

**No. B. 16012/15/2015-ICT  
GOVERNMENT OF MIZORAM  
DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY  
MIZORAM:: AIZAWL**

**NOTIFICATION**

**Dated Aizawl the 16<sup>th</sup> September 2019**

An e-Mail Policy of Government of India has been framed by the Government of India, Ministry of Communication and Information Technology vide Notification No F. No. 2(22)/2013-EG-II and published in the Gazette of India, under issue No. 44 of 19.02.2015/MAGHA 30, 1936.

Government uses e-Mail as a major mode of communications and the communications include Government of India data that travel as part of mail transactions between users located both within the country and outside. This e-Mail Policy is applicable to all employees of Govt. of India and employees of those States/UT Government that choose to adopt the Policy.

Only e-Mail services provided by National Informatics Centre (NIC), the Implementing Agency of the Govt. of India shall be used for official communications by all organizations except those exempted under Clause no. 14 of the e-Mail Policy. e-Mail services provided by other service providers shall not be used for any official communications.

Therefore, the Governor of Mizoram is pleased to adopt the e-Mail Policy of the Govt. of India for various categories of employees of Government of Mizoram and Public Sector Undertakings with immediate effect. Secretary to the Government of Mizoram and Heads of Department may use two kinds of e-mail IDs i.e. Designation-based and Name-based e-Mail account. Other employees are free to select Designation-based or Name-based e-Mail.

Application for creation of e-Mail shall be done through the portal <https://eforms.nic.in/> only. In case of assistance and guidance needed for creating e-mail IDs, the under mentioned Nodal Officer for e-Mail services of Government of Mizoram may be contacted.

Nodal Officer : Pu Lalenzuala, Informatics Officer, ICT  
Contact number : 0389-2319637 (O) / 9612170219 (M)  
e-Mail : lalenzuala.86@gov.in

The following norms may be noted while applying allotment of official e-Mail of Government of Mizoram:

- (a) *Both designation-based and name-based e-Mail ID may be used by officers dealing with the public and all other employees are free to select designation based or name-based email ID.*

Example: Designation-based e-Mail ID - [director.ict@mizoram.gov.in](mailto:director.ict@mizoram.gov.in)  
Name-based e-Mail ID - [puia.ict@mizoram.gov.in](mailto:puia.ict@mizoram.gov.in)

P.B. of C.I.S  
Deptt. of I.C.T.  
Receipt No. .... 234  
Date ..... 18/9/19

- (b) The length of the preferred e-Mail ID should not exceed 22 characters excluding the domain name and a lengthy e-Mail ID should be avoided as far as possible.
- (c) While filling up the preferred e-Mail ID, acronym/abbreviated name of Department for Departmental employees and name of Service/Cadre for Inter-Departmental Service of Government of Mizoram should be put in the e-Mail ID respectively as given in the example.

Example: Departmental employees e-Mail ID -  
chhana.ict@mizoram.gov.in

Example: Inter-Departmental Service e-Mail ID -  
chhana.mcs@mizoram.gov.in

- (d) The allotted e-Mail ID will be automatically deactivated if not used or logged-in for 90 days.

This Notification supersedes the previous Notification issued vide No. B. 16012/15/2015-ICT, dated 17.07.2015, and Circular vide even No., dated 08.07.2015.

**Sd/- AMJAD TAK**

Secretary to the Government of Mizoram,  
Information & Communication Technology Department

**Memo No.B.16012/15/2015-ICT Dated Aizawl 16<sup>th</sup>, September 2019**

Copy to: -

1. Secretary to Governor, Mizoram
2. Principal Secretary to Chief Minister, Mizoram
3. PS to Speaker/ Dy. Speaker/ all Ministers/ Vice Chairman  
SPB/ Parliamentary Secretaries, Mizoram
4. Sr.PPS to Chief Secretary, Government of Mizoram
5. All Administrative Heads, Government of Mizoram
6. All Heads of Departments, Government of Mizoram
7. CIO, ICT Department for information & necessary action
8. SIO, NIC Mizoram for information & necessary action
9. Controller, P&S with six (6) copies for publication in Mizoram  
Gazette.
- ✓ 10. Web Information Manager, ICT for publishing in Websites.
11. Guard File.

  
**(B. LALSANGLIANA)**

Under Secretary to the Govt. of Mizoram,  
Information & Communication Technology Department