



# UNIVERSITY OF WAH WAH CANTT

Ref# UW/106/Admin/HR-20/178  
Date: 8-11-2024

## NOTIFICATION

### **Subject: Transition to Electronic Correspondence**

1. In line with the University of Wah's ongoing efforts to promote energy efficiency, environmental impact and sustainability, the following guidelines are to be implemented with immediate effect:

- a. All official communication and correspondence within and outside the University should be conducted through electronic instead of paper-based documents. Exceptions will be made only in cases where hard copies are necessary.
- b. It may be noted that approval from the competent authority is required to initiate all types of correspondence (electronic or hard copy) outside the University.

2. Forwarded for information and compliance, please.



**Brig Haroon Abbas Khan (Retd)**  
Registrar  
University of Wah

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