

APPENDIX - I, PART - I

(Paragraph 71.5)

Receipt Register for Bulk Section

Consignment Number	From whom received	To what address	Whether Receipt sent to the consignee	No. of articles	Remarks
1	2	3	4	5	6

(Note - (i) This Register was to be maintained for receipt of goods and services.

(ii) The date of receipt was to be entered at the beginning of the register in a

APPENDICES

APPENDIX - I, PART - II

(Paragraph 76.1)

Register of Letters Received

Consignment Number	From whom received	No. & date of letter	Subject of letter	Initials of Agent to whom letter was sent	No. of articles received
1	2	3	4	5	6

(Note - The date of receipt was to be entered at the beginning of the register in a

— *Journal of the American Medical Association* —

and similar to the following: "The American Medical Association is a body of men who are interested in the health of the people and who are engaged in a noble and heroic struggle for the betterment of the human race. They are the only body of men who are interested in the health of the people and who are engaged in a noble and heroic struggle for the betterment of the human race."

in regard to the health of the people and who are engaged in a noble and heroic struggle for the betterment of the human race. They are the only body of men who are interested in the health of the people and who are engaged in a noble and heroic struggle for the betterment of the human race."

and similar to the following: "The American Medical Association is a body of men who are interested in the health of the people and who are engaged in a noble and heroic struggle for the betterment of the human race. They are the only body of men who are interested in the health of the people and who are engaged in a noble and heroic struggle for the betterment of the human race."

APPENDICES

APPENDIX—I, PART—1

(Paragraph 31.5)

Receipt Register for Dak Section

Consecutive Number	From whom received	To whom addressed	Whether Registered letter or Insured Article	No. and date	Remarks
1	2	3	4	5	6

Note:—(1) This Register may be maintained for registered letters and Insured articles only.

(2) The date of receipt may be entered at the beginning of the entries for the day.

APPENDIX—I, PART—2

(Paragraph 36.1)

Register of Letters Received

Consecutive Number	From whom received	No. & date of letter	Subject in brief	Initials of Assistants to whom made over	File No. in which dealt with
1	2	3	4	5	6

Note:—The date of receipt may be entered at the beginning of the entries for the day.

APPENDIX—I, PART—3A

(Paragraph 124)

Register of Files Received Unofficially

Consecutive Number	Date of receipt	From whom received	File No.	Title of the File	Movement of the File	Date of return
1	2	3	4	5	6	7

(Assam Schedule V, Form No. 62 by interchanging some of the columns)

APPENDIX—I, PART—3B

(Paragraph 125)

Register of Files Issued Unofficially to other Departments

Consecutive Number	Date of Issue	To whom sent	File Number	Title of the File	Date of return	Remarks
1	2	3	4	5	6	7

Note:—Date of issue of a reminder will be entered in "Remarks" column.

2. Date of return in Column 6 will be the date on which file is returned by the outside Department.

APPENDIX—I, PART—4

(Paragraph 48)

Log Book of Assistants

Diary No.	File number where receipt is placed	Date of Action
1	2	3

Note:—The date of receipt of a communication will be entered at the beginning of the entries for the day.

APPENDIX—I, PART—5

(Paragraph 81.2)

Logbook of Typists

Subject matter	No. of lines typed from		
	Printed/typed matter	Manuscript	Tabulation/Stencil cutting.
1	2	3	4

1. Date of work may be entered at the beginning of the entries for a day.

2. Pending work should first be entered in column (1) below the date and a line drawn below the list of pending work. Next, below the line, the work received during the day should be entered. When any work either pending or received during the day will not be done in the day a cross 'X' mark should be given against the subject matter in columns (2), (3) and (4) for the log book. In case of any work which could not be completed during the day, the number of lines of that work done during the day should be entered in the respective columns (2), (3) and (4) and the word 'incomplete' should be added below the number of lines.

3. An illustration of making entries in the log book is given below:—

Subject matter	No. of lines typed from		
	Printed/typed matter	Manuscript	Tabulation stencil cutting
1	2	3	4
17th January 1976			
Letter No. AR. 47/74/3	20
Letter No. AR. 12/75/14	...	30	..
Office Note (File No. AR. 50/75)	...	50	...
Administrative Directory	150 (incomplete)
	..	80	170
18th January 1976			
Administrative Directory
Instruction for typewriting	250 (incomplete)
Letter No. AR. 10/75/27	25
U. O. No. AR. 25/74/60	..	20	..
Lesser No. AR. 18/75/3
Assam Co-operative Service Rules	..	50	... (incomplete)
19th January 1976			
Administrative Directory	250
Instructions for Typewriting	100 (incomplete)
Letter No. AR. 18/75/3	..	25	..
Assam Co-operative Service Rules	..	100	..
Letter No. AR. 12/75/19	...	12	...
Copy from Assam Public Commission Regulations.	18
	18	137	350

4. At the end of each month a monthly total of each of the columns (2), (3) and (4) should be drawn up. Similarly, at the end of the year an annual total of the work should be drawn up from the monthly totals.

5. The Branch Officer will make some toest Checking about made in the log book at such interval as he may deem fit and in any case not less than two such checks in a week. The Superintendent of the Department will keep a close vigil on the entries made in the log book.

APPENDIX—I, PART—6

(Paragraph 50.1.4)

Certificate for Return of Stamps Affixed in Excess of Legal Requirement.

FORM

No.

Office

Court of the

Dated.....

CERTIFICATE

Certified that.....stamp(s) of the value of affixed to the petition in.....Petition/Case/File No. of 19..... in this Office/Court is/are in excess of Legal requirements..... and has been unnecessary affixed.
_____ have

HEAD OF OFFICE

JUDGE

MAGISTRATE

APPENDIX—I, PART—7

(Paragraph 64)

Precedent Register

Subject	File Number	Decision/Ruling
1	2	3

APPENDIX—I, PART—8

(Paragraph 68.1.1)

Acknowledgement Card

No.....Date.....

To

Subject:—

Sir,

I am directed to acknowledge the receipt of your letter No.....

I have the honour

Dated.....and to say that—

- *(1) It has been transferred toto which it relates.
- (2) Action is pending the receipt of a Court Fee Stamp of Rs.....which may be sent to this Department at an early date.
- (3) You will be informed in due course of the action taken on your letter.

Yours faithfully,

APPENDIX—I, PART—9

(Paragraph 85.2)

Peon Book

Serial No.	Name of addressee	Letter No. & date	Signature of addressee
1	2	3	4

Note:—1. The date of issue will be entered at the beginning of the entries for a day

2. Name of Peon may be given below serial Number where necessary.

APPENDIX—I, PART—10

(Paragraph 90.1)

Despatch Register

Serial No.	Serial No including copies	To whom addressed	Letter No. & Date	Whether by registered and insured cover	Postage stamps
1	2	3	4	5	6

Note:—1. The date of despatch will be entered at the beginning of the entries for the day

2. Column 1 will indicate one number for one issue excluding copies.

3. Column 2 will indicate the total number of issues including copies.

APPENDIX—I, Part—11

(Paragraph 93.1)

REQUISITION FOR SERVICE POSTAGE STAMP

Bill No.

Not payable in cash but by book transfer

..... District

Voucher.....

Bill for service postage stamps of the office of

for the month of

Head of service.....

Department

Postage stamps required of the following denomination			Value	
			Rs.	P.
1 rupee stamps		
50 paise stamps		
25 paise stamps		
20 paise stamps		
10 paise stamps		
5 paise stamps		
3 paise stamps		
2 paise stamps		
1 paise stamps		
Rupees (in words)				

	Amount		Rs.	P.
	Rs.	P.		
Account of contingent Allotment Expenditure ..				
Amount of Allotment				
Deduct expenditure : —				
	Amount			
	Rs.	P.		
Total of present bill				
Total of previous bills as shown in bill No.				
Total Up-to-date				
Available Balance				

Received payment in service postage stamps, and certified that the expenditure charged in this bill could not with due regard to the interests of the public service be avoided, and also certified that the stamps will be used on pre-paying postage on communication *bonafide* on the service of Government, and for such other purposes as are authorised by the Post and Telegraph Department.

Dated

Head of office and designation

PAY RUPEES... .. .

(Rs.) by transfer credit to Post Office.

.....Treasury Officer.

Dated

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Audit Register page

Admitted Rs.

Objected to Rs.

Superintendent.

Auditor

APPENDIX—I, Part—12

(paragraph 93.2)

Stamps Account Register

Date	Value of stamps in hand at the commencement of the day.	Value of stamps received during the day.	Total value of stamps in hand (column 2 and column 3).	Value of stamps used during the day.			Closing balance (column 4, column 7).	Signature of Supervisor	Remarks
				Vide Column 5 of despatch Register.	Issued to officers, Private Secretary to Ministers.	Total of column 5 and 6			
1	2	3	4	5	6	7	8	9	10

APPENDIX—I, Part—13

(Paragraph 122.1)

File Register

File No.

Main title

Connected files			Date of opening			Date of recording		
(1)				2			(3)	
Movement of main file						Movement of part files, if any		
1	2	3	4	5	6	Part I	Part II	Part III

(In modification of Assam Schedule V, Form No. 61)

- Note:—**1. The movements with dates should be indicated along the vertical columns downwards starting from column 1.
2. There will be an index to the register which will be maintained alphabetically subject wise, giving file No. and page number in the main register.

REMINDER FOR U.O. FILES

Reply.

Branch

Date , the 19

To

The

Will the office of the

Please return with the necessary notes the following files which were issued unofficially on the dates noted against each ?

[illegible]

APPENDIX—1, Part—15

(Paragraph 132.1)

Assam Schedule V, Form No. 36

Index slip

Title	File No.
(1)	(2)

APPENDIX—1, Part—16

(Paragraph 141.2)

Register of Files for Record

Sl. No.	File No.	Subject	Classification (i. e., Class 'A', 'B' or 'C')	Date on which sent for record	Remarks
1	2	3	4	5	6

Note:—1. Two separate registers will be maintained—one for Class 'A' and Class 'B' files and the other for Class 'C' files.

2. A number of pages will be allotted for each year according to an index which may be maintained at the beginning of the Register.
3. The entries will be made according to the year of opening the files and not according to the year of recording.

APPENDIX-1, Part-17

(Paragraph 142.3.3)

Assam Schedule V, Form No. 34.

REFERENCES TO FORMER CASES

Nos. or File No. and year

REFERENCE TO LATER CASES

Department, date and
Nos.

Brief Title of File

(to be continued on back if necessary)

Papers other than Proceedings

I.—Printed

Notes and orders

II.—Not printed

19

File No.....19

A—Collection

ASSAM SECRETARIAT

.....Department

.....Branch

19

Brief Subject

Table of Contents

No.

REFERENCES TO LATER CASES—Continued

[illegible]

Table of Contents—Continued

APPENDIX—1, Part—18

(Paragraph 144.1)

REQUISITION FOR SUPPLY OF PAPERS FROM RECORD ROOM

Record Section,

Please supply the following paper : -

File No.	Subject	File/purpose for which required
(1)	(2)	(3)

Date :—

Name

Designation

Name of Deptt./Office.....

.....

APPENDIX—1, Part—19

(Paragraph 144.1)

Record Room Issue Register

Serial No.	Date of receipt of requisition	File No./Diary No. of the file/receipt for which papers are required	List of papers supplied and their subject.	To whom supplied	Date of compliance with requisition.	Date of receipt back and restored to the records	Remarks
1	2	3	4	5	6	7	8

List of files recommended for destruction by Keeper of Records
during the year.....ofDepartment

[illegible]

NOTE :— The comments of the Department should be sent within 15 days of receipt of this letter. If comments are not received within this period, it will be presumed that there is no objection to their destruction and the records will be destroyed accordingly.

APPENDIX—I, Part—21

(Paragraph 153.14)

Form of Detention Memorandum

..... DEPARTMENT Branch

Subject:—

The unofficial reference No..... dated.....

from the.....Department on the subject noted above has

been detained in this Department for the purpose of making a reference to the

Superintendent,

.....Branch

Dated the

(Paragraph 161.2)

-Branch

ARREAR LIST—A (WEEKLY)

Balance of receipts in hand at the close of the(the last working day of the week) (U/O files also are considered as receipts)

Note:—1. The asistant should prepare and submit this arrear list on the 1st working day of the next week.

2. Superintendent (the Junior most Superintendent where there are more than one Superintendent in a Department) should consolidate and submit to the Branch Officer, the Arrear list on the 2nd working day of the next week.

(Para raph 62.1)

Assam Schedule V, Form 1

Arrear List B.

File No., subject and date on which action started in Department	Reminders	Present position	Order of rank Officer and higher officers

APPENDIX—I, Part—24A

(Paragraph 165.1)

Check list of outgoing periodical Returns..... Branch

Serial No.	Name of Return	To whom due	Due date	Authority	Actual date of .. mission											
					January	February	March	April	May	June	July	August	September	October	November	December
1		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Superintendent

Gazetted Officer-in-charge.

Note:—1. The returns will be placed in different groups under columns 2 according to their periodicity, placing the returns with higher periodicity above those with less periodicity.

