

GOVERNMENT OF HARYANA

Official e-Mail Directory

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With Best Compliments From

Secretariat for Information Technology
Department of Electronics & Information Technology &
NIC-Haryana State centre
9th Floor, Haryana Civil Secretariat, Chandigarh

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Secretary to Governor ADC(M) ADC(P) **IPRO**

Governor Haryana

PS To Governor

Speaker

Secretary

CM Haryana

Deputy PSCM

PS/OSD to CM

Sr. Secy/ICM(O)

Sr. Secv@PSCM

OSD to CM

PS/PSCM

Finance Power

Principal OSD to CM

Superintedent CM Secretariat

Industry and Commerce

Excise & Taxation Minister

Education and Languages

Social Justice and Empowerment

Health and Medical Education

Food and Supply

Public Health

Aariculture

Revenue and Disaster Management

IT Cell

PSCM Addl. PSCM

Deputy Speaker

Secretary to Speaker

Raj Bhawan

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speaker@hry.nic.in

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secretaryrb@hry.nic.in

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Vidhan Sabha

CM's Office

Ministers

Cooperation	cooperation-hry@nic.in
Labour and Employment	labourm-hry@nic.in
Sports and Youth	sportsm-hry@nic.in
Town And Country Planning	tcpm-hry@nic.in
Transport	tm@hry.nic.in
Administrative	Secretaries
Chief Secretary	cs@hry.nic.in
Revenue & Disaster Management	fcr@hry.nic.in
Public Works (B&R)	fcpwd@hry.nic.in
Cooperation	fccoop@hry.nic.in
Power	secypower@hry.nic.in
Forests	fcforest@hry.nic.in
Transport	fctransport@hry.nic.in
Civil Aviation	fcaviation-hry@nic.in
Home	fch@hry.nic.in
Renewable Energy	fcpnes@hry.nic.in
Labour	fcle@hry.nic.in
Employment	fcemployment-hry@nic.in
Irrigation	cirr@hry.nic.in
Industries & Commerce	fcindustry@hry.nic.in
Mines & Geology	fcminesg-hry@nic.in
Electronics & Information Technology	fcit@hry.nic.in
Excise & Taxation	fcpet@hry.nic.in
Printing & Stationery	fcps@hry.nic.in
Public Health Engineering	fcph@hry.nic.in
Health	fchm@hry.nic.in
Agriculture	fcagri@hry.nic.in
Town & Country Planning	fctcp@hry.nic.in
Sports & Youth Affairs	fcsyw@hry.nic.in
Animal Husbandry	fcah@hry.nic.in
Higher Education	fcel@hry.nic.in
Industrial Training	citve@hry.nic.in
Development & Panchayats	fcdp@hry.nic.in
Housing Urban Local Bodies Department	fchousing-hry@nic.in fclg@hry.nic.in
Information & Public Relations	fcpr@hry.nic.in
Technical Education	fcte@hry.nic.in
Planning	fcplanning-hry@nic.in
Cultural Affairs	fccultural-hry@nic.in
Tourism	fctour@hry.nic.in
Archeology & Museums	carchaeology@hry.nic.in
Finance and Planning	fcf@hry.nic.in
	gy

Science & Technology	fcst@hry.nic.in
Social Justice & Empowerment	fcsw@hry.nic.in
Archives	fcarchives-hry@nic.in
OSD Manpower Planning	osd.mpp-hry@nic.in
Women & Child Development	fcwcd.hry@nic.in
Food & Supplies	fcfs@hry.nic.in
Monitoring & Coordination	cs.coordination@hry.nic.in
Fisheries	fcfish@hry.nic.in
Medical Education and Research	fcmer-hry@nic.in
Environment	fcenvironment-hry@nic.in
School Education	fcse.hry@nic.in
Secretary Administrative Reforms	car@hry.nic.in
Additional Secret	aries
Administrative Reforms	jsar@hry.nic.in
Archives And Technology	jsat@hry.nic.in
Civil Aviation	jsca@hry.nic.in
Cooperation	jscoop@hry.nic.in
Development and Panchayat	jsdp@hry.nic.in
Education	jsedu@hry.nic.in
Electronics and IT	ssit@hry.nic.in
Employment	jsemploy@hry.nic.in
Finance Budget	jsfinb@hry.nic.in
Food And Supplies	sfs@hry.nic.in
General Administration	jsga@hry.nic.in
Health	jshh@hry.nic.in
Home-I	jsh1@hry.nic.in
Home-li	jsh2@hry.nic.in
Hospitality	jshosp@hry.nic.in
Irrigation	jsirr@hry.nic.in
Local Govt	jslg@hry.nic.in
Osd/Manpower And Planning	jsosd@hry.nic.in
Political Services	jsps@hry.nic.in
Power	ispower@hry.nic.in
Power And Non-Conventional Energy Sources	jspnes@hry.nic.in
Public Health	jsph@hry.nic.in
Public Relations	jspr@hry.nic.in
PWD(BR)	jsbr@hry.nic.in
Rural Development	jsrd@hry.nic.in
Science and Technology	jsst@hry.nic.in
Secretariat Establishment	jsse@hry.nic.in
Social Justice	jsfj@hry.nic.in
Town Country Planning	jstcp@hry.nic.in

Women And Child Development

Wildlife Perservation

Special Secretaries

Administrative Reforms Agriculture

Hospitality Industries Monitoring Cell

Environment

Home

Osd/Local Government Revenue Science And Technology

Under Secretaries

Administration Cooperation Education

Excise And Taxation

Finance (B)

Finance

Flying Squad Food And Supplies

Forests General Administration

Health

Home

Industries Mines And Geology Irrigation And Power Jails

Labour and Employment

Local Government

Political

Protocol Public Health

PW(Br) R(A) Revenue (A)

Revenue (B)

Revenue (G)

Secretariat Establishment

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usindus@hry.nic.in

uslabour@hry.nic.in

usirrpower@hry.nic.in usiail@hry.nic.in

uslocalgovt@hry.nic.in

usgenadmin@hrv.nic.in ushealth@hry.nic.in

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Transport Training

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Heads of Departments

Advocate General High Court Agriculture

Animal Husbandry

Archeology and Museums Architecture

Archives

Charitable Endowment

Census Operations Civil Aviation

Consolidation Cooperatives

Development and Panchavats

Economic and Statistical Organisation

Education (Higher)

Education (Secondary) Education (Primary)

Fisheries

Election

Electronics and Information Technology

Chief Electrical Inspector

Employment Environment

Excise and Taxation

Food and Supplies Forest Grievances

Health Services Avush Haryana Aids Control Society E.S.I.

