F.No. S-11011/4/2008-CC (WEB)
Government of India
Ministry of Statistics & Programme Implementation
Data Storage & Dissemination Division

East Block-10, Sector-I,
R K Puram, New Delhi- 110066

Date: 04.10.2018

**OFFICE MEMORANDUM**

**Subject: Implementation of Designation based e-mail ids in all the Divisions of MOSPI with domain name @mospi.gov.in-regarding.**

DSDD vide OM S-11018/1/2017-DSDD dated 11th December, 2017 & 7th February, 2018 (copies enclosed) made an effort to ensure proper implementation of the Email Policy issued by Ministry of Communication and Information Technology and also requested all Divisional Heads of the Ministry to implement designation based e-mail ids with the domain name @mospi.gov.in under their jurisdictions in order to retain the institutional information with the respective offices.

2. So far, CAP Division, DSDD, ESD, SDRD, SSD, CPD, DPD (HQ) & NAD have created their designation based email Ids and these are being uploaded on the website of the Ministry with the request that these email IDs may immediately be brought into use in official communications. In case of any issue regarding recovery of password, the new password may be generated using the web link https://passapp.emailgov.in/passapp.

3. While using these IDs, the following guidelines may be strictly adhered to:

   a. Users shall hand over the designation based ID to their successor prior to moving out of the office. User can continue to use the name based ID assigned to them on the Government e-mail service during their entire tenure in GoI.
   b. Prior to leaving an organisation on transfer, the user to whom the designation based ID had been assigned shall ensure that the password for the ID is changed. The successor shall need to get the password reset after taking over the post.
   c. It shall be the responsibility of the nodal officer to ensure that the password is changed prior to giving "No Dues" to the user on his/her transfer/retirement.
   d. The above process shall be followed without any exception. If an ID is misused, the respective nodal officer of each organisation shall be held accountable.

4.       The remaining Divisions are once again reminded to submit the same immediately. Henceforth, all Divisional Heads of the Ministry may ensure that only designation based mail IDs are used for official communications only and no personal email IDs are used by the Officers/staff under their jurisdiction beyond 31.10.2018.

Manoj Gupta
04.10.2018
(Manoj Kumar Gupta)
Director

O|C

To,

1. All Additional Director Generals of MoSPI
2. DDG (PI)
3. Director (Admin)/ HOD, MoSPI
4. Director (ISS)
5. Director (SSS)

**Copy for information to:**

1. PSO to Secretary
2. PPS to Director General, NSSO, Sankhyiki Bhawan, Karkardooma, Shahdra
3. PPS to Director General (Economic Statistics), CSO, Patel Bhawan
4. PPS to Director General (Social Statistics), CSO, Patel Bhawan
5. PPS to AS (MoSPI) East Block-6, R K Puram, New Delhi-110066
6. PPS to JS (MoSPI), S.P.Bhawan, New Delhi-110001
7. Director (IFD), East Block-6, R K Puram, New Delhi-110066

**111394/2018/Computer Centre**

File No. I-11012/1/2017-CC
Ministry of Statistics & Programme Implementation
Data Storage and Dissemination Division
East Block-10, R.K.Puram
New Delhi-110066.
Date: 07.02.2018.

## OFFICE MEMORANDUM

Sub: Creation of Designation based Email Id with the domain name designation.division@mospi.gov.in.

Please refer to this Division's OM No. S-11018/1/2017-DSDD dated 11<sup>TH</sup> December, 2017 vide which the directions were issued for Compliance of GOI E-mail Policy in the Organization/ Divisions under this Ministry. In order to have designation based email Ids with domain designation.division@mospi.gov.in, all Divisions of the Ministry are required to provide **Bulk Form duly** signed by the HOD and list of email ids in **Excel sheet** (as per attached format) to facilitate the NIC in creating designation based email ids with domain name designation.division@mospi.gov.in.

2.      In view of above, Divisions are requested to provide Bulk form duly signed by HoD along with list of ids in Excel sheet to Smt. Meenakshi Mahajan, Technical Director, NIC at her email id: m.mahajan@nic.in under intimation to the undersigned to facilitate the creation of designation based email ids at the earliest.

This issues with the approval of ADG (DSDD)

Encl: As above.

