscellaneous	AAM						
		Budget etc.	AAC						
(ii)	Appointments (B)	Police constable	AAP		(B) Personnel (B)		AAP		
		Miscellaneous	ABM COM	3					
(B)	ORGANISATION AND METHOD DIVISION.				ADMINISTRATIVE REFORMS DEPARTMENT		AR		
					(a) Administrative Reforms				
					(ii) Training		T&C		
					(iii) Secretariat Training School		AR(T)		
3.	CO-OPERATION		COOP	4	CO-OPERATION		COOP		

APPENDIX - X (contd.)

OLD

NEW

Serial No.	Name of Department	Subject	Initial Letters	Serial No.	Name of Department and Branch	Group of subjects	Initial Letters
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4.	PANCHAYAT AND COMMUNITY DEVELOPMENT			5.	PANCHAYAT AND COMMUNITY DEVELOPMENT		
(i)	Development (P & C D) 'A'		PDA	(i)	Development (P & C D) 'A'		CDA
(ii)	Development (P & C D) 'B'		PDB	(ii)	Development (P & C D) 'B'		CDB
5.	EDUCATION			6.	EDUCATION		
(i)	General	Basic Education College Education Primary Education Secondary Education	BMS KCI TPS ESS	(i)	Academics (ii) Development	Basic Education Primary Education College Education Secondary Education Miscellaneous Adult Education and Plan matters	BPS EPS KCI. ESS EMI EBS
		Miscellaneous	BMI				
		Miscellaneous (Assembly)	EMI(A)				

APPENDIX -> V-m65

OLD		NEW		Initial Letters	Serial No.	Name of Department and Branch	Group of subjects	Initial Letters
Serial No.	Name of Department	Subjects	Initial Letters					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
(iii)	Finance (Expenditure Control-I)	..	FC (I)	(v)	Finance (Expenditure Control-I)	..	PECI.	
(iv)	Finance (Expenditure Control-II)	..	FEC (II)	(vi)	Finance (Expenditure Control-II)	..	FEC (II)	
(v)	Finance (Audit, Pension & Funds)	..	FMP	(vii)	Finance (Expenditure Control-III)	..	FEC (III)	
(vi)	Special Deposit Fund Cell	..	FNDP	(viii)	Finance (Audit, Pension & Funds)	..	FAP	
(vii)	Steering Committee Cell	..	SS PS	(ix)	Special Deposit Fund Section	..	FAP/DF	
(viii)	Finance Taxation	Sales & Agricultural Income Tax.	PTX	(x)	Steering Committee Cell	..	FAP/SC	
		Statistical	PSI	(xi)	Finance Taxation	Taxation matters	PTX	
		Commerce	PTC		..	Statistical	PTB.	
		..	SI (Gen)		(xii)	Finance (Expenditure)	FEA.	
		..			(xiii)	Finance (Institutional Finance)	PIF.	

APPENDIX—(continued)

OLD		NEW	
Serial No.	Name of Department	Serial No.	Name of Department and Branch
(1)	FOREST	(4)	FOREST
(2)	FOREST	(5)	FOREST
	Wild Life	(6)	FOREST
	Establishment		FOREST
	Forest/Settlement		FOREST
	Miscellaneous		FOREST
	General		FOREST
10	GENERAL ADMINISTRATION		GENERAL ADMINISTRATION
	Posts & Telegraphs		GENERAL ADMINISTRATION
	Cinema		GENERAL ADMINISTRATION
	Election		GENERAL ADMINISTRATION
11	HEALTH & FAMILY PLANNING		HEALTH & FAMILY PLANNING
(a)	Health (A) Branch		HEALTH (A) Branch
(b)	Health (B) Branch		HEALTH (B) Branch
12	HOME		HOME
	Homes		HOME
	Joint		HOME (A)
	Civil Defence		HOME (B)
	Miscellaneous		HOME

Initial letters	Serial No.	Name of Department and Branch	Group of Subjects	Initial letters
FOR/WL	(4)	FOREST	Wild Life	FRW
FOR/EST	(5)	FOREST	Establishment	FRB
FOR/SETT	(6)	FOREST	Forest Settlement	FRS
FOR	(7)	FOREST	Miscellaneous	FRM
GAG	(8)	GENERAL ADMINISTRATION	General	FRP
GPT	(9)	GENERAL ADMINISTRATION	Posts & Telegraphs	GAP
GCN	(10)	GENERAL ADMINISTRATION	Cinema	GAC
GEL	(11)	GENERAL ADMINISTRATION	Election	GAE
HMA	(12)	HEALTH (A) Branch		HRA
HMB	(13)	HEALTH (B) Branch		HBR
HMA/FP	(14)	HEALTH & FAMILY PLANNING	Family Planning Section	HMA/FP
HPL	(15)	HOME	Homes	HMA
HJL	(16)	HOME (A)	Joint	HMA
HCD	(17)	HOME (B)	Civil Defence	HMA
HMI	(18)	HOME	Miscellaneous	HMA

Army & Ammunition
Police
Civil Defence
Rail
Public Defence
Water Defence
Organisations

APPENDIX—II (contd.)

Serial No.	Name of Department	Subject	Serial Letters	Serial No.	Name of Department and Branch	Group of Subjects	Abbrevial Letters	NEW	
								OLD	
13	INDUSTRIES	Major Industries	MJ	14	INDUSTRIES	Major Industries	INDM		
		Cottage Industries	CI			Cottage Industries	INCC		
14	LABOUR	Labour	QLB	15	LABOUR AND EMPLOYMENT		LABL		
15	LAW	Judicial	LJ	16	JUDICIAL	Judicial	JDM		
		Legislative	LJL			Legal Remembrancer	JDR		
		Legal Remembrancer	LJR	17	LEGISLATIVE	Legislative	LJL		
		Legislative	LJT			Foreigning	LJT		
16	MUNICIPAL ADMINISTRATION DEPARTMENT		LML	18	MUNICIPAL ADMINISTRATION DEPARTMENT		MAD		
17				19	PARLIAMENTARY AFFAIRS DEPT		PABL		
18	PASSPORT	Passport (under Foreign's Act)	PFA	20	PASSPORT	Passport (under Foreign's Act)	PTP		
		Passports	PFP			Establishment	PTE		
		Passports (Inter-National)	PI			Passports, Inter-National	PTI		
		Visa	PV			Visa	PTV		
		Passports, India-Pakistan	P			Passports, India-Pakistan	PTP		

APPENDIX-3 (contd.)

OLD

NEW

Serial No.	Name of Department	Subject	Initial Letters	Serial No.	Name of Department and Branch	Group of Subjects	Initial Letters
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
19	PLANNING & DEVELOPMENT.	Planning	PWR	21	PLANNING & DEVELOPMENT.	Planning	FDP
		Statistics	PWR			Statistics	FDS.
		Statistical Cell	PWR(Stat)			Statistical Cell	PO/ST.
		Social Welfare	PWR(SW)			Social Welfare	PDW.
20	POLITICAL			22.	POLITICAL		
(i)	Political (A) Branch		PLA	(i)	Political (A) Branch		PLA.
(ii)	Political (B) Branch		PLB	(ii)	Political (B) Branch		PLB.
(iii)	Cabinet Cell		CCB	(iii)	Cabinet Cell		PLA/CC.
(iv)	Parliamentary Affairs		Parl	(iv)	Political (Reserve Cell)		PLB/CCB.
(v)	Implementation of Assam Official Languages Act Section.		PLG	(v)	Implementation of Assam Official Languages Act Section.		PLB/LL.
21.	POWER (ELECTRICITY), MINES & MINERALS.	Electricity	PLC	23.	POWER (ELECTRICITY), MINES & MINERALS.	Electricity	PEL.
		Mines & Minerals	PEM			Mines Minerals	PRM

APPENDIX--X (contd)

OLD

NEW

Serial No	Name of Department	Subject	Initial Letter	Serial No	Name of Department and Branch	Group of Subjects	Initial Letter
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
21	PRINTING & STATIONERY	Government Press	PG	24	PRINTING & STATIONERY	Government	PBG.
		Publications	PP			Publication	PSP.
		Stationery	PS			Stationery	PSS
		Forms	PF			Forms	PSF

22 PUBLIC WORKS DEPARTMENT (ROADS&BUILDINGS).

25 PUBLIC WORKS DEPARTMENT.

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(a) Audit Branch	AUT	(a) Audit Branch	AUA
(b) Civil and Cash Branch	EB	(b) Civil and Cash Branch	REB&C
(c) Harrier Road	BED	(c) Harrier Road	BBR
(d) Budget	Bf Or	(d) Budget	RBBT.
(e) Building Branch	-B	(e) Building Branch	RBB.

APPENDIX-X (contd)

OLD			NEW				
Serial No.	Name of Department	Subject	Initial Letters	Serial No.	Name of Department and Branch	Group of subjects Initial Letters	
1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	(f) Communication branch	Ferry	CF	(f) Communication Branch	Ferry		RBC(F)
		Land Acquisition	CLA		Land Acquisition		RBC(LA)
		Miscellaneous	CMH		Miscellaneous		RBC(M)
		National Highways	CNH		National Highways		RBC(NH)
		Posts & Telegraphs	CPT		Posts & Telegraphs		RBC(P&T)
		Roads	CRD		Roads		RBC(R)
		Assembly Questions	CAQ				
		Assembly Questions (Ferry)	CFQ				
		Steam Ferry	CFS				
		Reports	CFW				
	(g) Development (A) Branch		TXA	(a) Development (A) Branch			RBDA
	(b) Development (B) Branch		DAB	(b) Development (B) Branch			RDBB

APPENDIX-X (contd.)

O L D				N E W			
Serial No.	Name of Development	Subject	Initial Letters	Serial No.	Name of Department and Branch	Group of subjects	Initial Letters
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	(i) Establishment (A) Branch	Miscellaneous	EIM	(i) Establishment (A) Branch			B.B.E.A.
		Posting & Promotion	EJP				
		Confidential Reports, Returns, Rules & Regulations, Registration.	ELR				
		Training, Transfer and Posting.	EIT				
		Writing off	ETW				
		Confirmation, Educational Qualification	EEU				
		Seniority, Suspension, Superannuation.	EIS				
	(j) Establishment (B) Branch		E(B)	(j) Establishment (B) Branch			B.B.E.A.

APPENDIX-X (contd.)

