

तार : 'फूडकोर्प'

Gram : 'FOODCORP'

फैक्स नं: एचएफसीआई एन डी

Fax No.: HFCl ND

भारतीय
खाद्य
निगम



FOOD
CORPORATION
OF INDIA

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नई दिल्ली
Head Quarters
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16-20, बाराखम्बा लेन, नई दिल्ली-110001, दूरभाष: 011-43527697, 43527698
16-20, BARAKHAMBHA LANE, NEW DELHI - 110001, PHONE: 011-43527697, 43527698

No.K-13(Website-Email ID)

Date: 20.03.2012

CIRCULAR NO.1/IT/2012

On the directions of Headquarters and as per the requirements sent in by all General Managers (Region), more than 700 NIC email ids were created for different officers working in the field offices as well as Headquarters, for use in the discharge their official duty. The payment for the same is also being made to NIC annually.

However, it has been noticed that most of the emails, that are being sent from the Regional Office or the District Office are originating using the email id allotted to the General Manager (Region) or the Area Manager. Most of the times, the name or the designation of the sender is not even mentioned in the email (and hence is GM by default) and in cases where it is, the sender is any one from AG.III to DGM.

Instances have come to notice where a bulk e-mails have been sent to various addressees using the email id allotted to General Manager (Region) where the e-mail facility of General Manager (Region) has actually been misused for making complaints. Such misuse of official email id of senior officers, due to sharing of password with one and all, is quite common.

It may be noted that as per the IT Act, all electronic records have legal recognition and is attributable to the originator. Hence, the officer in whose name or post the email id has been assigned would be responsible for all contents that originate from his email id.

It would, therefore, be desirable that all users who have been provided with the NIC e-mail facility should change password of their e-mail account frequently and not share the same with others. The contents of any e-mail originating from the users ID shall be attributable to them. The adherence to the above direction would be in the interest of all e-mail users. The newly created e-mail ids as per the request sent in by various officers may be utilised for communication purposes individually as the same lies mainly unutilised so far.


(Sushil Nagpal)

Executive Director (IT)

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20/3/12