

संचालनालय कोष एवं लेखा,
मध्यप्रदेश
// आदेश //


क्रमांक / IFMIS / e-mail / 2015 / 198 भोपाल, दिनांक 11/10/2015

एकीकृत वित्तीय प्रबंधन सुचना प्रणाली (IFMIS) अंतर्गत कार्य संचालन हेतु राज्य शासन की ई-मेल नीति के संदर्भ में निम्नानुसार ई-मेल ID बनाये जाते हैं ।

- 1- प्रशासकीय विभाग के लिए संलग्न सूची "अ" अनुसार
- 2- बजट नियंत्रण अधिकारी के लिए संलग्न सूची "ब" अनुसार
- 3- संचालनालय, कोष एवं लेखा के लिए संलग्न सूची "स" अनुसार
- 4- कोषालय एवं उप कोषालय के लिए संलग्न सूची "द" अनुसार
- 5- आहरण सवितरण अधिकारियों के लिए IFMIS.<DDO CODE>@mptreasury.gov.in उदाहरण के लिए आहरण एवं सवितरण अधिकारी कलेक्टर, लोकल इलेक्शन, बालाघाट डी.डी.ओ.कोड 0100121003 की ई-मेल ID IFMIS.0100121003@mptreasury.gov.in होगी ।

ई-मेल नीति एवं मार्गदर्शिका विभागीय वेबसाइट www.mptreasury.org पर उपलब्ध है। कृपया इसका कड़ाई से पालन किया जाना सुनिश्चित करें । उपरोक्त ई-मेल आई.डी. का उपयोग IFMIS परियोजना अंतर्गत ही सूचना के आदान-प्रदान हेतु किया जाय ।

संलग्न- उपरोक्तानुसार


वि.क.अ. सह-आयुक्त,
कोष एवं लेखा

प्रतिलिपि :-

1. समस्त विभागाध्यक्ष / समस्त बजट नियंत्रण अधिकारी की ओर सूचनार्थ ।
2. समस्त जिलाध्यक्ष म०प्र० की ओर सूचनार्थ ।
3. संचालनालय कोष एवं लेखा के समस्त शाखा प्रभारी की ओर सूचनार्थ ।
4. समस्त संभागीय संयुक्त संचालक, कोष एवं लेखा, म०प्र० की ओर सूचनार्थ ।
5. समस्त कोषालय / उप कोषालय अधिकारी कृपया अपने कोषालय से संबंधित समस्त आहरण एवं संवितरण अधिकारियों एवं उप कोषालयों को ई-मेल आई.डी. / पासवर्ड एवं ई-मेल नीति उपलब्ध करायें व उनसे पावती प्राप्त कर अपने संभाग के नोडल अधिकारी के माध्यम से संचालनालय कोष एवं लेखा को अवगत करावें ।
6. सप्लायर प्रतिनिधि टी.सी.एस. को सूचनार्थ एवं ई-मेल जनरेशन एवं संचारण में कृपया आवश्यक सहयोग प्रदान करें ।
7. समस्त नोडल अधिकारी संचालनालय कोष एवं लेखा, भोपाल की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु ।
8. ई-मेल एडमिनिस्ट्रेटर संचालनालय कोष एवं लेखा की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु ।
9. वेब एडमिनिस्ट्रेटर संचालनालय कोष एवं लेखा भोपाल की ओर ई-मेल पालिसी एवं मार्गदर्शिका की सूचना प्रदर्शित करने हेतु ।
10. एस.एम.एस. एडमिनिस्ट्रेटर संचालनालय कोष एवं लेखा की ओर संबंधितों को अनुमोदित एस.एम.एस. भेजने हेतु ।


4.10.2015
वि.क.अ. सह-आयुक्त,
कोष एवं लेखा

एकीकृत वित्तीय प्रबंध सूचना प्रणाली (IFMIS) ई-मेल मार्गदर्शिका

- 1 कृपया ई-मेल का उपयोग करने से पूर्व ई-मेल पालिसी डाक्यूमेंट वर्जन 1.1 का अध्ययन किया जाए। उक्त पॉलिसी विभागीय वेबसाइट www.mptreasury.org तथा आपके ई-मेल लॉगिन पर उपलब्ध है।
- 2 IFMIS ई-मेल का उपयोग मुख्यतः IFMIS एप्लीकेशन सॉफ्टवेयर द्वारा अलर्ट/नोटिफिकेशन/सूचना इत्यादि के लिए है, इस ई-मेल का उपयोग समय-समय पर जारी आदेश/दिशा निर्देश के लिए भी किया जायेगा। अतः दिन में कम से कम तीन बार ई-मेल आई.डी. को अवश्य ACCESS किया जाए।
- 3 IFMIS अंतर्गत ई-मेल ACCESS करने संबंधी निर्देश, ई-मेल पालिसी डाक्यूमेंट के चैप्टर 8 पर दिया गया है, कृपया ई-मेल उपयोग के पूर्व उसका अध्ययन कर लें जिससे ई-मेल ACCESS करने में सुविधा रहे।
- 4 IFMIS ई-मेल प्रथम बार उपयोग करते समय अपनी ई-मेल आई.डी. का पासवर्ड (ई-मेल पालिसी डाक्यूमेंट 5.1 में दिए पासवर्ड पालिसी अनुसार) परिवर्तित कर लें। ई-मेल आई.डी. से संबंधित सभी प्रक्रिया का दायित्व उपयोगकर्ता का ही रहेगा।
- 5 पद/रोल अनुसार निर्मित ई-मेल आई.डी. का उपयोग उस पद के प्रभारी अधिकारी को ही करना है, जैसे कि आहरण सवितरण अधिकारी के लिए निर्मित ई-मेल आई.डी. का उपयोग, उस कार्यालय के आहरण सवितरण अधिकारी को ही करना है, किसी अन्य अधिकारी/कर्मचारी को नहीं करना है। प्रभार परिवर्तन होने की स्थिति में प्रभारी अधिकारी को अपनी ई-मेल आई.डी. का पासवर्ड स्वयं परिवर्तित करना है।
- 6 ई-मेल आई.डी. का पासवर्ड भूलने की स्थिति में हेल्प डेस्क नं. 18001028244 पर सूचित करें। आहरण सवितरण अधिकारी अपने संबंधित कोषालय अधिकारी को सूचित कर सकते हैं। कोषालय अधिकारी अपने संबंधित संभागीय संयुक्त संचालक अथवा नोडल अधिकारी को सूचित करें अथवा mailadmin@mptreasury.gov.in पर सूचित करें।
- 7 प्रत्येक ई-मेल आई.डी. का एक स्टोरेज कोटा 40 MB नियत किया गया है। अतः आवश्यक एवं उपयोगी सूचनाओं/पत्राचार हेतु ही इसका उपयोग किया जाना चाहिए।
- 8 IFMIS की ई-मेल ACCESS करने हेतु अपने कम्प्यूटर पर उपलब्ध ब्राउजर (Internet Explorer) का उपयोग निम्नानुसार करें-

