

Office of Chief General Manager,
BSNL, Tamilnadu Circle,
80, Anna Salai,
Chennai - 600002.
☎ 044- 28582838, 044-28521330(Fax)



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

Connecting India

To
All SSA heads/ Sr.GM NWP-CFA /GM NWP-CM /
GM S&M CM / GM(EB)/
PCE Civil / PCE Electrical / Chief Architect, Chennai

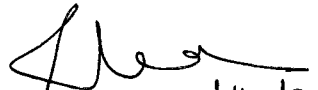
No.AGM(A)/MISC/2013-14/ dated at Chennai the 14th Oct.2013.

Sub: Reduction of expenditure towards Postal charges - reg.

It is noticed that in most of the SSAs/ Circle Office, the expenditure incurred towards Postal charges are too high during the year. In order to reduce the expenditure towards Postal charges, the following may please be strictly be adhered to -

1. Circulars/ Communication in respect of Inter Circle /Inter SSA/ Inter-Office/ within SSA / SSA to Circle Office /Circle Office to Circle Office /SSA to other SSA may be sent through Electronic Media like email/ Intranet / Fax etc. Reminders may be sent through SMS.
2. No Courier Service to be entertained.
3. RTI reply : Postal service may be used.

This should be strictly implemented with effect from 01/11/2013 so that no postal charges within Circle/SSA will be incurred from November.'13 onwards. Concerned SSA/Units/Officers are responsible to ensure implementation of the above order in true spirit.


(आर.राधा/R.Radha) 14/10/13

महाप्रबंधक [मा.सं.एवं प्रशासन]
General Manager (HR & Admn.)
कृते मु.म.प्र.बी.एस.एन.एल. / For CGM,BSNL
तमिलनाडु परिमंडल, चेन्नै 2./ Tamilnadu Circle, Chennai-2

Copy to : All PS to GMs in circle office.
All DGMs in circle office
All sections in circle office