

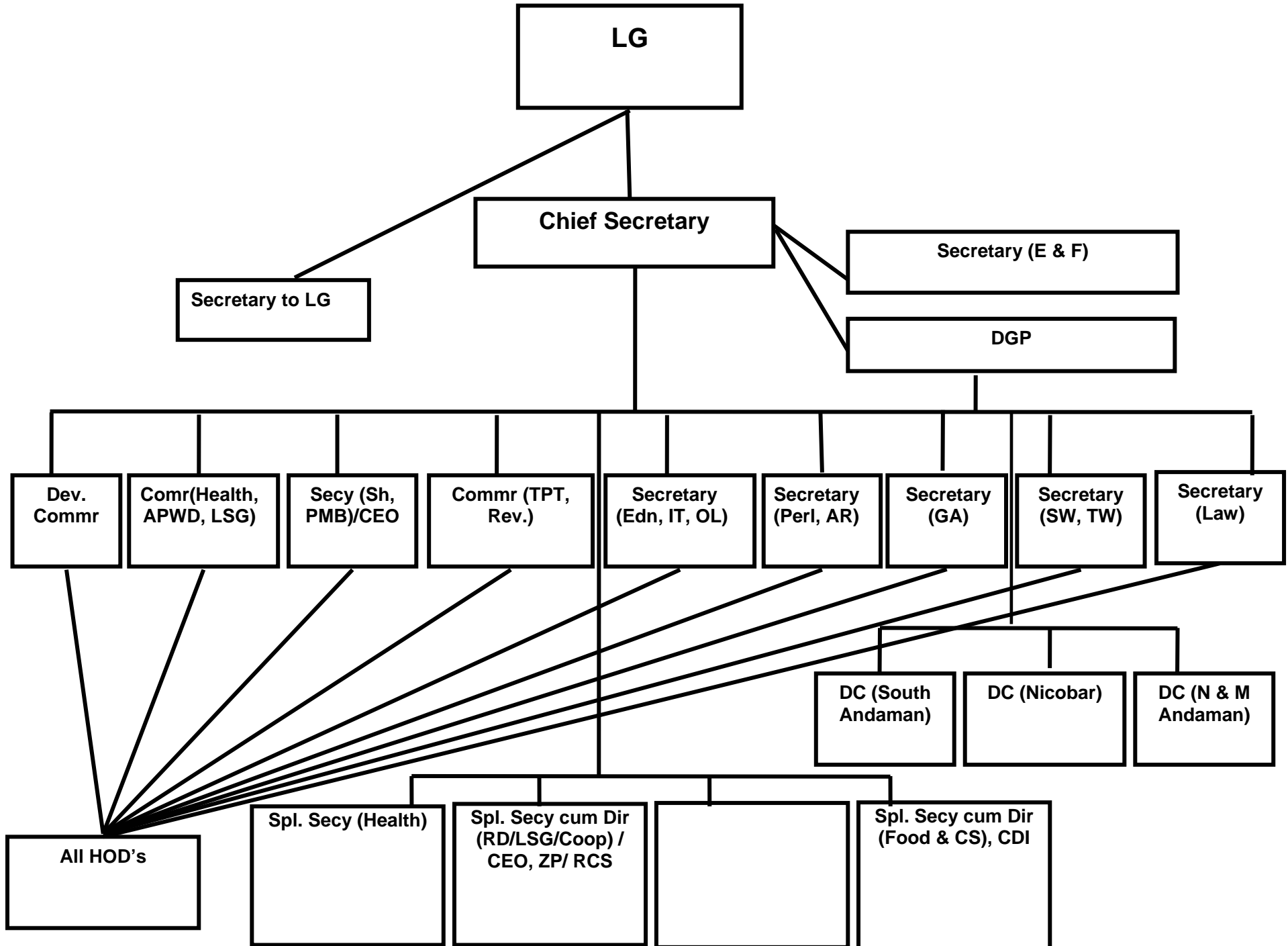
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## APPENDICES

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# Administrative Setup

Annexure – I  
[Vide para 4]



**APPENDIX 2**  
**[ vide para 4(ii)]**

*LISTS OF THE SECTIONS IN THE SECRETARIAT*

1. Administrative Reforms Section
2. A & N Archives
3. Cash Section.
4. Civil Supplies Section.
5. Confidential Section
6. Civil Aviation Section
7. Development – I Section.(Agriculture, Industries, Fisheries, Animal Husbandry, Cooperation & DIC)
8. Development – II Section.(LSG)
9. Development – III Section.(School Education)
10. Development – IV Section.(Higher & Technical Education)
11. Finance Section.
12. Vigilance Section.
13. Tourism Section.
14. Tribal Welfare Section.
15. Legal Section.
16. Labour Section
17. Official Language Wing.
18. IDA & Monitoring Cell.
19. Home Section.
20. Transport Section.
21. MPH Section.
22. Planning Section.
23. Personnel Wing
24. Power Section.
25. Protocol Section
26. Information & Publicity Section.
27. Revenue Section
28. Relief & Rehabilitation Section.
29. Programme Implementation & Monitoring Section.
30. Social Welfare Section
31. Shipping Section
32. General Administration Section.
33. R & I Section.
34. PWD Section
35. Environment & Forest and Science & Technology Section.
36. Wakf Section
37. Housing & Estate Section

**APPENDIX 3-A**

*[ Vide para 31]*

*LISTS OF HEADS OF DEPARTMENTS/OFFICES UNDER ANDAMAN & NICOBAR ADMINISTRATION*

Sl. No	Name of the Organisation / Department / Office		Head of Organisation / Department / Office
<b>1</b>	<b>2</b>		<b>3</b>
1.	Secretariat		<ol style="list-style-type: none"> <li>1. Chief Secretary</li> <li>2. Secretary(Perl.)</li> <li>3. Assistant Secretary(Perl.)</li> </ol>
2.	Accounts Organisation		<ol style="list-style-type: none"> <li>1. Chief Pay &amp; Accounts Officer-cum-Chief Secretary</li> <li>2. Director of Accounts and Budget</li> <li>3. Pay &amp; Accounts Officer, Car Nicobar</li> <li>4. Pay &amp; Accounts Officer, Rangat</li> </ol>
3.	Forest Department		<ol style="list-style-type: none"> <li>1. Principal Chief Conservator of Forests</li> <li>2. Conservator of Forests (Andaman Circle), Chatham</li> <li>3. Conservator of Forests (Head Quarter Circle), Chatham</li> <li>4. Conservator of Forests (Development &amp; Utilisation Circle), Chatham</li> <li>5. Conservator of Forests (Wildlife Circle), Chatham</li> <li>6. Deputy Conservator of Forests (Planning &amp; Statistical Cell), Chatham</li> <li>7. Deputy Conservator of Forests (Mill Division), Chatham</li> <li>8. Deputy Conservator of Forests (Wildlife), Haddo</li> <li>9. Deputy Conservator of Forests (Silviculture)</li> <li>10. Deputy Conservator of Forests (Utilization), Chatham</li> <li>11. Deputy Conservator of Forests (Working Plan), Chatham</li> <li>12. Deputy Conservator of Forests</li> </ol>

			<p>(Depot Division) Calcutta</p> <p>13. Divisional Forests Officer, S. Andaman, Wimberlygunj</p> <p>14. Divisional Forests Officer Middle Andaman, Long Islands</p> <p>15. Divisional Forest Officer, Baratang, Oralkatcha</p> <p>16. Divisional Forest Officer, North Andaman, Mayabunder</p> <p>17. Divisional Forest Officer Nicobar Division, Campbell Bay</p> <p>18. Assistant Conservator of Forests (DI), Chennai</p>
4.	Revenue Department		<p>1. Deputy Commissioner, South Andaman District</p> <p>2. Deputy Commissioner, North &amp; Middle Andaman District.</p> <p>3. Deputy Commissioner, Nicobar District</p> <p>4. Assistant Commissioner, South Andaman</p> <p>5. Additional District Magistrate, South Andaman.</p> <p>6. Assistant Commissioner, South Andaman.</p> <p>7. Assistant Commissioner, (Settlement)</p> <p>8. Assistant Commissioner, Diglipur</p> <p>9. Assistant Commissioner, Mayabunder</p> <p>10. Assistant Commissioner, Nancowry</p> <p>11. Assistant Commissioner, Campbell Bay</p>
5.	Police Department		<p>1. Director General of Police</p> <p>2. Superintendent of Police, Andaman District.</p> <p>3. Superintendent of Police, Nicobar District.</p> <p>4. Superintendent of Police (AP/SAP/BP)</p>
6.	Shipping Department		<p>1. Principal Director of Shipping Services, A &amp; N Islands</p>

7.	Transport Department		1. Director of Transport, A & N Islands
8.	National Cadet Corps (NCC)		1. Station Commander (Army Wing) 2. Commanding Officer, Naval Unit, NCC
9.	Andaman Public Works Department		1. Chief Engineer 2. Superintending Engineer Construction Circle No. I 3. Superintending Engineer, Port Blair Central Circle 4. Senior Architect, Port Blair 5. Executive Engineer, Port Blair, North Division, Port Blair 6. Executive Engineer, Port Blair South Division, APWD, Port Blair 7. Executive Engineer, Stores Division, Port Blair 8. Executive Engineer, Construction Division No. I, Port Blair 9. Executive Engineer, South Andaman Division, Port Blair 10. Executive Engineer, Work Shop Division, Port Blair 11. Executive Engineer, Construction Division, APWD, Car Nicobar 12. Executive Engineer, Construction Division, APWD, Campbell Bay 13. Executive Engineer, Road Construction Division, APWD, Wimberlygunj 14. Executive Engineer, Construction Division No. 1, Rangat 15. Executive Engineer, North Andaman Construction Division, APWD, Mayabunder 16. Executive Engineer, Construction Division, APWD, Diglipur 17. Executive Engineer, Investigation Division, APWD, Port Blair 18. Executive Engineer, Minor Irrigation Division, APWD, Port Blair 19. Executive Engineer, Construction