2. Column 4 "due date" will show the date on which the return is due e.g. in the case of a particular annual return due on 1st July, the entry will be 1/7.

3. Column 5 will indicate the authority under which the return has been prescribed such as the paragraph from the Manual or relevant rule or instruction.

4. Column 6 to 13 will show the date under the particular month at which the return is actually submitted e.g. if the return mentioned in Note 2 is submitted on 7th July, figure 7 will be entered under column 12 for the month of July

APPENDIX—I, Part—24B

(Paragraph 165-1)

List of incoming periodical returns

No.	Name of return	To whom due	Due date	Authori.	Actual date of rec d											
					January	February	March	April	May	June	July	August	September	October	November	December
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

 Superintendent.

 Gazetted Officer-in charge.

- NOTE:— 1. The returns will be placed in different groups under column 2 according to their periodicity, placing the returns with higher periodicity above those with less periodicity.
2. Column 4 "due date" will show the date on which the return is due e. g. in the case of a particular annual return due on 1st July, the entry will be 1/7.
3. Column 5 will indicate the authority under which the return has been prescribed such as the paragraph from the Manual or relevant rule or instruction.
4. Columns 6 to 13 will show the date under the particular month at which the return is actually submitted e. g., if the return mentioned in Note 2 is submitted on 7th July, figure 7 will be entered under column 12 for the month of July.

(APPENDIX—I, Part—25A)

(Paragraph 168.5.3)

Register for Assembly Questions, Session 19.....

[illegible]

NOTE:—The Register may be maintained in this form by the offices other than the Secretariat Departments also.

(Paragraph 169-7)

Register for Assembly Resolutions / Motions

[illegible]

NOTE:—1. Name of Assembly Session will be indicated at the beginning of the entries for a Session.

2. If there is no Resolution/Motion in a particular Session, it will be indicated as "NIL".

9. If the Resolution come up in ballot it will be indicated in the "Remarks" column.

4. Motions other than Cut Motions and Adjournment Motions only will be included in this Register.

APPENDIX—I. PART—26

(Paragraph 177.3)

Register of Assurances given in Legislative Assembly

Serial No.	Date	Reference	Subject	Assurance given	How fulfilled	Date on which	
						Sent to the Legislative Assembly Secretariat	Laid on the Table of the House
1	2	3	4	5	6	7	8

Note:—1. Column 2 will show date on which the Assurance was given.

2. Column 3 will show No. of Question, name of Bill, Resolution, Motion, etc., in connection with which Assurance was given and also the Legislative Assembly Secretariat reference with which it was received.

3. Column 4 will show specific point on which Assurance was given.

4. The Assurances will be entered session-wise and the name of the session will be entered at the top before making the entries.

APPENDIX—I, PART—27

(Paragraph 181.1)

Requisition for Printing Works

(To be filled in and forwarded to Press along with the manuscript)

Ref. No. _____

Date _____

1. Title of work _____
2. Nature of urgency, if any, for printing. _____
3. Period within which the work should be completed. _____
4. (a) Number of fair copies _____
 (b) Size and face of type. _____
 (c) Size of publication _____
 (d) Approximate number of pages. _____
 (e) Quality of paper. _____
 (f) Type of binding and cover. _____
5. Special instruction, if any. _____
6. Type to be kept standing/distributed after fair copies are printed. _____

(Signature of Indenting Officer)

(Designation)

(Entries to be made by the Press)

Job No.

Date and hour of receipt.....

- Note 1. Preparation of "Copy"—Copy sent to press should be properly edited neatly typed on one side only and should be in its final form.
- Note 2. Signing of Requisition—Requisitions for ordinary printing work should be ~~signed in full by the Branch Officer of the Department or by a higher officer.~~ Only in case of routine printing work the requisition will be signed by the Superintendent.
- Note 3. To facilitate proof-reading and composing to be carried on simultaneously the proof should be forwarded by the Press to the Department in batches in respect of voluminous publications.
- Note 4. Number of proofs supplied—If the corrections in the first or author's proof are not many, the order to print the number of copies required should be given straightway. Otherwise, a second or sometimes even a third proof may be necessary.

APPENDIX—I, PART—28

(Paragraph 181.5)

Register of Publication Issued

Authority	Frequency	Due date of publication	Actual date of publication	Remarks
1	2	3	4	5

No te:—1- Column 1 will indicate the decision for printing the publication. It may be based on a provision in the departmental manual or the rules or an office decision.

2. An index at the beginning of the register will be maintained indicating the page numbers allotted to each publication.
3. One or more pages may be allotted to each publication.

(Paragraph 183.1)

Assam Schedule II, Form No. 98

INDENT FOR THE ASSAM GOVERNMENT BOOK DEPOT

Please supply the undermentioned publications:—

[illegible]

Signature and designation of indenting officer

Required for

Countersignature of Under-Secretary, Printing and Stationery (where necessary)
Deliver.

Officer in—charge, Book Depot

Date _____ Page _____ of Register.

APPENDIX—I, Part -30

(Paragraph 211.1)

Page No.....

STORES REGISTER

Name of Article.....

Receipts

Date of receipt	Voucher No. and date	From whom received	Quantity or number	Cost	
				Rs.	P.
1	2	3	4	5	

Issues

Date of issue	To whom issued	Number or quantity issued	Balance in stock	Remarks
6	7	8	9	10

Note :—1. The Register will be vertical with col. 1 to 5 on the left hand side and col. 6 to 10 on the right hand side.

2. The disposal of an article by auction or otherwise will be shown in the Remarks column,
3. Different Registers will be maintained for different kinds of stores, e. g., furniture, stationery, forms, etc,
4. An index at the beginning will be given indicating the number of pages for each item of stores,

(Paragraph 213.1.5)

Assam Schedule V, Form No, 53

Requisition Stationery for19

Name	Blotting	Nibs	Pencils	Holders	Needles	Thread	Inkpots	Inkstand	Penknife	Gumpots	Rubber	Scissors					Receipt of Assistant
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Nazir, please supply

Superintendent/Head Assistant, Department.

APPENDIX—I, Part—32

(Paragraph 213.4.4

Service Card of Typewriters Duplicating Machines

No. and make

Date of Purchase

Year 19

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Date of Service.....	Date of Service.....	Date of Service.....	Date of Service.....
Signature of the typist/ Assistant	Signature of the typist/Assistant	Signature of the typist/Assistant	Signature of the typist/Assistant
1	2	3	4

APPENDIX—I, Part—33

(Paragraph 213-4-5)

Register of Typewriters and Duplicating Machines

Date of servicing	Repairs		To whom allotted	Signature of allottee with date	Remarks
	Details	Cost			
1	2	3	4	5	6

NOTE :—1. An Index at the beginning of the Register will be maintained indicating the number of pages allotted to each machine.

2. The following entries will be made at the beginning of the first page allotted to each machine.

1. No. and make

2. Date of purchase

3 Price

APPENDIX—I, Part 34

(Paragraph 213.5.2)

Register of Periodicals Received

Vol. No.	Year	Month/Season	Date of receipt	Remarks
1	2	3	4	5

NOTE :—1. An index will be maintained at the beginning of the register indicating the pages allotted for each publication.

2. Entries as far as possible will be made alphabetically.

3. The following entries will be made at the beginning of the first page allotted to each publication :—

(a) Name of publication.

(b) Name and address of supplier.

APPENDIX—I, Part—35

(Paragraph 213.6)

Register of Railway Receipts

R.R.No. and Date	Date of receipt by the Department	Date of receipt by the Nazir	Date of taking Delivery by Nazir	Demurrage paid if any and reasons	Remarks
1	2	3	4	5	6

NOTE :—Nazir's signature on receipt of the R/R will be taken in the remarks column.

APPENDIX—I, Part—36

(Paragraph 229.1)

Register of Posts

(a) Register of temporary posts:—

Serial No.	Name of Officer and Head	Name of post	Date of creasion of the post	No. of original sanctioning letter creating the post.	No. of existing sanctioning letter	Date of expiry of sanction	Remarks
1	2	3	4	5	6	7	8

(b) Register of Permanent posts:—

Serial No.	Name of Officer and Head Quarter	Name of post	Date of creation of post	No. of letter sanctioning permanent retention of the post	Remarks
1	2	3	4	5	6

APPENDIX—I, Part—37

(Paragraph 229·2)

Register of Members of Cadre

Name with Educational qualification and home District	Date of birth	Date of joining the post	Date of confirmation	Date of posting with effective dates	Remarks
1	2	3	4	5	6

- NOTE:—1. The Register may be necessary for transferable posts only.
2. The Register may be bound and maintained alphabetically
3. An Index may be given in the beginning with two sheets allotted for each person.
4. This form may be modified if any additional information regarding service of the member in the junior cadres required.

APPENDIX—I, Part—38

(Paragraph 229 3)

Register of Increments

Serial No.	Name	Scale of pay	Date of last increment	Date of present increment	Present pay	Pay after increment	Remarks
1	2	3	4	5	6	7	8

APPENDIX-I, Part-39A

(Paragraph 237-1)

(a) Stock Register of Liveries Uniforms for the year

PART-I

Account of Cloth

[illegible]

PART-II

Account of Liveries/Unlforms

Description	Opening balance on 1st April	Receipt against issues vide Column-I			Total No. issued	Closing balance	Remarks
		Date of receipt	No. date and amount of the bill	No.			
13	14	15	16	17	18	19	20

NOTE:—1. The register will be divided into two parts; first part will contain "Account of Cloth;" and the second part will contain "Account of Liveries/Uniforms'."

2. An index at the beginning of the register will indicate the number of pages allotted to each of the parts and different items of livery/Uniform.

3. The register in form (a) will be maintained where cloth is purchased and converted into uniform.

(b) Stock Register of Liveries/Uniforms for the

Description	Opening balance	Receipt during the year					Total No. Issued during the year	Closing balance	Remarks
		No.	Rate	Amnt	Date of receipt	No. date & amnt. of the bill			
1	2	3	4	5	6	7	8	9	10

Note—1. The register in form (b) will be maintained where stitched uniforms are purchased.

2. An index at the beginning of the register will indicate the number of pages allotted to different item of livery/uniform.

APPENDIX—I. PART—39B

(Paragraph 237.1)

Issue Register of Liveries/Uniforms for the Year.....

Name	Cost	Shirt	Trouser	Cap, etc.	Acknowledgement/ signature of the recipient	Remarks
1	2	3	4	5	6	7

Note—The date of issue may be entered at the beginning of the entries for the day.

APPENDIX—I, PART—40

(Paragraph 241.2)

Register of Black-Listed Contractors/Firms

Serial No.	Name & address of Contractor/Firm	Class if any	No. & date of Notification/Order under which registered/approved	period for which Black-Listed		Authority by whom black-listed	No. & date of order black-listing the Contractor/Firm	Remarks
				From	To			
1	2	3	4	5		6	7	8

Note—1. The register will be maintained in two parts, the first part containing the order issued by the department concerned. The second part will contain the orders issued by other departments in the State Government and by other States.

2. Reasons for black-listing of Contractor/Firm, where available, will be recorded in the "Remarks" column.

APPENDIX-II, PART—I

(Paragraph 6.2)

List of subjects to be dealt with normally in Secretariat.

- (1) All matters of policy.
- (2) Inter-departmental Co- ordination.
- (3) Cases involving interpretation or relaxation of existing rules or orders and instructions of Government.
- (4) Laying down general principles of office methods and procedure.
- (5) Matters relating to legislative measures, rules and regulations.
- (6) Exercise of powers vested in the State Government under Acts, Rules and Regulations.
- (7) Matters relating to exercise of financial, legal and administrative powers vested in the State Government; including appeals, revision and review petitions within the powers of the State Government.
- (8) Matters to be placed before the Parliament and Legislative Assembly or their Committees.
- (9) Appointment of Commissions and Committees.
- (10) Matters relating to all India and State level conferences.
- (11) Correspondence with Foreign Governments.
- (12) Creation of new Districts and Sub-divisions or change in their boundaries.
- (13) Creation of Administrative Units.
- (14) Change of Headquarters of offices at block or subdivisional level and above.
- (15) Creation of new offices, amalgamation, bifurcation and abolition of offices.
- (16) Emoluments and general service conditions of Government servants.
- (17) Administration of services of which the Governor is the appointing authority, unless any powers specifically delegated.

- (18) Matters relating to All India Services including transfer, posting, promotions and disciplinary proceedings of officers of All India Services under the administrative control of the State Government..
- (19) Inspection reports and tour notes recorded by Heads of Departments.
- (20) Matters affecting the economy of the State.
- (21) Scrutiny and approval of departmental budget estimates, supplementary grants, sanction of re-appropriation, surrender of funds.
- (22) All proposals involving new items of expenditure.
- (23) Financial sanction not within the competence of the Heads of Departments and other subordinate authorities.
- (24) Sanction of expenditure from the Contingency Fund.
- (25) Appropriation Accounts.
- (26) All matters relating to preparation or adoption of new plan and non-plan schemes and important modifications in the existing schemes.
- (27) Review of the progress of the plan schemes.
- (28) All matters regarding which reference to Finance, Legislative, Judicial and Personnel/etc., Departments and Cabinet is necessary under the Rules of Executive Business.

