

CHAPTER XII

Telegrams and Telephones

226. (A) *Classification of telegrams.*—State telegrams are classified as below :—

(1) *Most Immediate.*—Following Officers are authorised to use this priority indication.

(i) Governor and (ii) Chief Minister.

(2) *Immediate* :—

(i) Officers authorised to use the priority indication 'Most Immediate'.

(ii) Ministers.

(iii) Chief Justice of the High Court.

(iv) Chief Secretary.

(v) Home Secretary.

(vi) Secretary to Governor.

(3) *Important* :—

(i) Officers authorised to use the priority indications 'Most Immediate' and 'Immediate'.

(ii) Secretaries to Government, Commissioners of Division, Deputy Commissioners, Inspector General, Superintendents of Police, Director of Health Services, Inspector General of Prisons, Director of Civil supplies.

(4) *Express* :—This priority indication should be used

(i) In cases of great emergency; and

(ii) In cases where the despatching officer knows that the line is blocked and considers his message sufficiently important to take Priority over ordinary traffic.

(5) *Ordinary* :—As a general rule State telegrams should be sent in this class, exception above depending on the nature of the urgency.

(B) *Singing of State telegrams.*—State telegrams of 'Express' and 'Ordinary' priority indications should be signed by officers not below the rank of Superintendents and Private Secretaries. Telegrams of higher priorities are to be signed by the officers authorised to use those priority indications.

227. *Issue of telegrams*.—All telegrams must be sent to the despatcher for issue except in the case of those issuing from Ministers which are despatched by their staff, who maintain separate stamp register. The despatcher will carefully calculate what amount is to be paid for their transmission and then affix the necessary service stamps by way of payment, and keep the receipt as his vouchers.

He will maintain a separate despatch register for telegrams. The telegram number will be the serial number in the register with the addition of the index letter of the department or branch from which the telegram issued.

The system of numbering telegrams in the same way as letters is not only inconvenient but expensive.

228. *When cash should be paid for telegrams*.—In affixing stamps to telegram, care should be taken to use the smallest number possible. If any officer is compelled to send a telegram at a time when he is temporarily without service stamps, he should pay for it in cash and the receipt granted to him with then state the value of the telegrams, but will not bear on it the words state. State telegrams sent from railway stations will be similarly paid for in cash. The value of the telegrams may subsequently be recovered from Government, the officer concerned submitting as his voucher the receipt of the telegram, together with a certificate signed by the head of the office that the telegram was sent on State service and that cash payment was unavoidable.

229. *Drafting of telegrams*.—State telegrams should except when extreme precision is important, be expressed in as few words as possible; and mere auxiliary or connective words, which can obviously be filled in by receiver, should be omitted. The practice of including in the text of State multiple telegrams designation of all the officers to whom the telegrams has been repeated is not to be resorted to save in exceptional circumstances and for special reasons. Care should be taken that telegrams are not sent in cases in which a letter would serve the same purpose equally well. Controlling Officers should regard it as part of their duty to check the despatch of unnecessary telegrams, and all authorities who receive periodical reports by telegrams, should from time to time, consider the question whether the submission of the reports by letter would not be sufficient. The subject matter of a telegram or letter, the reference number of which is quoted should not be stated as well as the reference number, unless the telegram is so short that the omission of a description of the subject would be likely to cause confusion familiar contractions such as 're' 'recd' 'para' as well as recognised abbreviated designation such as B.B.C.I., and I.A.R.O., should be freely utilised. Registered telegraphic addresses should always be used where such exist. The same telegram should not be repeated to a number of different persons except in cases of absolute necessity. The three points to be specially guarded against are :—

- (a) the sending of 'Express' telegrams in cases not of great urgency.
- (b) undue prolixity in messages; and
- (c) the sending of a telegram when letter would serve the same purpose.

State telegrams which, it is desired, should be transmitted by wireless should bear the indication 'By Wireless' in the space for special instructions.

230. *Mode of repeating addresses in official telegrams.*—After the text of the telegrams insert as under :—

“*Addressed*—(Here enter the abbreviated telegraphic address of the addressee)
Repeated—(here similarly enter the abbreviated address or addresses of the Officers to whom the telegram has been repeated) Ends”.

