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Government of Orissa  
Political & Services Department

-101-

M.No.O&M/4-41/73. 4913(29)/Gen., Bhubaneswar, 12/4

the 27 March, 1973  
the 6 Chaitra, 1895 .

To

All Departments of Government.

Sub:-

Affixing designation of officers below  
their signature in Secretariat files.

...

The undersigned is directed to say that the Governor has been pleased to observe that in most of the Secretariat files, the designations of the Officers are not indicated below their signatures while submitting files to the Governor. As a result it is difficult to know immediately the source from which the files has been received by the Governor. In the interest of clarity it is desirable to indicate the designations of the officers below their signatures, preferably by affixing rubber stamps.

In view of this it is requested that all Departments may kindly instruct their officers to put their designations below their signatures while submitting files to the Governor by use of rubber stamps. This may kindly be brought to the notice of all concerned.

Sd/ H.Mohapatra,  
27.3.73

Under Secretary to Government.

Memo No. 5200/Gen., Dated 7-4-73  
Copy forwarded to the Secretary to  
the Governor for information.

*H. Mohapatra*  
5/4/73  
Assistant Secretary to Govt.

Memo No. 5201(45)/Gen., Dated 7-4-73  
Copy forwarded to All Branches of Political-  
and Services Department for information and necessary  
action.

*H. Mohapatra*  
5/4/73  
Assistant Secretary to Govt.