HIPA Horticulture and Sericulture

Hospitality

Industries and Commerce Industrial Training and Vocational Education

Information, Public Relations and Cultural Affairs Institutional Finance and credit Control

Irrigation Labour

agriculture@hry.nic.in ahusbandry@hry.nic.in archaeology@hrv.nic.in

architecture@hrv.nic.in

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archives@hry.nic.in agottc@hry.nic.in census@hry.nic.in caviation@hrv.nic.in consolidation@hry.nic.in

panchayats@hry.nic.in eduhigher@hry.nic.in edusecondary@hry.nic.in

election@hry.nic.in employment@hry.nic.in environment@hry.nic.in

fisheries@hry.nic.in foods@hry.nic.in forest@hry.nic.in grievances@hry.nic.in health@hry.nic.in

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industries@hry.nic.in itve@hry.nic.in pr@hry.nic.in ifcc@hry.nic.in

irrigation@hry.nic.in labour@hrv.nic.in

Land Records	landrecords@hry.nic.in
Law and Legislative	lall@hry.nic.in
Haryana State Legal Services Authority	hslsa@hry.nic.in
Local Audit	localaudit@hry.nic.in
Lotteries	lotteries@hry.nic.in
Medical Education and Research	medical@hry.nic.in
Mines and Geology	minesgeo@hry.nic.in
National Informatics Centre	sio@hry.nic.in,
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Panchyati Raj Public Works	prchiefeng.hg@hry.nic.in
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Police	police@hry.nic.in
C.I.D. Haryana	cid@hry.nic.in
Home Guards and Civil Defence	ghcd@hry.nic.in
Prisons	prisons@hry.nic.in
Vigilance (Inquiry officer)	Vigilance@hry.nic.in
State Vigilance Bureau	svb@hry.nic.in
Printing and Stationery	printing@hry.nic.in
Prosecution	prosecution@hry.nic.in
PwD Building and Roads	pwd-eic@hry.nic.in
Public Health Engineering	pwph@hry.nic.in
Renewable Energy	hareda@chd.nic.in
	nces@hry.nic.in
Revenue and Disaster Management	revenue@hry.nic.in
Rural Development	drd@hry.nic.in
Science and Technology	sciencetech@hry.nic.in
Social Justice and Empowerment	sje@hry.nic.in
Small Savings	ssavings@hry.nic.in
Sports and Youth Welfare	sports@hry.nic.in
Supplies and Disposals	supplies@hry.nic.in
Technical Education	technicaledu@hry.nic.in
Tourism	tourism@hry.nic.in
Town and Country Planning	tcp@hry.nic.in
Town and Country Flamming	tcp@riry.riic.iir
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Transport Commissioner	stcharyana@hry.nic.in
Treasuries and Accounts	jdta@hry.nic.in
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Urban Local Bodies	dulbhry@hry.nic.in
Urban Estates	urbanestates@hry.nic.in
Welfare Of Scheduled Castes and Backward Classes	woscbc@hry.nic.in wcd@hry.nic.in
Women And Child Development Rehabilitation	rehabilitation@hry.nic.in
Renabilitation	renabilitation@nry.nic.in

Boards and Corporations

Agriculture Marketing Board Agro Industries Corporation Backward Classes and Economically Weaker Sections Kalyan Nigam Bhartiva Grameen Mahila Sangh Board of Ayurvedic and Unani Systems of Medicine Board of School Education Command Area Development Authority Cooperative Agricultural Development Bank Cooperative Apex Bank Cooperative Development Federation Cooperative Housing Federation Cooperative Labor and Construction Federation Cooperative Supply and Marketing Federation Council For Child Welfare Council For Science and Technology Council of Homeopathic System of Medicine Dairy Development Cooperative Federation Dakshin Haryana Bijli Vitran Nigam Dental Council Directorate of Rural Development **Electronics Development Corporation** Federation Of Consumers Cooperative Wholesale Stores Federation of Cooperative Sugar Mills Financial Corporation Forest Development Corporation Handloom and Handicrafts Corporation Harijan Kalyan Nigam High Power Committee Relating to 20-pt Programme Housing Board Indian Red Cross Society Industrial and Infrastructure Development Corporation Industrial Cooperative Federation Khadi and Village Industries Board Kurukshetra Development Board Land Reclamation Dev Corpn Land Use Board Medical Council Mewat Development Agency Minor Irrigation and Tubewells Corporation

