



# तम्बाकू बोर्ड TOBACCO BOARD

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)  
(Govt. of India, Ministry of Commerce & Industry, Department of Commerce)  
श्रीनिवास राव तोटा, जी.टी. रोड, गुंटूर-522004  
Srinivasaraothota, G.T.Road- GUNTUR - 522004  
अ.प्र.सं.9001::2015 से प्रमाणित संस्था /An ISO 9001:2015 Certified organization  
दूरभाषा Tel: 0863-2358399- - [www.tobaccoboard.com](http://www.tobaccoboard.com)



Ref.No.12(10) E-mails/Computers/2023-24

Dt.23.10.2023

## C I R C U L A R

Sub: Clearing of unwanted data from your e-mail accounts – Reg.

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As you are aware that Tobacco Board is maintaining e-mail accounts with M/s. rediffmailpro.com, by using tobaccoboard.co.in domain with the assigned mail box size 25,600 MB for each e-mail account.

It is observed in the monthly report received from the service provider that most of the e-mail accounts have crossed / about to cross the assigned email quota.

The following steps may be taken up for efficient usage of allocated space and to avoid any email service outage.

1. Regularly Delete Unnecessary Emails: Periodically go through your inbox and folders to delete emails you no longer need.
2. Empty the Trash or Deleted Items Folder: After deleting emails, make sure to empty the trash or deleted items folder to free up space.
3. Use Filters and Rules: Set up filters and rules to automatically organize and categorize incoming emails. This can help you keep your inbox tidy.
4. Reduce Email Attachments: Limit the number of large attachments you send or receive, as they can quickly consume storage space viz., Photographs, videos etc.
5. Manage Sent Items: Clear out your sent items regularly, especially if they contain large attachments.
6. Unsubscribe from Unwanted Emails: Reduce incoming emails by unsubscribing from newsletters and promotional emails that you no longer find useful.
7. Regularly Check Quota Usage: Keep an eye on your email account's storage quota to ensure you're not approaching the limit.
8. Compress Attachments: When sending files, consider compressing them into a zip file to reduce the size.

The action taken may be communicated to this office at the earliest.

(This issues with the approval of the Competent Authority)

  
(D. VENUGOPAL)  
SECRETARY

23/10/2023

To

All the Auction Superintendents in Andhra Pradesh and Karnataka.

Copy to: 1. All the Regional Managers in Andhra Pradesh and Karnataka  
2. P.A., to Executive Director, Tobacco Board, Guntur for information.



### e-mail accounts - utilization of data as on 20.10.2023

Sl. No.	Email ID	Used Quota (MB)	Assigned Mail Box Size License(MB)	Mobile
1	rmo_mysore@tobaccoboard.co.in	101599.2	25600	9448495502
2	bangaloreoffice@tobaccoboard.co.in	88834.2	25600	9945418259
3	rmo_periyapatna@tobaccoboard.co.in	51785.41	25600	9448280151
4	accounts@tobaccoboard.co.in	49211.39	25600	9550033563
5	production@tobaccoboard.co.in	48000.94	25600	7032751888
6	extension@tobaccoboard.co.in	43064.11	25600	9154030701
7	director@tobaccoboard.co.in	38103.91	25600	9963033900
8	ed@tobaccoboard.co.in	37580.26	25600	7386507123
9	exports@tobaccoboard.co.in	32687.9	25600	9866076407
10	rmo_rjy@tobaccoboard.co.in	32489.83	25600	9491861748
11	po@tobaccoboard.co.in	31963.64	25600	8978822556
12	apf62@tobaccoboard.co.in	31597.77	25600	9448495512
13	apf63@tobaccoboard.co.in	30170.25	25600	9448495514
14	auctions@tobaccoboard.co.in	29551.63	25600	7337479779
15	apf3@tobaccoboard.co.in	29006.75	25600	9448495527
16	apf64@tobaccoboard.co.in	28898.78	25600	9448495658
17	apf2@tobaccoboard.co.in	28592.36	25600	9448495506
18	apf1@tobaccoboard.co.in	28093.4	25600	9483226115
19	apf7@tobaccoboard.co.in	27600.15	25600	9448495513
20	pc@tobaccoboard.co.in	26728.3	25600	8978822556
21	apf6@tobaccoboard.co.in	25229.39	25600	9448495510
22	apf5@tobaccoboard.co.in	24312.16	25600	9448495529
23	apf33@tobaccoboard.co.in	23974.87	25600	9948587006
24	apf17@tobaccoboard.co.in	23934.67	25600	9866076417
25	apf18@tobaccoboard.co.in	23359.39	25600	9492641674
26	secretary@tobaccoboard.co.in	21768.43	25600	9966792598
27	chairman@tobaccoboard.co.in	21279.32	25600	7386507123
28	apf4@tobaccoboard.co.in	21093.59	25600	9448495508
29	apf32@tobaccoboard.co.in	20978.14	25600	9014729010
30	apf30@tobaccoboard.co.in	20819.1	25600	9989993664
31	tradewing@tobaccoboard.co.in	20403.44	25600	9581361717
32	info@tobaccoboard.co.in	16706.67	25600	9390053147
33	apf27@tobaccoboard.co.in	15098.66	25600	8712603627
34	apf25@tobaccoboard.co.in	15042.32	25600	8465831858
35	apf20@tobaccoboard.co.in	14647.93	25600	9494427380
36	apf35@tobaccoboard.co.in	14545.44	25600	8712603635
37	rmo_sls@tobaccoboard.co.in	13732.62	25600	7337456565
38	vig_squad@tobaccoboard.co.in	13661.65	25600	9154030702
39	managertech@tobaccoboard.co.in	13341.2	25600	9845406106
40	growerfund@tobaccoboard.co.in	13286.92	25600	9515079525
41	apf23@tobaccoboard.co.in	13078.58	25600	8712603823
42	apf24@tobaccoboard.co.in	12987.63	25600	9494427380
43	apf29@tobaccoboard.co.in	12708.67	25600	8712603629
44	apf28@tobaccoboard.co.in	12691.66	25600	8712603628
45	rmo_sbs@tobaccoboard.co.in	12086.53	25600	7337479779
46	apf31@tobaccoboard.co.in	11848.46	25600	9866076431
47	apf22@tobaccoboard.co.in	10777.85	25600	9959770350
48	publicity@tobaccoboard.co.in	6905.96	25600	9908959118
49	lo_delhi@tobaccoboard.co.in	6856.11	25600	7386507123
50	apf26@tobaccoboard.co.in	6587.44	25600	8712603626
51	gad@tobaccoboard.co.in	4233.58	25600	9908959118
52	vig-cell@tobaccoboard.co.in	3528.67	25600	7893399556
53	hindi@tobaccoboard.co.in	2483.07	25600	9866857206
54	trainings@tobaccoboard.co.in	758.59	25600	9390053147
55	e_auctionsupport@tobaccoboard.co.in	164.97	25600	9390053147
56	admin@tobaccoboard.co.in	41.45	25600	9390053147
<b>TOTAL</b>		<b>1310515.31</b>	<b>1433600</b>	