

3. Official correspondence between two public officers.

No. Ed (Admin) 4010

March 20, 2018

From

The Secretary Education,
Education Divisions.
Govt of Paksitan.

To

Director of Education,
Lahore Division.

Subject: Recruitment of teachers.

I have the honour to inform you that recruitment of college teachers in grade 17 for colleges of Lahore division shall be made on 31 March, 2018. The committee for recruitment will consist of one M.N.A, one M.P.A, and the director of the college of Lahore division. The M.N.A, appointed by the government will be the chairman of the committee.

You are requested to make yourself available on that date to interview the candidates. An intimation to this effect should reach the undersigned office before March, 31, 2018.

Section Officer (Admin)

(iii) A note on memorandum**Q.3 What is memorandum? What is its importance?**

Ans: The memorandum (memoranda plural) is a form of business or official letter. The main difference between a memorandum and a letter is that the memorandum is written to a person in one's own organization or department; while a letter is written to someone outside the organization. Memoranda are used to communicate with employees of the same company whether they are in the same building or in branch office hundreds of miles away. This form of sending messages is also used in government set ups for communication between two sections of the same department, ministry or to an autonomous (خودمختار ادارہ) body.

Function or importance of the memos: A memo plays a very useful role in an organization. It performs the following functions,

1. It ensures quick and smooth flow of information in all directions, It enables officers to maintain good business relationships.

2. It establishes a system of accountability.
3. It takes less time to write a memo since it does not contain several details which a letter has.
4. It is used to transmit data.
5. It is used to make a record of policies or decisions which have been reached by an executive or a group of executives at a meeting.
6. It is used to give a summary report or a meeting's business.

Format of memorandum:

Although the make up of the memorandum varies from one firm to the other, in general it should.

- (i) discuss one subject only
- (ii) be very concise
- (iii) dispense with a formal inside *address, salutation and complimentary close*. It only bears the signature and designation of the officer who signs it.
- (iv) indicate the heading of the subject and recipient's (وصول کرنے والا) name and the sender's name. Also mention the date.
- (v) It is written in third person.

(1) An example of Memorandum

From

Directorate of Employment,
Training and Technical,
Education.
Punjab.

No: Date / 64

To

All heads of departments

Subject: Tea Break

Recent informal surveys have indicated that some of the employees are extending their tea break time to a great extent. It is suggested that a bulletin be pasted in each department, reminding the workers of the time allotted for the privilege (تجسس).

The favour of an early reply is solicited.

Sd/

Sub-Regional employment officer,
Lahroe

2. Write a memorandum to your employees, reminding them against the harms of smoking in offices.

No. _____

April 15, 2018

From

The Chairman,
Crescent Paper Mills Ltd;
Lahore.
Mr. Ali Raza,
Manager Admin.

Subject: Smoking in the office.

It has come to my notice that the employees working under you smoke in the office frequently. You are aware that smoking is strictly prohibited in the office of the mill. I may like to remind you that smoking is injurious (نقصان دہ) to health. This warning is printed on every cigarette pack.

You know we have a special smoke room for those who cannot resist (مزاحمت نہیں کر سکتے، رک) the urge to smoke. This room can safely be used for this purpose. You are directed to stop the employees working in your office from smoking.

Sd/

Chairman .

(iv) A note on D.Os

Q.4 What are D.Os or Demi official letters. How are they written.

Ans: Demi means 'half. So D.Os or Demi-official letters are half official and half personal letters. They are written by.

- (i) One officer to another
- (ii) An individual to an officer
- (iii) An officer to a private individual

They are exchanged between two officials by name, in order to ensure personal attention to the subject matter in hand. This type of letter is written when the action required is urgent and the subject matter in hand is very important. This is used for.

- (a) An inter change of communication or opinion or information without the formality of the prescribed procedure between two Govt. officers.

- (b) To secure personal attention of the individual procedure between two Government officers.
- (c) To bring to the personal notice of an officer, the cases on which action has been delayed and official reminders have failed to get a suitable reply.

How a D.O letter is written:

- (a) A demi official letter is addressed personally to an officer by name.
- (b) It is written in the first person singular.
- (c) Its tone is personal and friendly.
- (d) The name of addressee (جسے خط لکھا جائے) is written in ink by the signatory of the letter.
- (e) Similarly, the complimentary close is also written by the signatory in ink.
- (f) In D.Os the inside address is always written alongside the left hand margin below the line of signature.

An example of Demi official letter

1. Write a D.O letter to the Director of Education, recommending to him to grant the job of temporary lecturer to an educated young man who happens to be the son of your colleague / friend.

March 10, 2018.