Illustration :—

“(Text of telegrams) stop.

Addressed Deputy Commissioner, Hissar and Ambala
 Repeated Commissioner Hissar.

231. *Multiple State Telegrams. i.e. telegrams addressed to more than one person.* :—When sending multiple State Telegrams, Addresses should be grouped according to Telegraph Circuits, as follows :—

<i>Name of District in Haryana</i>	<i>Circuit</i>
1. Ambala, Karnal, Rohtak, Bhiwani, Sonipat	Chandigarh
2. Hisar, Sirsa, Kurukshetra	Ambala
3. Gurgaon, Mohindergarh, Faridabad	New Delhi
4. Sonipat	Karnal
5. Jind	Rohtak

To facilitate simultaneous transmission of multiple State telegram on all Circuits the telegraphic authorities require that five copies of both text and addresses as grouped above should be supplied to them.

232. *Post copies of telegrams* :—Post copies of telegrams should invariably be sent as soon as possible after the message has been copied on to the telegraph from and actually sent off to the Telegraph Office. On no account should the despatch of the message to the Telegraph Office be delayed for the purpose of making out the post copy.

233. *Prohibition against the despatch of telegrams on private matters at the public expenses* :—(1) The despatch at the public expense of telegrams on private matters connected with leave, pay, promotion or appointment or any other matter of a private character is strictly prohibited. All such telegraphic messages must be paid for by the persons sending them, unless it is perfectly clear that the interest of the public service will be injuriously affected if the particular message in question is not sent by State telegram.

(2) Except in cases of urgency, telegrams despatched on behalf of officers on leave or others, the cost of which is not chargeable to public revenue, should not be sent in code but should be telegraphed (en clair). The words ‘chargeable’ should be included at the beginning of the body of the telegram to indicate to the addresses that the cost is recoverable and that the reply should be sent in most economical manner appropriate to the particular case. Further more,

to reduce to minimum the liability of the individual concerned on account of telegraphic charges messages should be brief and all unnecessary particulars should be omitted.

Superintendents/Section Officers/Heads of the Branches are held responsible that the Under Secretary (General) is informed of the amount to be recovered for telegrams which have been despatched on the private accounts of officers.

234. *Cypher and Code Telegram* :—(1) Cypher and Codes are in use for the conduct of confidential and secret Correspondence between the Railway Board and the State Government and that of the State Government and the Deputy Commissioners/the Superintendent of Police. The Cypher and Code books allotted to the Haryana are held by the Deputy Secretary Political, on behalf of the Chief Secretary and all encyphering and decyphering is done by him with the assistance of the Cypher Assistant. Where it is designed to send a message in Cyphers or Codes to the Deputy Commissioners/Superintendents of Police/Railway Board, it should be sent to the Deputy Secretary Political. The message should indicate the security classification 'Restricted', 'Confidential', 'Secret', or 'Top Secret' and also the priority indication i.e. 'ordinary', 'Express', 'Important', 'immediate' etc. The message should also bear the despatch number of the originator.

Cypher and Codes are also held by the Secretary to the Governor, who does encyphering and decyphering of all telegrams, issuing from and addressed to the Governor.

(2) The Cypher Officer (Deputy Secretary Political) is responsible that when he hands over charges, however, temporary, to another officers, the fact should be brought to the notice of the Chief Secretary. In the absence of the Deputy Secretary, political, the Cypher Assistant, when required, will do this work under the supervision of the officer entrusted with the charge.

(3) The responsibility for delivery into the hands of the officer concerned of decyphered messages after office hours and on holidays, rest with the decyphering officer. Economy slips should be initialled and the time of despatch noted thereon. In important cases a receipt should be required.

(4) Where a message is issued in Cypher its copy in plain words should not be sent by post, as a loss of any such copy causes a serious breach of Cypher security. If, in exceptional cases, it is considered necessary to send copy by post the message should be thoroughly paraphrased, i.e. its construction should be completely altered before despatch. Paraphrasing of telegrams and despatch of such copies will be the responsibility of the originator.

