

**No.A.60011/1/2013-P&AR(ARW)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(ADMINISTRATIVE REFORMS WING)**

**Dated Aizawl, the 27<sup>th</sup> November, 2013**

**OFFICE MEMORANDUM**

**Subject : Numbering of Notesheets and paragraphs.**

Attention of all Administrative Departments and Heads of Departments is hereby drawn to the system of file numbers that are given as per the Functional File Index in all the files used for processing of cases under the Government of Mizoram. The file Numbers are invariably written on the cover of the file as well as in the first page of the Notesheet. It is observed that File Numbers are no longer printed or written in the subsequent pages of the Notesheets other than the first page of Notesheets. Moreover, the notes written in the notesheets are hardly numbered paragraph-wise while writing notes.

2. In order to streamline the procedure of numbering and with a view to maintain the authenticity of Government files, it has been decided that File Numbers must be printed invariably on the top of every page of the Notesheet along with the serial numbers given to each page of the Notesheet portion without fail.

3. Moreover it has also been decided that paragraphs of notes written in the Notesheet portion must be serially numbered and such numbering of paragraphs should continue until the file is closed.

Receipt of this Office Memorandum may kindly be acknowledged.

**Sd/- M.SATHIYAVATEY**

Additional Chief Secretary to the Govt. of Mizoram

**Memo No.A.60011/1/2013-P&AR(ARW) : Dated Aizawl, the 27<sup>th</sup> November, 2013**

Copy to :

1. Secretary to Governor, Mizoram
2. Principal Secretary to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Dy. Speaker/Minister of States
4. P.S. to all Parliamentary Secretaries/Vice Chairman, State Planning Board
5. All Administrative Departments
6. All Heads of Departments
7. All Deputy Commissioners
8. All Wings of DP&AR (GSW/ARW/CSW/SSW/GGC/Training)
9. State Informatics Officer, NIC for uploading on the website
10. Guard File.

  
**(C.ZOTHANKHUMI)**

Additional Secretary to the Govt. of Mizoram

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