

Reading Material on

Noting & Drafting

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Noting & Drafting

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I

NOTING

Definition of Note

1. Note are written remarks recorded on a paper under consideration to facilitate its disposal.
2. It should consist of a précis or previous paper, the statement of analysis of the question of questions requiring decision, suggestions regarding the course of action and final orders passed thereon.
3. A note recorded by a minister, the prime minister, the vice-president or the president should be referred to as a 'Minute'
4. The name, designation and , where necessary , the telephone number o the officer signing a note should invariable be typed or stamped with a rubber stamp below the signature which should be dated . In recording the date, the month and the year should also be indicated.

Guideline on Noting

- (a) All notes should be concise and to the point. Excessive noting should be avoided.
- (b) Notes and orders should normally be recorded on note –sheets.
- (c) Notes should not be recorded on the receipt itself except in very routine matters.
- (d) 'Docketing' means making of entries in the notes portion of a file about the serial number assigned to each item of correspondence(whether receipt or issue) for its identification. After Docketing, if the branch officer or any higher officer has made any remark on the receipt, it should be reproduced in the manner indicated below and then the note should follow.

p.70/Corr	
<u>S.NO.23(Receipt)</u>	
“ We need to keep Cabsec informed .PI put up today.	
Sd/-XXX JS(Policy) 23/10” /	
DS(/Proj) Sd/-	

- (e) A simple and direct style of writing should always be adopted use of complicated and ambiguous language should be avoided.
- (f) Verbatim reproduction of extracts from, or paraphrasing of the P.U.C or of notes of other Ministries recorded on the same file should be avoided.
- (g) Even if apparent errors or misstatements have to be pointed out or to an opinion expressed therein has to be criticized, care should be taken to couch observation in courteous and temperate language free from personal remarks.
- (h) A note will be divided into paragraphs of a convenient size paragraphs should be serially and may also have brief titles, if necessary.
- (i) The dealing hand will append his or her full signature with date on the below the note . an officer will append full signature on the right hand side of the note with name , designation and the date.
- (j) When passing orders or making suggestion, an officer should continue the note to the actual points rather than repeating or reiterating the ground already covered in the previous notes. If the line of action suggested in the preceding note is corrects, the officer should merely append signature
- (k) Modification of notes:- There should be on occasion to record a note in the first instance and then pasting it over. Such pasting is tantamount to multiplication of the record. It also gives an inelegant look to the files. Even where a note recorded in the first instance need to the files, Even where a note recorded in the first instance needs any modification of account of additional facts/ errors having come to notice , a subsequent note may be recorded indicating the circumstances leading to recording of the fresh note , keeping the earlier note intact recorded in the first instance. It is also undesirable for an officer to make his subordinate change his note.(Detailed instruction on modification of notes are available in Para 33 of the central Secretariat Manual of Office Procedure.)
- (l) When a paper under consideration raises several major points which require examination and respective order on each point (or group of related points) it will be noted upon separately in “ Sectional” notes. Such sectional notes will each begin with a list of the major points(s) dealt with therein.
- (m) Routine note means a note of a temporary value or ephemeral importance recorded outside the files ,e.g, a record of casual discussion or a note on a point of secondary importance intended to facilitate consideration of the case higher officers.
- (n) Running summary of facts in relation to a case means a summary of the facts of the case updated from time to time to incorporate significant development as and when they take place. It is prepared to avoid repeated re-capitulation of the case through self-contained notes. Wherever a running summary of facts is available on the file, it should be referred to without repeating any part of the facts in the note.

Types of Cases, Quantum of /noting and Functional Approach

Most of the cases dealt with in Government of India can be divided into the following five categories.

- ❖ Ephemeral cases
- ❖ Routine Repetitive cases
- ❖ Action in Correspondence cases
- ❖ Problem Solving cases
- ❖ Planning and Policy cases

The following approach could be adopted for noting on various categories of cases:-

1. Ephemeral Cases-

These cases are also known as “ no-Noting” cases. The Section Officer or desk functionary should record the reason, in brief , why no action is necessary and file such cases at the dak stage itself . such cases should be kept in the file “O” bundle and destroyed on 32st December of every year. These may also be returned in original to the sender recording requisite factual information.

2. Routine or Repetitive Cases-

In cases of repetitive nature ,’a standard prices sheet ‘ which means a standard skeleton note should be developed indicating pre- determined points of check. In respect of other routine cases, a fair should be put up without any noting.

3. Action – in - Correspondence Cases-

These cases also do not require detailed noting . It would be sufficient if a brief note (a paragraph or so) were recorded indicating the issue under consideration and the suggested action.

4. Problem Solving Cases-

In these cases a detailed note providing maximum information on each aspect will be necessary , even then , the note should be concise and to the point ,covering the following aspects:-

- i. What is the problem?
- ii. How has it arisen?
- iii. What is the Rule , ‘policy’ or ‘precedent’?
- iv. What are the possible solution?
- v. Which is the best solution? Why?
- vi. What will be the consequences of the proposed solution?

