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Departmental Order No.J- 50 /2158- General Orders Dated 13-02-2026

In order to ensure uniformity, clarity and adherence to prescribed procedures in drafting and issue of official communications across Survey of India, the guidelines are issued on “Drafting of Communications”.

The enclosed guidelines lay down detailed procedures relating to preparation and approval of drafts, general drafting instructions, authentication of Government orders, addressing of communications, drafting of demi-official letters, and responsibility mapping for issue and dispatch of communications, including use of the e-Office system and various government portals.

In continuation of the Departmental Order No.J-48/2158-General Orders dated 13.02.2026, the following order regarding “Guideline on Drafting of Communications” in the offices of the Survey of India is hereby issued for information and strict compliance by all concerned.

GUIDELINES ON DRAFTING OF COMMUNICATIONS

1.1 Procedure for preparing draft communication and its approval:

- (i) No draft is required to be prepared in simple and straight-forward cases or those of a repetitive nature for which standard forms of communication already exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for signature.
- (ii) Cases which are complex in nature or wherein proposed line of action or decision is not clear or having more than one option, the draft communication will be put up for consideration and approval along with the notes by the initiating level officer.
- (iii) After a final decision is taken by the competent authority, he may have the fair communication made for his signature, or authorize its issue under signature of any other officer. All draft communications put up for approval must be specified accordingly by writing 'Draft' at top centre.
- (iv) Computer print -out of draft is to be submitted for approval.
- (v) The drafts of letters having crucial policy, financial and vigilance implication, which the drafts have been changed by Senior Officers in the process of movement of files upwards, barring grammatical corrections, should also form a part of the correspondence portion. The officer approving the issue of a draft appends his initials with the date on the draft, if necessary, after editing.

Box-e.1.1

In the eFile system, there is a provision for initiating a draft at any level in the hierarchy and getting it approved and signed by any level with a pre-defined approver and signatory role respectively.

There is also a provision to initiate a draft without a file in case of receipts received. Once the draft is approved, no change can be made in the draft content by any authority. There is an option for appending eSign/Digital Signature by the signatory.

Whenever required, the file has to be resubmitted for amendment of the approved draft.

1.2 General instructions for drafting:

- (i) A draft should carry the message sought to be conveyed in a language that is clear, concise and unambiguous.
- (ii) Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition, whether of words, observations or ideas, should be avoided. If unavoidable, lengthy communications are generally concluded with a summary specifying the action(s), if any, expected from the addressee(s).
- (iii) 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 a series of communications, this should be done on the margin of the draft.

Box-e.1.2.

In the eFile system, there is a provision for creating a draft in a template. Also the draft created in word can be uploaded directly to the system. There are other ways like typing directly on the editor of the draft and using copy & paste function from a compatible source

- (iv) While asking for information, comments, etc. from the addressee(s), the date by which they are required is to be specified. Example: Instead of stating, “.....may be sent immediately.” state, “.....may be sent by 28-04-2024”.
- (v) All drafts put up on a file should bear the file number.

Box-e.1.3

In the eFile, the differentiation is done by different issue numbers which appear on the left corner of the letter as well as in the table of correspondence of the file from which the issues are made.
The file number is present on the top of the letter.

- (vi) 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 Dealing Assistants who fair and compare the draft with the fair. The number of enclosures should also be indicated at the end of the draft on the bottom left of the page thus-`Encl. 3`.
- (vii) If copies of an enclosure referred to in the draft are available and are, therefore, not to be photocopied, an indication to that effect is to be given in the margin of the draft below the relevant oblique line.
- (viii) If the communication to be dispatched by post is important (e.g., a notice cancelling a license or withdrawing an existing facility) or

encloses a valuable document (such as an agreement, service book or certificates) instructions as to whether it should be sent through registered post or speed post or in an insured cover, is to be given on the draft by the Section Incharge concerned with its issue.

- (ix) Draft is to be prepared in double space to provide space between the lines for editing by officers.
- (x) Urgency grading to the draft is to be so marked by or under the orders of an officer not lower in rank than a Section Incharge.
- (xi) The name, designation, telephone number, and e-mail address of the officer, over whose signature the communication is to issue, should invariably be indicated on the draft. It would be beneficial to indicate the telephone number and e-mail of the person to whom the communication is being addressed.
- (xii) A flag 'DFA' is to be attached to the draft. If two or more drafts are submitted on a file, the drafts as well as the flags attached thereto will be marked 'DFA I', 'DFA II', 'DFA III' and so on.

1.3 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 having regular or ex-officio secretariat status of and above the rank of Under Secretary, or other specifically authorized to authenticate such orders under the Authentication (Orders and Other Instruments) Rules, 2002 (as amended from time to time).
- (ii) Where the power to make orders, notifications, etc., is conferred by a statute of the Government of India, such orders and notifications will be expressed to be made in the name of the Government of India.

1.4 Addressing communications to officers by name:

Normally no communication, other than that of a classified nature 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. In such cases, the communication is to be addressed to the Head of the organization and "Kind Attention: Shri XYZ, Director (Tech)]" is written above "Subject".

