

CHAPTER II

SECTION 3

SERVICE CORRESPONDENCE

INTRODUCTION

0301. ‘Service correspondence’ is the generic term for correspondence written by members of the Services in the course of their duties. In common with all Service writing, Service correspondence conforms to standard layouts. The layouts used depend upon the purpose of the correspondence. Examples are given in the accompanying annexes.

0302. Composition of the Text. In all but the shortest letters on routine matters, the text should consist of an introduction, a theme and a conclusion:

- a. Introduction. The introduction gives the purpose of the letter and summarizes any background information.
- b. Theme. The theme presents the case and lists any arguments or problems in a concise and logical sequence.
- c. Conclusion. The conclusion summarizes the salient points in the theme and must end by leaving the recipient in no doubt of the writer's orders, wishes, opinions, problems or recommendations.

While these headings are seldom used in letter writing, the reader should never be in doubt when he is passing from one part of the text to the next.

0303. Use of the First or Third Person.

- a. Most Service correspondence is written in the third person. Exceptions to this convention are:

(1) Formal letters.

(2) Demi-official letters.

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(3) Letters from a commander in which he expresses his personal views or conveys praise or blame and which he signs personally.

(4) Letters from headquarters, departments, etc in which it is often convenient to make use of the first person plural.

b. When the first person is used in the opening and closing paragraphs it is permissible to revert to the third person in intervening paragraphs.

0304. Use of Headed Paper. Official paper may bear printed letter-heads which do not conform to the standard layout for typescript. When paper with printed letter-heads is used, the

subsequent typescript follows the appropriate standard layout and normal rules of Service correspondence.

0305. Address. Letters to addressees in one of the other Services, to government authorities and to civilian addressees should bear the full postal address of the originator and all recipients. Where appropriate, postcodes should be included as the last line of the address. It is Service practice to show the recognized abbreviations for the originator and recipients. When the department or branch required to take action is known to the sender, it is included in the address. See also Paragraph 0219 for letters addressed to individuals (either by name or appointment or both) the name/appointment will be mentioned first, followed by the branch/directorate (if necessary) and the headquarters/unit. These will be followed by the postal address as required.

0306. Departmental Correspondence. Official correspondence originated in the Ministry of Defence is governed by rules set out in the

Ministry of Defence and may not follow all the conventions described in this publication.

0307. Salutation and Complimentary Ending.

The choice of salutation in Service correspondence depends upon the relative ranks and the personal relationships existing between the writer and the recipient. Similarly, in any correspondence addressed to a civilian the writer is to be guided by the type of letter, ie formal or informal and select the appropriate salutation and ending. Examples of salutation and complimentary ending are given at Annex A under 'Styles of Address'.

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0308. Variations from Standard Layout.

These are:

- a. Address. Postal address is not shown on internal correspondence where the designation of the recipient is sufficient to ensure that the envelope can be correctly addressed.

b. Multiple Addressees. When there are numerous action addressees, they may be appended below the text in the subscription or on a separate sheet. If standard distribution lists are maintained, the words 'Distribution List', followed by its identification number or letter, are inserted in place of the first action addressee.

c. Letters of Condolence. These are written as private letters using the normal conventions except that:

(1) Official headed paper is not customarily used.

(2) The salutation and complimentary ending are handwritten.

(3) Paragraphs are not numbered.

(4) No file number appears on the original.

(5) No headings are used.

(6) The addressee's name and address are omitted.

TYPES OF CORRESPONDENCE

0309. There are 7 type of Service correspondence:

- a. Commanded letters.
- b. Directed letters.
- c. Routine letters.
- d. Formal letters.
- e. Demi-official (DO) letters.
- f. Signal messages.
- g. Internal correspondence.

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The formats of the above except signal messages are given at Annexes B to J to this section. For signal messages see Section 15. Note that abbreviations apart from those for decorations, qualifications, regiments/corps and Service are not normally used in commanded, formal and DO letters.

Commanded Letters

0310. Commanded letters are formal letters reserved for statements of major policy and directives of the Chiefs of the three Services and above. They are normally signed by senior officials of the level of principal Staff Officers. Their format is not subject to the normal rules. However, an example is given at Annex B to this section.

