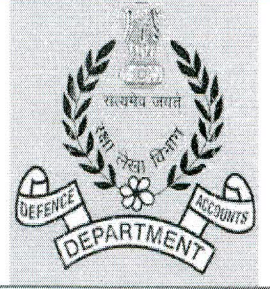




सत्यमेव जयते

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No: Mech/EDP/177/Mail Server /2015

dated 21/08/2015

To

All PCsDA/CsDA

PCA (Fys), CIA Kolkata & IFA Wing (HQrs office)

Sub: Usage of Printers.

Ref: Hqrs circular no: Mech/177/Mail Server/2015 dated 28/07/2015.

It has been observed that, while sending computer hardware proposals, many printers are asked by the Controller offices. Through the demand projected may be justified as per the ratio authorised for the printers but these are not in line with the recent circulars /orders issued by the HQrs office for leveraging IT tools in judicious use of available resources.

2. The attention is once again invited towards the letter cited under reference wherein, HQrs office has enjoined upon all concerned that all correspondence with HQrs office and between PCDA/CDA/Controllers should be done through CGDA mail server i.e Zimbra mail only.

3. Further it may also be noted that most of the information can be shared with concerned users in the soft format on internet or through intranet.

4. In view of the foregoing, all Controllers are requested to personally review the printing requirements in their office and project the demand for printers accordingly. It is also requested to suggest measures for BPR of printing requirement so that it may be eliminated or reduced significantly, thereby ensuring a lasting green impact on the environment.

This issued with the directions of CGDA.

Jt. CGDA (IT)