

No. RFC/comp-38/ 495

Dated : 20.01.2017

CIRCULAR

Attention is invited towards circular No. RFC/F.11(172)/comp/462 dated 3.4.2012. Accordingly the e-mail IDs for the officers of the Corporation were created based on their designation/ name of sections and name of the branch offices.

In order to feel greater accountability, the Corporation has decided to initiate name-based e-mail services. It will be the sole responsibility of the officer to check and respond to E-mails received on his E-mail ID. The list of new E-mail IDs created is enclosed at Annexure-A. Password for the IDs can be obtained by the concerned user from computer section (HO). All the users are advised to visit <https://mail.rajasthan.gov.in> to access their e-mail ID and change the password immediately to avoid any misuse.

The existing designation/name of section/ name of branch office based e-mail services shall be discontinued w.e.f. 10.02.2017. All concerned Officers and branch offices are advised to take a back-up of the necessary data, if required, from the existing email-accounts before 10.02.2017 as the above e-mail-accounts will not be available thereafter. The instructions for taking backup have already been circulated vide circular No. RFC/MTC-107/Comp./486 dated 17.07.2012.

Please note that the New Email account will be automatically deactivated, if not used for 45 days. The same shall be automatically deleted, if not used for 90 days and data loss, if any, shall be the responsibility of the end-user. Also, the password should be changed at least once in 45 days failing which password shall expire automatically and the end-user would not be able to login to his/her mailbox. Detail terms and conditions/ instructions for the end-users are also enclosed at Annexure-B for compliance.


MANAGING DIRECTOR

Copy to :

- PS to Chairman, RFC
- PS to MD/ PA to ED & ED(F)
- Officer Concerned
- All BO/ Facilitation Centres
- Standard Circulation at HO

LIST OF E-MAIL IDs

S.No.	Name (Sh./Smt/Ms)	Designation	e-mail ID
1	P.S.Mehra	Chairman	chairman@rfc.rajasthan.gov.in
2	Anoop Khinchi	Managing Director	md@rfc.rajasthan.gov.in
3	Sanjay Sharma	Executive Director	ed@rfc.rajasthan.gov.in
4	Sanjay Sharma	Executive Director(F)	edf@rfc.rajasthan.gov.in
5	Dinesh Mohan	Dy. General Manager	dineshmohan@rfc.rajasthan.gov.in
6	H.C. Khunteta	Dy. General Manager	hckhunteta@rfc.rajasthan.gov.in
7	M.R. Chinwal	Dy. General Manager	mrchhinwal@rfc.rajasthan.gov.in
8	R. K. Gupta	Dy. General Manager	rkgupta@rfc.rajasthan.gov.in
9	A. P. Mathur	General Manager	apmathur@rfc.rajasthan.gov.in
10	Anand Bardwa	Manager	anandbardwa@rfc.rajasthan.gov.in
11	Anil Choudhary	Manager	anilchoudhary@rfc.rajasthan.gov.in
12	B.L. Gurjar	Manager	blgurjar@rfc.rajasthan.gov.in
13	B.R. Sharma	Manager	brsharma@rfc.rajasthan.gov.in
14	Dr K.K. Gupta	Manager	kkgupta@rfc.rajasthan.gov.in
15	G.K. Barupal	Manager	gkbarupal@rfc.rajasthan.gov.in
16	Ghewar Chand Jain	Manager	gcjain@rfc.rajasthan.gov.in
17	M. S. Meena	Manager	msmeena@rfc.rajasthan.gov.in
18	O.P. Sharma	Manager	opsharma@rfc.rajasthan.gov.in
19	R.B. Jain	Manager	rbjain@rfc.rajasthan.gov.in
20	Sanjay Lahri	Manager	sanjaylahri@rfc.rajasthan.gov.in
21	Saroj Bagadia	Manager	sarojbagadia@rfc.rajasthan.gov.in
22	V.N. Mathur	Manager	vnmathur@rfc.rajasthan.gov.in
23	Ajay Kumar	Dy. Manager	ajaykumar@rfc.rajasthan.gov.in
24	Anil Bhargava	Dy. Manager	anilbhargava@rfc.rajasthan.gov.in
25	Anil Kumar Goyal	Dy. Manager	anilgoyal@rfc.rajasthan.gov.in
26	Anita Pareek	Dy. Manager	anitapareek@rfc.rajasthan.gov.in
27	Arun Gupta	Dy. Manager	arungupta@rfc.rajasthan.gov.in
28	Bhag Chand Tak	Dy. Manager	bctak@rfc.rajasthan.gov.in
29	C.P. Pareek	Dy. Manager	cppareek@rfc.rajasthan.gov.in
30	Devashish Bose	Dy. Manager	dbose@rfc.rajasthan.gov.in
31	Dinesh Kumar Achha	Dy. Manager	dineshachha@rfc.rajasthan.gov.in
32	H.R. Nawal	Dy. Manager	hrnawal@rfc.rajasthan.gov.in
33	H.R. Roonwal	Dy. Manager	hrroonwal@rfc.rajasthan.gov.in
34	H.S. Mehra	Dy. Manager	hsmehra@rfc.rajasthan.gov.in
35	H.S. Verma	Dy. Manager	hsverma@rfc.rajasthan.gov.in
36	Hemant Kumar Mighlani	Dy. Manager	hkmighlani@rfc.rajasthan.gov.in
37	Hemlata Gupta	Dy. Manager	hemlatagupta@rfc.rajasthan.gov.in
38	Jagdish Prasad Meena	Dy. Manager	jpmeena@rfc.rajasthan.gov.in
39	Kailash Kr.Gupta	Dy. Manager	kailashgupta@rfc.rajasthan.gov.in
40	L.N. Mathur	Dy. Manager	lnmathur@rfc.rajasthan.gov.in
41	Lalit Kishore Sharma	Dy. Manager	lalitkishore@rfc.rajasthan.gov.in
42	M. P. Meena	Dy. Manager	mpmeena@rfc.rajasthan.gov.in
43	M.P. Singh Rathore	Dy. Manager	mpsathore@rfc.rajasthan.gov.in
44	N.S. Deval	Dy. Manager	nsdeval@rfc.rajasthan.gov.in
45	Nand Lal Meena	Dy. Manager	nlmeena@rfc.rajasthan.gov.in

