

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

OFFICE MEMORANDUM.

NO.AR-12/24/79

Dated Kohima, the 11th Oct' 1979.

Sub:-Colour Ink for use in Office Work.

The undersigned is directed to refer to the subject noted above and to say that at present different colour of ink is used by different officers and staffs in office works according to the personal liking which is not desirable from the point of view of uniformity, Therefore, the following instructions are issued for observance in office works henceforward.

(1) Blue/Blue-Black;

This colour of ink should be used in Notings in Files, Drafts, Orders, Endorsements in Files and Bills, Cheques, Entries in Registers, Cash-Books, Service-Books, and Annual Confidential Reports etc.

(2) Green Ink:

This colour of ink may be used only by Ministers, and Superior Officers such as Chief Secretary/ Commissioners/Secretaries to the Govt. and the Office of equivalent rank and also the Heads of Departments a Treasury/Sub Treasury Officers to make small endorsements or orders such as proposed etc. and signing/initialing.

(3) Red Ink;

The Red Ink should be used for the following purposes;-

- (i) Making entries in the Register of Receipts in respect of letters received from Govt. of India;
- (ii) Docketing on Note-Sheets for letter received;
- (iii) Flag marking on notes and correspondence;
- (iv) Making payment orders on the body of bills;
- (v) Priority marking and marking for special attention;
- (vi) Page markings in referencing in P.U.Cs and drafts;
- (vii) Endorsement written by Treasury offices on bills passed;
- (viii) Marking "Pay orders" on vouchers by Drawing Officers;
 - (i) Drawing totals in the bills (both in figure and words) and in marking "Below Rupees....." in bills;
 - (ii) Making corrections in the entries in Service Books;
 - (iii) Preparing proforma (this is optional);
 - (iv) In all bills and vouchers for the drawal of moneys by way of advances from Contingency Fund; and
 - (v) Signature of dealing Assistant in putting up a note on a receipt more than 7 days old.

(4) Ball-Point Pens and Pen nibs:

This kind of pen is permissible subject to the following conditions;-

- (i) The colour used should conform to the colour as prescribed in this O.M.
- (ii) The writing by such pens should be clear and distinct as with any other pens.

Sd/- IMTIKUMZUK
Deputy Secretary to the Govt. of Nagaland.