

Circular No.-4/IT/2012

Reference is invited to the Circular No.1/IT/2012 dated 20/03/2012 issued for use of individual official E-mail IDs created for various sorts. Contrary to the instructions given in the circular referred above, the E-mail IDs of GMs(Region) and EDs(Zone) continue to be used by all other officers/ officials, despite the fact that separate E-mail IDs exist for different users. Most of these E-mail IDs are becoming inactive, as the E-mail accounts have not been opened once in 3(Three) months.

It is again re-iterated that officers/ officials shall use only their own E-mail IDs and not the E-mail ID of their GM(Region)/ ZM(Zone) for official communications. All inactive E-mail IDs would be closed.



(Ruchi Govil),
DGM(IT).

Distribution:

1. All divisional heads of FCI, HQ, New Delhi- with a request to direct his/ her subordinates to use of official E-mail IDs, if provided.
2. All GMs(Region)/ ZMs(Zones)- through mail.
3. PSs to EDs/ CMD, FCI, HQ, New Delhi.
4. Guard File.