APPENDIX-II, PART—2

(Paragraph 5.5)

Illustrative List of Matters to be Submitted to Minister

1. Matters involving new policy or principle.
2. All matters relating to preparation or adoption of new plan and non-plan schemes and important modification in the existing schemes.

3. Progress of the plan schemes.
4. Matters relating to legislative measures, rules and regulations.
5. Exercise of powers vested in the State Government under Acts, Rules and Regulations.
6. Matters to be placed before the Parliament and the Legislative Assembly or their Committees.
7. Scrutiny and approval of Departmental budget estimates, supplementary grants and sanction of re-appropriation by a resolution.
8. All proposals involving new items of expenditure.
9. Sanction of expenditure from the Contingency Fund.
10. General Service conditions of Government servants under the Department.
11. Appointments to the posts for which Governor is the Appointing Authority.
12. Disciplinary cases of the officers where Disciplinary Authority is Governor.
13. Tours of officers outside the State.
14. Appointment of Commissions and Committees.
15. Matters relating to inter-state relation and foreign Governments.
16. Any other matters which the Minister may specify by general or special order.

APPENDIX—III, PART—I

(Paragraph 7.4.)

Duties of a Branch Officer.—

The Branch Officer, is in-charge of one or more Branches. He is responsible for efficient functioning of the Branch under him. An illustrative list of his duties is given below :—

- (1) to be responsible for prompt disposal of work in the Branch;

- (2) to go through the dak and give directions to office for its disposal ;
- (3) to deal with urgent or important receipts himself and to dispose of as many cases as possible on his own initiative and responsibility after discussion with higher officers ;
- (4) to submit important receipts at dak stage to higher officers ;
- (5) to keep a watch over timely submission of weekly and monthly arrear lists and other returns and scrutinise them ;
- (6) to allocate subjects to Assistants in consultation with the Superintendent ;
- (7) to make surprise visits to the Branch to check attendance and to see that other instructions are correctly observed ;
- (8) to inspect the Branch once in six months and submit an inspection note to the Secretary ;
- (9) to keep himself acquainted with the morale and conduct of the staff working under him ;
- (10) to discuss with the Superintendent from time to time measures necessary to expedite disposal for improvement of business in the Branch ;
- (11) to deal with any other work assigned by the higher officers.

APPENDIX-III, PART—2

(Paragraph 7.5.1.)

Duties of a Superintendent :

The Superintendent is directly in-charge of the Branch under him and is responsible to his Branch Officer. His duties are :-

- (1) to see that the Branch is kept neat and tidy and that files, papers, etc. are arranged in an orderly manner ;

- (2) to see to the maintenance of discipline among and punctuality in attendance of the staff in his Branch;
- (3) to see to the training of the Assistants under him;
- (4) to see that the Attendance Register is maintained correctly and submitted to the Branch Officer in due time;
- (5) to maintain an up-to-date distribution list of work among the Assistants in the Branch; and to see that the work of the Branch is uniformly distributed among the staff in the Branch. For distribution of work amongst assistants, he will duly assess the ability of each assistant to handle different kinds of job;
- (6) to make arrangement for the disposal of work entrusted to an Assistant during the Assistant's absence;
- (7) to submit to the Branch Officer all receipts and files at dak stage, unless there are instruction to the contrary;
- (8) to keep a careful watch on any hold up in the movements of dak between the branch and higher officers;
- (9) to mark the receipts in the names of Assistants in the Branch and to give directions to the assistants for disposal;
- (10) to deal with important or complex receipts or cases himself;
- (11) to scrutinise the notes and drafts of Assistants for correctness and accuracy and add his own remarks or suggestions where necessary before submitting the case to the higher officers;
- (12) to deal with such cases himself as may be required by higher officers;
- (13) to give priority markings on dak, drafts, letters, etc., and to remove or revise such markings as and when necessary;
- (14) to mark a draft for "issue" after it has been approved;
- (15) to give special instructions, where necessary, on the draft as to the manner of its issue, e.g., "By Registered Post", "Insured Cover", etc.;

- (16) to see that all routine duties, including maintenance of registers, etc., are carried out promptly and thoroughly ;
- (17) to see that all Manuals, Rules, etc., of the Branch are kept up-to-date by inserting latest corrections slips ;
- (18) to check the Receipt Register at least once a week ;
- (19) to see that the file numbers for receipts are entered by the Assistants regularly in their log books ;
- (20) to see to the proper maintenance of the following :—
 - (a) Guard File.
 - (b) Precedent Register.
 - (c) Register of Assurances
 - (d) Registers of Assembly Questions and Regulations.
 - (e) Check List of Returns.
- (21) to see that reports and returns are submitted on due dates ;
- (22) to ensure timely submission of fixed date cases, other important cases and papers required by officers by keeping a note in the Engagement List and to keep a watch on progress of action ;
- (23) to ensure that the arrear lists are compiled timely and accurately ;
- (24) to inspect regularly the racks and tables of Assistants at least once a week and satisfy himself that no paper or file actually pending with an Assistant is excluded from the arrears as shown in the arrear lists ;
- (25) to check that the staff comply with the security instructions and to bring immediately to the notice of his superiors any breach of security regulations ;
- (26) to ensure timely recording of cases and to classify cases into A, B or C and arrange their despatch to the Recording Section, Records Room ;

- (27) to attend to the periodic disposal or destruction of all ephemeral files and papers ;
- (28) to attend to the disposal of all registers and records of the Branch which have crossed the prescribed period of preservation as laid down in Appendix XI ;
- (29) to examine the list of spare copies and of circulars for destruction ;
- (30) to deal with such confidential or other work of the Branch as may be entrusted to him by the Branch Officer or other higher officers.

APPENDIX-III, PART—3

(Paragraph 7.6.1.)

Duties of a Dealing Assistant 1—

- (1) To examine promptly all receipts made over to him and—
 - (a) deal with the receipts according to their priority ;
 - (b) check the enclosures and, if any is found short or missing take action for obtaining the missing papers ;
 - (c) to forward receipts or extracts from receipts to other concerned Branches ;
 - (d) to make entries in Column 2 of the Log Book for Assistants ;
- (2) to collect materials required for taking action on a receipt ;
- (3) to open, where necessary, new file for taking action on the receipts, after obtaining orders of the Superintendent ;
- (4) to put up a case after examination to the Superintendent on the date required and, where no date is mentioned, not later than seven days of its receipt ;

(5) When putting up a case:—

(a) to see whether all the facts, so far as they are open to check, are correct;

(b) to point out any mistake or mis-statement of facts;

(c) to draw attention, where necessary, to the statutory or customary procedure and to point out the law and rules and where they are to be found;

(d) to supply other relevant facts and figures available in the Branch and to put up the Standing Guard File or other papers containing precedent or previous decisions of policy;

(e) to state the question or questions for consideration and to bring out clearly the points requiring decision, but to avoid his personal opinion or recommendation;

(6) to note the file number and the date of disposal against the diary number of a receipts on disposal by him in the Log Book;

(7) to prepare and keep up-to-date a "running summary of facts" or precis on a case where it is considered necessary by the Superintendent or the Branch Officer;

(8) to consolidate the replies as and when received in cases where many outside offices are consulted;

(9) to see that—

(a) acknowledgements to communications received from Members of Parliament Legislature, Public bodies and members of the public are issued promptly, and

(b) interim replies are issued if delay is anticipated in sending out final answer;

(10) to consult the Superintendent or higher officers in cases of doubt for speedy disposal of his work;

(11) to furnish accurate information in the weekly and monthly arrear lists or other periodical returns on due dates.

- (12) to maintain a Reminder Diary to be examined every morning by him and action taken accordingly;
- (13) to compare the fair copy with the draft and to see that the corrections made in one of the fair copies is made in all the other copies and the original drafts
- (14) to check the list of periodical returns, both in-coming and out-going, for timely action;
- (15) to take prompt action regarding recording of cases;
- (16) to maintain the part of the Guard File of important circulars and instructions concerning him;
- (17) to keep all Manuals, Acts,, Rules, etc. with which he is concerned, up-to-date by inserting correction slips as and when received;
- (18) to attend to such other work as he may be assigned by the Superintendent or any higher officer.

APPENDIX—III, PART—4

(Paragraph 7.6.1.)

Duties of a Diarist.—

- (1) to place all receipts in the “dak tray” on the Superintendent's table as and when received;
- (2) to submit to officers concerned files and receipts in dak pads for perusal at the dak stage as directed;
- (3) to bring to the notice of the Superintendent any papers, which are not received back from officers to whom the papers were sent for perusal at dak stage;
- (4) to enter all receipts in the Receipt Register (Government of India's letters to be entered in red ink).

- (5) to distribute the receipts among the Assistants to whom they have been marked after entering in column 1 of the Log Books for Assistants ;
- (6) to enter file numbers in column 6 of the Receipt Register against each entry by noting them from the log books of the Assistants ;
- (7) to bring to the notice of the Superintendent all entries in the Diary Register against which no file numbers could be noted by the Diarist for want of corresponding entries in the Assistants' Log Books ;
- (8) to be responsible for proper maintenance of :—
 - (a) Diary Register,
 - (b) Movements of files in the File Register.
 - (c) Register of Files received un-officially from other Department.
 - (d) Register of Files issued un-officially to other Departments.
 - (e) Register of Files for Record.
- (9) to issue all postals and local communication promptly through the Issue Branch or special messengers ;
- (10) to make a note of the files sent to record in the File Register besides a note in the Register of Files for Record ;
- (11) to fill up columns 1 to 3 and column 5 of arrear list 'A' and submit it to the Superintendent before evening of Friday or the next working day ;
- (12) to enter the names of all Assistants and Typists in Attendance Register a few days before close of the current month ;
- (13) to total up and carry forward the Casual Leave account in the Attendance Register and the abstract of late attendance.
- (14) to do any other work assigned to him by the Superintendent or higher officers, including dealing with routine receipts and files.

APPENDIX-III, PART—5

(Paragraph 7.6.2.)

Duties of Typist:—

- (1) To type all matters marked to him ;
- (2) to maintain a log book in the prescribed form ;
- (3) to report to the Superintendent or Assistant in-charge regarding the position of un-finished priority work at the end of the day ;
- (4) to observe the instructions for the guidance of typists given in Appendix VII, part 4 ;
- (5) to observe the instructions of the maintenance of typewriter given in Appendix VII, Part 4 ;
- (6) to compare fair copies as directed by the Superintendent ;
- (7) to do any other work as may be assigned to him by the Superintendent or higher officers.

APPENDIX -III, PART—6

(Paragraph 27.1.)

Duties of the Nazir

The Nazir is in-charge of the Nazarat Section. . He works under the direct control of Under Secretary, Secretariat Administration Department (Establishment). In so far as control and supervision over the Nazarat Section are concerned, his duties are the same as those of a Secretariat Superintendent. His duties and responsibilities as Nazir include the following :—

A. Procurement and supply of forms and Stationery articles.

1. He is responsible for maintaining adequate stock of form and stationery articles and their issue to Departments, officers and ministers. For this, he will—

(a) prepare annual indents for forms and stationery on due dates and submit to the Printing and Stationery Department through the Under Secretary, Administration Department (Establishment);

(b) maintain accurately stock registers of forms and stationery articles in prescribed forms.

2. He is liable for any deficiency in his stock.

3. He will purchase only those articles for which previous sanction in writing from Under Secretary, Secretariat Administration Department (Establishment) has been obtained.

4. He will scrutinise an irregular or extravagant demand for supply of such articles and bring the matter to the notice of the Under Secretary, Secretariat Administration Department.

5. Before any article is brought on the stock register, he will satisfy himself about the quality and quantity of the article.

6. He will ensure that every issue of forms and stationery articles is supported by a written requisition.

7. He will submit every month the stock registers for forms and stationery for inspection by the Under Secretary, Secretariat Administration Department (Establishment) and annually for annual stock verification.

B. Furniture and office equipment.

8. He will supply furniture and office equipment to all Departments, officers and Ministers according to the prescribed scales.

9. He is responsible for the custody and due care of the furniture in the Secretariat. He will ensure that carpets in the Secretariat are duly dusted.

10. He is responsible for removal of unserviceable furniture and equipment and arranging their disposal by sale.

11. He will check the furniture in the branches and office rooms and residential officers of officers and ministers once a year for stock verification.

12. He will maintain properly the stock registers for furniture and office equipment and submit them monthly to the Under Secretary, Secretariat Administration Department (Establishment) and also with the results of annual stock verification.

C. Livery for Grade IV staff.

13. He will purchase and issue livery and umbrellas etc., to different categories of Grade IV staff according to the prescribed scales of supply. For this, he will —

(a) prepare estimate of issue of liveries to be made in each season and their cost;

(b) arrange for the purchase of the sanctioned requirements.