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hmc@hry.nic.in

mda@hry.nic.in

hsmitc@hry.nic.in

kdb@hry.nic.in

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Power Generation Corporation	hpgc@hry.nic.in
Prathmik Shiksha Pariyojna Parishad	hpspp@hry.nic.in
Rajya Sainik Board	hrsb@hry.nic.in
Rural Development Fund Administration Board	hrdfab@hry.nic.in
Sahitya Akademi	hsa@hry.nic.in
Seed Certification Agency	hssca@hry.nic.in
Seeds Development Corporation	hsdcl@hry.nic.in
Shivalik Development Board	sdba@hry.nic.in
Shri Mata Mansa Devi Shrine Board	smmdsb@hry.nic.in
Small Industries and Export Corporation	hssiecl@hry.nic.in
Social Welfare Advisory Board	hsswab@hry.nic.in
Swarn Jayanti Shehri Rojgar Yojna and State Urban	sjsrysuds@hry.nic.in
Development Society	
Swatantrata Sainik Samman Samiti	hssss@hry.nic.in
Tourism Development Corporation	htdcl@hry.nic.in
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Welfare Society For Hearing and Speech Handicapped	hwsfhsh@hry.nic.in
Hareda	
State Police Complaint Authority	spca.haryana@nic.in
Women Development Corporation	hwdc@hry.nic.in
Council for Child Welfare	ccw-hry@nic.in
Grant Academy	agrant-hry@nic.in
History and Culture Academy	hca-hry@nic.in
Sanskrit Academy	sanskrita-hry@nic.in
Blindness Control Society	bcs-hry@nic.in
Kala Parishad	kalap-hry@nic.in
Hind Kusht Nivaran Sangh	hkns-hry@nic.in
Labour Welfare Board	lwb-hry@nic.in
Livestock Development Board	hldb-hry@nic.in
Overseas Placement Assistance Society	opas-hry@nic.in
Roads and Bridges Development Corporation	rbdc-hry@nic.in
Saket Council	saket-hry@nic.in
Society for socially aimed management of communication	samvad-hry@nic.in
and value added dissemination of information	
8	

hnrc@hry.nic.in

hpsa@hry.nic.in

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hphc@hry.nic.in

hspcb@hry.nic.in

Nurses Registration Council

Police Housing Corporation

Panjabi Sahitya Academi

Pollution Control Board

Pharmacy Council

(SAMVAD)	
Scheduled Castes Finance and Development Corporation	scfdc-hry@nic.in
Bharat Scouts and Guides	scouts-hry@nic.in
Slum Clearance Board	scb-hry@nic.in
Board of Technical Education	bte-hry@nic.in
State Counseling Society	hscs.dte@hry.nic.in
Wakf Board	wakf-hry@nic.in
Divisional Commissioners	
Ambala Range	commamb@hry.nic.in
Gurgaon Range	commgrg@hry.nic.in
Hisar Range	commhsr@hry.nic.in
Rohtak Range	commroh@hry.nic.in
IG Range	
Ambala Range	igamb@hry.nic.in

Deputy Commissioners

Gurgaon Range

Hisar Range

Rotak Range

Ambala

Bhiwani

Faridabad

Fatehabad

Gurgaon

Hisar Jhajjr

Jind Kaithal

Nuh

Palwal Panchkula

Panipat

Rewari Rohtak

Sirsa

Sonipat

Karnal Kurukshetra

Mahendragar(Narnaul)

iggrg@hry.nic.in

ighsr@hry.nic.in

iaroh@hrv.nic.in

dcamb@hry.nic.in

dcbhw@hry.nic.in

dcfbd@hry.nic.in

dcftb@hry.nic.in

dcgrg@hry.nic.in dchsr@hry.nic.in

dcjir@hry.nic.in dcind@hry.nic.in

dcktl@hry.nic.in dckrl@hry.nic.in

dckrk@hry.nic.in

dcnrl@hrv.nic.in

dcnuh@hry.nic.in dcpwl@hry.nic.in

dcpkl@hry.nic.in

dcpnp@hry.nic.in dcrwr@hry.nic.in

dcroh@hry.nic.in dcsrs@hry.nic.in

dcsnp@hrv.nic.in

Yamunanagar

Ambala

Bhiwani

Fatehabad

Gurgaon

Hisar

Jhajjr Jind

Kaithal

Karnal

Nuh Palwal

Kurukshetra

Panchkula

Panipat

Superintendents of Police

dcynr@hry.nic.in

spamb@hry.nic.in

spbhw@hrv.nic.in spfbd@hry.nic.in

spftb@hry.nic.in

spara@hrv.nic.in

sphsr@hrv.nic.in

spjjr@hry.nic.in spind@hry.nic.in

spktl@hry.nic.in

spkrl@hrv.nic.in spkrk@hry.nic.in

spnrl@hry.nic.in

sppwl@hrv.nic.in sppkl@hry.nic.in

sppnp@hry.nic.in

sprwr@hry.nic.in

sproh@hry.nic.in spsrs@hry.nic.in

spsnp@hry.nic.in

spvnr@hrv.nic.in

adcamb@hrv.nic.in adcbhw@hry.nic.in

adcfbd@hry.nic.in

adcftb@hry.nic.in

adcgrg@hrv.nic.in

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adcind@hry.nic.in

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adckrl@hry.nic.in adckrk@hry.nic.in

adcnrl@hry.nic.in adcnuh@hry.nic.in

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Bhiwani

Faridabad

Fatehabad Gurgaon

Hisar Jhajjr Jind

Kaithal Karnal

Kurukshetra Mahendragar(Narnaul) Mewat (Nuh)

spmwt@hrv.nic.in. sp.mwt@hrv.nic.in Palwal Panchkula

Panipat Rewari Rohtak Sirsa

Sonipat Yamunanagar **Additional Deputy Commissioners** Ambala

Faridabad

Mahendragar(Narnaul)

Rewari adcrwr@hry.nic.in Rohtak adcroh@hry.nic.in adcsrs@hry.nic.in Sirsa Sonipat adcsnp@hry.nic.in Yamunanagar adcynr@hry.nic.in **District Rural Development Agency** Ambala drdaamb@hry.nic.in drdabhw@hrv.nic.in Bhiwani Faridabad drdafbd@hry.nic.in **Fatehabad** drdaftb@hry.nic.in drdagrg@hry.nic.in Gurgaon drdahsr@hry.nic.in Hisar Jhaiiar drdajjr@hry.nic.in Jind drdajnd@hry.nic.in drdaktl@hry.nic.in Kaithal Karnal drdakrl@hry.nic.in drdakrk@hry.nic.in Kurukshetra Narnaul drdanrl@hry.nic.in drdapkl@hrv.nic.in Panchkula **Panipat** drdapnp@hry.nic.in drdarwr@hry.nic.in Rewari Rohatak drdaroh@hry.nic.in

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Sonipat drdasnp@hry.nic.in Yamunanagar drdaynr@hry.nic.in Ambala Bhiwani

ctmamb@hry.nic.in ctmbhw@hry.nic.in Faridahad ctmfbd@hry.nic.in Fatehabad ctmftb@hry.nic.in

