

## **LIST OF SUBJECTS**

1. Receipt of postal dak addressed to the Department and Officers, excluding registered letters addressed to Officers by name.
2. Receipt of all other communications in the name of the Department except those addressed to Officers by name or where Sections/Branches have been specified.
3. Distribution of (1) and (2) above to various Sections and Officers.
4. Issue of Department's Communications by post and hand (local dak) excluding:-
  - a) Invitation Card's; and
  - b) Inter-Sectional communication.
5. Preparation of Diplomatic Bags for issue to the External Affairs Ministry.
6. Cyclostyling including cyclostyling of classified papers.
7. Passing of bills for telegrams issued against Deposit Credit Account.
8. Disposal of disputed receipts.
9. Receipts of Diplomatic Bag from Ministry of External Affairs.
10. Issue of Sea Mail and Air Mail Dak.
11. Registration and Maintenance of movement of files received under Single File System.