5. Policy and Planning Cases-

These types of cases would not be large in number in any organization. They would, however, require a thorough examination, particularly

because important decisions are to be taken at top management level. A note in such cases should be structured in the following manner:-

- (i) Problem:- State the problem. How it has arisen? What are the critical factors?
- (ii) Additional Information:- Give additional information to size up the problem. The information would be available on the files and other paper in the Section. If sufficient information is not available to enable thorough examination, it should be collected before attempting a note.
- (iii) Rule, policy etc:- Precedent cues having a bearing on the issue under consideration should be put up. If there are varying precedents or any precedent differs in certain respects from the case under examination, the difference should be brought out so as to arrive at a correct decision.
- (iv) Precedents;- Precedent cases having a bearing on the issue under consideration should be put up. If there are varying precedents or any precedent differs in certain respects from the case under examination, the difference should be brought out so as to arrive at a correct decision.
- (v) Critical analysis:- the case should then be examined on merits answering questions like 'what are the possible alternative solutions/ which is the best solution? It should be ensured that views of other Divisions/Ministries etc. have been obtained where necessary. Attention should also be paid to other aspects like the financial and other implications, repercussions, and the modality of implementing the decision and the authority competent to take a decision.
- (vi) Concluding para:- the concluding para should suggest a course of action for consideration. In cases where a decision is to be taken by a higher authority like committee, Board etc. the point or points on which the decision of such higher authority is sought should be specifically mentioned.

Relevant extracts from the Central Secretariat Manual of Office Procedure- 13th Edition, September, 2010

Guidelines for noting:—

- (1) All notes will be concise and to the point. Lengthy notes are to be avoided, by shifting bulk of material to statements placed below.
- (2) The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence or notes on the same file, should not be attempted.
- (3) When passing orders or making suggestions, an officer will confine his note to the actual points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding note, he will merely append his signature.
- (4) Any officer, who has to note upon a file on which a running summary of facts is available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.
- (5) Relevant extracts of a rule or instruction will be placed on the file and attention to it will be drawn in the note with proper referencing, rather than reproducing the relevant provisions in the note.
- (6) Unless a running summary of facts is already available on the file or the last note on the file itself serves that purpose, a self-contained note will be put up with every case submitted to the Minister. Such a note will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any, consulted in the matter and the point or points on which the orders of the Minister are sought.
- (7) If apparent errors or incorrect statements in a case have to be pointed out or if an opinion expressed therein has to be criticized, care should be taken to couch the observations objectively, in courteous and temperate language free from personal remarks.
- (8) When a paper under consideration raises several major points which require detailed examination and respective orders, each point (or group of related points) will be noted upon separately in sectional notes; such notes will each begin with a list of the major point(s) dealt with therein and placed below the main note in a separate folder.
- (9) Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or Blue ink will be used by all category of staff and

officers. Only an officer of the level of Joint Secretary to Government of India and above may use green or red ink in rare cases.

- (10) The dealing hand will append his full signature with date on the left below his note. An officer will append his full signature on the right hand side of the note with name, designation and date.
- (11) A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first few paragraphs will give the profile of the problem, position of rules, precedents and the position of resources with proper analysis and sequence and an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and recommend the best course of action, with a supporting draft communication, if necessary.
- (12) In writing notes, the observations made in **Appendix 7- 'Style in notes and drafts'** will be kept in view.²⁵
- (13) A small margin of about one inch will be left on all sides (left, right, top and bottom) of each page of the note sheet to ensure better preservation of notes recorded on the files as at times the paper gets torn from the edges making reading of the document difficult. However, notes should be typed/written on both sides of the note sheet as per instructions of Department of Expenditure.
- (14) While preparing/submitting Notes for the Cabinet/Cabinet Committees/Groups of Ministers, the required procedure as detailed in **Appendix-7.1** will be kept in view.
- (15) While preparing/submitting of papers for consideration of the Committee of Secretaries, the required procedure as detailed in **Appendix-7.2** will be kept in view.
- (16) While constitution/reconstitution of High-level Commissions/Committees, the required procedure as detailed in **Appendix-7.3** will be kept in view.

II

Arrangement of Papers in A Case

While submitting a case, the papers, folders, reference book etc, are to be arranged in the following order **from top downwards:-**

1. Reverence books;
2. Notes proton of the current file ending with the note for consideration;
3. Running summary of facts;
4. Draft for approval , if facts;
5. Correspondence portion of the current file ending with the latest receipt or issue , as the case may be
6. Appendix to notes and correspondence;
7. Standing guard file , standing notes or reference folder, if any ;
8. Other papers , if any, referred to e.g. extract of notes or correspondence from other files ,copies of orders, resolutions, gazettes, arranged in chronological orders, resolutions, gazettes, arranged in chronological, the latest being placed on the top;
9. Recorded files, if any, arranged in chronological order, the latest being placed on the top;
10. Routine notes and papers arranged in chorological order and placed in a separate cover.

III

REFERENCING

Referencing is the process of identifying a document, decision and facts mentioned in a note, draft or office copy of communication issued. It involves a series of activities. These are described in the succeeding paragraphs.

- a) Every page in each part of the file (viz, notes, correspondence, appendix to notes,, and appendix to correspondence) will be consecutively numbered in separate series, in pencil. Blank intervening pages, if any, will not be numbered.
- b) Each item poof correspondence in a file whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink on the top middle portion of its first page.
- c) The paper under consideration on a file will be flagged 'PUC' and the latest fresh receipt noted upon, as 'F.R'. In no circumstances, will a slip, other than 'PUC and 'FR' be attached to any paper in a current file. If there are more than one 'F.R-I, FR-II etc. (However, in practice other slips are also attached to a paper in the current file. All the slips should be removed after the action is over).
- d) In referring to the papers flagged 'PUC' or 'FR' the relevant page numbers will be quoted invariably in the margin. Their page numbers will refer to other papers in a current file.
- e) Recorded files and other papers put up with the current file will be flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilation are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip, e.g. 'A'/23 n., 'A'/17 C and so on.
- f) To facilitate the identification of references to papers contained in other files after the removal of slips, the number of the file referred to will be quoted invariably in the body of the note. The relevant page numbers, together with the alphabetical slip attached thereto, will be indicated in the margin. Similarly, the number and date of orders, notifications and resolutions, and, in the case of acts, rules and regulations, their brief title together with the number of the relevant section, rule, paragraph or clause, referred to will be quoted in the body of the notes, while the alphabetical slips used, will be indicated in the margin.
- g) Rules or other compilations referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being

submitted. The fact of such compilations not having been put up will be indicated in the margin of the notes in pencil.

