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**V.O.CHIDAMBARANAR PORT TRUST**

**EDP CENTRE**

EDP-GENZT-PUR-OF365-V1-16/ 221

Date: 28.11.2019

**Subject: Use of official email id for communications -reg**

It is noticed that most of the official communications are being sent to the Ministry/IPA and other external agencies through the personal e-mail ids (like Gmail, Yahoo etc.) by the concerned officer. As per the Ministry's Guidelines, the official email ids for HODS /Dy.HOD' s and other class I & II officers have been created in the @vocport.gov.in domain name for having official communications with other external agencies.

2. In addition to this CVC also given instruction on the issue of usage of personal e-mail id in public tenders, has advised to ensure that all the tender related correspondences with the bidders are made through official e-mail accounts/IDs only.

3. In this regard, Para 2.1 and 2.2 of E-Mail policy of Government of India issued by Ministry of Electronics and Information Technology stipulates to use only the official e-mail services for official communications by Government agencies and employees of Government of India/States/UTs.

4. All the officers/staff are again directed to use only official e-mail accounts/IDs for all the official communications including tender related correspondences with the bidders.

5. All HODs are requested to ensure and monitor with their office for the strict compliance. If any issues related in official email id created for the officials may be intimated to EDP centre immediately for rectification.

  
Senior Deputy Director (EDP)

To

All Heads of the Department/ VOCPT