

CHAPTER-VII

DISTRIBUTION OF PARLIAMENTARY AND OTHER DAK

7.1 Despatch of Letters – All communications issuing from the Rajya Sabha Secretariat shall be sent to the Distribution Section for despatch by post or by hand. The Distribution Section is required to issue all papers on the same day if received by 2.30 p.m. and the next day in case papers are received thereafter. In no case can any outgoing communication be detained for more than a day without prior permission. The despatch clerk is required to ensure that:

- (i) ordinarily covers are not used for inter-departmental communication unless they are to be despatched by post or are marked “Secret” or are addressed to an officer by name;
- (ii) as far as possible, all communications intended for the same addressee are placed in a single cover;
- (iii) covers of suitable size only are used;
- (iv) the number and date of the communications are written on each cover; and
- (v) the address is the latest available address.

7.2 Despatch by Post – Distribution Section maintains a Despatch Register and the communications to be sent by post are entered in it after giving the despatch numbers. The format of the Despatch Register is as follows:

DESPATCH REGISTER FOR POSTAL DAK

Sl. No. (Despatch No.)	Particulars of the Communication	Name/Designation of the addressee	Value of stamps, if any
1	2	3	4

Date Rs.Ps.

NOTE : (i) Telegrams are entered in red ink and the time of despatch noted against each entry below serial number.

- (ii) Receipts for telegrams, registered, speed post and insured letters are required to be checked carefully by the despatch clerk and kept in day-wise or week-wise folders, properly arranged for future checking. Receipts for acknowledgement due letters are returned to the section concerned.

7.3 Despatch of Dak by hand – Peon/Messenger Books shall be maintained by the Distribution Section for each beat on the following proforma:—

PEON/MESSENGER BOOK

SI. No.	Date	Letter No.	Name of Messenger	Addressee	Date & Time of Delivery	Signature of Receiver

It must be ensured that:—

- (i) All the dak meant to be delivered by hand is at 11.00 a.m. and again at 2.30 p.m. daily through messenger after entry into Peon Book. A special delivery of dak at 5.00 p.m. is made during the Session period.

- (ii) The dak for local delivery is normally divided into various beats and is sent through Despatch Riders/Messengers in three wheelers, and in urgent cases, by motorcycles. The Despatch Riders/Messenger shall obtain the signature of the person receiving the dak along with date and time.
- (iii) After the dak has been delivered, the peon book has to be deposited back with the Distribution Section by the D.R./Messenger. The despatch clerk shall examine the Peon Books to see that all the communications entered there have been duly acknowledged by the addressees with their dated signatures. In case of non-delivered dak the despatcher shall arrange to deliver it again the next day. In case of priority dak, he/she shall inform the Section concerned and seek fresh directions for their delivery.

7.4 Despatch of Priority Dak – It must be ensured that:

- (i) Dak received bearing priority markings ‘To be delivered today’ or ‘By Special Messenger’ are sent to the addressees by D.R./Messenger immediately after entry in the Peon book. Delivery is to be undertaken at office or residence address, as required.
- (ii) Dak bearing priority markings ‘Immediate’ or ‘Urgent’ received during office hours are sent during the same.
- (iii) Urgent/Immediate dak or files addressed by name to an Officer of a Ministry/Department required to be delivered even after office hours are sent at the residence of addressee only if specific instructions to this effect are given in writing.
- (iv) Dak bearing priority markings ‘Immediate’, ‘Urgent’ received in Distribution Branch after office hours are to be delivered at the earliest possible time the next morning.

7.5 Despatch of Non-priority Dak — Non-priority dak will be despatched by post by the Distribution Section atleast thrice a day. The local non-priority dak will be cleared atleast twice a day. Communications received after the despatch of the last batch are held over till the next working day.

7.6 Despatch of Secret Papers — Secret papers addressed to an officer are to be opened by the addressee only and should be sealed in such a way that there is no fear of leakage of information at any stage. In the despatch of such papers, double covers should be used. The inner cover or envelope containing the document should be properly sealed with the security marking or seal of the Secretariat and this marking should be affixed on the original document. The number and date of the letter and secrecy marking should also be indicated on the inner cover. The inner cover should then be placed in another cover (outer cover) on which only the name and address of the officer to whom it is being sent should be indicated. It should then again be sealed before despatch. There should be no indication on the outer cover of the nature or contents of the inner cover. In all such cases office copies of the letter will not be sent by the Section but only a receipt on which the despatch no. and date will be entered before sending it. Proof of delivery will be communicated to the Section in every such case.

