Circular No. 19–Staff Entt.II/2021
No. 75–Staff Entt.II/47-2021

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124

सत्यमेव जयते

OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 13 MAY 2021

To

All Heads of Offices in IA&AD
DG, Headquarter

Sub: Correspondence with Headquarters-regarding.

Sir/Madam,

As per 'Guidelines for Administration and Usage of e-mail Accounts in IA&AD issued by the IS Wing on 25.04.2019, three types of e-mail ids are created in IA&AD: **(i)** designation based e-mail ids (issued to IA&AS officers of the rank of AAG and above, and to other staff on need basis), **(ii)** name based e-mail ids (issued to all personnel of IA&AD), and **(iii)** generic e-mail ids (issued to sections/wing of an office).

Besides instructions issue from time to time, Para 2.17.4.2 of MSO (Admn) Vol.I also provides the manner of communication to be adopted in respect of correspondence with Headquarters. It has come to notice that various instructions issued by Headquarters in this regard are not being followed. Inspite of extant instructions, it is seen that a single correspondence with Headquarters is received through multiple modes viz. FAX, Postal, E-mail which results in repetition of efforts and resources.

In view of the ongoing Covid -19 pandemic and in order to mitigate paper work and to ensure timely examination and disposal of various letters, it may please be ensured that the following instructions are scrupulously followed while sending e-mail to Headquarters,

- E-mails **originating from HoDs** and **addressed to concerned DAI/ADAI**, may be sent on name based e-mail ID of the DAI/ADAI/DG/PD concerned, depending upon the nature of the correspondence. The personal name based e-mail id should be used only for Demi-Official communication.
- **E-mails, containing scanned copies of correspondence approved by the HoD** and addressed to DAI/ADAI concerned, as attachments and being forwarded by the Group Officers of the field offices, may be sent on the designation based official E-mail IDs of the DG/PD of the concerned wing.
- E-mails containing scanned copies of correspondence addressed to DAI/ADAI concerned, as attachments **and being forwarded by the PS/SPS/SAO of the field**

offices, should be sent only on the official designation based/generic e-mail IDs of the concerned SAO/Desk Officer/Wing at Headquarters.

- It may be stressed that no correspondence (*except for Demi-Official letters*) be sent on the personal e-mail IDs of Officers. ***Group Officers/Secretary to HoD shall not send mails directly to ADAI/DAI, on behalf of their HoDs.***
- In case, a D.O. letter is proposed to be sent, it may be specifically be sent from the personal e-mail ID of the officer (addressor) to personal e-mail ID of the officer to whom it has been addressed (addressee).
- Correspondence of routine nature which involves submission of periodical reports, all return, seeking clarifications on service and other administrative matters, leave of IA&AS officers and similar such correspondence may be sent to Headquarters through e-mail mode, only. **Repetition through FAX and by Postal mode is to be avoided**. Printouts of 'sent e-mails' may be kept on record in the office, for submission as and when called for.
- ***Correspondence for matters involving financial sanctions, DPC proceedings, matters involving referral to Ministries of GoI, material for Audit Reports and other matters of important nature, disciplinary cases may be sent by email mode however, the correspondence which requires counter-signature may be submitted through Postal mode.***

- Specifically with reference to administrative matters, hard copies of letters along with necessary documents may be sent in those cases which require detailed examination such as disciplinary cases, cases which require reference to be made to the Ministry/UPSC etc.

- Correspondences with Government of India (GoI), relating to policy issues, audit mandate, organisational relationship/stand, transparency, etc; where the Department needs to take a uniform stand and /or where the matter has to be taken up a sufficiently high level in the GoI, especially at the level of Secretary to GoI, shall be only after the approval of the CAG of India.

Sd/-
(Supriya Singh)
Assistant Comptroller & Auditor General (N)