



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/19/2020-O/o HoD (MIS)

Date:10.11.2020

CIRCULAR

Sub.: -Usage of e-Office during leave, holiday & beyond office hours...reg.

Ref.: 1. CWC/MIS/e-Office/2019-20/23018 dated 21.3.2020
2. CWC/CO-MIS/5/2020-MIS dated 13.10.2020

1. Apropos, Corporation has implemented **e-Office** w.e.f. **25.3.2020** to achieve **Zero Paper Use** and associated benefits. It has also helped in maintaining **social distance, contactless working**, which is vital in the **COVID 19** pandemic periods. The e-Office has digitized the files, records, daks and can be operated from anywhere & anytime 24X7
2. It has been decided to leverage e-Office facility to perform important office works even during **leave, holidays and beyond office hours**.
3. **Such e-Office work shall be treated valid for all purpose.**

This issues with the approval of MD, for strict compliance.

Group General Manager (System)

Distribution: HoDs and RMs with a request to bring the content of circular to all concerned.

Copy for information please: -

1. SPA to MD, CO, CWC, New Delhi
2. SAM to DIR (F), CO, CWC, New Delhi
3. PPS to DIR (P), CO, CWC, New Delhi
4. PS to CVO, CO, CWC, New Delhi.