

**Office of the Accountant General (Audit-II) Tamil Nadu & Puducherry  
Lekhapariksha Bhavan, 361, Anna Salai, Chennai 600 018.**

No.AG(Au-II)TN&PY/ISTC/eOffice/2020-21/50

dated 07.07.2020

**Circular**

**Communication through electronic methods and using eOffice and  
measures to be followed in order to reduce printing and photocopying**

With reference to Headquarters letter No.148-ISW/112-2013 dated 20.05.2020 on budgetary constraints - reduction in expenditure on computer stationery / IT consumables - there is drastic reduction in the supply of Toners / Cartridges, Printer Head and Drums, Papers, Printed stationery. As an initiative towards increased use of electronic modes of communication for daily official work, the following instructions shall be followed strictly.

1. Any communication among the wings/sections shall be through email only. For sending approved letters/notes directly from e-office, the dispatch option available in e-office has to be used.
2. All types of communications like, various requests to Admin, OM, ISTC and Claims shall be sent through email only.
3. Monthly returns and reports which are due to Admin / Co-ordination, Extract of Events, Men-in-Position statement, requests in respect of change in GPF subscription, Income Tax or any pay related issues, etc.. shall be insisted and accepted in electronic media (eOffice / official email id ) only.
4. All Circulars, Notifications, Office/Branch/Posting/Transfer orders etc. are to be circulated only electronically (through e-office notice board and official email). Printing of such items shall be considered only for the purpose of displaying in office Notice Board.
5. **Communications to outside departments:** Wherever possible, communications to outside the department also, have to be actively practiced through electronic methods, by directly converting to PDF format (without taking prints and then scanning).
6. **IRs and other reports/** related communications to be sent to other offices / departments, shall also be sent as at item No.5 above.
7. Reply from other offices / departments may be insisted / encouraged through electronic media.
8. Emails received can be directly moved as Receipt(s) in eOffice using “Email diarisation” option, without printing, then scanning the email letters. Such receipt(s), if, to be forwarded to other officials either up or down the hierarchy, can be done through eOffice Receipts (along with instructions/directions/comments). There is also a provision to make copies of receipt(s), to send to more than one official.

9. **CAG Letters** : All inward correspondence, except in cases where it is inevitable for other reasons, henceforth be sent through eOffice receipts only, from AG Secretariat, after seen by AG.
10. **Handling of Physical Files** : All physical files, henceforth, be sent through eOffice as per procedure laid down:
- a. Create a Physical File in eOffice as creating Electronic File with the required head / sub head / file name;
  - b. While sending the physical file to other officer/official, up or down the hierarchy, simultaneously send that physical file in eOffice also, similar to sending electronic file(eFile).
  - c. The person receiving the physical file has to receive the same in eOffice also and when it is sent from that particular officer/official, the same procedure to be followed.
  - d. This will enable all to monitor the movement of physical files and recorded in MIS data.
11. All types of drafts including Office Order / Branch Order may please be handled using electronic method only and it is requested not to take print out unnecessarily.
12. A fortnightly report of usage of electronic communication and eOffice may be sent to ISTC as on last day of preceding month and as on 15<sup>th</sup> of current month, on every 5<sup>th</sup> and 20<sup>th</sup> respectively, by each Wing, for consolidation and submission to AG.

For any clarification/assistance in using email / facilities available in eOffice, ISTC may be contacted.

(Vide orders of Sr. Deputy Accountant General / Admin. dated .07.07.2020)

Sd.. .. dated 07.07.2020

Sr. Audit Officer /  
Administration

- For
1. Circulation to all officers / officials through official email and notification through SMS
  2. eOffice Notice Board
  3. Official Website