



**दक्षिण हिमालय कृषि**  
**कृषि | जल | दूध | ऊर्जा**  
**Central Warehousing Corporation**  
(A Government of India Undertaking)



No. CWC/MIS/E-Office/2019-20/23018

6<sup>th</sup> April 2020

**CIRCULAR**

**Sub.: Instructions related to working through e-Office only.**

1. Refer circular no. CWC/MIS/E-Office/2019-20/23018 dated 21st March'2020, vide which instructions for implementation of e-Office has been issued. Further, vide email dated 29<sup>th</sup> March'2020 and 31<sup>st</sup> March'2020, features and working on e-Office has been clarified.
2. E-Office has been started w.e.f. 25<sup>th</sup> March'2020 and many users have already leveraging e-Office for their day to day work. E-Office is proved a boom for Corporation, especially during this lockdown period, amidst Covid 19. It is very easy to use and helps in maintaining social distance.
3. Competent Authority has decided that henceforth all files/daks should be processed through e-Office only. Physical files shall not be entertained for approval. Responsibility in delay on account of return of physical files, shall individuals responsible for the subject/matter.
4. A file requiring processing but not yet scanned:  
Created a new file in e-Office with only relevant scanned papers/noting. Alternatively create a Part file with relevant scanned paper/noting in e-Office.
5. A file having multiple volumes, requires to processing but not yet scanned:  
Created a new file in e-Office with only relevant scanned paper/noting. Alternatively create a Part file with relevant scanned paper/noting in e-Office.
6. All circular/proposal/letter/specific noting pages, needs to be sent within Corporation(CO to RO, RO to CO or RO to RO), should invariably be send through e-Office only and not by hand/email/post/courier/messenger etc.
7. All circular/proposal/letter/specific noting pages should be uploaded in e-Office using Receipt (browse and diarize) option. Thereafter, it should be sent using send option to concerned official(s).
8. For keeping office copy of the receipt, the sender can place his/her own name in "cc" and upon receiving the same, can put it in the concerned file.
9. In case any email is received on NIC mail, e-Office provides the feature to diarize and "move to e-File", such emails.
10. Physical files should be scanned properly through M/s RailTel Support/Helpdesk Engineers and should be verified by concern CWC officials.



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निर्देशक निदेशक  
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This is issues with the approval of MD.

**SD/-**  
**Group General Manager (System)**

**Distribution to, through e-Office**, with a request that the content of this circular may please be brought to the notice of all concerns:

1. All HoDs, CO, CWC.
2. All Regional Managers, CWC.

**Copy for information through e-Office:**

1. M.D., CWC, CO, New Delhi.
2. DIR(M&CP), DIR(FIN), DIR (P), CVO, CWC, CO, New Delhi.
3. J.S (MIS). for arranging the upload of this circular on website.