

**DIRECTORATE OF LOCAL FUND AUDIT, ODISHA**  
**TREASURY AND ACCOUNTS BHAWAN, UNIT-III,**  
**KHARAVEL NAGAR, BHUBANESWAR**

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To

All District Audit Officers,  
Local Fund Audit.

Sub:- Despatch of Letters through multiple channels.

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to say that presently some letters are being received from the District Audit Offices through multiple channels i.e e-mail , e-despatch, post or by hand. This is causing unnecessary wastage of paper and the same letter is received twice or thrice through different modes.

It is to mention that Government is now emphasising on e-mode official correspondences. Therefore, it is desired that all letters should be sent to the headquarters either by e-despatch or e-mail only. When voluminous documents or reports are to be despatched the same may be sent through post or special messenger. It is to be reiterated that henceforth one letter should not be sent through multiple channels.

Yours faithfully,

  
19/6/12  
Joint Director