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Kaithal ctmktl@hry.nic.in

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dhs.itcell@hry.nic.in It Cell MD RHM md.rhm@hry.nic.in Principal SIHFW dhs.psihfw@hry.nic.in Reports dhs.reports@hrv.nic.in Special Secy Health dhs.ssh@hry.nic.in Sr Accounts Officer dhs.sao@hry.nic.in State Project Co-ordinator dhs.spc@hry.nic.in Harvana Board Of Secondary Education accountshbse@hry.nic.in Accounts branch Chairman chairmanhbse@hrv.nic.in Conduct Branch conducthbse@hry.nic.in DD-II dd2hbse@hry.nic.in Deputy Director-I dd1hbse@hry.nic.in directorhbse@hry.nic.in Director Academics Enrolment Branch enrolhbse@hry.nic.in Examination Branch examhbse@hry.nic.in Haryana Board of Secondary Education hbse@hry.nic.in Public Relation Officer prohbse@hry.nic.in secyhbse@hry.nic.in Secreatry Secrecy Branch secrecyhbse@hry.nic.in Senior Computer Operator scohbse@hry.nic.in Senior System Executive-I sse1hbse@hry.nic.in Senior System Executive-II sse2hbse@hry.nic.in System Executive sehbse@hry.nic.in Vice Chairman vchbse@hry.nic.in **Secretariat Library** Haryana Civil Secretariat Library secttlib@hry.nic.in PWD B&R PS Pwd B And R pspwd@hry.nic.in Pw (BR) Old Estate Office Bldg/19 Chd pwbr@hry.nic.in pwd-cao@hry.nic.in Chief Accounts Officer Deputy Director-Cum-EE Research Laboratory Cum pwd-ddrl-hissar@hrv.nic.in **Ouality Control Division** Deputy District Attorney pwd-dda@hry.nic.in Director Cum S.E., Research Laboratory Hisar pwd-drlhissar@hry.nic.in pwd-drd@hry.nic.in Director Research & Design Engineer-In-Chief pwd-eic@hry.nic.in Joint Director Administration pwd-jda@hry.nic.in Ps Pwd B And R pspwd@hry.nic.in pwd-registrar@hry.nic.in Registrar Resident Engineer Cum Ee Adb Project Division No1 pwd-eeadb1-Faridahad faridabad@hrv.nic.in Chief Engineer Buildings pwd-ceb@hry.nic.in HHUP pwd-cehhup@hry.nic.in National Highways pwd-cenh@hrv.nic.in pwd-cer@hry.nic.in Roads World Bank Project pwd-cewb@hry.nic.in Superintending Engineer pwd-seambala@hry.nic.in Ambala Bhiwani pwd-sebhiwani@hry.nic.in Bridaes pwd-sebridges@hry.nic.in pwd-sechandigarh@hry.nic.in Chandigarh Electrical Circle Karnal pwd-seekarnal@hry.nic.in Faridabad pwd-sefaridabad@hry.nic.in pwd-segurgaon@hry.nic.in Gurgaon Hissar pwd-sehissar@hry.nic.in pwd-sejind@hry.nic.in Jind pwd-sekarnal@hrv.nic.in Karnal Mechanical Circle Karnal pwd-semkarnal@hry.nic.in National Highway Circle Far pwd-senhfaridabad@hry.nic.in National Highway Circle, Karnal pwd-senhkarnal@hrv.nic.in Planning pwd-seplanning@hry.nic.in pwd-seroads@hry.nic.in Roads Rohtak pwd-serohtak@hry.nic.in pwd-sewb1@hrv.nic.in World Bank-I **Executive Engineer** General pwd-eegeneral@hry.nic.in Bridges -1 pwd-eebridges1@hry.nic.in Construction Division Chandigarh pwd-eecd-chandigarh@hry.nic.in Construction Division (NH) Panchkula pwd-eecdnh-panchkula@hrv.nic.in pwd-eed1@hry.nic.in

