CIRCULAR

Due to COVID-19 travel restrictions, the Corporation has requested the suppliers to submit their bills through email for releasing their payment. In this regard the following directions is herewith issued.

a) Tapal division should manage the newly created email address kmscldocs@gmail.com

b) Tapal division should verify the documents receiving through email and should make sure that the documents are very clear and in readable format. If any issues noticed that same has to be intimated to the supplier through email.

c) The documents received through email should be attached as new inward in DDFS and the same has to be forwarded to the respective division.

d) All pages of the documents, if any, received in physical has to be scanned and attach as new inward in DDFS.

e) If the documents receiving in physical has already been received through email and has created as inward, no new inward need to be created. But the inward no already generated through DDFS has to be written in the physical copy and to handover to the respective division.

f) IT division shall issue a new heavy-duty printer for the Tapal division for managing their day to day activities.

GENERAL MANAGER

To

The divisions concerned