

No.6/32/2014-PER/II/ 268 /  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Daman – 396 220  
e-mail : [pers-dd@nic.in](mailto:pers-dd@nic.in)

Dated : 28 / 12 / 2015

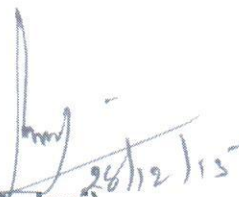
**Sub : Format of letter for correspondence to be followed**

**OFFICE MEMORANDUM**

It has been observed that different formats of letter are being used in the UT Administration for correspondence without proper name, designation, official telephone number and email id of the signatory.

2. It is hereby decided that, henceforth a standard format shall be followed in the letters of correspondence which should essentially contain name, designation, official telephone number and email id.
3. A model format is annexed as **Annexure**.
4. All Heads of Office, Daman & Diu are directed to follow the above guidelines scrupulously.

Encl : Annexure

  
(P.S. Jani)  
Additional Secretary (Pers.)  
Tel : 2231707

To,  
All Heads of Office,  
Daman / Diu

Copy to :

1. All Secretaries / Special Secretaries, UT Administration of Daman & Diu.

Administration of Daman & Diu,  
<Name of Department>,  
<Address of Department>,

<File No.>

Dated : / / 20\_\_

To

<Name>  
<Designation, if any>  
<Address>

Ref : <if any>

**Subject : <in bold>**

Sir / Madam,

<Main text of the letter>

Encl : <if any>

Yours faithfully,

<Name of Officer>  
<Designation>  
<Official email id>  
<Official Telephone No.>

Copy to : <if any>