O L D			N E W				
Serial No.	Name of Department	Section	Initial Letters	Serial No.	Name of Department and Branch	Group of Subjects	Initial Letters
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(B) General	..	General	..	QCC	(k) General Branch	..	QCC
		Employees	..	QEX		Employees	..
		General	..	QNL		General	..
		Steel	..	QNC		Steel	..
		Machinery & Tools & Plants	..	QMT		Machinery & Tools & Plants	..
		Motor Vehicles	..	QMV		Motor Vehicles	..
(I) Messes	QIN	(I) Messes	..	QIN

24. PUBLIC WORKS FLOOD CONTROL & IRRIGATION DEPARTMENT

(a) Audit and Budget	FOA)	(A) Audit and Budget	..	FOA(A)
				FIRG)			FOA(B)
(B) Establishment	EFCI	(b) Establishments	..	FCE(B)
Establishment (MIL)	EPCI	Establishment (MIL)	..	FCE(B)
(c) Flood Control	FC	(c) Flood Control	..	FCF

26. FLOOD CONTROL DEPARTMENT

(A) Audit and Budget	FOA(A)	(A) Audit and Budget	..	FOA(A)
				FOA(B)			FOA(B)
(B) Establishments	FCE(B)	(b) Establishments	..	FCE(B)
Establishment (MIL)	FCE(B)	Establishment (MIL)	..	FCE(B)
(c) Flood Control	FCF	(c) Flood Control	..	FCF

APPENDIX-3 (cont.)

OLD

NEW

Serial No.	Name of Department	Subject	Initial Letter	Serial No.	Name of Department and Branch	Group of Subjects	Initial Letter
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	(d) General Branch	Machinery & Tools	PGMT		(d) General Branch	Machinery & Tools	PGO(M)
		Buildings	G(B)			Buildings	PGO(B)
		Steel	POS			Steel	PGO(S)
		Cement	PGC			Cement	PGO(C)
		Explosives	PEB			Explosives	PGO(E)
		Vehicles	PGV				
		Motors	PGM				
		Trucks	POT				
		Commodities	PGC(Com)				
		Material	PG(M)			Material	PGO(M)
		Machinery	PGM				
	(d) Inspection Branch		IGN		27. INSPECTION DEPARTMENT		IGN
					28. PUBLIC ENTERPRISES DEPARTMENT		P.E.

APPENDIX-3 (contd).

Serial No.	Name of Department	OLD		NEW				Group of subjects	In Mid Letter
		Serial No.	Subject	Serial No.	Name of Department and Branch	Serial No.	Subject		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
A. REVENUE									
(A) General Branch									
			Rolls matters	AGR	(A) General Branch		Rolls matters		AGR
			Miscellaneous	AGM			Miscellaneous		AGM
(B) Land Revenue Branch									
			Land Revenue	RLR	(B) Land Revenue Branch		Land Revenue		RLR
			Regulation	RLQ			Regulation		RLQ
			Acquisition	RLA			Acquisition		RLA
			Buildings	RLB			Buildings		RLB
(C) Revenue Branch									
			Treasury	ERT	(C) Revenue Branch		Treasury		ERT
			General	ERG			General		ERG
			Accounts	ERA			Accounts		ERA
			Works	ERW			Works		ERW
			Acquisition	ERZ			Acquisition		ERZ
(D) Excise Branch									
			Excise	EDB	(D) Excise Branch		Excise		EDB
			Remission	EDR			Remission		EDR
			Control	EDC			Control		EDC
			Development	EDD			Development		EDD

APPENDIX—X (cont'd)

OLD			NEW				
Serial No.	Name of Department	Subjects	Initial Letters	Serial No.	Name of Department and Branch	Group of subjects	Initial Letters
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
27. SECRETARIAT ADMINISTRATION—							
(a)	Accounts Branch S(A)	(A)	Accounts Branch SAJ
(b)	Establishment Branch S(E)	(B)	Establishment Branch SAB
	(i) Material Section S(M)	(i)	Material Section SAEJN
	(ii) Recording Section S(AR)	(ii)	Recording Section SAEJR
	(iii) Records Section R	(iii)	Records Room SAEJR
	(iv) Library	(iv)	Library SAEJL
	(v) Issue Branch S(I)		
28. SERICULTURE & WEAVING							
	 SW	31.	SERICULTURE & WEAVING SWG
29. SUPPLY							
(a)	Supply (A) Branch SDA	(a)	Food and Civil Supply (A) Branch FSA
(b)	Supply (B) Branch SDB	(b)	Food and Civil Supply (B) Branch FSB
30. TOWN & COUNTRY PLANNING							
	 TCP	31.	TOWN & COUNTRY PLANNING TCP

APPENDIX-X (contd.)

NEW

OLD

Social No.	Name of Department	Subject	Initial Letters	Social No.	Ministry of Department and Branch	Group of subjects	Initial Letters
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	31. TRANSPORT	Aviation TAV	31. TRANSPORT AND TOURISM	Aviation	..	TVA
		Railways TRV		Railways	..	TRR
		Motor Vehicles TMV		Motor Vehicles	..	TMV
		Island Water Transport	TWT		Island Water Transport	..	ITW
					Teachers	..	TVT
	32. TRIBAL AREAS & WELFARE OF BACKWARD CLASSES			35. WELFARE OF PLAIN TRIBES, BACKWARD CLASSES AND SOCIAL WELFARE			TAD/DRV
	(a) Development Branch	Agriculture TAD/Agri		Development	..	TAD/DRV
		Budget and Accounts ..	TAD/BA		Schedule Casts	..	TAD/SC
		Communication ..	TAD/Com		Scholarship Tribes	..	TAD/ST
		Co-operation ..	TAD/Co-op.		Other Backward Classes	..	TAD/OBC
		Co-ordination ..	TAD/Co		Social Welfare	..	TAD/SW
		Education ..	TAD/EDN		Rail & Suburban Station	..	TAD/SWB
		Forest TAD/FR		Sub-Plan	..	IAD/Plan
		Public Health TAD/PH		Cooperation	..	TAD/COOP
					Tribal Research Institute	..	TAD/TRI

APPENDIX - X (contd.)

OLD			NEW				
Serial No.	Name of Department	Subject	Initial Letters	Serial No.	Name of Department and Branch	Group of subjects	Initial Letters
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	(b) Reforms Branch	General	TAD/GA	36	HILL AREAS DEPARTMENT		HAD
		Reforms	TAD/R				
		Advisory Council	TAD/ACB				
		Backward Classes	TAD/BC				
		Excise	TAD/EX				
		Local Fund	TAD/LF				
		Miscellaneous	TAD/MM				
		Revenue	TAD/RV	37	SOIL CONSERVATION		FUK/SO/C
38	VETERINARY & FISHERY	Veterinary	VET	38	VETERINARY & FISHERY	Veterinary	VFY
		Fishery (Development)	VET/DF			Fishery (Development)	VET
		Fishery (Revenue)	VET/FO			Fishery (Revenue)	VFR

APPENDIX—XI

(Paragraph 146.2)

Period of preservation of Secretariat records	Paragraph	Period Preservation
1. Receipt Register for Dak Section	31.5	1 year
2. Assistant's Log Book	49	"
3. Typist's Log Book	91.2	"
4. Peon Book	85.7	"
5. Weekly Annex List	161.2	"
6. Register of departmental publications	181.5	"
7. Service card of type writers	213.44	"
8. Register of periodicals received	213.52	"
9. Register of railway receipts	215.6	"
10. Attendance Register	214.4	"
11. Register of ltr received un-officially	124	3 year
12. Register of ltr issued un-officially	125	"
13. Dispatch Register (Postal dak)	90.1	"
14. Stamps Account Register	93.2	"
15. Register of Assembly questions	168.5	"
16. Register of Assembly Resolutions	169.7	"
17. Register of Assurances	177.3	"
18. Inspection Reports on Secretariat Departments	205	"
19. Departmental Receipt Register	36	3 year
20. File Register	128.1	"
21. Stores Register	211.1	"
22. Stock Register of libraries	234	"

23. Issue Register of Letters	234.1	1 year
24. Standing Guard File	61	Permanent
25. Precedent Register	64	"
26. Annual Amalgamated Index	136	"
27. Register of files for record	141.2	"
28. Record Section Receipt Register			...	143.2.1	"
29. Record Room Issue Register	-	141.1	"
30. Issue Section Register of typewriters	213.4.5	"
31. Register of black listed firms	240.2	"

*NOTE—The Register at Sl. No will be preserved for 5 years if the Annual Amalgamated Index for the year has been prepared by the Record Section; if not the Register will be preserved until preparation of the Annual Amalgamated Index.)

APPENDIX—XII
(Paragraph 157)

INSTRUCTION REGARDING CABINET MEMORANDUM

The procedure of the Cabinet is laid down in the Assam Rules of Executive Business (Rules 13-20). The instructions regarding submission of cabinet memoranda for cabinet meeting, have been issued from time to time and are as follows:—

1. After obtaining the orders of the Minister-in-charge, the Secretary of the Department or in his absence an officer not below the rank of Deputy Secretary will obtain the approval of the Chief Minister direct (and not through Appointment Department) for placing the matter before the cabinet.

2. The concerned Departments will be consulted by the Administrative Department, where necessary, before putting up the matter to the Chief Minister and their views will be incorporated in the draft cabinet memorandum.

3. In drafting the memoranda a uniform pattern will be adopted as follows:—

- (1) Title.—The title of the cabinet memorandum will be given in the following form:—

Memorandum for the Cabinet

(Circulated under Rule 17 of the Assam Rules of Executive Business).

- (2) Subject.—The subject of the cabinet memorandum will be selected carefully so as to indicate clearly the matter discussed therein, for example: "Revision of allowances of nursing staff".

- (3) Facts of the case.—The points in issue will be brought out clearly one by one indicating necessity for proposed action, previous decisions, if any, similar practices in other Departments/Governments, the advantages or disadvantages of a proposal or alternatives available etc., and the recommendation of the Administrative Department on each of the points.

(4) Comments of other Departments.—The comments of other Departments will be given verbatim as far as possible. In any case, the comments included should be faithful to the comments made. In case of Service Rules sometimes there is difficulty in reproducing all comments of the Departments consulted. In such cases, major comments of the Departments should be included.

(5) Point or points on which decision is required.—The Administrative Department and the Ministers as soon as the point or points on which decision is required.

4. The memorandum will be signed by the Secretary of the Department or in his absence an officer not below the rank of Deputy Secretary.

5. The memorandum will be sent to the Political Department for circulation to the Governor and the Ministers as soon as it is ready without waiting for the exact date of the Cabinet meeting.

6. All memoranda for Cabinet meeting will be sent to the Political Department within the prescribed time limit with 20 (twenty) or such number of spare copies as may be laid down by Political Department. The Administrative Department will see that all the copies are legible.

7. Where the Administrative Department requires a memorandum to be circulated to any officer other than the Governor and the Ministers, this will be done by the Department itself.

8. Where a proposal is of an emergent nature and it is not possible to send it to the Political Department within the time limit prescribed in paragraph 6 above, the Secretary concerned may, with the previous permission of the Chief Secretary, circulate the memorandum direct to the Governor and the Ministers, sending a copy of it to the Secretary to the Cabinet (Chief Secretary) together with the prescribed number of spare copies.

9. The important items, discussed in the Cabinet Meeting without formal Cabinet memoranda are known as 'Informal items'. In such cases, brief notes are sometimes required and care should be taken that they arerafted, as far as possible on the lines mentioned in paragraph 3.

10. The Cabinet decision, being confidential, should be pasted on the note sheet and not kept on the correspondence part.