(5) *Publication of Cypher telegrams and their release to un-authorised person*—The Plain version copy of a cypher telegrams irrespective of its security classification and cypher warning, and also irrespective of its date of origin and lapse of time, should never be permitted to get into un-authorised hands, as it seriously compromises the system in which it is encyphered and also compromises previous telegrams done in that system. The publication of such telegrams is also prohibited unless they are paraphrased or released with the permission of the appropriate authority.

(6) Each decyphered message bears an indication of its security classification and should be treated as such. It should be retained in the custody of responsible officer and should, in no case, be allowed to be placed on a file which does not bear the security classification of the message.

235. (a) *Communication with the Government of India and other State Government.*—Cyphers and Codes are also used for the conduct of confidential and secret correspondence with the Government of India and other state Governments. Such messages are required to be delivered to the Inter State Police Wireless Station. The message should indicate the security classifications in commensurate with the contents of the message. The security classification at present in use along with their abbreviated forms are as shown below :—

<i>Classification</i>	<i>Abbreviated</i>
(a) Top Secret	TOPSECRET
(b) Secret	SECRET
(c) Confidential	CONFED
(d) Unclassified	UNCLASS

'Unclassified' messages are communicated in plain words but the messages bearing other classifications mentioned above are sent through cyphers and codes. 'Crash' priority should be allotted to a message which is required to be sent at once.

(b) *Foreign State Telegrams* :—A foreign State Telegram is allowed priority in its transmission, provided it bears the service instructions 'with priority' written by the sender. Such telegrams are transmitted immediately after telegram relating to safety of human life in sea or in the air. A foreign State Telegram in plain language or code or cypher, which bear no service instructions, "With priority" written by the sender is treated from the said date, as regards order of transmission, like an ordinary private foreign telegram. If marked "Most Immediate" etc. Such telegrams will get the requisite priority up to the Indian Frontier stations only. If therefore, it is desired that a telegram should have priority on both foreign and inland routes, the telegrams should be marked :—

"Most Immediate with priority " or,

"Immediate, with priority" or,

"Important, with priority" or,

"Urgent, with priority" respectively.

Note :—If the message is desired to be sent through code or Cypher it may be handed over to the Inter State Police wireless Stations for onward transmission through the Government of India.

Telephones

236. Trunk telephone calls are classified as in the case of telegrams and the officers authorised to use the various priority indications are also the same.

The power to use any priority indication in telegrams and telephone trunk calls shall not be delegated and the priority telegrams signed 'By order' or a priority telephone call booked 'By Order' will not be accepted except in cases specified below :—

- (a) The indication authorised for use by any particular officer's may be exercised by that officer's immediate deputy when the authorised officer is away from headquarters, and (b) in exceptional circumstances any officer may use any indication of priority he considers necessary but he has to report his action to his superior stating the circumstances and will be held personally responsible that his action was justified.

237. *Use of the telephones and trunk calls.*—Telephone trunk calls must be strictly restricted to very urgent official business only. Each Personal Assistant and Stenographer should maintain a check register in the form below in which all official and private trunk calls made from the telephones—both office and residential—of his officer should be entered. The personal Assistant and Stenographer should maintain a check register in the form indicating particulars of any call made during and after office hours from their officer's Telephone. All Private Secretaries and other official who have telephones at their disposal should also maintain such register in respect of their telephones "Since the subscriber Trunk Dailling system has been introduced in Chandigarh, calls made to Delhi and other stations under this system should also be entered in the register".

(2) No clerk should use the Secretariat general telephone for trunk call without the consent of the Under Secretary. A written permission of each call should be initialled by the Under Secretary before a trunk call is booked and this permission should then be passed on to the Under Secretary (General), who will see that the cost is charged to the office for which the call is made. No conversation of private nature should be made in continuation of the official call. The Assistant in charge of the Circulating Branch is responsible for the maintenance of the register in respect of the general telephone.

(3) Whenever a Jamadar or Peon is required to attend to a telephone call in the absence of his officer, he should invariably on lifting the receiver give his designation and not say "Helow".