

APPENDIX 8

Issue Diary

S. No.	Draft No.	Date on which returned to the Branch
1	2	3

INSTRUCTIONS

1. Entries in this diary will be made in the Order of the machine numbers stamped on the drafts so that column 1 reflects the machine number.
2. If a draft is accompanied by a file, letter (F) will be added to the entry in this column, thus 2/3/71-1 O & M (F).

APPENDIX 9

SPECIMEN FORM FOR AUTHENTICATION OF COMMUNICATIONS
FOR ISSUE

No. 20/3/69-Pub. 1

GOVERNMENT OF INDIA

(Bharat Sarkar)

Department of _____
(_____ Vibhag)

New Delhi, dated _____

OFFICE MEMORANDUM

SUBJECT :—

Subject to the exigencies of work, Heads of Offices may permit Government employees who wish to join the public welcome to be accorded to _____ on his arrival in Delhi on _____ to absent themselves from offices between hours and _____ hours. They should take positions round about the Vijay Chowk and on the two sides of the road between North and South Blocks as _____ is expected to pass that way between these hours.

All attached and subordinate offices of the Ministry of Finance etc., in New Delhi may be informed accordingly.

Sd/-

Deputy Secretary to the Government of India.

AUTHORISED FOR ISSUE

Section Officer

To

All Ministries of the Government of India etc.

APPENDIX 10

Despatch Register for postal communications only

Number		Dated	
S. No.	Number of the Communication	Addressee	Value of stamps affixed
1	2	3	4

INSTRUCTIONS

1. Separate registers will be maintained for (a) foreign post (b) telegrams and (c) other inland post.
2. Entries in column 4 will be totalled up at the end of the day and the total indicated in red ink.

APPENDIX 11

Stamps Account Register

Date	Value of Stamps			Balance at close of the day (cols. 2—3—4)	Signatures of	
	In hand	Received during the day	Used during the day		Despatcher	Dy. Supdt.
1	2	3	4	5	6	7

INSTRUCTIONS

1. Separate registers should be maintained for (a) ordinary postal stamps and (c) service postage stamps.
2. Column 2 will repeat the figure in column 5 of the previous day.
3. In the case of ordinary postage stamps, column 4 should reproduce the daily total struck in the despatch register for foreign dak. In the case of service postage stamps this column should represent the sum of the daily totals struck in :
 - (a) despatch register for telegrams.
 - (b) despatch register for inland post.
 - (c) Postal registration books.