D.O. No 415-DSA-2018

My dear Noor Ahmad Khan,

I am pleased to forward the application of Mr. Khalil Ahmad of Faisalabad for the appointment of a temporary lecturer in English in my college. Mr. Khalil Ahmad happens to be the son of my colleague, Prof. Akthar who teaches Chemistry in my college. Mr. Khalil Ahmad is a very talented man of cultivated and mature habits. He possesses a lot of practical knowledge and wisdom about different matters of life. He has been teaching English in my college for the last three months as an honorary teacher. I have found him very hard working, intelligent and co-operative. The students of his classes are fully satisfied with his teaching. He has qualified his M.A English from Punjab University and has secured high II division. He has also obtained diplomas in teaching from Govt. Training college. He is versatile in writing and speaking English.

I shall appreciate if you appoint him as temporary lecturer against a vacant post. With high regards.

Yours sincerely,

Mr. Noor Ahmad Khan
 Director Colleges
 Lahore Division

(v) Endorsement

Q.5 What is an endorsement? How is it written? Give an example of an official letter, having an endorsement.

Ans: An endorsement is the shortest form of official communication. It is added at the bottom of the original letter received by an officer for transmission to other subordinates. It is returned in original (a) to the ministry (b) to an attached or subordinate office for information (c) In an endorsement, no explanation, recommendation or opinion is to be made (d) when the letter is forwarded in original, the words 'in original' are put in the endorsement. The endorsement is always numbered, dated and given the name of the forwarding office. Some specimens of endorsement are given below.

1. Officer of the _____
 End. No. _____ Dated _____
 forwarded in original to _____ for the favour of necessary action.
2. Copy forwarded to _____ with a request that the information required by _____ may pleased be supplied at an early date.
3. Copy forwarded to _____ for information in continuation of this office. Endt No. _____
 Dated _____

 For Director of Health
 _____ Division.

1. An example of official letter with endorsement.

No. E/133/PS/1 980/2335
 Govt of Pakistan.
 Ministry of Finance.
 Islamabad,
 The 15th March 2018.

From

Khalid Ahmad,

Secretary,
Planning Division,
Ministry of Finance,
Govt of Pakistan.
Islamabad.

To

Masroor Ahmad,
Asstt: Secretary,
Technical Education,
Islamabad Region.
Islamabad.

Subject: Revised Estimates of Expenditure for extension programme during 2018.

Sir,

With reference to your letter No. 412 dated 15th Feb 2018, I am directed to inform you that the revised estimates of expenditure will be considered only when you send us the complete details of extension programme, the requisition of and equipment, and the details of the plans chalked out.

Yours faithfully,
Z.A. Asif
Section officer.
Planning division
Ministry of Finance

Office of the planning division Ministry of Finance.

Endt No. 315 __ dated 20th March 2018 forwarded in original to Asst. Secretary Technical Education for the favour of necessary action.

Copy forwarded for information / necessary action to

1. Principal, Govt Technical college Islamabad.

A note on circular notice

Q.5 What are circular notices/notification? Give an illustration of a circular notice.

Ans: The circular notices or notifications are slightly different from endorsements. In the endorsement, the original letter is sent to other officers for information and favourable action. *In a circular notice*, certain instructions are sent to the employees who are required to

comply with them.

Often the rules and orders, delegation of powers, appointments and transfers of gazetted officers have to be notified by publication in the Gazettee. Circular notices may also relate to certain commodities, currency notes or observance of certain practices.

Sometime a circular notice is also issued to invite the employees to an official meeting gathering or function. The name of the persons being invited or the names of the departments to which that information is given, is written on the left side of the page. These notifications or circular notices are written without the salutation and the complimentary closing. However a circular notice has its reference number and date of issue and is duly signed by the issuing authority.

Examples of circular notices or notifications

No ON / CTE / 15 / 2018

July, 8, 2018

Circular notice

A meeting of all Heads of departments of Govt College, Lahore will be held on Friday, 12th June at 10.00 a.m in the Principal's office, to discuss matters related to December. Test and admission of failed students.

The presence of all heads of departments is necessary.

Secretary Staff

For information of

- (a) Heads of all departments.
- (b) Office superintendent.

Notification

(To be published in the Gazette of Pakistan)

Ministry of commerce and industry

Islamabad, 12th Feb 2018

Notification

No Est-4/MCI/86. In exercise of the powers conferred by section 4 of the supply and prices of goods act 2004, and in partial modification of the notification of the Govt. of Pakistan dated 5th December 2005, in so far as it relates to the fixation of price of caustic soda, the central government hereby fixes the following schedule of maximum price Rs. 12000, per tonne)

Abdul Hameed
Secretary to the Govt
of Pakistan