



West Bengal State Warehousing Corporation

(A Government Undertaking)

KHADYA BHAWAN, B-Block (4th Floor)

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Memo No: 2432(100) Proj-5/Misc/SWC/2018-19

Date: 29.11.2018

NOTICE

This is to inform all concerned Wings / Sections / Warehouses under this Corporation that, hence forth, all official correspondences from and to all Wings / Sections / Warehouses will be received / made only via the official E-mail IDs promulgated in the earlier NOTICE vide Memo No.1509/Estab./A(I)-2/SWC/18-19 dated 09.08.2018. No Orders / Notices / Letters / Correspondences / Annexure / Enclosures will be forwarded or received in hard copies except for Bills, Vouchers, Receipts, Cash Account Statements, etc. concerned to accounts which are invariably to be submitted in originals via post / courier services.

Managing Director
WBSWC

Memo No: 2432/1(100) Proj-5/Misc/SWC/2018-19

Date: 29.11.2018

Copy forwarded for information and necessary action:

1. PA to The Managing Director, WBSWC.
2. The Secretary, WBSWC.
3. The Chief Engineer, WBSWC.
4. The Accounts Officer, WBSWC.
5. The Asst. Secretary, WBSWC.
6. The Storage Officer, WBSWC.
7. The Deputy Director (Food), WBSWC.
8. The Asst. Director (Commercial), WBSWC.
9. All Z.O. / Supdt. / Godown In-Charges under WBSWC.with the request for proper circulation of the notice.
10. Guard File.

Asst. Director (Project)
WBSWC