Directed Letters

0311. Directed letters are at a level between commanded letters and routine letters. They are used by the Services and formation headquarters.

Staff officers may be authorized to sign such letters at the discretion of directors or heads of divisions. An example of a directed letters is at Annex C to this section.

Routine Letters

0312. Routine letters are the normal form of correspondence within and between the Services. A routine letter may therefore be written by a formation or unit to any other formation or unit or by an individual member of the Services on a personal subject. An example of a routine letter is at Annex D to this section.

0313. Letters to Civilians. In correspondences with civilian authorities or members of the public, the layout of the routine letter, with a salutation and conventional ending, provides the most generally used framework. Reference to previous correspondence or documents are made in the text. The style of the letter must be appropriate to both the subject and the recipient, and Service

terminology and abbreviations should not be used. See also Paragraph 0220.

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0314. Signatory. Routine letters addressed to a superior authority or to an external agency or organization, are signed by or for the officer commanding the formation or unit. See Paragraph 0251 and Annex D to this section.

Formal letters

0315. The use of formal letters is confined to ceremonial matters and certain formal submissions. They are addressed only to seniors or equals and are signed by the originator.

0316. Occasions on which a formal letter might be appropriate are:

- a. In acknowledging a directive. See Section 13.
- b. In reply to a letter of praise or blame.

c. When marking a submission of an exceptional nature of forwarding a non-routine report to higher authority.

d. In arranging ceremonial matters with outside authorities.

0317. A formal letter begins with a salutation and closed with a complimentary ending. An example of the formal letter is at Annex 'E' to this section. Any application by an individual will follow the format and rules of formal letter.

Demi-official Letters

0318. Demi-official (DO) letters permit an informal and more personal approach to Service or civilian addressees. They should be restricted to one subject and filed in the normal way. The full identity of the originator is shown at the head of the letter and the salutation and ending are inserted in manuscript by the originator. An example of a DO letter is at Annex F to this section.

Internal Correspondence

0319. Memorandum. This type of format is widely used for correspondence on official matters at all levels between departments, directorates and branches. It is a speedy method of dealing with routine matters and is normally written in manuscript and are rarely filed. An example of a memorandum is Annex G to this section.

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0320. Loose Minute (LM). There may be occasions when a hand written memorandum will not suffice. Other forms of internal correspondence may be used. LMs are used extensively within headquarters, units and bases when it is necessary to disseminate information but inappropriate or inconvenient to circulate a file. An example of an LM is at Annex H to this section. LMs are filed in the same way as all correspondence but should never be distributed outside the originating headquarters, unit or base. In case correspondence is to be made to a

directorates or branches within a headquarters and copies are to be sent to outside units, bases or headquarters, then a routine letter should be initiated in place of LM.

0321. Note Sheet. A note sheet contains the notes which are written as informal means of conveying instructions, passing opinions, conducting correspondence and recording conversations that constitute the general run of business of a staff in any Service or formation. A note sheet may have a subject on the left hand side of a file. Properly maintained note sheets provide a full and valuable record of action taken on a particular subject with which the file deals. An example of note sheet is given at Annex J to this section.

0322-0400. Reserved.

Annexes:

A. Styles of Address.

B. Example of a Commanded Letter.

- C. Example of a Directed Letter.
- D. Example of a Routine Letter.
- E. Example of a Formal Letter.
- F. Example of a Demi-official Letter.
- G. Example of a Memorandum.
- H. Example of a Loose Minute.
- J. Example of a Note Sheet.

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ANNEX A TO
SECTION 3

STYLE OF ADDRESS

1. Methods of addressing correspondence in the Army, Navy and Air Force are shown in Appendix 1, 2 and 3 respectively to this annex.

Demi-official Letters

2. It is customary to indicate the Service, corps, regiment or branch duly abbreviated after the surname of officers as follows:

a. Army. All officers of and below the rank of Lieutenant Colonel.

b. Navy. All officers of and below the rank of Captain.

c. Air Force. All officers of the Air Force.