D-I D-II D-III

Electrical Division Ambala

Electrical Division Gurgaon

Electrical

pwd-eed3@hry.nic.in pwd-eeelectrical@hry.nic.in pwd-eeed-ambala@hry.nic.in

pwd-eed2@hry.nic.in

pwd-eeed-gurgaon@hry.nic.in

52

Electrical Division Hissar	pwd-eeed-hissar@hry.nic.in
Electrical Division Karnal	pwd-eeed-karnal@hry.nic.in
Electrical Division Rohtak	pwd-eeed-rohtak@hry.nic.in
Hhup-1	pwd-eehhup1@hry.nic.in
Hhup-li	pwd-eehhup2@hry.nic.in
Horticulture Division Chandigarh	pwd-eehd-chandigarh@hry.nic.in
Hsrdc	pwd-eehsrdc@hry.nic.in
Inquiry-1	pwd-eeinquiry1@hry.nic.in
Inquiry-Ii	pwd-eeinquiry2@hry.nic.in
Mechanical	pwd-eemechanical@hry.nic.in
Mechanical Division Ambala	pwd-eemd-ambala@hry.nic.in
Mechanical Division Gurgaon	pwd-eemd-gurgaon@hry.nic.in
Mechanical Division Hissar	pwd-eemd-hissar@hry.nic.in
Mechanical Division Karnal	pwd-eemd-karnal@hry.nic.in
Mechanical Division Rohtak	pwd-eemd-rohtak@hry.nic.in
Planning-1	pwd-eeplanning1@hry.nic.in
Planning-2	pwd-eeplanning2@hry.nic.in
Provincial Division Bhiwani	pwd-eepd-bhiwani@hry.nic.in
Provincial Division Dadri	pwd-eepd-dadri@hry.nic.in
Provincial Division Fatehabad	pwd-eepd-fatehabad@hry.nic.in
Provincial Division Hansi	pwd-eepd-hansi@hry.nic.in
Provincial Division Jhajjar	pwd-eepd-jhajjar@hry.nic.in
Provincial Division Jind	pwd-eepd-jind@hry.nic.in
Provincial Division Kaithal	pwd-eepd-kaithal@hry.nic.in
Provincial Division Naraingarh	pwd-eepd-naraingarh@hry.nic.in
Provincial Division Narnaul	pwd-eepd-narnaul@hry.nic.in
Provincial Division Narwana	pwd-eepd-narwana@hry.nic.in
Provincial Division No 1 Ambala	pwd-eepd1-ambala@hry.nic.in
Provincial Division No 1 Kurukshetra	pwd-eepd1-kurukshetra@hry.nic.in
Provincial Division No I Faridaba	pwd-eepd1-faridabad@hry.nic.in
Provincial Division No Ii (NH) Hissar	pwd-eepd2nh-hissar@hry.nic.in
Provincial Division No Ii Ambala	pwd-eepd2-ambala@hry.nic.in
Provincial Division No Ii Gurgaon	pwd-eepd2-gurgaon@hry.nic.in
Provincial Division No Ii Kurukshetra	pwd-eepd2-kurukshetra@hry.nic.in
Provincial Division No Ii Sirsa	pwd-eepd2-sirsa@hry.nic.in
Provincial Division No Ii Sonepat	pwd-eepd2-sonepat@hry.nic.in
Provincial Division No Iii (NH) Karnal	pwd-eepd3nh-karnal@hry.nic.in
Provincial Division No Iii Nh) Rohtak	pwd-eepd3nh-rohtak@hry.nic.in
Provincial Division No.1 Karnal	pwd-eepd-karnal@hry.nic.in
Provincial Division No.1 Panipat	pwd-eepd1-panipat@hry.nic.in
Provincial Division No.1 Rohtak	pwd-eepd1-rohtak@hry.nic.in
Provincial Division No.1 Sonepat	pwd-eepd1-sonepat@hry.nic.in
Provincial Division No.2 Karnal	pwd-eepd2-karnal@hry.nic.in
Provincial Division No.2 Rohtak	pwd-eepd2-rohtak@hry.nic.in
	53

Provincial Division No.4 Rohtak Provincial Division No1 Gurgaon Provincial Division No1 Hisar Provincial Division No1 Sirsa Provincial Division No3 Hissar Provincial Division Nuh Provincial Division Palwal Provincial Division Panchkula Provincial Division Rewari Provincial Division YamunaNagar Quality Control Division Faridaba Quality Control Division Karnal Roads-1 Roads-2 Traffic Works World Bank Project Division Ambala World Bank Project Division-li Panchkula World Bank-1 World Bank-li

pwd-eepd4-rohtak@hry.nic.in pwd-eepd1-gurgaon@hry.nic.in pwd-eepd1-hissar@hry.nic.in Pwd-eepd3-hissar@hrv.nic.in pwd-eepd-palwal@hry.nic.in pwd-eepd-panchkula@hrv.nic.in pwd-eepd-yamunanagar@hry.nic.in pwd-eegcd-faridabad@hry.nic.in pwd-eegcd-karnal@hry.nic.in pwd-eewb-ambala@hry.nic.in pwd-eewb2-panchkula@hry.nic.in

pwd-eepd1-sirsa@hrv.nic.in

pwd-eepd-nuh@hry.nic.in

pwd-eepd-rewari@hrv.nic.in

pwd-eeroads1@hry.nic.in

pwd-eeroads2@hry.nic.in

pwd-eetraffic@hry.nic.in

pwd-eeworks@hry.nic.in

pwd-eewb1@hrv.nic.in

pwd-eewb2@hrv.nic.in



HARYANA GOVERNMENT/

SECRETARIAT FOR INFORMATION TECHNOLOGY स्चना प्रौद्योगिकी सचिवालय

No. Admn//3/28/2000/3SIT/328

From

Financial Commissioner & Principal Secretary to Govt., Haryana, Electronics & Information Technology Department.

To

- Financial Commissioner & Principal Secretary to Govt. Haryana, Coordination Department
- Commissioner & Secretary to Govt. Haryana, Public Relation and Information Department.
- 3. Managing Director, Haryana Warehousing Corporation, Panchkula.
- 4. State Informatics Officer, Haryana State Unit , Chandigarh.

Dated Chandigarh, the 1.5.2009

Subject: Policy regarding e-mail addresses of Govt. Officers.

Sir,

I am directed to address you on the subject cited above and to enclose a copy of the minutes of the meeting held on 10.4.2009 at 3.30 PM under the Chairmanship of Chief Secretary, Haryana for information and necessary action.

Administrative Officer

for Financial Commissioner & Principal Secretary to Govt., Haryana, Electronics & Information Technology Department.

Endst No. No. Admn//3/28/2000/3SIT/329

Dated Chandigarh, the 1.5.2009

A copy alongwith minutes of the meeting is forwarded to Private Secretary to Financial Commissioner & Principal Secretary, Electronics & Information Technology Department for kind information of FCIT.

Administrative Officer

for Financial Commissioner & Principal Secretary to Govt., Haryana, Electronics & Information Technology Department.

Minutes of Meeting, approved by Worthy, Chief Secretary Haryana

Subject	Policy Regarding e-Mail Addresses of Government Officers			
Date & Time	10/04/2009, at 3.30 PM			
Venue	CS Committee Room, 4th Floor, Haryana Civil Secretariat, Chandigarh			
In Chair	Sh. Dharam Vir, IAS, Chief Secretary to Government of Haryana			
Participants	1. Sh. Y.S. Malik, IAS, FC & Principal Secretary IT & Industries			
	2. Sh. Sarban Singh, IAS, FC & Principal Secretary Coordination			
	3. Sh. K.K. Khandelwal, IAS, APSCM & Commissioner Public Relations			
	4. Sh. V.S. Kundu, IAS, Sp. Secretary & Director Information Technology			
	5. Sh. Ashok Khemka, IAS, MD, Haryana Warehouse Corporation			
	6. Sh. Ghan Shyam Bansal, SIO, NIC-Haryana State Unit			
	 Sh. Satyender Kumar, Sr. Technical Director, NIC-HSU 			
	8. Mr. Amit Mittal, SSA & e-Mail Administrator			

