

FORMS AND PROCEDURE OF COMMUNICATION



Forms of communication -

The different forms of communication, its content and format generally used by a Department are reproduced below:-

(i) Letter - Content

Content	Format
<p>Used for corresponding with State/Central Governments, various constitutional bodies, heads of attached and subordinate offices, public enterprises, statutory authorities, public bodies and members of the public generally.</p> <p>A letter begins with the salutation “Sir/Madam” as may be appropriate.</p>	<p>No.... Government of India (Bharat Sarkar) Department of..... (.....Vibhag) New Delhi,the.....(Date)</p> <p>To Subject: Sir/Madam, With reference to your letter No.....dated..... on the subject cited above, I am directed.....</p> <p>Yours faithfully, @Sd/ (A.B.C.) Under Secretary to the Govt. of India Tele.No..... Telefax.No/e-mail</p>

Content	Format
Letter Copies sent by endorsing to other relevant authorities.	(Endorsement No..... Copy forwarded for information/necessary action to: (1) (2) (A.B.C.) Under Secretary to the Govt. of India



Demi Official Letter

Content

Generally used in correspondence between Government officers for inviting their personal attention on the issue. Since demi-official letter is written in the first person in a personal and friendly tone, it should be addressed by an officer in a Ministry/ Department who is ordinarily not more than one or two levels below the officer to whom such communication is addressed. Communications to non-officials can also take the form of a demi-official letter.

Format

XYZ
Deputy Secretary
Tele.No.

D.O.No.....
GOVERNMENT OF INDIA
(Bharat Sarkar)
Department of..... (.....Vibhag)
New Delhi, the20..

My dear/Dear Shri.....

We propose to draw up a model scheme for..... A copy of the outline prepared in this connection is enclosed.

I shall be grateful if you would let me have your comments as soon as possible. I may add that we intend circulating the draft scheme formally to all departments in the due course for their comments.

With warm regards,

Yours sincerely,

(XYZ)

A.B.C.
Deputy Secretary
Ministry of
Department of



OFFICE MEMORANDUM

Content	Format
<p>Generally used for corresponding with other Departments or in calling for information from or conveying information to its employees. It may also be used in corresponding with attached and subordinate offices. It is written in the third person and bears no salutation or supersession except the name and designation of the</p>	<p style="text-align: center;"> No.... Government of India (Bharat Sarkar) Department of..... (.....Vibhag) New Delhi, the.....(Date) .OFFICE MEMORANDUM Subject: The undersigned is directed to refer to this/their Department O.M. No.....dated..... 2. Doubts have been expressed whether the provisions ofalso apply to..... It is hereby clarified that <div style="text-align: right;">(A.B.C.)</div> Under Secretary to the Govt. of India Tele.No/e-mail To The Department of (.....Vibhag) (Shri/Smt.....) Sardar Patel Bhavan Parliament Street New Delhi-110001. </p>



OFFICE ORDER

Content	Format
<p>Normally used for issuing instructions meant for internal administration, e.g., grant of regular leave, distribution of work among officers and sections, appointments and transfers etc.</p>	<p style="text-align: center;">No.... Government of India (Bharat Sarkar) Department of..... (.....Vibhag) New Delhi, the.....20.. OFFICE ORDER(No. /2014)</p> <p>Shri X.Y.Z., a permanent Section officer in this department, is granted earned leave fordays from.....towith permission to prefix..... and suffix..... both public holidays, to the leave.</p> <p>2. It is certified that Shri XYZ is likely, on the expiry of this leave, to return to duty at the station from which proceeded on leave.</p> <p style="text-align: right;">(A.B.C.) Under Secretary to the Govt. of India Tele.No/e-mail</p> <p>Copy to:</p> <ol style="list-style-type: none"> 1. Office order file 2. Cashier 3. Section concerned 4. . Shri XYZ Section Officer.



ORDER

Content	Format
<p>Generally used for issuing certain types of financial sanctions and for communicating government orders in disciplinary cases, etc., to the officials concerned</p>	<p style="text-align: center;">No.... Government of India (Bharat Sarkar) Department of..... (.....Vibhag) New Delhi, the.....20...</p> <p style="text-align: center;">ORDER</p> <p style="text-align: center;">Sanction of the President is accorded under rule 10 of the Delegation of Financial Powers Rules, to write off irrecoverable loss of Rs.5000 (Rupees Five Thousand only) being the value of the following articles belonging to this department.</p> <p>(1) X X X X X (2) X X X X X</p> <p style="text-align: right;">(A.B.C.) Under Secretary to the Govt. of India Tele.No/e-mail</p> <p>Copy forwarded to:</p> <ol style="list-style-type: none"> 1. The A.G.C.R., New Delhi. 2. Internal Finance Section 3. Cash Section



NOTIFICATION

Content

Mostly used in notifying promulgation of statutory rules and orders, appointments and promotions of gazetted officers etc. through publications in the Gazette of India. Note: The classification of categories of notification/extra-ordinary notification shall be as per the instructions issued by the Ministry of Home Affairs“ from time to time

