

- d) Before sending the information through fax it should be certified by the RPO & F. & A.O. in Regional Office & concerned Deptt. Heads in Central Office, as the case may be.
- e) While sending the information an activity report gets printed in which you will find whether transactions transmitted successfully or not, the time taken for transmission, successfully or not and the time taken for transmission, and reception. From the time taken for transmission, you can calculate the billing if required. These activity report should be filed by the Operator and should be examined by RPO in Regional Office and APO in Central Office from the point of its usage.

It is expected that the expenditure on telephone and telegram should be reduced, due to installation of fax machines.

This Circular is issued in the concurrence of Chief Accounts Officer.

Please acknowledge the receipt.

Dy. General Manager (P&IR)

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Dy. General Manager (P&IR)