

references should be in the body of the note. For convenience a reference should also be made on the margin to flags.—(vide paragraph 69(4).

(vi) *Notes to be tagged and paged, etc.*—After writing his note, the writer should see that the note sheets are attached to each other by a tag, that there are at least a couple of spare noting sheets, that they are paged and that they are so folded that the designation of the officer, to whom the case is marked, comes uppermost. He should then arrange the case in order indicated in paragraph 135. The writer of a note should also ensure that sufficient space is left on its page on which his note finishes for the signature or orders of the officer/Minister concerned.

89. *Signature and dating of notes.*—Assistants should sign their name in full on the left hand side, while Secretaries, Deputy and Under Secretaries and Officers of the HSS (Superintendents/Section Officers, Secretary to Ministers Private Secretaries should sign on the right. Ministers may merely sign their initials on the right. In dating notes not only the month and date but the year should be shown.

90. *Contents of office notes.*—Subject to the foregoing instructions a note or precis submitted by office should contain the following particulars of the case in more or less detail according to the importance of the case.

(a) a statement of the case unless this is contained in the paper under consideration or in any previous note to which reference can be made, showing the questions for consideration and the circumstances leading upto them;

(b) references to any rules, precedents, previous orders or parallel cases, which may be applicable, and an explanation of their bearing on the question for disposal;

(c) suggestions for action and, in cases in which disposal is governed by rule or custom, in which concurrence of other departments is necessary, an indication of the procedure which should be followed.

91. *Running Summary of Facts.*—In every case in which it is evident that a Running Summary of Facts would contribute to its speedy disposal such a summary should be prepared and placed on the file in a separate folder, labelled accordingly. It will not then be necessary for the dealing Assistant to write a self-contained note every time he submits the case to officers for orders.

It will be the duty of the Superintendent/Section Officer/Head of the Branch/Branch Officers to see—

(a) that a summary is prepared at the earliest appropriate stage in all suitable cases, e.g., those having a complicated history, and

(b) that the summary is kept up-to-date by making suitable additions as further factual developments, if any, occur.

Opinions of individual officers should not be incorporated in the summary. However, when a case is referred to another department like the Finance Department or Legislative Department for advice, the advice or view of that department

should be treated as constituting a material part of the facts of the case and added to the summary.

Any officer who has to note upon a file for which a 'Running Summary of Facts' is available should, in drawing attention to the facts of the case, refer to the 'Summary' without repeating any part of the facts in his note.

92. *Numbering of notes by office.*—When a case is submitted for orders it should not contain more than one note from the office. When the Superintendent/Section Officer/Head of a branch is responsible for the work of a subordinate, he should re-write or modify a note if not able to accept it. Subject to rare exceptions not more than two notes in one department should appear in any case submitted to the Governor or Minister. If in such a case a note has been drawn up, the Under Secretary or other officer first dealing with the case should either adopt that note, or if he is unable to do so, should put it aside and write his own note. In all cases in which notes have become lengthy, the Secretary submitting the case should summarize them as briefly as possible so as to present the final note in the most compact form possible for orders.

When an officer agrees with the preceding note or recommendations, he will append his signature and nothing more. Marginal notes to emphasis special points may, however, be made.

93. *Submission of revised rules.*—When rules, etc., which have undergone revision are resubmitted for the consideration of Government, the Assistant dealing with the case should always show, if possible, the difference between the old and new rules, by correcting a copy of the old rules by hand so as to correspond with the new rules.

III. DRAFTING

94. When a case comes back from officers with orders passed upon the notes, the next step is to convert them into the form of an official communication. This is known as drafting. A draft may be put up even in anticipation of orders if there is no doubt as to what they will be, or if the action to be taken is obvious; as, for example, in cases which have returned from other departments with their concurrence in the orders proposed to be issued. Whenever an Assistant thinks he can so expedite the disposal of a case, he should put up a draft along with his note.