3. The choice of salutation in demi-official letters depends upon the relative ranks and how well the writer and recipient know each other. Using 'Lieutenant Colonel A N Amin Ahmed, EME' as an example, the salutations in order of formality are:

a. 'Dear Colonel Ahmed'.

b. 'Dear Colonel'.

c. 'Dear Amin'.

d. 'My dear Amin'.

An officer or equivalent or senior rank who does not know Colonel Ahmed might well address him as 'Dear Ahmed'.

4. When such address would be appropriate, officers should be addressed by their generic rank; eg a Major General would be addressed 'Dear General' and a Lieutenant Colonel as 'Dear Colonel'.

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Civilians

5. The normal salutation and endings in letters addressed to individual civilians are:

a. 'Dear Sir' (or Madam) and 'Yours faithfully'.

b. 'Dear (Mr) Rafique' and 'Yours faithfully'.

6. To a corporate civilian body, eg a city council or learned society, the formal salutation and ending are: ‘Gentlemen’ and ‘Yours faithfully’.

7. To a civilian firm or body when formality is not appropriate ‘Dear Sirs’ and ‘Yours faithfully’ should be used.

8. Formal salutations and endings in letters addressed to high commissioner and ambassadors are ‘Your Excellency’ and ‘Your faithfully’.

Inserting Salutation and Complimentary Ending

9. This is normally inserted in manuscript by the signatory at the time of signing except in formal letters when it is typed in.

Use of Military Decoration and Qualification Symbols

10. Military decoration and qualification symbols ie, BU, BB, awc, ndc, ndu, rcds, afwc, psc, G+, te etc may be used in official or demi-official letters,

invitation cards, Service records, Service list etc but will not be used in the text of a letter as in the case of minutes of a meeting.

Appendices:

1. Addressing Commands, Formations and Units: Army.
2. Addressing Commands, Formations and Units: Navy.
3. Addressing Commands, Formations and Units: Air Force.

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APPENDIX 1 TO
ANNEX A TO
SECTION 3

ADDRESSING COMMANDS, FORMATIONS
AND UNITS: ARMY

1. Correspondence to the Ministry of Defence is addressed to the ‘Ministry of Defence’, adding a branch title, when known and the address of the building :

Ministry of Defence (D- II)
Shere Bangla Nagar
Gana Bhaban Complex
Dhaka

2. When the branch title or address, or the responsible division or directorate are not known, letters should be addressed to:

Ministry of Defence
Procurement Section
Shere Bangla Nagar
Gana Bhaban Complex
Dhaka

3. The form of address used for formations and units depends upon the content of the document. For formations, policy matters are normally

addressed to the commander and other matters to the headquarters; for units, policy matters are addressed to the officer commanding and routine correspondence to the unit. The address in signal messages is just the title of the formation or unit.

4. Addresses are frequently abbreviated (see Paragraph 0305). The term 'HQ' is used while addressing formation headquarters. This does not necessarily denote the headquarters element (eg headquarters company of a division) only. The identifying reference and the content would indicate the branch responsible for handling the correspondence.

5. The following examples show:

a. The address of the commander.

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b. The address of the headquarters.

c. The operational address.

In all cases the location has been omitted.

EXAMPLES

In Full

Abbreviated

6. Command.

- | | | |
|----|---|------------------------|
| a. | The Chief of Army Staff
Bangladesh Army | CAS
BD Army |
| b. | Army Headquarters
General Staff Branch
Staff Duties Directorate | AHQ
GS Br
SD Dte |
| c. | Not used in full | HQ GS Br (MO Dte) |

7. Division.

- | | | |
|----|---|---------------------------|
| a. | The General Officer Commanding
9 Infantry Division | GOC 9 Inf Div |
| b. | Headquarters 9 Infantry Division | HQ 9 Inf Div |
| c. | Not used in full | Main/Rear HQ 9 Inf
Div |

8. Brigade.

- | | | |
|----|---------------|-----------------|
| a. | The Commander | Comd 87 Inf Bde |
|----|---------------|-----------------|

87 Infantry Brigade

- b. Headquarters HQ 87 Inf Bde
87 Infantry Brigade

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- c. Not used in full HQ 87 Inf Bde

9. Unit.

- a. The Commanding Officer (1) CO 1 E Bengal
1st Battalion The East Bengal Regiment

- b. 1 East Bengal 1 E Bengal

- c. Not used in full 1 E Bengal

10. Minor Unit and Sub-Unit.

- a. The Officer Commanding (1) OC 88 Fd Bty
88 Field Battery

- b. 88 Field Battery 88 Fd Bty

- c. Not used in full 88 Fd Bty

Note:

1. It is Army practice when addressing an officer in command of a major unit, eg Regiment, Battalion, etc for his appointment to be given as ‘Commanding Officer’; in a minor unit, eg Battery, Company, etc it is ‘Officer Commanding’.