<https://mail.mptreasury.gov.in/owa>

प्रशासकीय विभाग के लिए संलग्न सूची अ अनुसार

DEPT CODE	DEPARTMENT NAME	Email ID
01	General Administration	ifmisadmin.01@mptreasury.gov.in
02	Home	ifmisadmin.02@mptreasury.gov.in
03	Jail	ifmisadmin.03@mptreasury.gov.in
04	Finance	ifmisadmin.04@mptreasury.gov.in
05	Commercial Tax	ifmisadmin.05@mptreasury.gov.in
06	Religious Trust and Endowments	ifmisadmin.06@mptreasury.gov.in
07	Revenue	ifmisadmin.07@mptreasury.gov.in
08	Transport	ifmisadmin.08@mptreasury.gov.in
09	Sports and Youth Welfare	ifmisadmin.09@mptreasury.gov.in
10	Forest	ifmisadmin.10@mptreasury.gov.in
11	Commerce and Industry	ifmisadmin.11@mptreasury.gov.in
12	Mineral Resources	ifmisadmin.12@mptreasury.gov.in
13	Energy Department	ifmisadmin.13@mptreasury.gov.in
14	Agriculture	ifmisadmin.14@mptreasury.gov.in
15	Co-operation	ifmisadmin.15@mptreasury.gov.in
16	Labour	ifmisadmin.16@mptreasury.gov.in
17	Public Health Family Welfare	ifmisadmin.17@mptreasury.gov.in
18	Urban Development And Environment	ifmisadmin.18@mptreasury.gov.in
19	Public Works	ifmisadmin.19@mptreasury.gov.in
20	School Education	ifmisadmin.20@mptreasury.gov.in
21	Law and Legislative Affairs	ifmisadmin.21@mptreasury.gov.in
22	Panchyat and Rural Development	ifmisadmin.22@mptreasury.gov.in
23	Planning Economics and Statistics	ifmisadmin.23@mptreasury.gov.in
24	Public Relation Department	ifmisadmin.24@mptreasury.gov.in
25	Tribal Welfare	ifmisadmin.25@mptreasury.gov.in
26	Social Welfare	ifmisadmin.26@mptreasury.gov.in
27	Narmada Valley Development	ifmisadmin.27@mptreasury.gov.in
28	Rehabilitation	ifmisadmin.28@mptreasury.gov.in
29	Food and Civil Supplies	ifmisadmin.29@mptreasury.gov.in
30	Culture	ifmisadmin.30@mptreasury.gov.in
31	Water Resources Department	ifmisadmin.31@mptreasury.gov.in
33	Tourism	ifmisadmin.33@mptreasury.gov.in
34	Public Health Engineering	ifmisadmin.34@mptreasury.gov.in
35	Animal Husbandary	ifmisadmin.35@mptreasury.gov.in
36	Fisheries	ifmisadmin.36@mptreasury.gov.in
38	Higher Education	ifmisadmin.38@mptreasury.gov.in
41	Science and Technology	ifmisadmin.41@mptreasury.gov.in
42	Manpower Planning	ifmisadmin.42@mptreasury.gov.in
43	20 Points Implementation	ifmisadmin.43@mptreasury.gov.in
45	Aviation	ifmisadmin.45@mptreasury.gov.in
47	Bhopal Gas Tragedy Relief and Rehabilitation	ifmisadmin.47@mptreasury.gov.in
48	Parliamentary Affairs	ifmisadmin.48@mptreasury.gov.in
50	Women and Child Development	ifmisadmin.50@mptreasury.gov.in
52	Village industry	ifmisadmin.52@mptreasury.gov.in
53	Medical Education	ifmisadmin.53@mptreasury.gov.in
54	Minority Backward Class Department	ifmisadmin.54@mptreasury.gov.in
55	Scheduled Caste Welfare Department	ifmisadmin.55@mptreasury.gov.in
58	Rural Development	ifmisadmin.58@mptreasury.gov.in
59	horticulture and Food Processing	ifmisadmin.59@mptreasury.gov.in
60	Ayush	ifmisadmin.60@mptreasury.gov.in
61	Non Conventional Energy Resources	ifmisadmin.61@mptreasury.gov.in
62	Vimukta, Ghumakkad avam Ardha Ghumakkad jati kalyan vibhag	ifmisadmin.62@mptreasury.gov.in

