

## **DRAFTING OF COMMUNICATION**

### 42.1 **Procedure for drafting :**

- (i) No draft will normally be prepared in simple and straight forward cases or those of a repetitive nature for which standard forms of communication exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for signatures.
- (ii) When the line of action is obvious and no noting need be done or when noting is necessary but examination of the matter develops a clear line of action, a draft will be put up straight for approval; otherwise, a draft will be put up only after the appropriate officer has indicated or approved the line of action/or what the contents of the communication should be.
- (iii) An officer who has formulated his views on a case may either have the fair communication made for his signature and authorise its issue or prepare a draft and submit it to the appropriate officer for approval.

### 42.2 **General instructions for drafting :**

- (i) A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of being misconstrued.
- (ii) Lengthy sentences, abruptness, redundancy, circumlocution, superlative and repetition, whether of words, observations or ideas, should be avoided.
- (iii) Communications of some length or complexity should generally conclude with a summary.
- (iv) Where appropriate, the subject should be mentioned in communications (including reminders).
- (v) The number and date of the last communication in the series, and if this is not from the addressee, his last communication on the subject, should always be referred to. Where it is necessary to refer to more than one communication or a series of communications, this should be done in the margin of the draft.
- (vi) All drafts put up on a file should bear the file number. When two or more communications are to issue from the same file to the same addressee on the same date, a separate serial number may be inserted before the

numeral identifying the year to avoid confusion in reference, e.g. 8/5(I)/54-Est., 8/5(II)/54-Est.

- (vii) A draft should clearly specify the enclosures which are to accompany the fair copy. In addition, short oblique lines should be drawn at appropriate places in the margin for ready reference by the typist, the comparers and the despatcher. The number of enclosures should also be indicated at the end of the draft on the bottom left of the page, thus, "Encl.3".
- (viii) If copies of an enclosure referred to in the draft are available and are, therefore, not to be typed, an indication to that effect will be given in the margin of the draft below the relevant oblique line.
- (ix) If the communication to be despatched by post is important (e.g. a notice cancelling a licence or withdrawing an existing facility) or encloses a valuable document such as an agreement, service book or a cheque, it should be sent under registered post, insured cover or postal certificate, as appropriate.
- (x) The name, designation and telephone number of the officer, over whose signature the communication is to issue, should invariably be indicated on the draft.
- (xi) In writing or typing a draft, sufficient space should be left for the margin and between successive lines to admit of additions or interpolation of words, if necessary.
- (xii) A slip bearing the words "Draft for approval" should be attached to the draft. If two or more drafts are put on a file, the drafts as well as the slips attached thereto will be marked 'DFA-I', 'DFA-II', 'DFA-III' and so on.
- (xiii) Drafts which are to issue as "Immediate" or "Priority" will be so marked under the orders or an officer not lower in rank than a Section Officer/O.S.
- (xiv) The officer concerned will initial on the draft in token of his approval.

#### 42.3

#### **Authentication of Government orders :**

- (i) All the orders and other instruments made and executed in the name of the President should be expressed to be made in his name and signed by an officer having regular or ex-officio secretariat status of and above the rank of Under Secretary, or others specifically authorised to authenticate such orders under the Authentication (Orders and Other Instruments) Rules, 1958.

- (ii) Where the power to make orders, notifications, etc. is conferred by a statute on the Central Government, such orders and notifications will be expressed to be made in the name of the Central Government.

42.4

**Addressing communications to officers by name :**

Normally no communication, other than that of a classified nature or a demi-official letter, should be addressed or marked to an officer by name, unless it is intended that the matter raised therein should receive his personal attention either because of its special nature, urgency or importance, or because some ground has already been covered by personal discussions with him and he would be in a better position to deal with it.

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