3A1-3

APPENDIX 2 TO
ANNEX A TO
SECTION 3

ADDRESSING COMMANDS, FORMATIONS
AND UNITS : NAVY

1. Correspondence to the Ministry of Defence is addressed to the ‘Ministry of Defence’, adding a branch title, when known, and the address of the building:

Ministry of Defence (D-6)
Shere Bangla Nagar

Gana Bhaban Complex
Dhaka

2. When the branch title or address, or the responsible division or directorate are not known letters should be addressed to:

Ministry of Defence
Procurement Section
Shere Bangla Nagar
Gana Bhaban Complex
Dhaka

3. In the Bangladesh Navy all correspondence and papers are normally addressed to the holder of an appointment, eg:

In Full

Abbreviated

The Chief of Naval Staff

CNS

The Commanding Officer Chittagong

COMCHIT

The Commanding Officer BN Flotilla

COMBAN

The Commodore Superintendent Dockyard

CSD

The Administrative Authority Dhaka

Admin Dhaka

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The Senior Naval Staff (Afloat)

SNO(A)

The Commodore Commanding Khulna

COMKHUL

The Commander Patrol Craft Squadron 41

COMPATRON 41

The Commanding Officer BNS OSMAN CO
BNS OSMAN

The Commanding Officer
Naval Store Depot

The Officer in Charge MFV 55
MFV 55

4. Correspondence and papers to BN Ships and establishments are normally addressed to ‘The Commanding Officer BN.....’.

5. In accordance with traditional naval usage the names of BN ships are prefixed by the letter BNS. Ships` names, which should be in capital letter should not be placed in quotation marks or quoted without the prefix. The floating dock SUNDERBAN is prefixed by BNFD. Other examples are BNT, BNFC etc.

6. The rule in Paragraph 5 applies equally (with appropriate prefixes) to naval vessels of commonwealth and foreign countries.

7. Addressing Correspondence to the Chief of Naval Staff. Only the letters requiring the personal attention of the Chief of Naval Staff are to be addressed to him. The address on the cover of such letters is to be as follows:

The Chief of Naval Staff
Naval Headquarters
Banani
Dhaka

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8. Letters to and from Naval Headquarters.

a. All letters to Naval Headquarters are addressed as follows:

Naval Headquarters
.....Branch (appropriate branch)
Directorate of(appropriate
directorate)
Banani
Dhaka

b. Letters emanating from Naval Headquarters and addressed to the BN authorities and other Services will be in the routine letter form and the address of the originator will be shown as follows:

Naval Headquarters
Operations Branch
Directorate of Naval Operations
Banani
Dhaka

APPENDIX 3 TO
ANNEX A TO
SECTION 3

ADDRESSING COMMANDS, FORMATIONS
AND UNITS : AIR FORCE

1. Correspondence to the Ministry of Defence is addressed to the ‘Ministry of Defence’, adding a branch title when known and the address of the building.

Ministry of Defence (D-7)
Shere Bangla Nagar
Gana Bhaban Complex
Dhaka

2. When the branch title or address, or the responsible division or directorate are not known, letters should be addressed to:

Ministry of Defence
Law Cell
Shere Bangla Nagar

Gana Bhaban Complex

Dhaka

3. In general, policy matters and formal correspondence are addressed to and appointment, as shown in Paragraph 5. Routine correspondence, orders and instructions are addressed to the formation or unit, as in Paragraph 6.

4. When the department or branch required to take action is known to the sender, its abbreviation is included in the address.