बजट नियंत्रण अधिकारी के लिए संलग्न सूची ब अनुसार

BCO CODE	BCO_NAME	Email ID
0101	Secretary, G. A. D. Bhopal (M.P.)	ifmisadmin.0101@mptreasury.gov.in
0105	Residential Commissioner, M.P. Bhawan, New Delhi	ifmisadmin.0105@mptreasury.gov.in
0108	Secretary, Lok Ayukt, Bhopal	ifmisadmin.0108@mptreasury.gov.in
0109	Secretary, Public Service Commission, Indore	ifmisadmin.0109@mptreasury.gov.in
0110	Director General, Academy of Administration, Bhopal	ifmisadmin.0110@mptreasury.gov.in
0111	Chief Technical Inspector, State Vigilance Commission, Bhopal	ifmisadmin.0111@mptreasury.gov.in
0112	Secretary of the Governor, M. P., Bhopal	ifmisadmin.0112@mptreasury.gov.in
0117	Managing Director, State Economic Offences Wing, Bhopal	ifmisadmin.0117@mptreasury.gov.in
0121	Secretary, State Election Commission	ifmisadmin.0121@mptreasury.gov.in
0122	State Information Commission	ifmisadmin.0122@mptreasury.gov.in
0201	Secretary, Home Department, Bhopal	ifmisadmin.0201@mptreasury.gov.in
0204	Director General of Police, Bhopal (M.P.)	ifmisadmin.0204@mptreasury.gov.in
0205	Director General, Home Guard and Social Safety, Jabalpur (M.P.)	ifmisadmin.0205@mptreasury.gov.in
0207	Director, Sanik Welfare Board, Bhopal (M.P.)	ifmisadmin.0207@mptreasury.gov.in
0208	Director, Medico Legal Institute, Bhopal (M.P.)	ifmisadmin.0208@mptreasury.gov.in
0209	Director, Public Prosecution, Bhopal	ifmisadmin.0209@mptreasury.gov.in
0210	Superintendent, State Garage, Bhopal (M.P.)	ifmisadmin.0210@mptreasury.gov.in
0211	Director, Directorate of Estate	ifmisadmin.0211@mptreasury.gov.in
0302	Inapektor General, Jail, Bhopal	ifmisadmin.0302@mptreasury.gov.in
0401	Secretary, M.P. Govt., Finance department	ifmisadmin.0401@mptreasury.gov.in
0402	Director, Pensioners and Employees Welfare, Bhopal	ifmisadmin.0402@mptreasury.gov.in
0404	Commissioner, Institutional Finance, Bhopal	ifmisadmin.0404@mptreasury.gov.in
0405	Director, Treasuries and Accounts, Bhopal	ifmisadmin.0405@mptreasury.gov.in
0406	Director, Local Fund Audit, Gwalior	ifmisadmin.0406@mptreasury.gov.in
0408	Accountant General Madhya Pradesh Gwalior	ifmisadmin.0408@mptreasury.gov.in
0409	Director, Financial Management Information Systems	ifmisadmin.0409@mptreasury.gov.in
0410	Secretary, M.P. State Finance Commission	ifmisadmin.0410@mptreasury.gov.in
0499	Reserve BCO For Adjustment	ifmisadmin.0499@mptreasury.gov.in
0502	Commissioner, Commercial Tax, Indore	ifmisadmin.0502@mptreasury.gov.in
0503	Inspector General, Registration, Bhopal (M.P.)	ifmisadmin.0503@mptreasury.gov.in
0504	Commissioner Excise, Moti Mahal Gwalior (M.P.)	ifmisadmin.0504@mptreasury.gov.in
0505	Chairman Commercial Tax	ifmisadmin.0505@mptreasury.gov.in
0601	Secretary, Religious Trust and Endowments Department, Bhopal	ifmisadmin.0601@mptreasury.gov.in
0702	Secretary, Revenue Board, Bhopal	ifmisadmin.0702@mptreasury.gov.in
0704	Commissioner, Land Record and Bandobast, Gwalior (M.P.)	ifmisadmin.0704@mptreasury.gov.in
0705	Controller, Printing and Stationery, Bhopal	ifmisadmin.0705@mptreasury.gov.in
0708	Relief Commissioner	ifmisadmin.0708@mptreasury.gov.in
0709	Principal Revenue Commissioner, Bhopal	ifmisadmin.0709@mptreasury.gov.in
0802	Commissioner, Transportation, Gwalior (M.P.)	ifmisadmin.0802@mptreasury.gov.in
0803	Madhya Pradesh State Transport Apiliya Abhikaran	ifmisadmin.0803@mptreasury.gov.in
0903	Director, Sports and Youth Welfare, Bhopal	ifmisadmin.0903@mptreasury.gov.in
1003	Chief Conservator of Forest (Budget and account-Nonplan)	ifmisadmin.1003@mptreasury.gov.in
1004	Chief Conservator of Forest (Development - Plan)	ifmisadmin.1004@mptreasury.gov.in

1102	Commissioner, Industries, Bhopal (M.P.)	ifmisadmin.1102@mptreasury.gov.in
1105	Registrar, Firms and Societies, Bhopal	ifmisadmin.1105@mptreasury.gov.in
1106	Chief Inspector Boiler, Indore	ifmisadmin.1106@mptreasury.gov.in
1202	Director, Geology and Mining, Bhopal (M.P.)	ifmisadmin.1202@mptreasury.gov.in
1301	Secretary, Department of Energy, Bhopal	ifmisadmin.1301@mptreasury.gov.in
1302	Chief Electrical Inspector and Advisor, Bhopal	ifmisadmin.1302@mptreasury.gov.in
1402	Director, Agriculture, Bhopal	ifmisadmin.1402@mptreasury.gov.in
1405	Director, Agriculture Engineering, Bhopal	ifmisadmin.1405@mptreasury.gov.in
1502	Commissioner (Cooperation) and Registrar Cooperative Societies Bhopal	ifmisadmin.1502@mptreasury.gov.in
1602	Labour Commissioner , Indore	ifmisadmin.1602@mptreasury.gov.in
1603	Director, Employees State Insurance Services, Indore	ifmisadmin.1603@mptreasury.gov.in
1604	Registrar, Industrial Court, Indore	ifmisadmin.1604@mptreasury.gov.in
1704	Director, Medical Services, Bhopal	ifmisadmin.1704@mptreasury.gov.in
1706	Controller, Food & Medical Administration, Bhopal	ifmisadmin.1706@mptreasury.gov.in
1801	Secretary, Urban Development And Environment Deptt., Bhopal	ifmisadmin.1801@mptreasury.gov.in
1802	Director, Local Self Government, Bhopal	ifmisadmin.1802@mptreasury.gov.in
1803	संचालक,नगर एवं ग्राम निवेश संचालनालय,	ifmisadmin.1803@mptreasury.gov.in
1807	Superintending Engineer, Capital Project	ifmisadmin.1807@mptreasury.gov.in
1902	Chief Engineer, Public Works Department, Bhopal	ifmisadmin.1902@mptreasury.gov.in
1903	Project Director, P.I.U. Bhopal	ifmisadmin.1903@mptreasury.gov.in
2003	Commissioner, Public Instructions, Bhopal (M.P.)	ifmisadmin.2003@mptreasury.gov.in
2004	Director, S. C. E. R. T.	ifmisadmin.2004@mptreasury.gov.in
2006	Director NCC	ifmisadmin.2006@mptreasury.gov.in
2101	Secretary, Govt. of Madhya Pradesh, Law Department	ifmisadmin.2101@mptreasury.gov.in
2102	Chief Election Officer, Madhya Pradesh	ifmisadmin.2102@mptreasury.gov.in
2103	Registrar, High Court, Madhya Pradesh, Jabalpur	ifmisadmin.2103@mptreasury.gov.in
2203	Director, Panchyat Avam Samaj Seva, Bhopal	ifmisadmin.2203@mptreasury.gov.in
2315	Director, Economics and Statistics, Vindhyachal Bhavan Bhopal	ifmisadmin.2315@mptreasury.gov.in
2316	Member Secretary, State Planning Board, Bhopal	ifmisadmin.2316@mptreasury.gov.in
2402	Director, Public Relation, Bhopal	ifmisadmin.2402@mptreasury.gov.in
2502	Director, Tribal Area Development Programme	ifmisadmin.2502@mptreasury.gov.in
2505	Director, Tribal Research	ifmisadmin.2505@mptreasury.gov.in
2506	Director, Tribal Development	ifmisadmin.2506@mptreasury.gov.in
2602	Director, Social Welfare, Bhopal (M.P.)	ifmisadmin.2602@mptreasury.gov.in
2702	Chairman, Narmada Development Authority, Bhopal	ifmisadmin.2702@mptreasury.gov.in
2802	Commissioner, Rehabilitation, Bhopal	ifmisadmin.2802@mptreasury.gov.in
2902	Director, Food & Civil Supply, Bhopal	ifmisadmin.2902@mptreasury.gov.in
2903	Chairman, State Consumer Redressal Forum	ifmisadmin.2903@mptreasury.gov.in
2906	Controller, Weights and Measure	ifmisadmin.2906@mptreasury.gov.in
3004	Director, Language, Bhopal (M.P.)	ifmisadmin.3004@mptreasury.gov.in
3005	Commissioner, Archeology and Museum M.P. , Bhopal	ifmisadmin.3005@mptreasury.gov.in
3009	Director, Culture	ifmisadmin.3009@mptreasury.gov.in
3102	Engineer, in Chief Water Resources	ifmisadmin.3102@mptreasury.gov.in
3103	Director, P.I.C.U , BHOPAL	ifmisadmin.3103@mptreasury.gov.in
3104	COMMISSIONER, COMMAND AREA DEVELOPMENT(WRD),BHOPAL	ifmisadmin.3104@mptreasury.gov.in
3302	Director, Tourism, Bhopal	ifmisadmin.3302@mptreasury.gov.in
3402	Engineer In Chief, P.H.E. Department, Bhopal	ifmisadmin.3402@mptreasury.gov.in
3502	Director, Veterinary Services, Bhopal	ifmisadmin.3502@mptreasury.gov.in
3602	Director, Fisheries, Bhopal	ifmisadmin.3602@mptreasury.gov.in