APPENDIX—XIII, PART—1
(Paragraph 184)

ASSAM GOVERNMENT BOOK DEPOT RULES

1. The Book Depot is under the Superintendent of the Press, who functions under the Printing and Stationery Department. There is an Assistant-in-charge of the Book Depot who works under the Officer-in-charge, namely the Superintendent, Assam Government Press.

2. The Assistant-in-charge is responsible for the loss of books from the Depot and for all books issued from it.

3. The working hours of the Book Depot are the same as that of the Secretariat but the cash sale of the Government publications is restricted from 10 A.M. to 3 P.M. on week days and from 10 A.M. to 12 noon on Saturday.

4. The Government publications will be handed over to the Book Depot for distribution. They will be distributed according to the distribution lists supplied by the Department concerned. Spare copies other than those required, to be sent to the Secretariat Record Room or Library will remain in the Book Depot for future distribution or sale.

5. All correction slips issued by Departments will be distributed by the Book Depot according to standing distribution lists.

6. All books, reports etc., received for distribution or for sale are entered in a Receipt Register if orders for distribution are not received along with the books, the officer-in-charge will obtain them. The distribution of books should not be delayed after the order for distribution is received.

7. No private publication will be stocked in or sold from the Book Depot without the orders of the printing and Stationery Department.

8. Books are supplied free of charge on the requisition of the Administrative Department which undertook printing of the book or under the orders of the Under Secretary, Printing and Stationery Department. These requisition slips form vouchers for the issue of books from the Book Depot. They will be filed daily, numbered consecutively and posted into the stock-book.

9. All books issued from the Book Depot should bear on the title page their prices both in Indian and in English money. Any official publication not intended for sale should be marked on the title page "Not For Sale".

10. Books for sale will be issued on advance payment including postage, when necessary. The payment should be made by postal order, money order, by revenue stamps or by a draft on the State Bank of India, Shillong. The remittance will be received by the Cashier. The receipts will be signed by the Officer-in-charge of the press.

11. The amount received will be entered in the cash book on the day of the receipt. It will be sent on the same day or the next day with the treasury challan to the treasury. The amount from local sale is also received by the Cashier.

12. All publication sent by post, exceeding Rs. 10 in value, should be registered. Publications below Rs. 10 but exceeding Rs. 2 in value, should be posted under a certificate of posting. These general instruction will be modified if any special instruction is given by the customer.

13. The Assam Gazette is issued to Government offices and officers free of charge according to the distribution list approved by the printing and Stationery Department. The Gazette is supplied to the public on payment in advance. The list of the parts of the Assam Gazette and the procedure for its supply are given in part II of this Appendix.

14. The Assam Police Gazette is distributed according to the list furnished by the Inspector General of Police.

15. Duplicate copies of publication lost in transit may be supplied to Government offices and officers whose names are included in the free distribution list after obtaining the orders of the Department from which the publication was issued.

16. The publication not available in the Secretariat Library may be obtained by a Department from the Book Depot when required for reference purposes on a requisition countersigned by the Under Secretary, Printing and Stationery Department. The publication will be returned to the Book Depot.

17. A list of new books and publications received for sale is published weekly in Part IX of the Gazette. In addition, a quarterly list is published which contains names of all new books and publications received during the previous quarter. A catalogue of the books available at the Book Depot can be obtained free of charge.

18. A list of the Books in stock will be prepared subject-wise biennially after physical verification. Any discrepancy in the stock according to the Stock Book and the physical verification will be sorted out and action for disposal of surplus stock will be taken.

19. Stock Ledgers for publications are maintained in Form 14, except the Gazette for which the prescribed Form No. 4 is used. The ledgers are checked by the auditors and compared with the certified stock taken on the 31st March by the Assistant-in-charge of Book Depot or the actual stock on any other day.

20. At the end of each calendar year, steps for weeding and recording of records according to the general principles outlined in Chapter XIV will be taken.

21. No spare copies of a publication by a Department kept in the Book Depot will be destroyed or sold as waste paper without the approval of the Secretary of the Department concerned.

APPENDIX—XIII, PART—2

(Paragraph 186.1)

LIST OF PARTS OF ASSAM GAZETTE AND PROCEDURE FOR ITS SUPPLY

A. Different Parts

Part I.—Appointments, Postings, Transfers, Powers, Leave and other Personal Notices.

Part II-A.—Resolution, Regulations, Orders, Notifications, Rules, etc., issued by the Local Government and Heads of Departments.

- Part II-B.—Orders, Notifications and Rules of the High Court of Assam and Nagaland.
- Part III. --Orders, Notifications and Rules of the Government of India and by the Election Commission, India, papers extracted from the Gazette of India and other State Gazettes.
- Part IV. —Acts of the Legislative Assembly of Assam and Ordinances promulgated by the Governor of Assam.
- Part V. —Bills introduced into the Legislative Assembly of Assam.
- Part VI —Proceedings of the Assam Legislative Assembly.
- Part VII —Acts of Parliament and Ordinance promulgated by the President.
- Part VIII.—Bills introduced in Parliament.
- Part IX.—Advertisements, Notices by Government Offices and Public.

B. Procedure for Supply

1. Private advertisements are not published in the Gazette, unless sent through respective Deputy Commissioners or Sub-divisional Officers.
2. The rates for supply of the Gazette on payment are laid down by the Printing and Stationery Department from time to time
3. Applications for the supply of Gazette on payment should be addressed to the publisher, Assam Gazette, Shillong and must be accompanied by a remittance. The applicant should also specifically indicate the parts he likes to subscribe.
4. Applications for free supply of the Gazette on "the Public Service" should be addressed to the Chief Secretary to the Government of Assam.

5. Complaints regarding nonreceipt of any number, part or page of the Gazette should be forwarded within a week after the date on which such number, part or page is due.

6. Duplicate copies of the Assam Gazette lost in transit may be supplied at the discretion of the publisher.

APPENDIX—XIV

INSTRUCTIONS REGARDING PROOF READING

(Paragraph 185)

Extracts from Indian Standard (IS: 1250-1958)—Proof Corrections for Printers and Authors.

1. Scope.

1.1. This standard prescribes two sets of symbols to be used in correcting proofs, one in the margin and the other at the place in the text where the correction is to be made. It also includes some recommendation for preparation of copy for the printer at Annexure 'A' to this Appendix.

2. Symbols.

2.1. Symbols in proof corrections, both in the margin and in the text, shall be used as specified and illustrated in the Table at Annexure 'B' to this Appendix.

NOTE:— For convenience of reference, the proof correction symbols are grouped under the following successive headings:

A. General	B. Punctuation	C. Spacing
D. Alignment	E. Type.	

3. Corrections.

3.1. All corrections shall be given only in the margin.

3.1.1. The correction in the margin shall be given opposite to the line to which it belongs.

3.1.2. If a correction cannot be accommodated opposite to the line in the margin, and has, therefore, to be given elsewhere, the line to which it belongs should be indicated.

3.1.3. In the text, appropriate symbol shall be used to indicate the place of correction.

3.2. When two or more corrections occur in one line, the corrections may be suitably divided between the left and right margins, the sequence being always from left to right, irrespective of the margin in which they appear.

3.3 Author's Corrections.—Author's corrections should be avoided as far as possible.

3.3.1 Where author's corrections are indispensable, they shall be made in such a way that a minimum amount of extra work at the press is involved.

NOTE:—In making these corrections, where it is necessary to add a word, attempt should be made to delete a word or words of about the same number of letters nearby; if a word is to be deleted, a word of about the same length may be added. Similarly, if a line is to be added, a line may be knocked out, even if it is a line of only one word. If these suggestions are acted upon, they will help avoid whole paragraph (s) having to be reset.

4. Checking.

4.1. The proof corrections carried out by the press may be verified in the printed copy, correction by correction, as indicated in the margins of the corrected proofs.

4.2. In the case of matter composed by lino-type, the whole line in which a correction has been made shall be checked.

NOTE:—In lino-type composition even a single correction requires the resetting of the entire line.

4.3. In the case of insertions and deletions, since it is possible that a number of composed lines or even a whole paragraph may be affected, care should be taken to determine the affected lines or paragraph, and to check the entire affected matter afresh.

NOTE:—This will eliminate the possibility of new errors creeping in as a result of remaking of composed matter.

**ANNEXURE 'A' TO APPENDIX—XIV
RECOMMENDATIONS FOR THE PREPARATION OF COPY
FOR THE PRINTER**

A-1. Manuscript.

A-1.1. The manuscript should be type-written on one side of paper in double spacing. In unavoidable circumstances, it may be written out, but in a perfectly legible hand and on one side of paper only.

A-1.2. The manuscript should be made up of sheets of uniform size, leaving a margin of not less than 3 cm. on the left-hand side.

A-1.3. The pages should be numbered consecutively, and fastened securely together at the left-hand top corner.

A-1.4. If, after the sheets have been numbered, it becomes necessary to delete a passage extending over a whole sheet of manuscript, the passage should be clearly marked through and the sheet left in place.

A-1.5. The manuscript should be carefully revised, and all corrections in the copy should be made, not in the margin, but in the text, in ink, scoring out all rejected matter. If, as a result of revision, extensive alterations have to be made, the paragraph or pages concerned should be re-typed and checked again. The manuscript as sent to the printer should represent the final version of the text.

NOTE.—The time to consider alteration is before sending manuscript to press and not at the time of proof reading. Many author Subject their typescripts before sending them to press to two entirely different kinds of checking operations—one to read, re-read, and, if necessary, amend until satisfied, that the meaning has been conveyed as they wish it to be, and the second to eliminate any inconsistency in style, punctuation, capitalization or spelling.

A-1.5.1. Notwithstanding A-1.5, when a printed copy is sent to the press as original, the corrections may be made in the margin, the margin being extended by pasting strips of paper on to it

A-2. Material other than running matter.

A-2.1. Each diagram, illustration, map and table, except informal table (see IS: 12-1958), should be on separate sheet.

NOTE— The processes available for reproduction of diagrams, illustration, maps, etc., are so varied that the author would be well advised to consult his publisher or printer on this matter.

A-3. Footnotes.

A-3.1. Footnotes should be avoided as far as possible. When used, they should not be placed at the foot of the sheet, but immediately under the line to which they refer. The footnote should be separated from the text by two horizontal lines drawn across the sheet, one above and the other below the footnote. In addition, to meet the convenience of printers and to save time in seeing the manuscript through the press, all the footnotes should be copied out on separate sheets in the same sequence as in the manuscript and with appropriate references to their positions in the text.

A-4. Type.

A-4.0. Unless overall instructions for the use of different kinds of type have been given to the press, authors may be well advised to indicate the kind of type required in different places in the manuscript in accordance with the following suggestions.

A-4.1. Words to be printed in capitals should be underlined by three lines and in small capitals by two lines, words in italics should be underlined by single line and bold type by a wavy line. Words and word-groups to be printed in caps and small caps should be encircled, and the appropriate symbols given against them in the margin.

**PROOF CORRECTION
SYMBOLS AND EXAMPLES
ILLUSTRATING THEIR USE**

A-4.2 Matter to be printed in small type should be indicated by a vertical line in the margin by the side of the matter with the appropriate symbol given in the margin.







