

**V.O.Chidambaranar Port Trust**  
**EDP Centre**

**Circular**

Sub : Usage of email services– Reg.

Ministry of Shipping, Road Transport & Highways has directed the officials of the Port to **stop** the usage of private e-mail services like gmail, yahoo mail, rediffmail, AOL etc for **transfer of official documents**. They have also instructed not to use the private email IDs in their respective letter heads and Visiting cards.

In view of the above, it is informed that EDP Centre is in the process of obtaining the email services of NIC for creation of official email accounts for the officials of our Port. The official email ID requirement of the respective department may be communicated to EDP centre. In the mean while, all official emails may be routed only through the common ID **info@vocport.gov.in**

The circular may also be circulated among all officers and placed on the respective notice boards.

**Sr.Deputy Director (EDP)**

**Encl** : Copy of Ministry's letter No. 16016/5/2004-O&M dated 4/11/2008

To

1. All Head of Departments
2. PS to Chairman
3. PA to Deputy Chairman

ID Note No. EDP/COM/F3/WEB/2008/D.

Date : /11/2008