3802	Commissioner Collegiate Education, Bhopal	ifmisadmin.3802@mptreasury.gov.in
4101	Secretary, Science and Technology Department, Bhopal	ifmisadmin.4101@mptreasury.gov.in
4203	Director, Technical Education, Bhopal (M.P.)	ifmisadmin.4203@mptreasury.gov.in
4206	Director, Employment and Training, Jabalpur	ifmisadmin.4206@mptreasury.gov.in
4301	Secretary, 20 Points Programme Bhopal (M.P.)	ifmisadmin.4301@mptreasury.gov.in
4502	Director, Aviation, Bhopal	ifmisadmin.4502@mptreasury.gov.in
4702	Director, Gas Claim	ifmisadmin.4702@mptreasury.gov.in
4801	Secretary, Parliamentary Affairs, Bhopal	ifmisadmin.4801@mptreasury.gov.in
4802	Secretary, Madhya Pradesh Vidhan Sabha	ifmisadmin.4802@mptreasury.gov.in
5002	Commissioner, Mahila Avam Bal Vikas, Bhopal	ifmisadmin.5002@mptreasury.gov.in
5003	Director, Women Empowerment Madhya Pradesh	ifmisadmin.5003@mptreasury.gov.in
5202	Commissioner, Handloom, Maharana Pratap Nagar, Bhopal	ifmisadmin.5202@mptreasury.gov.in
5203	Director, Sericulture, Satpura Bhawan, Bhopal	ifmisadmin.5203@mptreasury.gov.in
5302	Director, Medical Education	ifmisadmin.5302@mptreasury.gov.in
5401	Secy., Backward Class and Minorities Welfare	ifmisadmin.5401@mptreasury.gov.in
5403	Director, Backward Class Welfare	ifmisadmin.5403@mptreasury.gov.in
5504	Commissioner, Scheduled Caste Development	ifmisadmin.5504@mptreasury.gov.in
5802	Development Commissioner	ifmisadmin.5802@mptreasury.gov.in
5902	Director, Horticulture and Food Processing	ifmisadmin.5902@mptreasury.gov.in
6002	Commissioner, Indian Systems of Medicines and Homoeopathy, Bhopal	ifmisadmin.6002@mptreasury.gov.in
6101	Secretary Aparampara Gat Urja	ifmisadmin.6101@mptreasury.gov.in
6102	आयुक्त, नवीन एव नवीकरण उर्जा	ifmisadmin.6102@mptreasury.gov.in
6202	Director, Vimukta, Ghumakkad Evam Ardha Ghumakkad Jati Kalyan Vibhag	ifmisadmin.6202@mptreasury.gov.in

संचालनालय, कोष एवं लेखा के लिए संलग्न सूची स अनुसार

S.No.	Proposed email ID	Email ID
1	cta	cta@mptreasury.gov.in
2	ctamp	ctamp@mptreasury.gov.in
3	dta_ad_hq_est	dta_ad_hq_est@mptreasury.gov.in
4	dta_adaudit	dta_adaudit@mptreasury.gov.in
5	dta_adbudget	dta_adbudget@mptreasury.gov.in
6	dta_adcash_account	dta_adcash_account@mptreasury.gov.in
7	dta_adconfidential	dta_adconfidential@mptreasury.gov.in
8	dta_addirector	dta_addirector@mptreasury.gov.in
9	dta_adexam	dta_adexam@mptreasury.gov.in
10	dta_adgazteted	dta_adgazteted@mptreasury.gov.in
11	dta_adifmis	dta_adifmis@mptreasury.gov.in
12	dta_adsas	dta_adsas@mptreasury.gov.in
13	dta_adstore	dta_adstore@mptreasury.gov.in
14	dta_adtraining	dta_adtraining@mptreasury.gov.in
15	dta_adtryinspection	dta_adtryinspection@mptreasury.gov.in
16	dta_adtrymonitoring	dta_adtrymonitoring@mptreasury.gov.in
17	dta_adwebsite	dta_adwebsite@mptreasury.gov.in
18	dta_ap	dta_ap@mptreasury.gov.in
19	dta_cmu	dta_cmu@mptreasury.gov.in
20	dta_dbajsp	dta_dbajsp@mptreasury.gov.in
21	dta_dbatsm	dta_dbatsm@mptreasury.gov.in
22	dta_epayment	dta_epayment@mptreasury.gov.in
23	dta_ifmis	dta_ifmis@mptreasury.gov.in
24	dta_jd	dta_jd@mptreasury.gov.in
25	dta_mailadmin	dta_mailadmin@mptreasury.gov.in
26	dta_master	dta_master@mptreasury.gov.in
27	dta_migration	dta_migration@mptreasury.gov.in
28	dta_netadmin	dta_netadmin@mptreasury.gov.in
29	dta_nobhopal	dta_nobhopal@mptreasury.gov.in
30	dta_nogwalior	dta_nogwalior@mptreasury.gov.in
31	dta_noindore	dta_noindore@mptreasury.gov.in
32	dta_nojabalpur	dta_nojabalpur@mptreasury.gov.in
33	dta_norewa	dta_norewa@mptreasury.gov.in
34	dta_nosagar	dta_nosagar@mptreasury.gov.in
35	dta_noujjain	dta_noujjain@mptreasury.gov.in
36	dta_secuadmin	dta_secuadmin@mptreasury.gov.in
37	dta_sysadmin	dta_sysadmin@mptreasury.gov.in
38	dta_uat	dta_uat@mptreasury.gov.in
39	dta_vendorcoordination	dta_vendorcoordination@mptreasury.gov.in

