

The writing of Notices effectively and beautifully is an art in itself. The publication, propagation and circulation of these Notices is an indispensable part of this art. These Notices are circulated for the information and benefit of individuals, general public, commercial and industrial houses, educational Institutions, and different Government offices and their staff, and teachers and students. Authentic information relating to Government notifications, functions, incidents and events, opening ceremonies, holidays, and games and sports is publicised through them. New commercial and industrial developments are also brought to public notice through them. Therefore, Notices play a very important role in our day-to-day life. The Notices are either pasted on the Notice-Boards or published in the Newspapers.

### Format of the Notices

There is no definite or prescribed format for Notices. However the following format can be adopted :

Name of the Institution/Dept./Organization/Office
NOTICE
Date
Descriptive Heading
Full contents of the Notice
Signature
Name
Designation of the Issuing officer & date

### Essential Features of Notices :

Authentic Notices must have the following features, otherwise they would have no value or relevance :

1. Notices must have at the top the name of the Department, Institution or Industrial unit which publishes or circulates the particular notice. Often they are written on their printed letter pads.
2. Below them the word **NOTICE** must be written in broad capital letters in the centre.
3. Below it date should be written on the left hand side.
4. Then some beautiful and effective Heading should be written in the centre.

5. The Notice should be written thereafter. The notice should have all necessary details such as the purpose of the Notice, important dates, duration of period, timings, venue and other conditions, if any.
6. In the end, the name of the officer and his designation should be written. The Notice should then be signed by the issuing officer with date.

Some important points that must be included in some typical types of **Notices** are give below :

<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>● Date</li> <li>● Time</li> <li>● Venue</li> <li>● Agenda</li> <li>● Members</li> <li>● Contact Numbers</li> <li>● Specific Instructions (if any)</li> </ul>	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>● Name/type of Event</li> <li>● Date</li> <li>● Time</li> <li>● Venue</li> <li>● Eligibility</li> <li>● Contact Numbers</li> <li>● Specific Instructions (if any)</li> </ul>
<p><b>Tours and Exhibitions</b></p> <ul style="list-style-type: none"> <li>● Name</li> <li>● Occasion and Purpose</li> <li>● Venue</li> <li>● Dates and Timings</li> <li>● Means of Transport</li> <li>● Expenditure (estimated)</li> <li>● Duration</li> <li>● Contact Numbers</li> <li>● Specific Instructions (if any)</li> </ul>	<p><b>Lost and Found</b></p> <ul style="list-style-type: none"> <li>● Article lost/found</li> <li>● Date</li> <li>● Time (Approximate)</li> <li>● Place/Area where lost / found</li> <li>● Identification of the article</li> <li>● Reward (if any)</li> <li>● Contact Numbers</li> </ul>
<p><b>Call for Strike</b></p> <ul style="list-style-type: none"> <li>● Name of Institution/Company/Deptt. (where call for strike is given)</li> <li>● Personnel going on strike</li> <li>● Date/Duration of strike</li> <li>● Reason for going on strike</li> <li>● Demands</li> <li>● Justification</li> <li>● Promise for remaining non-violent and causing no damage</li> </ul>	<p><b>Change of Name</b></p> <ul style="list-style-type: none"> <li>● Present Name</li> <li>● Father's Name</li> <li>● New Name</li> <li>● Reason for change</li> <li>● Address</li> <li>● Objection (if raised by any)</li> </ul>

### Model 1

### R. S. T. College, Raigarh Notice

15-12-2011

### Staff Meeting

An important meeting of the staff of the college will be held on December 17, 2011 in the college Auditorium at 2 p.m. All the members of the Teaching Faculty are requested to attend the meeting. The following is the agenda of the meeting :

- (i) To pass the minutes of the previous meeting.

(ii) To discuss and finalise the detailed programme of the Annual Sports of the college going to be held in the first week of January, 2012.

(iii) Any other item with the permission of the chair.

R. S. Gaur

(Signature)

Staff Secretary

### Model 2

#### Birla Spinning and Weaving Mills Ltd., Kanpur

#### Notice

24-10-2011

#### Grand Farewell to the Retiring Managing Director

As has already been decided by the Executive Committee of the Officers' Club, a grand farewell function to give a befitting **Send-off** to our Managing Director. Hon. R. S. Sodhi, is going to be held on November 1, 2011 at the Club Premises at 2 p.m. All the members of the Officers' Club are most cordially invited to attend and grace the function. The members who want to speak on the occasion are requested to give their names to the undersigned by the 26<sup>th</sup> instt. The members are also expected to bring their own garlands and bouquets to honour the Hon. Guest.

