

കേന്ദ്രസർവീസിൽ ജോയിന്റ് സെക്രട്ടറി മുതൽ മുകളിലേക്കുള്ള ഉദ്യോഗസ്ഥർക്ക് മാത്രമേ പച്ച മഷി ഉപയോഗിക്കുവാൻ അധികാരമുണ്ടായിരുന്നള്ളൂ. എന്നാൽ ഉദ്യോഗസ്ഥർക്കിടയിലുള്ള ചില തർക്കങ്ങൾ കാരണം 2014 ൽ കേന്ദ്ര സർക്കാർ MOP ഭേദഗതി വരുത്തുകയും കേന്ദ്ര ഗവർണ്മെന്റ് സർവീസിൽ പച്ച മഷി ഉപയോഗിക്കുന്നത് പൂർണ്ണമായി നിരോധിക്കുകയും ചെയ്തു.

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Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhawan

Parliament Street, Dated October 17, 2014

OFFICE MEMORANDUM

Subject:- Amendment of the 13th Edition of the Central Secretariat Manual of Office Procedure.

The undersigned is directed to refer to this Department's D.O. letter of even dated 16th February, 2012 (copy enclosed) forwarding therewith copies of the 13th Edition of the Central Secretariat Manual of Office Procedure (CSMOP) & a subsequent O.M. even number dated 1.1.2013 (copy enclosed) carrying out certain amendments and to now convey the following two additional amendments to the 13th Edition of the CSMOP:-

Guidelines for noting

Existing 32(9)

"Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or Blue ink will be used by all category of staff and officers. Only officers of the level of Joint Secretary to Government of India and above may use green or red ink in rare cases"

Revised 32(9)

"Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. All category of officers will use either blue or black ink in signing notes and drafts

Deletion

- (i) Paragraph No.50 (5) indicating telegram as a means of communication.
 - (ii) Appendix 10 relating to Indian Telegraph Rules.
2. The above two amendments may be brought to the notice of all concerned in their Ministries/Departments and for adoption positively by 01.11.2014
 3. This issues with the approval of the competent authority.


(Anurag Srivastava)
Deputy Secretary (O&M)

To the Secretaries of All Ministries/Departments of the Government of India
(As per list attached)