कोषालय एवं उप कोषालय के लिए संलग्न सूची द अनुसार

TREASURY NAME	TREASURY CODE	Email ID
Balaghat District Treasury	010	ifmis.010@mptreasury.gov.in
बैहर उपकोषालय	011	ifmis.011@mptreasury.gov.in
कटंगी उपकोषालय	012	ifmis.012@mptreasury.gov.in
लांजी उपकोषालय	013	ifmis.013@mptreasury.gov.in
वारासिवनी उपकोषालय	014	ifmis.014@mptreasury.gov.in
Barwani District Treasury	020	ifmis.020@mptreasury.gov.in
पानसेमल उपकोषालय	021	ifmis.021@mptreasury.gov.in
राजपुर उपकोषालय	022	ifmis.022@mptreasury.gov.in
सेधवा उपकोषालय	023	ifmis.023@mptreasury.gov.in
Betul District Treasury	030	ifmis.030@mptreasury.gov.in
भैंसदेही उप-कोषालय	031	ifmis.031@mptreasury.gov.in
मूलताई उप-कोषालय	032	ifmis.032@mptreasury.gov.in
शाहपुर उप-कोषालय	033	ifmis.033@mptreasury.gov.in
Bhind District Treasury	040	ifmis.040@mptreasury.gov.in
अटेर उप-कोषालय	041	ifmis.041@mptreasury.gov.in
गोहद उप-कोषालय	042	ifmis.042@mptreasury.gov.in
लहार उप-कोषालय	043	ifmis.043@mptreasury.gov.in
मेंहगांव उप-कोषालय	044	ifmis.044@mptreasury.gov.in
Bhopal District Treasury	050	ifmis.050@mptreasury.gov.in
Vindhychal Treasury	051	ifmis.051@mptreasury.gov.in
Vallabh Bhawan Treasury	052	ifmis.052@mptreasury.gov.in
बैरसिया उप-कोषालय	053	ifmis.053@mptreasury.gov.in
Chatarpur District Treasury	060	ifmis.060@mptreasury.gov.in
बक्सवाहा उप-कोषालय	061	ifmis.061@mptreasury.gov.in
लौंडी उप-कोषालय	062	ifmis.062@mptreasury.gov.in
नौगांव उप-कोषालय	063	ifmis.063@mptreasury.gov.in
राजनगर उप-कोषालय	064	ifmis.064@mptreasury.gov.in
बिजावर उप-कोषालय	065	ifmis.065@mptreasury.gov.in
Chhindwara District Treasury	070	ifmis.070@mptreasury.gov.in
अमरवाडा उप-कोषालय	071	ifmis.071@mptreasury.gov.in
जुन्नारदेव उप-कोषालय	072	ifmis.072@mptreasury.gov.in
पादुरना उप-कोषालय	073	ifmis.073@mptreasury.gov.in
परासिया उप-कोषालय	074	ifmis.074@mptreasury.gov.in
सौसर उप-कोषालय	075	ifmis.075@mptreasury.gov.in
Damoh District Treasury	080	ifmis.080@mptreasury.gov.in
हटा उप-कोषालय	081	ifmis.081@mptreasury.gov.in
तेदूखेडा उप-कोषालय	082	ifmis.082@mptreasury.gov.in
Datia District Treasury	090	ifmis.090@mptreasury.gov.in
भांडेर उप-कोषालय	091	ifmis.091@mptreasury.gov.in
सेवढा उप-कोषालय	092	ifmis.092@mptreasury.gov.in
Dewas District Treasury	100	ifmis.100@mptreasury.gov.in
बागली उप-कोषालय	101	ifmis.101@mptreasury.gov.in
कन्नौद उप-कोषालय	102	ifmis.102@mptreasury.gov.in

