

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)

सं. 2010/Tele/TW/1 Data Network

नई दिल्ली, दिनांक: 09/02/2016

The General Manager,
All Indian Railways, All Production Unists, CORE/Allahabad, METRO/Kolkata.

DGs/RDSO & NAIR/Baroda, IG/RPSF,

CAOs/COFMOW, DCW, IRPMU & New PUs at Chappra & Raebareli.

Directors/IRISET, IRICEN, IRIEEN, IRIMEE, IRITM.

Chairman, All India Railway Recruitment Board.

Sub: Expansion of Email services to employees of Indian Railways.

Ref: i) Gazette Notification dt. 18.02.2015 on email Policy of GoI.

ii) This office letter of even No. dt. 01/05.10.2015 & 04.02.2016.

Reference above, it has become mandatory to use e-mail services provided by NIC for official correspondence. At present, email IDs have been given to very limited users.

To ensure that all official correspondence are sent through the NIC email, it has been decided to expand e-mail services in phased manner as per the schedule given below:

- (1) **Phase-I:** All officers should be provided NIC email account by **31st March, 2016.**
- (2) **Phase-II:** All Senior Section Supervisors and office, required to send official emails, should be provided NIC email account by **30th Sept, 2016**
- (3) **Phase-III:** Remaining employees, required to deal with official correspondence through email, should be provided NIC email by **31st March, 2017.**

At present, there is a limit of 10,000 new email accounts per domain. In case, there is a requirement of increasing the limit, the same can be arranged through NIC.

While creating email, it should be advised to the users that designation based IDs should be used for official communication only but name based IDs may be used for both official and personal communication.

Phase wise compliance should be sent to this office by **8th April, 2016, 7th October, 2016 and 7th April 2017** respectively.

This has the approval of the competent authority.

(हरीश पवारिया)

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