

भारत सरकार
Government of India
केन्द्रीय जल आयोग
Central Water Commission
सॉफ्टवेयर प्रबंधन निदेशालय
Software Management Directorate

File no: 10/4/eOffice-SMD/ 106-108

Dated: 25.01.2018

CIRCULAR

Sub: Use of NIC email/ e-Office for Official Purpose-reg.

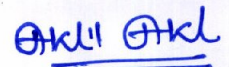
Undersigned is directed to convey the following instructions regarding the functioning of Software Management Directorate:

- In pursuance to OM No : 12/235/2017-O&M/191 dated: 17.01.2018 (copy enclosed) this office is of the view that the email sent through official NIC email ID will only be processed further for any needful. This office will not take any responsibility for the request sent through any non-NIC email account.
- It is requested to forward correspondence through eOffice so that the advantages envisaged behind the idea of Implementation of eOffice will be of benefit to the organisation.
- It was discussed and decided in the 4th meeting of Committee for eOffice Implementation held on 24.10.2017 that all incoming correspondence received at R&I unit shall be diarised by the CRU and sent to respective offices through eOffice. Keeping that in view this is to inform that S M Dte will not entertain any paper based communication after 01.02.2018.

Accordingly all the stakeholders are kindly requested to note and comply the instructions issued through OM No: 12/235/2017-O&M/191 dated: 17.01.2018. Those officers/officials who are not possessing NIC email account may send their request for NIC email account to this office.

This issues with the approval of Director SM Dte, CWC.

Encl: As above


25.1.2018

(Akhil Akhouri)
Deputy Director

To,

- All the Chief Engineers (through email/ CWC website)

Copy to:

1. PS to Secretary, CWC
2. Under Secretary (O&M)

326(S), SewaBhavan, R.K.Puram,
New Delhi.

Dated, the 17th January, 2018.


OFFICE MEMORANDUM

Subject: Regarding use of NIC mail for official purpose.

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It has been brought into notice that some field offices are using E-mail facility of private servers for official communications. It is advised that for all official communications, only the e-mail facilities provided by NIC (i.e. nic.in or gov.in) may be utilized for the security of official communications.

All concerned are advised to note and comply with the above instructions.


(S.S. Chauhan)
Under Secretary (O&M)
Tel. No. 29583302.

To

1. All Chief Engineers in the field Offices of CWC.
2. All Superintending Engineers (C) in the field offices,
3. Director (SM) for putting up the Order on website.
4. Guard File