



कार्यालय, रक्षा लेखा महानियंत्रक
उलन बटार रोड, पालम, दिल्ली छावनी - 110010
Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt- 110010



Circular

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

Dated : 17.07.2019

To


All PCsDA/PCA(Fys)/PIFAs/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:

- 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.
- The name of the office and address should be in bilingual.
- The font to be used is "Times New Roman" with a font size of 12.
- The spacing between lines be 1.5 and 6 points between the paragraphs.
- 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.
- The "Subject" and "Reference" may be written in full and in bold.
- The name of the Addressor alongwith the designation is mentioned in bold.
- The name and designation of the Addressee, alongwith complete address is required to be mentioned.
- The case reference may be made in the following format:

Sl. No	Description
01.	Gist of the case
02.	Point of doubt and the extent of it
03.	Rule position on the subject matter
04.	Views of the Office on the subject matter
05.	Decision requested from the HQrs
06.	Level of approval in the Office.


(Swapnil Agrawal)
Sr. ACGDA (Coord)