

**CIRCULAR****Sub: Submission of reports on in soft copy**

This office is receiving various reports like MIS, Details of GIA works, Details of vacant plots, Joining/ Relieving report etc. in hard copy every month. It is difficult to store all reports in hard copy for long period and therefore it is decided to receive all reports in soft copy only which can be stored at one place. Copies of Joining / Relieving reports shall invariably be sent to M(P) and PO-II by email.

This will reduce the unnecessary paper work and also will be small contribution in preserving the Environment.

All EEs are requested to take the note of this and bring to the notice of all engineers in their division and all SEs shall insure strict compliance of the same.

All are requested to use following mail id for submission of reports.

**Mail id:** reports.eenm@cidcoindia.com

This is issued as approved by CE(NM).



R.S.Nayak  
SE(HQ)  
Emp. No. 25555

Separately to:

All EEs ( )

All SEs ( )

CC to ACE(I & Metro) / ACE(II)/ ACE(III) : for information please.

CE(NM)/ CE(NMIA)/ CE(SP) :for information please.