		<p>Division No. II, Port Blair</p> <p>20. Assistant Engineer, Independent Stores Sub-Division, APWD, Calcutta.</p>
10.	Education Department	<ol style="list-style-type: none"> <li>1. Director of Education</li> <li>2. Assistant Director of Education (Administration)</li> <li>3. Assistant Director of Education (Text Book), Port Blair</li> <li>4. Principal, Govt. Boys S.S.S., Port Blair</li> <li>5. Principal, Girls S.S.S., Port Blair</li> <li>6. Principal, Rabindra Bangala Vidyalaya, Port Blair</li> <li>7. Principal, Govt. S.S.S (Model), Port Blair</li> <li>8. Principal Govt. S.S.S (Tamil Medium), Haddo, Port Blair</li> <li>9. Principal, Govt. S.S.S (Telugu Medium), Haddo, Port Blair</li> <li>10. Principal, S.S.S. Wimberly Gunj, South Andaman</li> <li>11. Principal, S.S.S. Port Mout, South Andaman.</li> <li>12. Principal, Teachers Training Institute, Port Blair</li> <li>13. Principal, S.S.S. School Line, Port Blair</li> <li>14. Principal, S.S.S. Rangat.</li> <li>15. Principal, S.S.S Mayabunder</li> <li>16. Principal, S.S.S. Diglipur</li> <li>17. Principal, S.S.S. Car Nicobar</li> <li>18. Principal, S.S.S, Campbell Bay</li> <li>19. Principal, S.S.S. Swadesh Nagar, Middle Andaman</li> <li>20. Principal, S.S.S. Rama Krishnapur, Little Andaman</li> <li>21. Principal, S.S.S. OralKatcha, Baratang</li> <li>22. Principal, S.S.S. Kadamtala, Middle Andaman</li> <li>23. Principal, S.S.S. Champion, Nancowry.</li> </ol>

			<p>24. A.E.O., Mayabunder.  25. A.E.O., (Adult), Mayabunder.  26. A.E.O., Nancowry.  27. Head Master, S.S. Kalighat, North Andaman.  28. Head Master. S.S. (Hindi Meduim) Haddo, Port Blair.  29. Education Officer, Car Nicobar.  30. Principal, SIE, Port Blair.  31. DEO, (Science), Port Blair.  32. DEO, Wimberligunj, South Andaman.  33. DEO, South Andaman.  34. DEO, Rangat  35. DEO, Diglipur.  36. Assistant Director of Education (Adult Education)  37. Principal, S.S.S Havelock  38. Principal, S.S.S. Long Island  39. Principal, S.S.S. Kapanga.</p>
11.	Jawaharlal Nehru Rajkeeya Mahavidyalaya, Port Blair		1. Principal, JNRM, Port Blair.
12.	Dr.B.R.Ambedkar, Polytechnic		1. Principal 2. Administrative Officer
13.	Tagore Govt. College of Education		1. Principal
14.	Mahatma Gandhi, Mayabunder		1. Principal
15.	Medical Department		<p>1. Director of Health Services, Port Blair.  2. Deputy Director (Health),  3. Deputy Director (Malaria),  4. Medical Superintendent, GB Pant Hospital, Port Blair.  5. Medical Officer-in-Charge, Civil Hospital, Rangat.  6. Medical Officer-in-charge, Dr. RP Hospital, Mayabunder.  7. Medical Officer-in-charge, Civil Hospital, Nancowry.  8. Medical Officer-in-charge, Civil Hospital, Diglipur.  9. Medical Officer-in-charge, PHC, Campbell Bay.  10. Chief Medical Officer, Civil</p>

			Hospital, Car Nicobar.
16.	Agriculture Department		<ol style="list-style-type: none"> <li>1. Director of Agriculture.</li> <li>2. Agriculture Officer, South Andaman.</li> <li>3. Plant Protection Officer/Agriculture Officer, Rangat.</li> <li>4. Coffee Development Officer/ Agriculture Officer/ Spices Dev. Officer, Car Nicobar.</li> <li>5. Agriculture Officer/ Assistant Soil Conservation Officer, Campbell Bay.</li> <li>6. Special Officer (SD) Katchal.</li> </ol>
17.	Animal Husbandry		<ol style="list-style-type: none"> <li>1. Director of Animal Husbandry &amp; Vet. Services.</li> <li>2. Cattle Development Officer, Car Nicobar.</li> </ol>
18.	Electricity Department		<ol style="list-style-type: none"> <li>1. Superintending Engineer.</li> <li>2. Executive Engineer (HQ) Division.</li> <li>3. Executive Engineer (Rural) Division.</li> <li>4. Executive Engineer (Procurement Stores &amp; Workshop) Division.</li> </ol>
19.	Co-operative Department		<ol style="list-style-type: none"> <li>1. Registrar of Co-operative Societies.</li> </ol>
20.	Industries Department		<ol style="list-style-type: none"> <li>1. Director of Industries.</li> <li>2. Assistant Director(Admn.)</li> </ol>
21.	District Industries Centre		<ol style="list-style-type: none"> <li>1. General Manager.</li> </ol>
22.	Labour Department		<ol style="list-style-type: none"> <li>1. Labour Commissioner-cum-Director of Employment &amp; Training.</li> <li>2. Employment Officer.</li> <li>3. Principal, Industrial Training Institute.</li> </ol>
23.	District & Sessions Judge's Court		<ol style="list-style-type: none"> <li>1. District &amp; Session Judge.</li> </ol>
24.	Tourism		<ol style="list-style-type: none"> <li>1. Director</li> </ol>
25.	Information & Publicity		<ol style="list-style-type: none"> <li>1. Officer In-Charge</li> </ol>
26.	Sports, Art & Culture		<ol style="list-style-type: none"> <li>1. Director</li> </ol>
27.	Jail Department		<ol style="list-style-type: none"> <li>1. Superintendent, Distt. Jail</li> </ol>

28.	Civil Supplies & Consumer Affairs		1. Director
29.	Rural Development & LSG		1. Director 2. Block Development Officer, Prothrapur. 3. Block Development Officer, Ferrargunj. 4. Block Development Officer, Little Andaman. 5. Block Development Officer, Diglipur. 6. Block Development Officer, Rangat. 7. Block Development Officer, Nancowry. 8. Block Development Officer, Car Nicobar.
30.	Fisheries Department		Director of Fisheries
31.	Home Guard Organisation		Area Commandant Home Guards.

## APPENDIX 3-B

[ vide para 31]

### *LISTS OF CENTRAL GOVERNMENT/PUBLIC SECTOR UNDERTAKINGS/AUTONOMOUS BODIES FUNCTIONING IN A & N ISLANDS*

#### **CENTRAL GOVT. DEPARTMENTS**

1. Audit Office	.... Deputy Director of Audit(D.A.G)
2. All India Radio	..... Station Director.
3. Andaman Harbour Works	..... Chief Engineer, ALHW.
4. Anthropological Department	..... Deputy Director.
5. Botanical Survey of India	..... Regional Botanist.
6. Census Department	.... Dy. Director of Census Operations.
7. Central Excise and Gold Control Deptt	..... Superintendent.
8. Central Fisheries Department (Exploratory Fisheries Project)	..... Dy. Director, Off-Shore Fishing Station.
9. Central Plant Protection	.... Central Plant Protection Officer
10. Central Intelligence Bureau	.... Deputy Central Intelligence Officer
11. Central Reserve Police	.... Department Commander C.R.P.F
12. Central Water and Power Commission	.... Executive Engineer
13. Civil Aviation Department	.... Officer-incharge, Civil Aviation.
14. Field Publicity Department	.... Field Publicity Officer
15. Inter State Police Wireless	.... Extra Assistant Director.
16. Light Houses and Light Ships Deptt	..... Director, Light Houses & Light Ships
17. Meteorological Department	..... Officer-incharge
18. Income Tax Department	..... Deputy Director
19. Mercantile Marine Deptt.	..... Engr. & Ship Surveyor.
20. National Sample Survey Deptt.	..... Assistant Director.
21. Field Exhibition Office	..... Field Exhibition Officer
22. Tele. Communication Deptt.	.... Chief General Manager
3. Govt. of India Tourist Office	.... Manager
24. Posts & Telegraphs Deptt.	.... Director of Postal Services
25. Zoological Survey of India	.... Officer-incharge
26. Press Information Bureau	..... Asst. Information Officer.
27. Provident Fund Commr.'s Office	.... Officer-incharge
28. Central Labour Commr.'s Office	.... Labour Enforcement Officer.
29. Doordarshan Maintenance Centre	.... Assistant Engineer
30. Handicrafts	.... Assistant Director.
31. Geological Survey of India	.... Officer-incharge.
32. National Airports Authority	.... Officer-incharge.
33. National Saving Organisation	.... Dy. Regional Director
34. Small Industries Service Institute	.... Deputy Director

## PUBLIC SECTOR UNDERTAKINGS/AUTONOMOUS BODIES

1. A & N Consultancy Centre	.....	Area Manager.
2. Indian Airlines	.....	Station Manager.
3. Indian Oil Corporation	.....	Station Manager.
4. Shipping Corporation of India	.....	Manager.
5. Life Insurance Corporation of India	.....	Manager.
6. A & N Islands Integrated Development Corporation (ANIIDCO)	.....	Managing Director.
7. Central Islands Water Transport Corporation	.....	Deputy Manager.
8. Central Marine Fisheries Research Unit	.....	Officer-in-Charge.
9. Indian Veterinary Research Institute	.....	Helminthologist.
10. Central Agricultural Research Institute	.....	Director, CARI.
11. Central School Organisation	.....	Principal.
12. Rubber Board	.....	Dy. Dev. Officer.
13. Municipal Council	.....	Chairman.
14. Oil & Natural Gas Commission	.....	Officer-in-charge.
15. Oil India Ltd.	.....	General Manager.
16. Family Planning Association of India	.....	President, FPA.
17. United India Insurance Co.	.....	Branch Manager.
18. Regional Medical Research Centre (Indian Council of Medical Research)	.....	Asst. Director, ICMR.
19. Andaman & Nicobar Islands Forests and Plantation Development Cooperation	.....	Managing Director.
20. Navodaya Vidyalaya, Panchawati	.....	Principal.
21. Navodaya Vidyalaya, Car Nicobar	.....	Principal.
22. Zilla Parishad	.....	Adhyaksha

**APPENDIX - 4**  
[ Vide para 50]

Name of Office .....

