

CHAPTER V

The Diary

61. *Fresh Receipts.*—Superintendents should see that all daily fresh receipts are properly diarised and that the diary numbers are entered in the transit register with which they are received from the Circulating branch. Only important receipts should be marked to the officer concerned through the circulating branch for action. On return, the receipts should be marked to the Assistant concerned indicating at the same time of record is needed for disposal. As laid down in para 204(7), the officials at the time of marking fresh receipts to other officials should, initial and date the marking.

(2) To obviate delay in taking prompt action on urgent and important letters which are required to be sent as 'Fresh Receipts', Superintendents should arrange to have a copy of the letter made after registration (where spare copies have not been received) and should submit the copy as a 'Fresh Receipt' and take action at once on the original. The fact that this is being done should always be indicated.

(3) All communications received from the Government of India (including those from the Prime Minister and other Ministers of the Union), other than those of routine or unimportant character, shall as soon as possible after receipt, be submitted by the Secretary to the Minister-in-charge, for information. When the Governor or Ministers or Secretaries are in camp, Superintendent should be careful to see that such communications received from the Government of India which have not been sent to camp are put up for their perusal directly on their return.

62. *Diary.*—For the registration of papers received each branch maintains a diary in the following form :—

Branch	Number	From	Whom	Number and date	Brief Subject	Markings, Proceedings, Numbers etc.
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This diary is a general chronological register of communications of every description (including d.o. letters, telegrams and requisitions) received in a branch. Entries in the diary should be consecutively numbered. Demi-official communications, un-official references and telegrams should be entered in the diary in red ink. Agenda papers relating to Assembly/Council business on which no action is called for in the branch should not be diarised.

Duties of the Diarist

63. (a) *Diary numbers.*—After stamping the designation of the branch on each communication received in the branch, the diarist should enter the branch diary number and date within the stamp space. The stamp should however, be affixed in such a manner that it does not overlap any matter already written on the paper.

(b) Loose enclosures, e.g. plans, maps, etc. which cannot be properly tagged on the P.U.C. should be kept separate but a note should be made on them enclosures to diary No. date.....' so that it may be possible to identify them clearly. Plans and maps should be placed in a strong cover to avoid their getting torn.

(c) Submission of fresh receipts after registration immediately after registration all the fresh receipts should be distributed by the branch diarist in the following manner:—

- (a) these marked to branch officials should be sent to them without delay;
- (b) those marked to officers should be divided into two lots, one those received from the various Ministries of the Government of India and two the rest.

Both of the lots should be submitted to officers in separate fresh receipt pads. Should the receipts or any particular receipt not come back from officers forty-eight hours, the fact should be brought to the notice of the Superintendent by the branch diarist. The Superintendent will then take further action to expedite the return of fresh receipts from officers for necessary action in the branch.

64. *Diary marking.*—On each occasion when fresh receipts, or cases, pass through the diarist, he should mark in the diary the person to whom and the date on which, they have been sent. Immediate and Urgent cases should be sent without delay direct to the officers concerned. In order that the diary should be an up-to-date record of the movement of cases, Superintendents and Assistants are responsible to see that all cases are passed on from one to another in the office through the diarist.

65. *Transfer of a fresh receipt.*—When a fresh receipt received in one Branch or office is to be transferred to another, to avoid delay, the latter Branch should first be consulted by the dealing Assistant before the fresh receipt is actually transferred to another Branch or Office which subsequently transfers it back to the original Branch concerned or it concerns neither of them, the responsibility for the delay thus caused will be that of the Branch which originally received it. The Superintendent or Assistant concerned is in the Branch in which the fresh receipt is originally received should personally take the opinion, it should be dealt with. If the other Superintendent does not accept the receipt, it should be brought to the notice of the Branch Officer. Since now there is no post of Assistant Secretary for decision.

When a diarised receipt is transferred from one Branch to another, the Diarist of the transferring Branch should obtain an acknowledgement in the form below from the receiving Branch Diarist. The former should then enter the new diary number against the original entry in the marking column of his diary. The Diarist of the receiving Branch should similarly note the transferred diary number under his Branch diary number in order to show him that as the receipt is also entered in another diary, he must mark off the file numbers in both diaries after the case is re-

corded. The diarist in whose branch the case is responsible for completing such entries in the diaries concerned. He must on no accounts camp this duty by leaving the marking off to another diarists to do.

Receipt bearing _____ Branch No. _____ of 19 _____ is transferred to _____ Branch. Please note below your branch diary number given to this receipt.

Transferring Diarist.

Received. Entered as No. _____ in _____ Branch diary 19 _____

Receiving Diarist.

66. Counter marking of a number of fresh receipts in a single case. When there are a number of fresh receipts in a single case, the earlier receipts should be countermarked with the last one and all diary marking should be made against the most recent Branch number.

67. *Transfer or receipts belonging to outside departments.*—Fresh receipts transferred to the officers outside the Civil Secretariat to be dealt with by them in the first instance should be entered in the Branch Diary and then marked off as transferred. This entry should be made in ink and should have the date added to it. The same practice should, so far as possible, be observed in regard to confidential letters.

68. *Miscellaneous duties of diarist.*—The diarists' other duties are :—

- (a) to prepare the challan (in duplicate) in un-official references, and, when the files are returned, to check the papers and also to prepare challans of cases sent out of the Secretariat to camp, etc. (See also para 143);
- (b) to write out telegrams for issue;
- (c) to retain the spare printed copies of letters till a case is disposed of;
- (d) to enter in red ink in column 5 of the diary the proceedings and files numbers of recorded cases;
- (e) to put up reminder cases in un-official references on dates fixed for the issue of reminders;
- (f) to prepare weekly arrear report and check list (see paragraph 205);
- (g) to prepare a fortnightly list of Government of India letters needing replies; and
- (h) to prepare challan of cases sent to Issue Branch.

68. (a) *Allocation of Receipts.*—Items once a receipt is finally allocated to a branch, the branch concerned should accept it and dispose it off. If for some good reasons the branch concerned feels that final allocation requires re-consideration, it should refer the case to the Branch Officer for orders at the level of Joint Secretary/ Administrative Secretary, but only after it has disposed off the case.