

Subject: - Printing of Particulars of PHED on all the letters & Single files dispatched from Head Office.

Will all the Executive Engineers / Branch In-charge, Head Office refer to subject cited above.

In this regard, please find enclosed herewith a copy of design (**Annexure-1**) of letter head showing the particulars of PHED for printing on all the letters & Single files to be dispatched from Head Office in future. The copy of noting approved from competent authority is enclosed as (**Annexure-2**).

Regarding standardization of font size, spacing, margin, etc, the following should also be adopted on all the letters & Single files :-

- a. **FONT SIZE**:- All matter in official letters should be typed in '**Arial-12**'.
- b. **SPACING**:- The spacing between the lines of a paragraph should be typed in '**1.15**'.
- c. **MARGIN**:-
 - **Top Margin**:- Top Margin in the letters should be kept as 1.25 inch. The design of letter-head should be printed on 1st page of all the letters which is also adjusted in the space of 1.25 inch.
 - **Left Margin**:- Left Margin in the letters should also be kept as 1.25 inch.
 - **Right Margin**:- Right Margin in the letters should also be kept as 1.00 inch.
 - **Bottom Margin**:- Free to accommodate the matter,
- d. **HEADING**:- Any intermediate Headings may be kept as bold & underlined.
- e. **SUBJECT OF LETTER**:- Should be typed in bold letters with font size also '**Arial-12**'.
- f. **SUBJECT ON NOTINGS**:- Should also be typed in bold letters with font size also '**Arial-12**'. But the subject of noting should also be typed on all additional noting pages on the top 40 % on right hand side of the Noting page (ref. example as typed on Annexure-2).

This is for your kind information, please

*Yours
28/3/17*
Superintendent (G&A)
For Engineer-in-Chief, Haryana
Contd....2...
*send
28/2/17*

To

All the Executive Engineers / Branch In-charge,
PHED, Head office, Panchkula.

U.O. No. 27053-109

Dated: 28/3/2017

CC:

- PS to worthy EIC, PHED, Panchkula
- PA to all CEs, Head office, PHED, Panchkula.
- I.T. Cell (Head office).

U.O. NO - 27122-125 DATED - 28/3/2017



जनस्वास्थ्य अभियांत्रिकी विभाग, हरियाणा
PUBLIC HEALTH ENGINEERING DEPARTMENT, HARYANA

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जनस्वास्थ्य अभियांत्रिकी विभाग, हरियाणा
PUBLIC HEALTH ENGINEERING DEPARTMENT, HARYANA



Subject:- _____