**CASUAL LEAVE AND RESTRICTED HOLIDAYS ACCOUNT OF .....**

**FOR THE YEAR .....**

Sl.No.	Name of Govt. Servant	Casual Leave taken on (dates)								Restricted Holidays taken on (dates)		Remarks
		1	2	3	4	5	6	7	8	1	2	

**APPENDIX 5**

*Dak Register*

[Vide para 62(viii)]

Date .....

S.No.	Particulars of dak received		From whom received	To whom sent	Remarks
	<i>Number</i>	<i>Date</i>			
1	2	3	4	5	6

**APPENDIX 6**

*Invoice*

[Vide para 63(i)]

Department .....

Section .....

Date	C.R./IFC Nos. of dak sent	Number of items of dak		Total	Signature of receiver
		registered in dak register	Not registered in dak register		
1	2	3	4	5	6

**APPENDIX 7**

*Section Diary for Receipts*  
[Vide para 65(1), (2) & (13)]

Date .....

Sl. No.	Diary Number	Number & date of receipt		From whom	Brief subject	To whom marked	File No.	Replied to		No reply was necessa ry	Remarks
		Numb er	Date					In Hindi	In English		
1	2	3	4	5	6	7	8	9	10	11	12

**INSTRUCTIONS**

1. Column 1, a Running Summary Sl.No. will be given datewise.
2. Columns 2-7 will be filled at the stage of diarising *i.e.* before the receipts are made over to the dealing hands.
3. Devnagri script will be used for diarising Hindi receipts. In case Hindi is used for all entries in the section diary, Hindi receipts may be suitably distinguished by either marking 'Hindi' in Column 12 or using a different colour of ink.
4. Column 8 will be filled on the basis of entries in Column 5 of the assistant's diary. For this purpose, the diarist will collect and consult the assistant' diaries periodically, say once a week.
5. Columns 9 and 10 will be filled by diarist on receipt of office copy of issue.
6. Column 11 will be filled by the dealing hand after a decision has been taken at an appropriate level that no reply is necessary.
7. Movement of receipts marked to officers for perusal will be indicated in column 12.

APPENDIX 8							
<i>Personal Section Diary</i>							
[Vide para 66(1) & 142(8)]							
Date .....							
Sl.	Diary Number	Number and date of receipt		From whom received	Brief subject	To whom marked	Remarks
		Number	Date				
No.	2	3	4	5	6	7	8

**INSTRUCTIONS**

1. Column 1 a running S.No.will be given datewise.
2. Columns 2 to 6 will be filled at the stage of diarising, i.e. before receipts are sent to officers.
3. Column 7 will be filled after the receipts are seen and passed by the officers.
4. Subsequent movement of papers, when received back from higher officers, will also be marked in column 7 after striking off the previous entry.
5. Important instructions recorded by the officers will be briefly entered in column 8.

**APPENDIX 9**

*Movement Slip*

[Vide Para 68(3)]

Dairy Nos. of receipts removed for:-

Processing	Submission to higher Officers (to be specified)
(1)	(2)

**APPENDIX 10**

*Assistant's Diary*

[Vide Para 75(2)]

S.No.	Diary No. or File No.	Subject	File No.	Date of submission
1	2	3	4	5

**INSTRUCTIONS**

1. Column 2 should show `diary number' or `file number' according as the paper marked to a dealing hand is a receipt or a come-back case.
2. Column 4 need be filled only in respect of diary numbers.
3. The date on which receipts/files are received by the dealing hand should be entered in red ink across the page above the entries to be made for the day.

## APPENDIX 11

### STYLE IN NOTES AND DRAFTS

[Vide Para 83(11) & 110(15)]

The style in notes and drafts is as important as their contents. The following will be observed in drafting and also in writing notes:-

- (1) "Information" is singular. If information is called for on many points, it does not become "Informations."
- (2) The words "Proximo", "Idem" and "Ultimo" should be avoided. They are not necessarily even abbreviations and they possess no other recommendations. On the contrary, they lead to confusion and one has to take the trouble of looking at the date of the letter to find out what they mean. The names of the months must be used instead.
- (3) "The same" must not be used instead of "it" or some other simple word.
- (4) Such needlessly formal words as "therein" and "thereon" should not be used instead of "in it" or "on it".
- (5) The preference for passive verbs over active verbs generally make the style vague and clumsy, as "It is understood" for "I do not understand" or "The date of issue of the order should be reported by him" for "he should report when he issues the order".
- (6) A simple or short word is to be preferred in place of a long phrase. Examples of needless verbosity are preference of "make the assessment" to "assess", "purchase", to "buy", "commence" to "begin" and "omitted to" or "failed to" to the simple "did not" (the two latter ones are very common); "make enquires" for "enquire"; "building purposes" for "buildings". Where "omit" by itself is proper and sufficient. The love of such redundant phrases is displayed as "has been omitted to be entered in the register" instead of "has been omitted from the register". Another widespread error is the use of "for being" instead of "to be" and "for doing" instead of "to do" and "returned for being stamped" instead of "to be stamped". If the Secretary orders that an assistant should be punished "for being corrupt" it does not mean "in order to make him corrupt".
- (7) Foreign or classical words and expressions should be avoided as far as possible; vernacular words should only be used when their meaning cannot be expressed equally well in English.
- (8) Short sentences should be preferred to long ones "Secretary's attention is invited to O.M..... He is requested .." is better than "The Secretary's attention is invited to O.M..... and he is requested". "In case in which" is a clumsy phrase for which "when", "where" or "if" can usually be substituted. The word "necessary" is usually superfluous in such phrases as "the necessary entries", "the necessary corrections", "the necessary instructions", etc.
- (9) The phrase "do the needful" should never be used. Either state definitely what is to be done or say "do what is necessary". The word "avail" is very awkward one, as it is reflexive and also takes "of" after it. It is better avoided. Moreover, if you do use it, you

must not say "the leave was availed of" or "I availed of the leave", still less "he is permitted to avail the holidays". You must say "I availed myself of the leave" and so on. But why not simply say "took the leave"? "Available" also is a bad word. A register "not readily available" may mean anything, for example, that it was needed for reference by one of the members, or had been sent some-where out of the office, or was locked up and the key was elsewhere. It is very annoying to have one's work increased by having to send a note back to ask what it means.

- (10) Split infinitives should be avoided. Write "Kindly to state" and not "to kindly state". A very common and equally objectionable feature of official communications is a similar splitting of other verbal phrases. For instance, "The Deputy Commissioner will, in the circumstances now stated, be requested" is not good English. It is quite as easy to say "In the circumstances now stated, the Deputy Commissioner will be requested to.....".
- (11) Do not write "marginally noted" which could only mean "having marginal notes". Write "noted in margin". Similarly "Plan marked" could only mean "marked with plans" (Compare "pock-marked"), and "plaint mentioned" neither does nor possibly could mean anything.
- (12) Instead of such a phrase as "the figures for 1949, 1950 and 1951 were 256, 257 and 348 respectively" which is confusing, write "the figure for 1949 was 256, that for 1950 was 257 and that for 1951 was 348". This is a little, if at all, longer and is perfectly clear. "Former" and "latter" should also be avoided as they are constant sources of confusion.
- (13) Do not ride any phrase to death. Some persons begin every letter with the phrase "with reference to", It is better to vary the phrase so as to make it definite. Say "In reply to", "As directed in" and so on; or begin in narrative form "In their order..... Government directed.....". Avoid the phrase "with advertence to".
- (14) In ordinary English "in case" does not mean the same as "if" "I shall take my umbrella in case it rains" means "so as to be prepared for rain". Nor does "as well as" mean the same as "and". It is much more emphatic. It would be absurd to say "a man was 5 feet 8 inches high as well as 21 years of age", But you might well say that "he was a good painter as well as a remarkable musician".
- (15) The fondness for writing "as well as" for "and" and "in case" for "if" presumably arises from the fondness of the users for a longer expression. "In case if" is a stage further on the downward path. "I am unable to" for "I cannot" and "hand over" for "give" are other common examples of the preference for the longer phrase. "By the time" is sometimes wrongly used for "then". "By that time" is sometimes wrongly used for "then". "By that time" is means "then". "By the time that" means "when". Always as definite as possible.
- (16) "As such" is often misused. It is correct to say "Mr. A was then the Superintendent and as such was bound to report-"but "Mr. A was not then the Superintendent and as such he is not to be blamed" is meaningless. "While such being the case" is a familiar embellishment of criminal complaints, etc. "While" is here redundant.
- (17) Tenses and moods are misused in almost every note or draft. The misuse of "had" is one of the commonest errors. The pluperfect "had" is rightly used to emphasize the priority of one event in the past to another. It is correct to say "I had gone to bed when the house caught fire" but senseless to say "I had gone to bed at 10 O'clock last night" ("I went" is

correct)-unless the meaning is that you had gone to bed before 10 O'clock. The present tense is wrongly used for the incomplete perfect, as in "I am record-keeper from 1906. "I have been record-keeper since 1906" is correct. "Government press for a reply" should be "Government are pressing for a reply". "The following men now act" is wrong. It should be "are now acting". "Act" means "usually act" or, "habitually act"; "are acting" emphasizes the fact that they are doing so now.

