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GRAM: 'FOODCORP'

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Dated:10.02.2022

The Executive Director (Zone),
Food Corporation of India,
Zonal Office,
NOIDA/CHENNAI/KOLKATA/MUMBAI/GUWAHATI.

Sub: Usage of Name based official Email Id's for official communication purpose...reg

Sir/Madam

It has been informed by the District offices that they are facing problem in accessing designation based official email ID's after the adoption of KAVACH application. Further it has come to notice that single official designation based email ID is used by multiple sections and staff of respective District Office. District offices are requesting to enhance the number of devices attached to KAVACH enabled email ID.

The matter has been taken up with NIC and they opined that **"Accessing one Kavach secured email id on more devices (than permitted) shall defeat the purpose of secure email addresses and accessibility. Ideally, one email id should be accessed by only one user, for accountability"**.

Hence it is advised that the official communication with District offices can be done through official designation based email Id of District offices. Area Manager in turn, can forward the Documents/Communication to the concern officer of respective District office on their name based email Id's (fci.gov.in). In this way the data will be stored in Area Manager's email Id database (Designation based) either in INBOX or in Sent Items.

Further it is informed that, in case of every communication involving Name based email IDs, the official Designation based email ID of both respective offices should be kept in "copy to" without fail.

This issue with the approval of Competent Authority.

Yours faithfully,

(Aseem Chhabra)
General Manager (IT)

Distribution:

1. All Executive Directors, FCI, Hqrs. – for information and necessary action please.
2. All General Manager, FCI Hqrs. -- for information and necessary action please.
3. All General Manager (Region) -- for information and necessary action please.