D. C. Pandit

(Signature)

General Manager

### Model 3

#### Modern Public School, New Delhi

#### Notice

5-9-2011

#### School Tour to Mumbai

As has already been decided, the School is arranging a tour from Delhi to Mumbai. Tentatively the Tour will start in the first week of October, 2011. The exact date depends upon the date of Reservation (both sides) available in the Frontier Mail. The members of the staff and students who are interested in joining the tour should give their names to the undersigned by the 10<sup>th</sup> instt. The tour would take about five to six days and the estimated expenditure would come to about ₹ 2500/- per head. This would include train fare and boarding and lodging in a good hotel. It would be an excellent educational tour to the financial Capital of the Country. The tourists are advised to take light warm clothes with them. For any other information the interested persons can contact the undersigned personally or on his Mobile No. 9837653306.

R. K. Mehrotra

(Signature)

Principal

### Model 4

#### Messrs Ramlal & Sons, Kanpur

#### Notice

5-1-2012

#### Handbag Lost. Reward to the Finder

While going from Sari Bazar to Lohamandi by my scooter between 4 and 5 in the evening of January 4, 2012, I dropped my handbag somewhere on the way. It was a medium-size bag, gray in

colour, and closed with a chain. The bag contained many of my important letters, some account papers and a bunch of keys. All these articles are of no use to anyone, but they are very important for me. Anyone who may have found this bag is requested to inform me on my Mobile Number 9897357205. The finder will be given a cash-reward of ₹ 1,000/-.

Shyam Manohar  
(Signature)  
Proprietor of the Firm

**Model 5**  
**Rajni Agrawal, Indira Nagar, Allahabad**  
**Notice**

**15-3-2012**

**Change of Name**

Until now my name was Rajni Agrawal, daughter of Shri Padam Chand Agrawal, A-27, Indira Nagar, Allahabad. But last month I was married into a Jain family. My husband's name is Mr. Prabhakar Jain. Hence, according to Hindu Code of conduct and convention, my name has been changed as Rajni Jain. Accordingly I am getting my name changed in all my educational certificates and Degrees and also in my Bank Accounts.

This is for general notification so that no one may have any objection or inconvenience on account of this change in my name.

Rajni Agrawal  
(Signature)

**Model 6**  
**Workers' Union**  
**Ahmedabad Spinning and Weaving Mills,**  
**Ahmedabad**  
**Notice**

**15-1-2012**

**Notice for Indefinite Strike**

This one month's notice is hereby given to the Management of Ahmedabad Spinning and Weaving Mills, Ahmedabad by the Workers' Union that all the workers of class three and class four will go on an indefinite strike with effect from the morning of February, 15, 2012, if their long pending grievances are not removed to their entire satisfaction.

The workers have brought to the notice of the Management their grievances several times over the period of the last two years, but the Management have taken no steps to remove their grievances. The main demands of the workers are revision in their wages structure, payment of Annual Bonus, and better provisions for their safety and welfare.

The Workers' Union have been compelled to take this extreme step on account of the callous indifference of the Management towards their genuine demands over such a long period.

Shiv Ram  
(Signature)  
President of the Workers' Union

### Exercises

1. A Book-Fair is being held at the Pragati Maidan in New Delhi. Your College has decided to visit the Fair in a group of interested teachers and students. In your capacity as the Principal of D.A.V. College, Meerut, draft a **Notice** inviting the names of the teachers and students who are willing to go to visit the Book-Fair.
2. You are Principal of the Science College, Allahabad. The students and teachers of the Botany Department propose to go on an expedition to the Himalayas to collect rare plants and herbs. Draft a **Notice** inviting the teachers and students who would like to join the expedition.
3. You are General Manager of a large limited Company. The Workers of the Company have given a notice to go on an indefinite strike to pressurise the Management to accept their demands. Draft a **Notice** inviting the senior officers of the Company to a meeting to consider how to deal with the situation.
4. As the Registrar of a University, draft a **Notice** inviting Heads of all Departments to decide the date for the commencement of the examinations and to draw the detailed schedule of dates and examination centres.
5. The Paediatric doctors of Agra have decided to organize a Free Camp to check up all children upto the age of ten. All kinds of clinical and pathological tests will be done by experts free of charge. As the Secretary of the Paediatricians Association, draft a public Notice giving full details of date, venue, timings and other connected information to make the camp a great success.
6. Your original name is Ghure Lal. This name is very unaesthetic and has a nauseating connotation. Therefore, you want to change your name, keeping in mind that your initials should not change. Draft a public Notice for publication in the Newspapers to announce this change in your name.
7. You are R. K. Mehrotra. By chance you left your suit-case on the bus-stand and returned home by an auto-rickshaw. On reaching home, you realized the loss of the suit-case. Now draft a **Notice** to be published in the Newspapers, detailing the colour, size and the type of the suit-case and the main contents in it. Announce that any one who returned your suit-case, or informed you about it on your telephone would be awarded ₹ 5000/- in cash.
8. You are D. C. Rawat. Your small puppy has been missing for the last two days. Draft a **Notice** to be published in the Newspapers, giving the details of its colour, breed, pet name, and any other marks of its identification. Announce a reward of ₹ 2000/- to any one who brought back your puppy or informed you about it on your telephone.