

**GOVERNMENT OF PUDUCHERRY**  
**DIRECTORATE OF INFORMATION TECHNOLOGY**

No.505, II Floor, Planning & Research Complex, Kamaraj Salai, Saram, Puducherry – 605 013.  
Ph.:0413-2244750, Fax.0413-2246090, e-mail : directorit.pon@nic.in

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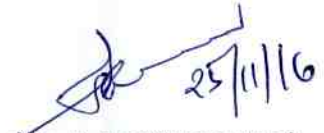
**CIRCULAR**

Sub: Using Official Mail IDs

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This is in line with the "Digital India" initiative; we would like to bring to your kind notice that all officials should use Official Mail IDs for all official communications. A similar circular has already been issued on 27.02.2015 (No: DIT/SeMT/C-TM/2015/002).

2. Using Official Mail IDs would provide authenticity to the communication and ensure Confidentiality and Integrity of the communication.
3. Therefore, we request to direct all officials to use official Mail IDs provided either by NIC or by Department's own e-mail service in all official communications. Official Mail IDs and procedure for accessing them was already shared with the designated Nodal Officers from the Department.
4. For creating new official mail IDs from NIC, please follow the instructions given at [https://mail.gov.in/iwc\\_static/c11n/allDomain/layout/newuser.html](https://mail.gov.in/iwc_static/c11n/allDomain/layout/newuser.html). For any clarifications, the department may contact NIC, Puducherry (phone: 0413-2336675, email: mailsupport.py@gov.in).
5. This circular has been uploaded to the DIT site <http://dit.puducherry.gov.in/documents/Circulars/Official-MailIDs.pdf>.

  
**(Dr. A.S.SIVAKUMAR)**  
**DIRECTOR(IT)-cum-**  
**CONVENOR(PeGS)**

To  
SIO, NIC, Puducherry  
All HoDs

Copy to

1. Additional Secretary to Lt. Governor, Puducherry
2. PA to the Secretary (IT) – For information please