

CLERK'S MANUAL

A COMPLETE GUIDE TO GENERAL OFFICE ROUTINE.

BY

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OF THE CLERICAL AND ACCOUNT SERVICES.

Editor of "The Government Service Manual" "A Catechism of the Civil Service Regulations" "Government Leaves, Summarised and Explained" "The Docket or Short Price How to do it", "The Price Separate and Continuous How to write it", "The Draft Mercantile and Official, How to word it," etc

REVISED THIRD EDITION

CALCUTTA

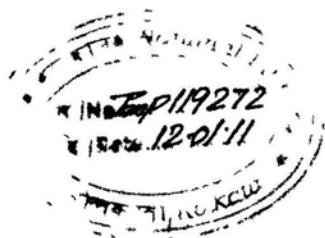
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PREFACE TO THE REVISED EDITION.

THE present edition has been enlarged and brought to date, and embodies all the clerical rules and requirements recently ordered or introduced for observance in the Imperial Secretariats and other Government offices.

Most of the chapters have been revised, and several additions made thereto, while some new chapters have been added.

My acknowledgments are due to Mr. George Miller for the willing and able help rendered me in the present revision.

C. R. H.

CALCUTTA, 14th August 1903.

PUBLISHERS' NOTE TO THE SECOND EDITION.

IN the present issue the Tables of Office Establishment and the Rules for the Regulation of Appointments have been corrected and brought up to date.

CALCUTTA, November 1892.

PREFACE TO THE FIRST EDITION.

THE most natural of the results of the introduction by the Government of India of the system of competitive examination for filling vacancies among clerkships in the Imperial Secretariats and attached offices, has been the opening of special classes for the purpose of training lads and young men to compete for these appointments. The number of these classes has steadily increased since 1883, when the system was introduced, and they are now to be found in several of the higher class schools and colleges throughout the cities and principal towns of Bengal and Upper India.

The object of this *Manual* is to serve as an aid to these special classes, having been expressly written for the purpose of conveying to young men training for service as Government clerks a clear and correct idea of the details and *technique* of the vocation they wish to adopt.

It must be admitted that no work containing full and necessary information on this subject is at present extant and that the want of such a guide is greatly felt. The present venture is intended to supply this deficiency, and it is the humble hope of the writer that it may be found sufficiently successful.

No pains have been spared with regard to the arrangement of the *Manual*, as a reference to the Table of Contents will show ; and it is supplemented by appendices containing information regarding matters concerning which every clerk

ought to be informed. A number of simple exercises in Registering, Docketing, Précis-writing, Drafting and Indexing are also added. Most of these have been devised by the writer himself, while the remainder have been abstracted from examination papers and official publications.

It may not, perhaps, be out of place to mention here that the *Manual* has been subscribed for, before publication, by the Heads of the Department of Public Instruction in India ; by the Head Masters of many scholastic institutions ; and by numerous Government and Civil employes. The "Table of Contents" was published in pamphlet form, and circulated, with a view to indicate the nature and tenor of the work ; and it is earnestly hoped that the *brochure* itself will be found carefully to carry out and explain the various subjects contained in that "Table." To attain that object has been the writer's ambition, and he will be happy to know that such has been the case.

C. R. H.

CALCUTA, 1st January 1889.

CONTENTS.

PART I

(HAI)	PAGE
I - Admission to the Government Clerical Service ..	1
II THE IMPERIAL SECRETARIAT. Number—Executive Officers—Branches of Public Business transacted in each—Scale of Office Establishment in each	10
III - SUBORDINATE OFFICES OF THE GOVERNMENT OF INDIA - Office of the Commissary General in Chief and the Commissary General Transport—Office of the Director of Army Remounts—Office of the Director General of Ordnance in India - Office of the Surgeon General His Majesty's Forces Bengal - Office of the Director General of the Post Office of India—Office of the Director General of Telegraphs—Office of the Meteorological Reporter to the Government of India—Office of the Press Commissioner with the Government of India—Office of the Surveyor General of India—Office of the Director General, Indian Medical Service—Office of the General Superintendent, Thagi and Dacoit Department	18
IV THE BENGAL SECRETARIAT AND DEPARTMENTAL OFFICES.—Number of Departments—Secretaries Under and Assistant Secretaries—Scale of Office Establishments	22
V - THE GENERAL REGISTER REGISTERING - All covers opened by the Registrar or Chief Clerk—Modes of marking Urgent Letters—Early Urgent and Immediate Labels. Colors and Indications—Receipts and Issues—The General Register—Its Form—Explanation of Headings—Sample Register Sheet	29
VI THE RECEIPT DIARY DIARISING. —Comparison between the General Register and the Receipt Diary—General form of the Diary—Entries, how made—Necessity for letters being passed at each stage through the Diary Clerk—The importance and utility of Diaries—Specimen Diary Sheet	34
VII. ✓ DOCKETING —Object of Docket—Accuracy in numbers, dates and designations—The subject—Classification of official communications—Hints as to finding the subject—Key words—Examples in docketing	36
VIII - SYSTEM OF KEEPING CORRESPONDENCE.—The file system—Its arrangement—Subject headings—The File—Particular subject under a subject-heading—Composition of a file—System of keeping the letters and notes respectively—File, Serial and page numbers—Abstract of Current Papers—Note forms and Continuation Note Sheets—Routine Note Form—Sample File—	

CHAP.	PAGE.
Working of file systems simplified by the Government rule directing that an official letter should treat of one subject only—Method of keeping papers in a file—Docket system observed in some minor offices—Index Numbers—Sample docket form	47
IX.—REFERENCING.—Definition of term—Letters treating of subjects never previously dealt with or of which there are no previous similar cases—Letters which are replies to previous references—Method of tracing the correspondence on the subject treated of in a letter—Hints with regard to referencing a letter—Furnishing precedents—Indexes—Data required to be known in order to trace a letter—Qualifications necessary to be a good reference clerk	71
X.—PRECIS-WRITING.—Definition of a Précis and Précis writing—Object of a Précis—Its advantages—Précis to be complete, accurate, clear and brief—Usually written on half margin—Rules for writing a Précis—Examples of a separate and a continuous Précis	75
XI.—NOTING.—Meaning of term—Notes to be in accordance with either some established ruling or standing order of Government, or a precedent or similar previous case—To be short and to the point—Procedure when the letter is a lengthy one—When part of previous correspondence—Instructions for noting in Secretariat—Qualifications necessary to be able to note—Hints	84
XII.—DRAFTING.—Definition of term—Difference between an official letter and a private communication—Merits of a Draft—The notes and orders on a letter should be carefully read and clearly understood previous to writing the Draft—Commencement or first paragraph to contain a brief reference to the subject—Quoting numbers, dates, and proper names—Hindustani and foreign words having English equivalents to be avoided—Method of referring to Government of India Letter or Resolution, Code Rulings, and publications in the Gazette—Mode of referring to or addressing officials—Enclosures—Letters intended for an Office or Department to be addressed to the Secretary or Head—Addressing officiating incumbents—A letter to treat of one subject only—Use of words "submit" and "forward" and of the phrases "I have the honour" and "I am directed"—Forms generally used in the beginning of a letter and cases in which each is employed—Sample drafts based on given notes and orders—Circular Letters—Their form and use—Example—Resolutions—When employed and by whom issued—Component parts of a Resolution—Example—Notifications—Their use and form—Office Memoranda—Style and use—Endorsements—Demi-officials—Twenty-four hints on drafting	98
XIII.—FAIR COPYING: Letters.—Foolscap size paper only used—The margin—Writing to be clear and legible—Distance to be kept between the lines—The heading, or superscription—Number—Official designations of the sender and addressee—Examples—Place and date of despatch—Series of letter-headings—The form of address—Text—Paragraphs—Sub-paragraphs—Examples—Marginal references—Example—	

CONTENTS.

CHAP

Subscription or form of termination—Fair copies of letters and documents to be compared with their drafts previous to submission for signature—Sample fair copy of a letter previous to its submission for signature	112
<i>Memoranda.</i> —How copied—The Heading—Text—Signature and official designation of the sender—Name or official designation of the addressee—Sample fair copy of a Memorandum	121
<i>Endorsements.</i> —When used—Examples of endorsements used when forwarding a copy of a letter—Form when an original letter is to be forwarded	122
<i>Concluding Hints.</i> —Division of words—Blank spaces at the end of line—Matters to be avoided—Blank lines—Preparing manuscript for press	124
XIV.—THE DESPATCH DIARY DESPATCHING. —Despatch Diary corresponding book to the Receipt Diary—Its form—Explanation of its columns—Branch Letters affixed to numbers—The Despatch Book—Its form—Procedure after a draft has been fair copied until the despatch of its fair copy—Issues sent to the Taker or Reminder Clerk—Enclosures—Addressing official covers or envelopes—Franking covers—Service Postage Labels—Excerpt from rule in Postal Guide referring to Official Envelopes—Registered Letters—Covers may contain one or more letters addressed to the same person—Confidential Letters—Packages and Parcels for the Secretary of State—Reason for official covers being made wide	125
XV.—SPECIAL PROCEDURE: <i>Inter-departmental Correspondence or Unofficial References Confidential Cases Cases for the Governor-General's Council and Interpellation Questions.</i> —When unofficial references are exchanged—Original file to be sent in such cases—Unofficial references to subordinate departments—Cases when such references are prohibited—Notes by the department consulted—Procedure when difference of opinion exists—Drafting orders on unofficial cases—Supply of copy of correspondence and orders to departments consulted—Confidential cases—By whom dealt with—Supply of particulars for official record—Custody—Procedure in regard to cases for the Governor-General's Council—Interpellation questions	131
XVI.—HOME CORRESPONDENCE. —How conducted—To whom addressed—From whom received—Governments of Bombay and Madras—Difference in form between a letter and a despatch—Form—Use of the expressions 'us' and 'we'—In reporting to Secretary of State one subject to be dealt with in a single despatch but several letters may be replied to altogether—Structure of a despatch—Approval of despatches—Procedure in regard to received despatches—Special Docket—Pencil and Circulation—Submission—When copies are received—Procedure in regard to Despatches for issue—To be printed—Affixing of Number and Date—Signatures—Minimum signatures essential—Procedure when a Member objects to sign—Time usually allotted for circulation for signature—To contain pencil note to effect whether approved and by whom—To be despatched in packets—Transmission of duplicates—Procedure after despatch of an important telegram—Publication of Despatches in the	

CHAP.	PAGE.
<i>Gazette</i> —Letters to the Under-Secretary of State—Registers of Home Correspondence—Forms of Despatches sent to and received from the Secretary of State	135
XVII.—RECORDING.—When a case is to be recorded—Procedure in minor offices—In Secretariats—Classification of recorded papers—A Proceedings—B Proceedings—C Proceedings—Filed Papers—Deposited Papers—What each kind comprises—Parts of an A Proceedings—Contents of Cover—Form—Explanation of Entries—The Table of Contents—What it contains—The Notes—How to be edited—What to be excised—What to be incorporated—Heading of Notes—Printing of names of Secretariat Officers, Members of Council and the Governor-General—Initials of Clerks—The Correspondence—Form—Demi-official Correspondence—Sample A Proceedings—B and C Proceedings, File and Deposit Papers—How made up—Form of covers for each	143
XVIII.—MISCELLANEOUS HINTS AND RULINGS SPECIALLY RELATING TO CLERKS.—Obedience to orders—Divulging Information—Regular Attendance—Closing Office—Holidays—Infectious Diseases—Lending or Borrowing Money—Signing Security Bonds—Borrowing from Juniors and Menials—Resort to the Insolvent Court—Transfers and Applications for appointments outside the Office—Anonymous Communications—Connection with the Public Press—Accredited Newspaper Correspondents—Re-employment of persons who have been dismissed—Letters, &c., on personal matters to be addressed through Head of Branch and the Registrar or Chief Clerk	199
XIX.—OFFICIAL DEFINITIONS, TECHNICALITIES, &c. — Army Head-Quarters—Acting Allowance—The British Army—The Budget—Calendar Month—Cash Imprests and Contingent Bills—Civil Accounts Department—Civil Departments—Despatches—Forest Department—Gazetted Officers—Government of India—Increments—Leave admissible to Clerks—Local Administrations—Local Governments—Ministerial Officer—Native of India—Non-Regulation Provinces—Official Year—Opium Department—Pay and Salary—Progressive Pay—Postal Department—Salary Bills—Secretary of State for India—Secretary of State's Council—Service Postage Labels—Service Books—Subordinate Executive Service—Subordinate Judicial Service—Survey of India—Telegrams—Telegraph Department	199
XX.—DUTIES OF MEMBERS OF THE CLERICAL ESTABLISHMENT.—The Registrar or Chief Clerk—Superintendents—Registry Clerks—Diary Clerks—Record or Reference Clerks—Examiner—Copying Clerks—Despatcher—Cashier	188
XXI.—CLOSING REMARKS	193
XXII.—PREPARATION OF COPY FOR PRESS.—Copy and what it comprises—Copy to be complete and properly dressed—One side of paper to be written on and legibly—Names, and change of type how shewn—Different parts of copy and how set out—Indexes—Shoulder and other notes—Reference marks and figures—Paragraphs and their sub-divisions and indentation, etc.—Punctuation—Capitalization—Spelling—Difference between lb. and lb.,	

CONTENTS.

31

CHAP.

PAGE.

Rs. and R—Other common errors—Division of words—Foreign words—Extracts how shewn—Abuse of quotation marks—Parentheses and brackets—The full-point—Rule for abbreviations and contractions—Elisions—Style of printing of State publications and other documents	197
XXIII.—PROOF-CORRECTING.—Meaning of proof correcting—Corrections how made—Eye reading and what to observe—Breaklines—Dashlines—Bad spacing—Words of same kind or length—Divided words—Paragraphs how to end and begin pages—Space between paragraphs, etc.—The various notes, as also under-runners and runners—Copy-reading how done—Verbal errors—Ours, doublet, etc.—Uniformity imperative in a work—Correction marks commonly used—Specimens of Type	238

PART II.

APPENDICES.

I.—Abbreviations of Titles, &c.	255
II.—Designations of State Officials and Names of Departments	263
III.—List of French and Latin Words and Phrases in Common Use, with their Pronunciation and Explanation	265

PART III.

EXERCISES IN REGISTERING AND DOCKETING LETTERS, AND PRECIS-WRITING.

Registering—Docketing—Précis-writing	269
Drafting	325

THE CLERK'S MANUAL.

PART I.

CHAPTER I.

ADMISSION TO THE GOVERNMENT CLERICAL SERVICE.

Admission to the Government Clerical Services is now governed by some test or other as to the applicant's capabilities. Many Government Officers have their own particular tests the nature of which depend on the views held in the matter by the head of the office or department concerned. In the case of the Secretariats and attached offices, however, one set of rules has been laid down for all, and from it a good idea can be formed as to what the tests of the other offices will be like. A candidate who can assure himself that he could take 'pass' marks in the Secretariat examinations need have no doubt as to how he would fare did he sit at any of the others.