खातेगांव उप-कोषालय	103	ifmis.103@mptreasury.gov.in
सोनकच्छ उप-कोषालय	104	ifmis.104@mptreasury.gov.in
Dhar District Treasury	110	ifmis.110@mptreasury.gov.in
बदनावर उप-कोषालय	111	ifmis.111@mptreasury.gov.in
धरमपुरी उप-कोषालय	112	ifmis.112@mptreasury.gov.in
गंधवानी उप-कोषालय	113	ifmis.113@mptreasury.gov.in
कूक्षी उप-कोषालय	114	ifmis.114@mptreasury.gov.in
मनावर उप-कोषालय	115	ifmis.115@mptreasury.gov.in
सरदारपुर उप-कोषालय	116	ifmis.116@mptreasury.gov.in
Dindori District Treasury	120	ifmis.120@mptreasury.gov.in
Guna District Treasury	130	ifmis.130@mptreasury.gov.in
आरोन उप-कोषालय	131	ifmis.131@mptreasury.gov.in
चाचौडा उप-कोषालय	133	ifmis.133@mptreasury.gov.in
राघौगढ उप-कोषालय	136	ifmis.136@mptreasury.gov.in
Gwalior Treasury	140	ifmis.140@mptreasury.gov.in
Motimahal Gwalior Treasury	141	ifmis.141@mptreasury.gov.in
डबरा उप-कोषालय	142	ifmis.142@mptreasury.gov.in
नई दिल्ली उपकोषालय	143	ifmis.143@mptreasury.gov.in
Harda District Treasury	150	ifmis.150@mptreasury.gov.in
Hoshangabad District Treasury	160	ifmis.160@mptreasury.gov.in
बाबई उप-कोषालय	161	ifmis.161@mptreasury.gov.in
इटारसी उप-कोषालय	162	ifmis.162@mptreasury.gov.in
पचमढी उप-कोषालय	163	ifmis.163@mptreasury.gov.in
पिपरिया उप-कोषालय	164	ifmis.164@mptreasury.gov.in
सिवनी मालवा उप-कोषालय	165	ifmis.165@mptreasury.gov.in
सुहागपुर उप-कोषालय	166	ifmis.166@mptreasury.gov.in
Indore District Treasury	170	ifmis.170@mptreasury.gov.in
Indore City Treasury	171	ifmis.171@mptreasury.gov.in
देपालपुर उप-कोषालय	172	ifmis.172@mptreasury.gov.in
महु उप-कोषालय	174	ifmis.174@mptreasury.gov.in
सावेर उप-कोषालय	175	ifmis.175@mptreasury.gov.in
Jabalpur District Treasury	180	ifmis.180@mptreasury.gov.in
Jabalpur City Treasury	181	ifmis.181@mptreasury.gov.in
पाटन उप-कोषालय	182	ifmis.182@mptreasury.gov.in
सिहोरा उप-कोषालय	183	ifmis.183@mptreasury.gov.in
Jhabua District Treasury	190	ifmis.190@mptreasury.gov.in
पेटलावाद उप-कोषालय	193	ifmis.193@mptreasury.gov.in
थांदला उप-कोषालय	194	ifmis.194@mptreasury.gov.in
Katni District Treasury	200	ifmis.200@mptreasury.gov.in
विजयराधोगढ उप-कोषालय	201	ifmis.201@mptreasury.gov.in
Khandwa District Treasury	210	ifmis.210@mptreasury.gov.in
हरसूद उप-कोषालय	212	ifmis.212@mptreasury.gov.in
पुनासा नर्मदानगर उप-कोषालय	213	ifmis.213@mptreasury.gov.in
Khargone District Treasury	220	ifmis.220@mptreasury.gov.in
बड़वाहा उप-कोषालय	221	ifmis.221@mptreasury.gov.in
भीकनगांव उप-कोषालय	222	ifmis.222@mptreasury.gov.in
कसरावद उप-कोषालय	223	ifmis.223@mptreasury.gov.in

महेश्वर उप-कोषालय	224	ifmis.224@mptreasury.gov.in
मण्डलेश्वर उप-कोषालय	225	ifmis.225@mptreasury.gov.in
सनावद उप-कोषालय	226	ifmis.226@mptreasury.gov.in
सेगांव उप-कोषालय	227	ifmis.227@mptreasury.gov.in
Mandla District Treasury	230	ifmis.230@mptreasury.gov.in
नैनपुर उप-कोषालय	231	ifmis.231@mptreasury.gov.in
निवास उप-कोषालय	232	ifmis.232@mptreasury.gov.in
Mandsaur District Treasury	240	ifmis.240@mptreasury.gov.in
भानपुरा उप-कोषालय	241	ifmis.241@mptreasury.gov.in
गरोठ उप-कोषालय	242	ifmis.242@mptreasury.gov.in
मल्हारगढ उप-कोषालय	243	ifmis.243@mptreasury.gov.in
सीतामऊ उप-कोषालय	244	ifmis.244@mptreasury.gov.in
सुवासरा उप-कोषालय	245	ifmis.245@mptreasury.gov.in
Morena District Treasury	250	ifmis.250@mptreasury.gov.in
अंबाह उप-कोषालय	251	ifmis.251@mptreasury.gov.in
सबलगढ उप-कोषालय	252	ifmis.252@mptreasury.gov.in
जौरा उप-कोषालय	253	ifmis.253@mptreasury.gov.in
Narsinghpur District Treasury	260	ifmis.260@mptreasury.gov.in
गाडरवाडा उप-कोषालय	261	ifmis.261@mptreasury.gov.in
गोटेगांव उप-कोषालय	262	ifmis.262@mptreasury.gov.in
करेली उप-कोषालय	263	ifmis.263@mptreasury.gov.in
Neemuch District Treasury	270	ifmis.270@mptreasury.gov.in
जावद उप-कोषालय	271	ifmis.271@mptreasury.gov.in
मनासा उप-कोषालय	272	ifmis.272@mptreasury.gov.in
रामपुरा उप-कोषालय	273	ifmis.273@mptreasury.gov.in
सिंगौली उप-कोषालय	274	ifmis.274@mptreasury.gov.in
Panna District Treasury	280	ifmis.280@mptreasury.gov.in
अजयगढ उप-कोषालय	281	ifmis.281@mptreasury.gov.in
पवई उप-कोषालय	282	ifmis.282@mptreasury.gov.in
शाहनगर उप-कोषालय	283	ifmis.283@mptreasury.gov.in
Raisen District Treasury	290	ifmis.290@mptreasury.gov.in
बरेली उप-कोषालय	291	ifmis.291@mptreasury.gov.in
बेगमगंज उप-कोषालय	292	ifmis.292@mptreasury.gov.in
गैरतगंज उप-कोषालय	293	ifmis.293@mptreasury.gov.in
गौहरगंज उप-कोषालय	294	ifmis.294@mptreasury.gov.in
सिलवानी उप-कोषालय	295	ifmis.295@mptreasury.gov.in
उदयपुरा उप-कोषालय	296	ifmis.296@mptreasury.gov.in
Rajgarh District Treasury	300	ifmis.300@mptreasury.gov.in
ब्यावरा उप-कोषालय	301	ifmis.301@mptreasury.gov.in
खिलचीपुर उप-कोषालय	302	ifmis.302@mptreasury.gov.in
नरसिंगढ उप-कोषालय	303	ifmis.303@mptreasury.gov.in
सारंगपुर उप-कोषालय	304	ifmis.304@mptreasury.gov.in
जीरापुर उप-कोषालय	305	ifmis.305@mptreasury.gov.in
Ratlam District Treasury	310	ifmis.310@mptreasury.gov.in
आलोट उप-कोषालय	311	ifmis.311@mptreasury.gov.in
बाजना उप-कोषालय	312	ifmis.312@mptreasury.gov.in
जावरा उप-कोषालय	313	ifmis.313@mptreasury.gov.in