Format

[To be published in the Gazette of India, Part I, Section 2)
Government of India (Bharat Sarkar)
Department of.....
(.....Vibhag)
New Delhi, the.....20..
NOTIFICATION
No..... Shri XYZ., Under Secretary in the Department ofis appointed to officiate as Deputy Secretary in that Department vice Shri transferred to the Department of

(A.B.C.)
Joint Secretary
Tele.No/e-mail

The Manager..
Government of India Press,
(Bharat Sarkar Press) FARIDABAD
Copy forwarded for information to:



RESOLUTION

Content

This form of communication is used for making public announcement of decisions of government in important matters of policy in e.g. the policy of industrial licensing, appointment of committees or commissions of enquiry. Resolutions are also published in the Gazette of India.

Format

[To be published in the Gazette of India,
Part I, Section 1)
Government of India
(Bharat Sarkar)
Department of.....
(.....Vibhag)
New Delhi, the.....20..

RESOLUTION

The Government of India have had under consideration the question of further improving the efficiency of the departments and services concerned with the collection of revenue. As a first step in that direction the President has been pleased, under the powers vested in him under Article of the Constitution of India, to decide that a Class Central Service to be known as 'India Revenue Service' should be constituted with effect from

(A.B.C.)

Secretary to the Government of India

Content

Format

ORDER TO BE
COMMUNICATED TO
THE PRESS TO PRINT
AND PUBLISH THE SAME

ORDER
ORDERED that a copy of
the resolution be
communicated
to..... ORDERED
that a the resolution be
published in the Gazette of
India for general
information

(A.B.C.)

Secretary to the
Government of India

Tele.No/e-mail

The Manager, Government
of India Press, (Bharat
Sarkar Press)



PRESS COMMUNIQUE



Content

This form is used when it is proposed to give wide publicity to a decision of government. A press communiqué is more formal in character than a press note and is expected to be reproduced intact by the press. A press note, on the other hand, is intended to serve as a hand-out to the press which may edit, compress or enlarge it, as deemed fit.

Format

Not to be published or broadcast before a.m./p.m on.....day, the 20..

PRESS COMMUNIQUE/NOTE

In response to public demand, the Government of India have appointed a Commission to go into the problem of and make suitable recommendations to the Government.

2. The Commission will consist of Shrias Chairperson and the following as members;

(i)

(ii)

(iii)

3. In making its recommendations, the Commission is expected to give consideration to the following matters:

(a)

(b)

(c)

4. The Commission is expected to submit its report to the Government

Content

**TO BE COMMUNICATED
TO THE P I B FOR GIVING
WIDE PUBLICITY**

Format

Department of
(.....Vibhag)
New Delhi, the.....20...
No.....

Forwarded to the
Principal Information Officer,
Press Information Bureau,
Government of India, new Delhi,
for issuing the communiqué and
giving it wide publicity

(A.B.C.)
Joint Secretary
Tele.No/e-mail



ENDORSEMENT

Content

This form is used when a receipt has to be returned in original to the sender, or the receipt in original or its copy is sent to another Department or office, for information or action. It is also used when a copy of a communication is proposed to be forwarded to parties other than the one to which it is addressed.

Normally this form will not be used in communicating copies to state governments. The appropriate form for such communication should be a letter.

Format

No.... Government of India
(Bharat Sarkar)
Department of.....
(.....Vibhag)
New Delhi, the.....2018

A copy each of the papers mentioned below is forwarded for information and necessary action.

(A.B.C.)
Under Secretary to the Govt. of India
Tele.No/e-mail

List of papers forwarded.

- 1
- 2
- 3

To



MINUTES

A record of discussions is prepared immediately after the meeting and circulated to the other Ministries/Departments concerned, giving date/time/venue of the meeting held, who chaired the meeting and list of participants, setting out the conclusions reached and indicating the Ministry(s)/Department(s) responsible for taking further action on each conclusion. In case it is perceived by a participant of the meeting, that the minutes recorded are not as per the understanding/perception of the participant, the same may be immediately referred in writing to the authority which has issued the minutes.



It is increasingly being found that the local audit parties are not being given the attention and respect due to them in State 'A'. The records are not produced to audit in complete shape on time. The up-dated manuals and relevant Government instructions are also not made available. The parties waste considerable time waiting for the records. They are also not provided proper working facilities like, good sitting accommodation. Replies are seldom given to audit queries. The aim seems to be, to prevent the audit parties from conducting any meaningful audit of transactions.

Write a Note for seeking approval of the competent authority and

Draft a letter from Accountant General(Audit)of State 'A' to the Chief

Secretary to the Government of State 'A' giving the cited background and urging him to instruct all concerned to pay more attentions to audit in the required facilities.The letter should also bring out the Constitutional responsibilities of Audit Department.



**THANK YOU
SO MUCH**