14. He will maintain stock-registers for livery etc.

D. Control and supervision over Grade IV Staff.

15. He is responsible for all service matters relating to the temporary Grade IV staff, including casual staff, their control and allotment of work.

16. He will personally supervise the work of sweepers, malis and day and night chowkidars and make surprise check.

17. He will maintain attendance registers for all categories of staff under his direct control.

18. He will check that the Grade IV staff attend office in their uniform.

19. He will be responsible for the general cleanliness and tidiness of the Secretariat buildings and premises.

20. He will check that the Grade IV staff keep the office rooms clean and tidy by removing waste papers etc., and dust them properly.

E. Miscellaneous.

21. He will make arrangements, including supply of refreshment at Government cost, for meetings conferences, etc., held in the Secretariat from time to time.

22. He will ensure regular winding of clocks in the office rooms of gazetted officers and ministers.

23. He will attend to office accommodation for Departments and officers and supervise their shifting from one room or building to another.

24. He is responsible for control and supervision over Dak

APPENDIX - III, PART—7

(Paragraph 27.4.2)

Duties of a Peon.

1. He should come to office not later than 9.30 A.M.

2. As soon as he comes to office, he should open the windows unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, book-shelves, what-nots, file cabinets and other furniture and keep the office rooms clean and tidy.

3. He should remove all waste paper etc., for disposal directed by the officer or the Superintendent of the Branch concerned.

4. If he is attached to an officer,

(a) he should keep the pen cils sharpend, the ink pots filled and put other articles like pin-cusion, blotting paper holder, pen, scissors eraser, clips, etc., in the proper places ;

(b) he should put all the abovementioned office articles inside the almirah or table drawer before leaving office ;

(c) he should keep slips of paper within easy reach inside the room for use of his officer and outside for use of the public ;

(d) he should lift up the receiver and answer the telephone calls during the absence of the officer or P.S./P.A.

5. He must not leave office until all in the Branch have left. If he is attached to an officer, he should not leave before the officer has left. If he has to go early, he must take prior permission of his officer or of the Superintendent of the Branch to whom he is attached.

6. Before leaving office he should switch off all lights, fans and heater, if any, and close the windows.

7. He should fill up the water jug/glass for use of the officer or staff, if so required.

8. He should assist in any office work as may be required of him.

9. He should have a general idea about the arrangement for receipt of local and outside dak.

10. He should know the priority involved in the movement of papers marked 'Urgent', 'Immediate' and 'Priority' and act accordingly.

11. He should know the location of —

- (a) Secretariat Departments and Branches and other important offices such as of Heads of Departments, Central Government offices, Government Boards and companies;
- (b) residence of Ministers and high ranking Government officers, particularly of his Secretary, Joint/Deputy Secretary, Under Secretary and Superintendent.

12. He should know the working hours of local Post and Telegraph offices, Treasury and Banks.

13. He must avoid personal work when he is sent out on official work.

14. He should know the description of stationery articles and various kinds of forms used in the office.

15. He should be polite and respectful toward all officers and staff.

16. He should be very courteous and helpful toward members of the public visiting the Secretariat.

17. He must always come to office in uniform which should be clean and his appearance should be neat and tidy.

APPENDIX-IV

(Paragraph 27.2)

Rules Governing Secretariat Library

The Keeper of Records-cum-Librarian is in-charge of the Secretariat Library. The Library is under the administrative control of the Secretariat Administration Department. It remains open during office hours and the key of the Library Room is kept under the charge of the Librarian.

2. The Library is intended mainly for the use of the Secretariat. In special cases, the Librarian may allow it to be used by Heads of Departments and other Government offices at the head-quarters.

3. The Librarian is responsible for the efficient administration of the Library and attached staff. He will see that all registers are maintained up-to-date, that books are supplied promptly and their return too carefully watched.

4. All books received in the Library will be stamped to show the date of receipt and their class number and then entered in the Accession Register. A table will be posted on the back of each volume, showing its class numbers and the author's mark, before it is arranged on the shelves.

5. Books in the Library are classified according to Dewey's Decimal Classification.

6. A card-form of catalogue will be maintained in the Library and the Librarian is responsible for keeping it up-to-date. A new book will be catalogued immediately on receipt. The arrangement of the catalogue will be under author, title and subject alphabetically arranged on the model of a dictionary.

7. Maps received in the Library will be entered in a separate register properly classified.

8. A book or map will be issued from the Library on receipt of a requisition in the approved form signed by Superintendent or higher officers and its issue will be entered in the Issue Register. Requisition slips will be retained by the Librarian until the books or maps are returned.

9. The normal period of retention of books is 15 days but it may be extended by the Librarian upto a total period of three months. If after the lapse of this period a book is still not returned the matter will be brought to the notice of the Chief Secretary or the Secretary of the Department concerned.

10. No one will write upon, damage or make any mark upon any book or map belonging to the Library, nor any pin should be used for making reference to the Library books.

11. Copies of books and publications of the Secretariat Departments will not be stocked in the Library and entered in the catalogue nor will their distribution be undertaken by the Librarian. The Library should not be used as a repository for useless or surplus copies of books.

12. Borrowers are not allowed to sub-lend books belonging to the Library. The Librarian may, in exceptional cases, allow private persons, not belonging to the Secretariat, to read books in the Library.

13. Rare and valuable books, which cannot be replaced in case of loss or damage, should under no circumstances be removed from the Library. They can however, be consulted in the Library for reference purposes.

14. The Librarian is responsible for loss of books in the Library. He will report any such loss to the Under Secretary, Secretariat Administration Department. If a book is damaged or lost the person who borrow the book will be responsible to replace the book or pay the cost of its replacement to the Library. The price of rare or out of print books will be assessed by the Librarian. It will be the duty of the Superintendent concerned and the officers to see that books obtained from the Library are not unduly delayed and are returned as soon as they are no longer required.

15. The Librarian will ensure that all books of reference in the Library are kept corrected up-to-date. The books will be corrected immediately on receipt of correction slips. The Librarian will check this periodically and initial it in token of having done so. The correction of Manuals, Rules, etc., will be done according to paragraph 62.

16.1. There will be an Advisory Committee to advise the Librarian regarding selection of books. procedure for receipt

and issue of books and general arrangements regarding the use of the Library. The Committee will consist of the following:—

- (a) Secretary, Finance or his representative.
- (b) A Secretary to be appointed by the Chief Secretary.
- (c) Joint/Deputy Secretary, Secretariat Administration Department-Member- Secretary.

16.2. Any Government servant in the Secretariat may send his suggestions regarding improvement in the Library or selection of books to the Member-Secretary of the Advisory Committee or to the Librarian. If the suggestions are sent to the Librarian, he will place them before the Advisory Committee.

17. The Librarian will on the advice of the Advisory Committee, purchase new books for the Library with the approval of the Printing and Stationery Department and on the orders of the Joint Secretary, Secretariat Administration Department.

18. No book etc., of the Library will be struck off from the catalogue without specific orders. As soon as sufficient quantity of surplus books and publications no longer required accumulate in the Library, the Librarian will take up their sale with the Under Secretary, Secretariat Administration Department. The covers of books, reports etc., if fit for use should be detached and sent to the Government Press to be used for binding work. Any officer requiring any such book for his private use will have to pay the price that may be fixed by the Under Secretary, Secretariat Administration Department in consultation with the Librarian.

19.1. Newspapers and periodicals will be preserved in the Library. Important newspapers will be preserved in the Library for one year and the rest sold half-yearly. The Librarian will Library and watch their receipt on due date according to paragraph 213.2.2, of the Manual. If any irregularity is noticed in their receipt, he will take up the matter with the Supplier and also inform the Printing and Stationery Department.

19.2. The periodicals which are to be kept in the Library, will be bound at the end of the year.

20. When books, such as Manuals, Acts and Codes are required from the Book Depot, the requisition will be sent according to paragraph 182.

21. The stock verification of books in the Secretariat Library will be done once a year in July. Before stock taking, all officers and Departments will be asked to return the books borrowed by them. Where the return of any particular book is not possible, the officer concerned will furnish the Librarian with a list of such books and with a certificate that the books are in his possession.

22. The Library will be inspected by the Under Secretary Secretariat Administration Department once in six months and by the Joint/Deputy Secretary, Secretariat Administration Department once a year as in the case of any other Branch. Any member of the Advisory Committee may also inspect the Library after giving a prior intimation to the Joint/Deputy Secretary, Secretariat Administration Department.

APPENDIX-V

(Paragraph 51.6)

Style in Notes and Drafts

The style in notes and draft is as important as their contents. The following instructions* will be observed in drafting and also in writing notes :—

- (1) "Government" will be treated as a plural noun.
- (2) "Information" is singular. If information is called for on many points, it does not become "Informations".
- (3) "Work" must not be confused with "Works". There are construction "Works" and you "work" when you are on duty.
- (4) The words "Proximo", "Idem" and "Ultimo" should be avoided. They are not necessarily even abbreviations and

Adapted from an Appendix of the Government of Maras Secretariat Office Manual.

they possess no other recommendation. On the contrary, they lead to confusion and one has to take the trouble of looking at the date of the letter to find out what they mean. The names of the months must be used instead.

- (5) "The same" must not be used instead of "it" or some other simple word.
- (6) Such needlessly formal words as "therein" and "thereon" should not be used instead of "in it" or "on it".
- (7) The preference for passive verbs over active verbs generally make the style vague and clumsy, as "It is not understood" for "I do not understand"; "It should be reported by the Tahsildar" for "The Tahsildar should report" or "The date of issue of the order should be reported by him" for "he should report when he issues the order".
- (8) Instead of a simple verb, long phrases are used or long words are preferred to short ones as "make the assessment" to "assess"; "purchase" to "buy"; "commence" to "begin" and "omitted to" or "failed to" to the simple "did not" (the two latter ones are very common); "make enquiries" for "enquire" "building purposes" for "buildings". Where "omit" by itself is proper and sufficient, the love of such redundant phrases is displayed as "has been omitted to be entered in the register" instead of "has been omitted from the register". Another widespread error is the use of "for being" instead of "to be" and "for doing" instead of "to do" and "returned for being stamped" instead of "to be stamped". If the Chief Secretary orders that an assistant should be punished "for being impertinent" it does not mean "in order to make him impertinent".
- (9) Foreign or classical words and expressions should be avoided as far as possible: Vernacular words should only be used when their meaning cannot be expressed equally well in English.
- (10) Short sentences should be preferred to long ones. "Secretary's attention is invited to O.M.....
He is requested....." is better than "The

Secretary's attention is invited to O.M..... and he is requested". "In cases in which" is a clumsy phrase for which "when", "where" or "if" can usually be substituted. The word "necessary" is usually superfluous in such phrases as "the necessary entries", the necessary corrections, the necessary instructions", etc.

- (11) The phrase "do the needful" should never be used. Either state definitely what is to be done or say "do what is necessary". The word "avail" is a very awkward one, as it is a reflexive and also takes "of" after it. It is better avoided, moreover, if you do use it, you must not say "the leave was availed of" or "I availed of the leave", still less "he is permitted to avail the holidays". You must say "I availed myself of the leave" and so on. But why not simply say "took" the leave ? "available" also is a bad word. A register "not readily available" may mean anything, for example, that the book was needed for reference by one of the members, or had been sent some-where out of the office, or was locked up and the key was elsewhere. It is very annoying to have one's work increased by having to send a note back to ask what it means.
- (12) "Split infinitives" should be avoided, that is to say, write "kindly to state" and not "to kindly state". A very common and equally objectionable feature of official communications is a similar splitting of other verbal phrases, for instance. "The Deputy Commissioner will, in the circumstances now stated, be requested" is not good English. It is quite as easy to say "In the circumstances now stated, the Deputy Commissioner will be requested to.....". Do not write "marginally noted" which could only mean "having marginal notes". Write "note in margin". Similarly "plan marked" could only mean "marked with plans" (Compare "pock-marked"), and "plain mentioned" neither does nor possibly mean anything.
- (13) Instead of such a phrase as "the figure for 1949, 1950 and 1951 were 256, 257 and 348, respectively" which is confusing, write "the figure for 1949 was 256, that for 1950 was 257 and that for 1951 was 348. This little, if at all, longer and is perfectly clear. "Former" and "latter" should also be avoided as constant sources of confusion.

Do not ride any phrase to death. Some persons begin every letter with the phrase "with reference to". It is better to vary the phrase so to make it more definite. Say "In reply to", "As directed in" and so on; or begin in narrative form "in their order.....Government directed... ..". Avoid the phrase "with advertence to". In ordinary English "in case" does not mean the same as "if". "I shall take my umbrella in case it rains" means "so as to be prepared for rain". Nor does "as well as" mean the same as "and". It is much more emphatic. It would be absurd to say "a man was 5 feet 8 inches high as well as 21 years of age". But you might well say that he "was a good painter as well as a remarkable musician".