- (18) "Must have" is sometimes misused for "should have" or "ought to have". "Must have done it" means that he certainly has done it. It is not to be used to mean that he has not done it but should have. "Till" is commonly misused in a way that it is positively misleading. "No reply was received till January last" implies that a reply was received on January 1st but it is erroneously used to mean that even on January 1st no reply had been received. To convey this latter meaning "up to" with the pluperfect is the correct English-"Up to January 1st, I had received no reply".
- (19) Distinguish "all the stamps have not been punched" which is ambiguous from "Not all the stamps have been punched" or "the stamps have not all been punched", which mean that some have been punched and some not. These phrases are commonly confused. "He has yet to collect Rs. 1,000", is not ordinarily modern English. "Still has" is correct. "Yet" may be used with a negative, e.g., "has not yet applied" and is only used with a positive a verb in special phrases such as "I have yet to learn".
- (20) "So" is not equivalent to "very". It is sometimes written "the peon is so impertinent" "I warned him so many time" meaning "very impertinent"," very often". "Not so bad" means "rather goods", but this is a colloquial phrase. Similarly, "too" has generally a relative sense, that is, it implies exacts relatively to a certain standard or object not absolute intensity so to speak (except in a few colloquial phrases such as "it is too bad"); but it is commonly written "it is too hot" meaning "it is very hot".
- (21) The verb "to hope" implies pleasurable anticipation. It is used sometimes instead of a natural word such as "think", and thereby producing comically inappropriate phrases such as "I hope your honour is ill". Omission of articles (a, an, the) i a common fault. It is permissible in a telegram for reasons of economy-not elsewhere. But articles must be used correctly. The statement "appellant is the inhabitant of Jaipur," implies that there is only one inhabitant. "An inhabitant of Jaipur" is correct "This is serious omission" should be "This is a serious omission".
- (22) "As to" is common redundant form e.g. "The Deputy Commissioner is directed to report as to whether","whether" alone is sufficient. So also "as against"or"as compared with" are commonly used in comparing figures, where "against" or "compared with" are sufficient and correct. It is correct to say "as compared with last harvest, the yield was poor", but not the "yield was 4 rupees as compared with 8 rupees last year". "As" mean, nothing in the latter phrase.
- (23) Pseudo-accuracy account for much unnecessary verbiage. "It any" is a common example of this fault. It is quite unnecessary to say "The Deputy Commissioner is requested to report the number of cases if any". If there are none, the Deputy Commissioner will say so. In the same way it is unnecessary to say "The Deputy Commissioner is requested to report whether it is advisable or not to".... The use of the word "ask" instead of "order" or

"direct" produces a curiously important effect when a lower subordinate is referred to. "The S.D.O. may be asked to report" sounds silly.

- (24) On the other hand, the use of such phrases as "at all", "in spite of" sometime sounds needlessly discourteous as well as unidiomatic. "In spite of there reminders the Deputy Commissioner has not at all cared to reply" is rude as well as un-English "It" will be enough if the Deputy Commissioner...." is not English. The more appropriate phrase is "the Deputy Commissioner need only". Avoid pretentious words such as "penultimate". "Last but one" is quite good enough.
- (25) "I am directed to request that you will be so good as to furnish me with information as to whether" is the sort of stuff that we come across frequently. "I am directed to enquire whether" means exactly the same and is not unduly curt. Never use several words where one will do. Do not write "make an application" but "apply" or "a liable of the value of fifty paise only" instead of "a fifty paise stamp". Addition of the word "only" after any sum of money is in place in a bill or cheque not elsewhere.
- (26) "In this connection" at the beginning of a sentence is a favourite bit of hackneyed padding. It means nothing at all. "In returning herewith" a favourite but inappropriate type of opening phrase. It is often aggravated by making the subject of the main sentence different from the implied subject of "returning" or by changing to the passive construction. You can say "In returning...I am directed to point out". You must not say "In returning herewith the statement received with his letter...the Deputy Commissioner is informed". But this is quite common. On the other hand, such phrases as "Turning to paragraph...it may be observed" and so on ("Regarding", "Concerning", "Considering", etc.), are unobjectionable though "Turning to paragraph 1" is no doubt more strictly correct.
- (27) A needless anxiety to avoid repetition gives rise to various faults. Sometimes, instead of repeating a man's name, an assistant will say "the individual" which is not good English. The use of "former and latter", "respectively" and "the same" have been mentioned already and also come under this head.
- (28) The words "Comprise", "compose" and "consists" are confused with each other. It is written "the land comprises of 3 plots" or "is comprised of". The correct forms are "the land comprises consists of is composed of three plots". It is also written "the old building was substituted by a new one". You can say "a new building was substituted for the old one" "or" "the old building was replaced by a new one". "Dispose it off" is a common error for "dispose of it", also "tear off" for "tear up" and "stick up" for "stick in" (You can stick a thing "up" on a wall of course but not "up" in a book). "Stick up too" is used for "Stick to" itself a slang phrase. "He stuck up to the agreement" is wrong. It is also written "slips have been pasted" and the "papers have been stitched" whereas "pasted in" and "stitched (or preferable `Sewn) together" are correct.
- (29) "Agree" and "tally" cannot be used actively. Figures may agree or tally. You cannot "agree" figures or "tally" them. Generally use unpretentious words rather than pompous ones. "I went to camp" not "I proceeded", "live" or "dwell", not "reside". "Instead of" is much more usual in ordinary English than "in lieu of", which is a phrase used mainly in legal documents. "Stamp" is the ordinary English not "label"; and "Envelope" or "letter" not "cover".

- (30) You cannot say "He told expressed that he was unwilling". It must be he told me that he was unwilling", "he expressed his unwillingness", "he expressed himself strongly. "Enough of money" is not good English. Say "enough money"; "of follows "enough" when for any reason it is necessary to use "enough" as a substantive, e.g. "I have had enough of this" "I don't know enough of the language, to...." but "I know enough English to....". "None" for "no one" is obsolete or poetical. Do not write "None made any "offer" but "no one made any offer". Do not say "it is not used by any" but "but it is not used by anyone". Do not say "this is known to all" but "everyone knows this". "There is no use of sending" is wrong. It should be "it is no use sending", "it is no use to send" or "there is no use in sending".
- (31) Do not qualify expressions, needlessly. To do so produces flabby style. Words like "it seems" and "it appears" are used when there is really no doubt. "He was absent in his house" meaning that he was elsewhere than in his house, is a contradiction in terms. "Absent from" is correct, but the ordinary English would be "he was not at home", or simply "he was away" or "was out". "Also" is misused with negatives. "He did not address the letter and did not also stamp it" should be "nor did he stamp it".
- (32) "He puts himself up at ....." or "he is put up at", are wrong. The correct English (and it is colloquial) is "He is putting up at", "Wooden piece" for "piece of wood" is a common error.
- (33) "I enquired/enquired into the witness" is another frequent mistake. You "examine" a witness and "enquire into" a case. But one does not "investigate into a case", one "investigates it". 'Male member' should not be used to mean "male" or "man". You can say "the male members of my family". Do not say "my family members" but "members of my family". "Through" meaning "past" and "cross" meaning "went past" are frequently used e.g., "I went through the temple", or "I crossed the temple". You "cross" a river or a road when you go from one side of it to the other.
- (34) Do not use such phrases as "has breathed his last", or "is no more", for "is dead". "It is high time to do so and so" is an idiomatic English phrase. "As it was high time, the Court adjourned the case till next day" is not English.
- (35) "In view to do" so and so is wrong. You can say "with a view to reducing" meaning "in order to reduce", and you can also say "in view of these circumstances" meaning "having regard to them". "In view to" is impossible.
- (36) "You should insist on the under secretary to reply" is wrong. It should be "should insist on his replying". "Address" is used sometimes as though it meant "ask". "Government will be addressed to reconsider their order" is, strictly speaking, meaningless.
- (37) "Government sanctioned a peon to the Deputy Secretary" should be "for the Deputy Secretary". "Petitioner wants that the land should be transferred" is wrong. It should be "wants the land transferred/to be transferred."

APPENDIX 12

COMPLAINT BOOK

[Vide para 58(ii)]

From \_\_\_\_\_ To \_\_\_\_\_

Name of Department/Office \_\_\_\_\_

Sl.No.	Date	Time	Name & full address of Complainant	Gist of complaint together with the signatures of complainant at the end	Remarks and Signatures of the Officer in whose presence complaint recorded	Action taken together with final remarks of Head of Deptt./Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)

APPENDIX 13

*Specimen forms of Communications*  
(Vide para 101)

(1) Letter (with endorsement)

No. ....

ANDAMAN AND NICOBAR ADMINISTRATION  
Secretariat

Port Blair, dated the.....

To

Subject :

Sir,

\*With reference to your letter No. .... dated ..... on the subject cited above

.....

Yours faithfully,

@Sd/-

(A.B.C.)

*Assistant Secretary( )*

Tele : No. ....

(Endorsement)

No. ....

Copy forwarded for information/necessary action to :

(1)

(2)

(A.B.C.)

*Assistant Secretary( )*

Tele : No. ....

