

No.F.20016/102/2020-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
MIZORAM NEW CAPITAL COMPLEX, AIZAWL

OFFICE MEMORANDUM

Dated Aizawl, the 8th April, 2021

Subject: Colour of ink to be used in official work.

It has been observed that some officers and staff under Government of Mizoram use ink colour of their personal choice in their performance of official duties. It is apparent that some officers and staff under the Government of Mizoram are not aware of the standing instructions issued by the Government of Mizoram in this matter. It may be pointed out that an OM on this issue was notified by the State Government vide No.A.60011/1/82-ATP(AR) dt.26.07.21984, wherein a detailed instruction was laid down for strict observance. In light of the new development regarding the usage of colour of ink for official purpose by officers and staff under the Central Government and save as provided by a provision of any Rules, the following guidelines is hereby issued for strict compliance for officers and staff under Government of Mizoram with immediate effect:

1. As per the earlier editions of the Central Secretariat Manual of Office Procedure (CSMOP), Officers of the rank of Joint Secretary and above in the Central Government were permitted to use green ink in rare cases in noting in files. But that provision has been done away by the Government of India vide the 14th edition of the CSMOP issued in May, 2015. In line with the new development, **all officers and staff under the Government of Mizoram shall use only black or blue ink in all noting in files.** In case of hand written noting, only black or blue ink shall be used.
2. **Green Ink** may be used only by Ministers to write notes in file, make endorsement or orders such as, "Approved", "As proposed" and signing or initialing.
3. **Red Ink** may be used only by the Chief Minister and the Governor of Mizoram to write notes in file, make endorsement or orders such as, "Approved", "As proposed" and signing or initialing.
4. **Red Ink** may also be used for the following purposes:
 - a. Making entries in the Register of Receipts in respect of letters received from Govt. of India.
 - b. Docketing on note-sheets for letters received.
 - c. Making payment orders on the body of Bills.

- d. Endorsement written by Treasury Officers/Sub-Treasury Officers on Bills passed.
- e. Marking "Pay orders" on vouchers by Drawing Officers.
- f. Making totals in the bills (both in figures and words) and in marking "Below Rupees..." in Bills.
- g. Making corrections in the entries in Service Books.
- h. In all bills and vouchers for the drawal of moneys by way of advances from contingency fund.

This supersedes the O.M. No.A.60011/1/82-ATP(AR) dt.26.07.21984 and all previous instructions in this matter issued by the Government of Mizoram.

The above instructions may be brought to the notice of all Sub-ordinate Offices for information and strict compliance.

Sd/- J.C. Ramthanga

Additional Chief Secretary to the Govt. of Mizoram
General Administration Department.

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Copy to:

1. Secretary to the Governor, Mizoram
2. Additional Chief Secretary to Chief Minister, Mizoram.
3. P.S. to Speaker/Ministers/Dy.Speaker/Ministers of State, Mizoram.
4. P.S to Vice Chairman, Mizoram State Planning Board/SEDP Boards
5. Sr. PPS to Chief Secretary, Govt. of Mizoram
6. PPS to Additional Chief Secretary, Government of Mizoram
7. PS to Principal Secretary/Commissioner & Secretary / Secretary / Special Secretary, Government of Mizoram
8. Commissioner & Secretary, Mizoram Legislative Assembly
9. Secretary, MPSC/MIC/SEC/Lokayukta
10. All Heads of Administrative Departments
11. All Heads of Departments
12. Controller, Printing & Stationeries with 6(six) copies for publication in the Mizoram Gazette.
13. Website Manager, GAD
12. Guard File.



(ST. LALVENSANGI)

Under Secretary to the Govt. of Mizoram
General Administration Department