

कार्यालय महालेखाकार (लेखा व हकदारी) पंजाब एवं यू.टी.  
चंडीगढ़ -160017.

Office Of The Accountant General (A&E), Punjab,  
Sector-17 E, Chandigarh - 160017.

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No. : W.Admn/Misc/2024-25/ 25

Dated: 12.06.2024



### Circular

In order to ensure secure and official communication channels, to ensure official correspondence is duly recorded, and facilitate efficient communication channels within the organization the Competent authority has directed to all the officers of DA Cadre:

- To communicate with this Office exclusively through official email addresses. Effective from June 20, 2024, the use of Gmail ID i.e. "works.admn@gmail.com" for official correspondence will be discontinued. Henceforth, all communication (electronic) must be directed to the official email address: [aaowadmin.pjb.ae@cag.gov.in](mailto:aaowadmin.pjb.ae@cag.gov.in).
- It is mandated that all officials communicate through their personal email IDs generated by NIC only. Emails from any other domain name such as Gmail, Yahoo, Rediff, etc., will not be entertained with effect from July 1, 2024.
- All the officers must intimate their NIC based email IDs to this office by 20<sup>th</sup> June 2024 and in case any official who has not yet activated or generated his official email IDs, he is requested to do so without delay.

This directive is of utmost importance and must be treated as urgent.

Any communication forwarded to this Office through unofficial channels or non-compliant email domains after the specified dates will not be entertained.

(Authority: Sr. DAG (Admn.)'s orders dated 10.06.2024)

Sd/-


**Sr. Accounts Officer(Works Admn.)**

No. W.Admn./Misc./2024-25/374-76

Dated: 12.06.2024

Copy of the above is forwarded to the following:

1. All Executive Engineers
2. All Officers/Officials of DA Cadre with the remarks that if they do not have official mail ids, they must inform the office for issue of the same.
3. Office order file.
4. Sr. AO(IT Support Cell) for uploading on website.

  
**Sr. Accounts Officer(Works Admn.)**