

कार्यालय मुख्य अभियन्ता, सार्वजनिक निर्माण विभाग, राजस्थान, जयपुर।

क्रमांक:- CEAS/TA-1/2019/538

दिनांक : 20/11/19

अति० मुख्य अभियन्ता,
सार्वजनिक निर्माण विभाग,
संभाग-.....(समस्त)

अधीक्षण अभियन्ता,
सार्वजनिक निर्माण विभाग,
वृत्त.....(समस्त)

अधिशायी अभियन्ता,
सार्वजनिक निर्माण विभाग,
खण्ड-.....(समस्त)

विषय :- अधिकारिक संचार के लिए सरकारी ई-मेल प्रणालियों का उपयोग

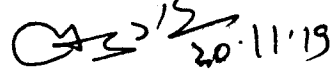
महोदय,

उपरोक्त विषयान्तर्गत लेख है कि मुख्य सचिव, राजस्थान सरकार, जयपुर के परिपत्र क्रमांक एफ 8(334)/डीओआईटी/जनरल/2019/04147/2019 दिनांक 23.09.2019 द्वारा जारी किया गया है। (प्रति संलग्न) उक्त परिपत्र द्वारा सूचना एवं प्रौद्योगिकी विभाग, राजस्थान जयपुर द्वारा यह निर्देश जारी किए गये हैं कि सार्वजनिक कार्यालयों में सूचना एवं प्रौद्योगिकी विभाग द्वारा जारी ई मेल आई डी का उपयोग किया जावे। सामान्यतः सार्वजनिक कार्यालयों में गूगल/याहू/हॉट मेल/रेडिफमेल इत्यादि मेल आईडी का उपयोग किया जा रहा है।

अतः समस्त संभाग/वृत्त/खण्ड कार्यालयों को निर्देशित किया जाता है कि सूचना एवं प्रौद्योगिकी विभाग द्वारा जारी सरकारी ई मेल आई डी (username@nic.in/username@gov.in or username@rajasthan.gov.in/username@rajasthan.in) का ही उपयोग किया जावे साथ उक्त परिपत्र की पालना सुनिश्चित करें एवं सरकारी ई मेल आई डी बनाकर इस कार्यालय को अविलम्ब सूचित करें।

संलग्न :- उपरोक्तानुसार

भवदीय,

 20/11/19

(अक्षय कुमार जैन)

अधीक्षण अभियन्ता एवं तकनीकी सहायक-प्रथम
सार्वजनिक निर्माण विभाग,
राजस्थान, जयपुर।

E-mail : taceas.pwd@rajasthan.gov.in

Sr.No: F6(334)/DOIT/Gen/19/04147/2019

Dated: 23-09-19

Circular**Subject: - Use of Govt. Email Systems for Official Communication**

Email is one of the best and fastest communication medium for official and direct conversation. The user does not have to pay the price of a stamp and do not have to wait for days to get a response or reply. In today's world, it is an easy and fast way to keep in touch with co-workers. Department of Information Technology & Communication (DoIT&C) has already set-up a state-of-the art Email infrastructure in RSDC and are providing Email services to various departments.

In compliance to Gazette notification dated 19/02/2015 by Ministry of Communications and Information Technology, Government of India(GoI), it is mandated for all state government departments/ PSUs/ Boards/ Corporations etc. to use only Government Email systems/ services for official government communication.

It is observed that most of the departments/ PSUs/ Boards/ Corporations etc. of State Government are still using the prohibited free public email services for official communication.

In compliance to the cited Gazette notification dated 19/02/2015 of GoI, it is hereby mandated with immediate effect that all officers and officials of state government departments/ PSUs/ Boards/ Corporations etc. should use Government email systems/ services for official government communication and use of free public mail services like GOOGLE/ YAHOO/ HOTMAIL/ OUTLOOK/ REDIFF etc. is strictly prohibited for official government communication. This would not only ensure the data privacy and security of government data but also improve the overall communication efficiency in inter-department communication.

Allowed Email Addresses/ Services

username@nic.in/ username@gov.in provided by NIC, GoI

or

username@rajasthan.gov.in / username@rajasthan.in etc. provided by DoIT&C, GoR

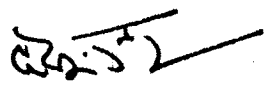
The concerned departments/ offices should use their official email accounts on a regular basis so as to avoid de-activation. In case, any department/ office/ officer is not having any Email A/c as mentioned above, he/ she may download the "Email A/c Creation Application Form" from <https://mail.rajasthan.gov.in> (official email service of Govt. of Rajasthan) and send the duly filled, signed and stamped application form to DoIT&C at helpdesk.email@rajasthan.gov.in. For clarifications required, if any, helpdesk team is accessible at 0141-2925555 during office hours.

Alternatively, most of the officers/ employees of state government and citizens are already having their SSOIDs on RajSSO platform and they are also using it for accessing various government applications. It is clarified that every SSOID is also complemented with a free government Email A/c like SSOID@rajasthan.in ('RajMail' Email A/c) which can be easily accessed at <https://mail.rajasthan.in> or through "RajMail" mobile application available for both Android and iOS platform. Officer/ employee/ citizen can activate his/ her @rajasthan.in email A/c by login to RajSSO portal and clicking the 'RajMail' application icon. Issues faced, if any, in accessing the RajMail Email service may be reported directly at helpdesk.mail@rajasthan.in or 0141-2929711 (RajMail Helpdesk). Further, if department/ office/ designation/ individual name based Email A/c is required, then procedure mentioned in preceding paragraph may be followed to get a @RAJASTHAN.GOV.IN Email A/c.