The following excerpts contain the rules now in force for the Secretariats and the offices attached to them : -

(Gazette of India, Part I, dated 9th September 1899, pages 814 to 818.)

HOME DEPARTMENT.

NOTIFICATION.

EXAMINATIONS.

The 8th September 1899.

No. 529.—In supersession of the rules published with Home Depart-

*Home Department
Resolution No. 189—
187, dated the 30th April
1897

Home Department
Resolution No. 339—
340 dated the 2nd June
1899

ment Resolution No. ²_{158 199}, dated the 5th June 1894, and modified by the orders* noted in the margin, the following Rules for the regulation of appointments in the Secretariat Clerical Service of the Government of India and attached offices are published for general information :—

1. The Secretariat Clerical Service shall be separated into an Upper and a Lower Division—the former comprising all appointments

the pay (or, in the case of appointments carrying progressive pay, the minimum pay) of which is Rs. 200 and upwards; the latter, all appointments (other than those of copyists, to whom these rules do not apply) the pay of which is below that sum. No clerk will be entitled to promotion from the Lower to the Upper Division as a matter of course or otherwise than in accordance with these rules.

2. The head of the office concerned shall have an absolute power of selection in the case of appointments of Registrars of offices, Superintendents of branches, Head Assistants, Personal Assistants, or appointments involving the control or supervision over divisions of an office. The remaining appointments in the Upper Division will usually be filled by the head of the office concerned by selection from among the clerks in the Lower Division. If, however, no clerk in the Lower Division of an office is considered fit for promotion to the Upper Division, a vacancy in the latter division shall be filled by nomination.

3. The mode of recruiting two thirds* of all the appointments in the Lower Division shall be by open competition.† The rest of the appointments in this division may be filled in accordance with rules 13 and 14.

4. An examination of candidates for the Lower Division of the Secretariat Clerical Service will be held at Calcutta, Allahabad, and Lahore, and at such other places as may hereafter be appointed, in January of each year. The examination at Allahabad will be confined to persons domiciled‡ in the North Western Provinces, Oudh, the Central Provinces, Rajputana and Central India; and that at Lahore, to persons domiciled in the Punjab and Baluchistan. Candidates who desire to compete for vacancies offered for competition at Allahabad and Lahore must prove, to the satisfaction of the Secretary to the Board of Examiners, that they are domiciled in one of the provinces enumerated above permanent residence in which would entitle them to appear at either

* In the case of the Military Department for "two thirds" read "one-third" in this rule, and read rule 13 accordingly.

† The head of a department has discretion to fill any vacancy which is not expected to last more than three months in the manner which he considers to be most suitable.

‡ The term "domiciled" should be understood in its ordinary legal sense (*vide* the Indian Succession Act, 1865, Part II), and no person can be considered to be domiciled in any of the provinces enumerated unless he has fixed the habitation of himself and his family in that province, not for a mere special or temporary purpose but with the intention of making it his permanent home.

of the centres. Natives of Bengal who are temporary residents of, and not domiciled in, any of those provinces, will be permitted to present themselves at the examinations at Allahabad and Lahore, but they will be treated as competing for the vacancies offered at Calcutta, and not for those offered at Allahabad and Lahore.

5. The arrangements for the examination prescribed in the last preceding rule will be made by the Board of Examiners, Fort William, who will be assisted by paid examiners, and act in communication with the Secretary to the Government of India in the Home Department. Before the examination commences, a distinguishing number will be given by the Secretary to the Board of Examiners to each candidate, with which the candidate will mark each of his papers of answers.

6. The nature of the examination for the Lower Division will be as follows —

(1) Dictation and handwriting.

This will be a preliminary test. The examination in those subjects will not be competitive, but marks will be assigned for the purpose of testing proficiency. The papers of candidates will be examined as soon as possible after this examination; and the Examiners will require any candidate who fails to obtain two thirds marks in each subject to withdraw from the further examination.

	Marks.
(2) English Composition (Essay writing and Drafting) ...	100
(3) Press-writing ...	100
(4) Geography ...	50
(5) History (English and Indian) ...	50
(6) Arithmetic; Euclid, 1st Book; Algebra up to Simple Equations ...	50

No candidate will be credited with marks in either subject (2) or subject (3) unless he obtains at least one-fourth of the marks in the subject; nor will he be credited with marks in subject (4), subject (5), or subject (6), unless he obtains one-fifth of the marks in the subject. Any candidate obtaining less than one-fourth marks in either subject (2) or subject (3) shall be disqualified. Candidates will not be eligible for the Lower Division of the Financial Department or for the office of the Accountant-General, Military Department (if with reference to rule 19 below the Department or office adopts these rules), and of the Accountant-General, Public Works Department, unless they obtain at least one-third of the full number of marks in Arithmetic.

7. Every candidate for an appointment in the Lower Division must send a written application for permission to appear at the examination to the Secretary to the Board of Examiners between the date of issue of the Notification announcing the number of vacancies to be competed for, to which reference is made in rule 9 of the rules, and the 15th December (inclusive).

(Form.)

To the Secretary to the Board of Examiners,
Fort William.

Sir,

I request permission to present myself at the ensuing examination of candidates for appointments in the Lower Division of Government Clerkships. If successful, I should elect to serve in the office of the

A treasury receipt for the fee of Rs. 10 is forwarded herewith.

I am, etc.

8. The application under the last rule should be in the form given on the margin, and be accompanied by a treasury receipt, for the sum of Rs. 10. This sum he is required to pay into the treasury nearest his place of residence by way of examination fee. With the application must also be forwarded—

- (1) Evidence (except in the cases provided for by rule 10) that the candidate at the date of making his application is not less than eighteen and not more than twenty-four years of age. The date of the candidate's birth must be stated.
- (2) In case the candidate has been educated at a school in which students' good conduct registers are kept, the candidate's register for the last year of his attendance at school, when a year has not elapsed since he left school. In other cases, a certificate that the candidate is of good moral character from the head of the institution in which he has last been educated, or from some respectable householder to whom he is well known in private life, and who is himself known to a District or Sub-divisional Magistrate or to the head of some Government office,—this last fact being certified by the countersignature of the officer in question.
- (3) If the candidate is employed under Government, a certificate by the head of the office or department to the effect that, in his opinion, there is no objection to the candidate appearing at the ensuing Clerkship Examination.
- (4) A statement whether the candidate has appeared at any previous Clerkship Examination, and, if so, in what year.

9. The number of candidates to be selected by the Examiners for the Lower Division will be notified in the *Gazette of India* by the Home

Department on or before the 31st October. This number will be determined in communication with the heads of the offices concerned with reference to the number of vacancies existing or estimated as likely to occur within the course of the following year (and which it is not intended to fill under the provisions of rules 13, 14 and 15), *plus a margin* of 10 per cent. for casualties. One-half the number of vacancies offered will be reserved for candidates domiciled in the North-Western Provinces and Oudh, the Punjab, and the Central Provinces, Rajputana, Central India, and Baluchistan, provided that a sufficient number of duly qualified candidates to fill these appointments appear from those territories.

10. Persons who have at any time held a permanent appointment in any of the offices referred to in these rules, but who may have lost such appointment owing to its abolition or on reduction of establishment, may present themselves for the examination for the Lower Division under these rules, provided they are under forty years of age.

11. As soon as practicable after the open competitive examination for the Lower Division, the Board of Examiners will report the result to the Home Department. The report will take the form of a list giving the names of selected candidates and the exact dates of their births, the distinguishing numbers of unsuccessful candidates, and the number of marks obtained by each candidate whether successful or unsuccessful in each subject of examination. The Home Department will then circulate a list of selected candidates to the heads of the offices concerned. Candidates will be given their choice of departments as far as possible, and the Home Department will intimate such choice, if made, to the head of each office. The head of each Department will, however, be at liberty to offer a vacant appointment which may occur in his Department to any selected candidate remaining on the list. This offer should be made through the Home Department which will keep each Department of the Government of India informed as the names of selected candidates are removed from the list. No candidate selected in a latter year shall be offered an appointment, until the offer has been made to and refused by selected candidates of an earlier year remaining on the list.

12. When an outside candidate for the Lower Division attains the age of twenty-five years, or when two years have expired from the date of the entry of his name on the list, or when any candidate has refused the offer of an appointment in the Department in which he has elected to serve, or has twice refused the offer of an appointment in any other Department, or Departments, his name shall immediately be removed from the list.

13. Every third vacancy in the Lower Division may be filled by the head of a Department without reference to the preceding rules. *

14. Appointments made under the last preceding rule shall, if the person appointed is not in Government service, be made subject to the conditions that the person appointed—

- (a) is at the time of appointment not less than eighteen and not more than twenty-five years of age;
- (b) can give satisfactory evidence that he possesses a minimum educational qualification equivalent to the Entrance Standard of one of the Indian Universities.
- (c) must produce satisfactory evidence that he is of good moral character.

15. Any officer already in Government employment may be appointed to any vacancy such as is referred to in rule 13, without regard to the qualifications specified in the preceding rule.

16. The heads of offices to which these rules apply are at liberty to arrange transfers from the Lower Division of one office to that of another. The transfer of an officer from a post in an office to which the rules apply, to a vacancy in another office to which these rules also apply, shall, for the purposes of rule 13, be held to be the filling up of a vacancy.

17. Before a person, who is not already in Government service, is actually employed in any office, he must produce a certificate from a Government medical officer of or above the rank of Captain to the effect that he is in good health and of a sound constitution.

18. All candidates for the Lower Division, whether selected by examination or nominated, who receive appointments and such candidates for the Upper Division as are recruited by nomination, will be on probation for twelve months; and if at any time during that period, or at its close, their work is not considered satisfactory by the head of the office in which they are employed, they will receive their discharge, and will have no claim to gratuity or compensation on that account.

19. The above rules will apply to the Secretariat Offices of the Government of India, except the Foreign Department, and the Finance and

* (1) It is not necessary that the vacancy in question shall be filled by appointment at the bottom of the list. It may be by appointment to any grade (not above that in which the vacancy occurs) the minimum pay of which does not exceed Rs. 100.

(2) The vacancy may be held over until a suitable candidate is found.

† These rules do not apply to the Traffic and Statistical Sections of the Railway Branch of the Public Works Secretariat and the Office of the Consulting Engineer to

Commerce Department,* and the office of the Accountant-General, Military Department, whenever the latter Department or office fill vacancies by recruitment of officers already holding clerical appointments in any Government Account office. When the Finance and Commerce Department and the office of the Accountant-General, Military Department, do not recruit in this manner, the rules will apply. They will also apply to the offices of—

† The Director General, Indian Medical Service, and Sanitary Commissioner with the Government of India†

The Surveyor General of India

The Inspector General of Forests,

The Director of the Geological Survey of India,

The Meteorological Reporter to the Government of India,

The Director General of the Post Office of India,

The Commissioner, Northern India Salt Revenue Department,

The Director General of Statistics,

The Director General of Ordnance in India,

The Commissary General in Chief

The Inspectors General of Ordnance Bengal and Punjab Commands,

The Commissary Generals, Bengal and Punjab Commands,

the Government of India for Railways Calcutta, when these sections and office fill vacancies by recruitment of officers already serving in the offices of the Traffic Superintendents and District Officers in the State Lines

* These rules do not apply to the office of the Statistical Officer to the Government of India in the Sanitary and Medical Departments

† These rules do not apply to classes VII (Rs 1-75) VIII (Rs 35-50), and IX (Rs 25-35) of appointments in the office of the Director General of Statistics, and to classes IX (Rs 25-35) and X (Rs 20-25) in the General Branch of the Finance and Commerce Department. That Department has also authority to recruit without reference to the rules in the case of appointments in class VIII (Rs 35-50) in its General Branch at any time when it considers it necessary to do so, but ordinarily recruitment to that class will be from passed candidates. No clerk other than a passed candidate, who enters the classes now exempted from the operation of the rules after the date of this Resolution is eligible for promotion to the classes above class VII in the office of the Director-General of Statistics, and class VII in the General Branch of the Finance and Commerce Department except in accordance with rule 18 of these rules.

‡ Three appointments in the office of the Inspector General of Ordnance, Bengal Command, and two in that of the Inspector-General, Punjab Command, are reserved for soldiers possessing technical knowledge of Ordnance duties

The Office Establishment of the several Arsensals, Depôts, and
Factories in Bengal,
The Director-General of Telegraphs,
The Accountant-General, Public Works Department,
† The Consulting Engineer to the Government of India for Railways,
Calcutta,

and to such other Imperial and Provincial offices as may hereafter be notified as having adopted them.

20. On the occurrence of any vacancy hereafter in the Lower Division of any office which has to be filled by open competition under these rules, when no candidate qualified under the rules is available to fill such vacancy, appointments may be made under rules 13 to 15.

* These rules shall take effect from the date of their issue.

22. Copies of these rules may be obtained on application at the office of the Home Department.

(Sd.) A. H. L. FRASER,

Officiating Secretary to the Government of India.

APPENDIX I.

No. 2055-58.

Extract from the Proceedings of the Government of India in the Home Department (Public), under date Simla, the 30th October 1889.

RESOLUTION.

A question having been raised whether a candidate for the Secretariat Clerical Service can appear at the examination and compete simultaneously for an appointment in the Secretariat Clerical Service of the Government of India and that of the Government of Bengal, the Governor-General in Council, after consulting the Government of Bengal, has decided that there is no objection to a candidate competing simultaneously for vacancies in both services. In the event of his being successful at the examination for both services, his name will be placed on the lists of passed candidates for the Secretariat Clerical Service of both the Government of India and the Government of Bengal. The names of selected candidates will remain

* These rules do not apply to the office of the Accountant-General, Public Works Department, when that office fills vacancies by the recruitment of officers already holding clerical appointments in any Government Account office.

See second footnote on page 6.

ADMISSION TO THE GOVERNMENT CLERICAL SERVICE. 9

on the lists until they are provided with appointments or until they become liable to have their names removed from the lists under Rule II of the rules published in Home Department Notification No. 1817, dated the 3rd July 1888, and in the Government of Bengal Notification, dated 29th April 1889.

APPENDIX II

No. 783.

Extract from the Proceedings of the Government of India in the Home Department (Public), under date Calcutta, the 29th December 1899.

NOTIFICATION

It is hereby notified for general information that the rules published in Home Department Notification No. 529 dated the 8th September 1899, for the regulation of appointments in the Secretariat Clerical Service of the Government of India and attached offices will not apply to the office of the Director General of Statistics when that office fills vacancies by recruitment of officers already holding clerical appointments in any Government Account Office. When the office of the Director General of Statistics does not recruit in this manner the rules will apply.

(True Extract)

(Sd) J. P. HEWETT,

Secretary to the Government of India.

CHAPTER II.

THE IMPERIAL SECRETARIATS.

Number—Executive Officers—Branches of Public Business transacted in each—Scale of Office Establishment in each.

THERE are seven Secretariats or Departments of the Government of India, viz., the Finance and Commerce, Foreign, Home, Legislative, Military (and Marine), Public Works, and the Revenue and Agricultural Departments.

Of these the Legislative and the Revenue and Agricultural Departments may be termed consultative Departments, but they are all administrative, that is, they administer or control the public business.