EXAMPLES

In Full

Abbreviated

5.	Officer Commanding/Air Officer Commanding OC/AOC BAF Base Bashar	BAF BSR
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6.	BAF Base	BAF BSR

Bashar

(Matiur; Pahar Kanchanpur; Zahur) (MTR; PKP;
ZHR)

7. Air Defence Operations Centre Dhaka ADOC
Dhaka

8. Air Headquarters	Air HQ
Directorate of Air Training	Dte Air Trg
Dhaka Cantonment	Dhaka Cantt
Dhaka	Dhaka

9. Officer Commanding	OC PDC Dhaka
Personal Despatch Centre	
Dhaka	

10. Officer Commanding	OC 3 Sqn
3 Squadron BAF	

11. Officer Commanding	OC 1 FU
1 Field Unit BAF	

3A3-2

ANNEX B TO
SECTION 3

EXAMPLE OF A COMMANDED LETTER

SECURITY CLASSIFICATION

Armed Forces Division
Dhaka Cantonment

Telephone : 8823555

13670/Admin

June 02

UPGRADING OF RANK OF SERVICE CHIEFS

1. I am commanded by the Honourable Prime Minister to inform you that she/he has given further consideration to the proposal for upgrading the rank of the Service Chiefs and

2. I am to say
that.....

3. In every
case.....

..

A I M MUSTAFA REZA NOOR
Major General
Principal Staff Officer

To:

Adjutant General
Army Headquarters

Assistant Chief of Naval Staff (Personnel)
Naval Headquarters

Assistant Chief of Air Staff (Administration)
Air Headquarters

SECURITY CLASSIFICATION

3B-1

ANNEX C TO
SECTION 3

EXAMPLE OF A DIRCTED LETTER

SECURITY CLASSIFICATION

AHQ
GS Br
MT Dte
Dhaka Cantt

Tel : 9110341 ext 5322

AHQ /T1-SC/3022

Jan 02

NEW SYLLABUS FOR STAFF COURSE

1. I am dir to convey that CGS has been pl to accept the new suggested syllabus for the Staff Course.
2. I am to say that in view of this acceptance, action may now be initiated as was discussed in the last conf on this subj.

ANUP KUMAR CHAKMA
Brig Gen
DMT

To:

Brig Gen Mostafa Kamal Uddin
CI
DSCSC
Mirpur Cantt
Dhaka

SECURITY CLASSIFICATION

3C-1

ANNEX D TO
SECTION 3

EXAMPLE OF A ROUTINE LETTER

RESTRICTED

IMMEDIATE

AHQ
GS Br
MT Dte
Dhaka Cantt

Tel : 9110341 ext 5122

1513/34/MT-3

Apr 02

DEMO-BDE HQ AND BAA IN THE FD

Refs :

A. DSCSC ltr no 1674/6/SC/Trg dt 30 Mar 01.

B. Air HQ/7100/Ops dt 04 Apr 01.

1. For the 25th Army Staff Course and 21st Air Staff Course, DSCSC has req for a demo of a mob and static bde HQ alongwith the layout of a BAA at Savar Cantt. Tentatively, the demo is scheduled for 23 Apr from 0930-1400 hrs with dress rehearsal on 22 Apr.

2. The broad reqrs are :

a. Bde HQ.....

b. BAA.

.....

c. Army/Air Coop.

.....

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RESTRICTED

3. For greater details on the demo see Ref A. Air HQ has detailed a BASO with an FFR veh and a Bell-212 hel from BAF BSR for the demo.

4. DSCSC will liaise with your HQ for further coord.

MD LATIFUL HAIDER
Lt Col

Distr : For CGS

External :

Action :

HQ 9 Inf Div

Info :

HQ 81 Inf Bde

Air HQ
Ops & Trg Br

DSCSC

Internal :

Action :

SD Dte

Info :

MO Dte

MI Dte

2

RESTRICTED

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ANNEX E TO
SECTION 3

EXAMPLE OF A FORMAL LETTER

SECRET

Copy Numberof 3 (1)
Total pages 2(1)

Office of the
Commodore Commanding Khulna
BNS TITUMIR
Khalishpur

Telephone : 041-762555

PA/3865

June 02

Sir (2)

OPERATION SEA FISH (3)

1. I have the honour to report that in accordance with the instructions contained in Naval Headquarters letter number OP/5840 dated 01 May 2002, (4) the Patrol Craft Squadron under my command successfully carried out Operation SEA FISH on 18 and 20 May 2002.

