

F. No. 16-60/2014-O&M
Government of India
Ministry of Communications and IT
Department of Telecommunications
(O&M Section)

Sanchar Bhawan,
New Delhi, the 28th September, 2015

OFFICE MEMORANDUM

Subject: Instructions regarding use of both sides of note sheets

Secretary(T) has observed that at certain times files are submitted to him without due observance of instructions issued from time to time. For instance, the note sheets are not typed on both the sides. This may sometimes be due to the reason that one side of the note sheet contains an earlier note and if a note is recorded on the other side of the same note sheet, the note sheet may get damaged. But the same is not the case when a note starts on a fresh page and runs into more than a page. Hence, all the Sections/Officers are requested that as far as possible both sides of note sheets be used. **In any case where a note is recorded on a fresh page and is running into 2-3 or more pages both sides of the note sheet should invariably be used.** It is further requested that while putting up notes to Secretary(T) a minimum margin of 2" be left at the bottom of the note sheet.

3. The above instructions may please be meticulously followed by all concerned. These issue under directions of Secretary(T).



(Ranjan Kumar)
Deputy Secretary (Coord.)
Tel. No. 23715120

To,
All Officers/Sections of the Department of Communications & IT
Notice Board, DoT/ e-office Notice Board