

**GOVERNEMENT OF MEGHALAYA**  
**OFFICE OF THE DIRECTOR GENERAL OF POLICE**  
**MEGHALAYA ::::: SHILLONG**

**O R D E R**

It has been observed that due diligence is not exercised at various levels while making official correspondences. Depending upon the nature of communication, urgency for attention and action, status of addressee, etc., proper form of communication i.e. note/ memo/ D.O. letter/ letter, etc is to be decided by the signing authority and communication made as per the format and structure prescribed for such official communications. Rules pertaining to classified communications i.e. Restricted/ Confidential/ Secret/ Top Secret have to be scrupulously followed to ensure communication reaches the intended destination without any compromise.

Contents of communication must be concise, clear and without repetition to convey the matter in a cogent manner. The details incorporated must be factual and substantiable. Use of slang, improper language and derogatory words must be avoided as it reflects adversely about the signing authority and culture of the organisation.

All officers are requested to take note of above directions and ensure decorum in official communications.

This may please be briefed to all concerned including ministerial staff.

**Sd/-**  
**Director General of Police,**  
**Meghalaya, Shillong.**

**Memo No. MG/XXXI-3/2009/PT/132-~~A~~**

**Dated Shillong, the 26<sup>th</sup> August, 2013**

Copy forwarded for information and necessary compliance to:-

1. The Addl. Directors General of Police, (CID/Hqr) / (L&O) / (SB) / (TAP) / (F&ES/R/PR), Meghalaya, Shillong.
2. The Inspectors General of Police, (CID) / (TAP) / (Hqr/Ops), Meghalaya, Shillong / (W/R), Tura.
3. The Dy. Inspectors General of Police (E/R) / (CID), Meghalaya, Shillong.
4. The Directors, (MPRO) / (I/C FSL), Meghalaya, Shillong.
5. The Superintendents of Police, West Garo Hills, Tura / North Garo Hills, Resubelpara / South West Garo Hills, Ampati / East Garo Hills, Williamnagar / South Garo Hills, Baghamara / East Jaintia Hills, Khliehriat / West Jaintia Hills, Jowai / East Khasi Hills, Shillong, West Khasi Hills, Nongstoin / South West Khasi Hills, Mawkyrwat / Ri-Bhoi, Nongpoh.
6. The Commandants, 1<sup>st</sup> MLP Bn, Mawiong / 6<sup>th</sup> MLP Bn, Camp:Shillong / 2<sup>nd</sup> MLP Bn, Goeragre, Tura / 3<sup>rd</sup> MLP Bn, Khliehtyrshi / 5<sup>th</sup> MLP Bn, Samgong / 4<sup>th</sup> MLP Bn, Sohpan.
7. The Principal, Police Training School, Meghalaya, Shillong.
8. The Superintendents of Police, (Infiltration) / (Security) / (F&ES) / (Anti-Infil Directorate) / (SCRB) / (SB-II), Meghalaya, Shillong.
9. The Spl. Superintendents of Police, ((SB-I) / (CID), Meghalaya, Shillong.
10. The Asstt. Inspectors General of Police (Re-Org.) / (Estt), Meghalaya, Shillong.
11. The Registrar, O/o the Director General of Police, Meghalaya, Shillong.
12. The Superintendents (Force Branch/ Supply Branch/Confidential Branch/ General Branch/ Reserve Branch) of Police Headquarters, Meghalaya, Shillong.

  
Asstt. Inspector General of Police (Admn.),  
N.T. Meghalaya, Shillong.