

No.A.44011/01/2017-Admn.I
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Animal Husbandry, Dairying and Fisheries

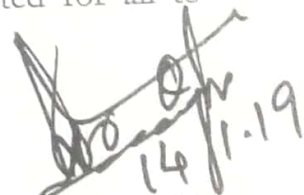
Krishi Bhawan, New Delhi,
Dated the 14.01.2019

OFFICE MEMORANDUM

Subject : - Manual on Office Procedure – Guidelines on writing or typing a draft-
adherence to – reg.

It has been observed that drafts being put up on file for approval of senior officers do not conform to the guidelines contained in MoP with either no or very little space/margin being given for officers to make amendments/modifications etc. This, apart from making draft look clumsy in appearance, causes inconvenience to senior officers. The guidelines contained in MoP prescribes that in writing or typing a draft, sufficient space should be left for the margin and between successive lines for additions or interpolation of words, if necessary. A draft should be typed in double space, in half margin and on both sides of the paper to allow for any interpolation by officers in the form amendment/modification. To take care of the scarcity of resources, it is also impressed upon all concerned that the draft should be typed/written on both side of the paper, if required, instead of using fresh paper.

The above instructions on writing or typing a draft are reiterated for all to follow them scrupulously.


14/1.19
(G.N.Singh)

Joint Secretary to the Government of India

To

1. All Sections/Units
2. All Branch Officers of the level of Under Secretary

Copy to:- PPS/PSs to all Divisional Heads.
Sr.PPS to Secretary, ADF

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