



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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No. 11014/11/2016-HR-I

Dated: 09.05.2017

Policy Circular: (1.9.8/2017)

Sub: Style Sheet for letters & file notings and file management system.

It has been decided with the approval of Competent Authority to follow the specifications / instructions as per enclosed style sheet for letters & file notings and file management system by all NHAI officials/officers.

2. This issues with the approval of Competent Authority.

(A.K. Sadhu)

Chief General Manager (Coord)

To:

All officers and employees of HQ/ROs/PIUs/CMUs/Site Offices

Style Sheet for National Highways Authority of India

Sr. No.	Subject	Specifications	
A.	For Letters going out and File Noting Sheets		
	Page size	A-4 (not Letter size)	
	Page Layout/ Margins for Letters going out	Top: 1" or 2.5 cms Left Margin: 1.3" or 3.00 cms Right Margin: 1" or 2.5 cms Bottom Margin: .8" or 2.2 cm	
	For File Noting-sheets	Top: 1" or 2.5 cms Left Margin: 1.5" or 4.5 cms Right Margin: 1" or 2.5 cms Bottom Margin: .8" or 2.2 cms	
	Para Indentation	Yes, one Tab	
	Font	"Trebuchet M S" for Text matter; Arial Narrow for "Tables"	
	Font sizes	14 Point for main heading 12 Point for sub-headings 11 Pt. for running Texts	
	Numbering System	A. (Main part) B. 1. Main Para 1.1 Sub-paras 1.2 (i) Points (ii) (a) sub-points (b)	

Sr. No.	Subject	Specifications	
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	Serial Number	Sr. No. (Not Sl. No.)	
	Text position	Justified	
	Table (in Word)	Repeat Heading Row using the system Command	
	Table in Excel	Vertical: All Text must be Centrally positioned; Use all Borders Use Left Indentation	
	Print	Both sides with Mirror Margins	
	Spacing between the paras	12 pt. (Above and Below)	
	Spacing between the lines for final documents	1.25	
	Spacing for Drafts	1.5	
	Spacing between the sub-paras/ Tables	6 Pt. (Above and below)	

B. File Management System:

1. Each file is divided into two major portions, namely, the (i) the Noting File, and (ii) the Correspondence File. Invariably, there is a third cover which contains spare copies/ rough drafts. Each file has to be assigned a number. Following needs to be noted in this behalf:
 - (i) The noting file in relation to a file contains the Green Sheets containing examination of any proposal. It is advisable not to keep the Noting sheets in the noting sheet containing notes or observation recorded on a case.

'Correspondence Portion' is the portion containing 'receipts' and office copies of 'issue' pertaining to the file.