The detailed deliberations were held on different aspects of e-Mail usage and policy matters. Following decisions were taken:

- 1. The official e-mail addresses on http://hry.nic.in mail server shall only be used for official communications. The designation wise e-mail IDs will be treated as official e-Mail IDs. The concerned Administrative Secretary/HoD and other officers will be responsible for managing the password. It is upto the officer to share password with personnel staff or any other official for managing the mail box. These e-Mail IDs can also be accessed by the Personnel Staff/designated officials of Secretary/HoD like the normal dak. In case of change/transfer of officer, the new incumbent will send a request to NIC Mail administrator to reset the password.
- The NIC-HSU shall activate Spam filter on the mail server for filtering unsolicited mails.
- The communications sent through e-mail will be treated as valid communication for all official purposes.
- 4. The Personal (by name) e-mail ids existing on http://hry.nic.in server, can be used by officers to receive official mail through e-group, if so desired by the concerned officer. But it would be only additional facility and not a substitute for the official Id.
- On pattern of CS branches, e-champions will be identified in all offices.
- Pen drive will be provided to all branches, for taking back-ups of their data on regular basis, on the basis of need/requirement.
- Feasibility of standardizing A4 size paper for all official communications would be explored.
- The IT Department will get the instructions issued from CS office to all Administrative Secretaries, HODs etc.

Meeting ended with a vote of thanks to the chair.





SECRETARIAT FOR INFORMATION TECHNOLOGY

सूचना प्रौद्योगिकी सचिवालय

Endst No. No. Admn//3/28/2000/3SIT/330

Dated Chandigarh, the 1.5.2009

A copy alongwith minutes of the meeting is forwarded to Personal Assistant to Special Secretary, Electronics & Information Technology Department for kind information of SSIT.

Administrative Officer

for Financial Commissioner & Principal Secretary to Govt., Haryana, Electronics & Information Technology Department.



HARYANA GOVERNMENT/ तरियाणा रास्तार SECRETARIAT FOR INFORMATION TECHNOLOGY

सूचना प्रौद्योगिकी सचिवालय

Mail Malliday

From

No. Admn./3/28/2000/35IT/4696

Ė

Principal Secretary to Government of Haryana Electronics & Information Technology Department

To

- 1. All the Administrative Secretaries to Government of Haryana.
- 2. All the Heads of Departments in Haryana.
- 3. Registrar, Punjab & Haryana High Court
- 4. All the Divisional Commissioners in Haryana.
- Managing Directors/Chief administrators/Chief Executive officers of all the Boards, Corporations etc. in Haryana.
- 6. All the Deputy Commissioners in Haryana.
- 7. Registrars of all the Universities in Haryana.

Dated Chandigarh the 11,9.2012

Subject:

Usage of official email-ids by government officers for the official communication - like receiving summons & notices from Punjab & Haryana High Court through e-Mail:

Sir/Madam

I am directed to address you on the subject cited above and to inform that the Hon'ble High Court of Punjab and Haryana has issued directions to the effect that the Court summons and notices shall be sent to Government bodies through email for speedy action on Government part. The State Government had communicated the published official email-ids of HoDs and Administrative Secretaries to the Hon'ble High Court of Punjab & Haryana through Advocate General Haryana.

- The Secretariat for Information Technology Haryana has already circulated the minutes of the meeting held on 10.04.2009 under the Chairmanship of Chief Secretary, Haryana regarding e-Mail addresses of Government officers/offices and its usage for official communication, vide letter No.Admn/3/28/2000/35IT/328 dated 01/05/2009 (copy enclosed as Annexure 1).
- 3. The Hon'ble High Court had sent an email communication to these e-mail-ids for verification. In a number of cases, it was noticed that the email sent to published and notified government email addresses by the State Government were bounced back in a number of cases, simply because the said email-ids were not in use for a longer period of time due to which the email-ids were disabled by the malling system, thus resulting in non

HARYANA GOVERNMENT/ Information TECHNOLOGY



सचना प्रौद्योगिकी सचिवालय

delivery of the email messages (Copy of communicated e-Mail Addresses is enclosed as Annexure-II).

In view of the above, it has been decided that:-

- (i) treat their official email account as a "DAK PAD" in electronic form with the need to open and use regularly. They should check and read their official email accounts at least once in a day either by themselves or by a designated official.
- (ii) follow the policy on e-mail usage (as per Annexure-I) for all official/ Government communications.
- (iii) get their disabled e-mail accounts re-activated and should ensure to regularly access the same, as just reactivating an inactive email account doesn't guarantee that the summons/notices and other official communication will be delivered if the same is not opening his/her official e-mail account.

It is, therefore, requested to ensure compliance of above and send the compliance report to this office with a copy to Additional Chief Secretary Haryana Home & Administration of Justice and Advocate General Haryana.

Administrative Öfficer for Principal Secretary to Govt., Haryana, Electronics & Information Technology Department.

Endst No. Admn./3/28/2000/3SIT/ 4697

Dated Chandigarh, the 11.09.2012

A copy is forwarded to the following for information and necessary action:-

1. Advocate General, Haryana.

2. State Informatics Officer, Haryana State Unit, Chandigarh.

Administrative Officer for Principal Secretary to Govt., Haryana,

Electronics & Information Technology Department.

1) Name*:

(Dr./Mr./Ms.

Government of India Department of Information Technology, MCIT NATIONAL INFORMATICS CENTRE

Application for Dialup (ISDN/ PSTN) Internet Access/ E-Mail Account

First name

(Please $tick(\checkmark)$) the required services and read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be submitted to Support Center at "INOC, A4B2 Bay, A-Block C.G.O. Complex") . Please use CAPITAL LETTER.

