



FCBL/ICTD/2024/01/604

9th March 2024

EXECUTIVE ORDER

To maintain a standardized communication system across all official correspondence, the following measures shall be implemented with immediate effect:

1. Font and Text Size for Official Letters:

Communication Type	Font Type	Font Size	Font Size
Official Letters	Century Gothic	11	Black
Emails	Trebuchet Ms	Normal	Black

2 Email Signature Standards:

All individuals are advised to create and utilize a standard email signature for official communications.

The email signature must include:

- ✓ Name.
- ✓ Designation.
- ✓ Location.
- ✓ Phone Number.

These measures are implemented to maintain and enhance uniformity and professionalism in official communications within our organization and beyond. For technical support and assistance, kindly reach out to the ICT & Research Division.

Dorji Tashi
Chief Executive Officer

To:

- ✓ All the employees of the corporation for necessary action