1.5 Drafting of Demi-official letters:

- (i) As the objective of writing a Demi-official (D.O.) letter is to invite 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.
- a. (Example 1: 'I notice' rather than 'It is noticed').
- b. Example 2: 'I seek your cooperation in the matter of.....' rather than 'It is expedient to come to the issue at the beginning itself'.
- (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 paragraphs in a manner that holds the interest of the addressee. The detailed arguments can be set out in appendices. A draft D.O. letter is to be faired by the personal staff of the officer who signs it.
- (iii) The colour code and use of National Emblem on D.O letter will be as per instructions issued by the Ministry of Home Affairs from time to time.

1.6 Responsibility mapping regarding issue of communications

Table: 1.1.

Sl. No	Action	Primary responsibility	Secondary responsibility
1	Fair copying the draft approved by the competent authority. This includes ensuring that all corrections made have been carried out.	Dealing Assistant	Section Incharge
2.	Fair copying the draft demi-official letter approved by the competent authority, This includes ensuring that all corrections made have been carried out.	Personal staff of the officer signing the D.O. letter	Dealing Assistant
3.	Ensure that all enclosures are attached to the draft	Dealing Assistant	Section Incharge
4.	Issue of fair communications (fax or email) with enclosures, if any, as approved by the competent authority,	P.S. of the officer signing the D.O.	Dealing Assistant
5.	Issue of fair Demi-Official letter with enclosures if complete set of enclosures is attached to the draft. In case the enclosure is to be attached, the D.O. letter will be issued by the Section. This includes sending of fax or email as approved by the competent authority	Personal staff of the officer signing the D.O. letter	Dealing Assistant

6.	In case the communication is to be issued through the Central Receipt and Issue Section, making entries in the Peon/Messenger book; obtaining signature of the CRI Section and receiving the Peon book back for safe custody.	Dealing Assistant or Personal staff of the officer signing the D.O. letter as the case be	Nil
7.	Retaining office copy of the communication sent. This includes print of emails sent, including attachment(s) or downloading and filing it in appropriate folders in e-Office system.	Dealing Assistant or Personal staff, if email sent by the officer	Section Incharge or officer concerned, if email sent by the officer
8.	Docketing and referencing of office copy and safe custody of the file	Dealing Assistant	Section Incharge

- (i) After obtaining approval of the Competent Authority, as per the Survey of India Instructions, the Dealing Assistant / Section Incharge designated for this purpose will upload the approved version in the PRAGATI, eSamiksha, CPGRAMS, and similar other portals. Screen shot of the portal or printed copy of the uploaded version is retained as office copy.
- (ii) Survey of India Instructions are to be issued to the Central Receipt and Issue Section regarding use of window-type or ordinary envelope, communications to be sent by registered post, registered post with acknowledgement, speed post, etc., rubber stamping the office copy of the communication, segregating those to be sent by foreign post from the rest, use of franking machines, or stamp account register, etc.
- (iii) The Section Incharge is to scrutinize the Section dispatch register (Appendix 1.1) once a week to see that it is being properly maintained and append his dated initials in token of scrutiny.

Box - e.1.4.

In eFile, the issue can be made electronically through emails and an office copy of the issue gets automatically attached to the file along with any enclosures sent. In eFile fairing of approved drafts is not required as it is automatically done by the system at every level of correction / editing / contribution. Therefore, at the initial stage itself the draft is prepared as necessary for issue from amongst the formats available.

Box - e.1.5.

In eFile the dispatch is made electronically as well as manually and all data relating to the issue is saved in the system. In case of electronic dispatch of e-files, it can be done directly from one Officer to another through the eFile system. However, for such a movement to take place both the offices should be working in the eOffice environment.

Box - e.1.6.

In eFile, the signatory signs the approved draft with his Digital Signature / eSign.

Box - e.1.7.

In eFile the dispatch of communication can be done through email. And in return it should be encouraged that the correspondence is received through emails.

Box - e.1.8.

In eFile a copy of the fair copy / office copy is automatically attached in the file once the dispatch is done through the eFile.

Box - e.1.9.

In eFile there is a provision for setting up reminders for the reply awaited against an issue and also for sending of reminder against it.

The list of various activities in the physical mode, during the transition and in the electronic modes is as follows:

Table. e-1.10.

ACTIVITY	PHYSICAL MODE	TRANSITION MODE (Processing of Receipts and File is done physically and tracking is done electronically through eFile)	ELECTRONIC MODE (Processing of Receipts and File is done electronically through eFile)
Registration	Manual registers	Electronic	Electronic
Distribution Manual	Through registers	Manual as well as Electronic – Record of distribution– Electronic Document sent - Manually	Electronic
Receiving	Manual registers	Manual and Electronic – Record of movement – Electronic Document received - Manually	Electronic
Processing (Note and Draft)	Manual	Manual	Electronic
Outward Communication	Manual	Physical and/or Electronic	Electronic and / or Physical
Retrieval	Manual	Electronic	Electronic

Note:

To use the eFile in eOffice application, one needs to comprehend the procedure given in the User manual at <https://docs.eoffice.gov.in/eFileMU.pdf>

APPENDIX 1.1.
(Para: 1.6(iii))

Dispatch Register

Date:

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

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