Each of these Departments, except the Foreign, is in the charge of an Ordinary Member of the Viceroy's Council styled the "Honourable Member."

The other Executive Officers are:—

In the Finance and Commerce Department.—A Secretary, Under-Secretary, and Assistant Secretary.

In the Foreign Department.—A Secretary, Under-Secretary, Junior Under-Secretary, and Assistant Secretary.

In the Home Department.—A Secretary and Under-Secretary.

In the Legislative Department.—A Secretary, Deputy-Secretary, and Assistant Secretary.

In the Military (and Marine) Department, General Secretariat—A Secretary, two Deputy Secretaries, two Assistant Secretaries, and one Assistant Secretary for the Military Works Branch.

Accounts Branch—An Accountant-General with *ex-officio* rank of Deputy Secretary, a Deputy Accountant-General, and an Assistant Accountant-General.

In the Public Works Department, General Secretariat—A Secretary, one Deputy Secretary each for the Railway and Irrigation Branches and one Under-Secretary each for the General, Railway and Civil Works Branches.

Accounts Branch—An Accountant-General with *ex-officio* rank of Deputy Secretary and a Deputy Accountant-General with *ex-officio* rank of Under-Secretary.

In the Revenue and Agricultural Department—A Secretary and an Under-Secretary. The Forest Branch of this Department is under the control of the Inspector-General of Forests.

The following Branches of the Public Business are transacted in each of the Imperial Secretariats:—

Finance and Commerce Department—General Finance (including the Public Accounts and Estimates, Public Expenditure, the Public Ways and Means including Loans to and from the Public Treasuries, the management of Public Funds, Taxation, Provincial and Local Finance, the borrowing of Public Bodies and the alienations of Public Revenue and Land)—Separate Revenue (*i.e.*, Opium, Salt, Stamps, Excise, Customs and Assessed Taxes)—Post Office (including Money Orders and Savings Banks)—Currency and Banking (*i.e.*, the Mints, Coinage, Paper Currency and Presidency Banks)—Commerce (*i.e.*, Trade and Commerce, Merchandise Marks, Merchant Shipping, Ports, Port-dues, Pilotage and Lighting of Coasts)—Salaries and Allowances (*i.e.*, Pay, Allowances and Leaves of Public Officers, Pensions and Gratuities)—The Civil Account Department—Stationery and Printing—Store Supplies—Statistics.

Foreign Department—Political matters generally—Relations with Foreign States—Relations with Native States and with Feudatories within the limits of India—The Imperial Service Troops—Control of the Administration of the Frontier Districts and relations with Frontier and Hill Tribes—Control of the administration of the Hyderabad Assigned Districts, except those Branches taken up by the Home Department—Mysore, Ajmere-Merwara and British Baluchistan—The Political Service and Berar Commission—Political Prisoners—Supervision of the Department for the Suppression of Thuggee and Dacoity—Political Pensions—Extradition and Extra-territorial Jurisdiction—Titles—Salutes—Order of the Star of India—Order of the Indian Empire—Order of the Crown of India—Recognition of Consuls—Grant of Passports—Ceremonials.

Home Department—Law and Justice—Jails, Reformatory Schools and Penal Settlements—Escheats—The Administration of Estates of Intestates—Police—Education—Examinations—Archæology—Fine Arts—Sanitation—The Indian Civil Service—The Civil Medical Service—Ecclesiastical matters and Service—Registration—Vagrancy Act—Arms Act—Factories Act—Explosives Act—Copyright—Census—Municipalities and Local Funds—Gazetteers—Fine Arts—Oriental Languages—Naturalisation of Aliens—Nomination of Members of the Local Legislative Councils (except Madras and Bombay)—IN THE HYDERABAD ASSIGNED DISTRICTS all branches connected with Law and Justice, Jails, Police, Education, the Ecclesiastical Service, the Civil Medical Service, Sanitation, Municipalities and Public, including questions connected with the Civil Service, Registration, the working of the Patent Law, the Copyright Act, and Archæology

Legislative Department—Bills and Acts of the Legislative Council of the Governor General—Legislation in Local Councils

—Rules for the Conduct of Business in Legislative Councils—Proceedings of Legislative Councils—Supply of Acts of the Governor-General and Regulations—Compilation and Publication of Law Codes and Lists.

Military (and Marine) Department—The Army Local Corps in Rajputana and Central India and the Hyderabad Contingent—Cantonments—Military Works—the Volunteers—the Royal Indian Marine—Marine Surveys and Dangers to Navigation.

Public Works Department—Construction and Administration of Railways—Civil Works including Civil Buildings, Communications, Irrigation and Canals, Government Coal Mine and Iron Works, Miscellaneous, Public Works, Docks and Harbours, Telegraphs, Telephones and use of Electric Power.

Revenue and Agricultural Department—Forests and Arboriculture—Land Revenue—Weights and Measures—Land Surveys—Agriculture—Economic Products—the Civil Veterinary Administration—Fisheries—Geology and Minerals—Meteorology—Famine—Emigration—Practical Arts and Museums—Commercial Exhibitions—Internal Land Trade—Archæology and Epigraphy—Inventions and Designs

Overleaf are the permanent Scales of Office Establishment in each of the Secretariats.

The Registrars of the several Imperial and Local Government Secretariats have recently been raised to the status of gazetted officers.

Department of Finance and Commerce.

Registrar					Salary Rs.
					700
Class—I	2 Clerks				400—600
II.	3 "				300—400
III.	6 "				200—300
IV	7 "				150—200
V.	8 "				100—150
VI.	11 "				75—100
VII.	12 "				50—75
VIII	10 "				35—50
IX.	2 "				25—35
X.	1 Clerk				20—25

(Statistical Branch)

Class—I	1 Clerk				400—600
III	1 "				200—300
IV.	2 Clerks				150—200
V.	2 "				100—150
VI.	4 "				75—100
VII.	4 "				50—75
VIII.	8 "				35—50
IX.	5 "				25—35

Foreign Department.

Registrar					650—850
Class—I.	3 Clerks				400—600
II	3 "				300—400
III.	6 "				200—300
IV	9 "				150—200
V	7 "				100—150
VI.	6 "				75—100
VII	4 "				50—75
VIII.	4 "				35—50

THE IMPERIAL SECRETARIATE.

17

(Issue Branch)

				Salary ^s
				Rs.
Class—I	4 Clerks	100—120
II	6 "	75—100
III	4 "	50—

(Toshakbana Office)

1 Superintendent	250
1 Deputy Superintendent	70
1 Cashier	25

(Persian Office)

2 Translators on Rs 75—150, 75—100, and 55—80 respectively

Home Department

Registrar	700*
1 Superintendent	400—40—600
3 Superintendents	300—20—400
4 Clerks	200—20—300
6	150—10—200
9	100—10—150
11	50—10—100
			50
1 Clerk	20— 6—50
1 Short hand writer	10—10—200

Legislative Department

(General Secretariat)

Registrar	400—600
Personal Assistant	400—600
Class—I	2 Clerks	..	160—240
II	2 "	...	120—160
III	1 Clerk	...	100—120
IV	3 Clerks	...	75—100
V	3 "	...	50—75
VI	1 Clerk	...	35—45
VII	1 "	...	25*
VIII	1 "	...	20—35

* Pay, Rs. 800 Extra allowance Rs 100

(Translation Branch.)

				Salary Rs
Head Translator	200—250
2nd	100—150
3rd	80
Persian Writer	40—60
Hindi Transliterater	50
Hindi Proof Examiner	25

Military (and Marine) Department.

(General Secretariat.)

Registrar	700
Upper Division—Senior Clerks.				
Class—I. 2 Clerks	500—600
II. 2 "	400—500
III. 4 "	300—400
IV. 10 "	200—300
Lower Division—Junior Clerks.				
Class—I. 12 Clerks	150—200
II. 14 "	100—150
III. 15 "	75—100
IV. 16 "	50—75

23 Ungraded Clerks on various fixed rates of pay.

(Accounts Branch)

Chief Accountant	700
2 Senior Assistants	500
Class—I. 2 Clerks	400
II. 4 "	280
III. 3 "	180
IV. 4 "	100

Public Works Department.

(General Secretariat.)

Registrar	450—600
Class—I. 3 Clerks	400—500
II. 6 "	300—400
III. 7 "	200—300
IV. 20 "	120—200
V. 18 "	100—120
VI. 18 "	80—100

Lower Grade Clerks.

				Salary Rs.
Class—I	1 Clerk	80—116
II	21 Clerks	60—90
III	6 "	40—60
IV	3 "	30—40

Draftsmen and Tracers

Class—I	1 Draftsman	200—300
II	2 Draftsmen	180—200
III	2 "	100—150
IV	2 "	75—100
Grade—I	1 Tracers	50—75
II	3 "	35—50

Lithographic Draftsman " " " 100

(Besides a Technical Section recently sanctioned at a cost of Rs. 1200 per mensem for establishment)

(Accounts Branch)

Chief Clerk	250—350
Class—I	3 Clerks	150—200
II	5 "	100—150
III	9 "	80—100
IV	7 "	60—80
V	4 "	40—60
1 Record room Clerk	20—30

Revenue and Agricultural Department.

General Secretariat.

Registrar	600—700
Class—I	1 Clerk	300—400
II	4 "	200—300
III	7 "	100—200
IV	7 "	50—100
V	5 "	4 @ Rs. 50 and 1 @ Rs. 40
4 Copyists.	2 @ Rs. 50 and 2 @ Rs. 40

(Forest Branch)

Class—I	1 Clerk	325—400
II	1 "	200—300
III	1 "	110—200
IV	1 "	100—150
V	2 Clerks	50—100
1 Copyist and Despatcher	50

CHAPTER III.

SUBORDINATE OFFICES OF THE GOVERNMENT OF INDIA.

Offices of the Commissary-General-in-Chief and the Commissary-General, Transport—Office of the Director of Army Remounts—Office of the Director-General of Ordnance in India—Office of the Surgeon-General, Her Majesty's Forces, Bengal—Office of the Director-General of the Post Office of India—Office of the Director-General of Telegraphs—Office of the Meteorological Reporter to the Government of India—Office of the Press Commissioner with the Government of India—Office of the Surveyor-General of India—Office of the Director-General, Indian Medical Service—Office of the General Superintendent, Thagi and Dacoity Department.

THE subordinate offices of the Government of India are those of (1) The Commissary-General-in-Chief, (2) The Commissary-General, Transport, (3) The Director of Army Remounts, (4) The Director-General of Ordnance in India, (5) The Surgeon-General, Her Majesty's Forces, Bengal, (6) The Director-General of the Post Office of India, (7) The Director-General of Telegraphs, (8) The Meteorological Reporter with the Government of India, (9) The Press Commissioner with the Government of India, (10) The Surveyor-General of India, (11) The Surgeon-General and Sanitary Commissioner with the Government of India, and (12) The General Superintendent, Thagi and Dacoity Department.

SUBORDINATE OFFICES OF THE GOVERNMENT OF INDIA. 13

The first five of the above offices are under the Military Department of the Government of India.

The *Commissary-General-in-Chief* and the *Commissary-General, Transport*, are the executive heads of the Commissariat Department.

The Office Establishment of the office of the *Commissary-General-in-Chief* consists of a *Chief Clerk* on Rs. 600; 1 *Clerk*, Class I, on Rs. 400, 2 *Clerks*, Class II, on Rs. 200 to 300; 3 *Clerks*, Class III, on Rs. 170, 2 *Clerks*, Class IV, on Rs. 100 to 150, 5 *Clerks*, Class V, on Rs. 70 to 100, and 4 *Clerks*, Class VI, on Rs. 50.

The Office Establishment of the Transport Section comprises 1 *Head Assistant* on Rs. 300, 1 *Accountant* on Rs. 300; 3 *Assistant Accountants* on Rs. 70 to 80, 1 *Clerk* on Rs. 90; 2 *Clerks* on Rs. 80, 1 *Clerk* on Rs. 70, 1 *Clerk* on Rs. 60, and 3 *Clerks* on Rs. 50.

The head quarters for the Office of the Director of Army Remount Operations for India is Saharanpore during the winter months and Simla during the summer season. The Office Establishment consists of a *Chief Clerk* and *Accountant* on Rs. 250; 1 *Clerk* on Rs. 120, 1 *Clerk* on Rs. 80, and 1 *Clerk* on Rs. 50.

The Director General of Ordnance in India controls the Ordnance Department. Below him the chief executive officers are the *Inspectors-General* of the Bengal, Madras, and Bombay Circles respectively. The Office Establishment of the Office of the Director General consists of a *Chief Clerk* on Rs. 550; 1 *Clerk*, Class I, on Rs. 440, 1 *Clerk*, Class II, on Rs. 340; 3 *Clerks*, Class III, on Rs. 200 to 240; 3 *Clerks*, Class IV, on Rs. 165 to 180; 4 *Clerks*, Class V, on Rs. 115 to 130; 4 *Clerks*, Class VI, on Rs. 50 to 80.

The Office Establishment of the Surgeon-General, Her Majesty's Forces in Bengal, and Principal Medical Officer, Her Majesty's

British Forces in India, comprises a Chief Clerk on Rs. 400, 1 Clerk on Rs. 300, 2 Clerks on Rs. 200, 2 Clerks on Rs. 150; 3 Clerks on Rs. 100, 4 Clerks on Rs. 75, and 2 Clerks on Rs. 50

NOTE—Since going to press the Commissariat Department has been re-named the Supply and Transport Corps the Military Works Department is now termed the Military Works Service. There was also been a corresponding change in the designation of the officials.

The Director-General of the Post Office of India is the head of the Postal Department in India. The department of the Government of India to which the Postal Department is subordinate is that of Finance and Commerce—The Office Establishment of the Director General consists of a Superintendent on Rs. 300 to 400, 1 Head Clerk on Rs. 200, 2 Clerks on Rs. 150, 3 Clerks on Rs. 140, 3 Clerks on Rs. 100 and 3 Clerks on Rs. 80

The Director General of Telegraphs is subordinate to the Public Works Department of the Government of India. The Office Establishment of the Director General consists of a Chief Clerk on Rs. 300 to 400, a Superintendent on Rs. 200 to 250, 3 Clerks on Rs. 150 to 200, 6 Clerks on Rs. 80 to 100, 4 Clerks on Rs. 60 to 80, and 8 Clerks on Rs. 50 to 60. In the Traffic Branch—1 Head Clerk and 8 Clerks. In the Construction Branch—8 Clerks. In the Statistical Branch—1 Sub Assistant Superintendent and 1 Clerk.

The Meteorological Reporter to the Government of India and the Surveyor General of India are both subordinate to the Revenue and Agricultural Department of the Government of India. The Office Establishment of the Meteorological Reporter consists of a Head Assistant, one Chief Computer, one Head Draftsman, 8 Chief Assistants, and 7 Chief Tabulators.

The Press Commissioner is attached to the Foreign Department of the Government of India. The General Superintendent,



Thagi and Dacoity Department, is subordinate to the same Department. The Office Establishments of both the above are very small, containing about 2 to 3 Clerks in each. The pay of the Head Clerk of the latter establishment is Rs. 200.

