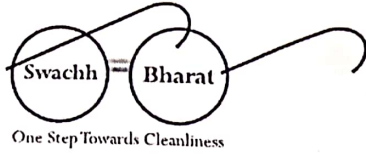


No.A.45012/1/2019-P&AR (ARW)  
GOVERNMENT OF MIZORAM  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(ADMINISTRATIVE REFORMS WING)

\*\*\*\*\*



New Secretariat Complex  
Basement – 2, Room No. 081  
Aizawl – 796001, Mizoram  
Aizawl, the 15<sup>th</sup> April, 2019

**OFFICE MEMORANDUM**

**Subject: Guidelines on noting and file management**

Attention of all officers & staff under the Government is invited to the instructions contained in the Central Secretariat Manual of Office Procedure (as revised and updated from time to time) regarding file management and noting. All employees are enjoined to adhere to the general instructions contained in the said Manual.

In addition, the following points may also be kept in mind and should be strictly complied with:

- 1 At least 3 (three) extra/spare note-sheets, duly margined and numbered, should invariably be tagged in the notesheet portion of the file for use of higher authorities.
- 2 A margin of at least 1(one) inch should be left blank at the bottom of each page of the note sheet to ensure better preservation of notes recorded on the file.
- 3 When notes are put up to the Secretary and above, margin/blank space of at least 3 (three) inches should be left at the bottom of notesheet for higher authorities to write notes/append signature.
- 4 Notesheet should be serially numbered.

**Sd/- R. LALCHHANHIMA**

Joint Secretary to the Govt. of Mizoram  
DP&AR (ARW)

**Memo No.A.45012/1/2019-P&AR (ARW) : Aizawl, the 15<sup>th</sup> April, 2019**

Copy to:

1. Secretary to the Governor, Mizoram
2. Secretary to the Chief Minister, Mizoram
3. P.S to the Speaker/Ministers/Dy. Speaker/Ministers of State, Mizoram.
4. Sr. PPS to Chief Secretary, Govt. of Mizoram
5. P.S to all Principal Secretaries/Commissioners/ Secretaries.
6. All Administrative Heads of Department.
7. Controller, P&S with 5(five) spare copies for publication in the Mizoram Gazette.
8. Web Manager, DP&AR
9. Guard file.

**(LALMUANKIMA)**

Under Secretary to the Govt. of Mizoram  
DP&AR (ARW)