2. Appropriate logistic support was provided by BNS SHAHEED RUHUL AMIN.

Yours faithfully (2)

B RAHMAN
Commodore BN
Commodore Commanding Khulna

1 of 2 (1)
SECRET

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SECRET

Enclosures :

1. Narrative of the Frigate Squadron.
2. Narrative of the Patrol Craft Squadron.

To :

Copy Number

The Chief of Naval Staff
 Naval Headquarters
 Banani
 Dhaka-13

1

Information :

The Commodore Commanding Chittagong
 New Mooring
 Chittagong

2

File

3

2

SECRET

Notes:

1. See Paragraph 0217.
2. A formal letter is to have salutation and complimentary ending without

any comma after them (see Paragraph 0224 and Paragraph 15c (2) of Page 2B-5).

3. A formal letter may not always have a title.
4. List references under 'References:' if 2 or more references are to be quoted.

3E-2

ANNEX F TO
SECTION 3

EXAMPLE OF A DEMI-OFFICIAL LETTER

Lieutenant Colonel Mozammel Hossain, Arty, psc (1)
Defence Services Command and Staff College
Mirpur Cantonment
Dhaka 1221

Telephone: 9870011 extension 4810

SC/1000/SD

June 2002

DEMI-OFFICIAL LETTER (2)

1. (3) You were good enough to mention at our last meeting the difficulties you felt might arise from dictating too rigid a formula for

the demi-official letter.

2. To omit the writer's name and the letter reference in certain cases could be confusing, because they identify the writer and help when one has to refer back to the letter. I believe the demi-official letter should follow the normal pattern in showing the writer's title and name, a file reference and, whenever appropriate, a subject heading and references to other documents.

3. Sumon and Ahad agree with me; what do you think?

To :

Lieutenant Colonel Md Hafizur Rahman, psc,E Bengal (1)
Armed Forces Division
Dhaka Cantonment

3F-1

Notes:

1. Only the decoration, qualification, regiment/corps and Service are abbreviated.

2. A subject heading is not always necessary.

3. A DO letter may or may not have paragraph numbers. If no paragraph numbers are used, then paragraphs are not to be indented from the left margin although they will be double spaced vertically as per rules.

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ANNEX G TO
SECTION 3

EXAMPLE OF A MEMORANDUM

<u>MEMORANDUM</u>	
TO :	From
Date :	Tel :
Your ref :	Our ref :
Subj:	

Note:

1. The form is to be completed in manuscript unless there are special reasons for typing.

3G-1

ANNEX H TO
SECTION 3

EXAMPLE OF A LOOSE MINUTE

RESTRICTED

DRAFT

PRIORITY

GS Br
(SD Dte)

LM

3123/2/SD-1

LM (1)

Refs :

A. MO Dte/2345/SD dt 02 Jan 02.

B. MO Dte/2345/SD dt 05 Jan 02.

1. This is to cfm that the views regarding the writing of LM contained in your LM are correct. This dte agrees with you that:

- a. LMs are intended for conducting internal correspondence within a HQ or an estb/unit.
- b. Max use of LM should be made to avoid frequent mov of files.
- c. LMs should be brief, clear, concise and to the pt.

RESTRICTED

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RESTRICTED

2. At present, the various dtes are using different forms for LM. This prac is against the principles of Svc writing. Attn of all dtes should, therefore, be drawn to the JSSDM-2003.