- (14) The fondness for writing "as well as" for "and" and "in case" for "if" presumably arises from the fondness of the users for a longer expression. "In case if" is a stage further on the downward path. "I am unable to" for "I cannot" and "hand over" for "give" are other common examples of the preference for the longer phrase. "By the time" is sometimes wrongly used for "then". By that time means "then". Always be as definite as possible. Some examples of this rule have been given above. Use the first person rather than the third as a general rule. The most appalling perversion of the third person construction is the formula "Has the honour to enquire, etc.,..... .." without any subject. "As such" is often misused. It is correct to say "Mr. A was then the Superintendent and as such was bound to report....." but "Mr. A was not then the superintendent and as such he is not to be" "Mr. A was not to be blamed" is meaningless. "While such being the case" is a familiar embellishment of criminal complaints, etc. "While" is here redundant.
- (15) Tenses and moods are misused in almost every note or draft. The misuse of "had" is one of the commonest errors. The pluperfect "had" is rightly used to emphasize the priority of one event in the past to another. It is correct to say "I had gone to bed when the house caught fire" but senseless to say "I had gone to bed at 10 o'clock last night"-(*"I went"* is correct)-unless the meaning is that you had gone to bed before 10 o'clock. The present tense is wrongly used for the incomplete perfect, i.e. they write "I am record-keeper from 1906". "I have been

record-keeper since 1906 is correct" "Government press for a reply" should be "Government are pressing for a reply". "The following men now act" is wrong. It should be "are now acting". "Act" means "usually act" or "habitually act"; "are acting" emphasizes the fact that they are doing so now. The future is often misused, owing to the unintelligent copying Government orders.

- (16) "Must have" is sometimes misused for "should have" or "ought to have". "Must have done it" means that he certainly has done it. It is used to mean that he has not done it but should have. "Till" is commonly misused in a way that it is positively misleading. "No reply was received till January 1st" implies that a reply was received on January 1st; but it is used to mean that even on January 1st no reply had been received. To convey this latter meaning "up to" with the pluperfect is the correct English—"up to January 1st, I had received no reply". Distinguish "all the stamps have not been punched", which is ambiguous from "Not all the stamps have been punched" or "the stamps have not all been punched" which mean that some have been punched and some not. These phrases are commonly confused. "The Tahsildar has yet to collect Rs.1,000" is not ordinarily modern English. "Still has" is correct. "Yet" may be used with a negative, e.g., "has not yet applied" and is only used with a positive verb in special phrases such as "I have yet to learn". "So" is not equivalent to "very". It is sometimes written "the peon is so impertinent", "I warned him so many times" meaning "very impertinent", "very often". "Not so bad" means "rather good", but this is a colloquial phrase. Similarly, "too" has generally a relative sense, that is, it implies excess relatively to a certain standard or object not absolute intensity—so to speak—(except in a few colloquial phrases, such as "it is too bad"): but it is commonly written "it is too hot" meaning "it is very hot".

- (17) The verb "to hope" implies pleasurable anticipation. It is used sometimes instead of a neutral word such as "think", and thereby produce comically inappropriate phrases such as "I hope your honour is ill". Omission of article (a, an, the) is a common fault. It is permissible in a telegram for reasons of economy—not elsewhere. But articles must be used correctly. It is written "appellant is the inhabi-

tant of Barpeta" which implies that there is only one inhabitant. "An inhabitant of Barpeta" is correct. "This is serious omission" should be "This is a serious omission".

- (18) "As to" is a common redundant form, e.g., "The Deputy Commissioner is directed to report as to whether"; "whether" alone is sufficient. So, "as against" or "as compared with" are commonly used in comparing figures, where "against" or "compared with" are sufficient and correct. It is correct to say "as compared with last harvest, the yield was poor", but not the "yield was 4 annas as compared with 8 annas last year". "As" means nothing in the latter phrase. Pseudo-accuracy accounts for much unnecessary verbiage. "If any" is a common example of this fault. It is quite unnecessary to say "The Deputy Commissioner is requested to report the number of cases if any". If there are none, the Deputy Commissioner will say so. In the same way it is unnecessary to say "The Deputy Commissioner is requested to report whether it is advisable or not to.....". The use of the word "ask" instead of order" or "direct" produces a curiously important effect when a lower subordinate is referred to. "The Sub-Deputy Collector may be asked to report" sounds silly.
- (19) On the other hand, the use of such phrases as "at all", "care to", "in spite of" sometimes sounds needlessly discourteous as well as unidiomatic. "In spite of three reminders the Deputy Commissioner has not at all cared to reply" is rude as well as un-English. "It will be enough if the Deputy Commissioner....." is not English. "The more appropriate phrase is the Deputy Commissioner need only". Avoid pretentious words such as "penultimate". "Last but one" is quite good enough.
- (20) "I am directed to request that you will be so good as to furnish me with information as to whether" is the sort of stuff that we come across frequently. "I am directed to enquire whether" means exactly the same and is not unduly curt. Never use several words where one will do. Do not write "make an application" but "apply" or "a label of the value of fifty paise only" instead of "a fifty-paist stamp". Such inversions as "fifty-paise" and the addition of the word "only" after any sum of money

are in place in a bill or cheque not elsewhere. "In this connection" at the beginning of a sentence is a favourite bit of hackneyed padding. It means nothing at all. "In returning herewith" is a favourite but in-appropriate type of opening phrase. It is often aggravated by making the subject of the main sentence different from the implied subject of "returning" or by changing to the passive construction. You can say "In returning:.....I am directed to point out". You must not say "In returning herewith the statement received with his letter..... the Deputy Commissioner is informed". But this is quite common. On the other hand, such phrases as "Turning to paragraph 1, it may be observed" and so on ("Regarding", "Concerning", "Considering", etc.), are unobjectionable though "Turning to paragraph 1, I may observe" is no doubt more strictly correct.

(21) A needless anxiety to avoid repetition gives rise to various faults. Sometimes instead of repeating a man's name, an assistant will say "the individual" which is not good English. The use of "former and latter", "respectively" and "the same" have been mentioned already and also some under this head.

(22) The words "comprise", "compose" and "consists" are confused with each other. It is written "the land comprises of 3 plots" or "is comprised of". The correct forms are "the land comprises/consists of/is composed of three plots". It is also written "the old building was substituted by a new one". You can say "a new building was substituted for the old one" or "the old building was replaced by a new one". "Dispose it off" is a common error for "dispose of it", also "tear off" for "tear up" and "stick up" for "stick in". (you can stick a thing "up" on a wall of course but not "up" in a book.) "stick up to" is used for "Stick to" itself a slang phrase. "He stuck up to the agreement" is wrong. It is also written "slips have been pasted" and the "papers have been stitched" whereas "pasted" and "stitched" (or preferably "sewn") together are correct. To "leave off" means to stop, e.g., "It has left off raining". It is used to mean "let go". "He left him off" is meaningless. "My/Applicant's/His another brother" are not good English. You write "another brother of mine/applicant's/his". "To list" in the sense

of "make a list of" is not good modern English. "To list" means either "to listen" (poetic), or "to desire" (old English), e.g., "The wind bloweth where it listeth" or "to lean" (nautical, e.g., "The ship listed sharply to port"). "Agree" and "tally" cannot be used actively. Figures may agree or tally. You cannot "agree" figures or "tally" them. Generally used unpretentious words rather than pompous ones. "I went to camp" not "I proceeded" (almost universal) "live" or "dwell" not "reside". The word "portion" is used for "Part" which is much usual in English. "Portion" has some special meanings, e.g., "marriage portion". Similarly, "instead of" is much more usual in ordinary English than "in lieu of", which is a phrase used mainly in legal documents. "Stamp" is the ordinary English word not "label"; and "envelope" or "letter" not "cover".

- (23) You should not say "He told/expressed that he was unwilling". It must be "he told me that he was unwilling" "he expressed his unwillingness", "he expressed himself strongly". "I know to speak English" is wrong. You must say "I know how to speak English". "Enough of money" is not good English. Say "enough money": "of" follows "enough" when for any reason it is necessary to use "enough" as a substantive. e.g., "I have had enough of this" "I don't know enough of the language to " but "I know enough English to ". "None" for "no one" is obsolete or poetical. Do not write "None made any offer" but "no one made any offer". Do not say "it is not used by any" but "it is not used by anyone". Do not say "this is known to all" but "everyone knows this". "There is no use of sending" is wrong. It should be "it is no use sending" "it is no use to send" or "there is no use in sending". Do not qualify expressions needlessly. To do so produces flabby style. It is often written "this is not quite satisfactory". Similarly words like "it seems" and "it appears" are used when there is really no doubt. "He was absent in his house" meaning that he was elsewhere than in his house is a contradiction in terms. "Absent from" is correct, but the ordinary English would be "he was not at home" or simply "he was away" or "was out". "Also" is misused with negatives. "He did not address the letter and did not also stamp it" should be "nor did he stamp it".

- (24) "He puts himself up at....." or "he is put up at", are wrong. The correct English (and it is colloquial) is "he is putting up at". "Wooden piece" for "piece of wood" is a common error.
- (25) "I 'enquired'/'enquired into' the witness" is another frequent mistake. You "examine" a witness and "enquire into" a case. But one does not "investigate into a case". One "investigates it". "Male member" should not be used to mean "male" or "man". You can say "the male members of my family". Do not say my family members. "Through" meaning "past" and "cross" meaning "Went past" are frequently used e.g., "I went through the temple" or "I crossed the temple". You "cross" a river or a road when you go from one side of it to the other. Do not use such phrases as "has breathed his last", or "is no more", for "is dead". It is high time to do" so and so is an idiomatic English phrase. "As it was high time, the Court adjourned the case till next day" is not English.
- (26) "In view to do" so and so is wrong. You can say "with a view to reducing" meaning "in order to reduce", and you can also say "in view of these circumstances" meaning "having regard to them". "In view to is impossible.
- (27) "The Sub-Deputy Collector should insist on the Tahsildar to reply" is wrong. It should be "should insist on his replying".
- (28) "address" is used sometimes as though it means "ask". Government will be addressed to reconsider their order" is, strictly speaking, meaningless.
- (29) "Government sanction a peon to the Sub-Deputy Collector" should be "for the Sub-Deputy Collector" Petitioner wants that the land should be transferred" is wrong. It should be "wants the land transferred/to be transferred".

APPENDIX—VI

(Paragraph 70)

CHANNELS OF COMMUNICATION*

1. Channel of Communication between the Government of India and Foreign and Commonwealth Governments (except those of the United Kingdom and Pakistan).

(i) No Communication of whatever nature to the Government of a foreign or Commonwealth country, where India has no locally established Mission or is not represented through an Indian Mission in another country shall be addressed directly by an Governmental authority, except by the Ministry of External Affairs.

(ii) All Communications with the Governments of countries where India is represented which involve negotiations, questions of policy, as well as communications of a kind which though they do not initially raise or involve such questions, may lead to them, should be made only through the Ministry of External Affairs which shall decide the form and manner in which they shall be made.

Communications which do not fall in the above category may be addressed directly to the Representatives of the Government of India in the country concerned for favour of onward transmission or communication and a copy sent simultaneously to the Ministry of External Affairs.

II. Channel of Communication between the Government of India and the Government of the United Kingdom.

(D) Communications between the State Governments in India and the Government of the United Kingdom.—State Governments will not correspond directly with the Government of the United Kingdom.

*Extract taken from the Government of India's Manual of Office Procedure as applicable to the Government of Assam.

Heads of State Police Forces (as also the Inspector General of Police, Special Police Establishment, and the Director Intelligence Bureau, Ministry of Home Affairs, Government of India) may however correspond with their opposite member in the United Kingdom and her colonies in connection with the investigation of specific crimes of a non-political character. All references about political crimes and any other reference involving matters of policy and general information, should however be made through the Director, Intelligence Bureau, Ministry of Home Affairs, Government of India.

III. Channel of Communication between the Government of India and the Government of Pakistan.

(C) Correspondence between Indian State Governments and Pakistan Provincial Governments.—(1) The partitioned States of West Bengal, Assam and the Punjab may continue to correspond directly with the partitioned provinces concerned in Pakistan on partition problems and other allied matters not involving questions of policy. This permission is usually extended from year to year by agreement between the Government of Pakistan and the Government of India. Copies of such communications should be forwarded simultaneously to the Ministry of External Affairs and to the High Commissioner of India in Pakistan and, where concerned, also to the Deputy High Commissioner of India in East Pakistan.

(2) There shall be no direct communication between State Governments in India and the Provincial Governments in Pakistan save as provided above and save as may be otherwise specifically authorised by the Government of India.

(D) Correspondence between Indian State Governments and the Government of Pakistan.—There shall be no direct correspondence between the State Governments in India and the Central Government of Pakistan.

(E) Correspondence between Indian State Governments and the Pakistan Missions accredited to them....Direct correspondence between these authorities shall only be on routine matters not involving policy.

(F) Correspondence between the subordinate authorities in Indian States and similar authorities in Pakistan.— There shall be no such direct correspondence other than in the execution of the ordinary processes of law in accordance with agreements between the two Central Governments and in matters that may be specifically authorised.

VI. Channel of Communications between State Governments and (1) Foreign Missions in India, (2) Indian Mission in overseas Countries and (3) Foreign Governments.