- h) The reference slips will be pinned neatly on the inside of the papers to be flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slips are easily visible.

Linking and De-linking of files

1. If the issues raised in two or more current files are so inter-connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in (2) below. Such linking may also be resorted to if a paper on one current file is required for reference in dealing with another current file unless a copy of the paper can be conveniently placed on the first file.
2. When files are to be linked, strings of the file board of the lower file (but not its flaps) will be tied round the upper file. The file board of flap of the upper file will be tied underneath it in a bow out of the way so that each file is intact with all its connected papers properly arranged on its file board or flap.
3. On receipt back after completion of action, the linked files will be immediately delinked after taking relevant extracts and placing them on the linked files, where necessary.

IV

DRAFTING

Definition of Draft

A draft is a rough sketch of a communication to be issued after approval by the officer concerned.

And Drafting is the process of preparing this rough sketch.

Instances where Draft is not necessary-

- In simple cases like sending an acknowledgement, etc, a fair communication can be put up for the signature of the officer concerned
- In cases of repetitive nature, where standard forms of reply are available

Drafting- Searching questions-

Before initiating the process, it would be useful to ask a few searching questions, like

- Is a draft necessary?
- Who should be addressed and who will sign?
- What is the relationship between the sender and receiver?
- Is something to be conveyed or to be called for?
- Are all details available?
- What is the intention of the decision?
- What should be the recipient's response?
- Does the language convey?
- Has the referencing been done?
- Is it logically sequenced?
- Does it have proper urgency, security grading?

Contents of a draft-

- **Identifying the Sender-**

A draft should clearly indicate the name, designation, telephone number, fax, email address and complete postal address of the organization to which the sender belongs. Apart from these, the identifying number of the communication (the file number on which the draft is being put up) also helps in identifying the sender. Clear identification of the sender facilitates the receipt in sending the response or seeking further clarification etc.

- **Adopting the right form-**

Different forms of written communication are used in the office correspondence in the Central secretariat. The use of each form and phraseology adopted in them are given in chapter VIII of the central secretariat manual of office procedure. Deciding on the right form would depend on various factors including what is the purpose of the communication between the sender and receiver.

Of the 12 forms of communication for which specimens have been given in appendix 9 of the central secretariat manual of office procedure, only four, namely, letter, D.O letter office memorandum and I.D note have specified target groups , as indicated below-

Forms of communication	Target Group
✓ Letter	✓ Foreign governments, state governments like UPSC, Election Commission, etc, public Enterprises, statutory authorities public Bodies attached/Subordinate Offices, Members of public
✓ Demi-Official Letter	✓ Officers of equivalent level and of one or two levels above the sender ✓ Non officials
✓ Office Memorandum	✓ Attached/Subordinate Offices, Other Ministries/Departments, Other Sections/Units Within the same Ministries/Departments and officers& Employees.
✓ Inter-Departmental Note	✓ Others Ministries/ Departments

Besides, the 12 forms communication, the central secretariat manual of f offices procedure also includes circular, advertisement and E-mail for which no specific formats have been prescribed Circular and advertisement can be issued in the formats of letters and office memorandum.

E- mail is a powerless form of communication to be used by departmental having computer facilities supported by Internet connectivity and can be widely used for subject where legal or financial implications are not involved.

In addition fax, speed post , and registered post/Resisted AD have been indicated as methods of delivery in important and urgent matters

Visualizing the Response-

While drafting the intention of the decision and what response is anticipated from the receiver , if kept in mind, would help in making the communication effective

Clarity Consistency and Uniformity-

The language used should be simple and clear. The content of communication should be developed in a manner that reflects consistency in the taken by the sender on a particular issue. It expressions and repetition of the matter makes the communication brief.

Redundancy, Verbosity, Circumlocution and Repetition-

No draft should contain any information that is not relevant. While drafting communication, using simple words helps in easy understanding of the content in addition adopting a direct or writing without superfluous expression and repetition of the matter makes the communication brief.

Providing a Summary-

Where the communication to be sent is long where the subject matter is complex, providing a summary of the content at the end would enable a quick appreciation of the message conveyed and reinforce the action points for the receiver.

General Instruction regarding Drafting-

1. Sufficient space should be left for the margin and between successive lines in the draft for incorporating changes, additions, interpolation of words, etc.
2. Depending on the forms, subject of the communication(including reminders) should be mentioned appropriately .
3. The enclosures, which are to accompany the fair copy, should be indicated at the bottom left of the page. A short oblique line in the margin will indicate that enclosures are to be sent along with the fair copy. Where copies of an enclosure referred in the draft are available and, therefore, need not be typed, an indication to that effect will be given in the margin of the draft below the relevant the relevant oblique line.
4. Urgency grading will be indicated on the top right corner, if required.
5. Where the communication to be sent is of an important or immediate nature, the mode of transmission e.g. by registered post or by speed post or by special messenger. Etc, will be indicated at the top right corner.
6. Where copies of the communication are to be endorsed to other authorities for information or for further action, proper endorsements will be indicated at the bottom left of the draft.
7. A slip bearing the words" Draft for approval" should be attached to the draft. If two or more drafts are put up on a file, the draft as well as the D.F.A. slip will be numbered as "D.F.F.I", D.F.A.II',D.F.A.III" and so on.

