

ഓഫീസിൽ നിന്നയക്കുന്ന കത്തിന്റെ മാതൃക

FORMS OF CORRESPONDENCE

1. Letter Form

.....Department
Dated, Thiruvananthapuram

No.....

From

Secretary to Government

To

Sir,

Sub:

Ref:

(Body of Letter)

Yours Faithfully,

Name of Officer approving the Draft
Designation
For *Secretary to Government*.

Approved for issue,

Section Officer.

Letters are issued in papers containing the emblem of the Government of Kerala. When communications are cyclostyled and despatched the office section has to affix the seal of the Department on every outgoing letter. It shall clearly contain the number, date and signature of the officer authenticating it. The salutation and subscription of letter shall be strictly in conformity with the approved form. Whenever enclosures are included, that should be mentioned in the margin or at the bottom.