

V. IRAI ANBU
CHIEF SECRETARY



SECRETARIAT
CHENNAI-600 009

INFORMATION TECHNOLOGY DEPARTMENT

D.O. Letter No.1240982/IT(C2)/2021, Dated 27.10.2021

Dear Tmt. Mythili Rajendran,

Sub: Information Technology Department - Usage of
official e-mail IDs by Government employees -
Instructions - Regarding.

I am to state that official e-mail IDs have been assigned to officers / Staff of all designations of Secretariat Departments, Heads of Departments, District Collectors and other important Government officials for implementing e-Office 7.0. However, it is being observed that designation based official e-mail IDs are not being used by the officials.

2. As the use of official e-mail ID is a prerequisite for rollout of e-Office in Secretariat and other Government Offices, I request you to use the official ID assigned and also to instruct your staff to use official e-mail IDs for all official communication. This will help gain familiarity with its features and functions. I am also to request you to instruct all the subordinate offices to send their official communications only to your official e-Mail IDs as these emails can then be directly imported into the e-Office application as a current reference.

Yours sincerely,

[Handwritten signature]
27/10/2021

To
Tmt. Mythili K. Rajendran, IAS.,
Secretary to Government,
Human Resources Management Department
Secretariat, Chennai - 9.

