OFFICE CIRCULAR No. 05/2019

It has been observed by the Competent Authority of Tea Board that on many occasions, officials of Tea Board are opening new e-Mail IDs through some private e-Mail service providers for the purpose of official communications.

Due to limited storage constraint of such free-of-cost e-Mail inbox provided by the private e-Mail service providers, users often run-out of adequate storage space and open another e-Mail ID for continuation of official communication which in turn creates confusion and miscommunication amongst departments.

In view of the above, Competent Authority of Tea Board has decided to maintain singularity for e-Mail accounts to avoid any such miscommunication. Every department will use only one e-Mail ID for all official communications. All the e-Mails which are more than 05 (five) years old are to be deleted from the inbox by the concerned user department to free-up space. In case, the problem persists only e-Mails pertaining to the last three (03) years only may be kept in the mail box and soft-copies of the rest of the e-Mails which are 3 to 5 years old may be converted to .pdf format for saving in computer storage. However, in exceptional cases, if some departmental heads wants to retain e-Mails for more than 5 years, they may do so with sufficient justification.

Henceforth, no new e-Mail ID shall be opened without taking approval of the Competent Authority.

Yours faithfully,

(Dr. Rishikesh Rai)
Secretary

Distribution:

1. HoDs/In-Charges of Head Office, New Delhi, Siliguri, Jalpaiguri, Darjeeling, Islampur, Birpara, Palampur and Mumbai Regional Offices. For compliance please and circulation among the staffs working in their respective departments.
2. ED, Guwahati
3. ED, Coonoor
4. Secretary to the Dy. Chairman, Tea Board For Information
5. Executive Assistant to The Secretary, Tea Board. For Information
6. IT Cell With the request for uploading in Board’s official website.
7. Secretariat Br. For record.