

3724

Important Circular.

No.Sys & Coord /Records

O/O The Pr.CDA(WC)

Chandigarh.

Dated : 30/05/2018.

To

All the GOs of Main Office.

All Officers-Incharge of Sub-Offices

All Officers- Incharge of Sections of M.O.

Sub:-

Despatch of Reports/Returns & letters of routine nature Through Post.

It has been noted that a number of our sub-offices, Sections of Main Office are still despatching various Reports/Returns and letters of routine nature through post.

2 It is therefore , once again enjoined upon all to ensure that Reports/Returns & letters of routine nature are henceforth sent through E-Mail only. The SAO/AO of Section/Sub-office concerned will be responsible for ensuring that no Dak of routine nature is sent through post in future. The SAO(Records) is directed to please ensure that no Report/Return or letter/Dak of routine nature is accepted by Records Section for despatch through post in future. Incidences of receipt of Reports/Returns from our sub-offices through post also be brought to the notice of GO (Records).

3. It is also reiterated to Sections of Main Office and our sub-offices to check their E-mails on day-to-day basis. All SAOs/AOs of all Sections,Officers-Incharge of Sub-offices are once again directed to please ensure that E-Mails of their Sections, offices are henceforth checked at least twice a day. A Register for recording daily checking of E-Mails may please be opened wef 01/06/2018.

4. Instructions laid down in this circular may please be brought to the notice of all for strict compliance.

Sd/-
(Abhineet Dhillon ,IDAS),
Asstt.Controller.

Copy to :-

✓ The OIC,IT& S Section

(Local)-for uploading the circular on Office website of PCDA(WC) .

Abhineet
(Abhineet Dhillon ,IDAS),
Asstt.Controller.