

ഓഫീസിൽ നിന്നും കത്തെഴുതുമ്പോഴുള്ള
salutation സംബന്ധിച്ച നിർദ്ദേശം

Forms of address and subscription of letters

The prefix 'Shri' / Srimathi shall be used as the form of address in all official correspondence. The form of salutation of letters issued from the Secretariat should be 'Sir' / Madam and the subscriptions to all letters should be 'yours faithfully'. In respect of D.O. letters the form of salutation shall depend on the rank of addressees and the subscription to all the D.O. letters should be 'yours sincerely'.