

## ► 1.1. NOTICE

Notice is an announcement or intimation of something impending. It is usually formal in style and has some sort of legal binding. It is widely used by individuals and organisations to inform about different events and occasions. Notices may be posted about :

- (i) new procedures
- (ii) social events
- (iii) advertisements for internal appointments
- (iv) to issue public instructions
- (v) about loss and found of a thing
- (vi) reports on matters of interest
- (vii) reminders of company or organisation procedures.

Most organisations have notice boards at prominent places throughout the offices. Most notices are meant to be pinned up or pasted on these boards. Notices issued by the Government departments and other big organisations also appear in various newspapers. Loss of a thing, or when a thing is found, opening and closing of public issues are also notified through press. Caution notices are given in respect of violation of trade marks. The notices should be simple, brief and clear.

### ■ 1.1.1. Different Types of Notices

There are various kinds of notices for example,

1. Tender notice
2. Legal notice
3. Admission notice
4. Public notice
5. Caution notice
6. Notice issued by organisations, institutions etc.

7. Notice regarding ; (i) Change of name (ii) Change of timings or venue of a particular meeting.
8. Notice regarding change of address.
9. Court notice.

We should keep in mind the following guidelines while drafting the notice :

- (i) The entire content of the notice is centered within a 'box'.
- (ii) One can highlight the name and description of the item with bold or underlined or differently coloured alphabets.
- (iii) Ensure your display is eye-catching and effective.
- (iv) State the action that you want the reader to take.

### FORMAT OF LOST AND FOUND NOTICE

#### Title of Lost of Found Notice

Name of the missing/found article.

#### Description/Content

(Full details of missing article or thing.

Mention colour, size, contents, material and other required information)

Place :

Date :

Time :

Contact : (Name, address, contact no. or e-mail address etc.)

It is not compulsory to follow the format in the same manner, we can place date, time and place within the description/content.

### SAMPLE - I

#### NOTICE INVITING TENDER

Himachal Pradesh Irrigation Cum P.H. Department

Sealed item rate tenders on form 6 and 8 for the below noted works are hereby invited on behalf of Governor of H.P. by the Executive engineer, changer area medium lift irrigation project IPH Division Bassi on the prescribed form, from the experienced contractors of appropriate class enlisted with IPH Department. The contractors should have also been registered under the central Sale Tax Act. 1968. The tender forms can be had from the office of the Executive Engineer, CAMDIP upto 11.11.2019 upto 4:00 P.M. against cash payment. The cost of tender document is non-refundable and tender document is non-transferable. The offer of the tender shall remain open for 120 days.

Name of work :

Providing Medium Lift Irrigation Project to Changer Area from Anandpur Hydel Channel in Tehsil Sadar Distt. Bilaspur, H.P. (SH : Providing & laying of L.T. Cable 3.50 corex 400 sq. mm from 33 kV sub station to panel board of Zone 1-A and 1-D at Debat head works site estimated cost Rs. 818234/- Earnest money Rs. 16,365/-Cost of form Rs. 315/-, Time allowed Three months.

**HIM SUCHNA AVAM JAN SAMPARK**

**SAMPLE – II**

**TENDER NOTICE**

Chandigarh Police invites tenders from experienced and reputed individuals/business establishments manufacturers/distributors for hiring at 6 Towing/Hauling/Lifting equipments/ Cranes (3 Nos. having capacity of 1.5 tons and 3 Nos. having capacity of 3 tons) which shall be on duty for at least 12 hours a day on the basis of sharing of towing charges fixed by the Chandigarh Administration in the proportion of 50 %- to be paid to the owner of the cranes/recovery vans and 50 % to be deposited into Govt. account. Interested firms/ individual may tender for a period of one year so as to reach the office of the undersigned by 11:00 A.M. on 26.11.2019.

The detailed terms and conditions of the tender notice may be obtained from the website of Chandigarh Police *i.e.*, [www.chandigarhpolice.nic.in](http://www.chandigarhpolice.nic.in)

Sd/-

Director General of Police

UT, Chandigarh

**SAMPLE – III**

**TENDER NOTICE**

Distt. Sports Council Mandi

No. DSC. SWIMMING/09

Dated Oct. 16, 2019

A newly constructed Swimming Pool at Bheuli, Mandi (H.P.) is to be leased out for three (3) years for which interested bidders are invited to quote their rates for commercial purpose *i.e.*, for running/swimming/training/coaching activities on the terms and conditions as per lease deed, which can be obtained from this office by depositing a sum of Rs. 300/- only per set.

The details of the swimming pool are as under :

1.	Swimming pool	542.00 sq m.
2.	Building	169.74 sq m.
3.	Steps	43.52 sq m.
4.	Filter room of balancing tank	100.00 sq m.
5.	Sitting steps	171.00 sq m.
6.	Inspection gallery	164.20 sq m.

The tender in sealed envelopes shall reach in the office of the undersigned till 13.11.2019 at 11:00 A.M. and tender will be opened on 13.11.2019 at 3:00 P.M. in the presence interested bidder by the authorised officer on behalf of the undersigned.

The President, Distt. Sports Council, can cancel the tender/bid without quoting any reason.

Sd/-

O.P. Sharma, IAS

Deputy Commissioner

Cum

President

Distt. Sports Council

Mandi (H.P.). Pin - 175001

### SAMPLE - IV

#### **PRESS TENDER NOTICE**

Himachal Pradesh State Electricity Board

Sealed tenders in duplicate are invited for Empanelment of INS accredited advertisement agencies to offer the maximum percentage discount on the approved DAVP rates for print publication on the classified and other advertisements. The tender documents can be had from the office of the undersigned against the payment of tender price in the shape of Demand Draft drawn in favour of the Sr. Accounts Officer HPSEB, Shimla - 4.

The tender shall be sold/received upto 5:00 PM as per last date of sale/receipt of tenders as per details given below :

Tender no.	Description of contract	Price of tender (Non-refundable)	Last date of sale of tender	Last date of receipt of tender	Due date of opening
CE (MM) 18/2019	INS accredited advertising agency to offer the concessional service for print publication.	500/-	30.11.2019 (1:00 PM)	1.12.2019 (1:00 PM)	2.12.2019 (11:00 PM)