



Cement Corporation of India Limited
Corporate Office, New Delhi
HR Department

परिपत्र/Circular

No. PDR/7(15)/2020/ 207

दिनांक: 07.04.2020

Subject: Implementation of e-Office.

Presently various files are processed to seek approval of Competent Authority as per Delegation of Power through manual process. In addition to the present system, a web based application enabling Executives and Supervisors to process the files in online mode has been launched in CCI w.e.f. 07.04.2020. However, the existing (hard file) system shall be in process till the HoDs get accustomed to the new e-office system. However, dual processing of files is not required.

In this regard, the following is informed:

1. Executives and Supervisors may process the notes/proposals etc., for approval through e-office as per requirement
2. The initiator of the e-file must mention the appropriate file No., Clear Subject line and complete proposal with salient features in the 'Message' box (body of the file) of the e-office system, stating Financial Value if any in words and in numbers and attachments, if any, should be attached as supporting document. The abbreviation should be avoided.
3. The proposer or the next senior should mention the delegation of power and approving authority for the proposal.
4. In case the approval of corporate office required the executive of corporate office should cross check and confirm the level of approving authority.
5. The confirming/concurring authorities must ensure to mention the policy and the clause of the policy for any kind of disagreement and avoid mentioning the opinions for the sake of remarks.
6. After the approval of the proposal, the file must be closed by the initiator/or HoD and a printout of the entire note be taken and be attested by initiator/ or HoD, then it should be filed in concerned file.
7. Employees must check the status of their pending files regularly and close the file as stated in point - 6.
8. M&Cs Department may be contacted for User Name & password and the details of e-office platform
9. Users are advised that on first log in the password be changed immediately and not share the same with anyone, for security reasons. The concerned employee is responsible for the security of his/ her password.

This issues with the approval of the Competent Authority.


(चमन जग्गी) / (Chaman Jaggi)

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