(ii) *Time allowed for drafting.*—Ordinarily not more than two days should be allowed to elapse between the passing of orders and the submission of drafts, but in urgent cases one day should suffice.

(iii) *Draft for approval (D.F.A.).*—The draft when complete should be flagged with the 'draft for approval' flag. The draft should then be placed immediately beneath the notes and marked to the officer dealing with the case.

(iv) *Number of drafts to issue to be indicated.*—Where more than one draft is put up in a case, this should be noted after the word 'Issue' on the top most draft, as 'Issue 2 drafts.'

95. *Officers to draft in important cases.*—Under/Deputy Secretaries are expected to draft on all important cases sent to them for that purpose, and should

send into office for draft, as a general rule, only cases in which the orders for draft can be easily followed by a clerk or in which a note has to be copied out, as it stands, as a draft. (See also paragraph 6(2)(c).

96. *Quotation of number and date in Government letters.*—The first paragraph should invariably refer to the number and date of the last communication on the subject. In some cases it may be necessary to refer to a series of letters and this should be done on the margin of the draft.

97. In referring to a communication from the Secretariat the term "this office" should not be used in drafts. The proper terms to use are "my letter" or "Haryana Government letter". Nor should the expressions "instant" "ultimo", "proximo" etc. be used. The name of the month should always be stated, as otherwise letters drafted at the end of a month are apt to be incorrectly worded.

98. *Form of draft.*—(i) Nature and phraseology of the draft.—The draft should be as brief as is consistent with clearness and completeness. There must be no possible ambiguity in phrasing, no vagueness in references, and no unnecessary repetition. As a rule, the notes will show that outline of the reply, and how far it is intended that a detailed discussion of reasons or of the history of the case should be embodied in the Draft. Where such details are given, the drafter should adhere, as closely as possible, to the actual wording of the note. Slovenly or colloquial English is absolutely forbidden. All official correspondence must be courteously and temperately worded and free from personal remarks or insinuations.

(ii) The drafter should be careful to avoid the use of abbreviations in his draft as these, while known to him, are not always known to the typists in the issue Branch or to the Examiners. The consequence is that stupid mistakes are often made in the fair copy of the letter. It is in order to eliminate one occurrence of such mistakes that this precaution is prescribed.

(iii) *Use of vernacular terms.*—In official correspondence the use of non-English terms should be avoided, as far as possible, but if it is sometimes necessary to employ such words, for which there exists no English equivalent the precise meaning should always be explained in English, if necessary, by periphrasis.

(iv) a brief subject should invariably be inserted as heading in a draft.

99. *Numbering of paragraphs and referencing of drafts.*—Every paragraph of a draft must be numbered and fully referenced on the margin. Long drafts should always refer to the notes on which they are based.

(b) *Quotation of sums of money.*—Whenever sums of money are sanctioned in a draft, the amount should be noted in both figures and words, the words following the figures within a bracket, thus Rs. 10,000 (ten thousand).

(c) references in official correspondence to demi-official and unofficial reference, or demi-official telegrams should on no account be quoted. When letters received contain such references attention should be drawn to the fact in the office note. see also paragraph 106).

100. *Fixing of a time limit for a reply.*—If a reference addressed to an office subordinate to the State Government requires a reply a time limit should or-

dinarily, be specified within which the reply is to be given. The time allowed will obviously depend largely on the nature of the reference, but on the whole, it is probably better to err in the direction of generosity and to make the period as long as the circumstances of the case permit.

101. *Direct correspondence with subordinate local officers.*—Except in cases of urgency and purely routine matters, no official communication should be addressed direct to officers subordinate to Heads of Departments or Commissioners; when any such communication is made, a copy should be forwarded simultaneously to the Head of the Department or Commissioner to whom the officer is subordinate. Particular care should be taken to see that these officers are not short-circuited. Correspondence with subordinate officers on matters regarding which it is considered unnecessary to trouble Heads of Departments or Commissioners should be conducted demi-officially.

