



SERVICE CORRESPONDENCE



“The role of a writer is not to say what we can all say, but what we are unable to say”

- Anais Nin –
French - American Writer





What are the **written means of comm** in the Def Svcs?



INTRODUCTION

- Service corres conforms to **std layouts** based on the **gen principles** and **rules**.
- The type of corres depends on:
 - The **purpose**.
 - The **relationship** between the **author** and the **recipient**.
- Some corres are very **formal** and some are very **informal**.

AIM

To explain the types of svc corres used in the Def Svcs

SEQUENCE

- Structure.
- Types of correspondence.
- Conclusion.

STRUCTURE

- Every type of svc **corres** has a common structure with three parts:
- Introduction - The purpose and background info.
 - Main Body - The facts, arguments or problems.
 - Conclusion - The salient pts in the main body and ends with orders, wishes, opinions, problems or recms.

TYPES OF CORRESPONDENCE

- Commanded Itrs.
- Directed Itrs.
- Formal Itrs.
- Routine Itrs.
- Demi-official Itrs.
- Memo/Memoranda.
- Loose minutes.
- Minute sheets.
- Letters to civ org.



COMMANDED LETTERS

- Issue by the **MOD** in the name of **the Commander in Chief, Minister of Def or the Sy Council**.
- To issue **major policies** and **dirs**.
- The **Minister** or **Sec** to the MOD signs the ltrs.



COMMANDED LETTERS

SECRET

D/2/3(20)

Ministry of Defence
COLOMBO

The Commander of the Army
The Commander of the Navy
The Commander of the Air Force

19 May 2014

SECURITY MEASURES FOR THE FORTHCOMING SOUTH ASIAN ASSOCIATION FOR REGIONAL COOPERATION SUMMIT

1. The South Asian Association for Regional Cooperation (SAARC) summit is scheduled to be held in Colombo from 01 to 04 June 2014. It is expected that Head of States of all the member countries will take part. In consequent to a meeting held at the Ministry of Defence chaired by the Honourable Minister of Defence, necessity of providing a security blanket for the summit was discussed. To implement such action plan, therefore, needs meticulous planning, mobilizing resources and conducting rehearsals. It is quintessential that Armed Forces and the Police workout joint action plans, so that all intricacies can be overcome.

2. In this context, snap cordon and search operations, manning of road blocks and alternative traffic arrangements to the public and security network for the visiting dignitaries must be meticulously worked out.

3. Hence, coordinate amongst each Service and propose a suitable action plan, in order to have a foolproof security mechanism in place for this important regional summit.

ABCperera
ABC PERERA
Secretary
Ministry of Defence

SECRET



DIRECTED LETTERS

- Directed ltrs are used by **the Office of the Chief of Defence Staff** and **the resp svc HQs**.
- To issue **major policies** and **dirs**.
- Signed by a designated **Staff Offr**.



DIRECTED LETTERS

RESTRICTED

NAHA 9/14

Naval Headquarters
COLOMBO

Navy Tel: 55252
Civ Tel: 0112432682
e-mail: navy@mail.com

The Commander Eastern Naval Area

19 Aug 14

REQUIREMENT OF ADDITIONAL MANPOWER

Reference: Your letter CENA 34/05 dated 17 Jul 14.

1. The requirement of additional manpower projected vide quoted reference has been examined. Regrettably, however, due to the acute shortages being faced in other areas and the requirement to man several newly acquired ships, providing additional manpower to Eastern Naval Area is not feasible.
2. However, in view of the contentions validating the necessity, the projection will be reconsidered on completion of the next recruit training programme.

MDS Abeywickrama

MDS ABEYWICKRAMA RSP USP
Commodore
Director Naval Personnel
for Commander of the Navy

Info:

Comd Western Naval Area.
Comd Northern Naval Area.

RESTRICTED



FORMAL LETTERS

- Used for **ceremonial matters** and certain **formal submissions**.
- Always signed by the **originator himself**.
- Commence with the salutation '**Sir**'.
- The text commences as '**I have the honour to ...**'.
- A formal ltr always ends with '**Yours obediently**'.



