

INTER OFFICE NOTE

HQ, MES BAI


ADVISORY ON OFFICIAL CORRESPONDENCE PROTOCOL

Dear Sir/Madam,

1. The Hon'ble President of HQ MES BAI, has directed me that no official communication or correspondence shall be addressed to any authority without his prior concurrence.
2. In adherence to this directive, it is hereby instructed that all HQ office staff must ensure that any request from office bearers of HQ for drafting or issuing letters to any authority must first be brought to the notice of the President. Only after obtaining his written approval shall such communication be processed and forwarded to the intended recipient.
3. This advisory is being issued with the approval of the President, HQ MES BAI and is to be followed with immediate effect and strict compliance.

With regards,

Yours faithfully,


(Sahadev Samal)
Office Secretary

(Concerned staff)