सैलाना उप-कोषालय	314	ifmis.314@mptreasury.gov.in
Rewa District Treasury	320	ifmis.320@mptreasury.gov.in
हनुमना उप-कोषालय	321	ifmis.321@mptreasury.gov.in
मऊगंज उप-कोषालय	322	ifmis.322@mptreasury.gov.in
सिरमौर उप-कोषालय	323	ifmis.323@mptreasury.gov.in
त्यौथर उप-कोषालय	324	ifmis.324@mptreasury.gov.in
Sagar District Treasury	330	ifmis.330@mptreasury.gov.in
बंडा उप-कोषालय	331	ifmis.331@mptreasury.gov.in
बीना उप-कोषालय	332	ifmis.332@mptreasury.gov.in
देवरी उप-कोषालय	333	ifmis.333@mptreasury.gov.in
गढाकोटा उप-कोषालय	334	ifmis.334@mptreasury.gov.in
खुरई उप-कोषालय	335	ifmis.335@mptreasury.gov.in
रहली उप-कोषालय	336	ifmis.336@mptreasury.gov.in
Satna District Treasury	340	ifmis.340@mptreasury.gov.in
अमरपाटन उप-कोषालय	341	ifmis.341@mptreasury.gov.in
मैहर उप-कोषालय	342	ifmis.342@mptreasury.gov.in
नागौद उप-कोषालय	343	ifmis.343@mptreasury.gov.in
रामपुर बघेलान उप-कोषालय	344	ifmis.344@mptreasury.gov.in
Sehore District Treasury	350	ifmis.350@mptreasury.gov.in
आष्टा उप-कोषालय	351	ifmis.351@mptreasury.gov.in
बुधनी उप-कोषालय	352	ifmis.352@mptreasury.gov.in
दोराहा उप-कोषालय	353	ifmis.353@mptreasury.gov.in
इछावर उप-कोषालय	354	ifmis.354@mptreasury.gov.in
नसरुल्लागंज उप-कोषालय	355	ifmis.355@mptreasury.gov.in
Seoni District Treasury	360	ifmis.360@mptreasury.gov.in
केवलारी उप-कोषालय	361	ifmis.361@mptreasury.gov.in
लखनादौन उप-कोषालय	362	ifmis.362@mptreasury.gov.in
Shahdol District Treasury	370	ifmis.370@mptreasury.gov.in
ब्यौहारी उप-कोषालय	372	ifmis.372@mptreasury.gov.in
Shajapur District Treasury	380	ifmis.380@mptreasury.gov.in
शुजालपुर उप-कोषालय	382	ifmis.382@mptreasury.gov.in
Shivpuri District Treasury	390	ifmis.390@mptreasury.gov.in
करेरा उप-कोषालय	391	ifmis.391@mptreasury.gov.in
कोलारस उप-कोषालय	392	ifmis.392@mptreasury.gov.in
पिछोर उप-कोषालय	393	ifmis.393@mptreasury.gov.in
पोहरी उप-कोषालय	394	ifmis.394@mptreasury.gov.in
Sheopur District Treasury	400	ifmis.400@mptreasury.gov.in
विजयपुर उप-कोषालय	401	ifmis.401@mptreasury.gov.in
Sidhi District Treasury	410	ifmis.410@mptreasury.gov.in
चुरहट उप-कोषालय	412	ifmis.412@mptreasury.gov.in
कुसमी उप-कोषालय	414	ifmis.414@mptreasury.gov.in
मझौली उप-कोषालय	415	ifmis.415@mptreasury.gov.in
सिंहावल उप-कोषालय	417	ifmis.417@mptreasury.gov.in
Tikamgarh District Treasury	420	ifmis.420@mptreasury.gov.in
जतारा उप-कोषालय	421	ifmis.421@mptreasury.gov.in
निवाडी उप-कोषालय	422	ifmis.422@mptreasury.gov.in
Ujjain District Treasury	430	ifmis.430@mptreasury.gov.in

बडनगर उप-कोषालय	431	ifmis.431@mptreasury.gov.in
घटिया उप-कोषालय	432	ifmis.432@mptreasury.gov.in
खचरौद उप-कोषालय	433	ifmis.433@mptreasury.gov.in
महिदपुर उप-कोषालय	434	ifmis.434@mptreasury.gov.in
नागदा उप-कोषालय	435	ifmis.435@mptreasury.gov.in
तराना उप-कोषालय	436	ifmis.436@mptreasury.gov.in
Umaria District Treasury	440	ifmis.440@mptreasury.gov.in
Vidisha District Treasury	450	ifmis.450@mptreasury.gov.in
गंजबासौदा उप-कोषालय	451	ifmis.451@mptreasury.gov.in
ग्यारसपुर उप-कोषालय	452	ifmis.452@mptreasury.gov.in
कुरवाई उप-कोषालय	453	ifmis.453@mptreasury.gov.in
लटेरी उप-कोषालय	454	ifmis.454@mptreasury.gov.in
नटेरन उप-कोषालय	455	ifmis.455@mptreasury.gov.in
शमशाबाद उप-कोषालय	456	ifmis.456@mptreasury.gov.in
सिरोज उप-कोषालय	457	ifmis.457@mptreasury.gov.in
Anuppur District Treasury	460	ifmis.460@mptreasury.gov.in
पुष्पराजगढ़ उप-कोषालय	461	ifmis.461@mptreasury.gov.in
Ashoknagar District Treasury	470	ifmis.470@mptreasury.gov.in
चंदेरि उप-कोषालय	471	ifmis.471@mptreasury.gov.in
मुगावलि उप-कोषालय	472	ifmis.472@mptreasury.gov.in
Burhanpur District Treasury	480	ifmis.480@mptreasury.gov.in
Alirajpur District Treasury	490	ifmis.490@mptreasury.gov.in
जोबट उप कोषालय	491	ifmis.491@mptreasury.gov.in
Singrauli District Treasury	500	ifmis.500@mptreasury.gov.in
उप कोषालय चितरंगी	501	ifmis.501@mptreasury.gov.in
उप कोषालय देवसर	502	ifmis.502@mptreasury.gov.in
AGAR MALWA District Treasury	510	ifmis.510@mptreasury.gov.in
SUB TREASURY SUSNER	511	ifmis.511@mptreasury.gov.in
SUB TREASURY NALKHEDA	512	ifmis.512@mptreasury.gov.in



Department of Finance
Government of Madhya Pradesh
Bhopal

Integrated Financial Management Information System (IFMIS)

Email Policy Document

Version 1.1



Oct 2015

Author:	TCS Team
Date of Creation:	14 th Oct 2015
Client Approval Stamp: (Signature, Name & Designation)	
Client Approval Date:	

Notice

Email Policy document is being submitted by Tata Consultancy Services to the Department of Finance - Government of Madhya Pradesh for purpose of review and approval.