---

\* Other alternative forms of the introductory phrases commonly used are :-

(i) In continuation of my/this Department's letter No. ....

(ii) With reference to the correspondence resting/ending, with your/this Department's letter  
No. .... Dated .....

APPENDIX 13- *contd.*

(2) Demi-Official letter

XYZ,

Secretary (.....)

Tele : No.

D.O. No. ....

ANDAMAN AND NICOBAR ADMINISTRATION

Secretariat

Port Blair, dated the.....

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

With regards.

Yours sincerely

(X,Y,Z)

A.B.C.,

Secretary (.....)

A&N Administration

APPENDIX 13- *contd.*

(3) Office Memorandum

No. ....  
ANDAMAN AND NICOBAR ADMINISTRATION  
Secretariat

Port Blair, dated the.....

OFFICE MEMORANDUM

Subject :

Reference is invited to this Department O.M. No. .... dated  
.....

2. Doubts have been expressed whether the provisions of ..... also apply to  
..... It is hereby clarified that .....

(A.B.C.)

Assistant Secretary( )

Tele. No. - .....

To

The .....  
.....

(4) Inter-departmental note

ANDAMAN AND NICOBAR ADMINISTRATION  
Secretariat

Subject :

1. The present rules regulating the issue of identity cards provide inter alia that .....
2. A question has now arisen whether .....
- 3.
4. This department will be grateful for the advice of the Department of Personnel on the issue raised in para 3 above.

(X.Y.Z.)

Deputy Secretary

Department of Personnel, A & N Administration, (Shri.....), Port Blair

Department of ..... (A & N Administration) - D No. .... Dated .....

APPENDIX 13 – *contd.*

(5) Office Order

*Specimen - I*

No .....

ANDAMAN AND NICOBAR ADMINISTRATION  
Secretariat

Port Blair, dated the.....

OFFICE ORDER

Shri Y.X.Z., a permanent Lower Grade Clerk in this department, is granted earned leave for ..... days from ..... to ..... With permission to prefix ..... A public holiday, to the leave.

2. It is certified that Shri X.Y.Z. is likely, on the expiry of this leave, to return to duty at the station from which he proceeded on leave.

(A.B.C.)

Assistant Secretary( )

*Copy to :*

1. Office order file
2. Cashier
3. Section concerned
4. Shri X.Y.Z. L.G.C.
- 5.

*Specimen – II*

No .....

ANDAMAN AND NICOBAR ADMINISTRATION  
Secretariat

Port Blair, dated the.....

OFFICE ORDER

It has been decided to transfer the work relating to ..... from ..... Section to ..... section.

(A.B.C.)

Assistant Secretary( )

Copy to :-

APPENDIX 13 – *contd.*

(6)Order

Specimen

No .....  
ANDAMAN AND NICOBAR ADMINISTRATION  
Secretariat

Port Blair, dated the.....

ORDER

Shri ..... Lower Grade C in the Department of ..... is hereby informed that it is proposed to take action against him under rule ..... of .....

2. Shri ..... is hereby given an opportunity to make such representation as he may wish to make against the proposal.

3.

4.

(D.E.F.)

Assistant Secretary( )

To

Shri L.G.C.

(7)Endorsement

No .....  
ANDAMAN AND NICOBAR ADMINISTRATION  
Secretariat

Port Blair, dated the.....

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

(A.B.C.)

Assistant Secretary( )

List of papers forwarded.

(1)

(2)

**APPENDIX – 14**

**[Vide Para 101 (1) (ii) (b) ]**

*Letter Heads prescribed for various offices under the Andaman and Nicobar Administration.*

Sl.No. (1)	Office (2)	Letter Head (3)
1.	Secretariat	Andaman and Nicobar Administration Secretariat
2.	PCCF Office	1. Andaman and Nicobar Administration (Forest Department, Secretariat) [When PCCF writes as Secretary(Forests)] 2. Office of the Principal Chief Conservator of Forests ( Andaman & Nicobar Islands) [When PCCF writes as Head of Department.
3.	Conservator of Forests Office	1. Office of the Conservator of Forests, Andaman Circle. 2. Office of the Conservator of Forests, Development & Utilisation Circle.
4.	Deputy Commissioner's Office	1. Andaman and Nicobar Administration, Office of the Deputy Commissioner, South Andaman District 2. Andaman and Nicobar Administration, Office of the Deputy Commissioner, North & Middle Andaman District 3. Andaman and Nicobar Administration, Office of the Deputy Commissioner, Nicobar District
5.	Chief Engineer's Office	Andaman and Nicobar Administration, Office of the Chief Engineer, APWD.
6.	SE's Office, APWD	Andaman and Nicobar Administration, Office of the Superintending Engineer, APWD.
7.	EE's Office, APWD	Office of the Executive Engineer, (Name of Division), APWD.
8.	Police Department	Andaman and Nicobar Administration, 1. Office of the Director General of Police. 2. Office of the Superintendent of Police.
9.	All Directorates	Andaman and Nicobar Administration Directorate of (Name of Deptt.)
10.	Principals of Higher Secondary Schools	Office of the Principal (Name of the Jurisdiction)
11.	Deputy Education Officer	Office of the Deputy Education Officer (name of the Jurisdiction)
12.	Assistant Education Officer	Office of the Assistant Education Officer

		(name of the Jurisdiction)
13.	Medical Officers In-Charge	Office of the Medical Officers Incharge (Name of Jurisdiction)
14.	Other Offices other than Directorates (Head of Departments)	Andaman and Nicobar Administration, Office of the (name of the office)
15.	Other Heads of Offices	Office of the (Name of the Office) Name of Jurisdiction
16.	NCC Office	Station Headquarters. National Cadet Corps, Andaman & Nicobar Islands.
17.	Home Guards Organisation	Office of the Commandant Home Guards, Andaman and Nicobar Islands.

## APPENDIX 15

*Extracts from the Indian Telegraph Rules and P & T Manual regarding classification and use of urgency gradings for State Telegrams*

[Vide para 101(5)(f)]

### Indian Telegraph Rules

#### Rule 143. Classification and order of Priority for State Telegrams :

(1) The following classification indicates in descending order the priority which regulates the disposal of State telegrams, namely :

- (i) SVH.
- (ii) Most Immediate and Operations Immediate.
- (iii) Immediate.

(2) Officers empowered to send State telegrams authorised in this behalf by the Director-General, may use these priority indications and obtain for their telegrams precedence over all telegrams of a lower indication awaiting disposal. Telegrams in the course of transmission shall not be interrupted except to prevent delay in disposal of telegrams classed 'IMMEDIATE' or higher priority.

(3) These indications shall be written immediately before the address of the telegram and will be transmitted free.

(4) Telegrams bearing the same priority indications shall be disposed of in the order in which they are booked.

**Rule 144. Charges.** – MOST IMMEDIATE, OPERATIONS IMMEDIATE, IMMEDIATE AND WEATHER IMMEDIATE, inland telegrams shall be charged at double the rates for Express telegrams. SVH Telegrams shall be charged at the rates for Ordinary Telegrams. Express and Ordinary State telegrams shall be charged at the rates fixed for private telegrams of the same Class (Rule 60).

*Telegrams relating to safety of human life (Rule 145).* – Telegrams relating to the safety of human life in maritime or aerial navigation shall bear the service instruction "SVH" written by the sender or the office of origin and telegrams so written shall be given priority in transmission above 'Most Immediate' Priority Telegrams. Such telegrams shall be delivered to the addressee at once by the office of delivery. Every office which receives a telegram of this category classed either as a State Telegram or a Service Telegram or a Meteorological Telegram shall handle it with topmost priority at all stages.

### P & T Manual (Volume XI-Parts I & II)

**Para 214. Most Immediate, Operations Immediate and Immediate Telegrams.**-The indication 'Operations Immediate' is reserved for messages directly connected with naval, military or air emergency operations. The remaining indications *viz.* Most Immediate and Immediate may be used for any Government purpose when the degree of urgency justifies.

**Para 215.** The Instructions given in Indian Telegraph Rule 143 regarding State messages of the degree of priority Immediate and above must be strictly enforced. Heads of offices will be held responsible for any breach thereof. The words Most Immediate, Operations Immediate or Immediate which are not charged for, should be signaled as Service Instruction immediately before the address thus. – Most Immediate, SVH. Most Immediate, Operations Immediate or Immediate telegrams should invariably be signaled in the presence of a supervisor or a Telegraph Master or the Senior official present. To permit of this being done, the Signal CTM should follow the class Prefix or Warning Signal "000". The Supervisor or Telegraph Master or Senior official who supervises the prompt disposal of a Most Immediate, Operations Immediate, or an Immediate telegram should initial the telegram form in token of his having dealt with it [See also paras 46 and 219 (iv)].

