

(4) *Telegram*

Please see Chapter XII

(5) *Notification.*

Extract from Haryana Government Gazette Part I

Home/Gazette
Notification

Dated.....

The Governor of Haryana is pleased.....

Chief Secretary to Government, Haryana.

(6) *Office Memorandum*

No.....

To

.....
.....

Dated.....

With reference to his representation dated.....

Shri..... is hereby informed.....

Under Secretary to Government, Haryana.

(7) *Endorsement.*

No..... Dated.....

A copy with a copy of is forwarded to
for information and necessary action.

By order,

Superintendent
for Chief Secretary to Govt., Haryana.(8) *Memo, Call.*

SUBJECT.....

No..... Dated.....

Would the Deputy Commissioner, Ambala, Please.....

Under Secretary to Government, Haryana.

To

The Deputy Commissioner,
Ambala.

(9) *Express Letter.*

No. dated

From

Shri
Chief Secretary to Government, Haryana.

To

The Secretary to the Government of India,
Ministry of Rehabilitation,
New Delhi.

SUBJECT

Chief Secretary to Government, Haryana.

105. *Use of various draft forms.*—(1) The letter form should be employed when detailed instructions are sent. It is written in the first person to the officer primarily addressed or to his Secretary or Registrar. The Government of India, other State Governments, High Military Officers, private persons and public bodies should invariably be addressed by letter. All such letters are ended with the words 'Yours faithfully'. Communications for the Government of India, except those of routine nature, should always be addressed to the Secretary of the Ministry concerned and not to the Deputy or Under Secretary.

Letters to the Government of India, Army Commanders and other State Governments and Administrators, should be issued by themselves, i.e. they will go out without any endorsement, unless specially ordered to the contrary.

When it becomes necessary to revise any previous official communication this should be done by an official and not an un-official communication.

(2) The Memorandum is for use where the reference can conveniently be made in brief telegraphic form thus saving much time and labour. The system is particularly applicable to urgent cases.

(3) Circulars may be in letter, office memorandum or endorsement form, according to the requirements of the case; they differ from ordinary communications of the same kind only in being addressed to several departments or persons. When decisions of Government or orders of general applicability have to be communicated on questions of policy or other important matters which have been the subject of

discussion or enquiry, they should be drafted in the Circular or Resolution form. The following instructions should be carefully observed :—

- (a) Great care should be taken to ensure that circulars are not issued indiscriminately, but that each one is sent to those authorities only whom it may immediately concern. The *distribution list of circulars* is contained in Appendix B, Chapter VIII. If this is not to be followed in any case in its entirety, Superintendents/Section Officers/Heads of the Branches or Assistants should give clear instructions to the despatcher as to the officials to whom the circular is not to go.
- (b) Neither the names nor the designations of the Registrar of the High Court, should be put in the headings of any circular which may convey an order or orders of Governments. When it is desirable that a circular should be communicated to the Judges of the High Court it should be done either by addressing the circular to the High Court or by means of an endorsement to the Registrar, High Court. In the case of Financial Commissioner, it should be done by an official reference, as in the case of other Administrative Secretaries (See paragraph 107).
- (c) District and Sessions Judges should be supplied direct with copies of all circulars and general letters issued to heads of departments with which they are concerned. A note intimating the fact should be made on the signature copy sent to the High Court.
- (d) All circulars addressed to Heads of Departments should invariably be endorsed to Administrative Secretaries.

(4) The resolution, which takes the form of the proceedings of Government, is also used for annual reviews and is published in the Gazettee. Resolutions should not be drafted by any one below an Under Secretary (For authentication See paragraph 103).

(5) Notifications are employed in publishing gazetted appointments, postings, transfers etc., and also in publishing statutory rules and orders (see paragraph 238).

*Note :—*All degrees, whether literary or otherwise, including foreign degrees when granted by any recognised foreign authority, should be shown in such publications as the Civil List. All literary degrees, such as B.A. and M.A. should be omitted from Gazette notification, but all professional degrees such as M.B., M.D. or D.D. and all degrees given honouris causa should be inserted in Gazette notifications.