The Director-General, Indian Medical Service, is subordinate to the Home Department. The Office Establishment consists of a Head Assistant, Class I, on Rs. 300 to 500. In the Medical Branch—1 Clerk, Class II, on Rs. 200 to 300; 2 Clerks, Class III, on Rs. 100 to 150; 1 Clerk, Class IV, on Rs. 75 to 100. In the Sanitary Branch—1 Clerk on Rs. 75 to 100. And in the Statistical Branch—1 Head Clerk on Rs. 300; 1 Clerk on Rs. 200, 2 Clerks on Rs. 100 to 150, and 3 Clerks on Rs. 75 to 100. The Office Establishment of the Sanitary Commissioner consists of 1 Head Clerk on Rs. 400, 1 Clerk on Rs. 200, 1 Clerk on Rs. 150, 1 Clerk on Rs. 100, 1 Clerk on Rs. 95, and 2 Clerks on Rs. 50.

CHAPTER IV.

THE BENGAL SECRETARIAT AND DEPARTMENTAL OFFICES.

Number of Departments—Secretaries, Under and Assistant Secretaries—Scale of Office Establishments.

THE Bengal Secretariat contains nine Civil Departments, namely, the General, Revenue, Judicial, Political, Appointment, Financial, Municipal, Public Works and Legislative Departments.

The Chief Secretary and three Secretaries divide the Departments between them, each Secretary being assisted by an Under-Secretary with an Assistant Secretary in the Legislative Department.

The Public Works Department, which comprises also the Irrigation, Railway and Marine Departments, has a Secretary and three Under-Secretaries.

The Registrar of the Bengal Secretariat are now gazetted officers.

The permanent scales of office establishments of the Bengal Secretariat are as follows:—

General and Revenue Departments.

					Salary Rs
Registrar	138-5-4 — 40 — 858-5-4
Class—I.	2 Clerks	400
II.	1 Clerk	300
III.	4 Clerks	200
IV.	4 "	150
V.	3 "	125
VI.	1 Clerk	100
VII.	3 Clerks	80
VIII.	2 "	70
IX.	6 "	60
X.	11 "	50
XI.	7 "	40
	5 Copyists	30—2—50

BENGAL SECRETARIAT AND DEPARTMENTAL OFFICERS. 33

Financial and Municipal Departments.

					Salary
					Rs.
Registrar	458-5-4-40-658-5-4
Class—I.	2	Clerks	400
II	2	"	300
III.	5	"	200
IV.	5	"	150
V.	5	"	125
VI.	2	"	100
VII.	4	"	80
VIII	4	"	70
IX.	7	"	60
X.	9	"	50
XI	11	"	40
	7	Copyists	30-2-50
	3	Clerks	30-2-40
	5	"	20-2-30

Judicial, Political and Appointment Departments.

Registrar	458-5-4-40-658-5-4		
Class—I	3	Clerks	400
II.	2	"	300
III.	6	"	200
IV	7	"	150
V	7	"	125
VI	2	"	100
VII	2	"	80
VIII.	6	"	70
IX.	9	"	60
X.	10	"	50
XI.	11	"	40
	7	Copyists	30-2-50
	1	Shorthand Writer	100

Public Works, Railway, Irrigation and Marine Departments

						Salary
						Rs.
Registrar	456—20—550
Class—I.	2 Clerks	400
II.	2 "	300
III.	5 "	200
IV.	4 "	150
V.	5 "	125
VI.	2 "	100
VII.	1 Clerk	80
VIII.	3 Clerks	70
IX.	8 "	60
X.	10 "	50
XI.	14 "	40
	6 Copyists	30—2—50

The following are the establishments of the Departmental Offices directly subordinate to the Bengal Government :—

Office of the Director of Public Instruction.

Clerks who do not belong to the Subordinate Education Service.—

2 Clerks	45
1 Clerk	40
3 Clerks	35
4 "	30
4 "	25
2 "	20

Office of the Inspector-General of Civil Hospitals, Bengal.

Head Assistant	200—10—250
I. 3 Class Assistants	150—10—200
II. 2 "	"	100—10—150
III. 2 "	"	75— 5—100
IV. 4 "	"	50— 5— 75
V. 6 "	"	50
VI. 6 "	"	40
VII. 6 "	"	30
VIII. 5 "	25

BENGAL SECRETARIAT AND DEPARTMENTAL OFFICES. 25

Office of the Inspector-General of Jails, Bengal.

	Salary Rs.
Personal Assistant ..	300—20—300

General Correspondence Department.

Head Clerk ..	20—8—200
Reference Clerk ..	60—2—80
Assistant Reference Clerk ..	20—1—30
Despatcher ..	20—2—40
Diarist ..	25—2½—50
Docketer ..	20—1—30
Indexer ..	20—2—40

Manufacturing Department.

Head Clerk ..	100—5—150
1 Checking Clerk ..	60—2—80
1 Ditto ..	25—2½—50
1 Ditto ..	20—1—30
Computer ..	20—1—30
Draftsman ..	30—1—40

General Expenditure Department.

Head Clerk ..	80—2—100
Auditor ..	60—2—80
Checking Clerk ..	40—2—60
Register-keeper ..	25—1½—40
Checking Clerk ..	20—2—40
3 Computers each @ ..	20—1—30
Checking Clerk ..	20—1—30

Copying Department.

3 Copyists ..	20—1—30
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Office of the Inspector-General of Police, Bengal.

					Salary Rs.
Registrar	350—10—400
Head Assistant	200
II.	2	Grade Assistants	150
III.	2	"	125
IV.	3	"	100
V.	3	"	80
VI.	3	"	70
VII.	4	"	60
VIII.	4	"	50
IX.	5	"	40
X.	6	"	30
I.	2	" Copyists	30
II.	3	"	20

Special Branch.

Head Assistant	150—10—200
II.	1	Grade Assistant	90—4—110

Office of the Inspector-General of Registration, Bengal.

Head Clerk	100—5—125
1	1st Grade Clerk	80
1	2nd " "	70
1	3rd " "	60
3	4th " Clerks	50
3	5th " "	40
5	6th " "	30

BOARD OF REVENUE.

Secretariat Department.

Superintendent	500—40—700
2	Head Assistants	400—20—500
I.	2 Assistants, Class	300—20—400
II.	2 " "	200—20—300
III.	5 " "	125—15—200
IV.	10 " "	75—10—125
V.	9 " "	50—5—75
VI.	12 " "	40—4—60

BENGAL SECRETARIAT AND DEPARTMENTAL OFFICES. 23

Copying Department.

				Salary Rs.
Senior Copyists	40—4—60
I. 8 Copyists, Grade	35—1—40
II. 6 "	"	30—1—35
III. 4 "	"	25—1—30
IV. 4 "	"	20—1—25

Sheristadar's Department.

Sheristadar	100—15—175
Muharrir	30—2—40

Opium Sale Accounts Department.

1st Assistant	90—12—150
2nd "	50—6—80
2 Junior Assistants				40—4—60
2 " "	25—3—40

Salt Sale Accounts Department.

1st Assistant	75—10—125
2nd "	40—4—60
7 Junior Assistants				25—3—40

Customs Audit Department.

1st Assistant	125
2nd "	60—4—80
1st Junior Assistant	40—4—60
2nd " Assistants	25—3—40

Treasury Department.

Treasurer	60—4—80
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Wards Department.

Class—I. 1 Assistant	300—20—400
II. 1 "	200—10—250
IV. 2 Assistants	75—10—125
V. 2 "	50—5—75
VI. 3 "	40—4—60
2 Copyists	25—3—40

Land Acquisition Department.

	Salary Rs
1 Clerk	50
1	40
1	30
1	20
1 Draftsman ..	30

Road Cess Department

1 Assistant	75—100—125
1	75

Income-Tax Department

1st Assistant	200—250—300
2nd	75—100—125
3rd	60
4th ..	40
5th	25

CHAPTER V.

THE GENERAL REGISTER—REGISTERING.

All Covers opened by the Registrar or Chief Clerk—Modes of marking Urgent Letters—Early, Urgent and Immediate Labels—Colors and Indications—Receipts and Issues—The General Register—Its Form—Explanation of Headings—Sample Register Sheet

ALL covers received in a Government Office, except those marked confidential or addressed to an officer by name, are opened by the Registrar or Chief Clerk, who notes on each letter the date of its receipt and the initial letter or name of the Branch which has to deal with it. In some offices the Junior Officer in immediate charge of the Office Establishment performs this duty.

Letters requiring early or immediate attention and confidential papers are required to be labelled. These labels are made up of stiff paper or thin card board, twelve inches in length and four inches broad. The colours employed are green, red, blue, and yellow. Green labels are printed over with the word "Early" and are intended for letters and files requiring priority over ordinary business during the usual office hours. Red labels are printed over with the word "Urgent" and are used for letters, &c., requiring attention without delay. Blue labels are over printed with the word "Immediate" and are intended for cases of extraordinary urgency to be placed at once in the hands of the person to whom they are addressed. The date with hour and minute of receipt and transmission are to be recorded on such labels. Yellow labels have the word "Confidential" printed on them and are for use with confidential cases.

In minor offices the letter X standing for urgent is often inscribed to denote urgency in the treatment of a letter or case.

Letters received in an office are technically called "Receipts," and those sent out are termed "Issues."

From the Registrar the receipts are transferred to the Registry Clerk for registration or entry in the Office General

Register This book contains a record of all letters received in the office, and as it is intended for reference purposes only, it is kept in some such simple form as the following :—

General No.	DATE OF RECEIPT		Nature of Cor- respondence	No of Letter	DATE OF LETTER		Name of Corres- pondent	Subject	REMARKS
	Month.	Date			Month	Date.			

The General Number—These numbers are written in consecutive order, commencing from the beginning of each official year, i.e., the 1st April. They are frequently used for referring to letters which is very convenient, since each receipt has a General Number. The General Number is also known as the Register Number.

Date of Receipt of Letter—The date of receipt of a letter is the date on which it arrives at the office. This date, as already stated, is noted on the top of each receipt by the Registrar or officer who opens the covers. In some registers this column is omitted, the date being written each day in red ink across the page, and the day's receipts entered below it.

Nature of Correspondence—In this column is noted whether the communication is of an official or demi-official nature. In some offices separate registers are kept for official, demi-official, and unofficial communications, in which case this column is omitted.

No. and Date of Letter—The No. and Date of a letter are those given it by the despatching office.

Name of Correspondent—In this column is noted the name of the sender of the letter. In Government offices it is usual to enter the name or initial letters of the Office, Department,

THE GENERAL REGISTER—REGISTERING.

21

Company, or Association instead of the name of the person who signs the letter; thus in the case of communications from the Secretary to the Government of India in the Public Works Department, the Agent of the Peninsula and Oriental Steam Navigation Company, and the Secretary to the Bengal Chamber of Commerce, the respective entries would be, P. W. D. India, P. and O. Company, and Bengal Chamber of Commerce. In some registers the heading of this column is simply "From"

Subject—In the General Register, the subject should be written in the fewest possible words. In most cases it would suffice to merely enter the subject-heading of the letter; thus, supposing a letter to treat of matters connected with transport, the entry "Transport" would suffice

Remarks—In this column are entered (1) the number of spare copies of the letter, if any, received, as in the case of printed circulars, &c., (2) the number of enclosures, if any, forwarded; (3) the name or initial letter of the Branch or Section to which the letter has been marked by the Registrar, and any other particulars which may appear necessary to note. Below is a sample entry made in the General Register—

General No	DATE OF RECEIPT OF LETTER.		Nature of Correspondence.	No. of Letter.	DATE OF LETTER		Name of Correspondent.	Subject.	REMARKS.
	Month.	Date.			Month	Date.			
47	July	18th	Official.	224	July	17th	Home Dept.	Appt. of Mr. John Smith.	1 Enclosure. General Branch.

Or the form may be simplified as follows :—

General No.	No. of Letter.	Date of Letter	From	Subject.	REMARKS.
<i>18th July 1892</i>					
47	624	17/7	Home Dept	Apptt of Mr John Smith.	1 Encl. Gent. Branch

After registration the Registry Clerk writes the Register Number on each receipt, after which they are sorted and sent on to the Branches which have to deal with them. Usually the Register is sent together with the letters, and each Superintendent or Head of Branch puts his initials in the Remarks column, opposite the letters he receives, in token of their receipt in his Branch.

Sample Register Sheet

General No.	No. of Letter.	Date of Letter.	From.	Subject.	Remarks.
<i>Wednesday, 2nd May 1892.</i>					
490	1324	2/5	P. W. D.	Railways	B.
491	1424	1/5	F. D.	Peon Luchman. Pen sion	A 7 enclos.
492	263	30/4	R. & A.	Admin. Report	C.
493	1107T	30/4	D. G. T.	State Telegrams	D.
494	72L	29/4	Surv. Genl.	Maps	A. 2 Maps
495	327	2/5	H. D.	Office Establt. Appts.	A.
496	245B	30/4	M. D.	Equipment	A.
497	737	29/4	Supt. of Secy Bengal.	Staty. Indent, '82-83	B. 2 enclos

THE GENERAL REGISTER—REGISTERING.

Sample Register Sheet—continued.

General No.	No. of Letter	Date of Letter.	From.	Subject.	Remarks.
<i>Thursday, 3rd May 1892.</i>					
498	721	30/4	P. W. D.	Irrigation	B.
499	218	28/4	C. P.	Provl. Contracts	D.
500	1508	2/5	F. D.	Budget 1888-89	D.
501	463	30/4	C G Trans port	Transport	A.
<i>Friday, 4th May 1892.</i>					
502	321	1/5	Legis Dept	Income Tax	A.
503	1599	2/5	F. D.	Trav. Allowances	D. 1 encls.
504	1573	3/5	P. W. D.	Simla Bandings	A.
505		2/5	D. G P O.	Postal Guide	I. 10 spare copies.
506	OC	28/4	Adjt. Genl: India.	G. O. C. C. Apl. '88	A. 12 ditto.
507	236	2/5	Comy. Genl	Civil Acct. Codes	D. 2 copies.
508	457	30/4	For. Dept.	Muscat	E.

CHAPTER VI.

THE RECEIPT DIARY—DIARISING.

Comparison between the General Register and the Receipt Diary—General form of the Diary—Entries, how made—Necessity for letters being passed at each stage through the Diary Clerk—The importance and utility of Diaries—Specimen Diary Sheet.

ALL letters received in a Branch are first entered in the Diary, each Branch or Section having a separate Diary of its own for the letters received in it.

As the General Register is a record of the letters received in the office, so the Diary is a record of the letters received in the Branch. It is however more comprehensive than the Register, and contains fuller and more detailed particulars regarding each letter, from its receipt to its record.

