

दिल्ली ट्रांसको लिमिटेड

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19/02/09

दिल्ली ट्रांसको लिमिटेड

(राज्य शासक दिल्ली सरकार का उपक्रम)

मानव संसाधन-नीति अनुभाग

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No. F.DTL/108/24/08-HR (HRP)/ 495

Date: 18-02-09

**CIRCULAR****Subject: Introduction of computerized mail system in DTL.**

As a progressive PSU, DTL is making necessary endeavor to evolve into a paperless work culture. Towards, this end, IT department of DTL has developed "DTL Mail System" which is intended to be the primary source of internal communication between the employees of the company. DTL Mail System has already been uploaded on Company's website and detailed instructions regarding its use are also available online. Employees can send messages in electronic form (i.e. e-mail) to their seniors, colleagues and subordinates in DTL. All employees are, therefore, requested to make maximum use of this system. They may note that all intra-company communications will be done through the "DTL mail system" in near future.

All employees, are, therefore, requested to adopt "DTL mail system" as the preferred mode of communication within the company taking precedence over other forms of communication like paper, telephone, fax etc. which should be used only in case of inevitable necessity or with offices/agencies outside DTL.

(ANUJ KUMAR)  
GENERAL MANAGER(ADMN.)

Copy to:

1. EO to CMD.
2. PS to Dir(HR)/Dir(Opr.)/Dir(Fin.).
3. All GMs/DGMs.
4. All Departmental/Sectional Heads.
5. AM(IT) - with request to upload on DTL website.

✓ AM(IT) IT