

Important Circular.

No.Sys & Coord /Records  
O/O The Pr.CDA(WC)  
Chandigarh.  
Dated : 12/03/2019.

4496

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 E-Mail/  
E-Suchna only.

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It has been noted with great concern that despite repeated instructions a number of our sub-offices, Sections of Main Office are still dispatching various Reports/Returns and letters of routine nature through post leading to wastage of stationery and public money on postal charges on transmission of Reports/Returns & Dak required to be transmitted through E-Mails/E-Suchna only .

2 It is therefore , once again enjoined upon all to ensure that Reports/ Returns & letters of routine nature are henceforth sent through E-Mail/E Suchana only. No hard copy of such reports be submitted through post unless and until directed to do so. The SAOs/AOs of Sections/Sub-offices concerned will be responsible for ensuring that no Dak of routine nature is sent through post in future. To ensure that strict economy on expenditure on postal charges is strictly being observed ,the SAO( Records ) is directed to see 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. With a view to ensuring proper monitoring on receipt and disposal of E-Mails ,all SAOs/AOs of all Sections,& Sub-offices are once again directed to please ensure that E-Mails of their Sections/offices are henceforth checked at least twice a day. Regular and up-to-date maintenance of a Register for recording daily checking of E-Mails as directed earlier, may please be ensured.

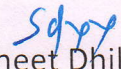
4. Details of monthly receipt and disposal of E-Mails also be submitted regularly through MIS Report.

5. Please ensure strict compliance.

  
(Abhineet Dhillon ,IDAS ),  
Asstt.Controller.

Copy to :-

The OIC,IT& S Section  
(Local )-for uploading the circular on Office website of PCDA(WC) .

  
(Abhineet Dhillon ,IDAS ),  
Asstt.Controller.