

CHAPTER VII

Issue Branch

Issue of Drafts

149. *Marking of drafts for issue* .—(1) After a draft has been approved the Section Officer/Superintendent will :—

- (a) examine the draft to see that it is letter perfect, i.e. all corrections etc. have been properly carried out and that there are no accidental errors;
- (b) specify the number of spare copies required, if any;
- (c) ensure that copies of enclosures are attached to the draft where these are available in the branch;
- (d) give a clear indication on the draft, where a communication is to be despatched by a special messenger on account of its special nature, importance or urgency;
- (e) mark the draft for issue (if there is more than one draft for issue from the same file, indicate the total number of drafts e.g. 'issue 3 drafts');
- (f) Write the words 'with file' on the draft where the file also is to be sent to the issue branch (e.g. where copies of any paper contained therein are to be typed as enclosure); and
- (h) Pass on the file to the diarist.

(2) The diarist will :

- (a) remove the draft, unless the file itself is to be sent to the issue branch, prepare a challan, covering all the drafts approved, make suitable entry (e.g. sent for issue on 14-10-77) in the margin of the notes portion of the file);
- (b) mark the movement of the file in the file movement register (appendix-4), where the file is to be sent with the draft;
- (c) send the drafts for issue, alongwith files where necessary, to the issue branch at appropriate intervals during the day; and
- (d) report to the Section Officer/Superintendent at the end of each day, the number of drafts not received back within two days from the date they were sent to the issue branch.

150. *A.(1)* All letters and documents to be issued from the Secretariat should be either typed or printed. When the orders are lengthy and important, or

large number of copies are required, they should be printed under the orders of U.S. S.E./D.S.S.E, but all documents not exceeding five foolscap pages, of which not more than seven copies are required should ordinarily be typewritten. In order to obviate duplication of work in subordinate offices, it is necessary that all important letters to Heads of Departments, Commissioners etc. of which a large number of copies are required for supply to subordinate offices, Deputy Commissioner etc. and letters forwarding lengthy enclosures especially if the correspondence is to be recorded in 'A' or 'B' Pink Proceedings, should issue in print.

Where the draft will eventually issue in print, to avoid duplication of work a proof should be obtained promptly from the Press. When eight or more copies of communications, not issuing in print are required, they should be prepared on a duplicating machine. Short letters should be typed on half sheets of paper and lengthy ones on both sides, if necessary. Enclosures to a letter may also be typed on the reverse of it, if there is sufficient space.

(2) When letters for issue are marked "urgent", "immediate" or "Confidential" or "Secret", these words should be typed not in an obscure corner of the letter but in the left hand margin in line. These words should be under lined so as to give prominence to the nature of the letter.

(3) All enclosures must be carefully detailed by the typist at the bottom of letter or un-official reference.

151. *Time allowed for sending the cases to Issue Branch.*—(1) The cases meant for issue should be handed over by the Assistants themselves to the Diarist personally, who will pass them on to the Issue Section at fixed intervals. This will obviate the delay which is caused by the cases being held up in the Assistants' tray or on the diary.

(2) The diarist will ensure that the cases received by him for issue are sent to the Issue Section at regular intervals as indicated below :—

Summer months (1st May to 31st July)

Ordinary cases	(i) 7. A.M. to 8.30 A.M.
Immediate cases	(ii) 9.30 A.M. to 10.30 A.M. upto 12 noon.

Winter months (1st August to 30th April)

Ordinary cases	(i) 9 A.M. to 10.30 A.M.
Immediate cases	(ii) 11 A.M. to 1 P.M. upto 2 P.M.

Cases of urgent /immediate nature should be sent to the Issue Section as soon as these are received on the diary before 2.P.M.

(3) It will be the duty of the Deputy Superintendent Issue Branch to ensure that typed cases are delivered in the Branches for comparison/signatures twice a day viz. at 12 noon and 4.30 P.M. This should be done with challans showing the cases being returned to the branches.

152. *Stamping of drafts.*— On receipt in the issue branch, the drafts will be stamped with the use of an automatic numbering machine, having an adjustable date, as per specimen in the margin.

(Date)
(S.No.)

Typist

153. *Distribution of work among typists.*—(1) The drafts will then be placed before the Deputy Superintendent of the Issue Branch who will mark them to the typists for fair typing by indicating their initial letters (e.g. TKM), in the space provided in the stamp for the purpose. To enable him to distribute the typing work among the typists equitably, he will maintain a distribution chart (Appendix-6)

(2) The typist will enter the drafts received by him for typing in the typists diary (Appendix 7).

(3) At the end of the day, the typist will submit the diary together with the unfinished typing work to the Deputy Superintendent.

(4) The Deputy Superintendent will :

- (a) complete the distribution chart;
- (b) arrange for the typing of urgent untyped work outside office hours, where necessary; and
- (c) take the arrears into account in allocating fresh work on the next working day.

154. *Registration of drafts.*—(1) Before the drafts are handed over to the typists, they will be entered in the issue diary (Appendix-8)

(2) Drafts of telegrams and other communications marked 'immediate' will be entered in red ink to distinguish from the rest.

(3) At the end of the day, the clerk maintaining the issue diary will submit his diary to the Deputy Superintendent for assessing arrears and taking appropriate action.

155. *General instructions regarding typing.*—(1) Urgent drafts will be attended to first.

(2) Fair copies of all communications will be typed on paper of suitable size, printed forms being used as far as possible. If plain paper is used, whether for the original communication or for an endorsement, the name of the issuing department will be typed at the appropriate place.

(3) The oblique lines, as also the number of enclosures indicated in the drafts, will be typed at the appropriate place.

(4) No stencil will ordinarily be cut unless more than 7 copies of a paper are required.

(5) The typist will type his initials with date in the left hand bottom corner of the fair copy, e.g. HCK/14-10-77.

156. *Comparison*—The typed matter alongwith the drafts and relevant files, if any, will be passed on by the issue branch to the branch concerned to their assistants for comparison. After ensuring the correctness of the fair copy, the assistant concerned will attach the enclosures, if any, have the signatures of the officer concerned obtained and then passed on the fair copies (alongwith the typed office copy) to the issue branch for issue. The files and the manuscript draft should be returned in the branch and not sent to the issue branch alongwith the signed fair communications for issue.

157. *Signing of fair copies*—(1) The Section Officer/Superintendent of the branches could be authorised by departmental instructions to authenticate issue of specified categories of fair communications.

- (2) Such authorisations, however, will not extend to
 - (a) orders and instructions issued in the name of the Governor;
 - (b) financial sanctions; and
 - (c) communications to Members of State Assembly or Parliament, Central Government, other State Governments, public bodies and member of the public generally.
- (3) Authentication by Section Officers/Superintendents of fair copies of communications for issue, where permitted, will be done in the manner indicated in Appendix 9.

158. *General instructions regarding despatch* :—The despatcher will :

- (1) date fair copy, office copy and spare copies, if any ;
- (2) affix the stamp 'despatched' (after adjusting date) as per specimen given in the margin, on the office copy and initial it;
- (3) separate the communications to be sent by post from those to be delivered by hand, for further processing as per paras 8 and 9;
- (4) enclose communications meant for despatch by post, or those addressed to officers by name in covers of appropriate size, ensuring at the same time that all communications intended for the same; addressee are placed in a single cover.
- (5) use economy slips for all covers except :
 - (a) those with bulky contents;
 - (b) those addressed to foreign governments, private bodies and members of the public; and
 - (c) those intended for despatch under registered or ensured covers;
- (6) where other covers are used, write the address and the number of the communication on an economy slip or the cover, as the case may be; and