The following is the general form of the Diary—

Diary No.	General No.	NO. AND DATE OF LETTER.		From whom received.	Subject.	Date of receipt in Office.	Date of receipt Branch.	Date on which made over to the Reference or any other Branch.	DATE OF SUBMISSION TO THE OFFICERS			Date of submission for approval of Draft Reply.	Date on which sent to Copying Branch.	No and Date of reply	RECORD REFERENCE			REMARKS.
		No.	Date.						Assistant Secretary	Under Secy	Secretary				Part	Month.	Number.	
		1	2	3	4	5	6	7	8	9	10	11	12	13		14		15

From the preceding form it will be evident that, at the time of entering a receipt the particulars of the first eight columns only can be filled in, the dates and entries for the remaining columns being subsequently entered according to the progress made by the letter as it passes through each stage, until it is finally recorded.

The Diary Numbers, like the Register Numbers, are written in consecutive order, commencing from the beginning of each official year. The General Number is copied into the Diary from the top of the receipt itself where, as has been stated, it is entered by the Registry Clerk.

Next are entered in order the number of the letter, its date, the name of the sender, or (in the case of a letter from an officer of another Government Office or Department) the Department from which it has been received, and the subject. The first three of these are entered in precisely the same manner as they are in the General Register.

The subject, although necessarily fuller than that given in the General Register, should be stated as briefly as possible, the really important point or points of the letter only being given. In an official letter the subject is usually stated in its first paragraph.

The date of receipt of the letter in the office is taken by the Diarist from the top of the letter where, as previously stated, it is noted by the Registrar or Chief Clerk. In the Remarks column are sometimes entered any references to the bundle or file with which the letter is put up to serve as a guide to tracing it.

In order that the Diary may be kept regularly posted up, the receipts are passed at each stage through the Diary Clerk who, on each occasion, enters the date under the proper column in his Diary. For instance, before a letter is submitted to the Assistant Secretary, it is sent to the Diary Clerk, who notes down the date of its submission in the Diary. After the Assistant Secretary has done

with the letter, it is, previous to being submitted to the next officer, again sent to the Diary Clerk for entry of the date, and so on.

The Diaries (*i.e.*, both Receipt and Despatch*) are the most important registers of an office, as well as the most useful. In order to trace a letter, that is, to find out where it is, it is only necessary to look into the Diary (if a receipt, in the Receipt Diary, and if an issue, in the Despatch Diary), and from the particulars given therein, it can be known at once not only where the letter is, but also at what stage it may, at the time, happen to be.

* For particulars regarding the Despatch Diary see Chapter X.

Sample of Receipt Diary

Diary No.	General No.	No AND DATE OF LETTER.		From whom received	Subject	Date of receipt in Office	Date of receipt in Branch	Date on which made over to the Reference or any other Branch	DATE OF SUBMISSION TO THE OFFICERS			Date of submission for approval of Draft Reply	Date on which sent to Copying Branch	No & Date of Reply	RECORD REFERENCE		Remarks
		No.	Date						Assistant Secretary	Under Secretary	Secretary				Part	Atmt.	
247	491	1424	1-5	F D	Calls for further particulars regarding Peon I u ch man's pension	2-5	2-1										
248	496	72 L	22-4	Surv Genl	Fords 2 coloured Maps of the Bombay Presidency (mounted)	2-5	2-4										
249	495	527	2-5	H. D.	States no objection to temporary employment of Mr Stone until next Examination results are known	2-5	2-1										
250	496	245 B	30-4	M D	Seals of Baggage Equipmt for Field Service	2-5	2-3										
251	497	787	29-4	Supdt of Stationery	Intimates that handmade paper cannot be issued without express sanction of Fincl. Dept.	3-5	3-5										
252	501	463	30-4	C G Transport	Enquires Transport requirements for Sukkima Expedition.	4-5	4-5										

THE RECEIPT DIARY—DIARISING.

Diary No	General No		No. AND DATE OF LETTER		From whom received	Subject.	Date of receipt in Office	Date of receipt in Branch	Date on which made over to the Reference or any other Branch	DATE OF SUBMISSION TO THE OFFICERS			Date of submission for approval of Draft Reply	Date on which sent to Copying Branch	No. & Date of Reply	RECORD REFERENCE			Remarks
			No	Date						Assistant Secretary	Under Secretary	Secretary				Part	Month	No	
253	502	821	1 5		Legal Dept	Endorsee view expressed that Income Tax cannot be levied on employees outside British India	4-)	1											
254	504	1878	8 5		P W D, India	Intimates that control of Govt Buildings in Simla transferred to P W D Punjab	4 5	4 5											
255	506	319 C	28 4		Adj't Genl	Fords G O C C for April 1888	4 5	4)											
256	507	286	2 5		Comp Genl	Fords, 2 copies of Vol 1 of Civil Acct Code with correction slips to date	4 5	4-5											

CHAPTER VII.

DOCKETING.

Object of Docket—Accuracy in numbers, dates and designations—

The subject—Classification of official communications—Hints as to finding the subject—Key-words—Examples in docketing.

THE business of a docket is to show the purport of the letter at a glance. In plain words it is the short subject, and intended to serve as an aid in readily tracing a required letter.

Instead of being obliged to read through every individual letter in a file in order to trace a particular communication, the dockets can be readily glanced at, and the document needed found with less trouble and in a shorter space of time. A docket therefore should contain all the essentials to trace a letter, and these latter are the Number, Date, Sender's name and Subject.

Accuracy in docket entries is most essential. For instance it would be both wrong and misleading in entering Numbers to write 112 for 121 or 1204 for 1240, or in regard to dates to write 8th for 18th, Jan. (January), for Jun. (June) or 12-4 99 (12th April 1899), for 4-12-99 (4th December 1899). Again, a great deal of confusion and waste of time may be caused by writing the sender's name incorrectly, as D. G. P. O. (Director-General of the Post Office in India), for D. G. O. (Director-General of Ordnance in India) or Magt. (Magistrate) for Mgr. (Manager) or P. M. (Post Master), for P. M. O. (Principal Medical Officer).

The writing of the subject is not so mechanical and requires intelligence and discernment. A letter contains some specific statement or object, and the docket should briefly state what that statement or object is.

Speaking broadly, official communications may be divided into seven main classes, namely (1) orders, (2) sanctions and approvals, (3) proposals and suggestions, (4) requests, (5) explanations, (6) enquiries and (7) information or reports. Thus directions, decisions, rulings and resolutions would come under the general category of orders; grants and approvals under the head of sanctions and approvals; proposition statements, letters submitting schemes or projects or proposing increases or decreases of powers, expenditure or establishments or the introduction of new measures would fall under proposals or suggestions; applications, petitions and memorials would be grouped under requests; letters containing reasons for or against any matters or explanatory of any conduct, cause or action would fall under explanations; letters asking for information would come under enquiries, while narrations or the bringing to notice of matters on which action may or may not be taken would come under information and reports.

A little discernment would show at once whether a letter contains an order, sanction, proposal, request, explanation, enquiry or report, and this knowledge would help to simplify matters considerably when about to write the subject.

As a further hint, it may be stated that in actual experience it will be found that a letter comprising several paragraphs the subject or main point is usually expressed or contained in the first or last paragraph, the intermediate paragraphs dealing as a rule with observations, or the arguments or reasons employed.

A docket should be written in a large bold hand so as to be easily and quickly read, and should necessarily consist of a

few words as possible. In order to accomplish the latter the subject or abstract should commence with a key-word which would furnish a ready clue to the purport of the letter. The key-word is usually, but not always, a verb, and the following are some of the more common in use :

Advises.	Intimates.
Appeals.	Invites.
Applies	Nominates
Appoints	Notifies.
Approves	Recommends
Cancels	Reports.
Communicates	Requests.
Confirms	Sanctions.
Enquires	Solicits.
Explains.	Submits.
Forwards	

Or the noun equivalents may be employed, as —

Advice of
 Appeal of *on* to.
 Application of *on* for.
 Appointment of
 Approval of *or* to
 Cancellation of.
 Communication regarding
 Confirmation of.
 Enquiry as to *or* regarding.
 Explanation of *or* regarding.
 Forwarding of.
 Intimation of *or* regarding.
 Invitation to.
 Nominations of.
 Notification of *or* regarding.
 Recommendation of *or* for.

Report on or concerning.

Request for or of.

Sanction to or for.

Submission of

We will now proceed to give some examples in docketing. These examples are taken from the larger book on docketing [*The Docket or Short Précis How to do it*], from which work the information and hints contained in the present Chapter are mainly compiled.

Examples in Docketing.

No. 1.

Extract from the Proceedings of the Government of India in the Home Department, under date Simla, the 30th June 1898.

No. 584. Mr. Denzil J. Ibbetson, C.S.I., of the Indian Civil Service, is appointed to be Chief Commissioner of the Central Provinces, with effect from the date of assuming charge of that office.

In the above Example the Department of issue is the Home Department of the Government of India.

The number is 584, the date the 30th June 1898.

This clearly is an appointment order. The official concerned is Mr. Denzil J. Ibbetson, C.S.I., of the Indian Civil Service, the appointment is that of Chief Commissioner of the Central Provinces, and its date is stated as that of assuming charge.

The docket therefore would be written in the following abbreviated form :—

HOME : INDIA.

No. 584 dt. 30-6-98.

Appt. of Mr. D. J. Ibbetson, C.S.I., I.C.S., as Ch. Commr., C. P., from date of assuming charge.

No. 2.

Extract from the Proceedings of the Government of India in the Legislation Department, under date Simla, the 21st April 1898.

No. 2. His Excellency the Governor-General has been pleased to accept the resignation by Mr. C. C. Stevens, C.S.I., of his office of Additional

DOCKETING.

Member of the Council of the Governor-General for the purpose of making Laws and Regulations, with effect from the 2nd instant.

In this example the Department is the Legislative Department of the Government of India.

The number is 2, the date the 21st April 1898.

This is a resignation. The official concerned is Mr. C. C. Stevens, C.S.I.; the office resigned is that of Additional Member of the Council of the Governor-General for making Laws and Regulations, i.e., the Legislative Council of the Governor-General. The date of resignation is the 2nd April 1898.

Briefly, therefore, the subject may be stated as the resignation of Mr. C. C. Stevens, C.S.I., as Additional Member of the Legislative Council of the Governor-General from the 2nd April 1898.

As however "Additional" Members belong only to the Legislative Council as distinct from "Ordinary" Members who are said to belong to the "Council," i.e., including Executive and Legislative, it is unnecessary to repeat the words "Additional" and "Legislative" in the docket.

Putting these facts into a docket form we get the following:—

LEGSL: INDIA.

No. 2. dt. 21-4-98.

Resign: of Mr. C. C. Stevens, C.S.I., Addl. Mbr., G. G.'s Concl. 2-4-98.

No. 3.

Extract from the Proceedings of the Government of India in the Military Department, under date Simla, the 3rd June 1898.

No. 619. Colonel W. C. Black, Indian Staff Corps, Assistant Adjutant-General, Head-Quarters, Bombay Command, to officiate in command of a ~~small~~ ~~large~~ district in India, with the temporary rank of Brigadier-General, while so employed, vice Brigadier-General R. Westmacott, C.B.

D.S.O., nominated for the officiating command of a first class district.
Dated 23rd May 1898.

The Department in this case is the Military Department of the Government of India, the number 619, and the date the 3rd June 1898

The above order is a nomination.

The nominated officer is Colonel W C Black, of the Indian Staff Corps, and Assistant Adjutant General, Bombay Command. This officer is nominated to a second class District Command with the temporary rank of Brigadier General, *vice* Brigadier-General R Westmacott

The particulars regarding Brigadier General Westmacott are not essential in this case as the order has special reference to Colonel Black

The docket would therefore be as follows —

MILY INDIA

No 619 dt 3 6 98

Nomin of Col^y W C Black, 1st, A. A G, Bo Comd to a 2nd Cl Dist Comd, with tempy rank as Brig Genl, *vice* Brig Genl R. Westmacott

No 4.

Extract from the Proceedings of the Government of India in the Public Works Department, under date Calcutta, the 11th March 1898.

No 108. Mr. R B Buckley, Superintending Engineer, 1st class, Bengal, is promoted to Chief Engineer and Secretary to the Government in the Public Works Department, Buildings and Roads Branch, with effect from the forenoon of the 5th March 1898.

The Department of issue in this case is the Public Works Department of the Government of India.

The number is 108, the date the 11th March 1898

This is a promotion order. The officer concerned is Mr. R. Buckley, Superintending Engineer, 1st class, Bengal, and the rank and office to which promoted is that of Chief Engineer

and Secretary in the Public Works Department, Bengal, Buildings and Roads Branch; the date of the promotion being the 5th March 1898 forenoon.

The docket would consequently be in the following form:—

P. W. D. INDIA.

No. 108 dt. 11-3-98.

Promn. of Mr. R. B. Buckley, Supdg. Engr. 1st Cl., Bengal, to Ch. Engr. & Secy., P. W. D., Bengal (Bldgs. & Rds. Branch.) 5-3-98.

Or, as the chief point is the promotion, the present designation, viz., "Supdg. Engr., 1st Cl.: Bengal" may be omitted, and the subject contracted as follows:—

Promn. of Mr. R. B. Buckley to Ch. Engr. & Secy., P. W. D., Bengal (Bldgs. & Rds. Bch.). 5-3-98.

No. 5.

Extract from the Proceedings of the Government of Punjab in the Home Department (Jails), under date Simla, the 14th April 1896.

No. 151. *Notification.* With reference to the Resolution of the Government of India in the Home Department No. 7-582-594, dated the 28th August 1889, laying down a scale of remuneration for Superintendents of District Jails, the following classified list of the District Jails in Punjab for the year 1896-97 is published for general information in supersession of Punjab Government Gazette Notification No. 107, dated the 5th April 1895:—

First Class Jails.

Remuneration Rs. 150 per mensem.

Umballa, Mooltan and Rawalpindi.

Second Class Jails.

Remuneration Rs. 100 per mensem.

Delhi, Ferozepore, Sialkot, Gujranwala, Peshawar, Dera Ismail Khan and Dera Ghazi Khan.

Third Class Jails.

Remuneration Rs. 75 per mensem.

Hissar, Rohtak, Jullundur, Ludhiana, Jhang, Amritsar, Gurdassar, Multan and Jhelum.

*Fourth Class Jails.**Remuneration Rs. 50 per mensem.*

Karnal, Dharmasala, Hoshiarpur, Gujrat, Abottabad, Kohat and Bannu.

The above is issued by the Home of the Department, Punjab Government.

The number is 151, the date 14th April 1896.

The subject is clearly the scale of remuneration for Superintendents of District Jails in the Punjab for the year 1896-97. The scale is duly given in detail, but the inclusion of such in a simple docket is unnecessary.

The entries to be made in this case would, therefore, be as follows:—

HOME: PUNJAB.

No. 151 dt. 14-4-96.

Scale of remuneration of Supdts. of Dist. Jails in the Punjab. 1896-97.

Dockets forms are now done away with in the Secretariat, and larger offices and Note forms used instead. These latter have spaces or cages for entry of the docket particulars, and immediately below them follow the notes and orders. In the sample file shewn in the succeeding Chapter will be seen how the docket entries are made on the note forms.

CHAPTER VIII

SYSTEM OF KEEPING CORRESPONDENCE.