(Manoj Kumar Gupta)
Director (DSDD)
Tel: 011-26107649
Email:manojk.gupta@nic.in

To,
1. All Addl. D.Gs of the MoSPI.
2. Dy. D.G, PI wing of MoSPI.
3. Dy. D.G. NSC Secretariat.
4. HoD. MoSPI.

Copy for information to:
1. PPS to Secretary,MoSPI
2. PPSs to DG (SSD)/ DG(ESD)/ DG (NSSO)
3. PPS to JS(Admin)
4. Technical Director, NIC

**File No. S-11018/1/2017-DSDD**
Ministry of Statistics and Programme Implementation
(Data Storage and Dissemination Division)
Govt. of India

(21)

R.K.Puram, New Delhi
Dated: 11<sup>th</sup> December, 2017

**OFFICE MEMORANDUM**

Subject: Compliance of GOI E-mail Policy in the Organization/ Divisions under Ministry of Statistics and Programme Implementation (MoSPI)

The Government of India uses e-mail as a major mode of official communication both in side of the country and outside. In this regard, Government of India formulated the E-mail Policy which is available at http://www.deity.gov.in/content/policiesguidelines under the caption "E-Mail Policy". This gives comprehensive guidelines with respect to uses of e-mail services in the official communication. The Implementing Agency (IA) for the GoI e-mail service is National Informatics Centre (NIC). ADG(DSDD) is the Nodal Officer of the Ministry in the matter.

2. All Divisions of the Ministry are hereby requested for strict compliance of the guidelines mentioned in the Email Policy particularly following:

2.1  **E-mail Account Management :**

a) Based on the request of the respective organizations, IA will create two IDs, one based on the designation and the other based on the name. Designation based ID's are recommended for officers dealing with the other Institutions.

b) E-mail is provided as a professional resource to assist users in fulfilling their official duties. Designation based ID should be the prime email account for official communication and name based IDs can be used as an additional contact point in official communication.

c) Government officers who resign or superannuate after rendering at least 20 years of service shall be allowed to retain the name based e-mail address for one year post resignation or superannuation. Subsequently, a new e-mail address with the same user ID but with a different domain address (for instance, userid@pension.gov.in), would be provided by the IA for their entire life.

d) In addition to the government users as mentioned in the "Email Policy" of Government of India , accounts for outsourced/contractual employees shall also be created after due authorization from the competent authority of that respective organization. These accounts shall be created with a pre-defined expiry date and shall be governed by the "E-mail Policy of Government of India".

e) Use of private email accounts like Gmail, Yahoo, Hotmail etc. are to be strictly avoided in official communications.

जारी किया
ISSUED
दिनांक
Date...12.12.17
हस्ताक्षर
Signature...

11/12/2017

f) All Divisions having extensive correspondence/ communications with other institutions, an Institutional email ID may also be created likely for NSSTA, NAD, CPD,SSD etc.

**2.2    Process of Handover of Designation Based E-mail IDs**

a) Users shall hand over the designation based ID to their successor prior to moving out of the office. User can continue to use the name based ID assigned to them on the Government e-mail service during their entire tenure in GoI.

b) Prior to leaving an organization on transfer, the user to whom the designation based ID had been assigned shall ensure that the password for the ID is changed. The successor shall need to get the password reset after taking over the post.

c) The nodal officer in each organization shall ensure that the password is changed prior to giving "No-Dues" to the user.

d) The above process shall be followed without any exception. If an ID is misused, the respective nodal officer of each organization shall be held accountable.

**2.3    Email etiquettes**

a) All emails (to be sent) must invariably indicate the name of officer and contact details.

b) Divisions / officers should ensure that main content of the email be invariably included in the body. Attachment, if any, may also be mentioned in the body.

c) Ensure that action on email is taken immediately.

3. The above will be effective immediately and all officers to ensure compliance within January 2018 .

4. Hindi version will follow.

5. This issue with the approval of Secretary (S&PI).

11.12.201)

(Manoj Kumar Gupta)
Director (DSDD)
Tel.: 011-26107649
Email: manojk.gupta@nic.in

To
1. All Divisions of the NSO of MoSPI.
2. Director(HoD),MoSPI
3. Director ISI(through CAP Division).
4. Technical Director(NIC) with a request to facilitate designation based email ID to be created.

Copy for kind information to:
1. PPS to Secretary, MoSPI
2. PPS to DG, ESD
3. PPS to DG, SSD
4. PPS to DG, NSSO
5. PPS to JS(Admn)