**APPENDIX-16**  
**[ Vide para 101(6) (i)**  
*GUIDING INSTRUCTIONS FOR ORIGINATORS OF WIRELESS MESSAGES*

**Para**

- 5.1 Messages must be written legibly, preferably typewritten in the standard form.
- 5.1.2 Normally one copy of the message is to be sent for transmission which will be retained in the Radio Station. In the case of messages addressed to more than one authority the number of copies required will be prescribed under local instructions. This will avoid delay in as much as no time would be wasted in the Radio Station in making out copies of the message for transmission by different nets.
- 5.1.3 Addressed to: Insert designation of official or name of the department alongwith the name of the station. It approved abbreviated addresses are available those should invariably be used. Under no circumstances, titles, prefix will be given.
- 5.1.4 Addressed for information (INFO): If the message also required to be sent to any authority other than the addressee, for information only, the name or designation of the official concerned or the name of the department together with the name of the station will be inserted in this space. Approved abbreviated addresses, if available, should be used.
- 5.1.5 Address from: Insert name to designation or official or name of department of the originator alongwith the name of the station. Approved abbreviations, if available should, be used.
- 5.1.6 Originators Number: The originator will insert his reference number of the correspondence.
- 5.1.7 Date: The date on which the message is originated is inserted in the space. The date may be written in figures separated by obliques only, for example the 29<sup>th</sup> of September, 1951, will be written as 29/09/1951.
- 5.1.8 In reply to: The reference if the correspondence to which the message is in reply is inserted in the space. This eliminates the use of the common preamble in a letter e.g. "Reference is invited to your No. \_\_\_\_\_" or "with reference to (abbreviated designation) No \_\_\_\_\_"
- 5.1.9 Dated: The date or the reference shown in 5.1.8 above namely, "In reply to" is inserted in this space. It is written only in figures as in para 5.1.7 above.
- 5.1.9 (a) Security Classification: The Security classification to be taken into use together with their abbreviated forms are shown below:-

Classification	Abbreviated
(a) Top Secret	TOPSEC
(b) Secret	SECRET
(C) Confidential	CONFED
(e) Unclassified	UNCLASS

It is necessary that radiograms are correctly and uniform graded: Particular must be paid by originators in the matter of grading the document. Detailed instructions in this regard have been issued by the Government of India, Ministry of Home Affairs, Directorate of Co-ordination (Police Wireless), New Delhi.

- 5.1.10. Text: Owing to the large volume of traffic handled is a Radio Station and also because an unnecessary long message may cause delay and hold up communications, it is essential to observe brevity with intelligibility. Before writing a message careful considering is to be given to the contents. Thereafter the text is to be written as briefly as possible i.e in telegraphic language.

The use of words like PLEASE, KINDLY, WOULD BE GRATEFUL etc. must be eliminated. Omission of these words in a Radio message will not imply impoliteness. The following punctuation signs only can be used.

- (i) full stop written within a circle whether by hand or by type writer. No full stop is required at the end of the text e.g. (.)
- (ii) Comma Written “,”
- (iii) inverted commas written “”
- (iv) hyphen written “-”
- (v) oblique or stroke or fraction bar written “/”
- (vi) brackets point written ( )
- (vii) Decimal point written “.”
- (viii) Apostrophe written “’”

Apart from the above signs, no punctuation signs or mathematical signs may be written and care must be taken to ensure that their omission does not alter the sense of the message. On no account will the text contain tabular statements which cannot be transmitted by Radio.

- 5.1.11. Priority: If it is desired that a message should be transmitted more expeditiously than an ordinary message, the degree priority is inserted in this space. The categories of priorities available and their use are given in 5.2. below.
- 5.1.12. Originator's signature and designation: The originator will give his signature and designation in this space signifying that he has sanctioned the contents of the message including the priority classification, if any, and authorized its transmission, by Radio. Message not signed by an authorized person will not be accepted or transmission by Radio.
- 5.1.13. Time of origin (TOO): The time in four figures at which the originator signs a message is inserted in this space. The two first figures indicate the hours and the two next indicate the minutes. Thus five minutes past six O' clock in the morning as written as 605. The abbreviation hrs. will not be used. In all cases the TOO must be entered by the originator.
- 5.1.14 The remaining spaces in the messages form are for use of the wireless staff only and nothing will be written therein by the originator.

## PRIORITY MARKING OF MESSAGES

### PARA

- 5.2 Section 2: Use of priorities
- 5.2.1 Normally messages are cleared according to their serial order of receipt at a wireless station i.e. according to the time handed in. It is, however, necessary to ensure quick clearance of messages which need reach addressee as early as possible in view of the urgency of the text matter. This is, of course, a relative basis for comparison and call for classification of messages into different groups. Therefore, to give precedence to such messages over the earlier received ones, the following system of priorities is laid down. Originators will arrange for delivery at Radio station of priority bearing message immediately after their completion.
  - (1) Crash
  - (2) Most Immediate
  - (3) Immediate
  - (4) Ordinary
- 5.2.2. Crash: When a message of this priority is received in the Radio Station, communication on all concerned channels is suspended forthwith to enable the message being "Crash Priority" to be cleared. The use of this priority is restricted for extreme emergencies and should therefore be

resorted to in very exceptional circumstances. The urgency demanding the use of such priority should be of such a vital importance that the interruption of the communication in progress, perhaps of other urgent traffic, can be justified. The priority may be used where the recipient has to take immediate executive action to save human life or to prevent damage to valuable property.

- 5.2.3 Most Immediate: The use of this priority is restricted to message conveying information or instructions relating to natural calamities, disturbances (communal, anti social and political), strikes accidents, riots, murder, security measures and important movement of the Police Force which, in the opinion of the Originator, should reach the addressee immediately.
- 5.2.4. Immediate: The use of this priority is restricted to messages conveying important information relating to law and order for immediate attention and action; for instance, information regarding probability of strikes, disturbances or any other upheaval; movement of High, Govt. Officials dealings with law and order, political leaders, agitators dangerous criminals.
- 5.2.5 Ordinary: This category is used in messages of routing nature which do not come under any of the above categories but are connected with law and order and which are urgent enough to justify the use of Radio.
- 5.2.6 The instances mentioned above are not exhaustive and are intended as a board guide for the use of the originators it is the duty of the originator to consider each case and assign the minimum priority compatible with the requirement. As a guide and also entitlement of priorities is laid down which is uniform for all Police Force in the country. And officer, however, can assign a higher priority than he is entitled to if the contents of message fall under the boards subject division given above:-
- (a) Most Immediate : Chief Secretary, Commissioners of division, Home Secretary, District Magistrates, Director General of Police, D.I.G or equivalent, Lt. Governors and Superintendent of Police, Police Radio Officer.
- (b) Immediate : Deputy Secretary (Home), Sub-divisional Magistrates and Police Officers, Assistant Secretary (Home), Deputy Superintendent of Police and other Police Officers in Independent Charge of Stations.
- (c) Routine : All the above.

The above allocations have been framed for general application only and are subject to variations prevailing for equivalent ranks in the different states. All originators must remember that when considering priorities, the minimum priority compatible with the circumstances under which a message has to be allocations given in the above table; for example, a superintendent of Police is entitled to use of priorities upto 'Most Immediate' but it does not imply that he will use this priority only in all messages oriented by him. Also, officials other than those enumerated against the different categories of priorities allotted, provided the situation warrants it and he can justify its use subsequently.

#### **SUBJECT MATTER INDICATING "LAW AND ORDER" MESSAGES**

1. Court attendance-Summons, Warrants, Trials
2. Information relating to arrests, Movements of suspects.
3. Dacoities.
4. Murder Cases.
5. Theft cases-Arrests and proceeding relating thereto.
6. Searches, recoveries and possession of stolen properties.
7. Look-out for stolen properties.

8. Escorts by Police personnel.
9. Corruption cases.
10. Information regarding accused persons in custody.
11. Verification of allegations against suspected persons.
12. Descriptive rolls of deserters ; Military/ Police.
13. Movement of personnel under 'DIB vigilance'.
14. Foreign Nationals Passport verification.
15. Evacuation of Mohammedans to Pakistan.
16. "Crimes" statistics.
17. Identification parade.
18. Failure of State W/T Station.
19. Demand for police personnel in emergencies for formation of Police companies.
20. Tour programme of VIPs. (for example Ministers, Envoys etc.)
21. Information relating to "missing" persons (such as children, disabled persons)-Efforts by Police to trace.
22. Movement of Police officials on duty.
23. Antecedents- verification of ex-convicts.
24. Death reports regarding Police personnel.
25. Communal Incidents where violence is threatened or has actually taken place.
26. Strikes—Hunger strikes and strikes by labourers or workers.
27. Movement of Personnel under CID vigilance.
28. Violation of Narcotics Law and Measures.
29. Opening of fire in mobs by Govt. Servants in the discharge of their duties.
30. Escape of prisoners and stay of execution of condemned prisoners.
31. Out-break of riot in prisons.
32. Hunger strike of prisoners.
33. Movement of prisoners having a special background.
34. Public meeting.
35. Procession.
36. Demonstrations Anti. Govt. demonstration or proposed demonstration at the time of visits of VIPs and during other important functions.
37. Emergency cases of breach or peace of disturbance of public order and agitation affecting Law and Order.

**SUBJECT MATTER INDICATING "SEMI-LAW AND ORDER" MESSAGES POLICE ADMINISTRATION**

1. Appointments and postings in the Police ranks and statistics relating to strength, promotions, demotions etc. of police personnel.
2. Police courses, training etc.
3. Character rolls, Service Books etc. of Police personnel.
4. Police Officers Conference- Inter-state and intra State.
5. Police business indirectly related to Law and Order'.

**"SERVICE MESSAGES" OF DIRECTORATE OF CO-ORDINATION (POLICE WIRELESS)**

1. Messages relating to communications and maintenance of interstate Police wireless, grid as, daily equipment reports etc. and technical service matters.

**Appendix - 17**  
[ Vide para 101 (21)(5)]

*TELEPHONE TRUNK STD CALL REGISTER*

Name and designation of Officer \_\_\_\_\_ Telephone No. \_\_\_\_\_

Sl. No.	Date and time	Name and address of the person called (for official calls only)	Telephone number called	Nature of the call (official or private)	Priority of the call	Duration of the call (in minutes)	Purpose of the call (for official calls only)	Signature	Remarks
1	2	3	4	5	6	7	8	9	10

**Appendix - 18**  
[ Vide para 111 (iv)]

*FORM OF AUTHENTICATION OF COMMUNICATION*

No.

