

THE ODISHA STATE POLICE HOUSING AND WELFARE CORPORATION LTD.
JANAPATH, BHOINAGAR, BHUBANESWAR - 22.

OFFICE ORDER

No. 7084 /OPHWC

Date : 19 / 07 / 2021

For quick movement of files and disposal of official work, e-office file management system has been implemented in OPHWC. Hence forward, it is intimated that all files (except sensitive & confidential) will be moved through e-office system. All Daks will be distributed through e-office system. All officers and staff are hereby instructed to submit/process files through e-office system. The Officers & Staff who fails to learn the e-office system and submit files through e-office system will not be posted in Head Office.

This order will come into force with immediate effect.

By order of the CMD

Meel -
19/7/2021
Dy. General Manager (Admn.)

Memo No. 7085 /OPHWC

Date : 19 / 07 / 2021

Copy to the P.S. to CMD/ Chief Engineer/ G.M.(Tech.)-cum-S.E./ Financial Advisor/ DGMs (Monitoring/Estimate)/ C.S. & Jt. General Manager (F)/ C.A./ Project Manager (ERP-SAP)/ Manager (HR) /Notice Board for information and necessary action.

Meel -
19/7/2021
Dy. General Manager (Admn.)