

**CIRCULAR**

Subject: Dispensing off with physical dak and communicating through e-Office/email to break the chain of transmission of COVID-19 - reg

In view of the rapidly increasing spread of COVID-19 pandemic and one positive COVID-19 case in Library Building, CWC, R.K. Puram, the following may be noted for necessary compliance please:

1. Issue and receipt of physical dak is to be stopped immediately.
2. All official communication is to be done through e-Office/email only.
3. Files should be put up through e-office only.

This issues with approval of Chief Engineer (HRM), CWC.

(K. Vysakh)
Deputy Director

All Officers/Staff of CWC HQ through CWC website

Copy for kind information to (through Email and CWC Website):

1. Sr. PPS to Chairman, CWC.
2. Sr. PPS to Member (WP&P) / Member (D&R) / Member (RM), CWC.
3. Chief Engineer, HRM, CWC.
4. All Chief Engineers of CWC (HQ).
5. Secretary, CWC.