A-4.3 Beginning of new paragraphs and indenting should be clearly indicated by the use of the appropriate symbols specified in the Table at Annexure "B".

A-4.4 Any special requirements as to the arrangement of the setting should be written in the margin headed "Note to Printer".

A-5. REFERENCES.

A-5.1 All references to published articles, books, etc., shall be given according to the style laid down in IS:12-1958.

ANNEXURE 'B' TO
Proof Correction Symbols and

Sl. No.	Proof Correction Symbol		
(1)	In the text (2)	In the Margin (3)	Meaning (4)
A. GENERAL			
1	— through the word to be altered	/ preceded by word to be substituted	Substitute word
2	/ through the letter to be altered	/ preceded by letter to be substituted	Substitute word
3	/ through the letter or through the word to be deleted		Delete
4	∧ in required position	∧ preceded by matter to be inserted	Insert new matter
5 under letters or words to remain	Leave as printed
6	Encircle letters to be inverted		Invert type
7	Encircle letters to be altered	X	Replace broken letter
8	 between letters or words		Transpose the order of letters or words
9	Encircle words or figures to be spelt out in full		The abbreviation or figure to be spelt out in full
10	∧ in required position		Insert omitted portion of copy Note-The relevant section of the copy should be returned with the proof, the omitted portion being clearly indicated.


APPENDIX XIV

Examples Illustrating their use

Examples of Proof Correction Work

Text as Marked for Correction (5)	Text as Corrected (6)
A. GENERAL	
first This is the for-most example in this table.	This is the first example in this table.
e/ The press proofs of these documents have been received and corrected.	The press proofs of these documents have been received and corrected.
A/ This letter f should not be deleted.	This letter should be deleted.
This is an example for insertion of matter.	This is an example for insertion of new matter.
A wrong correction is put right by placing dots under the word which has been incorrectly struck through.	A wrong correction is put right by placing dots under the word which has been incorrectly struck through.
9 An inverted type is encircled so that it may be inverted back to its correct position.	An inverted type is encircled so that it may be inverted back to its correct position.
X Broken letters are encircled, and the relevant sign given in the margin.	Broken letters are encircled and the relevant "sign" in the margin.
Letters or words out of order are indicated by a transposing sign, which shows correct the sequence.	Letters or words out of order are indicated by a transposing sign, which shows the correct sequence.
o/ Figures and abbreviations, such as 100 and Oct which require to be spelt out in full are encircled.	Figures and abbreviations, such as hundred and October, which require to be spelt out in full are encircled.
The modern form of the book was originally called A because of the blocks of wood which were used as their protecting covers.	The modern form of the book was originally called "Codex." It was so called because of the blocks of wood which were used as their protecting covers.



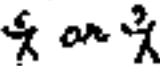


Proofs Correction Symbol

Sl. No.	In the text	In the Margin	Meaning
(1)	(2)	(3)	(4)
A. GENERAL contd.			
11	Encircle words, lines, etc., affected		Refer to appropriation authority the encircled item, the accuracy or suitability of which is doubted
12	No symbol in the text	/	Symbol to separate different correction in the same line in the margin

B. PUNCTUATION

13	Λ in required position		Insert full stop
----	------------------------	---	------------------

Note-The correction symbol for insertion to be used correction symbol in the text and in the margin shall

14	Λ in required position		Insert colon
15	Λ in required position		Insert apostrophe
16	Λ in required position		Insert single quotation mark
17	Λ in required position		Insert double quotation mark
18	Λ in required position		Insert a 3-dot leader

Examples of Proof Correction Work

Text as Marked for Correction

Text as corrected

(5)

(6)

You will read more words per minute with more comprehension when you enlarge your span of recognition, increase your fixations and reduce regressions.

You will read more words per minute with more comprehension when you enlarge your span of recognition, decrease your fixations and reduce regressions. Indian Standards are prepared to meet specific needs.

Indian Standards are prepared to meet specific needs.

B. PUNCTUATION

The vast majority of sentences are statements made about a subject, and a fullstop is then the appropriate stop.

The vast majority of sentences are statement made about a subject and a full stop is then the appropriate stop.

in the text and in the margin is λ instead of λ

In case of substitution, the

Be strong and of good courage, be not afraid, neither dismayed.

Be strong and of good courage, be not afraid, neither dismayed.

It is in the author's interest to be acquainted with proof correction symbols.

It is in the author's interest to be acquainted with proof correction symbols.

A printer's devil sometimes surprises even the best of workers.

A printer's, devil 'sometimes' surprises 'even' the best of workers.

It is said, prevention is better than cure.

It is said, "Prevention is better than cure".

CONTENTS Page

Commonwealth Conference Meets in New Delhi ... 55

Commonwealth conference Meets in New Delhi ... 55

Extracts from Report of Commonwealth Conference λ 60

Extracts from Report of Commonwealth Conference ... 60

Proofs Correction Symbol

Sl. No.	In the Text	In the Margin	Meaning
(1)	(2)	(3)	(4)
B. PUNCTUATION -- contd.			
19	\wedge in required position	... \wedge	Insert ellipsis
20	\wedge in required position	\oslash \wedge	Insert slant stroke
21	\wedge in required position	/- \wedge	Insert hyphen
22	\wedge in required position	$\frac{1}{2}$ \wedge	Insert half em rule
23	\wedge in required position	$\frac{1}{3}$ \wedge	Insert one em rule
24	\wedge in required position	$\frac{2}{3}$ \wedge	Insert two em rule
25	— under words affected	<u> </u>	Underline word or words
26	Draw a line where required	<u> </u>	Insert a line

Examples of Proof Correction works

Text as Marked for Correction (5)	Text as Corrected (6)
--------------------------------------	--------------------------

B. PUNCTUATION...contd.

- | | |
|---|--|
| <p>.....h The Chairman said, "The Responsibility of the Committee is likely to grow the future meetings we are going to have h We have, of course, besides the Certification Marks Scheme of ISI, already a number of quality marking scheme organized by State Governments."</p> | <p>The Chairman said, "The Responsibility of the Committee is likely to grow with the future meeting we are going have We have of course, besides the Certification Marks Schedule of ISI, already a number of quality marking schemes organized by State Governments."</p> |
| <p>o/h Please refer to your letter No.Pub-Doc h 57, dated 18 June 1957.</p> | <p>Please refer to your letter No.Pub-Doc/57, dated 18 June 1957.</p> |
| <p>h/h Please insert hyphen in the word 'make h up'.</p> | <p>Please insert hyphen in the word 'make-up'.</p> |
| <p>h/h For general proof correction symbols, see items 1h12.</p> | <p>For General proof correction symbols, see items 1-12.</p> |
| <p>h/h I taught him a lesson h a good lesson.</p> | <p>I taught him a lesson—a good lesson.</p> |
| <p>Note.—The style in this case is the same as in 22 and 23, except for the symbol to be given in the margin.</p> | |
| <p>o A rule <u>is inserted</u> under words to be underlined.</p> | <p>A rule <u>is inserted</u> under words to be underlined.</p> |

PRESIDENT'S ADDRESS*

PRESIDENT'S ADDRESS*



*Delivered at ISI Headquarters on 28 March 1957.

*Delivered at ISI Headquarters on 28 March 1957.

SL
No.

Proof Correction Symbol

(1)	In the text (2)	In the Margin (3)	Meaning (4)
C. SPACING			
27	^	# ^	Insert space
28	/	/ #	Delete and leave space
29	L	# =	Make space equal
30	L	# <	Reduce space between words
31	○	∩	Close up/delete space between letters
32	/	# ∩	Space and closeup
33	○	∩ #	Closed up and space
34	J	J	Delete and close up
35	○	○	Use ligature (e.g. ff) instead of separate letters
36	○	○	Use diphthong (e.g. oe) instead of separate letters
37	Arule between lines	# >	Increase space between lines or paragraphs

Examples of Proof Correction Work

Text as Marked for Correction	Text as Corrected
(5)	(6)
C. SPACING	
# A Space required in the text is indicated by sign given in the margin.	Space required in the text is indicated by sign given in the margin.
of # Complete change over to metric system is expected to be achieved within ten years.	Complete change over to metric system is expected to be achieved within ten years.
⊕ # = When [space] between [words] unequal, the correction is indicated as shown here.	When space between words is unequal, the correction is indicated as shown here.
# < To [reduce] space between words, the sign (#<) is used in the margin.	To reduce space between words, the sign (#<) is used in the margin.
⇒ Unwanted space is irritating	Unwanted space is irritating
# 7 # The type face of the entry element in the name of each person shall be the most dominant.	The type face of the entry element in the name of each person shall be the most dominant.
of Sir, I have found you an argument; but I am not obliged to find you an understanding.	Sir, I have found you an argument; but I am not obliged to find you an understanding.
f Ligature should be used in a word like ffat.	Ligature should be used in a word like ffat.
e It requires great skill to manoeuvre a car into a garage from a narrow street	It requires great skill to manoeuvre a car into a garage from a narrow street.
Space is introduced between lines.	Space is introduced between lines.
# > or paragraphs, if the proofs are corrected like this.	or paragraphs, if the proofs are corrected like this.


Proof Correction Symbol

Sl. No. (1)	In the text (2)	In the Margin (3)	Meaning (4)
----------------	--------------------	----------------------	----------------

C. SPACING-contd.



38	Encircle space affected		push down space
----	-------------------------	---	-----------------


D. ALIGNMENT



39	on either side of the affected lines, as the need may be.		Correct vertical alignment
----	---	---	----------------------------

40	 through lines to be straightened.		Straighten lines.
----	---	---	-------------------

41	 over lines to be raised		Raise lines
----	---	---	-------------

42	 around the portion to be raised up.		Raise up to show it separate from existing matter.
----	---	---	--

43	 under lines to be lowered.		Lower lines
----	--	---	-------------

44	 around the portion to be lowered down		Lower down, to show it separate from existing matter
----	---	---	--

45	 indicating position on both sides		Place in centre of lines
----	---	---	--------------------------

Examples of Proof Correction Work

Text as Marked for Correction
(5)Text as Corrected
(6)

C. SPACING-contd.

The quad space, which has come up here, will be pushed down.

The quad space, which has come up here, will be pushed down.

D. ALIGNMENT



When the lines are not vertically aligned, two vertical lines are marked in the proof on the affected side of these lines, as shown in the example.

Two parallel lines are put through the lines which are not straight.

When the lines are not vertically aligned two vertical lines are marked in the proof on the affected side of these lines, as shown in the example.

Two parallel lines are put through the lines which are not straight.

When lines are to be raised up, the fact is indicated by the sign



as given in the margin.

When lines are to be raised up, the fact is indicated by the sign as given in the margin.



When A = volume in ml of standard potassium hydroxide solution.

A = volume in ml of standard potassium hydroxide solution.

When lines are to be lowered, the fact is indicated by the sign as given in the margin.