(A) Between State Governments and Foreign Mission in India.—(1) All official communications with foreign Missions in India should normally be addressed to and by the Ministry of External Affairs. Should any communication be addressed by a foreign Mission direct to a State Government, including invitations to Ministers, Senior Government Officials, etc., to visit abroad, the latter should consult the Ministry of External Affairs at the earliest opportunity. A reply will be sent by the Ministry of External Affairs who may, alternatively, ask the State Government to send a reply adding a polite request that such communications should, in future, be addressed to the Ministry of External Affairs.

(2) There is no objection to direct correspondence between the Consul General, Consuls and Trade Representatives of foreign Governments and the Deputy High Commissioners of Commonwealth countries in India on the one hand, and State Governments on the other, on routine matters, such as, a request for factual information of a non-confidential nature on technical subjects. When in doubt, the advice of the Ministry of External Affairs should invariably be obtained. If security considerations arise, the Ministry of Home Affairs and/or the Ministry of External Affairs should be consulted.

(3) Correspondence which relates to a matter involving directly or indirectly, a question of policy or one which, though not initially, may eventually raise a policy issue, should be made only through the Ministry of External Affairs.

(4) * * * * *

(5) The Registrars General of Births, Deaths and Marriages of States in India may forward certificates of births, deaths and marriages in respect of foreign Missions concerned direct.

(B) Between State Governments and Indian Missions in Foreign Countries.—(1) There may be direct correspondence between State Governments and the Indian Missions abroad on routine matters, provided copies of such correspondence are endorsed to the Ministry of External Affairs as well as to the Administrative Ministry concerned.

The following types of cases belong to this category :—

(a) Enquiries relating to births, deaths, residential addresses, antecedents, whereabouts and welfare of Indian nationals residing abroad or in India.

(b) Verification of statements that may have been made by certain applicants for securing Indian or foreign travel documents.

(c) Verification of the services of ex-employees of foreign Governments, their medical examination, etc., and **vice-versa**.

(d) Petitions and complaints from Indian nationals asking for miscellaneous kinds of assistance either from a Mission abroad or a State Government in India. Correspondence on questions of policy should invariably be sent through the Ministry of External Affairs.

Exceptions.— Correspondence in the following shall continue to be sent through the Ministry of External Affairs :—

- (i) Completion of D.1-91, N.R.P.-78 and 127—Forms of relatives of Indian Residents in South Africa, Northern Rhodesia and Southern Rhodesia, respectively ;
- (ii) Entry of educated entrants into South Africa ;
- (iii) Applications for temporary visits and entry into South Africa and any of the East and Central African territories ;
- (iv) Transmission of judicial documents. Once, however, the documents have been transmitted, all further correspondence in the matter may take place between the

State Government concerned and the Indian Mission abroad, copies of correspondence being sent to the Ministry of External Affairs. for information.

- (2) Subordinate Officers of State Governments are not authorised to correspond direct with Indian Missions abroad.

Exceptions :—

- (i) **** *** **

(ii) **Between a Licensing Authority and Indian Missions abroad.**—Licensing authorities in India authorised to issue licences under the Indian Arms Act and the Rules framed thereunder may enter into direct correspondence with the concerned Indian Missions abroad in connection with the renewal of a licence granted by the latter, or the grant of a licence to a person residing in Nepal. Copies of the communications made should however be simultaneously endorsed to the Ministry of External Affairs.

(iii) **Between Directors of Public Instruction/Education and Indian Missions.**—Directors of Public Instruction /Directors of Education or other officers holding equivalent posts in the States may correspond direct with Indian Missions abroad in reply to the latter's request for verification of the Education of the Educational qualifications and service rendered by teachers who were initially employed in India.

(iv) **Between the Registrars General of Births, Deaths and Marriages and Indian Missions.**—When an Indian Mission or Post abroad is approached by an Indian citizen for a copy of a certificate of birth, death or marriage. Mission may enter into direct correspondence with the Registrar General of Births, Deaths and Marriages of the State Government concerned. The Mission or Post should also recover, on behalf of the Registrar General, the requisite fee for the issue of such a certificate. The head of account to which such a fee is to be credited shall be indicated by the Registrar General.

(v) When a foreign Government approaches an Indian Mission for the grant of an emergency certificate to person

of Indian origin to enable that Government to deport such person to India for violating local laws, the Mission, unless specific orders to the contrary exist e.g. in the case of Ceylon, should contact the district authorities in India directly and satisfy itself that the person concerned is an Indian citizen in accordance with the Constitution of India or/and the Citizenship Act, 1955 and in accordance with such executive Instructions as the Government of India may have issued or may issue in future in regard to citizenship. Copies of all such correspondence should simultaneously be endorsed to the Ministry of External Affairs. If a Mission/Post abroad considers that a particular deportation has political implications, or if there is large-scale deportation of Indian nationals, it should obtain the prior orders of the Government of India from the Ministry of External Affairs before issuing emergency certificates to or agreeing to the deportation of the persons concerned.

(C) Between State Governments and Foreign Governments.— State Government should not correspond directly with foreign Governments. Normally, such communications are not acted upon by the foreign Governments concerned, but are made over by them to the appropriate Indian or British Diplomatic Authority. The proper channel of communication with foreign Governments is the Government of India in the Ministry of External Affairs, and the Indian Diplomatic Post in the country concerned or, where there is no Indian representative, channel deemed appropriate by the Ministry of External Affairs.

Exceptions :—

- (ii) *** **
- (ii) *** ** *
- (iii) **Between Indian Courts and Foreign Courts.—** Indian Courts responsible for enforcing foreign maintenance orders may correspond directly with foreign Courts in routine matters relating to such maintenance orders, and the remittance of payments due under them.

Similarly, the Malayan Commissioner, Labour Federation, and the Indian Commissioner for Workmen's Compensation may correspond directly.

(iv) *** **

(D) **Between Central/State Governments and private individuals/ organisations abroad**—Ministries of the Government of India, their attached and subordinate offices, State Governments and other Government organisational in India may correspond directly with appropriate individuals/non-official organisations abroad on routine matters. Copies of such communications need not be sent to the Indian Missions concerned abroad, if it is unlikely that the matter will subsequently have to be pursued further through the agency of those Missions.

The term Governmental organisations also includes Municipal Committees, District Boards, Local Bodies, Port Commissioners or other Authorities legally entitled to or entrusted by the Government with the control or the management of a Municipal or a Local Fund.

(E) **Between Local Bodies and Foreign Governments.**—Local Bodies should be advised by the State Governments that when they receive a communication from abroad, including invitations to visit abroad, they should refer it to the State Government, along with the proposed reply, for instructions. If the matter under correspondence is of a routine and non-political character, and the communication is not from a foreign Government authority, the State Governments may authorise the local bodies to send a reply direct. But if a political issue is raised or it appears that the correspondence may have important or embarrassing implications, the advice of the Government of India in the Ministry of External Affairs should be sought.

VIII. Miscellaneous.

(1) The Indian Mission in the country concerned should be kept fully informed about important orders or contracts being placed or negotiated direct with foreign firms or industries by Ministries of the Government of India, or other governmental authorities. Failure to do so places the Indian Missions concerned in an awkward position when enquiries are made from them in regard to such matters, and they have no information on the subject.

(2) **Invitations to foreigners to visit India.**—No invitations should be sent by a Government, semi-Government institution, or organisation or local body in India to official or non-official delegations from foreign countries to visit India, nor is it desirable that private organisations should do so, without consulting the Ministry of External Affairs as well as the Ministry of Home Affairs. Whenever it comes to notice that an invitation is being extended to a foreign delegation by any organisation, Government or private, the organisation should be advised to do so through the Ministry of External Affairs. An "invitation", in the above context, includes an invitation for participation in fairs and exhibitions.

Indian Missions abroad should correspond with the respective Ministries of the Government of India only through the Ministry of External Affairs in such matters.

(3) **Indian Delegations visiting foreign countries.**—An organisation, Government or private, intending to send an Indian delegation abroad should be advised that an invitation to send an invitation to send an Indian Delegation to visit a foreign country should not be accepted without the knowledge and consent of the Ministry of External Affairs. Such organisations should also be informed that, if the Ministry of External Affairs is not kept in the picture, it may not be possible for it to render facilities in the matter of passports, etc., or other necessary assistance to the delegations. If any facilities in a foreign country are required by visitors/visiting delegations from India, the Ministry of External Affairs should be approached immediately for the purpose. No direct approach in the matter should be made to foreign missions in India. When there is no time to do so, Indian Missions abroad may be approached direct, copy of the request being simultaneously endorsed to the Ministry of External Affairs. Communications of this kind should indicate clearly what specific facilities are required. If the visit is one in which the Government of India is directly concerned it should be specified whether:—

- (a) transport arrangements are required at the time of arrival and during the visit:
- (b) hotel accommodation is required. If so, the status and pay as well as full details of the accompanying families etc., should be given:

- (c) any payments have to be made by the Missions abroad. If so, the requisite sanctions should be forwarded as early as possible. All such sanctions should be specific in regard to compensatory allowances, the party's entitlement of railway fares, daily allowances, etc., and whether any salaries or other allowances are to be paid in foreign currencies.

Indian Missions/Posts abroad are placed in an awkward position if Indian visitors for whom they are asked to make appointments and hotel reservations, and secure other facilities without adequate notice, either fail to turn up, or arrive so late that it upsets all their previously arranged programme. This apart from affecting the reputation of the Mission concerned, and seriously impairing its capacity in future to make the best arrangements for Indian visitors, generally affects Indian prestige as a whole in the country concerned. Therefore, Indian visitors should strictly adhere to the programme drawn up for them, and if for unavoidable reasons they are compelled to alter it, they should endeavour to give notice of their inability to adhere to the programme and make appropriate apologies to all the parties concerned as early as possible.

Requests for facilities for the inspection of and visits to governmental or private institutions abroad should be made to the Indian Missions in the countries concerned well in advance, so that whenever it is practicable, full information about their programmes may be supplied to them well before they leave India or at an early date before they arrive in the country to be visited.

(4) Public Bodies and private persons.— Indian Missions abroad are occasionally approached direct by public bodies in India about proposed exhibitions, sports tournaments, etc., to be brought to the notice of local Governments and other organisations in foreign countries. They are also asked by such bodies to collect information or other materials required by them for one purpose or the other. It is not feasible to direct private persons or public bodies in India to route all their requests to Indian Missions through the Ministry of External Affairs. The question whether and, if so, to what extent such requests should be complied with, is left to the discretion of the Head of the Mission to deal with on its merits. The Mission may politely refuse such requests of private individuals or public bodies and ask them

to apply through the Government of India, if it thinks that they are unsuitable or not worthwhile complying with.

(5) **Indian students and Missions abroad.**—Indian students applying for educational or practical training abroad from India shall not, as a rule correspond directly with the Indian Missions concerned. They should apply through the Indian University last attended by them, or through the Ministry of Commerce and Industries, or of Labour and Employment, according as they are private students, or already employed in some concern in India. The Ministry of Labour and Employment will scrutinise applications for training facilities to the level of Foreman and the Ministry of Commerce and Industry for practical training above this level. Indian students already abroad may carry on direct correspondence with the Mission concerned, and copies of such correspondence need not necessarily be sent to the Government of India.

(6) Requests for the recovery of loans from private Indian students, as well as requests for the reception of the students returning to India on grounds of health should not be addressed the Ministry of Education, if the student concerned is studying/undergoing practical training on his own or under the auspices of a State Government. All such correspondence should be addressed direct to the State Government concerned.

APPENDIX-VII, PART—1

(Paragraph 7.6.3.)

Role and duties of Private Secretaries and Stenographers*

1. **General.**—1.1. A Stenographer will not only do the shorthand work of the officer to whom he is attached, but will also perform such other functions as may be assigned to him from time to time by the officer.

*Adapted from a paper prepared by the Department of [Administrative Reforms, Ministry of Home Affairs. Government of India.

1.2. He should be prepared with a filled pen or sharpened pencil and the notebook always kept in the same place on the desk so that he can instinctively collect them when they are needed. He should keep an extra pencil well sharpened as well as an extra notebook.

2. **Speed.**—2.1. The shorthand speed obtained should be kept up. A stenographer should attempt at improving it and should aim at such a speed that his officer can dictate freely without fear of interruption and confident that the stenographer can cope with the dictation.

2.2. The shorthand outlines should be legible as accuracy in transcription will depend on them. Regular practice in transcribing correctly from the shorthand is, therefore, necessary.

2.3. By reading and copying printed shorthand, a working knowledge of the correct outlines for thousands of words and phrases can be acquired. Therefore, a stenographer should read and copy printed shorthand as a practice.

2.4. He should compile a list of the errors he makes most frequently which will help him to detect them when checking the transcription of a dictation.

3. **Requisites for verbatim reporting.**—3.1. For taking verbatim reporting, a speed of at least 160 words in English per minute is required. In order to reach such a speed, a stenographer must practise regularly, think clearly, act promptly and be alert. He should read literary books in the language of his shorthand.

