

**Government of Nagaland
Home Department
Administrative Reforms (O&M) Branch**

No.AR-11/4/75

Dated Kohima, the 19th July, 1976.

OFFICE MEMORANDUM

It has come to the notice of the Governor that officials just put their initials under the notes on files, instead of putting their full signature, and in some exceptions even the signatures are too illegible for senior officers to follow. The undersigned is, therefore, directed to request all officials of the Nagaland Secretariat to **put their full signature under notes on files**. In case where the signatures are illegible, the names of the official should be put down below the illegible signatures in block letters. The above instruction should be followed forthwith.

Sd/- I. LONGKUMER
Secretary to the Government of Nagaland