

(31)

JUDICIAL DEPARTMENT, FEDERATION OF MALAYA

REGISTRAR'S CIRCULAR NO: 2 OF 1959

Some cases of considerable laxity in dealing with correspondence have been brought to my attention. I am therefore to draw your attention to the rules regarding correspondence set out in Chapter II of the Manual of Office Procedure.

2. Every officer should ensure that members of his staff understand the aforesaid rules and comply strictly with these rules.

3. I am to draw your attention in particular to Rules 13, 14 and 15. I need hardly emphasize that strict compliance with these is an essential condition to the efficient working of any office.

4. Any complaint arising from failure to comply with the Rules under Chapter II of the Manual of Office Procedure will be seriously viewed.

S.S. Gill
(S.S. GILL)
Registrar

The Federal Registry,
Supreme Court,
Federation of Malaya,
Kuala Lumpur.
17th December, 1959.
Ref: RSC 20/54(27)