PUBLIC WORKS DEPARTMENT SECRETARIAT
GOVT OF NCT OF DELHI
3rd FLOOR, MSO BUILDING, IP ESTATE, ITO, NEW DELHI-02

No. PWDS-A021/1/2025/E-289584/1352-1358 Dated: 05/02/2026

CIRCULAR

Sub: - Circular Regarding Regular Checking of Official Government Email ID

It has been observed that despite earlier directions issued by the IT Department, GNCTD regarding regular checking of official Government Email ID, many officers/officials are not checking their emails on a regular basis. Due to this, several important notices, instructions, and communications are being missed.

Therefore, all officers/officials are hereby directed to regularly check their official Government Email ID on a daily basis and ensure timely acknowledgment and compliance of all communications received through the same.

Further, in case of any help/assistance, **Mohammad Qamar, Technical Officer (IT) (Mobile Number: 8356071305)** may be contacted.

Non-compliance of these instructions will be viewed seriously.

(S. P. Gupta)
DEPUTY SECRETARY (ADMN.)

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Copy for information to: -

1. E-in-C, PWD MSO Building, IP Estate, New Delhi to serve the circular to all concerned officers/officials.
2. PS to ACS (PWD), 3rd Floor, MSO Building, IP Estate, New Delhi.
3. PS to Spl. Secretary-I (PWD), 3rd Floor, MSO Building, IP Estate, New Delhi.
4. PS to Spl. Secretary-II(PWD), 3rd Floor, MSO Building, IP Estate, New Delhi.
5. All staff of PWD Secretariat, 3rd Floor, MSO Building, IP Estate, New Delhi.
6. System Analyst for uploading on website.
7. Guard File.

(S. P. Gupta)
DEPUTY SECRETARY (ADMN.)

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