

In every file referred to by one department or office to another department or office, the notes written in the department or office referred to should (when this is desirable) be on separate sheets from the notes written in the referring department and the conclusion only should be recorded under the signature of the officer to whom an un-official reference was made. The department referred to may, if necessary, keep a copy of the notes in the file of the initiating department with so much of the references as may be necessary to elucidate the subject.

114. *Communication of official order passed after un-official consultation.*—The result of every un-official consultations will be embodied in an official order. When an order is issued, the department issuing that order will simultaneously send copies of it by an official endorsement or un-official reference to every other department which took part in the un-official discussion leading upto the order and which is not addressed thereby. When a letter is issued on an un-official reference, a remark should be added on the margin of the draft to the effect that order has issued after un-official consultation. A similar label should be affixed to the fair letter issuing.

(2) *Quotation of Finance Department un-official advice in endorsements to that department.*—When sanctioning letters are issued by Administrative Secretaries after un-official consultation with the Finance Department, and copies are endorsed to that department, administrative branches should quote the Finance Department un-official advice number and date on the subject or in its absence, the Finance Department diary number which is stamped on the administrative department files.

115. *Procedure after a reply is sent to an un-official reference.*—When the Civil Secretariat replies to an un-official reference, it may either (1) issue an official order returning there with the papers and notes of the department making the reference, or (2) return the file un-officially with its remarks or the orders of the Government. In the latter case, the department receiving the file will either proceed un-officially, or if the case is ripe, draft the official orders, which will vary in form :—

- (a) when no official letter from Government in the Civil department is needed and the views of the department are accepted and involve no matter of importance the department will issue official orders at once; and
- (b) in other cases it will draft a letter either (i) from itself to Government in the Civil Department in such form as merely to require a brief sanctioning reply, or a brief covering letter if the matter has to be reported to the Government of India; or (ii) from itself to such other authority as may be necessary; or (iii) from the Government in the Civil Department addressed to the department itself, or such other authority as the orders may require.

In cases (ii) and (iii), the file shall be returned to the Civil Secretariat with a draft for concurrence or remarks in case (ii), or for issue of the official letter in case (iii).

116. *Method of filing un-official references.*—The un-official references should form part of the correspondence portion of a file. The proceedings of meetings, copies of circulars copies of formal sanctions and similar communications should be filed in the correspondence portion, irrespective of the fact whether they are re-

ceived, with an un-official endorsement or otherwise. The un-official references, however, which are actually recorded as notes on a file and form an integral part of the nothing and cannot be separated from it should continue to be on the noting side. Examples of such references are advice on a case by the Law Department or the Finance Department.

117. *Proposal made to Government of India after un-official or other consultation.*—Proposal to the Government of India made after un-official or other consultation with Heads of Departments should, where considered necessary, be seen un-officially by the Heads of Departments concerned after the proposals have been submitted to the Government of India.

118. *Initiating office to be informed when a reference has been made to Government of India.*—When a reference is made to the Government of India for orders on a communication received from another office to which a reply is required, that office should be informed, unless there is reason to the contrary, that a reference to the Government of India has been made. For this purpose the prescribed draft form of letter should be used and submitted for approval along with draft to the Government of India.

119. *Submission of draft notifications to the Legal Remembrancer.*—Under Rule 48 of the Rules of Business, draft of statutory rules, notifications or orders have to be referred to the Legislative Department for opinion as to whether they are strictly within the powers conferred by the Legislature and in proper form as regards wording and arrangement. It is not the duty of the Legal Remembrancer, under the rules, to scrutinize draft notifications, etc., for ordinary errors or omissions. Secretaries to Government should see that no draft is sent to the Legal Remembrancer for scrutiny until the office sending it has put it into what he considers should be its final form, so far as possible and has corrected all patent errors in language, grammar, spelling etc., not only in the preamble, but in the whole of the matter to be published, and has accurately verified all reference contained in the draft, e.g. to previous notifications. The officer forwarding a draft to the Legal Remembrancer should also draw the Legal Remembrancer's attention specifically to the points on which advice is required.