Relevant extracts from the Central Secretariat Manual of Office Procedure- 13th Edition, September, 2010

Procedure for drafting—

- (1) No draft is required to be prepared in simple and straight-forward cases or those of a repetitive nature for which standard forms of communication exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for signature.
- (2) It is not always necessary to await the approval of the proposed line of action and the draft will be put up simultaneously along with the notes by the initiating level officer. The higher officer may revise the draft, if it does not conform to the approved course of action.
- (3) After a final decision is taken by the competent authority he may have the fair communication made for his signature and authorize its issue; otherwise, he will prepare a draft and submit it to the appropriate higher officer for approval.
- (4) The officer approving the issue of a draft will append his initials with date on the draft. It is also expected that he orders on the file simultaneously whether the draft so approved should be kept on the file (along with the office copy of the communication issued in fair) or not.
- (5) Initial drafting will be done in black or blue ink. Modifications in the draft at the subsequent levels may be made in green or red ink by the officers so as to distinguish the corrections made.

General instructions for drafting—

- (1) A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of misconstruction.
- (2) Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition, whether of words, observations or ideas, should be avoided.
- (3) Official communications emanating from a department and purporting to convey the views or orders of the Government of India must specifically be expressed to have been written under the directions of Government. This requirement does not, however, imply that each communication should start with the phrase 'I am directed to say' or 'The undersigned is directed to convey', which has the effect of distancing the communicator from the reader at the very outset. A more direct and to-the-point format is to be preferred if some degree of rapport is to be established with the receiver of the communication. The obligatory requirement can be met in a variety of imaginative ways. For instance, variations of the phrase can be added to the operative part of the letter towards the end as under:

.....I have the pleasure to inform you that the government, on reconsideration of the matter, has decided to sanction an additional grant of:... ..

or

.....In the circumstances, it is regretted that it has not been found possible to accede to your request.

or

.....We do, therefore, regret that we have not found it possible to accede to your request.

- (4) Communications of some length or complexity should generally conclude with a summary.
- (5) Depending upon the form of communication, the subject should be mentioned in it (including reminders).
- (6) The number and date of the last communication in the series, and if this is not from the addressee, his last communication on the subject, should always be referred to. Where it is necessary to refer to more than one communication or a series of communications, this should be done on the margin of the draft.
- (7) All drafts put up on a file should bear the file number. When two or more communications are to issue from the same file to the same addressee on the same date, a separate serial number may be inserted before the numeral identifying the year to avoid confusion in reference, e.g., A-.12012/5/(1)08-Admn &A-. 12012/5/(2)08-Admn.
- (8) A draft should clearly specify the enclosures which are to accompany the fair copy. In addition, short oblique lines should be drawn at appropriate places on the margin for ready reference by the typist, the comparers and the despatcher. The number of enclosures should also be indicated at the end of the draft on the bottom left of the page e.g.-'Encl. 3'.
- (9) If copies of an enclosure referred to in the draft are available and are, therefore, not to be typed/photocopied, an indication to that effect will be given in the margin of the draft below the relevant oblique line.
- (10) If the communication to be despatched by post is important (e.g., a notice cancelling a license or withdrawing an existing facility) or encloses a valuable document (such as an agreement, service book or a cheque) instructions as to whether it should be sent through registered post or speed post or Courier or in an insured cover, will be given on the draft by the section officer concerned with its issue.
- (11) Urgent communications with bulky enclosures to far-flung areas like Andaman & Nicobar Islands, Lakshadweep etc. will be arranged to be despatched by Air Parcel through Air India. The addressee will also be advised through telephone or alternative

ways to take delivery of the consignment. Instructions to this effect will be given by the Divisional Head/Branch Officer/Section Officer at the time of approval of draft.

- (12) The name, designation, telephone number, fax number, and e-mail address of the officer, over whose signature the communication is to issue, should invariably be indicated on the draft. It would be beneficial to indicate the telephone number and the fax number of the person to whom the communication is being addressed.
- (13) In writing or typing a draft, sufficient space should be left for the margin and between successive lines for additions or interpolation of words, if necessary.
- (14) A slip bearing the words 'Draft for approval' (DFA) should be attached to the draft. If two or more drafts are put up on a file, the drafts as well as the slips attached thereto will be marked 'DFAI', 'DFAII', 'DFAIII' and so on.
- (15) Drafts which are to issue as 'Immediate' or 'Priority' will be so marked under the orders of an officer not lower in rank than a Section Officer.
- (16) Instructions contained in para 32 (2) to (13) will be observed while drafting.

