

Government of Nagaland
Home Department : Nazarat Branch

NO.NAZ-5/85

Dated Kohima, the 16th September, 1985

OFFICE MEMORANDUM

Sub: Misuse of Typewriters and Duplicators:

It has been noticed that the Typewriters and Duplicators Machines attached to the Departments/Branches and P.A to officers in the Secretariat are mishandled by unauthorized people and as a result even the new machines go bad and ask for the services of the mechanics for constant repairs and replacements of the parts and even for replacements of the machines before the expiry of the life of the machines. The handles of the Typewriters, the handles and the feeder of the Duplicators cannot be broken but they are also broken very often. In some cases parts of the machines are missing. This is clearly due to the carelessness of the Departments/Branches and P.As to officers who does not take care to keep the machines in safe custody and allow the unauthorized people to handle them.

Therefore, it is impressed upon the Departments/Branches and P.As to officers to take utmost care to keep the machines in safe custody and do not allow unauthorized people to handle them.

Sd/- K. PIENYU
Deputy Secretary to the Government Nagaland