3.2. In transcription of notes on debates, it might be necessary to correct little lapse of grammar, to shorten unduly long sentences and to complete unfinished ones. To make an accurate report of words spoken, high speed is an indispensable technical requirements, but to produce from those notes a correct report—correct in every literary detail—is a hallmark of superior professional ability.

4. **Helping the Officer.**—A stenographer should know to help his officer in various ways such as maintenance in a methodical manner all secret and personal papers to be retained by him and arranging of meetings, tours, etc. This can be achieved by adopting the following.

(1) **Planning the Work.**—A stenographer can be more effective by planning his work. He should arrange to confer with his officer for a few minutes preferably at the beginning of each day. He should give him agenda for the day which covers urgent matter and routine appointments. He should obtain instructions at this time on other matters.

He should make provision for delays and interruptions in so far as they can be foreseen. He should check the officer's agenda before leaving in the evening so that business not transacted may be carried over and attended to early in the next day. He should see that equipment and supplies are available for each job and that essential task receive priority.

(2) **Cultivating proper public relation.**— He should maintain a courteous manner and greet everyone cordially.

He should note the purpose of each appointment so that the officer can be prepared. He should arrange the telephone calls and visits according to the instructions given by his officer.

(3) **Telephone habits.**—(a) He should answer calls promptly and pleasantly and should identify the office and himself.

(b) He should relay telephone messages promptly and record the name of the caller, the purpose and time of each call.

(c) He should keep a special index of the telephone numbers most frequently required. He should arrange for someone to answer the telephone when he is out.

(d) He should know how to make long distance calls, personal calls and gather other general telephone information.

(e) He should keep his personal calls to a minimum.

(4) **Correspondence.**— (a) Initiate a control system for the officer's dak so that it can be correctly routed to the Departments. He should observe care in opening mail, and see that personal and confidential letters are not opened. He should know how to handle the dak during the officer's absence.

- (b) He should be sure that each envelope is completely emptied and check for enclosures mentioned. He should make a note of any omission before passing on the letter to the officers.
- (c) He should know the correct form of social and other forms of communications which he is called upon to write.
- (d) He should make notes of special instructions on correspondence given by his officer. He should make sure that the letters are properly set up and that carbon copies are clean.
- (e) He should see that copies have been marked for the persons to whom they should be sent.
- (f) He should check each letter to see that it is signed. He should know who is authorised to sign in the absence of his officer.
- (g) He should be sure that all enclosures mentioned in a letter have been sent. He should keep a record of mail time-tables, postal and telegraphic rates.
- (h) He should see that inside address corresponds with that on the envelope.
- (i) He should maintain address books, both personal and official, for the officer's correspondence.

(5) **Filing.**—He should arrange files which are required to be maintained by his officers so that documents can be produced promptly. He should keep files in good order. He should ensure the security of confidential files and check this before leaving the office. He should make a periodic check of files and destroy the out-of-date material after obtaining authority from his officer.

(6) **Keeping reference books.**—He should keep on hand up-to-date reference books such as Telephone Directories, Dictionary, Administrative Directories, Statutes, Manuals, Rules and Regulations.

(7) **Travel Arrangements.**—(a) He should prepare the tour programme according to the instructions received by him and issue copies as required.

(b) He should make arrangements with the persons to be contacted or interviewed on tour by letter, telegram or telephone.

(c) He should arrange for transport and hotel accommodation in advance of journey.

(d) He should hand over the papers which the officer will require on tour. He should deliver tickets and acknowledgements of hotel reservations, etc., together with a copy of the tour programme before the time of departure.

(8) **Meeting and Conferences.**—He should maintain a calendar of forthcoming meetings and conferences. He should collect the materials which might be required and assist in preparation of the agenda and conference programme. He should check that the room is arranged and stationery is provided. He should list names of persons present and keep an up-to-date list for the distribution of minutes. He should ensure that after a meeting the papers or belongings which may have been left are returned to the persons concerned.

(9) **Special duties.**—(a) He should see that the officer's office and desk are neat and furnished with necessary supplies.

(b) He should order repairs for machines and other office equipment as necessary.

(c) He should bring news-worthy items to the notice of the officer.

(d) He should keep a note where the officer can be contacted when in or out station.

(10) **Keeping the confidence.**—He should maintain strict confidence about the information received by him during the course of his official duties. He must be discreet and loyal and not only be able to keep a secret but should refrain from even hinting about the secrets he knows.

APPENDIX—VII, PART—2

(Paragraph 81.3)

Standard output of the work of Typists.

1. In order to provide loss of time for filling up entries in the Log Book and for fatigue, 5 hours for typing work in a day may be taken.

2. The details of workload in terms of lines and the nature of typing like typing from printed/typed matter, from manuscript, tabulation/stencil cutting having been taken into account the standard output of the work of Typists has been assessed as 900 lines, 540 lines and 360 lines per day for typing from printed/typed matter, from manuscript and for tabulation/stencil cutting respectively.

3. The 'line' mentioned above consists of 10 words.

APPENDIX—VII, PART—3

(Paragraph 82.10)

*** General instructions regarding Typewriting, Stencil Cutting, Carbon Manifolding, etc****1. Spacing for Punctuation Marks.**

The following rules of spacing the Punctuation marks are to be uniformly followed in all typewritten work :—

		Spaces before	Spaces after
Period			
Exclamation mark	
Interrogation mark			2

*From the Central Secretariat Manual of Office Procedure.

Comma
Semi-colon
Colon

Hyphen

Dash

Quotation marks :—

Beginning

Closing

Brackets :—

Beginning

Closing

2. The period after abbreviated words like viz., etc., Mr., is followed by only one space. When an abbreviation consists of groups of letters such as U.S.A., M.A., I.A.S., no space should be left between the letters of the group, but one space should be left at the end of groups. In the case of initial letters of a personal name, each letter is followed by a period and a space, thus Shri A. B. Roy, not Shri A.B.Roy.

3. Comma used for punctuating figures is not followed by a space e. g., 1,00,000.

II. Margins.—

4. Fair copies are typed with the following margins all round the paper: Left margin: 1" on foolscap (8"x13") or quarto (8"x10") paper, and 1/2" on octavo (5"x8") paper. (1" is equal to 10 space of Pica type, 9 spaces of large Pica type, and 12 spaces of Ellite type.)

Right margin:—2 spaces on all kinds of paper.

Top margin:—1" or 6 single line deep on foolscap and quarto paper 1/2" or 3 single lines deep on octavo paper.

Bottom margin:—Same as top margin.

5. Drafts are typed with a left margin of $2\frac{1}{2}$ " which is necessary for correction or additions.

III, Line Spacing —

6. Fair copies are to be typed in single spacing with double line space between paragraphs.

7. Double line space is required for drafts, and between paragraphs only double line space is left. There is no need for an extra line space between paragraphs.

IV. Continuation work.—

8. When the work is to be continued on the next page, the following points are to be observed:—

- (i) **Catchword.**— This refers to the official practice of writing at the foot of the page of continued matter the first word appearing on the next page. After typing the last line on the first page the catchword is placed on the right-hand side of the bottom margin of the page. An oblique is typed before the catchword. If the first word to be typed on the next page is a word of one or two letters or the article "the", or the number of a new paragraph, the following word should also be included as the catchword.
- (ii) **Pagination.**— Pages are to be numbered at the centre of top margin of the page, thus—2—or (2).
- (iii) **Transposition of margins.**—Secretariat filing system makes it necessary that the margins of the front page should be transposed when typing on the back page. Thus the broad margin on the left side of the front page will be shifted to the right side of the back page.
- (iv) **Superimposition.**— Neat appearance of the typescript requires the lines on both sides of the paper to be superimposed, i.e., typed on the same level, so that the white space between lines remains unaffected.

V. Numerals.—

9. Numbers can be expressed in the following ways :—

Arabic figures	Roman figures	Small Roman figures	Alphabetic letters	In-spelling
1	I	(i)	(a)	One
2	II	(ii)	(b)	Two
3	III	(iii)	(c)	Three
etc.	etc.	etc.	etc.	etc.

10. Arabic figures are widely used in figures work, besides being useful in numbering pages and the main paragraphs of work. Roman figures are used for numbering chapters and main sections of a Bill or Act of Parliament. Small Roman figures and alphabetic letters are used in numbering the subsidiary Paragraphs; the former are also used for numbering the pages of preface and appendix of a work. Figures should be spelled out when they begin a sentence, and when they can be expressed in one or two words an indefinite number is also spelled out, e.g., I read five or six pages at a time. In case several numbers come within a short space, all of them are to be expressed in figures.

IV. Paragraphing.—

11. Paragraphs can be typed in three ways :—

- (i) Indented Paragraph.—The first line of the paragraph is indented five spaces from the left margin, and the other lines being from the margin. This is the usual style of typing paragraphs.

10 15

- (ii) Block paragraph.—All the lines of the paragraph are level with the left margin. This style is used for sub-paragraphs or sub-sub paragraphs.

10

- (iii) Hangin paragraph.—The first line begins from the left margin, and all the other lines of the paragraph are indented three spaces. This style also is used for sub-paragraphs or sub-sub paragraphs.

10 13

12. Numbering paragraphs.—There are three styles of numbering the main paragraphs, but only one style should be used uniformly throughout one work. Usually the first main paragraph is not numbered; numbering starts from the second paragraph onward. The three styles are illustrated below :—

10 15

2.

2.

2.

13. Subsidiary paragraphs following under main paragraphs may be either indented, block or hanging, but they must be numbered and given a left-hand margin distinctly from main paragraphs. The following three styles may be noted, but only one style should be used in one piece of work.

10 15 20

Main para 2 _____

Sub-para
indented. (i) _____

(ii) _____

Sub-para.
block. (i) _____

(ii) _____

Sub-para.
hanging. (i) _____

(ii) _____

14. Sub-Sub paragraphs under any sub-paragraph should have their distinctive appearance, being typed either in indented or block style. But they should not be typed in hanging style, as this would cause slope of typescript too far to the right.

10 15 20 25

Main para 2 _____

10 15 20 25

Sub-para (i)

Sub-Sub-para.
indented.

(a)

(b)

Sub-Sub-para.
block.

(a)

(b)

VII. Headings—

15. Headings are of two kinds.—Main headings and sub-headings. Main headings should always be typed exactly in the middle of the type area. Triple line space is generally left between the main heading and first line of the paragraph underneath. No full stop need be written after main heading.

16. There are several ways of typing sub-headings, as illustrated below:—

MAIN-HEADING

Sub-heading one

Sub-heading two

Sub-heading three.

Sub-heading _____

Sub-heading five _____

The above illustration shows the methods of displaying Sub heading :

(1) Immediately below the main heading properly centralised;

(2) immediately above paragraph in the centre of type area;

(3) at the beginning of the paragraph and forming part of the first line of the paragraph when it is to be indented five spaces from the left margin ;

(4) at the beginning of paragraph and not forming part of the first line when it is level with the margin ;

(5) in the margin.

17. All these styles of typing sub-heading are recognised but only one style should be used throughout one piece of work.

18. Main headings or sub-headings should not be typed at the foot of the page unless it is possible to type at least two lines of the matter relating to heading on the same page.

VIII. Footnotes.—

19. Footnotes in the body of a matter can be indicated by figures slightly raised from the line of writing and immediately following the words to which they refer. Figures typed in this way are better than asterisk (*) or other symbols except in statistical tables where figures for footnotes might be confusing.

20. Symbols and marks like %, @, &, + should not be used as reference marks of footnotes as each of them has a meaning of its own. Other symbols as shown below are suitable and can be got by combination of characters.

Asterisk*

If not found on key board can be done in two ways)

1. Small "x" and hyphen, or
2. Capital "A" and small "v" slightly lowered by using the interliner.

Degger †

1. Capital "I" and hyphen slightly raised, or
2. Oblique and hyphen slightly raised or
3. Capital "I" and apostrophe slightly raised.

Double dagger ‡

1. Capital 'T' and equation sign or two hyphens, or
2. Oblique and equation sign or two hyphens, or
3. Capital "I" and two apostrophes.

Section mark §

One capital "S" and small "s" partly over another

21. In typescript intended to be printed, the footnote should be typed immediately after the passage to which it refers. A line should be typed above and below the footnote. In work not intended for the printer, footnotes should be typed in

-
1. This is the way to insert footnotes in material intended for the printer.
-

single spacing at the foot of the page on which the particular reference marks appear. The footnotes are separated from the text by a line extending reference from left margin to right or half way across.

IX. Variety in Typescript.—

22. Printers have various sizes of types which they use to best advantage in the display of their matter. It is possible to achieve similar display in type-script by making use of the eight styles of typing as given below, especially for headings:

- | | |
|-----------------|------------------|
| (1) Style One | (5) STYLE FIVE. |
| (2) Style Two | (6) STYLE SIX. |
| (3) Style Three | (7) STYLE SEVEN. |
| (4) Style Four | (8) STYLE EIGHT. |

23. It is to be noted that when typing words in spaced letters, three spaces are to be left between words. Underlining should be done carefully to cover the letters of the word only; the punctuation mark, if any, at the end of the word should not be underlined.

