

C.V. RAMAN GROUP OF INSTITUTIONS, BHUBANESWAR

CIRCULAR

No. 19 / 14

Date: 04.09.2014

Sub: Creation of official mail ID for employees of C.V. Raman Group of Institutions.


It has been decided that the employees of C.V. Raman Group of Institutions shall have **official mail-id** for smooth and uniform operation as well as for stabilization of the system. The logistics of the system shall be as under.

1. All the official communications both incoming and outgoing shall be routed through official mail-id and **no employee shall use his/her personal mail-id for official purposes and vice-versa.**
2. Deans, HODs and in-charge of sections shall identify their staff members, who need to be authorized for using official-id and such list, should be submitted to Registrar's office for record.
3. Individual employee shall fill up the specified format **ON-LINE**, which should be authorized by concerned HOD/ In-charge as well as Registrar for opening mail-id by system Administrator.
4. Once the email-id is created the same will be communicated to the concerned staff with a copy to the Registrar.
5. Since there are different Institutes under CVRGI, the mail-ids shall be opened as detailed below for easy identification of the Institute and employee.
 - i. C.V. Raman Group of Institutions- abcd@cvrge.edu.in- For Chairman's office, Registrar's office, T&P cell, IIPC, Admission cell, PRO, Centre of Excellence, Finance cell, DSW, Computer maintenance cell, Electrical maintenance cell, Chief warden, Purchase, Medical Unit, Library, Central canteen, Audit cell, Central store, Legal cell, Transport section.
 - ii. C.V. Raman College of Engineering- xyz@cvrce.edu.in
 - iii. C.V. Raman Computer Academy- xyz@cvrca.edu.in
 - iv. C.V. Raman Polytechnic- xyz@cvrp.edu.in
 - v. Ranjita Institute of Hotel Management & Catering Technology xyz@rihc.edu.in
6. The employees now having email-id with CVRGI nomenclature shall gradually change over to the new email-id and till such time there should be a system for **automatic transfer/ forwarding** of the message **from CVRGI mail to respective new mail-id.**

7. The system administrator shall immediately block the mail ID of the employees on the date of his/her resignation from the service.
8. An employee shall not transfer the contents from such official mail ID on any circumstance, which will be viewed as serious misconduct.
9. The mail-id shall be opened in a uniform pattern for easy identification of the employee.
10. The following details/ data shall be uploaded for creation of mail-id.

First name	Last name	Institute's Name	Department	SID	Personal mail-id	Mobile No.	Password requested	
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REGISTRAR 4/9/14


DIRECTOR 4/9/2014

Copy to:-

- ✚ Chairman's Office, Director, (Finance) for kind information.
- ✚ Director, (CVRCE & CVRCA), Director, CVRP
- ✚ Principal, CVRCE, CVRCA, Principal In-charge, RIHC,
- ✚ All Deans & HODs of CVRCE, GM Accounts, Head IIPC, A.O.(Services)
- ✚ Chief Warden, Dispensary, Maintenance Cell, System Manager,
- ✚ Purchase cell, Legal Cell, Transport section, Civil (construction), Horticulture cell.
- ✚ T&P cell, Central Library, Central Canteen, Central store.
- ✚ Security officer, Security I/C, All Hostels.