(6) The Office Memorandum (in the third person) is primarily used in official and inter-departmental communications and in replying to petitions. In writing in the third person care should be taken to see that pronouns are not liable to be misinterpreted. The Secretary in one department, should not issue the orders of Government to a Secretary in another department, as the latter is, equally, with himself, the mouthpiece of Government. Accordingly, in addressing any one of the Secretaries in the Public Works Department, the Office Memorandum is used "The undersigned is directed to intimate that in future....."

By order
Secretary to Government."

(7) An Endorsement (in the third person) is issued when sending for information, or with very brief instructions, copies of orders received in or issuing from the office.

The endorsement form should not be used in addressing the Government of India, or officers who are not subordinate to the Haryana Government.

Letters conveying Haryana Government's sanction to expenditure should always be endorsed to the Accountant General, Haryana, but not the orders of the Government of India conveying such sanctions or the payment of gratuities etc. Endorsements to the Accountant General on letters conveying sanction of Haryana Government, where the concurrence of the Finance Department has been obtained, should be signed by an officer of that department.

When any orders which are endorsed to Commissioners, Heads of Departments, etc., are also endorsed to the Administrative Secretaries to Government, the form of authentication, 'By order, etc.' should not be repeated before the signature of the endorsing officer. Such endorsements should be assigned un-official numbers.

(8) The Memo call for information is a device for obtaining information on minor points with the minimum of correspondence. It is a form with a space for a reply, which is sent from and returned to the Secretariat, no copy being kept. The reply when received, is recorded in the notes of the case (See Appendix B to Consolidated Circular No.5,—Administrative correspondence).

*Note :—*Telegrams are dealt with in Chapter XII.

(9) *Express letter.*—This form, so headed, is an original message sent by post to save telegraphic expense and undue use of the wires, but intended to be treated, on receipt, with the same expedition as if it had been telegraphed. To save time and formalities it is worded and signed as if it had been so despatched. Such Communications should be sent by air mail. There is no parcel post by air mail, but articles of the letter mail, i.e. letters, post cards, printed papers, business papers, sample and mixed packets, may be transmitted thereby. Forms of contracts and agreements may be sent by air mail either as printed papers or business papers under clause 166 and 174, respectively, or the Post and Telegraph Guide. The restrictions as to size and weight of these categories of articles are laid down in clause 166 and 178 of the Guide. The postage on articles sent by air mail is regulated by clauses 159, 175 and 196-A of the Guide.

106. *Use of demi-official correspondence.*—(1) The first and commonest use of demi-official correspondence is to supplement or explain matter which has been referred officially or which it is proposed so to refer. Secondly demi-official correspondence may properly be used, not merely to supplement or explain, but in place of official correspondence in cases of extreme secrecy; where it is necessary to run no unnecessary risks; and in certain classes of personal questions; and occasionally, in cases of great urgency, to save time. Where it is considered that a final reply to a demi-official reference cannot be sent speedily, it should, at least, be acknowledged promptly and within ten days of the date of receipt in the Secretariat at the outside, by sending an interim reply to the effect that the matter is engaging attention and a final reply will be sent shortly, or was likely to take sometime, which should be specified.

(2) *Demi-official instructions to be supplemented by an official letter.*—When instructions which should be on record, have been given in the first instance demi-officially, they should be supplemented by an official letter. Similarly, when a demi-official letter has been used instead of an official letter, because of urgency of the case, a supplementary official communication should be sent if the information ought to be on official record. This rule must invariably be complied with. The official letter may usually be very brief.

(3) Demi-official correspondence should not be quoted in official communications or be noticed officially in any way.

(4) No Demi-official letter or from the State Government or the Government of India should be quoted in any official paper or publications without previous reference to the State Government or Government of India, as the case may be, and it should be understood that such demi-official communications, unless they have been brought on the record cannot be looked upon as being the official orders of Government.

