



भारत सरकार  
Government of India  
विद्युत मंत्रालय  
Ministry of Power  
केन्द्रीय विद्युत प्राधिकरण  
Central Electricity Authority  
सूचना प्रौद्योगिकी प्रभाग  
Information Technology Division

परिपत्र

**विषय: Updation of data / information on CEA website.**

It has been observed that some Divisions / Sections of CEA are sending reports / letters to IT Division for website updation without mentioning proper title and location to where the report is to be uploaded. Due to this, IT Division is facing difficulties in uploading the reports / letters on time or at proper location or with proper title. Further, after the implementation of eOffice in CEA, it has been decided that IT Division will accept only eSigned letters for uploading on website. In absence of eSign on letter or clarity about title and location of the report/letter to be uploaded, the same will be returned to the concerned Division / Section without uploading on CEA website.

Therefore all Divisions / Sections of CEA are requested to adhere following points regarding uploading of reports / letters on CEA website / intranet:

- i. Reports / letters sent to IT Division must be eSigned.
- ii. Soft copy of reports / letters received on [itcea@nic.in](mailto:itcea@nic.in) only with proper mention of title and location of uploading on CEA website.
- iii. Any letter received after office hours shall be uploaded on CEA website / intranet next working day only.

(विजय मेंघानी)  
मुख्य अभियंता (सू.प्रौ.)

के.वि.प्रा.के सभी अनुभाग/प्रभाग(सेवा भवन /वेस्ट ब्लॉक -II में स्थित)