


MESWEB/Gen/22 /Automation

प्रमुख अभियंता शाखा
ENGINEER-IN-CHIEF's BRANCH
 समन्वय एवं कर्मिक निदेशालय/ ऑटोमेशन सेल
COORD & PERS DTE/ AUTOMATION CELL

UPLOADING OF CORRESPONDENCE ON MES WEBSITE

1. It has been noticed with great concern that correct dak procedures are not being followed for correspondence with HQ Comds/ lower fmns and units.
2. Routine correspondence and at times correspondence which is not meant for all, is fwd to Automation Cell for uploading on MES Website. MES website should not be used as a routine channel for correspondence. Any correspondence with lower fmns and units should be done primarily using existing channels of communications like Regd SDS/ AWAN/ NIC Mail, depending on classification of correspondence and channel of communication available with recipient. Since MES website is hosted on internet, only UNCLAS Policies/ Letter etc, which are of interest to general audience will be uploaded on MES Website.
3. Henceforth, it will be ensured by all Dtes/ Br/ Secs that any letter fwd to Automation Cell for uploading on MES Website will be UNCLAS in nature with specific remarks clearly mentioning whether it is to be uploaded in **restricted domain or open domain**, else letter will be returned unactioned. All the pages of correspondence will be initialled with round seal/ stamp.
4. This Note may ^{be} put up to DG/ ADG please.


 (Sunil B Moharil)
 Brig
 DDG (Trg)

E-in-C Sectt - for info please.
 ADGE (Pers) Sectt - for info please.
 DG (Pers) Sectt
 DG (Wks) Sectt
 DG CE Sectt
 ADG ESP Sectt
 Wks Dte, Pers Dte, CE Dte, ESP Dte
Internal:-
 E Coord-1, E Coord-2, E Trg, E1A, MIS (Civ), E1D