



No. LGS/Msg/06

उपराज्यपाल का सचिवालय

LIEUTENANT GOVERNOR'S SECRETARIAT

राज निवास, पोर्ट ब्लेयर RAJ NIWAS, PORT BLAIR: 744101

अण्डमान तथा निकोबार द्वीपसमूह ANDAMAN & NICOBAR ISLANDS

Port Blair, dated the 5<sup>th</sup> May 2006

**CIRCULAR**

Messages are being released by the Secretariat of the Lieutenant Governor from time to time on occasions of religious and National festivals as well as on specific days in commemoration of certain causes like Earth, Population, Fire Services, Legal Services, etc. Whereas the greetings conveyed on the occasion of religious and National festivals are usually short conveying the good wishes of His Excellency, the Lt Governor to the islanders, the messages issued on other occasions in commemoration of specific Days are generally lengthy and contain various issues, topics, interpretations, exhortations, etc.

In order to rationalize and standardize the size and contents of such messages, the following guidelines are prescribed:

- (a) The draft message should be put up by the concerned department not less than two weeks before the day of publication.
- (b) The draft message should be typed in double spacing on a single A4 size sheet, the content not exceeding 30-35 lines.
- (c) The message should generally contain three aspects namely (i) meaning and importance of the Day, (ii) its relevance to the Islands and (iii) exhortation/wishes by His Excellency, the Lt Governor.
- (d) Efforts should be taken not to repeat the same message every year.
- (e) Care should be taken to avoid any controversial issues and contentious interpretations while preparing the message.
- (f) It should also be ensured that the contents of the message do not go against any acknowledged policy or stand taken by the Govt. on specific issues/subjects.
- (g) Overall, the message should be concise, intelligible and couched in simple language and expressions.

After obtaining the approval from His Excellency, the Lieutenant Governor, the signed message will be released by the Lt Governor's Secretariat to the Director of Information, Publicity and Tourism at least three days prior to the date of publication.

The norms prescribed hereinabove should invariably be adhered to by all Departments in submitting draft messages for the approval of His Excellency, the Lt Governor.

This issues with the approval of His Excellency, the Lieutenant Governor

  
(Uddipta Ray)

Secretary to Lt Governor