

1	2	3
53.	The Secretary to Government of India, Parliamentary Affair 86, Parliament House, New Delhi.	1
54.	The Head of Department of Politics, University of Kerala.	1
55.	The Librarian, District Library, Ambala (Hr.)	1
56.	The Hon. Secretary, Mahatma Gandhi Library & Read- ing Room, Congress Bhawan, Ambala Cantt. (Hr.)	1
57.	The Librarian, Kurukshetra University Library, Kurukshetra (Hr.)	1
58.	The Haryana Students Council Library, 49 Mukhtaram Babu Street, Calcutta (West Bengal)	1
59.	The Librarian, National Library, Balvendera House, Calcutta-27.	1
60.	The Librarian, Conemara Public Library, Madras.	1
61.	The Librarian, Central Library, Town Hall Bombay.	1
62.	The Librarian, Servants of India, Society Library, Poona-4.	1
63.	The Librarian, Central Secretariat Library, Ministry of Education & Youth Services 'G' Wing Shastri Bhawan, New Delhi.	1
64.	The Officer-in-Charge, Information Centre the Bund, Srinagar.	1
65.	The Officer-in-Charge, All India Information Centre, Govt. of India, Tropical Buildings, Canaught Place, New Delhi.	1
66.	The Information Officer, Information Centre, Press Information Bureau, Govt of India, Jullundur. (Pb.)	1
67.	The Officer-in-Charge, Information Centre, C/o Director of Public Relations, Bihar, Patna.	1
68.	The Officer-in-Charge, Information Centre, Legislature Building, Govt. Estate Mount Road, Madras.	1
69.	The Officer-in-Charge, Information Centre, Hazart Ganj, Lucknow.	1
70.	The Officer-in-Charge, Information Centre, Public Library Building, Tripolia Jaipur City (Rajasthan)	1
71.	The Officer-in-Charge, Information Centre, State Library Chandig, Shillong.	1

1	2	3
72.	The Officer-in-Charge, Information Centre, C/o Director of Public Relations, Andhra Pradesh, Hyderabad.	1
73.	The Manager, information Centre, Govt. of Maharashtra, Mor Hindi Bhawan, Wardha Road, Nagpur.	1
74.	The Manager, Information Centre, Govt. of Gujrat, Jublee Garden, Rajkot.	1
75.	The Officer-in-Charge, Information Centre, Golghor, Shajahambad, Bhopal.	1
76.	The Officer-in-Charge, Information Centre, C/o Director of Public Relations, Kerala State, Trivendrun.	1
77.	The Officer-in-Charge, Information Centre, 26/2 Shenoy-Nagar, Madurai.	1
78.	The Information Officer, Information Centre, At/P.O. New Capital, Bhubneshwar Distt. Puri	1
79.	The Officer-In-Charge, State Information Centre, 3, Dickenson Road, Bangalore.	1
80.	The Officer-In-Charge, State Information Centre, Hubel Harathi Grantha, Sagramalaya Building No. 172, Naigaon Crose Road, Dadar-Bombay-14.	1

211.

**List of members of Press Gallery Committee of the Haryana Vidhan Sabha
Constituted for the year 1988**

Sr. No.	Name of the Correspondent	Paper/Agency represented	Residential address at Chandigarh	No. of copies to be sent
1	2	3	4	5
1.	Shri Sushil Bali	P.T.I.	356/22-A	1
2.	Shri S.K. Sood	Patriot	3744/22-D	1
3.	Shri N.S. Parwana	Hind Samachar	8/22-A	1
4.	Shri Radhey Shyam Sharma	Nav Bharat Times	214/22-A	1
5.	Shri P.D. Mohindra	Tribune	1614/18	1
6.	Shri R. L. Seth	Vir Partap	236/22-A	1
7.	Shri N. S. Malik	U.N.I.	511/16	1
8.	Shri S. S. Chawala	Hindu	2545/27	1
9.	Shri Swatantra Sexena	Dainik Tribune	1363/28-A	1
10.	Shri Hari Singh	Partap Urdu	2/22-A	1
11.	Shri Ram Naresh Sinha	P.T.I. Bhasha	2586/22	1
12.	Shri Sanjeev Gaur	Statesman	1789/23	1
13.	Shri Tirth Ram Sharma	Mehnat	2551/22	1
Total				13

LIST OF MEMBERS OF LOK SABHA
(Representing Haryana State)

No.	Name of Members	No. of Copies
1.	Shri Rao Birander Singh	1
2.	Shri Dharampal Singh Malik	1
3.	Shri Chiranji Lal Sharma	1
4.	Ch. Ram Parkash	1
5.	Shri Birender Singh	1
6.	Shri Harpal Singh	1
7.	Shri Hardwari Lal	1
8.	Shri Ram Narain Singh	1
9.	Vacant	
10.	Vacant	
Total Copies		<u>8</u>

LIST OF MEMBERS OF RAJYA SABHA
(Representing Haryana State)

