

PROCEDURE FOR E-MAIL

This Dte is receiving huge number of e-mails for variety of subjects and on going through the e-mails the matter happens to be of different subject. To streamline and speedup the whole process it has been decided at appropriate level to give specific code to subject as mentioned above.

Air veterans are requested to forward e-mail strictly as per the codes cited above. Depending upon the nature of query the code is to mentioned in "subject" column. For each subject air veterans are requested to e-mail separately. Single E-mail bearing variety of subjects / codes will be difficult to reply by this Dte. Air Veterans are requested to co-operate and adhere to the instructions to enhance user satisfaction.

LIST OF PORPOSED CODES

<u>Subject</u>	<u>Code</u>
1. Issues pertaining to E-PPO	EPPO
2. Issues related to Pre-06 retirees	PR06
3. Issues related to service pension	SPEN
4. Issues related to NE POR, Diploma/ Competence Certificate, SPC etc.	WELF
5. Issues related to Proforma A, Dup Dis Book, counting of Former service etc.	WELI
6. Issues related to Family Pension	FEMP
7. Issues related to Disability Pension	DISP
8. All issues related to legal	LEGL
9. Issues related to ECHS	ECHS
10. All issues related to Audit & Accts	AUAC

