

CHAPTER—IV

The Circulating Branch

57. *Duties of the Circulating Branch*.—The duties of the Circulating Branch are :—

(1) To distribute all cases and papers received from officers, diarists, etc., and before doing so, to enter the latest branch diary number of each case and that date on which it is passed on in the rough register maintained for each officer and branch. All covers addressed to officers by name, as also periodicals and newspapers, should be sent to them immediately on their receipts.

(2) To see that papers are removed from the shelves at times fixed for their removal. It is the duty of the orderlies and peons attached to Ministers, Officers and branches to remove the cases pertaining to their respective officers or branches from the Circulating Branch at regular intervals, three or four times a day. All urgent and immediate cases received in the Circulating Branch should, however, be sent by the Circulating Branch to the officers and branches concerned immediately on receipt through the peons attached to the Circulating Branch. To avoid delay, it is, however, preferable to send cases of immediate nature direct by one officer to another and not through the Circulating Branch.

All papers meant for Ministers, Deputy Ministers and Chief Secretary should be sent to their respective Private Secretaries.

(3) To receive and despatch telephonic message and to keep a note of all telephone calls (as also of local calls) for purposes of checking bills received from the Post and Telegraph Department. Before a trunk call is made from the telephone in the Circulating Branch, it should have the approval of the Under Secretary, Sectt. Establishment. In the case of local call, it should have the approval of the Superintendent/Head of Branch concerned.

(4) To prepare and keep an up-to-date statement of all letters received, particularly those received under Registered Cover.

(5) (a) To deliver the communications from the Government of India to the Branches concerned after obtaining the signatures of the Superintendent / Section Officer / Head of the Branch in token of receipt.

(b) To pass on immediately to the Branches concerned, the Government of India letters needing reply, after these have been entered in the register maintained for the purpose in the Circulating Branch.

(6) To enter all Legislature questions and resolutions immediately in the prescribed register and to pass them on to the officers and departments concerned.

The Issue Branch is expected to receive and distribute only urgent and immediate cases for one hour after office time and thereafter the Resident Assistant will look to these cases. If the officers for whom such cases are meant have left office, they should be sent to their residence by the Issue Branch or the Resident Assistant as the case may be. The Issue Branch or the Resident Assistant is likewise responsible for distributing local dak of immediate and urgent nature, after office hours.

58. *Distribution of Letters received in the Circulating Branch.*—With the exception of covers addressed to officers by name, or those marked 'Secret' or 'Confidential' which must be sent unopened to the addresses (vide paragraph 215), all letters and parcels should be opened in the Circulating Branch and stamped with the date stamp on the day they are received. Immediate and urgent receipts must be sent at once to the Superintendents Head of Branches concerned and their initials obtained in the transit registers. The ordinary receipt should then be allocated to the branches concerned and passed on to them once a day well in time for being diarised in the branch the same day. Notices of threatened suits against Government, important letters and letters forwarding cheques, cash, medals, passports accompanied by postage stamps as fee, etc. should be carefully checked and entered in detail in the transit register giving full particulars. With these exceptions, only the total number of receipts sent to each branch should be entered in transit register and, when it is returned, after the receipts have been diarised, and duly initialed by the diarist, the Circulating Assistant should satisfy himself that a corresponding number of diary numbers to the receipts transmitted has been allotted; and to ensure that receipts have been promptly accounted for, he should see that the register is returned on the next working day before 10.30 A.M.

Unofficial references addressed to the Chief Secretary and other Secretaries should be treated as 'Fresh Receipts' and sent direct to the branches concerned; an acknowledgement for such references should be obtained by Circulating Assistant on the transit receipt register.

(2) Letters forwarding cash, cheques or postage stamps on account of Government fees should, before being passed on to the branches concerned, be brought personally by the Circulating Assistant to the Under Secretary Sectt. Establishment who will make over the cash etc. to the cashier and obtain his initials on the letters in token of receipt.

When any document received by post bears a Court-Fees stamp, it should be defaced by the Circulating Assistant.

59. *Enclosures of fresh receipts.*—It is the duty of the clerk concerned in the Circulating Branch to check the enclosures of letters received in that Branch and enter their particulars in the transit register. The Head of the Branch should also check up such enclosures when he receives the dak from the Circulating Branch, before acknowledging their receipt. If and when any discrepancy is found, it should at once be brought to the notice of the Under Secretary Sectt. Estt. and a back reference, where necessary, should be immediately made to the authorities concerned.

60. *Access to the Circulating Room.*—Access to the Circulating Room by outsiders is prohibited. Members of the Secretariat should, when necessary, on official grounds, consult the Circulating Assistant and not fiddle with the files or any papers in the Circulating Room.