No.	Name of Members	No. of Copies
1.	Shri Bhajan Lal, (Minister of Agriculture)	1
2.	Shri Om Parkash Chautala	1
3.	Shri Hari Singh Nalwa	1
4.	Shri Mukhtiar Singh Malik	1
5.	Shri Surender Singh	1
Total Copies		<u>5</u>
1.	The Director, Haryana State Archives, S.C.O. No. 829 Mani Majra Chandigarh.	1
2.	The Librarian, Gujarat Legislature Secretariat, Library, Gandhi Nagar.	1
3.	Commissioner & Secretary to S. C. & S. T. Govt. of India New Delhi.	1
Total distribution of Circulars Copies		<u>240</u>

II—PRINTING

PART I

182. *Printing/Microfilming of files*.—After a case has been finally disposed of the Superintendent concerned should decide whether the decisions in the file are of such importance that it should be got printed/Microfilmed. If so, an indication to this effect should be given on the file while sending it to do the dealing Assistant.

183. *Press Register and Press Order*.—Each Branch conducts its own press business. The Recorder maintains a Press Register in which every paper to be printed / Microfilmed must be entered. The press order should clearly indicate :—

- (a) The date by which the printed material or proofs should be supplied care being taken to allow the press reasonable time to turn out the work, especially in the case of a bulky job.
- (b) The name of the Branch to which the work belongs.
- (c) whether the proceedings are to be included or excluded from the selection.

184. *Editing and elimination of unimportant papers from cases to be printed*.—The papers to be printed should be carefully selected and edited by the Recorders and approved by the Assistants/Superintendents concerned. The Press is authorised to bill departments for subsequent author's corrections in excess of five per cent of the original matter in proof. The utmost care should, therefore, be taken to conform to the following instructions before proofs are called for. Any laxity in this respect will entail disciplinary action :—

- (1) *Notes* :—If it is decided to print notes, the editor should endeavour to reduce the matter to be printed to that which is essential. They should excise what are technically described as routine notes, and generally speaking, all notes, which though part of the regular notes, are notes of a routine nature; such as request by the officer for further papers or information or notes by the office adding further correspondence to the file. Notes of frequent occurrence which merely reproduce correspondence of other printed papers, should be printed only when the length of correspondence and the importance of the case render it likely that these summaries will be useful to officers in future. A common form of office note is an explanation of point in a draft put up for approval; this is unnecessary because these points are dealt with in the earlier notes of officers and in the draft itself. Notes which are clearly wrong or irrelevant or which have not been accepted by the officer passing final orders can be considerably curtailed. The editors should always remember that one of the objects of printing proceedings is to facilitate references by officers in future. It is accordingly obvious that any reference not required for the subsequent understanding of the history of the case should be omitted.

When a file is referred to one or more branches or departments and no notes of importance are recorded by these branches or departments, editors should delete their notes with the initials and signatures and merely record in brackets (Seen in..... and.....branches) or departments, as the case may be. This is enough to show that the file was seen by those particular branches or departments and their consent obtained to the proposed action, if any. When a page is subjected to many excisions or corrections in editing, it should be retyped before it is sent for printing.

- (2) *Correspondence*.—The editing of correspondence does not usually offer such large opportunities for reduction as the editing of notes but here again a careful editor can achieve much. Letters of a routine character such as reminders and acknowledgements etc. should usually not be brought into the correspondence but be made K.Ws. (Keep Withs) of the proceedings. Where however, some mention of them is unavoidable they can be replaced by short phrases, such as :—

Proceedings 26—acknowledged receipt of Proceedings 25.

Proceedings 27—reminder to the Government of Bombay.

Proceedings 28—reminder to the Government of Madras.

- (3) *Treatment of reports and tabular matter, etc.*—Lengthy reports (generally, annual or periodical, maps, plans, diagrams and the like) should not be printed without the orders of Under/Deputy Secretary. Nor should tabular statements be printed without special orders. When such documents cannot conveniently be stiched in recorded files, they should when received as enclosures to communications, be marked with the number and date of the communication with which they were received and be placed in the special cover, the space for proceedings number and file number being filled in, and the packet kept loose with the file.

- (4) *Abbreviations to be avoided*.—Abbreviations may be quite clear to the offices in which they are used, but not so to persons outside the office, and particularly, to the Press where poorly educated compositors are left to carry out their meaning. Editors, therefore, should avoid abbreviations.

185. *Printing of names and initials in notes*.—In the printed notes attached to the collection of proceedings, the name of the Governor, Minister or Secretary, Joint / Deputy or Under Secretary and Officers of the H.S.S. (Supdt. and Private Secretaries) as the case may be, should be printed in full on the right hand side at the foot of each note written by him; the letters after the first letter of the surname being enclosed in brackets, so that such notes should be readily distinguishable from minutes. The initials of the Assistant should be printed on the left hand side.

186. *Urgent printing of recorded cases and withdrawal of papers from the Press*.—When cases which have been recorded in 'A' proceedings and