

a stout board with a stout tape should be used. Every file should be sent up in a clean and tidy state with its file board in good order, and with flap and securing tape complete.

According to clause 2 of paragraph 9.7 of the Punjab Printing and Stationery Manual, as soon as a file has been disposed of the case or cases should be restored to their proper places in the Record Room and the file board released for further use. All Superintendents/Section Officers and Heads of Branches should see that these instructions are closely observed by the members of their Record Section. Cases in which these instructions are not properly observed should be brought to the notice of the Under Secretary.

139. *Cases affecting two or more branches.*—Cases containing matters which concern another department or another branch or branches in the same department must be seen in the other Department and by other branch or branches even though Secretary may be the same before orders issue. It will be the duty of the Superintendent/Section Officer/Head of the Branch originally dealing with the case to send the case to the other concerned department or branch before he obtained approval for the issue of orders from the branch officer. The branch which receives such a case should examine whether the proposed orders, so far as they relate to the matter dealt with in that branch, are in order.

140. *Amendments to Consolidated Circulars and books of references.*—When orders are received or issued which necessitate the amendment of consolidated Circulars, the Handbook of Secretariat Instructions or any other book of reference, it is not sufficient merely to circulate the orders in the office and then file the papers. The Superintendent/Section Officer/Head of the Branch or Assistant dealing with the case should invariably submit a draft corrigendum slip for approval to the Secretary or Under Secretary concerned. In the case of an office order being required, the case should be sent to the Under Secretary to take necessary action.

141. *Personal discussion.*—When a case has been referred to and returned from another department or office and a difference of opinion is disclosed, personal discussion should, if possible, be substituted for further noting; and, in any circumstances, not more than one further note should be recorded in either department or office.

142. *Transmission of office or departmental notes to another office or department.*—Notes written in one department or office and sent to another department or office, should not be sent out of the department or office of receipt, if they contain any remarks to which it is possible that any exception may be taken. If there is any doubt as to the propriety of referring notes unofficially, or otherwise, to another department or office, the orders of a Secretary or of the head of the office should be taken.

(2) Where general consent has been given to the reference of notes to an office outside the Secretariat, such consent shall not be constructed to apply to cases in which the papers are marked "Confidential" and in no instance to cases:—

- (a) in which the officer to whom the notes are referred, is personally affected, or in which his official conduct is under consideration; or
- (b) in which emoluments or allowances of any subordinate of the officer to whom the notes are referred are discussed; or

- (c) in which the Minister in charge of another department to which the officer consulted is subordinate, has expressed an opinion.

143. *Care to be taken in sending out papers and notes.*—When an un-official reference is to be made, the Superintendent/Section Officer/Head of the Branch or Assistant concerned shall select the papers which are to accompany the reference and tie them below the slip devised for the purpose.

A challan (list) of the papers to be sent should be prepared in duplicate by the diarist and one copy sent with the file, memorandum or separate note, and the duplicate copy retained on the file. A date for a reminder should be fixed by the Superintendent/Section Officer/Head of the Branch or Assistant. If no reply is received to an un-official reference within a fortnight of the issue of the first reminder, the papers should be put up to the Under Secretary in the branch concerned. He should either take the Secretary's orders or ascertain un-officially the cause of the delay. When a case is returned the diarist should check the papers with the challan entries to see all the papers have been returned.

144. *Appointment of departmental Officers on Committees.*—When it is desired to obtain the services of an officer of a department for appointment on a Committee, the Head of the Department in which the officer is serving, should be consulted first as to the possibility of sparing the officer concerned, and in all cases, whether or not they have been previously consulted, a formal intimation should be given to the Heads of the Departments of the appointment of any officer on a Committee.

145. *Letters from private persons, firms, etc.*—All letters received from mercantile bodies, firms, private individuals, etc., not under Government, should be replied to, unless they are in reply to communication from the branch and call for no further action. If there is likely to be any delay in disposing of such letters, an interim acknowledgement should be sent as soon as possible. The acknowledgement should ordinarily be issued in the form below :—

"I am directed to acknowledge the receipt of your letter No. _____ dated the _____ A reply will follow".

146. *Supply of spare copies to the addressee to be indicated on drafts.*—When letters are issued from Government, a sufficient number of spare copies should invariably be supplied to the officer addressed for communication to subordinate officer. Non-compliance with this instruction not only entails duplication of typing work in those offices, but is likely to be advanced by them as a plea for increase of office establishment. It is, therefore of the utmost importance that the requirements of all offices in this respect should be very carefully estimated by Superintendents/Section Officers/Heads of the Branches and Assistants before they mark on the drafts for issue the number of spare copies to be sent in each case. For example, when a letter is addressed to a Commissioner, and it is obvious that he will have to consult or communicate the orders to one or more Deputy Commissioner, the requisite number of spare copies should be sent. The following subsidiary instructions should be observed :—

- (a) Additional type-written copies of letters etc. issued should be supplied to the High Court as in the following list :—

(i) *Notifications regarding powers*—4 copies (1 each for High Court,

Commissioner, District and Sessions Judges and Deputy Commissioner).

- (ii) Orders regarding postings, transfers, etc. 5 copies (1 for High Court and 2 each for District and Sessions Judges).
- (iii) Orders sanctioning additional establishment, pension etc. 3 copies (1 each, for High Court, District and Session Judges).
- (b) One copy of letters affecting the High Court only will be sufficient, except where opinions of individual Judges are asked for, in which case twenty copies should be supplied.
- (c) The Public Works, Departments, Building and Roads Branch, should be supplied with two type written copies of letters of the kind enunciated below :—
 - (i) Letters conveying administrative sanction to execution of works.
 - (ii) Letters asking for certain information of the opinion of Chief Engineer on matters in which Local officers must first be consulted.
 - (iii) Letters conveying sanction or approval to purchase, sale dismantlement, transfer, etc., of land or buildings.
 - (iv) Letters conveying approval or sanction to remission of departmental charges.
 - (v) Letters dealing with increases to or decreases of the budget grants.
 - (vi) Letters conveying sanction to pensions or other matters relating to establishments.
- (d) In the case of the office of the Financial Commissioner four type written copies should be supplied of communications which are intended to reach a single Deputy Commissioner (viz, 1 for the office file, 1 for Commissioner, 2 for Deputy Commissioner). An additional copy should be sent when any district in which there is a Sub-Divisional Officer in charge of an outpost is concerned.
- (e) In the case of all important letters which are sent to the Government of India in the Ministries of External Affairs and Home Affairs otherwise than in print, a duplicate must accompany the signed copy.

147. *Withdrawal of cases in which further action is required after issue of orders.*—When further action is required in any case in which orders are issuing, or when a case is to be sent un-officially to another department after disposal, the Superintendent/Section Officer/Head of the Branch or Assistant through whose hands the case passes, should be carefully to note the exact stage at which he wished the papers to be returned to him.

The orders in cases of the nature referred to above should be :—

- (a) "Return after issue of letter"

(b) "Return after case has been recorded", or

(c) "Return after papers have been printed".

When it is proposed to print papers, to avoid delay in printing, (b) should only be adopted when there is a probability of the case being disposed of quickly.

148. Pending Cases.—The Assistant should invariably indicate definite date up to which a case is to be kept pending with the Record Keeper and the latter should personally bring to the notice of the Assistant concerned. Superintendent/Section Officer/Head of the Branch on the 1st of each month all pending cases lying with him.

When a reference calls for further report or further information, or obviously demands a reply, the Assistant should enter on the draft the date on which the reminder should issue.