7.7 Despatch of files — Routine files from the Officers/Sections in Parliament House Annexe meant for Secretary-General’s Office/Officers/Sections in Parliament House are sent to the Distribution Section, which in turn sends the files to the Publications Counter in Parliament House twice daily. The files are collected by the different Sections from the Publications Counter. On return the files are sent back to Publications Counter and are brought back to Parliament House Annexe in the Distribution Section where the respective Sections collect the files.

In case of urgency however, individual Section/personal staff of Officers should sent the files directly through messenger, after making an entry in their file movement register to this effect.

7.8 Franking Machine — The Printing of service stamps was discontinued by the Postal authorities *vide* their circular dated 27.9.2001. As an alternative offices using service stamps were requested to switch over to Franking machines. Accordingly, Rajya Sabha Secretariat is using Franking machine licensed by Postal authorities, for posting/

delivering letters, communications and postal articles. Chief Post Master General, G.P.O., New Delhi *vide* its letter dated 16.1.2003 has permitted the Secretariat to send postal articles through Post Office situated at Parliament House Annexe, New Delhi. A register is maintained by the Section containing details of number of letters/articles and value of postage amount used therein for postage. Rs. Ninety thousand is filled up in one go in the Franking machine. Postage amount of the Franking machine is refilled when the amount comes to less than ten thousand.

7.9 Distribution to Chairman's Office – Communications/Files meant for Chairman's Office are sent immediately on being received from Secretary-General's Office, Deputy Chairman's Office or any other office. The Messenger shall deliver the papers at the designated location and obtain signatures with date and time. In case this is not possible, he/she shall himself record the date and time and circumstances of delivery in the Peon Book. All files to be delivered at the residence of Hon'ble Chairman should be delivered between 0900 hrs and 1800 hrs on all working days. There shall be no delivery of files on holidays. The folders relating to 'Memorandum of Business' and 'Notices' if required to be delivered at the residence of the Hon'ble Chairman, may be delivered as soon as they are ready. Urgent files requiring delivery at the residence of the Hon'ble Chairman after 1800 hrs on working days or at any time on holidays, shall be so delivered after obtaining specific orders of Secretary-General or Secretary. During the Inter-session period, all files marked to Hon'ble Chairman should be delivered at his/her residence, that is, 6 Maulana Azad Road. During the Inter-session period, therefore, no file should be sent to the office of Hon'ble Chairman in Parliament House.

7.10 Communications during Session period meant for Ministries/Departments – U.O. notes, Office Memoranda and letters for Ministries relating to Questions, including advance copies of notices will be sent to the Ministries through the Messengers during the inter-session. However, the papers will be collected by the Ministries along with their Parliamentary papers from Distribution Section during the Session period.

7.11 Xeroxing – All the Sanction Orders/Circulars/Notices/Office Orders/Notification or any other communication for circulation to Sections/Members/Ministries/Departments, as the case may be, are Xeroxed by Distribution Section before issue. Before circulation it must be ensured that the copies are legible and arranged in the right pagination.

7.12 Circulation of Notices, Reports, etc. of Committees – Sections servicing various Committees will ensure that as soon as report(s) of the Committee is/are approved/finalized/translated the same is got photocopied from Distribution Section and they should not wait till the last day of circulation. Handwritten reports should be sent to Distribution Section in stencil form, *i.e.* one photocopied set on normal photocopier paper. Intimation regarding circulation of reports and other papers, etc. required to be circulated the same day should invariably be given to Distribution Section latest by 4.00 P.M.

7.13 Telephone Inquiry Counter – An Inquiry counter in the Distribution Section works round the clock to cater to any inquiry regarding addresses and telephone Nos. of Members of Parliament, Officers and Officials of the Secretariat/Ministries. Assistant Director/Executive Officer will ensure that at the start of each Session, updated lists of names, office and residential addresses and telephone numbers of Members, Ministers, Secretaries to Govt. and others frequently required are prepared and kept for reference.

7.14 Issue of Telegrams – No local telegram shall be issued except with the orders of the Branch Officer. Telegrams other than local ones received for issue are not required to be pre-paid in cash or in service stamps and they are to issue in the credit account system. The Bill for these telegrams is received in the Secretariat for payment from BSNL on monthly basis.