X. Syllabification.—

24. Syllabification is the practice of breaking up a word at line-end and carrying a part of it to the next line. It is necessary to do this in order to secure a moderately even right hand margin, which gives a neat appearance to typescript. The important rule to be observed in wordbreaking is that the split should not hinder rapid reading of the typed matter.

25. Word-breaking is done as follows:—

- (i) Division of words should correspond as nearly as possible to the way in which the words are pronounced:
 Light-ning, statis-tics, resig-nation, cre-ate, fra-gra-nce, Pecu-llar.
 Pronunciation of the first part of the word should not be affected by break. Hence:

Prop-erty (not pro-perty), chil-dren (not child-ren),
 Pr-mary (not Prim-ary).

- (ii) In words containing Prefixes or suffixes the natural point of division is at the junction of the prefix or suffix;
 con-stant, intro-duce. Pro-gramme, accom-plish, field-ing, plenti-ful, friend-ship, acquisi-tion, financial.

(iii) In words containing double consonant medially, division is usually between the two consonants; regret-ting, excel-lent, drop-ping, allot-ted, com-mon, pos-ses-sive.

(iv) when words contain medially two or three different consonants without intervening vowel, division can be made after the first consonant; splen-dour, main-tain, cir-cled, frus-trate, hun-dred.

(v) Compound words and hyphenated words are divided only where existing hyphens occur: under-estimate (not under-es-timate), pre-eminent (not pre-emi-nent).

The following hyphenated words be typed on the same line for obvious reason:

re-mark (mark again), re-cover (cover again).

26. Division should be avoided in the following cases:—

- (i) The last word in a paragraph and the last word in a page
- (ii) Abbreviated words, figure items and proper names.
- (iii) When previous two lines end with hyphens.
- (iv) Words of one syllable, their plurals or similar in extensions: Cause, causes, ploughed, strength.
- (v) When syllable consists of only one or two letters: afraid (not a-fraid), ready (not read-y), bravely (not brave-ly), profited (not profit-ed) ancient (not an-cient).
- (vi) When there is doubt as to correct division.

XI. Carbon Manifold

27. In order to take good carbon copies the following points are to be noted:—

- (i) The carbon should be clean and crisp.

(ii) The paper used for the original and duplicate should be consistent with the number of copies to be taken. Obviously thinner paper must be used where the number of copies required is large. There are several methods in use for arranging carbons and sheets. A quick technique is to insert first the required number of sheets and turning the cylinder just for enough to hold the sheets securely. Then the carbons are to be inserted-with ink surface facing the typist between the sheets-and the whole collection is to be twirled up to the point where typing is to begin.

(iii) The cylinder should be moderately hard, and free from ridges or indentations. Some machines are fitted with interchangeable cylinders, and in this case it is easy to substitute the ordinary medium cylinder with a hard one for carbon copies.

(iv) The types of the machine should be in good order. Battered or worn out types cannot give clear prints. Types are to be cleaned before work.

(v) The types should be struck evenly so as to give uniform impressions, as any unevenness is emphasized on the carbon copies. The keys should be struck a little harder, particularly such large types as w, g, m, the capitals, figures and fractions. The more the copies required, the harder should be the stroke. Obviously only a standard machine can stand this hard touch. Sharp characters like comma, period and semi-colon should be struck with a lighter touch.

(vi) When placing carbons between plain sheets, the carbons should be allowed to project about half an inch below the bottom of sheets. When the typed matter is withdrawn from the machine, all the carbons can be separated from sheets by gripping them where they project. Thus the handling of carbons being reduced to the minimum, fingers do not become dirty.

28. Carbon Economy.— The carbons should be reversed from time to time so that all the inked surface may be utilised. Carbons should be kept in a special box or drawer. On no account should they be rolled or folded. They should be utilised to their fullest capacity and utility.

XII. Stencil Cutting.

29. Quality of Stencil.—The stencil sheets used now-a-days are superior to the old wax sheets. They are "indestructible" in the sense that they may be prepared and used again and again until completely worn out. Unlike the old variety they are not liable to crack or break, and are, therefore, very easy to handle.

30. Selection of a Typewriter.—The typewriter to be used for producing the stencil should have good sharp types and a rather hard cylinder. A machine with blunt or worn types and a soft cylinder should not, as far as possible, be used for this purpose. Such a machine can, however, be improved by using an additional hard backing sheet.

31. General Instructions.—The following instructions should be borne in mind :—

- (i) The types should be thoroughly cleaned.
- (ii) The ribbon should be thrown out of gear by means of the stencil switch so that the types may strike directly on the stencil sheet. If the ribbon switch is out of order, ribbon may be removed from the machine.
- (iii) A carbon paper should be laid smoothly on the backing sheet of the stencil and the stencil sheet above the carbon, so that the inked side of carbon remains in contact with the back of the stencil sheet. This will make the impressions visible as the stencil is cut.
- (iv) The stencil should be inserted into the typewriter with the backing sheet next to cylinder.
- (v) Placement of the copy well within the printed frame of the stencil sheet may now be planned. If there is difficulty about correct placement, a preliminary copy of the matter may be made on a sheet of paper exactly as it is to appear on the duplicated copy. This preliminary copy may be used for reference when cutting the stencil.

- (vi) The keys should be struck with a definite sharp and even touch so that the stencil may be cut clearly and evenly. The punctuation marks and the letters "o" and "e" require a lighter touch than the other characters; "w" and "m", a heavier touch than usual. Any centres punched out, such as the centre of "o" should be picked up on the tip of a moistened finger and replaced on the stencil.
- (vii) A good rate of speed for stencil cutting is about 20 words less than one's normal speed of typing. This will make for accuracy which is so essential.
- (viii) A stencil is very likely to wrinkle if it is turned back in the machine for the purpose of correction. To avoid this, the lower edges should be held securely as it is rolled back slowly. If the stencil does not roll back without wrinkling, it may be removed from the machine and reinserted.
- (ix) Rulings for statistical work on stencil are better done with a ruler and the stylus pen, using a light touch.

XIII. Corrections.

32. All errors in typescript are to be erased and corrected. Over typing or "x-ing" of errors is not permitted in fair copies. Erasing should be done as neatly and inconspicuously as possible. The following points are to be noted in regard to erasing :—

- (i) A good quality eraser should be used.
- (ii) The carriage should be drawn to the side and the paper moved a few spaces upwards to facilitate erasing, and to prevent the eraser dust from falling into the machine.
- (iii) A soft eraser should be used first to remove the fresh ink from the impressions, and then the hard eraser with very light pressure so to remove as little of the surface of the paper as possible. If the eraser is moved in different directions it will prevent the rubbing of a hole into the paper.

- (iv) Dust should be blown away from the machine in the course of erasing.
- (v) Damping either the eraser or the paper should be avoided. When the eraser becomes dirty, it can be cleaned by rubbing lightly on a piece of fine sand paper.
- (vi) The correction should be typed lightly so as to have the same impression as the original letters.
- (vii) If letters are to be squeezed or spread within a given space back spacer or spacebar can be used to move the carriage half at a time as is done in the following examples :—

change <u>will</u> to <u>would</u>	He will do	To change <u>were</u> to <u>was</u>	I were here
	He would do		I was here

If correction is to be done after reinsertion of a typesheet the writing line should be adjusted to original level with the help of the line scale and letters like "I", "i", "." on the originally typed line. Adjustment of these characters with reference to the line scale should be noted by the typist.

- (viii) When correction is to be done during carbon manifold-
ing soft eraser alone can be used to erase the errors on carbon copies, but care should be taken to prevent smudging of copies under the pressure of eraser. The method is to place a fairly stiff card behind the paper to be erased, and to shift the card behind others papers before erasing. When all copies are erased the card is removed and the correction typed.

(ix) Correction on stencil paper :—

- (a) The surface of the stencil paper containing the errors should be smoothed over with nail or any round smooth object. This will aid in closing the incorrect perforations. A very thin coat of correcting fluid should be put over the error. After it is dry the correction may be typed.

- (b) Where a large correction has to be made it may be necessary to resort to "patching" or "grafting". The part of the stencil which contains the incorrect wording is cut out and a piece of stencil paper is pasted over the gap with gum and correction fluid over the edges. The required correction is then typed over the patch.

APPENDIX-VII, PART-4

(Paragraph 213.4.1.)

Instructions regarding use and maintenance of Typewriters.

1. A typewriter is a costly machine and should be treated with great care to prolong its life and extend its efficiency. As a matter of fact, it should be regarded as an extension of the typist's personality, and should be given the same smartness as personal appearance. Subject to normal wear and tear, a typewriter is expected to work well for over ten years in its office use, but giving careless treatment and rough handling it can be spoiled within a very short time. The life of a typewriter can be increased to 15 to 20 years provided instructions regarding upkeep and maintenance are followed. It should, therefore, be handled and maintained carefully.

2.1. **Dust.**— Dust is the deadliest enemy of the typewriter as it will get in to the delicate parts and hinder the free action of the machine making the machine slower and heavier to work, as well as causing unnecessary wear. Therefore, the dust-cover should be used to cover the typewriter whenever the machine is not in use, i.e., at the end of the day, during lunch-time and even during short intervals.

2.2. The typist should spend a few minutes every morning in dusting the machine and the table on which it stands. It should not be left standing in the hot sun. Nor should it be placed unsteadily on the desk where it may be knocked off by a passer-by.

2.3. When putting away the machine at week-ends and holidays it is necessary to draw the paper-release and paper bail forward so as to lift the feedrolls and rubber rollers off the platen. This prevents the "flats" developing on their rubber parts when under continuous pressure.

2.4. At the end of the line, the carriage should not be banged, the tabulator should not be pressed unless one is sure the stops have been already set. The punctuation keys should always be struck more lightly than the rest to avoid undue wear on the ribbon, perforation of the paper and the pitting of the platen.

3. **Dusting.**—The tools required for cleaning the typewriter are a soft-bristled brush and a duster (a soft cloth which does not shed fluff). The procedure is (1) to clean from top downwards—starting from the topmost carriage parts to the base of the machine, and (2) to dust away from the machine. Thorough cleaning should be given to segment slots, typebars, ribbon vibrator and platen. If the platen is interchangeable it can be removed for cleaning. After cleaning, the duster should be used to polish all the enamel and nickel parts.

4. **Cleaning the types.**—A type-brush with hard bristles is required for cleaning the types in the morning before the work starts. It should be done frequently in the course of stencil cutting. The brush should be used firmly over each type; it should be moved backwards and forwards. Pressing the brush too heavily and moving it sideways may strain the typebars and cause defect in alignment. If the types are clogged with ink, the brush may be placed at the printing point and the clogged type struck over it a few times. Using petrol for cleaning with a brush no doubt quickly dissolves the ink, but it is not a clean work—the liquid will be splashed all over the machine and the hands. Pricking the types with a pin is very harmful to types, and should never be done. A type-brush after long use itself becomes dirty; it can be cleaned with petrol and dried on waste blotting paper.

5. **Erasing.**—Eraser dust which consists of sand or glass particles mixed with rubber is capable of doing the greatest harm to the typewriter. When this powder together with paper-dust falls into the moving parts of the machine like type-guide and the typebar slots trouble is sure to occur. Therefore, eras-

ing should never be done in the centre of the machine. The proper way is to draw the carriage to the side with the help of Margin Release key so that the debris from the paper and eraser is deposited on the desk and not into the machine.

6. **Oiling.**--A typewriter kept well dusted and in constant use needs a little oiling. Too much oiling is worse than lack of oiling. This is because excess of oil in moving parts catches dust and causes more friction than before. Therefore, oiling should be done in minute quantities by a pin drop, and never with an oilcan. The materials required for oiling are (1) a good typewriter oil which does not become gummy, (2) two pieces of rag, (3) one pin for oiling the inner parts with minute drops. Daily oiling is needed only for the carriage-ways: first, the stale oil from the carriage-ways should be removed with one piece of rag; secondly fresh oil should be applied on the carriage ways with another piece of rag; thirdly, the carriage should be moved to and fro to distribute the oil evenly on the ways. Oiling of moving parts inside the machine is not to be done daily, it is better done by the serviceman during periodical servicing. It is important to take the precaution not to drop oil on rubber parts. Oil can be applied to stop the rust on steel parts.

7. **Periodical servicing.**—All the office machines are under quarterly servicing contract with various typewriter Companies. The serviceman is expected to do thorough cleaning, oiling and adjustment for the machine. The typist in-charge of the machine should supervise this work and see that it is done to his entire satisfaction. A machine is likely to drop out small screws, springs, etc., in the course of its daily use. These dropped parts should be carefully preserved until the serviceman fits them up in the machine.

8. **Overhauling.**—A machine which has become too heavy, slow or noisy in its working may be given for overhauling once in five years. Overhauling means (1) stripping the machine to its components (2) cleaning and oiling the parts individually, (3) replacing the worn-out parts, (4) assembling the components with correct adjustments. Obviously all this work cannot be done in the office room: the machine must be sent to the workshop of the typewriter company. The machine becomes as good as new after its overhaul.