MOZAMMEL HOSSAIN
Lt Col
GSO-1

Ext 2732

Jan 02

To :

MO Dte

Info:

MT Dte

Edn Dte

2

RESTRICTED

Note :

1. Subj heading.

3H-2

ANNEX J TO
SECTION 3

EXAMPLE OF A NOTE SHEET

(1)	<p style="text-align: center;">RESTRICTED (2)</p> <p>MT 313/20/FFR (3)</p> <p><u>ALLOTMENT OF FD FIRING RANGE</u></p> <p style="text-align: center;"><u>1</u> (5)</p> <p>Ltr no Trg 234/Inf/FFR dt 15 May 02 from HQ 20 Div req for rescheduling of dts for fd firing.</p> <p style="text-align: center;"><u>2</u></p> <p>Arty Dte ltr no 12/FFR/101 dt 20 May 02 indicating the implications of any rescheduling of fd firing dts at this stage of the yr. The latest posn showing the ut of the range by the fmns and trg estbs is also encl.</p>	<p style="text-align: center;">(1)</p> <p style="text-align: center;"><u>Encl No</u> (4)</p> <p style="text-align: center;">1A (6)</p> <p style="text-align: center;">2A</p> <p style="text-align: center;">2B</p>
-----	---	--

	<p>(7) <u>3</u></p> <ol style="list-style-type: none"> 1. Ref Encl 1A and 2A. 2. Allotment of the Fd Firing Range at Chittagong to fmns and trg estbs are made in consultation with Arty Dte at the beginning of the yr. It is advisable to avoid rescheduling. 3. HQ 20 Div may be req to adhere to the existing schedule though 2 of its inf units would not be able to take part due to IS duties. <p style="text-align: center;">1</p> <p style="text-align: center;">RESTRICTED</p>	
--	---	--

3J-1

	<p style="text-align: center;">RESTRICTED</p> <ol style="list-style-type: none"> 4. If agreed to by HQ 20 Div, we can arrange for these 2 units to join 17 Div during Dec 02 for firing Atk wpns and bn mors. 	
--	--	--

MOHAMMAD ALI AHAD
Maj
(8) GSO-2 (MT-2)

Tel: 235
Jun 02

GSO-1 (MT-2) (9) (10)

4

1. Ref Note 3.
2. In view of the reasons given by Arty Dte, we should advise HQ 20 Div to carr out their fd firing as per the existing schedule. The left over units may join 17 Div during Dec 02 if agreed to by HQ 20 Div.
3. Your concurrence is req.

AMIR FEISAL
Lt Col
GSO-1 (MT-2)

Tel: 230

Jun 02

2

RESTRICTED

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RESTRICTED

DMT5

Agreed. Info HQ 20 Div accordingly.

MD ABDUL MUBEEN
Brig Gen
DMT

Tel: 222

Jun 02

GSO-1 (MT-2)6

Ltr no MT 313/20/FFR dt 23 May 01 to
HQ 20 Div info that rescheduling of fd
firing dts will not be poss and offering the
left over units to join 17 Div during Dec
02.

(12)

6A
(11)

	(13)	
	3	
	RESTRICTED	

3J-3

Notes:

1. A wide margin is printed or ruled on both sides of a note sheet.
2. The note sheet bears the same security classification as the file.
3. The file reference is typed commencing on the left hand margin of the first page.
4. On the right hand side of each page a narrower margin titled 'Encl No' is provided. 'Encl No' is underlined and is in line with the file reference on the first page and on subsequent pages maintains the same vertical spacing in relation to the security classification or top of the page.

5. Note numbers consist of Arabic numerals and are underlined.

6. Enclosures are numbered in relation to their respective notes. It may be observed that the first enclosure relates to Note 1 and is numbered as 1A. In case the enclosure has an attachment, the latter bears the same number but is suffixed with the letters B, C etc; eg Note 2 and Encls 2A and 2B.

7. Single paragraphs in the notings are not numbered; but if more than one paragraph is used, they are numbered.

8. The subscription follows the normal conventions of name, rank, appointment and is followed by the telephone number and the date. Stamp may be used containing above information instead of typed signature block.

9. Each addressee should cross out his appointment near the left hand margin after he has endorsed his remarks and signed it.

10. If there are two or more addressees, their designations are entered one below the other at an interval of two vertical spaces, in the order in which it is necessary for them to receive the note.

11. The fourth enclosure in this format is Encl 6A as it relates to Note 6 and not to Note 3.

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12. If a number of replies are received in response to any particular letter sent, the replies to it will be docketed in separate notes and will be allotted enclosure numbers accordingly.

13. It should be noted that every enclosure in a file whether incoming or outgoing will bear an enclosure number and will be docketed under the related note on the note sheet. Thus a note sheet also becomes an index of the contents of a file.

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