7.15 Printing of Parliamentary Papers for distribution to Members during Session – The Distribution Section receives the Camera Ready Copy (CRC) of papers for over night printing in the Govt. Press from the Sections concerned, *i.e.* English copies of List of Business, Bulletin Part-I and Part-II from Table Office, Hindi version from Translation Sections and Hindi and English Synopsis from Synopsis Branch. These are transmitted to

the Press as soon as they are received, after making entry in the Overnight Printing Log Book maintained in the following format:

Date _____

SI. No.	Item of Work	No. of Pages	Time of receipt from Branch	Time of receipt back of printed copies from Press	Remarks

All material in CRC form must be sent to the Press latest by 2 A.M. and printed copies received back latest by 5 A.M. In case there is any delay the Section concerned/Press must be contacted. If it is anticipated that papers may be delayed, Joint Director in-charge of Distribution and Deputy Director (Printing) must be informed on telephone forthwith so that alternative arrangement can be made to obtain copies for circulation to Members.

7.16 Circulation of Sessional Parliamentary Papers — Master Distribution Lists will be maintained by Distribution Section for various purposes, including delivery of sessional papers. Addressee wise bundles of all Parliamentary papers meant for distribution to Members are made as soon as copies are received, keeping in view language preferences – (*See* para 7.21), and put into envelopes for delivery. No material other than communications authorized by general or special orders of the senior-most in-charge of Distribution shall be placed in these envelopes.

During Session period, sessional papers such as List of Business, Bulletins, Bill, Synopsis, Lists of Questions, etc. are to be circulated to all Members and others as per approved List. The circulation must be completed by 7 A.M. and rosters and beats will be prepared so as to ensure this. In case due to non-receipt of any sessional material or any other reason delivery is likely to be delayed, the senior-most in-charge of Distribution Section will be informed on telephone to make alternative arrangements. Joint Secretary and Secretary-General will be informed in case delivery is likely to be delayed beyond 8 A.M.

In all cases of delay a written report will be submitted by the senior most in-charge of Distribution Section to the Secretary-General by 11 A.M. detailing the reasons for the delay, and entry will be made in the remarks column of the Overnight Printing Log Book. Receipt of delivery of sessional papers are not taken on Peon Books but in case of complaint of non receipt of sessional papers received from a Member either orally or in writing, entry is made in the Complaints Register (*See* para 7.22) and inquiries made into the matter. In case of a written complaint the Member is informed in writing of the result of the inquiry within 2 days, and further remedial action taken as necessary in the circumstances of the case. To ensure effective supervision during session period particularly in the early morning when Parliamentary Papers are circulated and during late evening when these papers are received from concerned Sections, the AD/EO of Distribution Section shall attend office in rotation one from 8 A.M. to 4 P.M. and second one from 2 P.M. to 10 P.M.

7.17 Despatch Address of Parliamentary Papers — If a communication is received from a Member regarding the delivery of his/her parliamentary papers at some specified place for a specified period, an entry to this effect is made in the Master copy kept in Distribution Section containing the addresses. All communications meant for the Member are sent accordingly. If a communication is received from Table Office for change in style of name, address, etc. of a Member the same is entered in the Master copy.

The Master list on the address writer computer machine containing the names & local and permanent addresses of the Members is updated on the basis of information received from the Members. The list of Members is also updated from time to time whenever a Bulletin/Notification/Circular is received from Table Office regarding the resignation, retirement, demise or election of a Member. Name and address of Members, Ministers, Ministries, Officers etc. are printed on the envelopes by the address writer machine.

7.18 Despatch of Miscellaneous Communications (other than Sessional papers) to Members -- As soon as any communication meant for the Members either of Lok Sabha or Rajya Sabha is received from Branches in the Secretariat, Master copy of the List of Members is consulted to see if the Member concerned has given any specific instructions with regard to the despatch of his/her communications. In the case of Lok Sabha Members, the position is ascertained from the Lok Sabha Secretariat.

Dak meant for despatch at local addresses is entered in the Messenger Books of the relevant beats and serially numbered. The Serial numbers shall be indicated on the covers to enable the Messengers to locate the entries and obtain the signatures of the recipients in the Messenger Books quickly. Before the Messenger Books are handed over to the messengers for delivery an entry shall be made in the Despatch Register. If any communication remains undelivered the reasons for its non-delivery shall be recorded in the relevant column of the Register, which shall be submitted to head of the Branch every morning.