The file system—Its arrangement—Subject-headings—The file—Particular subject under a subject-heading—Composition of a file—System of keeping the letters and notes respectively—File, Serial and page numbers—Abstract of Current Papers—Note forms and Continuation Note Sheets—Routine Note Form—Sample File—Working of file systems simplified by the Government rule directing that an official letter should treat of one subject only—Method of keeping papers in a file—Docket system, observed in some minor offices—Index Numbers—Sample docket form

In large public offices, such as the Secretariats, the correspondence is kept according to the 'file' system which is an arrangement of papers by subjects

In such offices subject headings indicating the main descriptions of correspondence dealt with are maintained, and a file is a set of papers on a particular subject appertaining to some such subject-heading. Thus for example supposing 'Pensions' formed a subject-heading, then the separate sets of papers on the various matters relative to pension rules and sanctions to grants of pensions to individuals would all form files under the subject-heading of 'Pensions'. A file is in two parts, viz., (1) the correspondence and (2) the office notes.

The correspondence comprises all the letters received and issued on the subject, while the notes (which are written on prescribed note-forms) contain the dockets or entries of the letters with the notes, remarks, suggestions and orders, etc.,

passed on each. Nothing save quotations of references are written on the letters themselves, whereas all remarks, etc., are contained in the notes.

A letter which is not in continuation of current correspondence (*i.e.*, correspondence not yet finally disposed of and so unrecorded) forms the first paper of a new file, and subsequent letters whether received or issued in continuation are placed with it in chronological order, the arrangement being the earliest paper at the bottom and the latest one on the top of the file. The notes follow the same chronological order, but their arrangement is in inverse order to the correspondence, that is, they commence with the first letter and proceed on to the latest or last as the paragraphs in a book.

Each file of papers gets a file number, the same number appearing on each letter in that file. These file numbers run in annual series, commencing with No. 1, for each calendar year, *i.e.*, beginning with 1st January. Again each letter in a file is numbered serially, *viz.*, 1, 2, 3, etc., in order of date of issue or receipt, the first paper being serial No. 1, and so on. The serial numbers commence afresh beginning with No. 1 for each file of letters.

In addition to the above numberings, all the letters in a file are folioed, *i.e.*, numbered in the same manner as the pages of a book. But as letters are laid in the file in the same order as the pages of a book in the Persian language (the first page at the end and the last page first), they must also be *paged* accordingly. If a letter contains enclosures the letter are included in the paging, *i.e.*, they bear page numbers following that of the letter.

The note sheets are also *paged*, the numbering being of course in converse order to that of the letters, *viz.*, from top downwards.

Each current file contains also what is termed an 'Abstract of Current Papers' or briefly 'Current Abstract.'

This is a summary of the contents of the papers in the file in their chronological order

The note forms are 'first sheets' and 'continuous note-sheets.' The first sheet is the top or opening sheet of the notes and the continuation note-sheets are added to it as required.

In addition there are routine note forms for routine entries, such as orders to complete the file, put up precedents and demi-official correspondence of a trivial nature and the like.

The following pages show an example of a file. Pages 50 to 52 are the notes which, as they are placed on the top, come first, while pages 53 to 63 are the correspondence and are arranged in exactly the same order as in a file, viz. the latest letter first and the earliest letter last

Attention is drawn to the dockets of the received letters among the notes and to the affixing of the General, Diary, File and Serial Numbers and paging. The paging of the letters are from (1) to (8) (2) and (3) are omitted as they were affixed to the original testimonials of the applicant, Mr. Browne, which were subsequently returned.

Page 65 shews the Abstract of the Current Papers and page 67 the Routine Slip

1900.

GOVERNMENT OF INDIA

PUBLIC WORKS DEPARTMENT

General No 2247

File No 10 of 1900

Diary No 341

Serial No 1

(Subject)

OFFICE ESTABLISHMENT

APPOINTMENTS

From MR F R BROWNE, *Simla**No —**Dated 6-8-00**Enclosures 2**Received 7-8-00**Spare copies, Nil.**(Brief Subject)*

Application for clerical employment, P W Secretariat

NOTES AND ORDERS

Regr —

This application presumably refers to the appointment recently held by Babu Nobin Chunder Ghose. Mr Browne is an unpassed candidate, and under Home Department Resolution No 1817, dt 3rd July 1892, he cannot be entertained. Perhaps the Home Department may be asked to nominate a passed candidate and Mr Browne informed accordingly.

I was about to submit the question of filling up the vacancy when Mr B's application was received

Drafts put up

A B

78

Under Secy

Yes, Mr. Browne cannot get the post he applies for. Home Department may be asked as suggested above.

C D., 7-8.

E. Foy., 8-8.

File No. 10.

Serial Nos. 2 & 3

To Mr F R Browne No 1580G, dt 9-8-00, and O. M.
to Home Department, No 1581G, dt 9-8-00

General No 2638

File No 10.

Diary No 369

Serial No 4.

From HOME DEPT

No. 331

Dated 3-9-00

Enclosures nil.

Recd 4-9 00

Spare copies nil.

In reply to this Office Memo No 1580G, dt 9 8 00, intimates the appt of Mr C B Smith to the vacancy in Class V.

Regr —

The Home Department do not give any date as to when Mr Smith is likely to join this office Babu N C. Ghose retired from the service on 1-8 00 or over a month ago, and the section to which he belonged is getting somewhat into arrears. We may perhaps enquire d o when Mr Smith is likely to join?

A B

4-9.

Under-Secy.

*
Yes, we cannot do without a man much longer

C. D., 5-9.

E. Foy., 5-9.

Draft d o. submitted for approval

A. B

6-9

C. D.

6-9.

Get this out early please

E. Foy.

6 9

File No. 10

Serial No. 5.

*Demi-official to G. Lawson, Esq., U.S., Under-Secy., Home
Dept., dt. 7-9-00*

General No 2801

File No. 10.

Diary No. 410.

Serial No. 6.

From G. LAWSON, Esq, c s, Under-Secy, Home Dept.

No —

Dated 10-9-00.

Enclosures nil.

Recd. 11-9-00.

Spare Copies nil.

In reply to this office d o enquiry, states that Mr. Smith
can join on 25th Sept. 1900

Regr.—

This arrangement will suit us

A. B.

11-9

C. D.

12-9.

E. Foy.

12-9

Record.

A. B

26-9

(8)

File No. 10 of 1900.

Serial No. 6.

Diary No 410 of 1900

General No 2801, 11-9-1900.

HOME DEPARTMENT.

Simla, 10th September 1900.

MY DEAR FOY,

Your demi-official letter of 7th instant Mr Smith can
join on 25th instant Hope this will suit

Yours truly,

G. LAWSON.

To

E Foy, Esq ,

Under Secy ,

P W. D

(7)

File No. 10 of 1900.

Serial No. 5.

Reference

Diary No. 369 of 1900

PUBLIC WORKS DEPARTMENT

No.——

Simla, 7th Sept. 1900.

To

G LAWSON, ESQ., C S ,

Under-Secy.,

Home Dept.

MY DEAR LAWSON,

Please see your Memo. No 331, dated 3rd instant. When could Mr. Smith join? The appointment has been vacant for over a month, and we ~~are~~ getting into arrears in consequence

Yours truly,

E F.

(6)

Diary No. 369 of 1900

File No. 10 of 1900.

General No. 2638, 4-9-00.

Serial No. 4.

No. 331.

GOVERNMENT OF INDIA.

HOME DEPARTMENT.

PUBLIC

Simla, 3rd. September 1906.

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,

Public Works Department.

OFFICE MEMORANDUM.

In accordance with the request contained in Public Works Department Office Memo. No. 1581G, dated 9th August 1892 the undersigned is directed to state that Mr. C. B Smith, a passed candidate, has been appointed to the vacant post in Class V (Rs. 80 to 110) of the clerical establishment of that office.

2. Mr. Smith is at present employed in the Office of the Accountant-General, Lahore, and has been instructed to join his new appointment as soon as he receives permission from his present superior to do so.

G. LAWSON,

Offg. Under-Secy. to the Govt. of India.

(5)

File No. 10 of 1900

Serial No 3.

Reference

Diary No. 341 of 1900.

PUBLIC WORKS DEPARTMENT

No 1581G

Simla, 9th August 1900

To

Home Dept

Out early

F F

8-8

OFFICE MEMO

A vacancy having occurred in Class V (Rs 80 to 110) of the clerical establishment of this Office, the undersigned is directed to request that a passed candidate may be appointed to fill it at an early date

E. F.,

Under-Secy.

Reference.

Diary No. 341 of 1900.

(4)

File No. 10 of 1900.

Serial No. 2.

PUBLIC WORKS DEPARTMENT.

No 15806

Simla, 9th August 1900

To

MR. F. R. BROWNE,
Clerk,
United Service Club,
Simla

OFFICE MEMO.

With refce. to his appln
dt 6th August 1892, Mr. Brown
is informed that as he has not
passed the Govt. Clerical Test,
his appln cannot be entertain-
ed for the appt. applied for
by him.

2. The original testimonials
are returned herewith as re-
quested.

• •
E. F.,

Under-Secy.

(1)

Diary No. 341 of 1900.

File No. 10 of 1900.

General No. 2247, 7-8-00.

Serial No. 1.

*United Service Club,
Simla, the 6th August 1900.*

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,
Public Works Department

SIR,

Understanding that a vacancy exists in your Office in the grade of Rs. 80, rising to Rs. 110, per mensem, I beg respectfully to offer myself as a candidate for the appointment.

I am at present employed as a Clerk in the Office of the United Service Club, Simla, and beg to enclose testimonials in original for favour of perusal and return.

Awaiting a favourable reply

I am,

Sir,

Your most obedient servant,

F. R. BROWNE.

PUBLIC WORKS DEPARTMENT

ABSTRACT OF CURRENT PAPERS.

References
 Proprs Office Establishment, } File No 10 of 1900.
 Appointments
 Nos 30 35 A, July 1892. }

(Subject Heading)

OFFICE ESTABLISHMENT

APPOINTMENTS

Proceedings A or B and Month.	General No.	Diary No.	Number and Date of Letters and Contents.	Serial No. in File.	Page in Vol- ume of A Procs.
			OFFICE NOTES.		
	2247	341	No.—dt. 6 8 00. From Mr. F. R. Browne. Application for vacancy in Cl. V in P. W. Sectt.	1	
	"	<i>ibid</i>	No. 1580-G., dt. 9-8-00. To Mr. F. R. Browne. He cannot be appointed, not having passed clerical test.	2	
	"	<i>ibid</i>	No. 1581 G., dt. 9 8-00. To Home Dept. Asks for a passed candidate for vacancy in Cl. V.	3	
	2638	369	No. 331, dt. 3 9 00. From Home Dept. Mr. C. B. Smith, a passed candidate of Acott-Genl.'s Office, Lahore, has been appointed to the vacancy.	4	
	"	<i>ibid.</i>	D. O., dt. 7-9-00. To U.-S., H. & D. Enquires when Mr. Smith can join.	5	
	2801	410	D. O., dt. 10 9-00. From U.-S., H. D. Mr. Smith can join on 25 9-00.	6	

Govt of India. | 1900. | P W. D.

ROUTINE SLIP.

[Not to be sent out of the office or printed.]

(Subject of File.)

OFFICE ESTABLISHMENT.

APPOINTMENTS.

General No 2247.

Diary No 341.

K. W. of

Pros

1900.

Nos

Office —

We are allowed to bestow one appointment out of every three Cannot we get Mr Browne under this proviso?

E. F, 8-8.

Under-Secy.—

We have already exercised this privilege in the case of Mr. Jackson; so until the two next vacancies are disposed of by the H. D. we will not have another in our gift. Perhaps H. D. may be asked to make an exception in Mr. Browne's case?

C. D., 8-8.

Thanks. I do not think H. D. rules should be broken.

E. F., 8-8.

By means of the file system the entire correspondence on any one subject is kept together and so can be readily obtained whenever required. The working of the system is simplified by the Government ruling, which directs that an official letter should treat of one subject only. Should this rule, however, not be observed in any particular case, the letter is registered under each of the subjects referred to in it, and the original is kept in one file and copies of it in the others.

In a file the papers are kept open and placed flat on a mill-board, the whole being tied together by a piece of red or blue tape. As the papers are all of a uniform (foolscap) size, they fit evenly together on the board, which likewise is cut foolscap size.

In some minor offices the notes are not separated from, but kept together with, the letters. Each letter has a docket form affixed to it, on which the notes pertaining to it are written. These files or bundles, in addition to their subject heading, have numbers also given to them, and every paper or document in the file bears two numbers, which are written in the form of a fraction, as $\frac{1}{3}$, the numerator or top number denoting the number of the File, and the denominator the number of the letter or document in it corresponding to the serial number. Thus, for instance, if the number of a File is 43, the first letter in it would be numbered $\frac{1}{3}$, the second $\frac{2}{3}$, the third $\frac{3}{3}$, and so on. Such numbers are termed Index Numbers.

The following is a sample docket form as above described. The entries in it bear reference to Serial No. 4 of the sample file given on page 57 above.

DEPARTMENT

FROM HOME DEPT.

No. 331

Date 3900.

Date of Receipt 4900.

Index No. $\frac{10}{4}$

SUBJECT.

Office Establishment Appointments.

ABSTRACT.

Intimates Mr. C. B. Smith, a passed candidate of Acctt. Genl.'s Office, Lahore, has been apptd. to the vacancy

Orders

NOTES

CHAPTER IX.

REFERENCING.

Definition of term—Letters treating of subjects never previously dealt with or of which there are no previous similar cases—Letters which are replies to previous references—Method of tracing the correspondence on the subject treated of in a letter—Hints with regard to referencing a letter—Furnishing precedents—Indexes—Data required to be known in order to trace a letter—Qualifications necessary to be a good reference clerk.

REFERENCING is the term used in offices for putting up letters in their proper files, i.e., with the previous papers or correspondence referred to in the letter, or, with similar correspondence.

Received letters, after they have been docketed and diarised, are put up in files containing the previous references, &c.

Should a letter be received treating of a subject which has never been previously dealt with, or of which there are no similar cases among the office records, it is submitted for orders by itself; but when a letter is a reply to a previous reference made by the Office, it must be put up with the file containing the reference to which it is a reply, together with any other correspondence which there may be on the same subject.

Every official letter treating of a subject on which there have been previous correspondence is required to state the precise number and date of either the letter to which it is a reply or the

last letter, received or sent, on that subject. The letter quoted can then be traced from the Diaries and the correspondence put up. Occasionally, however, letters are received without any or perhaps very vague references to previous correspondence, and then, unless the subject is clearly stated, the new clerk is likely to experience some difficulty.

The following hints are given with regard to referencing a letter :—

- (1) Read carefully through the entire letter and see whether any references are made in it to previous letters, &c. If any enclosures are forwarded with it, see that they have been correctly received and put up.
- (2) If references are made, search for them through the Diaries, noting in the margin of the letter the general or index numbers of the references.
- (3) When the bundle or file has been found assure yourself that it is the correct one by noting its subject and seeing that the communications referred to in the letter are in it.
- (4) Examine the file and see that it is complete, i.e., that no letters or papers are missing from it. This can be done by seeing that the paging or index numbers are in consecutive order.
- (5) If the file is a bulky one, affix slips of paper or otherwise mark the letters in it to which reference is made, so that they can be readily found when wanted.