ISI Bulletin (Published Every Two Months) Rs.2.00
Single Copy
Annual Subscription Rs.6.00

When lines are to be lowered, the fact is indicated by the sign as given in the margin.

ISI Bulletin (Published Every Two Months)
Single copy Rs.2.00
Annual Subscription Rs.6.00

Please place the following address in order.

Please place the following address in order:

Indian Music School,
Sangeet Bhavan,
New Delhi.

Indian Music School,
Sangeet Bhavan,
New Delhi.

Proof Correction Symbol

Sl. No. (1)	In the Text (2)	In the Margin (3)	Meaning (4)
D. ALIGNMENT-contd.			
46	{ around matter to be indented.	□/	Indent one em
47	{ around matter to be indented.	□□/	Indent two ems
48	{ at left side of group to be moved.	{/	Move lines to the right
49	{ at right side of group to be moved.	/}	Move lines to the left
50	[in required position	[Take letter or word from end of one line to the beginning of the following line.
51] in required position]	Take letter or word from beginning of a line to the end of the preceding line.
52	— before the first word of new paragraph.	—	Begin a new paragraph

Examples of Proof Correction Work

Text as Marked for Correction
(5)Text as Corrected
(6)

D. ALIGNMENT-contd.

The following is the style of indenting.

The following is the style of indenting.

□ } Indicate by specific proof correction symbol that these lines are to be indented by one em only.

Indicate by the specific proof corrections symbol that these lines are to be indented by one em only.

NOTE-The style in this case is the same as in 46 above, except for the symbol to be given in the margin.

↑ } when the lines are to be moved to the right hand side, it is indicated as in the margin.

When the lines are to be moved to the right-hand side, it is indicated as in the margin.

] } When the lines are to be moved to the left-hand side, it is indicated as in the margin.

When the lines are to be moved to the left-hand side, it is indicated as in the margin.

⌈ Please take over letter or word from end of this line to the next line of this example.

Please take over letter or word from end of this line to the next line of this example.

⌋ Please take back the letter or word of the second line of this example to the first line.

Please take back the letters or word of the second line of this example to the first line.

Use the symbol given in the margin to indicate the beginning of a new paragraph. After dealing with two more symbols, we shall give proof correction symbols for the category 'Type'.

Use the symbol given in the margin to indicate the beginning of a new paragraph.

After dealing with two more symbols, we shall give proof correction symbols for the category 'Type'.




Proof Correction Symbol

Sl. No. (1)	In the Text (2)	In the Margin (3)	Meaning (4)
-------------	-----------------	-------------------	-------------

D. ALIGNMENT-contd.

- | | | | |
|----|------------------------------------|-----|--|
| 33 | between the paragraphs | 2 | Combine the paragraphs |
| 34 | [] at limits of required position | [] | Move portion of matter so that it comes within the position indicated. |

E. TYPE

- | | | | |
|----|---|---|---|
| 35 | under words or letters to be altered |  | Change to capitals |
| 36 | under words or letters to be altered |  | Change to small capitals |
| 37 | Encircle the word or word-group to be altered |  | Use capitals for initial letters and small capitals for the remaining letters |

Examples of Proof Correction Work

Text as Marked for Correction

Text as Corrected

(5)

(6)

D. ALIGNMENT-contd.

↪ To be an effective user of your language, you must have facts. Your haziest impressions and opinions have some relation to facts, even if they are inaccurately recollected or interpreted.

To be an effective user of your language you must have facts. Your haziest impressions and opinions have some relation to facts, even if they are incorrectly recollected or interpreted.

[] [MEMOS, ENGAGEMENTS]
JUNE 1957.

MEMOS, ENGAGEMENTS
JUNE 1957.

E. TYPE

When an author places three lines under a word and puts down the appropriate symbol in the margin, the press knows that the author desires the word thus under lined to be printed in capitals.

When an author places three lines under a word and puts down the appropriate symbol in the margin the press knows that the author desires the word thus underlined to be printed in CAPITALS.

Words which are twice underlined are printed in Small Capitals.

Words which are twice underlined are printed in SMALL CAPITALS.

Please print the names of all Committee members including the Chairman, Dr. S. R. Ranganathan, in capitals and small capitals. The Chairman's name will then read in the printed copy as

Please print the names of all Committee members including the Chairman, Dr. S. R. Ranganathan, in capitals and small capitals. The Chairman's name will then read in the printed copy as










DR. S. R. RANGANATHAN

DR. S. R. RANGANATHAN

Proof Correction Symbol

Sl. No. (1)	In the text (2)	In the Margin (3)	Meaning (4)
-------------	-----------------	-------------------	-------------

E. TYPE-contd.

58	Encircle letters to be altered		Change to lower case
59	 under letters or words to be altered		Change to bold face
60	 under letters or words to be altered		Change to italics
61	Encircle letters or words to be altered		Change to roman type
62	Encircle letters to be changed		Wrong fount replace by letters of correct fount
63	Vertical line on the left along the text		Change to small type
64	Vertical line on the left along the text		Change to bigger type

Examples of Proof Correction Work

Text as Marked for Correction

Text as corrected

(5)

(6)

E-TYPE-contd.

o/e Lower **A** types are indicated by encircling the letter to be altered.

