



# केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

**CENTRAL WAREHOUSING CORPORATION**

( A Govt. of India Undertaking )

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-MIS/31/2020-MIS

Date: 22-07-2020

## CIRCULAR

### Sub.: Creation of new file in e-Office...reg.

1. Attention is drawn towards instructions issued by MIS Division for e-Office usage vide which the importance of choosing the “**subject**”, while creating a receipt/ file/ part file in e-Office, was envisaged as the same is un-editable once the e-receipt/ file/part file is created.
2. However, it has been observed that there are various spelling mistakes in the subject written by the users.
3. Further, it has also been observed that the subject written by the users is not relevant for the matter being dealt in that particular file. Owing to this wrong selection of subject, it becomes difficult for searching the concerned file as e-Office searches the files/ documents much efficiently using the subject.
4. Additionally, wrong subject creates confusion and makes it difficult for the receiver to prioritize the files/receipts as “Subject” is displayed in the inbox and mostly the receiver upon looking the subject prioritizes the file.
5. In light of above, it is reiterated that all the users must remain vigilant while writing the subject of the file. In case, a new subject matter is to be processed, the user may create a new file instead of using an old file which already has a different subject.

Issued for strict compliance by all the e-Office users.

Sr. Asstt. Manager (MIS)  
For, Group General Manager (System)

**Distribution to:-** All e-Office users.

### **Copy to:-**

1. GGM (System), for information please.
2. Guard File, MIS Division.
3. JS (MIS) for arranging the upload of this Circular on website.