A large number of references of a routine nature from Deputy Commissioners pass through the office of Commissioners for the sanction of orders of Government. With a view to reducing unnecessary work in Commissioner Offices, the convenient practice of endorsing a copy of the orders simultaneously to the Deputy Commissioner concerned should invariably be adopted.

102. *Letters to the Accountant General, Haryana.*—All letters addressed to the Accountant General, Haryana, should show distinctly the name of the section in that office, for which the letter is intended, as shown below :—

To

The Accountant General,
Haryana, (.....Section)

Communications received from that office will indicate the section from which they emanated and the replies from the Secretariat should be addressed to the same section.

(2) Communications relating to or conveying orders and sanctions, involving financial implications, conveyed to the Accountant General, Haryana as defined in rule 18.6 of P.F.R. Volume I, should be signed by a Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretary. Superintendent are not authorised to sign such communications.

(3) *Sanction to re-appropriations.*—All orders to the Accountant-General, Haryana, conveying sanction to re-appropriations should mention (a) the reason which necessitates the transfer of funds and (b) the minor sub-head and the primary or secondary unit affected.

103. *Forms of authentication of communications.*—The following are the rules for the authentication of Government orders :—

- (a) All orders or instruments made or executed by or on behalf of the Government of the State shall be expressed to be made or executed in the name of the Governor.
- (b) Under Rule 9(1) of Rules of Business of Government Haryana 1977, every order or instrument of the Governor of the State of Haryana

shall be signed either by a Secretary, an Additional Secretary, a Joint secretary, a Deputy Secretary, an Under Secretary or such other officer as may be specially empowered by the Governor in that behalf and such signature shall be deemed to be the proper authentication of such order or instrument.

To relieve the pressure of the work on these officers superintendents in the Civil Secretariat have been authorised to sign un-important telegrams and letters containing orders of the Haryana Government relating to their respective departments.

These officers should not, however, sign any communications relating to or conveying orders and sanctions, involving financial implications conveyed to the Accountant General as defined in rule 18.6 of the Punjab Financeal Rules, Volume, I.

The constitutional position does not admit of any one else in the Secretariat, e.g., Deputy Superintendents, Head Assistants or Assistant signing such documents. This restriction does not, of course, apply to reminders, memo-calls and simple acknowledgements.

(c) All letters addressed to the Government of India, with the exception of those noted below, should be signed by a Secretary. The exceptions are :—

(ii) communications dealing with matters of routine;

(ii) cases of special urgency in which the Under Secretary is permitted to sign for the Secretary in the branch of the office concerned in order to save time.

(2) Formula in initiating official correspondence should be :—

(a) for letters;

I am directed to inform you.....

(b) other orders;

By order of the Governor of Haryana.

(c) notification, etc.

The Governor of Haryana is pleased, etc.

104. *Different forms of drafts.*—Orders are communicated in one or other of the following forms :—

1. Letter
2. Memorandum
3. Circular
4. Resolution
5. Telegram
6. Notification
7. Office Memorandum
8. Endorsement
9. Memo, call
10. Express letter

SPECIMEN FORMS

(1) Letter.

No.
 From Shri
 Chief Secretary to Government, Haryana.

To The Secretary to the Government of India,
 Ministry of Home Affairs,
 New Delhi.
 Dated

Subject

Sir,

Yours faithfully,
 Chief Secretary to Government, Haryana.

(2) Memorandum.

From Shri
 Under Secretary to Government, Haryana.

To The Director of Health Services,
 Haryana, Chandigarh.
 Memorandum No.
 Dated

Subject

Under Secretary to Government, Haryana.

(3) Circular.

No.
 From Shri
 Chief Secretary to Government, Haryana.

To All Heads of Departments, High Court,
 Commissioners of Divisions, District and
 Sessions Judges and Deputy Commissioners in
 the Haryana.
 Dated

SUBJECT

Sir,

Yours faithfully,
 Chief Secretary to Government, Haryana.