V

STYLES IN NOTES AND DRAFTS

The style/clarity/ precision/format in notes and drafts is as important as their contents. The following will be observed in drafting and also in writing notes :—

- (1) “Information” is singular. If information is called for on many points, it does not become “Informations.”
- (2) The words “Proximo”, “Idem” and “Ultimo” should be avoided. They are not necessarily even abbreviations and they possess no recommendations. 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.
- (3) “The same” must not be used instead of “it” or some other simple word.
- (4) Such needlessly formal words as “therein” and “thereon” should not be used instead of “in it” or “on it”.
- (5) The preference for passive verbs over active verbs generally make the style vague and clumsy, as “It is understood” for “I do not understand” or “The date of issue of the order should be reported by him” for “he should report when he issues the order”.
- (6) A simple or short word is to be preferred in place of a long phrase. Examples of needless verbosity are preference of “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 enquires” 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 Secretary orders that an assistant should be punished “for being corrupt” he does not mean “in order to make him corrupt”.
- (7) 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.

- (8) Short sentences should be preferred to long ones "Secretary's attention is invited to O.MHe is requested" is better than "The Secretary's attention is invited to O.M and he is requested". "In case 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.
9. 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 very awkward one, as it is 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 it 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.
10. Split infinitives should be avoided. 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"
11. Do not write "marginally noted" which could only mean "having marginal notes". Write "noted on margin". Similarly "Plan marked" could only mean "marked with plans" (Compare "pock- marked"), and "plaint mentioned" neither does nor possibly could mean anything.
12. nstead of such a phase as "the figures 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 is a little, if at all, longer and is perfectly clear. "Former" and "latter" should also be avoided as they are constant sources of confusion.
13. 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 as to make it 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".
14. 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".

15. 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” is sometimes wrongly used for “then”. “By that time” means “then”. “By the time that” means “when”. Always be as definite as possible.
16. “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 blamed” is meaningless. “While such being the case” is a familiar embellishment of criminal complaints, etc. “While” is here redundant.
17. 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, as in “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.
18. “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 not to be 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 last” implies that a reply was received on January 1st but it is erroneously 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”.
19. 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. “He 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 a verb in special phrases such as “I have yet to learn”.
20. “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 goods”, but this is a colloquial phrase. Similarly, “too” has generally a relative sense, that is, it implies exacts 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”.
21. The verb “to hope” implies pleasurable anticipation. It is used sometimes instead of a natural word such as “think”, and thereby producing comically inappropriate phrases such as “I hope your honour is ill”. Omission of articles (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. The statement “appellant is the inhabitant of Jaipur,” implies that there is only one inhabitant. “An inhabitant of Jaipur” is correct “This is serious omission” should be “This is a serious omission”.

22. “As to” is common redundant form e.g. “The Deputy Commissioner is directed to report as to whether”, “whether” alone is sufficient. So also “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 rupees as compared with 8 rupees last year”. “As” mean, nothing in the latter phrase.
23. Pseudo-accuracy account 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 S.D.O. may be asked to report” sounds silly.
24. On the other hand, the use of such phrases as “at all”, “in spite of ” sometime 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.
25. “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 liable of the value of fifty paise only” instead of “a fifty paisa stamp”. Addition of the word “only” after any sum of money is in place in a bill or cheque not elsewhere.
26. (26) “In this connection” at the beginning of a sentence is a favorite bit of hackneyed padding. It means nothing at all. “In returning herewith” a favourite but inappropriate 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.... it may be observed” and so on (“Regarding”, “Concerning”, “Considering”, etc.), are unobjectionable though “Turning to paragraph 1” is no doubt more strictly correct.

27. 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 come under this head.
28. 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/ 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 too" is used for "Stick to" itself a slang phrase. "He stuck up to the agreement" is wrong. It is also written "slips have been pasted" and the "papers have been stitched" whereas "pasted in" and "stitched (or preferable 'Sewn') together" are correct.
29. "Agree" and "tally" cannot be used actively. Figures may agree or tally. You cannot "agree" figures or "tally" them. Generally use unpretentious words rather than pompous ones. "I went to camp" not "I proceeded", "live" or "dwell", not "reside". "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 not "label"; and "Envelope" or "letter" not "cover".
30. You cannot 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". "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 "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".
31. Do not qualify expressions, needlessly. To do so produces flabby style. 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".
32. "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.

33. “Inquired/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” but “members of my family”. “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.
34. 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.
35. “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.
36. “You should insist on the Under Secretary to reply” is wrong. It should be “should insist on his replying”. “Address” is used sometimes as though it meant “ask”. “Government will be addressed to reconsider their order” is, strictly speaking, meaningless.
- 37.)** “Government sanctioned a peon to the Deputy Secretary” should be “for the Deputy Secretary”. “Petitioner wants that the land should be transferred” is wrong. It should be “wants the land transferred/to be transferred.”

VI

FORMS OF COMMUNICATION

The specimens of different forms of communication generally used by various functionaries of the Government of India are available at Appendix 9 of the Manual of Office Procedure (March 1987 edition). A particular form of communication is adopted for a specific purpose with a specific target group to be addressed. Accordingly, therefore, each should have some distinctive features, is only obvious.

1. *LETTER*

This form is used for corresponding with foreign Governments, State Governments, the UPSC, and heads of attached and subordinate offices, public enterprises, statutory authorities, public bodies and members of public generally. It must commence with 'Sir(s)', 'Dear Sir(s)' and end with 'Yours faithfully'. The name, designation and telephone number of the signatory must be mentioned below the signature. Written in first person, it carries more of formality than any personal touch. It is used for collecting/eliciting information as well as for conveying views, decisions etc.

