

No. SLG/PS/2018/387

उप राज्यपाल का सचिवालय

LIEUTENANT GOVERNOR'S SECRETARIAT

राज निवास, पोर्ट ब्लेयर, RAJ NIWAS, PORT BLAIR - 744101
अण्डमान तथा निकोबार द्वीपसमूह, ANDAMAN & NICOBAR ISLANDS



Port Blair dt. 03.11.2018

NOTE

With respect to presentations held at Raj Niwas, it is advised to all concerned that henceforth the presentations shall be made only in standard font types adhering to following:-

- Presentation slides should be preferably sized for "Onscreen Show -16:9" aspect ratio rather than the "Onscreen Show -4:3".
- The font size of standard presentation fonts should be 32 (preferably) and in no case less than 28.

One copy of presentation may be submitted to LG Secretariat atleast a day in advance to date of the presentation.



Chief Secretary

DGP

PCCF

All Pr. Secretaries/Secretaries/Joint Secretaries

All HoDs

23.11.18
(Kulanand Joshi)

Secretary to Lt Governor