Lower case types are indicated by encircling the letters to be altered.

~~~~~ Bold types are indicated by putting a wavy line under letters or words to be altered.

Bold types are indicated by putting a wavy line under letters or words to be altered.

② Short words make clear-cut, vivid, deep impression. Kill is more clear-cut and vivid than assassinate, love more than affection and light more than illumination.

Short words make clear-cut vivid, deep impressions. Kill is more clear-cut and vivid than assassinate, love more than affection and light more than illumination.

Ⓢ Words or letters which are to be changed to Roman type are encircled.

Words or letters which are to be changed to Roman type are encircled.

Ⓢ Such letters or words as are set in wrong fount are to be encircled so that the compositor can replace them by letters of correct fount.

Such letters or words as are set in wrong fount are to be encircled so that the compositor can replace them by letters of correct fount.

## REFERENCES

♀ | VOGEL, A.L. Practical Organic Chemistry. P. 1061. Longman Green & Co., London, 1956.

VOGEL, A.L. Practical Organic Chemistry. P. 1061. Longman Green & Co., London, 1956.

♂ | ZUTSHI, N. L. & SAGGOPAL. P.&E. Q.R. Vol 47, No. 3, p. 88-91 (1956).

ZUTSHI, N. L. & SAGGOPAL. P.&E. Q.R. Vol 47, No. 3, p. 88-91 (1956)



## APPENDIX—XVI

(Paragraph—205.1)

## Inspection Questionnaire

{ Suitable modifications as considered necessary may be made  
by the Inspecting Officer }

1. Name of the Department.....
2. Name of the Branch inspected .....
3. (a) Date of Inspection .....
- (b) Date of last inspection and by whom? .....

4. Whether action has been taken on the last inspection report?

If not, give details in the respective following paragraphs.

[ Any improvement or deterioration noted since the last inspection should be specifically mentioned.]

5. Strength of the Department/Branch .....
- |  |            |
|--|------------|
|  | Sanctioned |
|  | Actual     |

- (i) Superintendent .....
- (ii) Upper Division Assistants .....
- (iii) Lower Division Assistants .....
- (iv) Typists .....
- (v) Other posts, if any .....
- (vi) Grade IV staff .....

## 6. Attendance-

- (a) Is the Attendance Register maintained and submitted punctually every  
— day?

(b) Is a monthly statement showing late attendance and casual leave of staff consolidated and exhibited correctly in the last column of the Register after the month is over?

(c) General remarks about punctuality .....

(Paragraph 219, M.O.O.P.-Secretariat)

7. Is an up to date list of the Subjects dealt with in the Branch maintained?

8. (a) Is there a list showing distribution of work?

(b) Are there any suggestions for modifications in the distribution of work amongst the staff to make it more rational or uniform?

9. (a) Is the Superintendent required to deal with any types of cases originally?

If so, what types of cases .....

10. (a) Is the Superintendent empowered to dispose of himself any types of cases .....

If so, indicate the types of cases? .....

(b) Can the Superintendent be empowered to dispose of himself any other type of cases .....

11. Is a register of office orders being maintained?

12. Receipt Register—

(a) Is it being properly maintained? .....

(b) Are the file numbers of the files in which the receipts have been dealt with noted?

(c) Is subject entered correctly? .....

(d) Is the Register checked by the Superintendent

(Paragraphs 36 and 43, M.O.O.P.-Secretariat)

## 13. File Register—

- (a) Is it being properly maintained?
- (b) Are file movements correctly recorded?
- (c) Are the catch words in the file titles correctly selected?

(Paragraph 122, M.O.O.P.—Secretariat)

14. Are the departmental registers, including the following, properly maintained?

- (i) Register of Files Received Unofficially .....
- (ii) Register of Files Issued Unofficially .....
- (iii) Register of Assembly Questions .....
- (iv) Register of Assembly Resolutions .....
- (v) Register of Assurances .....
- (vi) Register of Periodicals Received .....

15. (a) Have any registers been specially devised to be maintained by the Branch?

(b) Indicate if any new registers should be introduced.

(Paragraph 49, M.O.O.P.—Secretariat)

16. Whether the Precedent Register for important decisions and rulings is being correctly maintained?

(Paragraph 64, M.O.O.P.—Secretariat)

## 17. Standing Guard File—

- (a) Whether maintained? .....
- (b) If so, what are the subjects and how it has been maintained?
- (c) If not indicate the subjects on which should be maintained.

(Paragraph 81, M.O.O.P.—Secretariat)

18. Assistant's Log Book—

- (a) Is it being maintained by all dealing Assistants ?  
 (b) Are columns 2 and 3 filled in by the Assistants regularly ?

(Paragraph 48, M.O.O.P.—Secretariat)

19. Is the Typist's Log Book being properly maintained ?

(Paragraph 81, 2, M.O.O.P.—Secretariat)

Are the instructions regarding use and maintenance of typewriters being followed ?

(Paragraph 213.4.1, M.O.O. P.—Secretariat)

21. Is a note on urgent and important cases kept in the Reminder Diary/Daily Engagement List to ensure their timely submission ?

(Paragraph 163, M.O.O.P.—Secretariat).

22. Check Lists of Returns—

- (a) Are these being maintained properly both for out-ward and incoming returns ?  
 (b) Is timely action taken to ensure receipt or despatch of periodical reports, returns, etc. ?

(Paragraph 165, M.O.O.P.—Secretariat.)

23. (a) Are standard forms for communication of routine nature devised and cyclostyled ?

(b) Indicate which new forms can be introduced

(Paragraph 76 M O O P- Secretariat)

## 24. Codes, Manuals, Etc.—

(a) Is an up-to-date list of the Books of reference in possession of the Branch being maintained ?

(b) Are these kept corrected up-to-date ? .....

[Paragraph 62, M.O.O.P.—Secretariat.]

## 25. Recording—

(a) Is recording up-to-date ? .....

... (b) What is the number of files requiring to be recorded ?

## 26. Spare copies of important communications. —

(a) Are they kept neatly arranged in separate bundles ?

(b) Have spare copies no longer required been destroyed ?

(c) Is a list of spare copies being maintained ? .....

[Paragraph 147, M.O.O.P.—Secretariat.]

27. How long does it take for the daily receipts to reach the dealing Assistants concerned ?

## 28. Priority makings :—

(a) Are they used discriminately ? .....

(b) Is action on receipts and files bearing priority makings taken within prescribed time limits ?

[Paragraph 40, M. O.O.P.—Secretariat.]

29. Are the Assistants conversant with the Secretariat Manual of Office Procedure ?

30. Does the Superintendent inspect a few tables of Assistant and Typist at least once a week ?

31. Weekly Arrear List 'A'—
- Is it prepared and submitted timely every week ?
  - Number of files/receipts pending disposal as per last arrear list ?
  - Is the number of files/receipts in hand with any Assistant unduly heavy ?
  - What steps are considered necessary to clear arrears and to avoid accumulation in future ?
32. Monthly Arrear Lists 'B'—
- Are these prepared and submitted timely ?
  - Number of pending cases
    - Over a month
    - Over six months
    - Over one year.
  - Are there cases which have been put aside without action for an unduly long time ?
  - What steps are considered necessary to expedite disposal ?
33. Remarks regarding general neatness and tidiness ?
34. Suggestions for improvement—
- - 
  -
- and so on
35. General remarks : (including a comparative assessment of the performance of the Branch with reference to the last inspection).

(Signature of Inspecting Officer)

(Designation)

(Date)

## ANNEXURE TO APPENDIX XVI

Statement showing final action taken on the Inspection Report.

| Defects pointed out or suggestions made in the inspection report. | Action taken |
|-------------------------------------------------------------------|--------------|
| 1.                                                                | 1.           |
| 2.                                                                | 2.           |
| 3.                                                                | 3.           |
| 4.                                                                | 4.           |
| 5.                                                                | 5.           |
| 6.                                                                | 6.           |
| 7.                                                                | 7.           |
| 8.                                                                | 8.           |

## APPENDIX-XVII

Paragraph :-236

INSTRUCTIONS FOR PROTECTION AND CONTROL OF FIRE IN  
SECRETARAT BUILDINGS

1. Precautions against fire outbreak:—The Chief Secretary or the officer appointed by him for the purpose as the Vigilance officer in the Secretariat will see that the precautions as discussed in the following paragraphs are carried out:—
  - 1.1. Before closing the office in the night, the Nizir or an Assistant authorised by the Vigilance officer will visit each room and see that all switches not required for the night are put off and that all waste paper has been removed and that where fire is kept in fire places or anguthies to keep the room warm, they are effectively extinguished.
  - 1.2. Kerosine oil or any easily inflammable material is stored in an out building or godown, POL containers whether full or empty will invariably be fitted with closures securely adjusted.
  - 1.3. The sealing of papers is done under the direct supervision of a responsible Assistant who will see that due care is taken.
  - 1.4. Waste paper is not allowed to accumulate in large quantities in any office. One or more receptacles is provided outside the building for waste paper and at a sufficient distance from the main building. Every evening the waste paper of the day is collected and put into one of the receptacles.
  - 1.5. Empty packing materials, cases or any other cases which have contained inflammable material will not be stocked inside the buildings or against the outer walls of the building.
    - 1.5.1. The buckets will be kept full of sand or water as required and in their proper places and the chemical fire extinguishers should be in working order. There will be regular periodical joint inspection of these appliances by the Vigilance officer and the authorised P.W.D. officer. These appliances will be distributed throughout the premises so as to be readily available to the operators and available in places



where they are most likely to be required. As far as possible, they will be located at conspicuous and accessible places such as at the commencement and junction of important corridors in each building.

1.5.2 If fixed on specially provided brackets they are easily seen and should any be missing the discrepancy is easily detected. The buckets of water may however be permitted to be kept nested in a tank or barrel full of water, the tanks with nests of buckets being placed as centrally as possible.

1.5.3 The chemical fire extinguishers will be recharged immediately after use in a fire accident. The casing of the Extinguisher will be cleaned before recharging.

1.5.4 In case of old extinguishers or those which have not been cleaned after use, the casing may be weak. If the outlet jet is blocked for any reason then a burst is likely to occur. To obviate such risks all extinguishers will be pressure tested after every two and half years with due consultation with fire Service Adviser.

1.6. Old furniture is not left lying about but disposed of at once.

1.7. Dried leaves and other litters are removed from the adjoining grounds of the buildings. Grass and undergrowth will be cleared to a distance of 10 ft. from the buildings.

1.8. Where there are fire places for warming officers, fire guards, or metal gauge or netting should be provided in the frow. The flexible electric connections will not be allowed to run underneath carpets or through concealed places.

1.9. One bell gong or more according to the size of the building will be fixed in each building.

1.10. A crowbar will be placed in a convenient place with which the watchman can force open the door of any room if there is a fire inside.

1.11. All peons and other grade IV staff will be given a practice drill as detailed in paragraph 3 in the use of fire appliances and arrangements are made for the proper conduct of these drills. The peons etc, are instructed in the use of telephone for purpose of obtaining assistance.

1.12. The following "Fire Order" will be printed in English and vernacular and hung up in conspicuous places in every building.

In the event of fire breaks out :—

- (i) Must shout "FIRE" and keep on shouting FIRE till assistance arrives and "FIRE bell" sounded.
- (ii) Must make attempt to put out the fire with available equipment on or near the scene of fire.
- (iii) Must intimate the nearest fire station and police station.
- (iv) Must shut off power by switching off at the main.
- (v) Must force open the door with help of crowbar, if required to put out a fire inside a room.
- (vi) Must remove obstructions from exits.
- (vii) Must not create panic and confusion.

2. On out break of Fire :—

2.1. On the outbreak of fire electric current should be switched off at the main.

2.2. Fire caused by inflammable oil should be smothered at once by means of earth or sand kept in receptacles placed in suitable position for the purpose, and water should on no account be used. If chemical extinguishers of the foam-type are available they can be used.

2.3. Immediately a fire is detected, the alarm must be given by sounding the bell gong and intimation also given to the nearest Fire Brigade and to the nearest Police Station by phone or otherwise. In case the watchman detecting the fire takes the receiver and informs the Telephone exchange about the fire out break, the Telephone Exchange will at once communicate to the nearest Fire Station and inform them of the Fire out-break.

