

**Government of Nagaland  
Personnel and Administrative Reforms Department  
(Administrative Reforms Branch)**

No.AR.11/1/78

Dated Kohima, the 11<sup>th</sup> April, 1978.

**MEMORANDUM**

It has come to the notice of the Government that the present practice of typing D.O. letter is that the draft D.O. letter is drafted by Section/Branch and submitted to the officer in whose name the D.O. is again sent down to the Section/Branch in the file for typing. The fair D.O. is again submitted to the officer concerned for his signature and then the same is sent down to the Section/Branch for issue. This process involves delay in issuing such D.O. letter, which should have been typed by the concerned P.S./P.A. and signed by officer immediately after his approval.

In order to expedite disposal of cases in the file and also to reduce delay in movement of the files, it is brought to the notice of all concerned that henceforth all draft D.O. letters submitted to the officer concerned by the Section/Branch after approval of the draft D.O. should be typed by the Private Secretary/Personal Assistant to the officer concerned. Thereafter, the Private Secretary/ Personal Assistant concerned should obtain the signature of the officer in whose name the D.O. has been typed and send the file to the Section/Branch concerned for issue. This should come into force with immediate effect.

**Sd/- H.ZOPIANGA**  
Chief Secretary to the Govt. of Nagaland.