

## CHAPTER VII

### DRAFTING OF COMMUNICATIONS

100. Procedure for drafting.—(1) No draft will normally be prepared in simple and straight-forward cases or those of a repetitive nature for which standard forms of communications exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for signature.

(2) The initial level officer will put a draft, wherever considered necessary by him after examination of the matter, for approval by the appropriate officer. It is always necessary to await the approval of the proposal, line of action and/or what the contents of the communication should be before putting up the draft. The higher officer may revise the draft if it does not meet with his approval.

(3) Once he has formulated his views on a case, an officer who is authorised to take decision thereon, may have the fair communication made for his signature and authorise its issue; otherwise, he will prepare a draft and submit it to the appropriate officer for approval.

(4) The officer approving the issue of a draft will append his initials thereto with the date in the margin of each page of the draft. It is also expected of him that he passes orders on the file simultaneously whether the draft so approved should be kept on the file along with the office copy of the communication issued in fair or not.

101. General instructions for drafting.—(1) A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of misconstruction.

(2) Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition, whether of words, observations or ideas should be avoided.

(3) Official communications from the Directorate and purporting to convey the views or orders of the ministry of Railways must specifically be expressed to have been written under the directions of the Ministry. This requirement does not, however, imply that communications should start with the phrase 'I am directed to say' 'The undersigned is directed to convey' which has the effect of distancing the communicator from the reader at the very outset. A more direct and to-the-point format is to be preferred if some degree of rapport is to be established with the receiver of the communication. The obligation requirement can be met in a variety of imagination ways. For instance, variations of the phrase can be added to the operation part of the letter towards the end as under :

.....I have the pleasure to inform you that the Ministry of Railways on reconsideration of the matter, has decided to sanction an additional grant of .....

OR

.....In the light of the developments, Ministry of Railways conveys its inability to accede to.....

(4) Where appropriate, the subject should be mentioned in communications (including reminders).

(5) Communications of some length or complexity should generally conclude with a summary.

(6) 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.

(7) 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 after the numeral identifying the File No. to avoid confusion in reference, e.g. 93/O&M/105/1, 93/O&M/105/2 and so on.

(8) 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".

(9) 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 to the draft below the relevant oblique line.

(10) 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.

(11) The name, designation and telephone number of the officer, over whose signature the communication is to issue, should invariably be indicated on the draft.

(12) In writing or typing a draft, sufficient space should be left for the margin and between successive lines to admit additions or interpolation of words, if necessary.

(13) 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.

(14) Drafts which are to issue as "Immediate" or "Priority" will be so marked under the orders of an officer not lower in rank than a Section Officer.

(15) The officer concerned will initial on the draft in token of his approval.

**102. Authentication of Government Orders.—**(i) All 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 authorised to authenticate such order under the Authentication (Orders and other Instruments) Rules, 1958 (*viz.*, by Secretary, Joint Secretary, Deputy Secretary or Under Secretary or by a Director, a Joint Director or a Deputy Director of the Railway Board).

(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.

(iii) Subject to any limit fixed in departmental orders, all contracts and/all assurances of property made in the exercise of the executive powers of the Union, may be executed on behalf of the President by an Officer authorised to do so, vide Ministry of Law, Notification No. S.R.O. 3442 dated 2nd November, 1955, as amended from time to time, issued in exercise of powers conferred by the clause 1 of Article 299 of the Constitution, the Officer in the Office of the Railway Board being either an Executive Director or a Director, Joint Director or Deputy Director, as the case may be.

103. Addressing Communications to Officers by name.—Normally no communications, other than that of a classified 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.

104. Drafting of demi-official letters.—(i) As the objective of writing a official (D.O.) letter is to call the personal attention of the addressee, the style of writing should be direct, personal and friendly. More usage of active voice is to be preferred. (e.g. 'I notice' rather than 'it is noticed'). It is expedient to come to the issue at the beginning itself e.g. I seek your cooperation in the matter of.....

(ii) A D.O. letter should preferably not exceed one page. If the message to be conveyed is lengthy, it is better to condense it into one page in a few small and healthy divided paragraphs in a manner that holds the interest of the addressee, the detailed arguments can be set out in appendices.