Middle Name Surname)

2) (a)Date of Birth*:	(b)Designation*:	
3) Min./Dept./Org*:		
4) Address for corresponder	nce*:	
		B: 0.1
		Pin Code:
		Mobile*:
		· · · · · · · · · · · · · · · · · · ·
		@nic.in,
c)@nic.i		
This is to declare that I have rea		and I agree to abide by them.
* Entries are mandatory and need to		
**The login id(s) will be generated be address policy. A suffix may be add across the domain.	pased on the existing e-mail ed to make the e_mail id unique	Signature of the Applicant with date and seal
	FOR OFFICE USE	
Account Category: Free	/ Paid	
If free, on What Basis:		
If paid, Project No. :		
	S	ignature of NIC Coordinator/HOD
	Name & Designation:	
	E-mail and Tel	
Billing Division(RR Section):	:	
File Number:		
Payment Processed: Ye	es/ No	Signature
User ID Creation:		
		Signature of iNOC incharge
Assigned login ID:	domain:	
Remarks:		_
	Signature	e of the Operator
	Name& Desig	.:
NIC-NO-INOC-Internet Services		Release Page 1of 2
VIO-14O-114OO-111(efflet Services	V 6131011 U.7	Helease Fage 1012

E-MAIL TERMS AND CONDITIONS

- 1. Users are requested to keep the given userid and password a secret.
- 2. Please change your password at least once in every three months.
- 3. By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.
- 4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you received it. They might contain a virus that will corrupt your computer.
- Users are requested, if possible, to install the personal firewall software to secure their machine and e-mail traffic.
- Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
- If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS 9X/ ME/ NT/ 2000 Prof / XP, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
- NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
- NIC e-Mail Service is provided over secure channels only. That is WEBmail is over HTTPS (top port 443), POP service is over POP3S (top port 995), and SMTP service is over SMTPS (top port 465). Users are required to suitably modify the client software settings to use the service.
- 10.NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
- 11. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
- 12. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
 - Inbox 1 year
 - Sent 120 days
 - · Trash -10 days
 - ProbablySpam 15 days
- NIC account will be deactivated, if not used for 90 days.
- 14. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
- 15. Contact our 24x7 support if you have any problems. Phone 24360088/24360084 or you can send mail to support@nic.in
- 16. Please note that advance payment is a must for paid users of Internet/ISDN/E mail.

Signature of the Applicant with date and seal

NIC-NO-INOC-Internet Services

Version 0.7

Release Page 2of 2

Middle Name Surname)

Government of India Department of Information Technology, MCIT NATIONAL INFORMATICS CENTRE

Application for Bulk E-Mail Account Creation for a complete domain/ a group of users

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be **submitted to Support** Center at "iNOC, A4B2 Bay, A-Block C.G.O. Complex"). Please use CAPITAL LETTER. 1.Name Of The Applicant*:
(Dr./Mr./Ms.

First name

2.Designation*:					
3.Min./Dept./Org*:					
4.Address for correspond	ence*:				
		City:		Pin Code: _	
5.Telephone Number: (O)*		(R)	M	obile*:	
6.E-mail address of the ap	plicant*:				
7.Preferred email_id_patte					
List* of user names and/or be provided along with app			mat given	next page	are to
This is to declare that all the about the terms and condition contact in case of any failure * Entries are mandatory and nee	ons and the on their par d to be filled.	y agree to al			
**The login id(s) will be generated address policy. A suffix may be a unique across the domain.	added to make				of the Applicant with date and seal
		R OFFICE US	E		
Account Category: Free	e/ Paid				
If free, on What Basis:			If		
paid, Project No. :					
			Signa	ature of NIC	Coordinator/HOD
		Name & Designa			
		E-mail and Tel			
Billing Division(RR Section	<u>n):</u>				
File Number:					
Payment Processed:	Yes/ No				Signature
User ID Creation:					
			5	Signature of	iNOC incharge
Assigned login ID:		doma	in:		
Remarks:					
		Sig	nature of t	he Operate	or
		Name&	Desig.:		

For Name based Email id(s), a list of user names in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of a Excel Sheet/Word table/ Semicolon separated TEXT file along with the hardcopy.

SI. No.	Designation, Department, Ministry, [State Name].	Preferred Email id**

^{**}The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e-mail id unique across the domain.

For Designation/Official Position based Email id(s), a list of designations in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of a Excel Sheet/Word table/ Semicolon separated TEXT file along with the hardcopy.

Designation/ Official positions	Department, Ministry, [State name]	Preferred Email id**

^{**}The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e mail id unique across the domain.

E-MAIL TERMS AND CONDITIONS

- Users are requested to keep the given userid and password a secret.
- 2. Please change your password at least once in every three months.
- 3. By not doing so (point no. 1.8.2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. NCI is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.
- Do not open any attachments unless, it has come from a known source. In fact delete those mails which
 are not relevant to you and still you received it. They might contain a virus that will corrupt your computer.
- Users are requested, if possible, to install the personal firewall software to secure their machine and e-mail
- traffic.

 6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in
- their system.

 7. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS 9X/ ME/ NT/ 2000 Prof./ XP.
- please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.

 8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed
- are solely that of the originator.

 NIC e-Mail Service is provided over secure channels only. That is WEBmail is over HTTPS (tcp
- port 443), POP service is over POP3S (top port 995), and SMTP service is over SMTPS (top port 465). beers are required to suitably modify the client software settings to use the service. 10. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if
- NIC will take all possible measures to prevent data loss, nowever, due to unforeseen technical issues, in the same happens, NIC cannot be held responsible.
- User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
- 12. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
 - Inbox 1 year
 - Sent 120 days
 - Trash -10 days
 - ProbablySpam 15 days
- 13. NIC account will be deactivated, if not used for 90 days,
- 14. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
- Contact our 24x7 support if you have any problems. Phone 24360088/24360084 or you can send mail to support@nic.in
- 16. Please note that advance payment is a must for paid users of Internet/ISDN/E mail.

Signature of the Applicant with date and seal

NIC-NO-INOC-Internet Services Version 0.7

Release Page 2of 2

Email: Do's and Don'ts

E-mail has become one of the primary ways we communicate, both in our personal and professional lives. However, e-mail can be confusing to use, resulting in mistakes that can hurt you or your organization. Here we will explain the most common mistakes people make with e-mail and how you can avoid them in your day-to-day life.