107. *Mode of addressing communications through Secretaries, Registrars etc.*—In addressing authorities who write to Government through Secretaries or Registrars, care should be taken to distinguish between the officer in authority and his mouthpiece, and opinions, or proposals emanating from the former should not be attributed to the letter. Thus in communications to the Government of India, the High Court or the *Financial Commissioners*, when a Secretary or Registrar, as the case may be, is addressed, such expressions as “for the information of the Government of India” “for the information of or communication to the Judges” “for the information of the Financial Commissioner”, should be added; similarly, proposals coming from the Government of India, the High Court and the Financial Commissioner should not be described as those of a Secretary, or a Registrar. (See Paragraph 105 (3) (b)).

108. *Abbreviated addresses and mode of addressing Judges of the High Court* — (1) Officers of Government who have occasion to address any of the Judges of the High Court or to refer to them in official documents or orders should be careful to address them correctly.

It is unnecessary and wrong to prefix initials to their surnames or to add any suffices such as ‘I.C.S.’ ‘Barrister-at-Law’. The correct mode of address is :—

“The Honourable Mr. Justice.....” Initials should only be used to avoid confusion if there are two or more Judges of the same surname, in which case initials may be prefixed to the names of all except the senior judge.

(2) Attention is also drawn to the popular and objectionable use of the abbreviation ‘Bar-at-Law’. As a rule, abbreviations should never appear in official communications and the full term “Barrister-at-law”, should be written after the names of persons who have been called to the Bar.

109. *Channel of Communication with public meetings and Societies in the Haryana.*—Any orders of the State Government or Government of India passed on telegraphic communications or reports received from public meetings or societies in the Haryana in connection with local celebrations or questions exciting general interest at any time should not be communicated direct to the sender, but should

be transmitted through the Commissioner of the Division concerned, who will exercise his discretion as to whether a communication should be made through the Deputy Commissioner concerned or not.

110. *Communications to members of the Haryana Legislature.*—In official communications to members of the Haryana Legislative Assembly, care should be taken to add the letters "M.L.A." after the member's name.

(See also Section III of consolidated Circular No. 5)

The same procedure should be followed in recording the proceedings of Boards and Committees or notifying the composition of such bodies.

IV.—UN-OFFICIAL REFERENCES

111. *Method of making un-official references.*—In all cases in which the labour and routine of an official reference can be suitably dispensed with, inter-departmental references are made un-officially to officers and Heads of Departments who are not a part of the Secretariat. When Secretaries to Government desire to obtain an expression of opinion, or advice or supplementary information from such officers and Heads of Departments in an un-official manner, they should do so by sending the file and notes. File and notes may be transmitted to officers and departments who are a part of the Secretariat i.e. (1) The Financial Commissioner and his Secretary, (2) Inspector General of Police, (3) the Director of Public Instruction and (4) the Legal Remembrancer who are also heads of departments. When official references from them are dealt with on Secretariat files, they should be treated as Heads of Departments, and files should not be referred to them un-officially. It is only where these officers make reference as Secretaries on their own files that it is treated as an un-official reference. Files and notes in finance and accounts references may also be sent to the Accountant-general, but even in the case of such references care should be taken that papers and notes which, for any reason, ought not to be forwarded, are removed and, wherever possible, references to the Accountant-General should be made by means of a self contained memorandum without sending the file. The departments (2) and (3) above should not make any reference involving question of principle or reconsideration of orders, except when an un-official reference has first been made. Proposals affecting the remuneration of officers or clerks should invariably be submitted to Government officially and should not be referred un-officially in the first instance.

112. *Specification of points on which an un-official reference is made.*—In cases of inter-departmental reference the department of office of origin should state, with as much precision as possible, the specific point or points in respect to which reference is made; and the department referred to should avoid unnecessary repetition in its notes of anything sufficiently stated in the notes of the department or office of origin. References to the Legal Remembrance are regulated by rule VIII of Section I and Part I of the Law Department Manual. Cases referred to him for his opinion or advice should definitely state the points on which his opinion or advice is required.

113. *Method of dealing with un-official references in the office consulted.*—Heads of Departments are required to deal personally with cases upon which they are consulted un-officially, must return them without any avoidable delay.