2.4. Immediately on the alarm being raised, every man will proceed and collect Extinguishers and other fire fighting materials en-route to the place of occurrence and make such effective efforts as he can to put out the fire, pending the arrival of the fire brigade.

2.5 All movements should be carried out with silence and rapidity and special care must be taken to see that there is no crowding in passages and staircases.

2.6. As a draught of air, will tend to increase the fire, all doors and windows which are not necessary to be used for ingress or egress should be closed.

2.7. All inflammable materials near the fire should be collected and removed to a place of safety.

2.8. If and when a vehicle catches a fire, it will be removed away from the park. If it is not possible due to any reason other vehicles in the vicinity should be taken away at a safer distance.

### 3. Practice drill—

3.1. The Vigilance Officer will be responsible for the training of the staff to take part in putting out fires during day and night and conducting periodical practice drills. The practice drills will be as realistic as possible and will include relaying of sand and water from the nearest sources by forming a chain of all staff available.

3.2. For the day time, the services of the several peons and other Grade IV staff on duty will be utilised, but for night, night watchman will be engaged.

3.3. Practice drills in the use of fire protection appliances will be given once a week until all the Grade IV staff including night watchmen have gained sufficient experience in the use of such appliances.

3.4. The chemical fire extinguishers will not actually be operated in practice drills. The Vigilance Officer will explain to the staff the working of these appliances and the method of using them in case of actual fires. The descriptive leaflets and instructions which are supplied by the suppliers to purchasers of these appliances will be helpful to the Vigilance Officer in this matter. The Vigilance Officer may occasionally request the Executive Engineer, P. W. D. (R & E) the Adviser, State Fire Service or the representative of the firms supplying the fire-fighting equipment to explain matters. The Vigilance Officer will examine the staff individually to ensure that each of them understood clearly the working of the appliances and how to use them.

3.5.1. After the initial instructions, there will be periodical refresher instructions for new staff as well as for those who had previous training on the use of fire protection appliances in the first week of every quarter.

3.5.2. For the quarterly drill, a suitable day will be selected but the hour will not be fixed nor intimated. On the day selected, an alarm will be given by the Vigilance Officer each time and the practice drill gone through in an orderly manner as possible. This will also be witnessed by the Chief Secretary or any other officer authorised by him in this behalf. Similar drill will be gone through during night, during the same week but on a different day.

3.6. Once a year, a complete drill will be carried out with actual operation of the extinguishers.

3.7. New re-fills should be loaded in extinguishers immediately after real practice drill once a year.

3.8. A register will be kept of all practice drills and of the defects noticed with any of the appliances. The register will be inspected by the chief Secretary or any other officers authorised by him in this behalf on the same day or the day following and he should take action to set right the defects.

#### 4. Duties of night watchmen :—

4.1. The watchman will be on duty from 6 p. m. to 6 a. m. every day. They will go round as soon as they come on duty to see that all doors have been locked. They will take turns in going round the offices and record the same at the tell-tale clock, every half an hour, patrolling only the verandahs and corridors round the office rooms. They will carry a whistle and a stout bamboo 5 feet long.

4.2. The Nazir and Vigilance Officer will make surprise visit at uncertain hours during the night to see that the watchmen are doing their duty. During such visits the Vigilance Officer or the Nazir will carry on his person the set of duplicate keys of all the offices sealed in a bag.

4.3. Action to be taken in case of fire—Should a watchman on his round observe any outbreak of fire, he will at once whistle for the other watchmen, and sound the fire alarm bell. He will act in accordance with paragraph 2. 3.

4. 4. If the fire is inside any one of the rooms, which cannot be readily opened, the watchman or the Nazir, if available on the spot, will immediately force open the door by means of a crowbar and try to put out the fire with the chemical fire extinguishers available. In the meantime, the other watchmen will get the fire buckets into operation. They will also whistle and call the watchmen of the neighbouring officers, if any.

### APPENDIX-XVIII, PART I

(Paragraph 240.1)

#### List of Abbreviations in common use in Secretariat

|            |     |     |                                   |
|------------|-----|-----|-----------------------------------|
| A.A.G.     | ... | ... | Assistant Accountant General.     |
| A.A.O.     | ... | ... | Assistant Accounts Officer.       |
| A.C.Bill   | ... | ... | Abstract Contingent Bill.         |
| A.C.Co.    | ... | ... | Assam Cements Company.            |
| A.C.F.     | ... | ... | Assistant Conservator of Forests. |
| A.C.S.     | ... | ... | Assam Civil Service.              |
| Acct       | ... | ... | Account.                          |
| Acctt.     | ... | ... | Accountant.                       |
| Addl.      | ... | ... | Additional.                       |
| Adj.-Genl. | ... | ... | Adjutant-General.                 |
| Adm.-Genl. | ... | ... | Administrator-General.            |
| A.D.C.     | ... | ... | Aide-de-Camp.                     |
| Adv.       | ... | ... | Advance.                          |
| A.E.       | ... | ... | Assistant Engineer.               |

|                   |     |     |                                                        |
|-------------------|-----|-----|--------------------------------------------------------|
| <b>A.F.C.</b>     | ... | ... | <b>Assam Financial Corporation.</b>                    |
| <b>A.F.R.</b>     | ... | ... | <b>Assam Financial Rules.</b>                          |
| <b>A.G.</b>       | ... | ... | <b>Accountant General.</b>                             |
| <b>Agri.</b>      | ... | ... | <b>Agriculture.</b>                                    |
| <b>A.G.Co.</b>    | ... | ... | <b>Assam Gas Company.</b>                              |
| <b>A.G.C.C.</b>   | ... | ... | <b>Assam Government Construction Corporation.</b>      |
| <b>A.G.M.C.</b>   | ... | ... | <b>Assam Government Marketing Corporation.</b>         |
| <b>A.I.</b>       | ... | ... | <b>Assistant Inspector.</b>                            |
| <b>A.M.C.</b>     | ... | ... | <b>Assam Medical College.</b>                          |
| <b>A.O.</b>       | ... | ... | <b>Accounts Officer.</b>                               |
| <b>Apptt.</b>     | ... | ... | <b>Appointment.</b>                                    |
| <b>A.P.</b>       | ... | ... | <b>Assam Police.</b>                                   |
| <b>A.P.S.C.</b>   | ... | ... | <b>Assam Public Service Commission.</b>                |
| <b>Art.</b>       | ... | ... | <b>Article.</b>                                        |
| <b>A.S.E.B.</b>   | ... | ... | <b>Assam State Electricity Board.</b>                  |
| <b>A.S.I.D.C.</b> | ... | ... | <b>Assam Small Industries Development Corporation.</b> |
| <b>A.S.M.D.C.</b> | ... | ... | <b>Assam State Mineral Development Corporation.</b>    |
| <b>A.S.P.</b>     | ... | ... | <b>Assistant Superintendent of Police.</b>             |
| <b>Asstt.</b>     | ... | ... | <b>Assistant.</b>                                      |
| <b>A.S.W.C.</b>   | ... | ... | <b>Assam State Warehousing Corporation.</b>            |

|                  |     |     |                                                   |
|------------------|-----|-----|---------------------------------------------------|
| B.D.O.           | --- | --- | Block Development Officer.                        |
| Bldg.            | ... | --- | Building.                                         |
| Bn.              | ... | ... | Battalion.                                        |
| B.S.F.           | ... | ... | Border Security Force.                            |
| C.A.             | ... | ... | Conveyance Allowance.<br>Compensatory Allowance.  |
| Cantt.           | ... | ... | Cantonment.                                       |
| C.C.F.           | ... | ... | Chief Conservator of Forests.                     |
| C.D.             | ... | ... | Civil Defence; Community<br>Development.          |
| C.E. (R. & B.)   | ... | ... | Chief Engineer (Roads and Build-<br>ings).        |
| C.E. (F.C. & I.) | ... | ... | Chief Engineer (Flood Control<br>and Irrigation). |
| C.E.M.           | ... | ... | Chief Executive Member (District<br>Council).     |
| C.E.O.           | ... | ... | Chief Electoral Officer                           |
| C.Ex.            | ... | ... | Commissioner of Excise, Chemi-<br>cal Examiner.   |
| C.F.             | ... | ... | Contingency Fund; Conservator<br>of Forest.       |
| C.H.S.S.         | ... | ... | Contributory Health Service<br>Scheme.            |
| C.I.B.           |     |     | Chief Inspector of Boilers.                       |
| C.I.D.           | ... | ..  | Criminal Investigation Depart-<br>ment            |
| C.I.F.           | ... | ... | Chief Inspector of Factories.                     |

|          |     |     |                                                                                                                                             |
|----------|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------|
| C.I.T.   | ... | ... | Commissioner of Income-Tax.                                                                                                                 |
| C.J.     | ... | ... | Chief Justice.                                                                                                                              |
| Cl.      | ... | ... | Clause.                                                                                                                                     |
| C.L.     | ... | ... | Casual Leave.                                                                                                                               |
| C.M.     | ... | ... | Chief Minister.                                                                                                                             |
| Comdr.   | ... | ... | Commander.                                                                                                                                  |
| Comdt.   | ... | ... | Commandant.                                                                                                                                 |
| Commn.   | ... | ... | Communication.                                                                                                                              |
| Commr.   | ... | ... | Commissioner.                                                                                                                               |
| C.P.     | ... | ... | Community Project.                                                                                                                          |
| C.P.F.   | ... | ... | Contributory Provident Fund.                                                                                                                |
| C.P.H.E. | ... | ... | Chief Public Health Engineer.                                                                                                               |
| C.R.     | ... | ... | Confidential Report.                                                                                                                        |
| C.S.     | ... | ... | Chief Secretary, Civil Surgeon.<br>Correction Slip.                                                                                         |
| C.T.     | ... | ... | Commissioner of Taxes.                                                                                                                      |
| C.T.O.   | ... | ... | Central Telegraph Office.                                                                                                                   |
| C.W.M.   | ... | ... | Controller of Weights and<br>Measures.                                                                                                      |
| D.A.     | ... | ... | Daily Allowance; Dearness<br>Allowance; Director of Agriculture;<br>Director of Accounts or<br>Divisional Accountant; Dealing<br>Assistant. |
| D.A.G.   | ... | ... | Deputy Accountant General.                                                                                                                  |



|             |     |     |                                                |
|-------------|-----|-----|------------------------------------------------|
| D.A.H. & V. | ... | ... | Director of Animal Husbandry and Veterinary.   |
| D.A.O.      | ... | ... | District Agricultural Officer.                 |
| D.C.        | ... | ... | Deputy Commissioner; Development Commissioner. |
| D.C.Bill    | ... | ... | Detail Contingent Bill.                        |
| D.C.R.G.    | ... | ... | Death-cum-Retirement Gratuity.                 |
| D.E.O.      | ... | ... | District Election Officer.                     |
| D.E. & C.T. | ... | ... | Director of Employment and Craftsmen Training. |
| D.F.        | ... | ... | Director of Fisheries.                         |
| D.F.A.      | ... | ... | Draft for approval.                            |
| D.F.O.      | ... | ... | Divisional Forest Officer.                     |
