



মণিপুর সরকার (মণি)

**DEPARTMENT OF EDUCATION (S)**

Government of Manipur

**CLASS IX**  
**ADDITIONAL ENGLISH COMPOSITION**  
**SECTION B – WRITING SKILLS**  
**CHAPTER 5 - MEMO**

**SOLUTIONS**

**EXERCISES**

**SAMPLES OF MEMO**

**FORMAT AND STYLE**

In writing a memo, certain conventions are followed. Look at the following samples;

**SAMPLE 1:**

**MEMORANDUM**

TO: ALL STAFFS

FROM: DIRECTOR, PRODUCT DEVELOPMENT

DATE:

15/08/2020

**SUBJECT: LAUNCH OF PRODUCT XYZ**

Due to extensive customer feedback and the results of current testing and COVID-19 Pandemic, I want to inform you that the Product XYZ will be delayed from the original launch date of December 15<sup>th</sup> until beginning of 2021 (tentative).

We are confident that time for additional testing will serve to make XYZ more effective.

Though disappointing at the moment at the failure of Product launch, we are confident that the Pandemic induced restrictions will give additional time to serve this company well in creating a more successful product.

Sd/-

(J.K. Singh)

Director, Product Department



মিণিষ্ট্ৰী অফে এডুকেশ্যন (মণি)  
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**SAMPLE 2:**

TO: The General Manager

FROM: Branch Manager

Date: 1<sup>st</sup> Nov, 2019

**Subject:** Purchase of books

There has been demand for books on oriental culture from the North East of India. A Committee of Experts has submitted a list of titles on ORIENTAL CULTURE. The matter has been referred to concerned managers for the necessary steps to be taken up at the earliest for actual purchase.

Y.S. Singh

Branch Manager

**Copy to:**

1. Regional Manager
2. Divisional Manager
3. Finance Manager



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**SAMPLE 3:**

**OFFICE OF THE  
STATE HEALTH SOCIETY, MANIPUR**

**MEMORANDUM**

Imphal, the 14<sup>th</sup> August 2020

**Subject:** Bridge Programme Certificate Course in Community Health for Nurses

There has been a need for a Bridge Programme Certificate Course for 6 months in Community Health for Nurses (BPCCHN) under NHM Manipur. In this regard Applications are invited from the willing in-service staff nurses of State Health Service (Regular) and NHM (contract).

Sd/-

State Mission Director





**SAMPLE 4:**

**GOVERNMENT OF MANIPUR**  
**SECRETARIAT: FINANCE DEPARTMENT**  
**(PAY IMPLEMENTATION CELL)**

**OFFICE MEMORANDUM**

IMPHAL, The 21<sup>st</sup> August, 2020

**Subject:** Payment of Dearness Allowance/Dearness Relief to the State Government  
Employees/pensioners/family pensioners

**NO. 2/6/2010- FD (DIC) (PT):** The undersigned is directed to refer to this Government Office Memorandum of even number, dated 18/01/2020 on the above subject and to state that the Governor of Manipur is pleased to decide that the Dearness Allowance/Dearness Relief payable to the State Government employees/pensioners/family pensioners shall be enhanced from the existing rate of 3% to 7% of the basic pay/basic pension with effect from 01/09/2020

**Sd/-**

Chief Secretary (Finance)  
Government of Manipur

**Copy to:**

1. The Secretary to His Excellency, the Governor of Manipur, Raj Bhavan, Imphal
2. The Secretary, Hon'ble Chief Minister, Manipur
3. All P.S. to the Minister/Minister of State
4. A.P.S. to Ld. Advocate General, Manipur
5. P.S. to the Chief Secretary, Govt of Manipur
6. P.S. to the Add. Chief Secretary
7. ....

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