



रक्षा लेखा नियंत्रक (सेना)
Controller of Defence Accounts (Army)
बेल्वेडियर कॉम्प्लेक्स, आयुध पथ, मेरठ छावनी - 250001
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No. AN/I/1023/Gen

Important Circular

Date: 29.11.2023

To

All sections in main office
All Sub Offices in the organization
(Through e-mail)

Sub: Use of e-mail in official communication in the Department.

Ref :- HQrs office letter No. AN/III/3012/Circular/Vol XI dated 22.11.2023

Please refer HQrs office letter No. AN/III/3012/Circular/Vol X dated 26.07.2022 under which it was directed to transmit all official communication within the department using official e-mail instead of post.

2. However, it is observed that all official communications are being made through e-mail followed by hard copies by posts. The Competent Authority has directed that all official communications must be compulsory through e-mail only strictly avoiding transmission of the same in hard copy.

3. In view of the above, it is requested that necessary instruction in this regard may please be issued to all concerned for strict compliance.

GO(AN) has seen.

Ashish Kumar
SAO(AN)

Copy to :-

IT & S -III Section (Local) :- For uploading on Website.

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SAO(AN)