FORMAL LETTERS

EXAMPLE OF A FORMAL LETTER - OFFICIAL MATTER

RESTRICTED

Directorate of Military Intelligence
 Army Headquarters
 Post Office Box 553
 COLOMBO (2)

Army Tel: 55252 (1)
 Civ. Tel: 0112432682 (1)
 e-mail: army@int.com

DMI/A/10
 (1)

The Commander (2) (3)
 562 Brigade
 Army Camp
 KANDY

19 January 2014

Sir (4)

REPORTING FOR DUTY (5)

1. I have the honour to inform that (4) I have received a posting order instructing me to report for duty as the Intelligence Officer, Headquarters 562 Brigade on 15 February 2014.

2.

Yours obediently (4)

HL Wijesekara
HL WIJESEKARA RSP MI (1)
 Captain



ROUTINE LETTERS

- The corres **within** and **between the svcs.**
- May be written by a HQ/unit/ship/base/ to another HQ/unit/ship/base/fmn or to the MOD, on a routine matter.
- A routine ltr could be originated:
 - Routine ltr not on a letterhead.
 - Routine ltr on a letterhead.



ROUTINE LETTERS

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 අර්ධසේන කමන්ඩ් ස්ටෑෆ් කාන්දිලියා පාසල, පලුගස්කන්ද, ශ්‍රී ලංකාව
 පලුගස්කන්ද පාසල සහ ස්ටෑෆ් කාන්දිලියා පාසල, පලුගස්කන්ද, ශ්‍රී ලංකාව
DEFENCE SERVICES COMMAND AND STAFF COLLEGE, SAPUGASKANDA, SRI LANKA
 දුරකථන/දුරකථන: Tel : 2643792, 2644218 ශ්‍රී ලංකාව/දුරකථන: Fax : 2642151 විද්‍යුත් තැපෑල/විද්‍යුත් තැපෑල: Email : dscsc@slnet.lk

DSCSC/25/1/ORG

The Manager
Rathnapala (Pvt) Ltd
No. 25
Bans Road
COLOMBO

05 February 2014

Dear Sir

OFFICERS' MESS ENTERTAINMENT

1. Thank you for your letter S/PW/450 dated 20 January 2014 and it is hereby confirmed that your quotation of Rs. 25,000.00 for the visit of the 'Mega Band' to Officers' Mess of Defence Services Command and Staff College on 23 March 2014 has been accepted.
2. You are kindly informed that the band should play from 9 pm on 23 March to 2.30 am on 24 March 2014 with a two hours rest in between. Refreshment and meals will be provided for all members of the band during the period of their performance.
3. The Bank of Ceylon cheque bearing serial No. 02687802 amounting to Rs. 25,000.00 being the settlement is forwarded herewith. Please acknowledge receipt.
4. Your kind assistance in this regard is highly appreciated.

Yours faithfully


AVN SILVA
 Brigadier
 Brigadier Coordinating
 for Commandant

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DEMI-OFFICIAL LETTERS

- Provide an informal means of **more personal comm** with both **svc** and **civ addressees**.
- It is used to convey **appreciation, commendation, a wish** or **disapproval**.
- Therefore, it is frequently used by Comds and Staff Offrs.



DEMI-OFFICIAL LETTERS

(11) UNCLASIFIED

(1) From: Brigadier LA Rathnayake RSP USP (2)

Headquarters 223 Brigade
Army Camp
WELIOYA (3)

(4) A/2/3(20)

Army Tel: 55760
Civil Tel: 0252254076 (5)
e-mail: army@223.com

(7) Lieutenant Colonel AB Randeniya RSP SLSC (6)
Commanding Officer
1st Regiment Sri Lanka Signals Corps
Army Camp
TRINCOMALEE (3)

19 January 2014 (8)

(9) *Dear Anil*

Thank you for the excellent presentation which you gave the other day. It was most impressive, particularly in view of the short time you had for preparation.

(12)

Thank you for the recommendations you made regarding the redeployment of direction finders in my area. I have already taken action pertaining to this matter.

(9) *Yours
Laith* (10)

UNCLASIFIED



MEMO

- Printed memo is often used for corres on **minor matters at all lvls.**
- Memos are most frequently used for **internal corres.**
- It is designed to save time and is normally written in manuscript.
- Abbreviations may be used throughout to save space.



