



Office of the Registrar
SHAHEED BENAZIR BHUTTO UNIVERSITY

SHERINGAL, UPPER DIR, KHYBER PAKHTUNKHWA, PAKISTAN

Ref. No. **SBBU/Estb/Cir/26-14172**

Dated: **12.08.2026**

CIRCULAR

It has been observed that official writings, letters, notices, reports, and other documents prepared by different offices/departments are being formatted in varying styles. In order to maintain uniformity, consistency, and a professional appearance in all official correspondence and documentation, all concerned are hereby required to follow the formatting standards given below:

1. **Paper Size:** Letter size (8.5 × 11 inches).
2. **Font:** Times New Roman.
3. **Font Size:** 12 points.
4. **Line Spacing:** 1.5 lines; however, a minimum of 1.15 lines may be used where necessary. In case of text written in serial numbers, the line spacing shall be kept at 1.0 (single line spacing), as demonstrated in this circular but the space between two successive serial numbers should be 1.5-line spacing. Similarly, in “Copy for information area” the line-spacing should be 1 instead of 1.5 or 1.15.
5. **Page Margins:** Normal margins, i.e., 1 inch (2.54 cm) from all four sides of the page.
6. **Text Alignment:** All main text shall be fully justified (**Ctrl+J**).
7. **Paragraphs:** Proper indentation shall be provided at the beginning of each paragraph to ensure consistency and readability.
8. **Overall Formatting:** The above formatting standards shall be applied consistently throughout the document, including official letters, memoranda, notices, reports, and other formal writings, as applicable.

All Heads of Departments/Sections and other concerned officials are requested to ensure compliance with the above standards while preparing official documents.

This circular itself may be taken as a **model for official writing and formatting**.

Copy for information to:

1. PS to Vice Chancellor
2. Record file

Registrar

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