

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

No. AR-12/34/80

Dated, Kohima, the 15th Dec'1980

MEMORANDUM

Sub:- Correspondence address of the Government Departments by Subordinate officers of the Directorate norms/procedure of:

The undersigned is directed to say that various correspondences made from the Directorates to the Governments the officers use to begin their letters with the words "I am to say or I am directed to say" etc and thus the correct procedure laid down in the Manual of Office Procedure by the Government is not followed. As such serial 69 item (v) under Chapter-VII of Manual of Office Procedure (Nagaland Secretariat) is reproduced below for guidance of all concerned.

"69 (v) In official letters from Heads of Departments or officers or from Government but on their own authority the form I have the honour to is to be used instead of 'I am directed to or I am to say'".

2. It is impressed upon all the concerned officers that henceforth the norms evolved for correspondences as quoted above should be followed strictly.

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