



F.No. 176-01/2022-PQD (e-office)

भारत सरकार/ Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare
(कृषि एवं किसान कल्याण विभाग)/(Department of Agriculture & Farmers Welfare)
वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय/DIRECTORATE OF PLANT PROTECTION, QUARANTINE & STORAGE
HEADQUARTERS PLANT QUARANTINE DIVISION
एन. एच. 4, फरीदाबाद (हरियाणा)-121001/N.H. IV, FARIDABAD (HARYANA)-121001

Date: 17.05.2023

OFFICE MEMORANDUM

Sub: Use of e-office for sending matters to PQ Division/HQrs, Faridabad : reg.

All the Officer In-charges of RPQs and PQs are hereby informed that e-office has already been introduced and implemented in all over the Directorate. However, it has been observed that some of the Regional Plant Quarantine Stations (RPQs) and Plant Quarantine Stations (PQs) are not using their e-office account in sending the official matters to Plant Quarantine Division, HQrs, Faridabad. The Competent Authority has viewed this matter seriously.

2. In this regard, as per the direction of the Competent Authority, all In-charges of RPQs and PQs are directed to send all the official matters viz. Leave approvals, TTP, LTC, nominations and other official correspondence to this Head Quarters only through e-office. Such matters sent without e-office will not be entertained henceforth. Similarly, all PQs are directed that, e-files related the above said official matters, must be sent to the concerned Officer-in-charges of RPQs in e-office only.

3. This is issued for immediate compliance.


(Dr. S. Gnanasambandan) 17/05/2023
Joint Director (PQ)

To,

All In-charges, RPQs & PQs.

Copy for information to :

1. PPS to PPA, Dte. of PPQ&S, Faridabad.
2. PA to JD (PQ), Dte. of PPQ&S, Faridabad.
3. PA to CAO & Nodal Officer (e-office), Dte. of PPQ&S, Faridabad.
4. IC, IT Cell with the request to upload the same on the official website of Directorate.