

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

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CIRCULAR

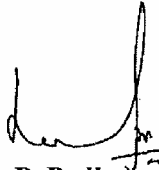
Sub: E-mail Policy in NHAI.

In order to ensure effective utilization of e-mail facility and streamline IT infrastructure, the following has been decided :-

- i) It was observed that many users are using internal e-mail for sharing general information, humour, entertainment etc. which is adding to server load and flooding e-mail accounts of other users. It also leads to other users getting plenty of unsolicited e-mails. It was considered that there is a need to discourage such unsolicited e-mails of general nature being circulated by one and all. All the users should therefore be sensitized to avoid sending general entertainment / education e-mails, as it leads to flooding of e-mails.
- ii) Users also need to periodically check their e-mail at least once a week and delete the mails which are not required.
- iii) The system administrator will delete all e-mails older than 3 months unless specifically informed.
- iv) Sending mail to "All Users" option will be withdrawn with immediate effect from all users below the level of DGM. However, it will be provided to those users who disseminate official information such as pay slips, circulars and other important information. All PSs / PAs attached to CGM and Members of the Authority will also be provided this option to send e-mail to all users. Officers, whose staff have the option to send e-mail to all users will ensure that "All Users" option is used for disseminating only official information.
- v) All officers and staff members having option for sending mail to "All Users" should be advised to use this option only for official correspondence.
- vi) Various Project Committees in NHAI should avail the e-mail facility for circulating draft minutes or proceedings or meeting notices.

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- vii) All the forms required by the employees for leave, LTC, advances will be provided by administration division to IT division will be hosted on 'Corporate Mailing Solution'.
 - viii) All the policy circulars, office orders and other official announcements should be hosted on the Corporate Mailing Solution - under public policy circular folder of WAN (mail.nhai.org) or public folder available in Microsoft Outlook or Outlook Web Access. They can be hosted by Web Administrator, if given to him.
 - ix) All attachments of documents should be done after they are converted in PDF format.
 - x) Each division will identify one or two designated officials not below the rank of DGM, who will be authorized to disseminate official information for general purposes to all users. Official circulars should be circulated from the official e-mail accounts of designated officers such GM (A) or GM (A&A), as the case may be. Their supporting staff should not use their own e-mail for disseminating official information / circulars.
 - xi) It was also viewed that there is a need to provide more features or facilities in our e-mail portal, like Google or hotmail; particularly for easy viewing or downloading the attachments. IT division Manager (DB) (P & IS) will consult the infrastructure providers & ensure that attached documents are easily accessed, opened, edited and transmitted.
 - xii) Employees who would be found in violation of this policy or misuse of their e-mail facility shall be debarred from using the internal e-mail of NHAI.
2. All officers / staff are requested to comply with above.


(L.P. Padhy)
DGM (Admn.)

To,

1. All Officers/staff at HQs.
2. All PIUs.