

**“हर काम देश के नाम”**

रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) करियप्पा मार्ग, लखनऊ छावनी -226002  
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No. AN/1A/1004/Circular

Date: 28.07.2022

To

The IFA (CC) Lucknow

The CDA RTC Lucknow

All sub-offices under this organization

All sections in Main Office

**(Through website only)**

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

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HQrs office vide their letter no. AN/III/3012/Circular/Vol.X dated 26.07.2022 has issued instruction regarding use of electronic mode of communication wherever possible to encourage digital India programme, bring economy and faster delivery of services.

2. It is therefore requested to transmit official communications within the department using official e-mail through DAD WAN instead of post. E-mails may not be followed by hard copies by posts. Use of general posts, speed posts, registered posts etc. for sending letters, dak etc. should be avoided as far as possible.

Jt.CDA has seen.

**संजय श्रीवास्तव**  
**Sr. Accounts Officer (AN)**