



# MANGALORE ELECTRICITY SUPPLY COMPANY LIMITED

(Government of Karnataka Undertaking)  
CIN: U 40109 KA 2002 SGC 030425

MESCOM/EE(IT)/AEE(IT-2)/2020-21/228-41

Date: 08 JUN 2020

## CIRCULAR

**Sub: Guidelines for usage of NIC/GOV name based email accounts in MESCOM.**

**Ref:** 1. E-mail Policy of Government of India October 2014, Version 1.0.  
2. T.O. Approved Note No: 210/19-20/IT para (32) dated 08.06.2020.

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With reference to the subject, as a part of implementation of E-Office in MESCOM the name based email IDs are essential to use E-Office application. The E-mail policy/guidelines with respect to use of e-mail services are laid down by Government of India vide reference (1). The user ID and security will be linked with the personal mobile numbers shared by the officer to the Nodal officer of MESCOM.

As per the requirement the name based E-mail IDs shall be created for the MESCOM Officers for the usage of E-Office in MESCOM. The e-mail services provided by the NIC, the implementing Agency of the Gov shall be used for official communication and other important communication as mentioned in the email policy.

The important responsibility of Users are;

- E-mail is provided as a professional resource to assist users in fulfilling their official duties.
- E-mail IDs should not be used for inappropriate purposes as mentioned in the policy.
- Sharing of passwords is prohibited.
- User is responsible for any data that is transmitted through this mail server.

In this regard it is hereby informed to all the officers of MESCOM on creation of e-mail IDs in NIC/GOV domain shall strictly adhere to the guidelines specified in the policy. Any case of inappropriate use of e-mail accounts shall be considered a violation of the policy and result in deactivation of the account. Further, such instances may also invite scrutiny by the investigating agencies depending on the nature of violation.

  
Executive Engineer (Ele)(IT),  
MESCOM, Mangaluru.

**Copy to:**

1. Chief Engineer (Electy), O&M Zonal Office, MESCOM, Mangaluru/Shivamogga for kind information.
2. General Manager (A&HRD), Corporate Office, MESCOM, Mangaluru for kind information and requested to bring it to the notice of all the officers.
3. All Superintending Engineer (Ele), Corporate Office, MESCOM, Mangaluru for kind information and requested to bring it to the notice of all the officers.
4. All Deputy Controller of Accounts, Corporate Office, MESCOM, Mangaluru for kind information and requested to bring it to the notice of all the officers.
5. Company Secretary, Corporate Office, MESCOM, Mangaluru.
6. Account Officer (Communication), Corporate Office, MESCOM, Mangaluru
7. SPS to MD/D(T), MESCOM for information.
8. PS to CFO/FA(I/A), MESCOM for information.
9. OC/MF.
10. To publish in MESCOM website.