120. *Opinions of the Legal Remembrancer.*—Whenever papers are submitted to the Government of India for orders or for information in any case in which the opinion of the Legal Remembrancer has been obtained, a copy of that opinion should invariably be sent with such papers. This order applies to references to the Law as well as to other Ministers of the Government of India.

121. *Treatment of opinions on Bills etc.*—When such a case is recorded in 'A' proceedings, only those selected opinions which are considered important enough and, in the case of Central Bills, referred to the State Government for advice, those opinions which have been forwarded to the Government of India, should appear in the proceedings, all others being filed as un-printed keepwiths.

122. *Procedure in regard to matters referred to for opinion.*—When matters are referred for opinion, the orders of the Secretary dealing with the case should be taken as to the date to be fixed for submission of the opinions. The Superintendent should put up the case for orders on that date, whether the opinions have been received or not, and as a general rule belated opinions should not be awaited. (See also paragraphs 343-345).

123. *Spare copies of draft rules, etc.*—When draft rules, or Bill or the like,) have been referred to other officers for opinion, two spare copies of the draft, besides the copy in the collection file, should be put up with the case when it is re-submitted for orders on the opinions received.

124. *Manner of publication of draft amendments of Statutory rules.*—When draft amendments of statutory rules are published in the gazette for criticism, the rule under amendment, or such part of it as may be necessary, should be published in the gazette side by side with the draft of the amendment (See para. 358 also.)

125. *Corrections in letters received in the office.*—When a subsequent letter is received in which a correspondent asks that a correction be made in a previous letter of his, it should be corrected in red ink, with marginal reference to the correcting letter, provided that the uncorrected copy has not been forwarded to anyone else. If it has, the correction must merely be pencilled in with a reference to the second letter. If, any statement or figure in a receipt is found to be wrong, it must on no account be corrected in the receipt in the office.

126. When several persons are addressed in one communications, or copies of a communication are sent to more than one authorities by endorsement, the orders so conveyed should not (unless specially ordered for some special reason) be printed off separately for each person addressed. The whole communication, both heading and endorsement included, should be sent to all addressees. The name of the authority for whom a particular letter or endorsement, with or without accompanying correspondence, is intended, should be entered in ink at the foot of that copy.

127. *Officials in whose names Drafts issue.*—Generally speaking letters shall issue in the name of the officer who finally passes the draft. But letters addressed to the Government of India, other State Governments and High Military Officers, and all letters dealing with personal or very important matters, shall issue in the name of a Secretary.

For the guidance of the typist, Superintendents and Assistants should note, on the draft, in whose name it should issue, and by whom it should be signed and also how many typed copies should be sent (vide paragraph 146).

128. *Approval of important drafts by a Secretary or a Minister.*—Drafts of communications except of very routine nature-addressed to the Government of India, other state Governments, High Military Officers and the High Court, as also drafts of important letters to be issued to officers under the Haryana Government, should always be seen and approved by the Secretary concerned, who may if he considers necessary in view of the importance of the subject matter or in case of a doubt about the phraseology to be employed, show it to the Minister-in-charge before issue.

129. *Despatch of enclosures.*—Enclosures of correspondence should not be detached from their covering letter and altered and made part of drafts. In such cases the necessary copying should be done in the branch and the fair attached to the draft.

Enclosures to a letter under issue must be indicated clearly on the margin of the draft and attention to them should be drawn by an oblique line drawn downwards across the margin. If any papers are to be sent in original, the words "in

original" must appear in the draft. The drafter must see that the papers to be sent are indicated without possibility of mistake, and that the requisite number of spare copies are available.

