CENTRAL ELECTRICITY AUTHORITY
GENERAL SUPPLY SECTION
SEWA BHAWAN, R.K.Puram
New Delhi-110066

File No. CEA-SY-14-23/2/2022-General Supplies /871 **Dated: 25.11.2022**

CIRCULAR

With a view to streamline issuing of stationery/crockery items, it has been decided that these items henceforth will be distributed from GS Section store (5th Floor) as per following timings:

	Stationery Items	Crockery Items
Time	10:30 Am to 12:30 PM	10:30 Am to 12:30 PM
Days	Monday, Tuesday and Wednesday	Thursday and Friday

Further, no items will be issued during the first week of every month, as it will be utilized to upkeep the store records.

All entitled Officers and DCO's of Division/Section are, therefore, requested to submit their online requests for disbursement of items relating to above stores as per schedule mentioned above.

25/11/22

(Ajay Kumar Arya)
Director (Admn.)

To,

All Officers/DCOs of CEA.

CC:-

1. **PPS to Chairperson, CEA.**
2. **PPS to all Members, CEA.**
3. **PPS to Secretary, CEA.**
4. **PS to Director (Admn.).**
5. **DD (IT), with the request to upload this circular on the website of CEA.**

920-IT&CS
28/11/2022