

Circular

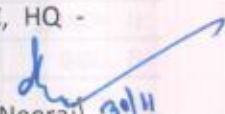
It has been observed that all the Area Manager/Regional Manager/ Farm Heads and authorized officials of Corporate Office are not using their official emails, which was allotted by IT Cell on our domain name i.e. indiaseeds.com. They simply forwarding all the official emails to free personal accounts of Gmail/Rediff./Yahoo etc. for day to day working. After transferring/resigning of officials from NSC, they can take away the user/password with them, so next official who take the charge will not be able to see the previous correspondence of customers/Growers/Dealers or other NSC official's emails.

To prevent such situation, NSC opting the higher capacity (30 GB) Email Solution of Google Gmail on our domain name i.e. www.indiaseeds.com w.e.f. **1st Dec., 2017**. The following benefits of Google Gmail for day to day working:-

1. **Business Gmail with offline support** : 30 GB of storage per user across email and document with powerful search capability (30 GB combined space + Drive space) on our domain name, the officials emails like rm.chandigarh@indiaseeds.com will be opened on Gmail account.
2. **Instant Messenger with Multiparty Video Conference**: Integrated IM / Video Chat (**HANGOUT**) Video conference with document collaboration.
3. **High speed google search**: Spend less time organizing email and find email quickly with google powered search for email inbox.
4. **Mobile syn.** with most popular **Smartphone**, Antispam, **Calendar**, IMAP & POP (offline support for MS outlook and other email clients).
5. **Office software with online support** – Google Docs, spreadsheet, Drawings and presentation and **Cloud Storage for email and document i.e. 30 GB combined**. SLA: 99.9% uptime guarantee and secure authentication.

Hence, all Regional Manager/Farm Heads/ Area Manager and HO officials are instructed to maximum use of their official's correspondence via email and minimize the movement of physical papers/ Letters/Correspondence to our internal communication between AO-RO, RO-HO, Farm-HO or Outside the Offices. In place of scan letters, which are attached with email, user can write the detail email in **Hindi/English language**. Sending/receiving email through **officials email id will be treated as official letter**. An auto generated receipt of email will ensure the receipt of email to destination and later on they can't deny that email are not received in their official email and may take the print of the email receipt for office record. In case where original signed document required to destination office, can be dispatched through speed post/Regd. post/Courier etc. The officials email list of Area Office /Regional office/ Farms Heads/ Head Offices officials (DGM and above) are attached at Annexure. By adopting an email services in officials communication, we can save the money and man power cost of the Corporation.

In case any problem is occur in official Email/password etc. contact IT Cell at NSC, HQ - 9312404426 (email id - it@indiaseeds.com).


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Dy. General Manager(Engg/IT)

Distribution :

1. Director (Fin)
2. All Head of Department, NSC, HQ.
3. All RMs : BNG/CHE/CHD/BPL/PAT/PUN/LKO/JPR/SEC/KOL incl. QCL Lab. & Area Managers.
4. All Head of Farms – CSF, Suratgarh/Sardargarh/Jetsar/Raichur/Hissar.
5. PS to CMD for information please.
6. IT Cell for uploading on NSC website.


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