In Secretariat offices the letter itself under disposal is indicated by a slip bearing the words *Paper under disposal* and letter slips, A, B, C, etc., affixed to the references. These

slips are to be used in alphabetical order, A to M being reserved for use by officers and N to Z by clerks.

It is not sufficient, however, to be able to merely put up a file containing the references given in a letter. Frequently a previous similar case is wanted in order to serve as a precedent (a likely matter, especially in the case of correspondence which do not originate in the office itself), or a side question may arise requiring a search among the records without such aids as numbers and dates. In such cases the reference clerk, unless he has long personal experience of the records and is endowed with an excellent memory, must depend on the Indexes.

In Secretariat Offices Indexes (*see Chapter xviii*) are kept up wherein the subject-matter of all letters, including both those received in and sent out of the office, are indexed. By referring to these Indexes a clerk can readily ascertain whether any, and if so, what similar correspondence exists in the office, and from the particulars given in them be able, if necessary, to obtain the papers.

In offices where no Index Books exist, it is advisable for the reference clerk to keep up a Note-book in the form of an Index for noting the more important letters. By this means he will be able to say when he gets a letter whether any similar case has previously passed through his hands, and from the particulars entered in his Note-book he can, by furnishing the name or number of the bundle or file, readily obtain it.

In order to trace an official letter or document one of the following data are required to be known, *viz.*—

- (1) The number and date of the letter, and the name of sender.
- (2) The name of the sender and the subject.

With either of these particulars given the letter can be traced through the Diaries; but in the event of a precedent or similar previous case being wanted, i.e., when the subject only is known, the Indexes must be referred to

Despite, however, the facilities offered by means of Diaries and Indexes, in order to be a good and ready reference clerk, a personal knowledge of the office records is essential, and a good memory requisite. The former can only be acquired by experience, while the latter can be cultivated only by habits of carefulness, diligence, and attention to details

CHAPTER X.

PRÉCIS-WRITING.

Definition of a Précis and Précis-writing—Object of a Précis—Its advantages—Précis to be complete, accurate, clear and brief—Usually written on half-margin—Rules for writing a Précis—Examples of a Separate and a Continuous Précis.

A Précis may best be defined as a summary, and Précis-writing may be said to be the process of selecting and expressing in brief, the essential points of a letter or series of letters. A Précis, therefore, can be made of the contents of either (1) a single letter or (2) a correspondence, *i.e.*, a series of letters on the same subject.

The object of a Précis is to enable any one who has not the time to read through the original letter or correspondence to get possession of the principal points or leading features contained in them by reading the Précis only. The advantage in a Précis, therefore, is that it saves time, a matter of the utmost importance in a Secretariat or Head Office of a Department, where a mass of correspondence has daily to be got through. It would be quite incompatible with the speedy despatch of business if officers were required to read *in extenso* the letters of each file submitted for their orders, and Secretaries and Heads of Offices would scarcely be able to dispose of one-third of the work they get through if, in every instance, it were necessary for them to wade through the

correspondence in each bundle or file in order to obtain a knowledge of the case prior to passing orders on it.

A Précis is always written in the form of a narrative and should (1) contain a complete and accurate statement of the principal facts or chief points of the letter or correspondence abstracted, including all that is important and omitting everything that is unimportant; (2) present this in a consecutive and readable shape expressed as clearly as possible; and (3) be as brief as is compatible with completeness and clearness. In shorter language, a Précis must be—

Complete,

Accurate,

Clear,

Brief.

Complete, because it is intended as a substitute for the letter or correspondence of which it is a Précis, and if any of the essential points in the former are left out, the Précis necessarily loses its value.

Accurate, for the same reason that it should be complete, *viz.*, because it is a substitute for the original letter or correspondence.

Clear, because if there is any ambiguity which makes a reference to the original papers necessary, it is useless.

Brief, because its object is to save time.

In writing a Précis it is usual to keep a margin of one-half of the breadth of the paper, which margin is used for noting the references to the different paragraphs, or in the case of a Précis of a series of letters, to the various letters abstracted.

There are two methods in which the Précis of a correspondence may be written, *viz.* (1) the contents of each letter may be written separately, or (2) a continuous précis may be made giving the gist of all the papers in the form of a consecutive narrative.

The best method of writing a Précis may be gathered from the following rules :—

1. Carefully read through the entire letter or correspondence and underline or otherwise mark with a pencil the important parts. In the case of correspondence care should be taken to first arrange the letters in chronological order.

2. Write out each of the marked portions in the fewest possible words. It is always best to use as far as possible the identical words of the letter, since the introduction of other words may not convey the exact meaning of the writer, and so render the précis valueless. In the same way if there be any ambiguity in an expression it is preferable to quote the exact wording rather than run the risk of committing an error by making a mis-statement.

3. [In the case of a Continuous Précis.] Connect the different portions by putting the whole in the form of a continuous narrative.

4. Enter the necessary marginal references to the various paragraphs or letters.

The following extracts taken from the larger work on précis-writing [*The Précis, Separate and Continuous ; How to write it*] contain additional hints that may prove useful to clerks as to the mode of drawing up a précis :—

Précés are usually drawn up in the cases of correspondence containing a series of events, or describing the course of a particular matter or embodying a collection of opinions or reports on any particular question or fact.

As an example of the first may be instanced correspondence containing the history of a particular case, showing how it originated, the course it took, and how it terminated. In such

case, the simpler plan is to first arrange the several letters in chronological order, *i.e.*, according to sequence of dates, and if we may venture a hint, we would advise the clerk to carefully read the first and last letters first, thus securing beforehand an insight into the subject and how it ended. Having become aware of this, he could more readily follow the course of events when going through the correspondence just in the same way as a person who looks through the opening and closing chapters of a story, is easier able to follow and understand the drift of the tale in the course of its reading by being already aware of the nature of its termination.

In the case of correspondence forming a collection of opinions or reports any order of chronology would not be so important. The clerk should carefully read the letter calling for the report or setting forth the matter on which opinions are invited and note the several points on which report is called for or enquiry made, and as he goes through each reply, note whether it is complete, *i.e.*, if all the points raised have been replied to or touched upon and briefly write down their import.

It is usual to draw up *précis* in half-marginal form, writing the *précis* on the outer half of the paper and noting the references to the original papers on the inner half. It is clear that a *précis* should not include a single statement which is not contained in or supported by the original papers, and the margin is intended for noting thereon the references to the several letters or paragraphs in the subject-matter and hence indicating the authorities for the several statements made or matters contained in the *précis* so as to enable a reference to the original documents being readily available.

In writing a *précis*, moreover, endeavour should also be made to draw it up in a form easily distinguishable and so as to

readily catch the eye. Hence paragraphs should be employed, and if there are several distinct points they might advantageously be listed as 1st, 2nd, 3rd or (a), (b), (c), *etcetera*. For example if there are four points or matters in a subject they might first be enumerated and then each individual point or matter dealt with in distinct paragraphs. Whenever possible also, especially if such course would tend to make the précis clearer or more concise, the subject-matter may be thrown into the form of a statement.

A précis obviously should commence with a brief statement of its subject-matter. This should be contained in as few words as possible, and is as essential to a précis as a title is to a book as giving the reader at first glance an idea of the matter treated of or dealt with. For this purpose it is essential that the student of précis-writing should know how to docket, *i.e.*, express in a few words the subject-matter of a document or connected correspondence.

We give an example each of a Separate and a Continuous Précis:—

[CORRESPONDENCE OF WHICH A PRÉCIS IS MADE.]

(1)

From Mr. James Sutherland, to the Secretary to the Government of India, dated, 10, Clive Row, Calcutta, the 20th December 1891.

A Mr. Joseph Gill came out to this country with letters of introduction to me, and died very suddenly at the General Hospital, Calcutta. On a reference from the hospital authorities I had his body interred in the Catholic portion of the Military Burial Ground at Bhowanipur. His widow, now resident in Paris, writes to me to have his body exhumed and buried in a family vault in the Roman Catholic Church at Dhurumtollah; but I am advised that the Garrison Chaplain, under whose care the Burial Ground is, requires the sanction of Government (Home Depart-

ment) before permitting this to be carried out; and I would be much obliged if you would be good enough to give me the necessary sanction.

As the body will be interred in another grave without loss of time, I would also be obliged if you would dispense with the necessity of a zinc coffin, which, from its imperishable nature, is likely to form a serious obstruction in a family vault.

(2)

From F. C. Dankes, Esq., C.S., Under-Secretary to the Government of India, to the Secretary to the Government of Bengal, No. 1, dated, Fort William, the 3rd January 1892.

I am directed to forward the accompanying letter, dated the 20th ultimo, from Mr. James Sutherland, asking for permission to remove the body of one Joseph Gill from the Military Burial Ground at Bhowanipur for re-interment in a family vault in the Dhurumtollah Roman Catholic Church, and to enquire what is the rule or practice in such cases, and whether there is any objection to permission being granted to remove the body for re-interment.

(3)

From H. H. Risley, Esq., Under-Secretary to the Government of Bengal, General Department, to the Secretary to the Government of India, No. 377, dated Calcutta, the 25th January 1892.

With reference to your Office letter No. 1 of the 3rd instant, and its enclosure, on the subject of the removal of the body of Joseph Gill from the Military Burial Ground at Bhowanipur for re-interment in a family vault in the Dhurumtollah Roman Catholic Church, I am directed to submit herewith a copy of a letter* from the Venerable the Archdeacon of Calcutta, and to say that under the conditions specified therein, the Lieutenant-Governor thinks that permission to remove the body may unobjectionably be granted.

* No. 702, dated
14th January 1878.

[ENCLOSURE.]

From the Venerable J. Baly, Archdeacon, Calcutta, to the Secretary to the Government of Bengal.

No. 702, dated *Mysaffarpore*, the 18th January 1892.

With reference to your note No. 122 of 8th January 1892, forwarding copy of letters relating to the removal of a body from the Bhowanipur cemetery to the Roman Catholic Church in Dhurumtollah, I have the honor to say that there is no Government order bearing exactly on such

a case, but that there is a regulation recently passed that ~~no~~ *kutcha* grave should be opened for purpose of converting it into a masonry grave or vault without previous reference to the Archdeacon and the certificate of the Principal Medical Officer that no risk would be incurred thereby to the public health.

If this is certified with respect to the removal of the body referred to, and the Roman Catholic authorities make no objection to its re-interment in the Dhurruntollah Church, I see no particular reason why the removal should not be sanctioned. I think, however, that the coffin should certainly be cased with a zinc covering while it is being removed, which could be taken away, if necessary, when the coffin is finally deposited in the vault.

(4)

From J. O'Kinealy, Esq., Officiating Secretary to the Government of India, to Mr. James Sutherland, 10, Clive Row, Calcutta. No. 44, dated, Fort William, the 31st January 1892.

In reply to your letter dated the 20th ultimo, I am directed to say that the Governor-General in Council is pleased to grant permission for the removal of the body of Joseph Gill from the Military Burial Ground at Bhowanipur for re-interment in a family vault in the Dhurruntollah Roman Catholic Church on the following conditions:—

- (1) That you obtain a certificate from the Principal Medical Officer at the Presidency that no risk to the public health will be incurred by the removal of the body ;
- (2) That the Roman Catholic authorities have no objection to the re-interment of the body in the Dhurruntollah Church ; and
- (3) That the coffin be encased in a zinc covering while it is being removed, which covering may be taken off when the coffin is finally deposited in the vault.

PRÉCIS (SEPARATE)

Mr. Jas. Sutherland to H. D.,
dt. 20-12-91.

Asks permission to remove the body of one Joseph Gill from the Military Burial Ground, Bhowanipur, for re-interment in a family vault in the R. C. Church, Dhurumtollah, and requests that the necessity of a zinc coffin be dispensed with.

H. D. to Bengal Govt.
No. 1, dt. 3-1-92.

Forwards the above with an enquiry as to whether there is any objection to permission being granted.

Bengal Govt. (Genl. Dept.)
to H. D., No. 377, dt. 25-1-92.

Submits a letter from the Archdeacon and states that under the conditions specified therein permission may be granted. The conditions are (1) that a certificate be obtained from the P. M. O. at the Presdy. that no risk to the public health will be incurred by the removal of the body; (2) that the R. C. authorities have no objection to the interment in the Dhurumtollah Church; (3) that while being removed, the coffin be encased in a zinc covering. Permits the removal of the body on the conditions specified

H. D. to Mr. Sutherland,
No. 44, dt. 31-1-92.

PRÉCIS (CONTINUOUS).

Letter from Mr Sutherland,
dt. 20-12-91.

No. 377; dt. 25-1-92.

[*No. 702, dt. 18-1-92.]

On 20th December 1891 Mr. Jas. Sutherland asked permission of the H. D. to remove the body of one Jos. Gill from the Mily. Burial Ground, Bhowanipur, for re-interment in a family vault in the R. C. Church, Dhurrumtollah. The Bengal Govt., on the matter being referred to them, submitted a letter* from the Archdeacon, and stated that permission may be granted on the conditions specified therein, viz., (1) that a certificate be obtained from the P. M. O. at the Presdcy. that no risk to the public health will be incurred by the removal of the body; (2) that the R. C. authorities have no objection to the re-interment in the Dhurrumtollah Church; and (3) that while being removed the coffin be encased in a zinc covering. Permission to the removal of the body was accordingly given by the H. D. under these conditions.

CHAPTER XI.

NOTING.

Meaning of term—Notes to be in accordance with either some established ruling or standing order of Government, or a precedent or similar previous case—To be short and to the point—Procedure when the letter is a lengthy one—When part of previous correspondence—Instructions for noting in Secretariats—Qualifications necessary to be able to note—Hints.

NOTING is the term used in offices for writing notes or offering suggestions on a letter or case.

After a letter has been put up with its file and referenced, the Senior Clerk or Superintendent of the Branch dealing with it has to note on it stating what action is necessary, and making suggestions as to its disposal; the notes must be in accordance with either (1) some established ruling or standing order of Government, or (2) a precedent or similar previous case. For the former the clerk's own knowledge of the Government codes and rulings must assist him, for the latter he will be able from the papers put up with the letter to readily see whether there are any precedents which may serve as a guide.

In noting on a letter, the clerk should be careful not to be too verbose. A short note to the point is all that is required. Should the letter be a lengthy one, or contain a number of enclosures, a brief précis of the contents may advantageously be made, but when the letter is part of some previous correspondence, the

following points are to be observed when noting on cases in Secretariats :—

(1) Every note must be legibly written upon paper employed for the purpose which is of foolscap size with a quarter margin running down the length for references and remarks.

(2) Only one side of the page is to be written on.

(3) Notes contained in more than one paragraph should have the paragraphs numbered. When the notes extend beyond a single page the pages should also be numbered.

