

Government of Punjab
Directorate of Governance Reforms
D-241, Phase 8-B, Industrial Area, Mohali

To

1. The Special Chief Secretary, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries & Administrative Secretaries to Govt. of Punjab;
2. All Heads of the Departments of the State;
3. All Commissioners of Divisions;
4. All Deputy Commissioners & District & Sessions Judges ;
5. The Registrar, Punjab & Haryana High Court, Chandigarh;
6. Secretary, Punjab Vidhan Sabha

Memo No: DGR-PSeGOPWN/12/2021-SMM DGR/ 3814-3819

Dated: 23/6/2021

Subject: Regarding use of official e-mail IDs for office work

Kindly refer the subject cited above.

2. It has been noted that government officials at various levels are not using their official email ids (@punjab.gov.in or @nic.in domains) for sending/receiving the official communications. They normally use Gmail, Yahoo or other private IDs for the purpose.

3. You are, therefore, requested to issue the necessary instructions to all the officers/officials in your department to ensure that only official e-mail IDs are used for the official work. Those officers/officials who have not created their official email ids yet, may be asked to create the same immediately by logging in at the portal eforms.nic.in.

4. Procedure for email creation can be seen at https://eforms.nic.in/assets/old_assets/upload/user_manual.pdf. For any assistance in creation of email ids, please send query at mail-support@punjab.gov.in or contact at Helpdesk Number 0172-9920180.

(Parminder Pal Singh, PCS)
Director

Endst No: DGR-PSeGOPWN/12/2021-SMM DGR/3820. Dated 23/6/2021

A copy is forwarded to the Chief Secretary to Government of Punjab for kind information please.

- Sd -
Director

Endst No: DGR-PSeGOPWN/12/2021-SMM DGR/3821 Dated 23/6/2021

A copy is forwarded to the Chief Principal Secretary to Chief Minister, Punjab for kind information please.

- Sd -
Director