Through PCDA(WC) website

No AN/I/1041/Cir

Dated: 19/07/2019

IMPORTANT CIRCULAR

To

1. All IDAS Officers/SAOs/AOs in the Main Office (Local)
2. All OI/cs- Sub Offices under PCDA (WC) Chandigarh

IT&S (Local): With a request to upload the same on web site.

Subject: **Standard Format on Correspondence with HQrs Office.**

It has been intimated vide HQrs Office circular bearing No. Coord/13002/Misc/Conference/2018-19 dated 17.07.2019 (available on CGDA’s website) that henceforth all correspondence with HQrs Office may be made in a standard format as mentioned in HQrs Office circular dated 17.07.2019(Copy enclosed).

2. It is requested to note the contents of the HQrs Office circular for strict compliance.

Sahil Goyal
Dy. CDA(AN)
Circular

No. Coord/13002/Misc/Conference/2018-19

Dated: 17.07.2019

To

All PCsDA/PCA(Fys)/PIFs/CsDA/IFAs

Subject: Standard Format on Correspondence with HQrs Office.

It has been decided by the Competent Authority that henceforth all correspondence with the HQrs Office may be made in a standard format with the following specifications:

a) The Name of the Office, along with DAD logo on left side and logo commemorating 150 years of birth of Mahatma Gandhi on the right side.

b) The name of the office and address should be in bilingual.

c) The font to be used is “Times New Roman” with a font size of 12.

d) The spacing between lines be 1.5 and 6 points between the paragraphs.

e) The left margin, right margin, upper and lower margin may be 1.5 inches, 0.75 inch, 1.0 inch and 1.0 inch respectively.

f) The “Subject” and “Reference” may be written in full and in bold.

g) The name of the Addressor along with the designation is mentioned in bold.

h) The name and designation of the Addressee, along with complete address is required to be mentioned.

i) The case reference may be made in the following format:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Gist of the case</td>
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<tr>
<td>02.</td>
<td>Point of doubt and the extent of it</td>
</tr>
<tr>
<td>03.</td>
<td>Rule position on the subject matter</td>
</tr>
<tr>
<td>04.</td>
<td>Views of the Office on the subject matter</td>
</tr>
<tr>
<td>05.</td>
<td>Decision requested from the HQrs</td>
</tr>
<tr>
<td>06.</td>
<td>Level of approval in the Office</td>
</tr>
</tbody>
</table>

(Swapna Agrawal)
Sr. ACGDA (Coord)