

DAK-RECEIPT, REGISTRATION AND DISTRIBUTION

38.1 **Receipt of dak**

- (i) During office hours, the entire dak of a department/office including that addressed to Ministers/Officers by name, will be received in the Central Registry/Receipt Section. Where, however, immediate/important dak addressed to Ministers/Officers by name is sent through special messengers directly to the addressees themselves, it will be received by them or their personal staff.
- 26 (ii) Outside office hours, dak will be received :
 - 27 (a) by the addressees themselves at their residences, if marked 'immediate' and addressed by name; and
 - 28 (b) in other cases by :
 - (i) the night duty clerk or constable or Control Room of the department concerned, or
 - (ii) where no such arrangements exist, by the officer designated by the department/office concerned to receive such dak.

38.2 **Acknowledgement of dak**

The receipt of dak, except ordinary postal dak, will be acknowledged by the recipient signing his name in full and in ink.

38.3 **Registration of dak**

- (i) Urgent dak will be separated from other dak and dealt with first.
- (ii) All covers, except those addressed to Ministers/Officers by name or those bearing a security grading, will be opened by the Central Registry/Receipt Section.
- (iii) On opening dak, the Central Registry will check enclosures and make a note of any found missing.
- (iv) All opened dak, as well as the covers of unopened classified dak, will be date-stamped vide specimen mentioned below :-

Department/Office of
Received on
CR No.....
Sec. Dy. No.

- (v) The entire dak will then be sorted out section-wise (and officer-wise, if addressed by name). To facilitate this, the Central Registry/Receipt Section will maintain an alphabetical index of the subjects dealt with the each section.
- (vi) The following categories of dak will be registered by the Central Registry/Receipt Section in the dak register.
 - (a) Telegrams, wireless messages and telex message.
 - (b) Registered postal dak.
 - (c) Inter-departmental files.
 - (d) Court summons and receipts enclosing valuable documents, e.g. service books, agreements, cheques/drafts etc.,
 - (e) Parliament questions, resolutions, cut motions and references seeking information relating to them.
 - (f) Unopened inner covers containing classified dak.
 - (g) Letters from Members of Parliament, and
 - (h) Any other category covered by departmental instructions.
- (vii) The Central Registry/Receipt Section will maintain one or more dak registers as may be found convenient. In no case, however, will a single register be operated upon by two or more clerks. Where more than one dak register is maintained, each register will be identified with an alphabetical code letter 'A', 'B', 'C' and so on.
- (viii) The C.R. No./Receipt No. assigned to dak in the dak register, will be exhibited on the dak in the appropriate place in the stamp affixed on it.

38.4

Distribution of dak

- (i) The Central Registry/Receipt Section will prepare an invoice separately for each section to which the dak is to be distributed. The dak, alongwith invoice, will be sent to the section concerned and acknowledged by the diarist. The invoice, duly signed, will then be returned to the Central Registry/Receipt Section where it will be filed section-wise and date-wise.
- (ii) Alternatively, dak may be distributed and acknowledgement obtained in messenger books or dak register maintained section-wsie.
- (iii) The above procedure will also apply to the dak meant for Ministers/Officers which will be acknowledged by their personal staff.
- (iv) Urgent dak will be distributed as and when received. Other dak may be distributed at suitable intervals (i.e. 11 AM, 2 PM, and 4 PM). Such part of the ordinary dak as is received too late to be included in the last daily

round, will be kept ready for distribution early next day. The official in charge of the Central Registry will ensure:

- (a) that, as far as possible, sorting, registration and invoicing of dak is completed on the day of its receipt; and
 - (b) that, to the extent to which the above work cannot be completed during the day, and without prejudice to the processing of urgent dak, the night duty staff attends to it.
- (v) Urgent dak received outside office hours will be sent to the sections concerned, if there is staff on duty. In other cases, such dak will be dealt with in accordance with the instructions issued by the department concerned.

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