MEMO

EXAMPLE OF A MEMO

<u>MEMO</u>	
<p>To: 6 3 Ops</p> <p>Date 7 Feb 14</p> <p style="text-align: center;">Your Reference</p> <p style="text-align: center;">(4)</p>	<p>From: BM</p> <p>Number Ext 321</p> <p style="text-align: center;">Our Reference</p> <p style="text-align: center;">(4)</p>
<p>Subject: OFFRS' TRG DAY</p>	
<ol style="list-style-type: none"> 1. Offrs' Trg day is cfm as Mon 7 Feb starting at 1030 hrs. 2. Pl draft a ltr to all COs and OCs with the details. 3. I will be back to sign it at 1630 hrs. 	
<p>Name: D PERERA (in block letters) Signature: Dilshan Perera Rank: Maj (5)</p>	



MEMORANDA

- Used for **internal corres** within a large org.
- Originated by the **snr offr** or **head of the base, fmn, stn, ship and unit.**
- Applied to matters confined to that org.
- Use to convey **info, orders** and **instrs.**



MEMORANDA

EXAMPLE OF MEMORANDA

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NAHA 5

Naval Headquarters
COLOMBO

See Distribution

23 January 2014

MEMORANDUM FOR USE OF HOLIDAY WARRANTS DURING TRAINING PERIOD IN ABROAD

1. Sri Lanka Navy personnel undergoing training abroad may obtain one return, holiday railway warrant for a distance not, exceeding 500 km each way or three sets of return warrants from the training establishment to which they are attached. This facility is provided in lieu of the annual three sets of warrants to which they are entitled in Sri Lanka.
2. This concession may be availed of only if the trainees spend one full year under training in the particular country.
3. The holiday railway warrants issued in particular country are only to travel within that country subject to conditions at paragraph 1 above.
4. It will be the responsibility of the trainees who make use of this facility to indicate to Naval Headquarters in their monthly progress reports on the details of used holiday warrants.
5. Necessary amendments to SLNO 0850 will be made in due course.

LSPerera

LS PERERA RSP USP
Commodore
Secretary
for Commander of the Navy

Distribution:
All list/Full/A-Z

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LOOSE MINUTES

- Use extensively **within HQ and svc estb.**
- Use to disseminate **info.**
- Never be distributed outside the originating HQ.
- All the rules in Chapter 3 are applied.



LOOSE MINUTES

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G/Trg/20

19 Jan 14 (1)

See Distr

BATTALION TRAINING EXERCISE

1. The next trg ex will take place at Maduru Oya from 15 to 18 Mar 14. Mov to and from the trg area will form part of the ex.
2. Ex instrs will be issued on 10 Feb 14.
3. The fol offrs will be reqd to take part ...

IB Lokuge

IB LOKUGE SLAC

Maj

BM

Ext 256 (1)

Distr: (2)

Action:

Maj AQ

GSO 3 Ops

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MINUTE SHEET

- Form of sheets that are att to a particular file.
- Use to write notes covering the particular subj in the file and obtain instrs.



MINUTE SHEET

RESTRICTED		
<u>MINUTE SHEET</u>		
Date	Description	Signature
(a)	(b)	(c)
Jan 25	<p style="text-align: center;"><u>M1</u></p> <p><u>CI/SI</u></p> <ol style="list-style-type: none"> 1. The fol SPGs and DS guides are att alongside: <ol style="list-style-type: none"> a. OSW 1. b. A & S 1. 2. Forwarded for your appl pl. <p style="text-align: center;"><u>M2</u></p>	<p>Maj CW Sponsor DS</p>
RESTRICTED		



LETTERS TO CIVILIAN ORGANIZATIONS

- A slight **modification** to the routine ltr.
- The routine ltr should be adjusted to **incl a salutation** and a **conventional ending**.
- **References** should be mentioned in the text rather than listed.
- **Abbreviations** should **not be used**.
- Abbreviations such as am/pm/MP etc may be permitted.
- The salutation and ending is typed and the normal convention of '**Dear Sir**' or '**Madam**' and '**Yours faithfully**' is generally used.



