

Government of Jammu and Kashmir
Rural Development Department: Civil Secretariat

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Subject: Email Ids of officers of Rural Development Department.

CIRCULAR NO: 07-RD-2011

D A T E D : 31-05-2011

It has been observed that various functionaries of Government are using personal email Ids for official purposes or creating official email Ids which remain with them in personal capacity. This creates problems when the officers get transferred from one place to another.

With a view to ensure uniformity in use of official email, a decision has been taken to create NIC based email Ids for all official correspondences. In respect of the district level officers of Rural Development Department of the State, J&K email Ids have been created by the NIC as detailed in the annexure to this circular.

It is enjoined upon all concerned to use these email Ids with immediate effect and collect initial password from the district level NIC offices and reset the password of their choice. It is also advised that the passwords should be confidentially passed on to the successor in the event of transfer of any officer from the post. Furthermore, email Ids of the officers at Block and sub Block levels may also be got created and operationalized in the same manner with the help of district level NIC.

Sd/-

Commissioner/Secretary to Government
Rural Development Department.

No: RD/COOR/21/2011


Dated: 31.05.2011

Copy to the:-

- 01.All District Development Commissioner with the request to ensure compliance.
- 02.Director RDD Jammu/Kashmir with the request to have email Ids created for the divisional level officers in the same manner.
- 03.Special Assistant to Hon'ble Minister of State, Rural Development, Panchayats, Law and Parliamentary Affairs.

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04. Special Assistant to Hon'ble Minister, Rural Development, Panchayats, Law and Parliamentary Affairs.
05. Private Secretary to Secretary, Ministry of Rural Development, Government of India.
06. Private Secretary to Secretary, Ministry of Panchayati Raj, Government of India.
07. All Project Directors/Project Officers/District Panchayat Officers/Executive Engineers for compliance.
08. S.I.O, NIC, Civil Secretariat, Srinagar.
09. Private Secretary to Commissioner/Secretary to Government, Rural Dev. Deptt.
10. All D.I.Os, NIC for information and necessary action.
11. Incharge website, RDD.
12. Circular file.


**Under Secretary to Government
Rural Development Department**