ANDAMAN AND NICOBAR ADMINISTRATION

Secretariat

Dated at Port Blair, the

MEMORANDUM

(Here enter contents of the memo)

Sd/-

ABC

Assistant Secretary( )

To

-----  
-----  
-----

APPENDIX 19

*Register for watching the progress of recording*

[ *Vide para 118 (2) (a), 121(2)(a), 145(2)(b), (3), 153(1) & 182(1)(a) ]*

Section .....

Month and year .....

Files marked for record during the month		Files recorded during the month	
S.No.	F.No.	S.No.	F.No.
(1)	(2)	(3)	(4)
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20		20	



*APPENDIX 20 – contd.*

- (2) Movement of the linked files will be marked in the space allotted in file movement register for the file with which these are linked as illustrated below –

File No. ....	
AS(AR)	Linked files :-
_____	1. F. No. ....
19-2-2001	2. F. No. ....

- (3) In the space allotted for each of the linked files in the file movement register the movement will be marked as illustrated below –

File No. ....	
AS(AR)	
_____	Linked with File No. ....
19-2-2001	

- (4) In the space allotted in the file movement register for the file with which recorded files have been put up, the movement will be marked as illustrated below –

File No. ....	
AS(AR)	with recorded Files --
_____	
19-2-2001	1. F. No. ....
	2. F. No. ....

**APPENDIX 21**  
*Distribution Chart*  
 [Vide para 123(1)]

Date .....

Name of typist	Units (pages) of typing work allotted
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

**INSTRUCTIONS**

1. When a typist is initially assigned typing work a red line of appropriate length (i.e. representing the units of typing work allotted will be drawn against his name. When a further item of typing work is given to the same typist, the red line already drawn will be extended by an appropriate length.
2. Matter required to be typed should be measured in terms of pages according to the norms prescribed by the Staff Inspection Unit.

**APPENDIX 22**  
*Typists' Diary*  
 [Vide para 123(2)]

Date	Issue diary No. of draft	Date on which typed
(1)	(2)	(3)

**INSTRUCTIONS**

If the Section Officer reallocates the unfinished work to any other typist, he will score out the relevant entry and attest it with his dated initials.

**APPENDIX 23**

*Issue Diary*

[*Vide para 124(1)*]

S.No.	Draft No.	Typist to whom marked	Date on which returned to the section
(1)	(2)	(3)	(4)

**INSTRUCTIONS**

1. Entries in this diary will be made in the order of the machine numbers stamped on the drafts so that column 1 reflects the machine numbers.
2. If a draft is accompanied by a file, letter (F) will be added to the entry in this column, as 1/3/96-O & M(F).

**APPENDIX 24**

*Specimen form for authentication of communications for issue*

[*Vide para 126(3)*]

No.

ANDAMAN AND NICOBAR ADMINISTRATION

Secretariat

Port Blair, dated the .....

OFFICE MEMORANDUM

SUBJECT :-

Subject to the exigencies of work, heads of departments may permit Government employees who wish to witness the inaugural function of State Level Sports on ..... to absent themselves from offices between ..... hours and ..... hours. They should reach the Netaji Stadium by ..... hours.

All attached and subordinate offices at Port Blair may be informed accordingly.

Sd/- A.B.C.

*Assistant Secretary ( )*

AUTHORISED FOR ISSUE

(X.Y.Z.)

*Section Officer*

To

All Heads of Departments.

**APPENDIX 25**

*Despatch register for postal communications only*

[Vide para 128(2)]

Number .....

Date .....

S.No.	Number of communication	Addressee	Value of stamps affixed
(1)	(2)	(3)	(4)

**INSTRUCTIONS**

1. Separate registers will be maintained for (a) foreign post (b) telegrams and (c) other inland post.
2. Entries in column 4 will be totaled up at the end of the day and the total indicated in red ink.

**APPENDIX 26**

*Revised procedure for maintenance of service postage stamp account*

[Vide para 128(7)]

(1) All communications intended to be sent by post will be placed in addressed envelopes, after observing the provisions of para 127(5).

(2) After affixing postage stamps of the requisite value the envelopes would be sorted out into groups with the same value of stamps.

(3) The total number of envelopes in each groups would be indicated in the 'Register of Daily Abstract of Stamps Used' which would be maintained in the form as at Annexure to this Appendix. This register is in lieu of the despatch register for postal communications at Appendix 25 as per para 128(2). The total value of the stamps used during a day as added up in this abstract, will be entered under column 4 of the stamps account register prescribed in Appendix 27 as per para 132(1).

(4) The correctness of the entries of outgoing envelopes in the 'Register of Daily Abstract of Stamps Used' would be checked by the supervisor of the central R & I section at least once a week by actual count of the covers ready for despatch. The check should be a surprise one and a certificate of the check made and its results should be recorded in the register. The branch officer in charge would also make a monthly check of this register.

It is to be noted that the despatch register for foreign dak for which ordinary postage stamps are used will continue to be maintained in the form at Appendix 25, as this procedure will not apply to such dak.

**ANNEXURE TO APPENDIX 26**

Model Form

*Register of Daily Abstract of Service Postage Stamps Used*

S.No.	Value of stamps on each cover	No. of covers	Total value of stamps (Rs.)	Initials of the section officer
(1)	(2)	(3)	(4)	(5)
		Dated the 30 <sup>th</sup> June,		
1	2.00	2001	80.00	
2	3.00	40	30.00	
3	5.00	10	20.00	
4	*Registered letters	4		
5	*Insured letters			
6	*Telegram			

NOTE :- In case of registered and insured articles as well as telegrams, the total number of such items despatched will be shown in Column 3 and the total value of stamps used during the day on the basis of postal receipts will be indicated in column 4.

**APPENDIX 27**

*Stamps Account Register*

[Vide para 132(1)]

Date	Value of stamps			Balance at close of the day (cols. 2+3-4)	Signature of	
	In hand the day	Received during	Used during the day		Despatcher	Section Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**INSTRUCTIONS**

1. Separate registers should be maintained for (a) ordinary postage stamps and (b) service postage stamps.
2. Column 2 will repeat the figure in column 5 of the previous day.
3. In the case of ordinary postage stamps, column 4 should reproduce the daily total struck in despatch registers for foreign dak. In the case of service postage stamps this column should reproduce the *sum* of the daily totals struck in :
  - (a) Despatch register for telegrams.
  - (b) Despatch register for inland post, and
  - (c) Postal registration books.

**APPENDIX 28**

*Section Despatch Register*

**[Vide para 133(1)(d) & (3)]**

Date .....

S.No	Number of the issue	Addressee	Issued			Remarks-Nature of the issue e.g., letter of telegram, etc.
			In Hindi	In English	Bilingually	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note :- Put in the relevant column from among columns 4-6.

**APPENDIX 29**

*Essentials of a functional file index and an identifying file numbering system*

**[Vide para 136(3)]**

1. *Basic heads* - Identify and list basic functions of the department, these may be called 'basic (or group) heads' e.g. 'labour relations', 'foreigners', 'fertilizers'.

2. *Primary heads* – List under each function (i.e. basic/group heads) its main activities identifying them by appropriate subject headings called 'primary heads'.

3. *Secondary heads* – Divide each primary head into sub-subjects or aspects called 'secondary heads'.

4. *Tertiary heads* - Where necessary, break down each secondary head into its various known factors called 'tertiary heads'.

5. *Further sub-divisions* – In this way the process of breaking down the function could be extended to several descending, consecutive echelons according to needs.

6. *Examples* – Examples of basic, primary, secondary and tertiary heads are given in the annexure.

7. *Rational sequence* – In drawing up lists of basic, primary, secondary and tertiary heads and their further sub-divisions, where necessary, some rational sequence in arranging the heads in the same list may be followed. Such an arrangement may reflect organic or procedural relationship among the different heads of to adopt any of the following orders or a combination thereof as convenient :

- a step-wise process
- an alphabetical order (particularly when representing regions, produces, commodities, clients, organisations or institutions)
- descending levels of importance of heads.
- diminishing frequency of occurrence of different events identified by suitable heads.

## APPENDIX 29 – contd

The first two places in the list of secondary heads under each subject may be uniformly reserved for 'general' and 'policy' matters.

Entries in each list of standardised heads (*viz.* Under basic heads, primary heads, secondary heads, tertiary heads and so on) may be arranged in alphabetical order, if any other type of sequence as not been followed.

8. *Identification of basic heads* – If the number of basic heads be large, each may be identified by a group of 2 to 3 letters phonetically selected. If it be small not exceeding 10, they may be identified by assigning consecutive Roman numerals to them.

For example, in the field of agriculture, the basic heads 'fertilizers', 'seeds', 'plant protection', etc. could be symbolised by 'Fort', 'Sd', 'Ppn', etc., respectively.

9. *Identification of primary heads* – Next, the primary heads will each be identified by a group of 2-digit Arabic numerals beginning with 11 and continuing in consecutive order upto 99.

10. *Identification of secondary and tertiary divisions* – Similarly, each secondary head, as also each tertiary head, will be identified by a group of 2-digit Arabic numerals beginning with 11 and going upto 99.

11. *Deviations* – If the subjects be simple relating to a fresh or recent activity, they may well be covered by one list of primary heads alone or by a two-level list of primary heads and secondary heads. Each primary heads or secondary head could then be identified as in 8 and 9 above.

Progressive increase in levels develops as the number of functions increases, so also when the number of activities under each function and the number of operations under each activity increase.

12. *Exception* – If a paper requiring filing is such as apparently does not relate to any of the approved lists, the following questions may be relevant :-

- (i) whether it can come under any factor heading i.e. a tertiary heading as related to a secondary heading;
- (ii) whether it seems allied to a secondary heading as related to a primary heading; and if not
- (iii) whether it could be brought under an additional heading placed at appropriate point in the list of primary headings.