7.19 Despatch of Cheques and Demand Drafts -- On receipt of the Cheques or Demand Drafts from a Section for delivery to a Member, the despatcher on duty shall in the first instance ensure:

- (i) that the cheques have been attached to the correct forwarding letters;
- (ii) that the amount of the cheque is the same as mentioned in the forwarding letter;
- (iii) that the address of the Member has been correctly given as intimated by him/her;
- (iv) that the covers are not mixed up while despatching. Just before an envelope is pasted, the contents shall be verified to ensure accuracy;
- (v) that the envelopes meant for outstation Members are sent by 'Registered A.D.' Post;
- (vi) that the covers containing the cheques meant for local delivery are pasted before despatch and the messengers are instructed to deliver the cheques only to the Member concerned or in his/her absence to some other responsible person. Messengers shall also be instructed to get full signatures and the time of the delivery in the Messenger Books; and
- (vii) while franking envelope, special care should be taken to see that the contents are not mixed up.

During the Inter-session period, the cheques shall be despatched according to the instructions of the Members. Where there are no instructions from Members, the cheques shall be despatched at the permanent addresses of Members by Registered A.D. Post.

7.20 Distribution of Invitation Cards ó

- (i) On receipt of the Invitation Cards for the President's "At Home" on Republic Day and Independence Day, the forwarding communication thereof shall invariably be put up by the Distribution Section for the information of the Branch Officer at the receipt stage.
- (ii) The Invitation Cards shall be handed over to Distribution Section for proper check to see whether the cards have been received for all the sitting Members and no Member has been omitted. If any discrepancy is noticed, it shall be brought to the notice of the Head of the Branch who shall contact the President's Secretariat and have the position clarified. The names of Members for whom the Invitation Cards have been received shall then be tick-marked in the Master List of Members.
- (iii) The Invitation Cards duly counted and marked in the Master List of Members shall be immediately forwarded to the Notice Office together with a forwarding note for distribution to Members.
- (iv) Undistributed Cards are returned to the Distribution Branch by the Notice Office. Distribution Section takes action separately for delivery of such cards to the extent possible.

- (v) Invitation Cards to official functions held by Chairman, Deputy Chairman, Secretary-General meant for distribution to Members and Officers are distributed by the Section concerned directly.
- (vi) Invitation Cards to official and other functions hosted by Ministers of Govt. of India meant for distribution to Members and Officers are Distributed by Section with approval of the Secretary-General.
- (vii) Other Invitation Cards and papers of a non-official nature are not entertained for distribution and if received, orders of Joint Secretary, Incharge of Distribution Section shall be obtained for their circulation/non-circulation.

7.21 Delivery of Papers to Members of Lok Sabha – When any letter is received for despatch to a Member of Lok Sabha, as per arrangement agreed upon, a proforma with the name, etc. of the Member to whom the papers are to be sent be filled in and sent to the Lok Sabha Secretariat through a messenger. The Lok Sabha Secretariat checks the address and returns the same duly signed through the same messenger, after indicating the address where the papers should be sent. The papers shall then be despatched to the address as indicated by the Lok Sabha Secretariat in the proforma. In no case shall the papers be sent to an address not verified from the Lok Sabha Secretariat.

7.22 Distribution of Parliamentary Papers in English/Hindi – Most Parliamentary papers viz. Bulletins, List of Business, Bills, Lists of Questions, Synopsis of Debates etc. are printed in English as well as in Hindi. Members on their election are requested to indicate their choice as to which particular version of papers they would like to have. The information thus furnished by the Member shall be maintained in separate Lists to ensure despatch of correct version of papers respective pigeonholes of the Members shall be accordingly marked. For instance, for the Member desiring 'Hindi' version of papers the pigeonholes shall be marked 'H' and those desiring English and Hindi versions shall be marked as 'B'. In the case of Members who require their papers in English version only, their pigeonholes need not be marked with any sign.

7.23 Register of Complaints of non-receipt of Papers – The register will be maintained in the following format and put up daily to the Joint Director in-charge.

Sl. No.	Date of Complaint	Name of Complainant	Details of Complaint	Action taken	Final Status

The Joint Director shall bring to the notice of the Joint Secretary any serious complaint and conduct a preliminary enquiry straightaway.