AUTO-COMPLETE When e-mailing a friend or co-worker, you often start by typing their

e-mail address. For example, if you wanted to e-mail "Some-One" you would have to remember and type in his e-mail address someone@example.com. This can be a lot to remember, especially if the recipient has a complex email address or if your e-mail directory includes hundreds of people. With auto-complete, as you type the name of the person, your e-mail software automatically selects the e-mail address for you. This way you do not have to remember the e-mail address, just the recipient's name. The problem with auto-complete is when you have contacts with similar names. As a result you end up sending sensitive

Protect yourself against this common mistake, always verify the name and the e-mail address of the recipient listed before you hit send. In addition, you may want to include the person's organization in the name displayed with their e-mail.

company information to unauthorized people.

CC /BCC

When sending an e-mail, the people you directly address it to may not be the only ones that get your e-mail message. Most e-mail

Care should be taken when using Cc and Bcc. When someone sends you an e-mail and has cc'd people on the e-mail, you have to decide if you want to reply to just the sender or reply to everyone that was included on the cc. If your reply is sensitive in nature, you may want to reply only to the sender. If that is the case, be sure not

will not see the people you've included under Bcc.

clients also have two additional fields: Cc and Bcc. Cc stands for carbon copy. This means that while your e-mail is not directed to the person in the Cc line, you want to keep them informed. For example, if you send an e-mail to a co-worker, you may cc your boss just to keep your boss current. Bcc means blind carbon copy. This is similar to Cc; however, the recipients on the To and Cc lines

to use the Reply All option, which will address your reply to all visible recipients from the original message. You may choose to use Bcc to copy someone privately, such as your boss. However, if your boss responds using Reply All, then all of the recipients will know that he was bcc'd on the original message -so much for your secret.

Emotion

Never send an e-mail when you are emotionally charged. If you are in an emotional state, that e-mail could cause you harm in the future, perhaps even costing you a friendship or a job. Instead,

take a moment and calmly organize your thoughts. Get up and walk away from the computer. If you have to vent your frustration,

another option is to open your e-mail client and make sure the To/Cc/Bcc fields are empty. Now go ahead and type exactly what you feel like saying. Then get up and walk away from your computer, perhaps make yourself a cup of tea. When you come

back, delete the e-mail, and start over again. As a wise person once observed: "Draft today, send tomorrow."

Privacy

The Subject Line Include a heading in the subject line. With the number of emails and viruses that populate inboxes, realize the significance of the subject line. A subject header is essential if you want someone to read your message. Make the subject line meaningful. A "Hi" or "Hello" won't do. The recipient decides in which order to read your

message - or whether to read it all - based on who sent it and what

communicate, e-mail may not be your best option.

Finally, remember that e-mail has few privacy protections. Just like a postcard sent through the mail, your e-mail can be read by anyone who gains access to it. In addition, unlike a phone call or personal conversation, once you send an e-mail you no longer have control over it. Your e-mail can easily be forwarded to others, posted on public forums, and may remain accessible on the Internet forever. If you have something truly private to

Personalize the Mail

it's about.

Personalize your message to the recipient. Although email is informal, it still requires a personal greeting, such as, "Dear Ms. Jones." or "Hi. Jack." Failure to include a greeting can make your message seem cold.

The Email address

Look at your email address and determine how it represents you. Names such as "looselips" don't sound professional. Students sometimes embarrass themselves by communicating with an employer using an inappropriate address.

The Signature Include your name or a signature with additional details and contact information. The recipient may want to communicate by means other than email.

DON'T

Spelling and grammar

Forget to check for spelling and grammar. If you think this form of communication does not have to be letter perfect, think again! It represents you. Poorly written messages may indicate a poor caliber of work in other ways. Use proper capitalization, punctuation and usage, and always check your spelling.

Be Brief

Emailis intended to be a brief communication. Keep the message short and concise. Use only a few, brief paragraphs.

Forwarding Forward email without permission. Why take responsibility for

passing along something that was addressed only to you? Often, confidential information becomes global because of someone's lack of judgment. Unless you were asked to forward something, don't do so without permission!

Replaying

"reply to all" unless you are sending a response appropriate for group viewing.

The To: Field

Fill in the "TO" line until you've written and proofed/edited your message. Is the information accurate? Grammatically correct? In an apropriate tone? If you enter the "TO" information first, a slip of the finger can send a message before its time!

The risks of using private/foreign email servers by government officials for government communication

There has been continuous instances of usage of private email accounts for government use by the officials at all levels. There are risks and implications of all types, for example

There is no publicity of the email id of private mail servers

for the government. It gives no clear picture of government identity on domains like Hotmail.com, gmail.com, rediffmail.com etc.

1.

3.

The email account on domains hosted out side India doesn't come to government official record.

The error messages from and to the foreign servers are

- suppressed for unspecified reasons, which at many times will give and or not give the assurance of the delivery of the email messages.

 4. Using these mail server, the government communication is
- happening on the servers located outside India and it violates government guidelines on securing government communications.
- 5. The archival of government communication cannot be carried out on mailing systems located outside India.
- This is clear case of government's record keeping outside India.

 The covernment communication records is supposed to
 - 7. The government communication records is exposed to scrutiny by other external agencies and or governments.
- 8. External mailing system's policies for user data protection,

sharing of information of user data etc are governed by business requirement of private companies, external countries and legal framework of other countries.

The external mailing systems' usage policies clearly mention that the data shall be shared by "partner network". The government has no say in change in governing policy of private mail servers.

<u>Help Desk</u>

Amit Mittal Scientist-D

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Phone: 0172 - 2741950

URL for accessing official e-Mails

https://mail.gov.in,
https://mail.nic.in

(FAQs and guidelines for accessing e-mails are provided on the home page of above websites.)

Thunderbird/Outlook/Android/Blackberry settings:

SMTP server : mail.nic.in/mail.gov.in with encryption (SSL)

=> Passwords can be self generated for your email-ID on https://passapp.nic.in. Enter your email-ID and a security code. Immediately, you will get an access code on your registered mobile number. Enter the access code on the above web-site to get the new password on your

registered mobile number.