46	Narsi Lal Meena	Dy. Manager	narsilalmeena@rfc.rajasthan.gov.in
47	O.P. Gupta	Dy. Manager	opgupta@rfc.rajasthan.gov.in
48	Om Prakash Sharma	Dy. Manager	omprakash@rfc.rajasthan.gov.in
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50	Pankaj Purohit	Dy. Manager	pankajpurohit@rfc.rajasthan.gov.in
51	Praveena Palawat	Dy. Manager	praveenapalawat@rfc.rajasthan.gov.in
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53	Radha Kishan Sharma	Dy. Manager	rksharma@rfc.rajasthan.gov.in
54	Radhey Shyam Sharma	Dy. Manager	rssharma@rfc.rajasthan.gov.in
55	Raj Kumar	Dy. Manager	rajkumar@rfc.rajasthan.gov.in
56	Rajesh Tankha	Dy. Manager	rajeshtankha@rfc.rajasthan.gov.in
57	Rakesh Sharma	Dy. Manager	rakeshsharma@rfc.rajasthan.gov.in
58	Ramesh Chand Gupta	Dy. Manager	rcgupta@rfc.rajasthan.gov.in
59	Ramji Lal	Dy. Manager	ramjilal@rfc.rajasthan.gov.in
60	Roop Narain Sharma	Dy. Manager	rnsharma@rfc.rajasthan.gov.in
61	S.K.S. Niranjana	Dy. Manager	sksniranjana@rfc.rajasthan.gov.in
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65	Sita Ram Meena	Dy. Manager	sitaram@rfc.rajasthan.gov.in
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73	Arvind Singhal	Assistant Manager	arvindsinghal@rfc.rajasthan.gov.in
74	Ashok Kumar Gupta	Assistant Manager	ashokgupta@rfc.rajasthan.gov.in
75	B.L. Menaria	Assistant Manager	blmenaria@rfc.rajasthan.gov.in
76	D. K. Gupta	Assistant Manager	dkgupta@rfc.rajasthan.gov.in
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सूचना प्रौद्योगिकी और संचार विभाग

Government of Rajasthan Department of Information Technology & Communications



SMTP Relay Service

TERMS & CONDITIONS/ INSTRUCTIONS

1. Userid and Password should be kept secret and should not be shared with others even if request on phone or email.
2. Password should be changed at least once in 45 days failing which password shall expire automatically and the end-user would not be able to login to his/ her mailbox.
3. By not doing so (point no. 1 & 2 above), the Email account may be compromised by hackers and the hacker can use the same account for sending spurious emails. DoIT&C is neither responsible nor accountable for this type of misuse of the compromised email accounts. If same is detected by automated monitoring tools, the A/c shall be automatically de-activated by the tools.
4. Do not open any attachments unless, it has come from a known source. In fact, delete those mails which are not relevant to you and still you have received them. They might contain a virus or malicious code that will infect your computer/ tablet/ smartphone and destroy or steal your data.
5. Install all the Operating System Updates/ Patches and an Antivirus software on your computer/ tablet/ smartphone with latest definitions and update the same on regular basis.
6. DoIT&C shall not be responsible for the contents that are being sent as part of the email. The views expressed are solely that of the originator.
7. By default, Webmail access (web browser based email) and Desktop based email client access shall be provided to all the newly created email accounts. If user wants to access his/ her email on Tablet/ Smartphone then a request for enabling same should be sent to helpdesk.email@rajasthan.gov.in or mailadm@rajasthan.gov.in along with the mobile number.
8. User is responsible for his/her data. In case, he/she accidentally deletes data, he/she will not ask DoIT&C to restore it. Hence, it is advised that regular backup of email data be taken by the end-user using any Desktop based Email Client like MS-Outlook, Thunderbird etc.
9. DoIT&C will take all possible measures to prevent data loss. However, due to unforeseen technical issues, if the same happens, DoIT&C should not be held responsible for same.
10. Email account will be automatically deactivated, if not used for 45 days. The same shall be automatically deleted, if not used for 90 days and data loss, if any, shall be the responsibility of the end-user.
11. For security reasons, DoIT&C will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.
12. For Bulk Email Accounts, it would be the responsibility of the applicant to inform DoIT&C for de-activation of the Email Account immediately after retirement of any end-user. Failing to do so, it shall be the sole responsibility of the applicant for any communications sent through respective Email ID.
13. Format for NAME/ DESIGNATION based Email IDs (MS-Excel only)

S.No	Full Name	Designation	Mobile No.	Date of Retirement	Preferred User ID (20 characters max. without @domain)

Date: 04-01-17


 Signature of the Applicant with Seal