



No. CWC/GGM(Pers) Office/

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CIRCULAR

Sub.- Leveraging of e-Office for communications within Corporation, which does not require physical paper.

It has been observed that few officials, while **sending letter/communication through e-Office. also been sends the same through e-mail and post/courier**, which defeat the very purpose of presence of **e-Office**, the unified paperless platform. Besides, it is unavoidable expenditure and compounds the efforts of officials in the communication chain, including **Dak & Dispatch Section**.

With the implementation of e-Office across Corporation, it is also envisaged that work of **Dak & Dispatch Section** shall be limited to handling of dak/letters/documents, which are required in paper form.

Thus, e-Office should be mandatorily leveraged for communications within Corporation, which does not require physical paper.

(A.M. Rao)
Group General Manager(System/Personnel)

Distribution: RMs & HODs, with a request to bring the content of this circular to the notice of all concerns for compliance.

Copy for information please: PS to Chairman/Sr. PA to MD/PS to Dir(Pers), SAM to Dir(Fin)/ PA to CVO, CWC, CO, New Delhi