| D.F.P.R.    | ... | ... | Delegation of Financial Power Rules            |
| D.G.M.      | ... | ... | Director of Geology and Mining.                |
| D.H. & F.P. | ... | ... | Director of Health and Family Planning.        |
| D.H.P.E.    | ... | ... | Director of Health, Planning and Education.    |
| D.I.        | ... | ... | Director of Industries.                        |
| D.I. & P.R. | ... | ... | Director of Information and Public Relations.  |
| D.L.R.      | ... | ... | Director of Land Records.                      |
| D.M.        | ... | ... | District Magistrate                            |
| D.O.        | ... | ... | Demi Official                                  |
| D.P.I.      | ... | ... | Director of Public Instruction                 |

|               |     |     |                                                |
|---------------|-----|-----|------------------------------------------------|
| D.S.          | ... | ... | Deputy Secretary                               |
| D.S.P.        | ... | ... | Deputy Superintendent of Police                |
| D.S.S.        | ... | ... | Director of small Savings                      |
| D.S.S. & A.B. | ... | ... | District Soldiers, Sailors and Airmen's Board. |
| D.T.E.        | ... | ... | Director of Technical Education                |
| D.T.O.        | ... | ... | District Transport Officer                     |
| Deptt.        | ... | ... | Department                                     |
| Dir.          | ... | ... | Director                                       |
| Dist.         | ... | ... | District                                       |
| Dvl.          | ... | ... | Divisional                                     |
| Dvn.          | ... | ... | Division                                       |
| Dy.           | ... | ... | Deputy                                         |
| E.B.          | ... | ... | Efficiency Bar                                 |
| Edn.          | ... | ... | Education                                      |
| E.E.          | ... | ... | Executive Engineer                             |
| E.L.A.        | ... | ... | Examiner of Local Accounts                     |
| E.L.O.        | ... | ... | Employment Liaison Officer                     |
| E.O.          | ... | ... | Election Officer; Employment Officer           |
| Engr.         | ... | ... | Engineer                                       |
| Endt.         | ... | ... | Endorsement                                    |
| Exmr.         | ... | ... | Examiner                                       |

|                    |       |       |                                           |
|--------------------|-------|-------|-------------------------------------------|
| <b>F.A.</b>        | ...   | ...   | <b>Financial Adviser</b>                  |
| <b>F.A.O.</b>      | ...   | ...   | <b>Finance and Accounts Officer</b>       |
| <b>F.C.I.</b>      | ...   | ...   | <b>Food Corporation of India</b>          |
| <b>F.D.</b>        | ...   | ...   | <b>Finance Department; Final Disposal</b> |
| <b>F.O.</b>        | ...   | ...   | <b>For Order</b>                          |
| <b>F.R.</b>        | ...   | ...   | <b>Fundamental Rules</b>                  |
| <b>Gaz.</b>        | ...   | ...   | <b>Gazette</b>                            |
| <b>Gaz. Extry.</b> | ...   | ...   | <b>Gazette Extra-ordinary</b>             |
| <b>G.D.A.</b>      | ...   | ...   | <b>Gauhati Development Authority</b>      |
| <b>Genl.</b>       | ...   | ...   | <b>General</b>                            |
| <b>G.F.</b>        | ...   | ...   | <b>Guard File</b>                         |
| <b>G.O.I.</b>      | ...   | ...   | <b>Government of India</b>                |
| <b>G.O.</b>        | ...   | ...   | <b>Government Order</b>                   |
| <b>G.O.C.</b>      | ...   | ...   | <b>General Officer Commanding</b>         |
| <b>G.P.</b>        | ...   | ...   | <b>Government Pleader</b>                 |
| <b>G.P.F.</b>      | ...   | ...   | <b>General Provident Fund</b>             |
| <b>G.P.O.</b>      | ...   | ...   | <b>General Post Office</b>                |
| <b>Govt.</b>       | ...   | ...   | <b>Government</b>                         |
| <b>Gr.</b>         | ...   | ...   | <b>Grade</b>                              |
| <b>H.B.Adv.</b>    | ...   | ...   | <b>House Building Advance</b>             |
| <b>H. G.</b>       | ..... | ..... | <b>Home Guards</b>                        |
| <b>H.R.A.</b>      | ..... | ..... | <b>House Rent Allowance</b>               |
| <b>Hospl.</b>      | ..... | ..... | <b>Hospital</b>                           |

|                  |                                                  |
|------------------|--------------------------------------------------|
| H.S.L.C. ....    | High School Leaving Certificate                  |
| H.S.S.L.C. ....  | Higher Secondary School Leaving Certificate.     |
| I.G. ....        | Inspector-General                                |
| I.G.A.R. ....    | Inspector General of Assam Rifles                |
| I.G.Pr. ....     | Inspector General of Prisons                     |
| I.G.P. ....      | Inspector General of Police                      |
| I.G.R. ....      | Inspector General of Registration                |
| J. ....          | Judge                                            |
| JJ. ....         | Judges                                           |
| Jr. ....         | Junior                                           |
| J.S. ....        | Joint Secretary                                  |
| Jt. ....         | Joint                                            |
| K. & V.I.B. .... | Khadi and Village Industries Board               |
| L. A. P. ....    | Leave on average pay                             |
| L. C. ....       | Labour Commissioner                              |
| L. D. A. ....    | Lower Division Assistant                         |
| L. O. ....       | Liaison Officer                                  |
| L. P. C. ....    | Last Pay Certificate                             |
| L. R. ....       | Land Revenue; Legal Remembrancer                 |
| M. ....          | Minister, e. g. M. H. Stands for Minister Health |
| Magte. ....      | Magistrate                                       |

|            |      |      |                                     |
|------------|------|------|-------------------------------------|
| M. A. D.   | ...  | ..   | Municipal Administration Department |
| M. C.      | ...  | ...  | Medical Certificate                 |
| M. C. Adv. | ..   | ...  | Motor Car Advance                   |
| Memo.      | →    | ...  | Memorandum                          |
| Mgl.       | ..   | ..   | Magisterial                         |
| Misc.      | .... | .... | Miscellaneous                       |
| M.L.A.     | .... | .... | Member of Legislative Assembly      |
| Medl.      | .... | .... | Medical                             |
| Mily.      | .... | .... | Military                            |
| M.O.       | .... | .... | Medical Officer                     |
| M.P.       | .... | .... | Member of Parliament                |
| Mpl.       | .... | .... | Municipal                           |
| Ms.        | .... | .... | Manuscript                          |
| N.E.F.A.   | .... | .... | North East Frontier Agency          |
| N.S.       | .... | .... | Nursing Superintendent.             |
| Nrft.      | .... | .... | Notification.                       |
| O.M.       | .... | .... | Office Memorandum.                  |
| O.N.       | .... | .... | Office Note.                        |
| O.O.       | .... | .... | Office Order.                       |
| O.S.D.     | .... | .... | Officer on Special Duty.            |
| P.A.       | .... | .... | Personal Assistant.                 |
| P.A.C.     | .... | .... | Public Accounts Committee.          |
| P & C.D.   | .... | .... | Panchyat and Community Development  |

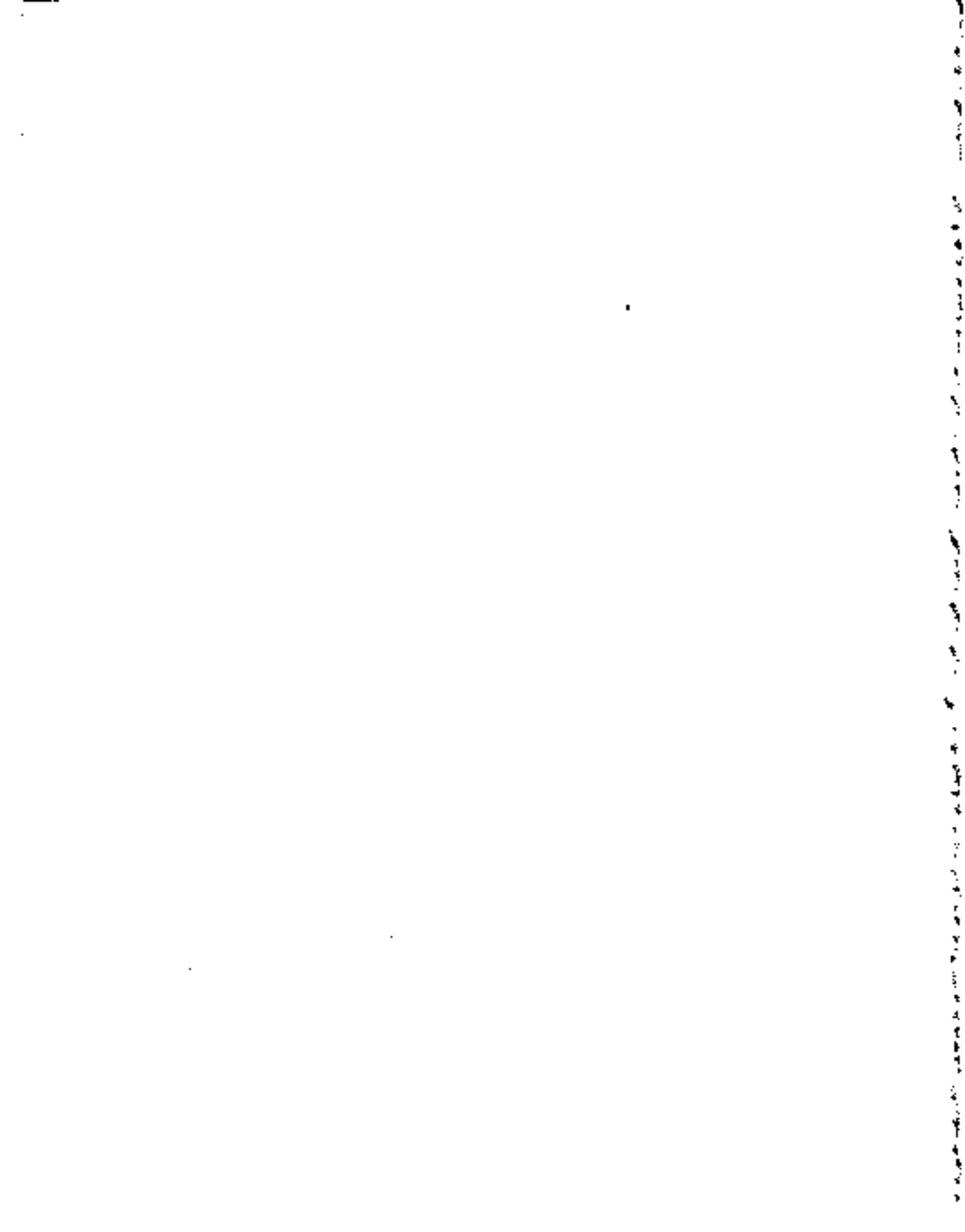
|             |      |                                                     |
|-------------|------|-----------------------------------------------------|
| Pen         | .... | — Pension.                                          |
| P.C.        | .... | .... Post Copy.                                     |
| P.F.        | .... | .... Provident Fund.                                |
| P.H.        | .... | .... Public Health.                                 |
| P.H.E.      | .... | .... Public Health Engineer                         |
| Pl.         | .... | .... Please.                                        |
| P.M.        | .... | .... Prime Minister.                                |
| P.L.A.      | .... | .... Personal Ledger Account.                       |
| P.L.I.      | .... | .... Postal Life Insurance.                         |
| P.M.G.      | .... | .... Postmaster-General.                            |
| P.O.        | .... | .... Post Office.                                   |
| Probr.      | ..   | .. Probationer.                                     |
| Prof.       | ..   | .. Professor.                                       |
| P. P.       | ..   | .. Personal Pay.                                    |
| P. R.       | ..   | .. Precedent Register.                              |
| P. R. O.    | ..   | .. Public Relation Officer.                         |
| P. & T.     | ..   | .. Posts and Telegraphs.                            |
| Pub.        | ..   | .. Public.                                          |
| P. U. C.    | ..   | .. Pre-University Class, Paper under Consideration. |
| P. W. D.    | ..   | .. Public Works Department.                         |
| Regr. C. S. | ..   | .. Registrar of Co-operative Societies.             |
| Regl.       | ..   | .. Regional.                                        |
| Reg.        | ..   | .. Regulation.                                      |

|               |     |                                                       |
|---------------|-----|-------------------------------------------------------|
| Regn.         | ..  | Registration.                                         |
| Regr.         | ... | Registrar.                                            |
| R. & R.       | ..  | Relief and Rehabilitation.                            |
| R. O.         | ... | Returning Officer.                                    |
| Rev.          | ... | Revenue.                                              |
| R. G.         | ..  | Registrar General of Births, Deaths<br>and Marriages. |
| S. B. I.      | ... | State Bank of India.                                  |
| S. T.         | ... | State Transport.                                      |
| S. C.         | ..  | Spare Copy.                                           |
| S. D.         | ..  | Supplementary Demand.                                 |
| S. D. C.      | ..  | Sub-Deputy Collector.                                 |
| S. D. M.      | ... | Subdivisional Magistrate.                             |
| S. D. M. O.   | ..  | Subdivisional Medical Officer.                        |
| S. D. O.      | ..  | Subdivisional Officer.                                |
| S. D. F. C.   | ..  | Special Deposit Fund Cell.                            |
| S. Dy. M.     | ..  | Sub-Deputy Magistrate.                                |
| S. D. P. O.   | ... | Sub-Divisional Police Officer.                        |
| S. D. P. O.   | ... | Sub-Divisional Planning Office.                       |
| S. E.<br>Sec. | ..  | Superintending Engineer-<br>Section.                  |
| Secy.         | ... | Secretariat.                                          |
| Secy.         | ... | Secretary.                                            |
| Sgt.          | ... | Sergeant.                                             |
| Sett.         | ..  | Settlement.                                           |

|                  |     |     |                                               |
|------------------|-----|-----|-----------------------------------------------|
| S. I.            | ... | ... | Sub-Inspector.                                |
| Spl.             | ... | ... | Special.                                      |
| S. O.            | ..  | ..  | Special Officer.                              |
| Sr.              | ..  | ... | Senior.                                       |
| S. S. P.         | ... | ... | Special Superintendent of Police.             |
| Sub.             | ... | ..  | Subordinate.                                  |
| S. Rs.           | ..  | ..  | Subsidiary Rules.                             |
| Supdt.           | ..  | ..  | Superintendent.                               |
| T. A.            | ... | ... | Travelling Allowance.                         |
| T. A. & D. M.    | ... | ... | Trade Adviser and Director of movement.       |
| T. A. & W. B. C. | ... | ... | Tribal Areas and Welfare of Backward Classes. |
| T. D. C.         | ..  | ... | Three-year Degree Course.                     |
| T. D. A.         | ..  | ... | Tinautia Development Authority.               |
| T. & C. P.       | ... | ... | Town and Country Planning.                    |
| T. P.            | ... | ..  | Town Planner.                                 |
| Tempy.           | ... | ..  | Temporary.                                    |
| T. O.            | ... | ... | Treasury Officer.                             |
| T. V.            | ... | ... | Treasury Voucher.                             |
| U. D.            | ... | ... | Upper Division.                               |
| U. G. C.         | ... | ... | University Grant Commission.                  |
| U. O.            | ... | ... | Un-Official.                                  |
| U. P. S. C.      | ... | ... | Union Public Service Commission.              |
| U. S.            | ... | ... | Under Secretary.                              |
| Vety.            | ... | ... | Veterinary.                                   |



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