It has been observed that most of the letters/information are being sent by fax without seeing that the same are urgent or not. Reports and other general information which are not important/urgent in nature are also being sent through fax. As a result of this habit, the concept of facility of fax for urgent matters is defeated. Please ensure that the letters/information may only be faxed looking to the extent of urgency, so that importance of the information being sent through fax may be recognized.

While sending information, following instructions should be complied with:

1. Most of the letters/information which are general in nature should be sent through general dak/registered dak/Courier/e-mali etc.
2. Urgent information having many pages should be got mailed by internet or sent through speed post.
3. Only the most important letters/information should be sent through fax with the name of officer to whom it is to be delivered.

Therefore, it is enjoined upon all concerned that only letters/information of urgent nature should be sent through fax.

Copy to following for information/necessary action:

1. Sr.PA to Chief Engineer (NH)/(PMGSY)/(R-I)/(SS), PWD Raj., Jaipur.
2. Addl. Chief Engineer, PWD Zone............................(all)
3. Superintending Engineer PWD Circle...................(all)
4. Executive Engineer, PWD Dn..............................(all)

TA-I to CHIEF ENGINEER
PWD Raj., Jaipur