If nothing suggests, it may be temporarily placed in the list of primary headings as the last item.

13. *File code* – The file may then be assigned an alphanumeric code symbol composed in the following sequence :-

- (i) a single letter or a group of 2-3 letters, or a Roman numerical representing the basic head followed by a hyphen as the separator;
- (ii) a 2-digit group of Arabic numerals representing primary head followed by zero as the separator;
- (iii) a 2-digit group of Arabic numerals identifying the secondary head followed by a slant stroke as the separator;

## APPENDIX 29 – contd

- (iv) serial number of the file opened during the year under the secondary head, followed by a slant stroke as the separator;
- (v) a 2-digit number representing the year, followed by a hyphen as the separator;
- (vi) a group of abbreviating letters representing the section.

If the file opened relates to a standardised tertiary head, a 2-digit Arabic numeral identifying it, enclosed in brackets, may be inserted before the serial number mentioned in (iv) above and the slant stroke preceding it.

14. *Example.* – A file opened by Labour Section during 1996 relating to a strike in colliery 'X' may have IV 13024/5/96/LRI as the file code where 'IV' represents the functions group 'labour relations'. 13 the primary head 'strikes', '0' the separator, '24' the secondary head 'coal mines', '5' the serial number of the file opened during the year under the secondary head 'coal mines' to describe the colliery involved, '96' the year of opening the file and 'LRI' the section concerned.

15. *File title.* – A complete title of the file will normally consist of the appropriate standardised heads (from the 'basic' head downwards each separated by a hyphen) followed by a very brief content to describe the particular question issue, event, person, thing, place, etc. involved. The basic head, however, need not form part of the title, when –

- (a) the total number of such heads is small and from their identifying Roman numerals, they can easily be known; or
- (b) the basic head is identified by a letter or a group of letters phonetically selected.

16. *Indexing.* – In indexing files opened under the functional filing system, index slips need not be prepared in respect of the standardised (i.e., basic, primary, secondary, tertiary, etc.) heads as the identification codes assigned to them can easily be ascertained by reference to the standardised index as developed. However, the 'content' of the file title (*i.e.* outside the standardised headings) may be indexed if it contains a catch word which is likely to help in recalling the case.

For instance, a file with the title "Labour relations – strikes – Coal mines – Singhbhum Colliery Dhanbad – report regarding –" need not be indexed under 'labour relations', 'strikes', and 'Coalmines' which are standardised basic, primary and secondary heads respectively. However, it may be indexed under 'Singhbhum' and 'Dhanbad', the names of the particular colliery and place involved in the strike. The index slip relating to files opened under the same secondary, tertiary or the lowest standardised division will be maintained in a single series in the alphabetical order of the catchwords used in the titles.

In the departmental index, these index slips could be very easily and briefly consolidated as follows by indicating only their sub-number and not the full file No.

'LABOUR RELATIONS – STRIKES – Coalmines. (IV-13024)'

<i>Arora Collieries</i>	(7)
<i>Banning of – Procedure</i>	(3)
<i>Duggal Collieries</i>	(9)
<i>Notice – Minimum period</i>	(2)
<i>Singhbhum Collieries, Dhanbad</i>	(1)

**ANNEXURE TO APPENDIX 29**

*Examples of basic, primary, secondary and tertiary heads*

Basic Head	Primary Head	Secondary Head	Tertiary Head
Labour Relations	<ul style="list-style-type: none"> <li>Strikes</li> <li>Lockouts</li> <li>Adjudication of disputes</li> </ul>	<ul style="list-style-type: none"> <li>-Coal mines</li> <li>-Oil fields</li> <li>-Banking</li> </ul>	
Foreigners	<ul style="list-style-type: none"> <li>Acts and Statutory rules</li> <li>Visa/endorsement</li> <li>Special permits</li> <li>Extension of stay</li> </ul>	<ul style="list-style-type: none"> <li>-Passport (entry into India) Act/Rules</li> <li>-Registration of Foreigners Acts/Rules</li> <li>-Foreigners Act/Rules</li> <li>-Citizenship Act/Rules</li> </ul>	
Fertilizers	<ul style="list-style-type: none"> <li>Imports</li> <li>Planning</li> <li>Statistics</li> <li>Control</li> <li>Promotion</li> </ul>	<ul style="list-style-type: none"> <li>-Shipment</li> <li>-Foreign exchange</li> </ul>	<ul style="list-style-type: none"> <li>-Policy</li> <li>-U K credit</li> <li>-Barter/link deals</li> <li>-Charter</li> </ul>

**APPENDIX 30**

*File Register*

**[Vide para 139]**

STANDARD HEAD NO .....

STANDARD HEADING .....

File No.	Subject	Date of		Classification (and year of review)	Remarks
		Opening	Closing		
(1)	(2)	(3)	(4)	(5)	(6)

**INSTRUCTIONS**

1. Entries in columns 1-3 will be made at the time of opening files and those in columns 4 and 5 at the time of recording and reviewing them.
2. Year of review in column 5 is required to be indicated only in the case of class 'C' files.
3. If as a result of the review, a file is marked for further retention, the year of the next review will be worked out and indicated in column 5.
4. When a file is transferred to the departmental record room or to another section department, the fact of such transfer and the relevant date, will be indicated in column 6 – e.g.

D.R.R.	Deptt (Abbreviation)
<u>6-1-2001</u>	<u>16-2-2001</u>

Similarly when the file is marked for destruction, an entry regarding the fact and the year of destruction will be made in this column.

## APPENDIX 31

*Illustrative list of records fit for permanent preservation because of (A) their value for administrative purposes, and (B) their historical importance.*

[Vide para 146 (1)(a), (b) and (2)]

### A – Records of value for administrative purposes

Papers of the following categories will normally be among those required to be kept indefinitely for administration's use :

- (1) Papers containing evidence of rights or obligations of or against the government, e.g., title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions, etc.
- (2) Papers relating to major policy decisions, salient features of organisation and staffing of government departments and offices and regarding constitution, functions and working of important committees, working groups, etc.
- (3) Papers providing lasting precedents for important procedures, e.g., administrative memoranda, historical reports and summaries, legal opinions on important matters.
- (4) Papers concerning rules, regulations, departmental guides or instructions of general application.
- (5) Papers relating to important litigation or 'causes celebres' in which the administration was involved.

### B – Records of Historical importance

Much of the material likely to be preserved for administrative purposes will be of interest for research purpose as well; but papers of the following categories should be specially considered as of value to historians :

- (1) Papers relating to the origin of a department or agency of government; how it was organised; how it functioned; and (if defunct) how and why it was dissolved.
- (2) Data about what the department/agency accomplished.
- (3) Papers relating to a change of policy. This is not always easy to recognise, but watch should be kept for the appointment of a departmental or inter-departmental committee or working group. Generally there should be a conscious effort to preserve all such papers, including those reflecting conflicting points of view. In the case of inter-departmental committees, however, it is important that a complete set of papers be kept only by the departments mainly concerned – usually the one providing Secretariat.
- (4) Papers relating to the implementation of a change of policy, including a complete set of instructions to execute agencies etc., and relevant forms.
- (5) Papers relating to a well-known public or international event or *cause celebre*, or to other events which gave rise to interest or controversy on the national plane.
- (6) Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.
- (7) Papers cited in or noted as consulted in connection with, official publications.
- (8) Papers relating to the more important aspects of scientific or technical research and development.
- (9) Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.
- (10) Papers relating to obsolete, activities or investigations, or to abortive scheme in important fields.
- (11) Any other specific category of records which, according to the departmental instructions issued in consultation with the A&N Archives/National Archives, have to be treated as genuine source of information on any aspect of history – political, social, economic, etc., or are considered to be of biographical or antiquarian interest.

**APPENDIX 32**

Example of titles of files and index

[ *Vide* paras 148(3)(c),(d), and 150(2)(a)(ii)]

**A- Title with index heads and sub-heads distinguished**

Sl. No.	Title of file	Typed index slips
1	2	3

**STRIKES-**

**STRIKES**

1. *FAMILY PLANNING-Vasectomy operations-Financial and other incentives for popularising*

**FAMILY PLANNING**

*Vasectomy*

**Incentives**

Family planning-Vasectomy operations-Financial and other incentives for popularising.

F.7/3/96-FPI

**B-Index slip as they will appear before they are included in folders**

**EXAMPLE 1**

First slip

**FAMILY WELFARE**

*\* Vasectomy*

*\* Incentives*

Family Welfare-Vasectomy operations-Financial and other incentives for popularizing

F.7/3/96-FWI

Second slip

*\* FAMILY WELFARE*

**Vasectomy**

*\* Incentives*

Family Welfare-Vasectomy operations-Financial and other incentives for popularising

F.7/3/96-FWI

**C-Index slip as they appear in the departmental Index**

Main index slip	Subsidiary index
<b>FAMILY WELFARE-</b> <i>Vasectomy</i> operations- Financial and other incentives for popularising F.7/3/96-FWI	1. <i>Vasectomy</i> See 'FAMILY WELFARE' F.7/3/96-FWI
	2. <i>Incentives</i> See 'FAMILY WELFARE' F.7/3/96-FWI

APPENDIX 33

*PRECEDENT BOOK*

[Vide para 151]

Heading \_\_\_\_\_

Decision or ruling in brief	File No.	Page No.	Date

**INSTRUCTIONS**

1. Entries in this book will be made under the appropriate standard-heads and sub-heads arranged in an alphabetical order. Where functional filing system is followed, entries will be made under the appropriate basic, primary, secondary and tertiary heads.
2. The pages of the book will be numbered serially and a few pages allotted to each standardized heading under which entries are to be made vide 1 above. At the beginning the book will be pasted or written a list of such headings and pages allotted to each.