2. *DEMI-OFFICIAL LETTER*

It is used in correspondence between Government Officers (of the same rank of the Addressee being not more than one or two levels above the officer who is writing) or while writing to a non-official for an inter-change of communication of information or opinion without the formality of prescribed procedure. It is written in the first person and in a personal and friendly tone. With name, designation and telephone number on the top of the letter head, it begins with the salutation 'My Dear' or 'Dear Shri' or even 'Dear Sir/Madam' as may be suitable and ends with an expression of regards and the subscription 'Yours sincerely'.

3. *OFFICE MEMORANDUM*

The target group to be addressed comprises other departments (but not UPSC), Attached & Sub-ordinate Offices, and the Employees. It is written in third person and bears no salutation or subscription except the name, designation & telephone number of the signatory. It is used in calling for or conveying information but not for conveying any order of the Government.

4. *INTER-DEPARTMENTAL NOTE*

To obtain the advice, views, concurrence or comments on a proposal or to seek clarification of rules, instructions etc. this form of communication is addressed to other Departments. It is also used for consultation by a Department with its Attached and Sub-ordinate Offices or vice-versa. It may be recorded on a file or even may be on independent self-contained note. No salutation, no subscription are necessary.

5. *TELEGRAM*

It is used for demanding prompt attention by an outstation party. It should not be issued when an 'Express Letter' or 'Letter with an urgency grading' can serve the purpose. The text of the telegram, whenever issued, should be as brief as possible without, however, sacrificing clarity. Such telegrams are called ENCLAIR telegrams as distinct from CYPHER code telegrams in which the message is expressed in secret language (code or cypher or both). A mix-up of figures and letters having secret meaning is not permitted in the same telegram. For editing, numbering and issuing of cypher/code in respect of external and internal telegrams the instructions issued by Ministry of External Affairs and Ministry of Home Affairs respectively should be followed. Enclair telegrams, should normally be followed by pose copies. Extracts from the Indian Telegraph Rules and P&T Manual regarding classification and use of urgency gradings for State Telegrams are available at Appendix 10 of the Manual.

6. *OFFICE ORDER*

It is used for communicating internal decision of day-to-day administration e.g. grant of regular leave, distribution of work etc.

7. *ORDER*

It is used for communicating financial sanctions and orders in disciplinary cases.

8. *NOTIFICATION*

It is used for notifying the promulgation of statutory rules and orders, appointments and promotions of Gazetted Officers etc. in the Gazette of India and is addressed to the Manager of the Government of India Press concerned. The details about different parts and sanctions of the Gazette reserved for different types of notification are available in Appendix 11 of the Manual.

9. *RESOLUTION*

It is used for making public announcement of decisions of Government important matters of policy and is published in the Gazette of India. The publication and its communication to be specified parties are authorised by means of an order below the resolution.

PRESS COMMUNIQUÉ/NOTE

These are used with a view to giving wide publicity to a Government decision. Press Communiqué is more formal and has to be reproduced verbatim by the media whereas the press note is in the nature of a hand-out which can be edited, compressed or enlarged by the media.

10. *ENDORSEMENT*

It is used for returning or passing on the original letter alongwith reply/ remarks. It is also used for supplying to copies to parties other than the addressee. However, this will not be used for sending copies to State Governments. The appropriate form in that case would be “letter”.

11. *CIRCULAR*

This form is used when important and urgent external communications received or important and urgent decisions taken internally have to be circulated within a Department for information and compliance by large number of employees.

12. *ADVERTISEMENT*

This form is used for communication with the general public to create awareness and may take the form of audio visual or written communication.

13. *E-MAIL*

This is a paper-less form of communication to be used by the Department having computer facilities supported by internet or intranet connectivity and can be widely used for subjects where legal or financial implications are not involved.

Specimen Forms of Communications

LETTER

No.....
Government of India
(Bharat Sarkar)
Department of
(..... Vibhag)

New Delhi, dated the

To

The Director General,
Central PWD,
Nirman Bahvan,
New Delhi

Subject : _____

Sir,

With reference to your letter No Dated..... On the subject
cited above , I am to inform you that

Yours faithfully

Sd/-
(A.B.C.)
Under Secretary to the Govt. of India
Tele No

No.....

Copy forwarded for information / action to :

- (1)
- (2)

(A.B.C.)
Under Secretary to the Govt. of India
Tele. No.-----

DEMI-OFFICIAL LETTER

XYZ
Deputy Secretary
Tele.No.

Gouvernement of India
(Bharat Sarkar)
Department of
(..... Vibhag)

New Delhi, the

D.O. No : _____

My dear / Dear Shri

We propose to draw up a model scheme for A copy of the outline prepared in this connection is enclosed.

I should be grateful if you would let me have your comments as soon as possible. I may add that we intend circulating the draft scheme formally to all departments in due course for their comments.

With regards,

Yours sincerely,

(X,Y,Z)

Shri A.B.C.
Deputy Secretary
Department of
(..... Vibhag)
Krishi Bhavan
New Delhi – 110001

OFFICE MEMORANDUM

NO.....
Government of India
(Bharat Sarkar)
Department of
(..... Vibhag)

New Delhi, the

OFFICE MEMORANDUM

Subject : _____

The undersigned is directed to refer to the Ministry of Agriculture's Office Memorandum No _____ dated _____ on the subject mentioned above and to send the requisite information as in the enclosures.

2. Information regarding _____
will be sent on receipt from the field offices.

Enc.: 3 statements

(A.B.C.)
Under Secretary to the Govt. of India
Tele. No

To
The Department of
(..... Vibhag)
(Shri/Smt)
Yojana Bhavan,
Parliament Street,
New Delhi

INTER-DEPARTMENTAL NOTE

Government of India
Bharat Sarkar)
Department of
(..... Vibhag)

Subject : _____

The present rules regulating the issue of identity cards provide *inter alia* that
.....

