



## Government of Madhya Pradesh Department of Science & Technology

# E-MAIL POLICY

State E-Mail Policy has been formed under vision of Government of India, for being a part of electronic era and to use E-mail as fast & global communication medium

### OBJECTIVES

- Using fast & global communication medium.
- To improve internal Government Department communication flow, activities with authentic support including less time consumption & less financial investment.
- To count E-Mail communication, information & data sharing as a valid legal communication medium.
- To ensure the approach of E-Mail service & facility to users.
- To use E-Mail service as a part of Digital File Processing.
- New E-mail accounts to be created & used by all Government employees in state.

### HIGHLIGHTS

- State E-mail Policy formed on behalf of Gazette notification of Government Of India
- Govt. Of India has declared to use E-mail in government organizations, offices as an authentic medium of communication.
- “E-Mail Policy of GoMP 2014” notified on 30th May 2014.
- With reference of Section 90 of Information Technology Act 2000 & effect with E-Mail policy, communication, information shared would be valid as equivalent to signed hard-copy.
- Sending a separate hard copy of E-mail communication as a confirmation is not required.
- Official E-mail account should be used for official communication only, personal communication using official e-mail is not permitted
- There are no exemptions from E-Mail policy to government department, bodies, employees & others linked.
- Departments & other linked organizations using the E-mail services should follow the policy formed by Govt. of MP.
- All the services under Email policy are offered free of cost to all Ministries/Departments that includes their respective Offices and associated/Subsidiary Statutory Bodies, Autonomous Societies, Corporations, Boards, Commissions and authorities (Henceforth referred to as “Organisations” in the policy) that draw their fund from the consolidated fund of Madhya Pradesh.
- A yearly charge of Rs. 360/- only including 7% Admin charges per user Email account is applicable to the organisations those are not 100% funded by MP State Government or generating revenue.



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