When a letter or the enclosure to a letter are to be sent by registered post to an addressee, the drafter is required to indicate this by writing the following words in red ink in the margin of the draft :—

"To be sent by registered post"

When papers which are to form part of the printed proceedings of Government are to be returned in original, the drafter should retain the original correspondence for the Press, noting on the draft 'Original enclosures with printed copies will follow'. If it is necessary to send away the original correspondence at once, a requisition should be sent latter for the return of the papers.

130. *Method of numbering communications for despatch.*—Before sending any draft to the typist, the Assistant/Superintendent should quote on the draft form the branch diary number, below which is entered the despatch number, which is the serial number from the despatch register. If, in any case, there is no existing diary number on the file, the draft should be diarised to supply the deficiency. The despatcher should enter the serial no. in from the despatch diary under the branch number. No draft must be typed or despatched unless a diary number has been quoted on it and a despatch number has been added to it. Detailed instructions on the subject have been issued separately.

131. *Immediate communication for issue.*—See Para 204(5).

V.—OTHER ROUTINE MATTER

132. *Reference from the Governor.*—Special expedition must always be observed in dealing with references from the Governor. If a full reply cannot be furnished without delay, orders should be taken whether and interim reply should be sent.

133. *Attestation of copies of orders supplied to the Accountant General's office for audit purposes.*—When copies of orders of Government are required by the office of the Accountant General Haryana, for audit purposes, they should be attested by Superintendents/Section Officers before despatch to that office.

134. *Use of note and draft forms and routine sheets.*—Requisitions and routine note and draft forms of superior quality paper should, as far as possible, be used for permanent records only, such as "B" proceedings, the forms of white or unbleached or half bleached papers being used for notes and drafts which will be printed or destroyed.

An explanation for delay should be called for and furnished on a separate routine sheet. An entry 'For delay see routine' should, however, be made on the main office notes to ensure a link with routine.

135. *Arrangement of papers in a case.*—A case consists of a letter (or letters) under consideration and a number of proceedings on files, tied together in a board. Eachboard denotes a single case, but in one board there may be several letters for

disposal relating to one subject. The papers of case should be arranged in the following order counting from the top downwards :—

- (a) Notes on the case;
- (b) draft to issue (if any);
- (c) paper under consideration (P.U.C.);
- (d) Unrecorded papers in a 'flying cover';
- (e) files of proceedings, latest uppermost;
- (f) printed files;
- (g) precedents labelled as such;
- (h) papers which need not be read;
- (i) routine notes on routine-sheets, etc.

Proceedings or volumes put up for reference should be arranged chronologically, the latest being at the top and the earliest at the bottom. If the reference books are of smaller size than foolscap, it will be convenient to place them, at the top of the file.

136. *Removal of superfluous papers.*—The papers of a case under submission should be restricted at every stage, so far as possible, to those likely to be required for reference in dealing with it, or which form an essential part of the correspondence. When submitted or passing cases, Assistants should check the referencing, remove superfluous proceedings and papers and see that anything that gives the file an untidy appearance is remedied. When files are sent to the Governor, Minister in charge, or to a Secretary on tour, the Assistant dealing with the case is responsible for seeing that all papers are removed from the file, except those absolutely necessary for the disposal of the case. (Officers noticing any breaches of this rule should bring them to the notice of the Under Secretary).

137. *Linking of cases.*—(1) The linking of cases should, so far as possible, be avoided. Such linking may occasionally be necessary, but cases should be consolidated whenever practicable, into one file by an intelligent selection of papers and arrangement of notes.

(2) When it is necessary to submit two or more files together, a file board with a sufficiently long tape should be selected for the bottom file; the tapes of all other file boards should be tied beneath the file boards, the flaps or the boards only remaining over each file. The uppermost file should bear a label showing the number of files on which orders are required. The top file should be treated as 'Linked File I' and the Second and Third files labelled as 'Linked File II' and 'Linked File III' respectively, and so on.

138. *Use of the file boards.*—All cases should be submitted with a board at the bottom, a light one for small files and a stouter one for large cases, with flaps not less than four inches in width. When a case attains a considerable size, or weight,