2. A question has now arisen whether
- 3.
- 4.
5. This department will be grateful for the advice of the Department of Legal Affairs on the issue raised in para 4 above.

(X.Y.Z.)
Deputy Secretary
Tele. No.

Department of Legal Affairs (Vidhi K Arya Vibhag) (Shri)
Shastri Bhavan, New Delhi

Department of (Vidhi Karya Vibhag) I.D. NoDated

OFFICE ORDER

No.....
Government of India
(Bharat Sarkar)
Department of
(..... Vibhag)

New Delhi, the

OFFICE ORDER

Shri XYZ, a permanent Lower Division Clerk in this Department is granted earned leave for Days from To with permission to prefix a public holiday, to the leave.

It is certified that but for his proceeding on leave, Shri XYZ would have continued in the same post.

(A.B.C.)
Under Secretary to the Government of India

Copy to :

1. Office Order File
2. Cashier
3. Section concerned
4. Shri X,YZ, LDC

ORDER

No.....
Government of India
(Bharat Sarkar)
Department of
(..... Vibhag)

New Delhi, the

ORDER

Sanction of the President is accorded under rule 10 of the Delegation of Financial Powers Rules, to the write off irrecoverable loss of Rs. 5000 /- (Rupees Five Thousands only) being the value of the following articles belonging to this department.

- 1) X X X X
- 2) X X X X

(A.B.C.)
Under Secretary to the Government of India
Tele. No.

Copy forwarded to :

1. The A.G.C., New Delhi
2. Internal Finance Section
3. Cash Section

NOTIFICATION

[to be published in the Gazettee of India, Part I, Section 2]

Government of India
(Bharat Sarkar)
Department of
(..... Vibhag)

New Delhi, the

NOTIFICATION

No..... Shri X,Y,Z, Under Secretary in the Department of is
appointed to officiate as Deputy Secretary in that Department vice Shri.....
transferred to the Department of

(A.B.C.)

Under Secretary to the Government of India

To
The Manager
Government of India Press
(Bharat Sarkar press)
Faribabad

No..... New Delhi, the

Copy forwarded for information to :

- (1)
- (2)
- (3)

(D.E.F.)

Under Secretary to the Government of India

Endorsement should be typed on all copies except one intended for the Press.

RESOLUTION

[to be published in the Gazettee of India, Part I, Section I]

No.....
Government of India
(Bharat Sarkar)
Department of-----
..... Vibhag)

New Delhi, the

RESOLUTION

The Government of India have had under consideration the question of further improving efficiency of the departments and services concerned with the collection of revenue. As a first step in that direction the President has been pleased, under the powers vested in him by provision to Article 309 of the Constitution of India, to decide that a Class I Central service to be known as 'India Revenue Service' should be constituted with effect from

(A.B.C.)
Secretary to the Government of India

ORDER

ORDERED that a copy of the resolution be communicated to
ORDERED also that the resolution be published I the Gazette of India for general information.

(A.B.C.)
Secretary to the Government of India

To
The Manager,
Government of India Press,
(Bharat Sarkar)
Faribabad

PRESS COMMUNIQUE / NOTE

Not to be published or broadcast beforea.m. / p.m. on day.
The 2002.

PRESS COMMUNIQUE / NOTE

In response to public demand, the Government of India have appointed a Commission to go into the problem of And make suitable recommendations to the Government.

2. The Commission will consist of Shri as Chairman and the following as members :

- 1.
- 2.
- 3.

3. In making its recommendations, the Commission is expected to give consideration to the following matters :

- a)
- b)
- c)

4. The Commission is expected to submit its report to the Government by

Department of
(..... Vibhag)

New Delhi, the

No.....

Forwarded to the Principal Information Officer, Press Information Bureau, Government of India, New Delhi for issuing the communiqué and giving it wide publicity.

(ABC)
Joint Secretary to the Government of India

ENDORSEMENT

No.....
Government of India
(Bharat Sarkar)
Department of
(..... Vibhag)

New Delhi, the

A copy each of the undermentioned papers is forwarded to For
information and necessary action.

(ABC)
Joint Secretary to the Government of India
Tele No

List of papers forwarded

- (1)
- (2)
- (3)

Composition of the Gazette of India and instructions for sending material for publication therein
Appendix-11[vide para 50(11)] of MOP

A. Composition

Part	Section	Type of matter to be published.
I (To be published from Faridabad)	1.	Notifications relating to resolutions and non-statutory orders issued by the Ministries of the Government of India (other than the Ministry of Defence).
	2.	Notifications regarding appointments, promotions, etc. of government officers issued by the Ministries of the Government of India (other than the Ministry of Defence).
	3.	Notifications relating to resolutions and non-statutory orders issued by the Ministry of Defence.
	4.	Notifications regarding appointments, promotions, etc. of government officers issued by the Ministry of Defence.
II (To be published from Delhi)	1.	Acts, ordinances and regulations.
	1A.	Publication of the authoritative texts in Hindi language of Acts, ordinances and regulations.
	2	Bills and reports of Select Committees on Bills.
	3.	<i>Sub-Section (i)</i> General statutory rules (including orders, byelaws, etc., of a general character) issued by the Ministries of the Government of India (other than the Ministry of Defence) and by central authorities (other than the administrations of Union Territories) <i>Sub-Section (ii)</i> Statutory orders and notifications issued by the Ministries of the Government of India (other than the Ministry of Defence) and by central authorities (other than the administrations of Union Territories)
	3A.	Authoritative texts in Hindi (other than such texts published in section 3 or section 4) of general statutory rules and statutory orders (including bye-laws of general character) issued by the Ministries of the Government of India (including the Ministry of Defence) and by central authorities (other than administrations of Union

