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आजादी का
अमृत महोत्सव



केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-MIS/164/2021-MIS

Dated:- 16.06.2022

CIRCULAR

Sub.: Usage of Corporation's e-Mail Ids...reg.

Ref.:-

- a) Circular no. CWC/GGM(Pers) Office, Dated 24th December, 2020, on "Leveraging of e-Office for communications within Corporation". Copy available under KMS in e-Office.
- b) Letter no. CWC CO-MIS/19/2020-O/o HoD (MIS), Date: 15.09.2020, on "Implementation of e-Office at warehouse level". Copy available under KMS in e-Office.
- c) Point no. (i) on page 02 of the circular no. CWC/MIS-Gen/Email Security/2019-20/268D, Dated: - 02.08.2019, on "Advisory on safety precautions for e mail frauds & Digital Signature Certificates". Copy available under KMS in e-Office.

1. Apropos, e-Office in Corporation was implemented with a vision to have a single platform for communication within the Corporation. However, **it has been observed that various officials are still leveraging e-Mails/ hard papers to communicate with Corporation.**
2. Besides, it has also been observed that the common e-Mail Ids i.e. Division's e-Mail ID or RO's section e-Mail ID is being used for sending the communication (internally or externally) that **too without the name of the official who is sending the e-Mail.** Owing to this, **the identity of the personnel sending the e-Mail cannot be ascertained.**
3. The non-compliances of point 1 and 2 above have been viewed seriously by the Competent Authority.
4. Thus, **henceforth e-Office must only be used** by all the officials of the Corporation for carrying out all kind of internal communications. Further, for sending any communication through e-Mail to external officials/ customers, the personal e-Mail ID of the official must be used or necessary signature must be included in the e-Mail having i.e. **Name, Designation, Mobile number.**
5. In grave emergency, if e-Mail is being used for internal communications, then too the personal e-Mail ID of the official must only be used having Name, **Designation, Mobile number.**

Group General Manager (System)

Distribution to :- All HoDs and RMs, with a request to ensure the circulation for compliance by all employees.

Copy, for information, to:-

1. PPS to MD/ PS to DP/ PS to DM&CP/ PA to DF, CO, CWC.
2. GGM (System & Pers), CO, CWC.
3. Concerned File.

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