



केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-MIS/30/2020-MIS

Date: 29.05.2020

CIRCULAR

Sub.: Standardization of electronic documents across Corporation...reg.

1. Various electronic documents viz Tender, Contract, Letter, Circular, Instructions, Advisory, Noting, Advertisement, Website, Twitter, Facebook etc. are being drafted, which are processed in e-Office/sent via electronic means/physical form. These electronic documents issued/ prepared by Corporation should be standardized for obvious benefit of all.
2. Accordingly, all the employees whether regular or outsourced must follow following detailed instructions while forming any digital document:-
 - a) Font to be used: **Times New Roman**.
 - b) Font Size: 12 for heading and 11 for the non-heading matters.
 - c) Line Spacing: 1.15
 - d) Margins: Normal (Top: 2.54 cm, Bottom: 2.54cm, Left: 2.54cm, Right: 2.54 cm)
 - e) The titles/ headings/Sub Headings/ Sub-Sub headings in any letter to be of font Size 12 with numbering of 1, 2 etc. and should be in Bold characters.
 - f) The subject of any document must be centrally aligned.
3. The Documents/ Circulars etc., pertaining to Legal or Financial matters, to be necessarily routed through Legal Cell or Finance for Legal Vetting or Financial Vetting, whichever applicable.
4. Further, a SMS facility has been enabled to notify the receiver of the e-file, while sending the files in e-Office. The users may use this feature only while sending the files having urgent matters in order to reduce the flooding of SMSs in the receiver's mobile.

Group General Manager (System)

Distributions for compliance please and request to bring the content of this circular to all concern officials working under them:

1. All HoDs, CO, CWC
2. All Regional Managers, CWC.

Copy for information please:

1. M.D, CO, CWC,
2. DIR (F), DIR (P), CVO, CO, CWC, for information please.