For PSUs/ Boards/ Corporations, if they are already having a dedicated Email domain like @RIICO.CO.IN or @JVNL.ORG then same may also be hosted at DoIT&C Mail Servers in RSDC with the same Email address. The existing domains and email address, if any, can be retained by PSUs/ Boards/ Corporations.

Email services on RAJASTHAN.GOV.IN are FREE for all government departments but chargeable for PSUs/ Boards/ Corporations etc. at a nominal one-time fee of ₹ 1100/- per email A/c. No additional fee is applicable for dedicated email domain like @RIICO.CO.IN. Email services on RAJASTHAN.IN are FREE for all government departments/ PSUs/ Boards/ Corporations.

Therefore all state government officers have to mandatorily use Government Email Service for official communication.


(D.B. Gupta)
Chief Secretary

Copy to following for information:-

1. The Secretary, Chief Minister, Rajasthan.
2. All Additional Chief Secretary/ Principal Secretary/ Secretary Rajasthan.
3. All Divisional Commissioner, Rajasthan
4. All District Collectors, Rajasthan
5. All Head of the Departments (HODs), Rajasthan
6. The Technical Director, Website Cell, Department of Information Technology & Communication, Jaipur, Rajasthan.
7. Guard File.


(Abhay Kumar)
Principal Secretary, IT&C

SSOID/ EMAIL ACCOUNT CREATION APPLICATION FORM – SINGLE USER

(Please read the instructions in given at Page No. 2 of this application form. Please fill the form in BLOCK/ CAPITAL LETTERS only and the filled application form, both the pages duly signed and stamped by the applicant and HOO of the concerned department, should be submitted to Email Administrator, DoIT&C, Room No. 308, IT Building, Yojna Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302016 and copy of same may be sent through email at helpdesk.email@rajasthan.gov.in) failing which the A/c shall be de-activated.

**fields are mandatory*

Name*	Mr/ Ms/ Dr.		
Designation*		Employee ID* (For State Govt. Employees only)	RJ
Department/ Org.*			
Office Address*			
Telephone (O)		Mobile No.*	+91-
Personal Email Address*			
Date of Birth*	/ /	Date of Retirement/ Contract End Date*	/ /
ID Type	[] SSOID [] Email Account		
Preferred SSOID/ Email Address (20 char. Max. before @)	1. @RAJASTHAN.GOV.IN 2. @RAJASTHAN.GOV.IN		

Note: The SSOID/ Email address will be generated based on the availability and DoIT&C naming policy. SSOID should be name based and not designation based. The Email A/c should not be used for sending personal/promotional/marketing mails but official communication only. DoIT&C shall not be responsible for the content of the mails being delivered through gateway/ server.

I hereby declare that I have thoroughly read the terms and conditions overleaf and I agree to abide by them.

Signature of the Applicant with Seal

Date: _____

Approval of HOO with Seal/ Sign.

--- For Office Use Only ---

Account Type	[] FREE	[] PAID
SSOID/ Email ID Created		
Remarks (if any)		

Signature of In-charge/ OIC (Mail Services) with Name & Designation

TERMS & CONDITIONS/ INSTRUCTIONS

1. SSOID/ Userid and Password should be kept secret and should not be shared with others even if request on phone or email.
2. Only one SSOID shall be issued to a govt. employee. If multiple SSOIDs are found at any point of time, only one SSOID shall be kept ACTIVE and rest of the SSOIDs shall be deleted.
3. Password should be changed at least once in 45 days failing which password shall expire automatically and the end-user would not be able to login to his/ her mailbox/ SSO. Also, do not share your username/ password with anyone or in response to any mail that asks for it.
4. By not doing so (point no. 1 & 3 above), the account may be compromised by hackers and the hacker can use the same account for sending spurious emails. DoIT&C is neither responsible nor accountable for this type of misuse of the compromised SSOIDs/ email accounts.
5. Do not open any attachments unless, it has come from a known source. In fact, delete those mails which are not relevant to you and still you have received them. They might contain a virus or malicious code that will infect your computer/ tablet/ smartphone and destroy or steal your data.
6. Install all the Operating System Updates/ Patches and an Antivirus software on your computer/ tablet/ smartphone with latest definitions and update the same on regular basis.
7. DoIT&C shall not be responsible for the contents that are being sent as part of the email. The views expressed are solely that of the originator.
8. By default, Webmail access (web browser based email) and Desktop based email client access shall be provided to all the newly created email accounts. If user wants to access his/ her email on Tablet/ Smartphone then a request for enabling same should be sent to helpdesk.email@rajasthan.gov.in along with the mobile number.
9. User is responsible for his/her data. In case, he/she accidentally deletes data, he/she will not ask DoIT&C to restore it. Hence, it is advised that regular backup of email data be taken by the end-user using any Desktop based Email Client like MS-Outlook, Thunderbird etc.
10. DoIT&C will take all possible measures to prevent data loss. However, due to unforeseen technical issues, if the same happens, DoIT&C should not be held responsible for same.
11. Email account will be automatically deactivated, if not used for 45 days. The same shall be automatically deleted, if not used for 90 days and data loss, if any, shall be the responsibility of the end-user.
12. For security reasons, DoIT&C will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.

Signature of the Applicant with Seal

Date: _____