

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

No. Works Admn./UID/24-25/98

OFFICE ORDER

In continuation with this office orders No. W.Admn./Misc/2024-25/25 dated 12.06.2024 and No. W.Admn./Misc/2024-25/42 dated: 16/07/2024, all the officials/officers are hereby instructed to use their official email ID for all the work-related correspondence with this office.

1. All official must ensure that their official Email IDs are actively in use for all communication regarding office matters.

2. Any official/Officer who has not yet been assigned an official email ID is directed to submit their details to this office for creation of their NIC based Email IDs till 06/12/2024.

3. No communication from any official/officer will be entertained if it is sent via other Email ID..

4. In case of failure to comply with the direction issued by this office regarding correspondence & creation of official email IDs, the responsibility will lie upon the individual.

(Authority: Sr. DAG (Admn.)'s orders dated 03/12/24)

Sd/-
Sr. Accounts Officer(Works Admn.)

No. W.Admn./UID/2024-25/1615-16

Copy of the above is forwarded to the following:

1. All Executive Engineers
2. All Officers/Officials of DA Cadre
3. Office order file.

[Signature]
Sr. Accounts Officer(Works Admn.)

Details of Official/Officer for Creation of Email

| | |
|----------------------|--|
| First Name | |
| Last Name | |
| Designation | |
| D.O.B | |
| Mobile Number | |
| Date of Retirement | |
| Email ID (Alternate) | |
| Unique ID Code | |