

Forms of Correspondence in Govt.

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Dy. Secy. to Govt.

PR & RD Dept

Outline followed from Tappal to Disposal

1. RECEIPT OF TAPPAL

2. REGISTRATION

3. PROCESSING FILE

4. FILE MANAGEMENT

5. DECISIONS AS PER RULES

6. COMMUNICATING
DECISIONS

7. DISPOSALS to
Record Room

Drafting

Preparation of any communication, which it is proposed to issue by, or under the direction of the Government

Commands for Drafting

Identity	-	ADDRESSEE
Adopt	-	RIGHT FORM
Visualise	-	RESPONSE
Express	-	CLARITY, CONSISTENCY
Avoid	-	REDUNDANCY
Summarise	-	COMPLEX & LENGTHY



What are Correspondence Rules

Correspondence Rules

- Proposal shall be in full shape
- Shall be enclosed support documents in the proposal
- Complete proposal after consulting advisory bodies
- Separate letters for distinct subjects
- Communicate Proceedings with covering letter to the Registrars and other statutory & constitutional bodies

Drafting – Check list

- File number
- The names and complete postal address of the sender organisation
- The name & designation of the addressee with complete postal address
- Subject-in brief reflecting the entire proposal
- Reference: last communication in the series from both sides-sender-receiver or as per requirement
- Relevant enclosures details in the fair copy
- Urgency grading/Security grading, if any



What are the Forms of Correspondence in Secretariat

Forms of Correspondence

- G.O.
- Proceedings
- Memorandum (MEMO)
- Letter
- D.O.Letter
- Office Order- Ms/Rt
- Endorsement
- U.O./U.O.Note
- Fax/ E-Mail

G.O.- Ms/Rt

- Decisions of the Government
- Exercising the authority – Quote wherever possible
- Mention background of the case or context under which it became necessary to issue order
- Indicate Read the following instead of reference
- Self contained orders



GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

TRANSPORT, ROADS & BUILDINGS DEPARTMENT

G.O.Ms/Rt. No.

Dated

Read the following

- 1.
- 2.

ORDER:

Body of the G.O.

(By order in the name of Governor of Andhra Pradesh)

XXX XXXXX

SECRETARY TO GOVERNMENT

To

Address Entries to whom it is addressed

Copy to

Self contained/speaking order

- Context or Background
 - Irregular transfers without following transparent policy.....
- Problem analysis and Govt conclusion
 - Administrative Reforms Commission in its report suggested that...
- Government decision/direction (order)
 -hereby order to conduct counselling to employees based on the guidelines annexed to this order.....
- Who will implement the decision
 - HoD/District collector
- Annexure, if any...

Style & Language in G.O.

- As far as possible imperative sentences:
- The word "imperative" is derived from the term "emperor". Emperors gave commands, and imperative sentences are commands. Imperative sentences consist of predicates that only contain verbs in infinitive form;

Proceedings

- Decisions of the competent authority
- Exercising the authority – Quote wherever possible
- Self contained orders

Office of Commissioner of Transport, Hyderabad

Present: Reymonds Peter IAS

Proceedings No. 1456/CT2/2014 dated 16.10.2014

ORDER

It is

Commissioner

To

.....

Memo

Purpose:

Calling for information or

Conveying information but not orders of Govt.

Style:

- It is written in third person passive voice
- Bears no subscription except the designation of signatory



GOVERNMENT OF ANDHRA PRADESH
TRANSPORT, ROADS & BUILDINGS DEPARTMENT

Memo. No. 45630/Est.IV/2011 - 3

Dated

Sub:

Ref:

The attention of the Commissioner, Transport is invited to the reference cited and he is informed that

:

XXXXXXXXXX

Designation of Officer

To

(whom it is addressed)



**What is the difference between
the G.O. and Memo**

Letter

- Higher authorities
- Another Governments
- Constitutional/statutory independent bodies
- Elected Representatives
- Associations/society of some standing



GOVERNMENT OF ANDHRA PRADESH
TRANSPORT,ROADS & BUILDINGS DEPARTMENT

Letter No. 3456/Estt.IV/2011-4

FROM (name & Designation)

TO (Complete postal address)

HYDERABAD, Dated 14.02.2014

Sir,

Sub:

Ref:

(Body of the letter) No. of paras as required

Yours faithfully

For Secretary to Govt

Enclosures:

D.O.Lr.

- To call personal attention without following formal procedure
- Should be direct, personal and friendly
- More usage of active voice is to be preferred
 - Ex: I notice rather It is noticed
- It is expedient to come to the issue at the beginning itself
 - Ex: I seek your cooperation in the matter of.....
- Preferably not exceed one page



GOVERNMENT OF ANDHRA PRADESH

Sri,/Smt

Designation of the officer
(sender)

Department and address
with both office and
Residential telephone Nos.
Fax and e-mail Nos.

D.O.Lr.No. 23547/Estt.VII/2011-5

Dated 14.02.2014

Dear Sir/Madam/

Sub:

Ref:

Kindly recall our discussion we had in the meeting held on
1.2.2011 regarding.....

Yours Sincerely

XXXXXXXXXX

(Name of Officer}

Sri/Smt.(To whom it is addressed)

The background of the slide features a pattern of stylized autumn leaves in various shades of orange and brown, creating a textured, seasonal feel.

**What is the difference between
Letter and D.O.Letter**

OFFICE ORDER

- In proceedings format
- Within the office matters only especially establishment matters & Loans and advances
- Ms/Rt series

U.O./Note

- Obtaining the advice, views, concurrence or comments of other departments on a proposal
- May be recorded in the file or independent self-contained note

Endorsement

- When the original petition is sent to competent authority
- When higher authority orders are communicated to the concerned

.

GOVERNMENT OF ANDHRA PRADESH
TRANSPORT, ROADS & BUILDINGS DEPARTMENT

Endorsement No. 45630/Est.IV/2014

Dated

*Forwarded in original to the CPR &RE for taking necessary action
in the matter.*

Asst.Secy to Govt

To
(whom it is addressed)

The background of the slide is a solid orange-brown color, overlaid with a pattern of stylized, darker orange-brown leaves. The leaves are of various sizes and orientations, creating a textured, autumnal effect. The word "THANKS" is centered in the middle of the slide.

THANKS