


Subject: - Processing of files through e-office.

Circular

In compliance to the directions conveyed by Administrative Department vide Circular No.06-JK(IND) of 2023 dated 06.09.2023 regarding processing of files through e-office, it is hereby impressed upon all the officers/officials/MBA Executives of this organization to ensure that no under-process file remains pending for over 7 days in their e-office accounts. Any deviation in this regard will be viewed seriously and may attract action under rules.


Mr. Imran Mehmood
Financial Advisor/Chief Accounts Officer
JKTPO

No: JKTPO/J/61/33

Dated: 08-09-2023

Copy to:

1. Managing Director, JKTPO for favour of Information.
2. All Officers/Officials/ NICS Staff for compliance.