LETTERS TO CIVILIAN ORGANIZATIONS

EXAMPLE OF A LETTER TO CIVILIAN ORGANIZATION

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wdrllall fiajd wK iy udKav;el üHd,h, imq,ialkao, Y%S ,aldj
 ghJfhg;G Nrit fl;lis kw;Wk; gjtpepiy fy;Yhup> rGfj;fe;j> ,yq;if
 DEFENCE SERVICES COMMAND AND STAFF COLLEGE, SAPUGASKANDA, SRI LANKA
 NjtyNgrp/Tel : 2963792, 2964218 | alaa : rjhyefy/Fax : 2962151 | uoaHqa .smakh : kpo;QGry; KfUp/E-mail : dsesc@sltnet.lk

VL/3

Professor RML Dissanayake
 Centre for Strategic Studies
 University of Colombo
 COLOMBO

16 March 2014

Sir

LECTURE ON REVOLUTION IN MILITARY AFFAIRS

1. The subject of Revolution in Military Affairs is generating lot of interest in the minds of the military strategists and tacticians. With the technological innovations such as Network Centric Warfare and changes in concept of operations, the modern day commanders can checkmate an unknown enemy from far away, thus bringing the battle zone to the own backyard. It is imperative that officers of the Armed Forces of Sri Lanka must be conversant with this type of modern day military lexicon, which is becoming a trendsetter.

2. The Defence Services Command and Staff College is the bedrock for nurturing and training of middle level officers. Educating them on a very interesting subject like Revolution in Military Affairs will be immensely beneficial for them to enhance their knowledge and broaden the horizon. It is felt that with your wealth of experience as an erudite academician and credentials, sharing your knowledge with the future officers of the Services, would be invaluable.

3. Accordingly, it would be most grateful if you could kindly deliver this lecture for our Student officers. The talk, inclusive of a traditional half an hour of audience interaction (by way of a question and answer session), has been tentatively scheduled from 9.30 am to 11.30 am on 20 April 2014.

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4. Looking forward to a fruitful interaction, a copy of the detailed 'Terms of Reference' is enclosed herewith for your perusal and eagerly awaiting for a confirmation.

Yours faithfully

CD Bamunuarachchi

CD BAMUNUARACHCHI
 Major General
 Commandant

Enclosure: Terms of Reference

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CONCLUSION

Ser	Commanded Ltrs	Directed Ltrs	Formal Ltrs	Routine Ltrs
(a)	(b)	(c)	(d)	(e)
1.	Issued by the MOD.	Office of the Chief of Defence Staff and the respective Svc HQs.		Within and between the svcs.
2.	In the name of the C in C, Minister of Def and Sy Council.			
3.	Major policy, directives.	Issue major policies and directives.	Ceremonial matters and certain formal submissions.	On a routine matter.
4.	Minister and Sec of MOD, or any one auth by the MOD.	Signed by a designated SO.	Signed by the originator himself.	Signed by the appt holder or on behalf.
5.			Commence with the salutation 'sir'.	
6.			The text commences as 'I have the honour to ...'.	
7.			Ends with 'yours obediently'.	
8.				Routine ltr not on a letterhead. Routine ltr on a letterhead.

Ser	Memo	Memoranda	Loose Minutes
(a)	(b)	(c)	(d)
1.	Printed memo is often used.		When a handwritten memo will not suffice.
2.	For minor matters at all lvls.	Convey info, orders and instrs.	Disseminate info but inappropriate or inconvenient to circulate a file.
3.	Most frequently used for internal correspondence.	Used for internal correspondence within a large org.	Used extensively within HQs and svc estb. Never be distributed outside.
4.	Normally written in manuscript.	Matters confined to that org.	
5.		Originated by the snr offr or head of the base, fmn, stn, ship and unit.	
6.	Abbreviations may be used throughout.		

Ser	Demi-official Ltrs	Letters To Civilian Orgs	Minute Sheet
(a)	(b)	(c)	(d)
1.	Informal means.	A slight modification to the routine ltr.	Form of sheets that are attach to a particular file.
2.	More pers comm.		Used to write notes covering the particular subj in the file.
3.	With both svc and civilian addressees.	Civilian addressees.	Svc.
4.	Free expression of pers views.	The routine ltr are adjusted to include a salutation and a conventional ending. The normal convention of 'dear Sir / Madam' and 'Yours Faithfully'.	
5.	Convey appreciation, commendation, a wish or disapproval.		To obtain instrs when reqd.
6.	Used by Comds and SOs.		Sos.
7.		References should be mentioned in the text rather than listed.	
8.	Abbreviations are permitted in the text for ref and decorations.	Abbreviations should not be used except am/pm/MP etc.	

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