		Territories)
	4.	Statutory rules and orders issued by the Ministry of Defence
III (To be published from Faridabad)	1.	Notifications issued by the Supreme Court, Comptroller and Auditor General, Union Public Service Commission, Railway Administration, High Courts and the attached and subordinate offices of the Government of India.
	2.	Notification and notices issued by the Patent Office, Kolkata.
	3.	Notifications issued by or under the authority of Chief Commissioners.
	4.	Miscellaneous notifications including notifications, orders, advertisements and notices issued by the statutory bodies.
IV (To be published from Faridabad)		Advertisements and notices by private individuals and private bodies.
V (To be published from Faridabad)		Supplement showing statistics of births and deaths, etc. both in English and Hindi.

NOTE 1 - Notifications to be published in sub-section (i) of Section 3 of Part II are serial numbered by press as 'G.S.R.' and those published in sub-section (ii) as 'S.O.....' The identification numbers given by the ministries will appear within brackets at the end of notification.'

NOTE 2 -Weekly statements of the Reserve Bank of India published by the Central Government under Section 53 (i) of the Reserve Bank of India Act, 1934 is published in subsection (ii) of Section 3 of Part II.

NOTE 3 - Part II of the Gazette is published in octavo form so that each section might, be bound at the end of the year in a form convenient for reference.

B. Instructions

1. The part and the section of the gazette in which the matter is to be published (vide 'A'. Instructions' above) should invariably be indicated on the top of the copy for the guidance of the press. In case of doubt as to whether a notification should be treated as a statutory rule or order and published in sub-section (i) or sub-section (ii) of section 3, as the case may be, of Part II, the Ministry of Law should be consulted.

2. The original type-script copy, signed by a competent officer, should alone be sent to the press. Cyclostyled copy, carbon copy or a copy which does not bear the officer's signature will not be accepted by the press. Corrections, if any, in the copy sent to the press, should be legible and attested by the officer signing it.
3. Extraordinary issues of the Gazette can be published whenever necessary. No matter should be required to be published in a Gazette Extraordinary unless it is of such urgent nature that it cannot wait until the publication of the next ordinary issue of the Gazette.
4. In fixing the date which a Gazette Extraordinary should bear, the time-schedule prescribed by the Chief Controller of Printing and Stationery should be observed. Where for any special reasons this is not practicable, the Government Press should be consulted before fixing a date.
5. The notification to be published in a Gazette Extraordinary or the forwarding letter should invariably be signed by an officer not lower in rank than a Joint secretary.
6. All notifications intended for publication as 'extraordinary issues' irrespective of the part, section, or sub-section, in which they are to appear, should be sent to the Government of India Press, New Delhi. The part and the section of the Gazette in which the notification would normally have been published will be indicated by that press in the issue itself.
7. 15 copies of every notification of general public importance will be sent by the department issuing it to the Parliament Library at the same time when it is sent for publication in the Gazette..of India. A copy of the letter, forwarding the copies to the Parliament Library, will be endorsed to the Lok Sabha Secretariat and the Rajya Sabha Secretariat along with a copy of concerned Notification to each of them.
8. Not less than ten copies of every statutory Notification will be sent by the department issuing it to the Legislative Department of the Ministry of Law, Justice and Company Affairs, on the date on which it is sent for publication in the Gazette of India.
9. Copy of every Gazette Notification will be sent by the Organization issuing it to all the concerned Ministries/Departments at the same time when it is sent for publication in the Gazette of India.

FILING OF PAPERS

(Procedures Prescribed in the Central Secretariat Manual of Office Procedure (CS-MOP))

- (1) Papers required to be filed will be punched neatly on the left hand top corner and tagged on to the appropriate part of the file viz. notes, correspondence, appendix to notes and appendix to correspondence, in chronological order, from left to right
- (2) Both 'notes portion' and 'correspondence portion' will be placed in a single file cover. Left end of tag in the notes portion will be tagged onto the left side of the file cover and right end of the tag will remain as such i.e., untagged. In the case of correspondence portion, right side of tag will be tagged on to the right side of the same file cover and left side of the tag will remain as such i.e., untagged.
- (3) Earlier communications referred to in the receipt or issue, will be indicated by pencil by giving their position on the file.
- (4) (a) If the file is not bulky, appendix to notes and appendix to correspondence may be kept along with the respective note portion or the correspondence portion of the main file if these are considered as integral and important part.
(b) If the file is bulky, separate file covers may be used for keeping appendix to notes and appendix to correspondence.
- (5) Routine receipts and office copies of the communications issued (e.g., reminders, acknowledgments) and routine notes will not be allowed to clutter up the file. They will be placed below the file in a separate cover and destroyed when they have served their purpose.
- (6) When the 'notes' plus the 'correspondence' portion of a file become bulky (say exceed 150 pages), it will be stitched and marked 'Volume 1'. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume II', and so on.
- (7) In Volume II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion will be made in continuity of the last page number in note portion/ correspondence portion of the earlier volume.
- (8) On top of the first page of the note portion in each volume of the file, file number, name of the Ministry/Department, name of branch/section and subject of the file will be mentioned.