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24/10/16

366-368, 116,

By Courier

HINDUSTAN PAPER CORPORATION LIMITED

CVO'S OFFICE

INTER OFFICE MEMO

October 24, 2016,

FROM: CVO	TO: CMD
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It has been seen that in official notes and letters, officers and employees sign the documents, but without mentioning their name and designation. This creates problem in vigilance investigation. Often the vigilance investigations are done several months or years after impugned note or letter was signed. At the belated stage, it is very difficult to ascertain who the signatories were. It is also very difficult to identify the officers based on their signatures only. Also, there may be confusion about the designation as which the officer signed (if the officer holds more than one post).

It is requested that henceforth all officers and employees must write their name and designation below their signature or put their official seal.

Barun Kumar Sahu
(Barun Kumar Sahu) 24/10/16

Cc to: MD, HNL
Cc to: CEO, NPPC - for necessary action for their units/subsidiaries.
Cc to: CT, NPM
Cc to: CE, CPM

~~Handwritten scribble~~

o/c