(4) Only one note is to be submitted by the office on a letter. The practice of an Assistant, the Superintendent and the Registrar each writing a separate note is prohibited. If the senior accepts the note written by his junior, he merely adds his initials. If he does not accept it, he can modify or, if necessary, re-cast it, and either re-write it himself or return it to be re-written as corrected. If the letter is required to be seen by two or more branches each branch may put up its own note separately.

(5) As the case passes on to seniors and superiors, if the latter agrees with the preceding note or recommendation, he initials or signs it. Superior officers frequently make marginal notes to emphasise any special point.

(6) Office Assistants initial notes, while gazetted officers append their signatures. The former on the left and the latter on the right hand side.

(7) The language employed must be temperate and free from personal remarks. Observations on errors should be courteously worded and criticisms on the opinions of superiors avoided.

(8) The use of the words "I" or "we" should be avoided in notes. Abbreviations of designations and words

should be employed, but care should be taken that only recognized forms of abbreviations are used.

(9) Linked files put up with a case should be properly referred to in the notes by their file numbers. Similarly letters and proceedings should be referred to by quotations of their numbers and dates, and these should be flagged or slipped, that is, have distinguishing letter-slips as A, B, C, etc., affixed to them and the letter-slips also quoted under the respective references. The following example will illustrate our meaning :—

<p>Slip A.</p> <p>audit objection to the proposal :</p> <p>Slip B.</p>	<p>In the A. G.'s letter No. 249, dt. 12-2-01, put up it will be seen that there is no but the Commr., Patna Dn. (No. 172 G., dt. 24-1-01), states that the change will entail more clerical labour, in his office,</p> <p>or the references may be entirely thrown out in the margin as</p>
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*No. 249, dt. 10-2-01, Slip A.

The A. G.* has no audit objection to the proposal, but the Commr., Patna Dn.,† states that the change will entail more

†No. 172 G., dt. 24-1-01, Slip B.

clerical labour in his office.

The numbers and dates of the letters in the margin should be written in ink as being a permanent record, but the references to the letter-slips as 'slip A,' 'slip B,' may be entered in pencil.

10. In the case of files received from outside departments for opinion or note, the notes of the department referred to should commence as a separate note form.

11. Paraphrases and verbatim reproductions or extracts of letters should not be entered in the notes. If the letter under disposal is of great length or complexity a précis should be prepared, but the latter should not ordinarily be made without special orders. In such case a précis note should be made, i.e., a précis of the contents combined with notes or

suggestions as to proposed disposal. The letter or papers should be briefly summarized, and then the points for consideration or decision clearly set forth with references to any law, rule, regulation, precedent or parallel case, and the procedure indicated or definite suggestions made for the disposal of the case itself.

12. There are special forms for writing routine notes which should be kept separate from the ordinary notes which are of a more permanent character. By routine notes are meant enquiries as to delays, requisitions for papers and such like matters of a routine nature which are not essential for permanent record. The clerk, instead of writing a fresh story of the entire case, should so word his notes that they may be read in continuation and as part of the previous notes in the file.

The chief qualifications necessary to be able to note are an intimate knowledge both of Government rulings and the office records so as to be able to quote the correct ruling or furnish a precedent if necessary. The following hints, however, may prove useful to the new clerk when noting on a letter or case:—

- (1) The structure of a note is first a brief statement of the facts contained in the matter under disposal; second, the point or points involved, third, the arguments for or against, fourth, comparison with precedents and agreement or confliction with rules if any, fifth, deductions arrived therefrom and conclusions which should state how the case can be disposed of.
- (2) If the letter is a reply to a previous reference made by the office, see whether it contains all the information asked for in that reference, and that it is complete. If it is in any way incomplete, point out in what respect it is so, suggesting whether a further reference will be necessary.

- (3) See if the letter contains information on any point or letter which is unanswered or undisposed of in the file. If so, draw attention to the fact by referring to the letter which may now be answered.
- (4) See whether the opinion of any other officer or department is necessary, previous to any action being taken on the letter.
- (5) Draw attention to any paragraphs of the letter which specially call for or require an answer.
- (6) If any statements of figures are forwarded, see whether they are capable of being checked in the office, from previous papers or otherwise, and, if possible, check them. Check the results or totals of any calculations given in the letter.
- (7) Likewise, if any statements are made in a letter which admit of being checked by other information either in the file or elsewhere, they should be checked and any differences pointed out.
- (8) In putting up precedents see whether they merely indicate the practice of the office or whether they are based on any authority. See also whether the precedent is exactly similar to the case under disposal, or whether it differs in any regard, and if the latter, note the point or points of difference.
- (9) If a letter contains a request which, if sanctioned, would require to be intimated to officers or departments other than the one making the request, the names of the officer or departments to be informed should be stated.
- (10) If a subordinate office, state whether the request requires the approval or sanction of any Department of the Government of India or other superior authority.

If the sanction is within the powers of the Head of the Department or Office, say so.

(11) If the letter treats of account matters see whether the Accountant-General or Examiner of Accounts (as the case may be) has been informed, and if not, ascertain from previous similar cases whether he should be informed or referred to.

(12) If any General Orders or Gazette Notifications are required in connection with the letter, draft the necessary order or notification following the form of some precedent.

(13) If an application for Leave or Pension is submitted, see that it is in proper form and in accordance with Code rulings. If in connection with travelling allowances see that it is conformable with the rules of the Civil Service Regulations. In the case of an application for leave from a gazetted officer see that the Accountant-General (or Examiner) has certified to the title to leave.

(14) If sanction is asked to an increase of establishment see that the proposition statement required in such cases is in proper form, and that the present existing establishment is shown correctly. Draw attention to the grounds put forward for the increase.

(15) In the case of pensions note the class or kind such as compensation, invalid, superannuation, or retiring; also see that the title and certificates by the Audit Officer have been furnished. Pension cases are to be treated as urgent, as any delay is likely to cause inconvenience to the pensioned officer.

(16) In drawing up or checking travelling bills see (1) that the object of the journey is clearly stated in the dates of its occurrence ; (2) that the shortest and cheapest routes are taken and correct ; (3) that the charges for railway and steamer fares as well as mileage and halting allowances are made according to the class of the officer as 1st, 2nd, or 3rd as laid down in the Civil Service Regulations relating to travelling allowances ; (4) that unnecessary or unduly lengthy halts are not made ; (5) in cases of transfer that the period of joining time is not exceeded ; (6) that the necessary certificates are furnished ; and (7) that the bill is countersigned by the controlling officer.

(17) In applications for extra or temporary establishments, repairs to or erections of buildings, indents for stores, and all cases wherein money is required to be expended, see whether the Accountant-General (or Examiner) has certified that funds are available from the Budget provision to meet the costs.

(18) In cases of reports of transfers of charge, or an officer proceeding on or returning from leave see that the date and time, forenoon or afternoon, are invariably stated. This is important to check overstayals of joining time and leave. An officer joining or vacating an appointment in the forenoon, counts that day as having joined or left his appointment, but if in the afternoon, his date of joining or vacation of office counts from the next day.

(19) In cases of certificates see that they are in order and properly signed, and in documents where

alternate certificates are provided, see that the proper one is signed. When certificates are necessary but have not been furnished, promptly call for them.

- (20) When a medical certificate is submitted, see that it is in order and signed by a proper medical officer or officers as laid down in Regulations. In the case of an officer invalidated for pension, the date he is struck off duty must, unless especially prolonged by a written order from the Local Government, be the date of the invaliding certificate.
- (21) In the case of a reminder, ascertain and note the cause of the delay in replying to the letter referred to in the reminder.
- (22) In the case of periodical reports required to be submitted on prescribed forms, see that they are both complete and correct. See that obsolete forms are not used, and note any delay in submission from prescribed dates.
- (23) In the case of annual returns and reports see that they have been prescribed by Government, drawn up in the prescribed manner, and contain the prescribed information; that the orders requiring special notice or mention of any matter have been attended to; that standing orders in regard to avoidance of vernacular terms, spelling of vernacular names and form of statistics have been complied with, and that no modifications in the prescribed forms have been made without sanction.
- (24) Lastly, never make a statement which you cannot prove, or in support of which you can produce no documentary evidence. Always enter in the margin opposite

any references to previous papers or Code rulings in support of your statements.

In noting, moreover, it is not merely sufficient that the note should be brief, but abbreviations of names and words should also be used, and for this reason the clerk should acquaint himself with the abbreviations given in Appendices I, II, and III, which are mostly in common use.

as the 1st and 3rd, and to the right on the even number pages, as the 2nd and 4th.

The despatching office leaves the margin of all letters blank, which margin is used by the receiving office for noting references to previous correspondence and entering remarks on.

Letters are usually copied on not less than half a sheet of foolscap, and must be written in a clear, legible hand, with the lines of writing at least one-third of an inch apart.

The different parts of a letter are (1) the heading or superscription, (2) the address, (3) the body or text, and (4) the subscription or termination.

The heading of a letter consists of the following entries:—

Number.

Official Designation of Sender.

Official Designation of Addressee.

Place and Date of Despatch.

These are written on the top of the first page. In some offices the subject-heading of the letter is also included in the heading.

The Numbers commence with the beginning of the official year, *i.e.*, the 1st April.

Sometimes the Sender's Designation is omitted and the name of the department or office inserted instead.

The Place is that from which the letter is written.

The Date is the date of despatch. Should a letter, however, not be despatched on the same day as it is dated, the date of actual despatch should also be entered, it being written below the first date.

The precise order in which the heading is written varies in different offices.

The number is the first part of a communication, and is usually placed either in the centre or in the left hand top corner of the page.

Next is written the official designation, sometimes both name and official designation, of the sender, and under that the official designation of the addressee : as—

From

The Director-General of Ordnance in India,

To

The Adjutant-General in India.

Or—

From

Major-General T. E. Hughes,
Director-General of Ordnance in India,

To

The Adjutant-General in India.

Or—

From

Colonel Sir R. M. Smith, R.E., K.C.M.G.,
Director-in-Chief,
Indo-European Telegraph Department,

To

The Secretary to the Government of India,
Public Works Department.

The last example shows the title of the sender together with his name.

The name of the addressee (except in the case of a personal communication) is never given, thus the entry—

From

The Director-General of the Post Office of India,

To

R. B. Chapman, Esq., C.S.,
Secretary to the Government of India,
Department of Finance and Commerce.

would, except when the letter is of a personal nature, be incorrect.

In letters from a Secretariat the designation of the sender is usually omitted, and the name of the department inserted instead, which entry is written just below the number.

The Place and Date of despatch of the letter come next, and are usually written below the official designation of the addressee in one line towards the right hand side: thus—

Calcutta, the 18th January 1892.

but there is no fixed rule as to their place.

Below is a series of letter-headings as actually written in certain offices and departments:—

Example 1.

No. 121.

GOVERNMENT OF INDIA.

DEPARTMENT OF FINANCE AND COMMERCE.

Calcutta, the 3rd January 1892.

To

The Accountant-General,

Bombay,

Example 2.

No. 37.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

CIVIL WORKS.

To

The Director-General of Telegraphs.

Simla, the 22nd May 1892.

Example 3.

No. 482.

GOVERNMENT OF INDIA.

HOME DEPARTMENT.

PUBLIC.

Simla, the 19th April 1892.

To

The Registrar of the High Court,

Calcutta.

Example 4.

POST OFFICE.

No. 313.

Simla, the 4th June, 1892.

FROM

THE DIRECTOR-GENERAL OF THE POST OFFICE OF INDIA,

To

*The Post-Master-General,**Lahore.**Example 5.*

No. 242.

FROM

THE DIRECTOR-GENERAL OF TELEGRAPHS,

To

*The Examiner of**Telegraph Accounts.**Calcutta, the 11th of April 1892.**Example 6.*

ORDNANCE DEPARTMENT.

No. 323.

FROM

THE DIRECTOR-GENERAL OF ORDNANCE IN INDIA,

To

*The Inspector-General of Ordnance,**Bengal Circle.**Dated Simla, 1st October 1892.**Example 7.*

No. 76.

To

*The Military Secretary**to the Viceroy.**Subject-Heading—**Appointment.*

OFFICE OF THE QUARTER-MASTER-GENERAL IN INDIA.

ARMY HEAD-QUARTERS

Simla, the 2nd Decr. 1891.

Examples 1, 2, and 3 illustrate how the heading is written in the Secretariat Offices of the Government of India. In these

it will be observed that the designation of the sender is omitted, and the name of the department inserted instead. Example 4 gives an instance of the place and date of despatch being put above the designations of both sender and addressee, while Example 7 shows the name of the department below the designation of the addressee.

The form of address in an official letter is invariably "Sir."

We now come to the text or body of the letter.

Letters when not complete in one paragraph are divided into paragraphs, which are numbered, with the exception of the first. Each paragraph commences with a new line. In denoting the numbers of paragraphs Arabic figures are used. These should not be placed within brackets as (2), but so: 2. The paragraph number is written on the left hand side, close to either the margin or side of the page, but the first line of the paragraph itself is commenced about an inch further to the right of its number. It is essential that the distance between the first line of each paragraph and the margin be kept the same throughout, so as to give the text a uniform appearance.

In a sub-paragraph the lines are indented, i.e., they do not extend throughout the entire breadth of the paper as in the case of a paragraph, but are written an inch or two further towards the right, leaving a blank space between them and the margin or side of the paper, the same distance being observed in the case of each line of the sub-paragraph to its end. When there are two or more sub-paragraphs to a paragraph, and they are numbered, the figures used for their numbering should not be written in the same way as those used for the paragraphs. Arabic figures in brackets may be used as (1), (2), (3), or Roman figures as I, II, III, or English letters in brackets as (a), (b), (c).

Below is an example showing how the text of a letter containing paragraphs and sub-paragraphs should be written, the sub-paragraphs being numbered in letters :—

I am directed to acknowledge the receipt of your letter No. 210, dated the 17th January 1892, regarding travelling allowances in Afghanistan.

2. The grounds on which an enhanced rate of travelling allowance in Afghanistan is asked for, as contained in your letter, may be enumerated as follows :—

- (a) Difficulty in obtaining transport.
- (b) The absence of rest-houses and the great distances which exist between the different villages throughout the country.
- (c) The consequent necessity of having to carry a larger amount of baggage equipment than is essential for travelling in India.

3. In reply, I am to state that the Government of India is satisfied that the claim has been fully established, and accordingly sanctions the grant of double the ordinary rates of travelling allowance for all journeys made by its officers in Afghanistan.

When marginal references occur in a letter, they are written on the side of, but not in the margin, being inserted within the body of the letter and separated from the text by lines. The writing in a marginal reference is usually smaller than that of the text, and it is written in closer form. The following is an example of a paragraph containing a marginal reference :—

I have the honour to forward copies of the correspondence noted in the margin, relating to the appointment of Mr. J. Ives, a passed candidate of the Upper Division, who has recently been posted to the Public Works Department.

Letter No. 233, dated the 15th June 1892, from the Home Department.
Letter dated 5th July 1892 from Mr. J. Ives.

An official letter is invariably terminated as follows :—

I have the honour to be,

Sir,

Your most obedient servant,

with the signature and official designation of the sender.