

No. 51/5/2009-1 Ad.O
Government of Haryana
Chief Secretary's Office
Monitoring & Coordination Cell

Dated, Chandigarh, the 21.7.2009
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To

1. All the Financial Commissioners & Principal Secretaries/ Commissioners & Secretaries to Govt. of Haryana
2. All the Heads of Departments
3. All the Managing Directors of Boards/ Corporations in Haryana
4. All the Divisional Commissioners in Haryana
5. All the Deputy Commissioners in Haryana
6. All the Sub Divisional Officers in Haryana

Subject: Instructions regarding usage of official e-mail address by Government Officers

Sir/ Madam,

I am directed to invite your attention on the subject noted above and to say that Government has decided to encourage e-mail as a means of communication amongst departments, offices and officers. The State Government has provided e-mail addresses on a NIC Server to a large number of officers. However, it has been observed that the facility is not being used extensively for official communications. It has also been observed that some officers are using their private email-ids, where data do not exist on official email server. The Government has no control over such servers and audit trails are not available.

2. In view of the above and also to promote use of e-mail facility, the following guidelines regarding official e-mails have been framed:

- i) Official mail server <http://mail.hry.nic.in> established by Government of Haryana should be used for all official communication through e-mails.
- ii) E-mail ids of all Haryana Government officers (by name), designation (like Administrative Secretaries, HOD's Divisional Commissioners, Deputy Commissioners and MD's of Board & Corporations etc.) have been created on this server. The Secretariat for Information Technology has published e-mail directory of all such addresses, which has been updated and uploaded on the websites of www.haryana.gov.in and www.charyana.gov.in.
- iii) Official email facilities should be extensively used by Department and Officers. They should regularly check their email accounts. E-mail messages sent on the official e-mail ids shall be treated as valid communication for all official purposes. It shall be responsibility of officers to ensure that their accounts are operational. They should also ensure that incoming emails are regularly checked either by them or make arrangement as per their convenience. However, the responsibility of attending to and responding to the incoming mails rests with the concerned officer.

- iv) In case, an officer wishes to use private email -id in addition to his official email-id, he/she may inform the NIC (Please see at Para- viii below) for inclusion of the email-id in related e-groups. However, it is an additional facility, but any email sent on official id would be good enough for communication.
- v) In case an officer is holding dual or multiple charges, there shall be multiple official mail-ids for him, one each corresponding to each charge and the related mails shall be sent to the relevant email-id only.
- vi) E-groups have also been created on the official mail server. Details of these e-groups are enclosed.
- vii) In case of change due to transfer or otherwise, the new incumbent will use the official e-mail ID used by his predecessor and for change of password, a request may be made to the SIO/NIC. However, it shall be the responsibility of the officer to ensure that his e-mail account is operational.
- viii) If any change or technical assistance is required in the email directory, NIC, Haryana State Centre may be contacted to incorporate such changes through e-mail on support@hry.nic.in & amit@hry.nic.in or phone number 0172-2741950.

3. It is, therefore, the above instructions should be complied with strictly and the receipt of this letter should be acknowledged by email at amit@hry.nic.in.

Yours faithfully,

Rajbir Singh
(Rajbir Singh)

Joint Secretary to Government of Haryana
Monitoring and Coordination Cell

Endst. No. 51/5/2009-1Ado Dated, Chandigarh the 23rd July, 2009

A copy is forwarded to the following for information and necessary action:-

1. Principal Secretary/ Additional Principal Secretary-1/
Additional Principal Secretary/ Deputy Principal
Secretary/ OSD/ OSD-1/ OSD-II/ Senior Secretaries/
Private Secretaries to Chief Minister/ Ministers/
Chief Parliamentary Secretary for the Information of
Chief Minister/ Ministers.
2. SIO, NIC for uploading it on the websites of State
Govt. & CS, Haryana. He is also advised to send it by
email to all the officers concerned.
3. Secretary, Haryana Vidhan Sabha
4. Registrar, Haryana Agricultural University, Hisar,
Chaudhary Devi Lal University, Sirsa, Guru Jambheshwar
University of Science and Technology, Hisar,
Kurukshetra University Kurukshetra and Maharishi
Dayanand University, Rohtak.
5. Registrar, Punjab and Haryana High Court

Rajbir Singh
(Rajbir Singh)

Joint Secretary to Government of Haryana
Monitoring and Coordination Cell

Mailing List on Haryana Email Server

Below is a listing of mailing lists on hry.nic.in server. The senders to these mailing list are registered users of respective mailing list. Those wanting to broadcast mail messages in a particular mailing list are advised to first register themselves in the respective mailing list.

List	Description
<u>admsecys@hry.nic.in</u>	: Administrative Secretaries of Haryana
<u>ias@hry.nic.in</u>	: IAS officers in Haryana
<u>ips@hry.nic.in</u>	: IPS officers in Haryana
<u>hods@hry.nic.in</u>	: HODs in Haryana
<u>bcf@hry.nic.in</u>	: Board, Cooperations and Federations of Haryana
<u>dcs@hry.nic.in</u>	: DCs in Haryana
<u>adcs@hry.nic.in</u>	: ADCs in Haryana
<u>hcscivil@hry.nic.in</u>	: Haryana Civil Service Officers
<u>diohry@hry.nic.in</u>	: District Informatics Officers (NIC) in districts of Haryana
<u>hcscivil@hry.nic.in</u>	: HCS Officers

Further, mailing lists can be added and the existing one can be modify for inclusion and exclusion of email addresses.