



सत्यमेव जयते

GOVERNMENT OF MIZORAM
DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY
AIZAWL:: MIZORAM

No.A.35018/3/2014-ICT (DTE)

:

Dated Aizawl, the 27th June, 2014

OFFICE ORDER

In order to maintain uniformity, administrative convenience and quality management, it is hereby instructed that all Officers and Staff under Information & Communication Technology Department should use the standard format for all official communications including letters, Office Order, Circular, etc. in and outside the Department.

Therefore, the following formats should be used by all concerned Officers and staff strictly for the successful implementation of Quality Management System (QMS) in the Department :-

1. Letter head : Red colour
2. Font type : Cambria
3. Header : Cambria (Headings) Size 14
4. Footer : Cambria (Headings) Size 10
5. Body : Cambria Size 12
6. Paper size : As per the requirement

Soft copy of the prescribed format will be uploaded in the QMS as and when it is finalised and uploaded in the Department's Website and it may be obtained from Superintendent for the time being.

Sd/-LALTHLAMUANA

Chief Informatics Officer

Information & Communication Technology.

Memo No. A.35018/3/2014-ICT (DTE)

:

Dated Aizawl, the 27th June, 2014

Copy to:-

1. All Officer and Staff under ICT Department.
2. Web Content Developer, ICT Department for information and necessary action.
3. Office Order Book.

(T.C.LALKHUMA)

Deputy Director (Admn)

Information & Communication Technology.