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Approved by: Mr. Manish Thaker
(TCS Official)

Date: 14th Oct, 2015

Authorized by: Mr. Arun Panchal
(TCS Official)

Date: 14th Oct, 2015

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CHAPTER 1. INTRODUCTION

1.1 Acronyms and Abbreviations

Sr. No.	Abbreviation/Acronym	Description
1	DEITY	Department of Electronics and Information Technology
2	DoF	Department of Finance
3	DTA	Directorate of Treasury and Accounts
4	FMIS	Finance Management Information System
5	GOI	Government of India
6	GoMP	Government of Madhya Pradesh
7	HRMIS	Human Resource Management Information system
8	IFMIS	Integrated Finance Management Information System
9	IP	Internet Protocol
10	OWA	Outlook Web Access
11	PMIS	Pension Management Information System
12	SRS	System Requirement Specification
13	SSL	Secure Socket Layer
14	TCS	Tata consultancy Services Ltd.
15	URL	Universal Resource Locator

CHAPTER 2. IFMIS OVERVIEW

2.1. Purpose

The purpose of this section of the document is to provide a holistic view of processes covered under the IFMIS, which will help the user to have a broad level understanding of various components of IFMIS. The overview section also briefly describes the inter-component interactions of IFMIS.

For the detail requirement specifications, user may refer the System Requirement Specifications (SRS) documents of respective module.

2.2. IFMIS Features

Different features of the IFMIS, which will help DoF, GoMP to achieve the objectives are as below:

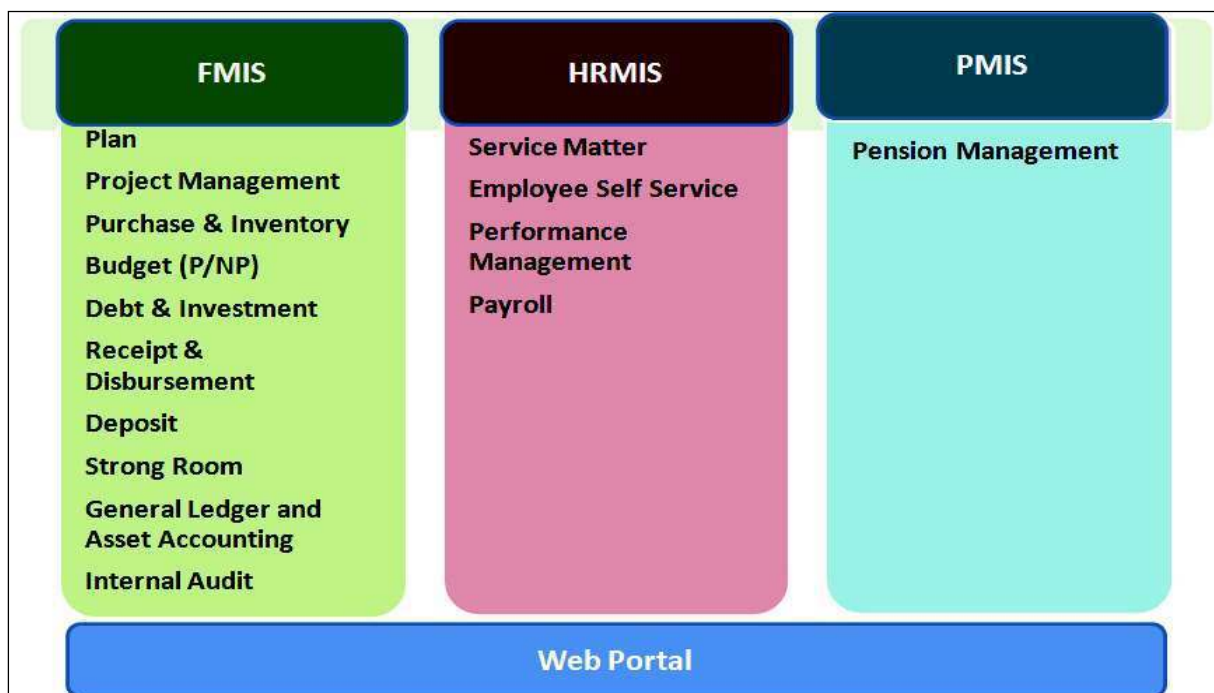


2.3. About Integrated Financial Management Information System (IFMIS)

Department of Finance and Government of Madhya Pradesh are in process of implementation of Integrated Financial Management Information System (IFMIS). The goal of this implementation is to enhance existing processes for better management of Public Finances in the state. The IFMIS has objective to align the focus of Government Policies, Plans and Programs corresponding to the availability of resources to the economy.

The IFMIS comprises of three sub-systems- Financial Management Information System (FMIS), Human Resource Management Information System (HRMIS) and Pension Management Information System (PMIS). These three sub-systems are further divided into modules and sub-modules. The Web Portal (Cyber Treasury) module is also present as a part of system.

The Sub-systems and modules of IFMIS are given in the following figure:



CHAPTER 3. EMAIL POLICY SCOPE

3.1. Email Policy Scope

This email policy is defined for application MPIFMIS. This policy is intended to familiar users with IFMIS Email services, policies and uses.

The objective of mail service in MPIFMIS is providing messaging service to support MPIFMIS application. Although Email policies in MPIFMIS will be as per Email policy guide lines issued by DEITY, GOI instructions and Email policy document by Government of Madhya Pradesh (Attached with this document), all services provided by NIC-Net may not be mandatory incorporated in MPIFMIS email services due to Hardware and Software limitations.

CHAPTER 4. MAIL MESSAGING IN IFMIS

4.1. Email and its use

Electronic mail, most commonly referred to as email or e-mail is a method of exchanging digital messages from an author to one or more recipients. Email operates across the Internet or other computer networks.

- Emails are easy to use. You can organize your daily correspondence, send and receive electronic messages and save them on computers.
- Emails are fast. They are delivered at once around the world. No other form of written communication is as fast as an email.
- The language used in emails is simple and informal.
- When you reply to an email you can attach the original message so that when you answer the recipient knows what you are talking about. This is important if you get hundreds of emails a day.
- It is possible to send automated emails with a certain text. In such a way it is possible to tell the sender that you are on vacation. These emails are called auto responders.
- Emails do not use paper. They are environment friendly and save a lot of trees from being cut down.

4.2. IFMIS Email Overview

Messaging system in IFMIS is based on Microsoft Exchange Server 2010. Following MS Exchange 2010 roles are configured under MPIFMIS:

Mailbox Role – Host Users mailboxes

Hub Transport Role – Route internal emails

Client Access Server Role – Client Authentication, Outlook Web Access

Edge transport Role – Route external emails

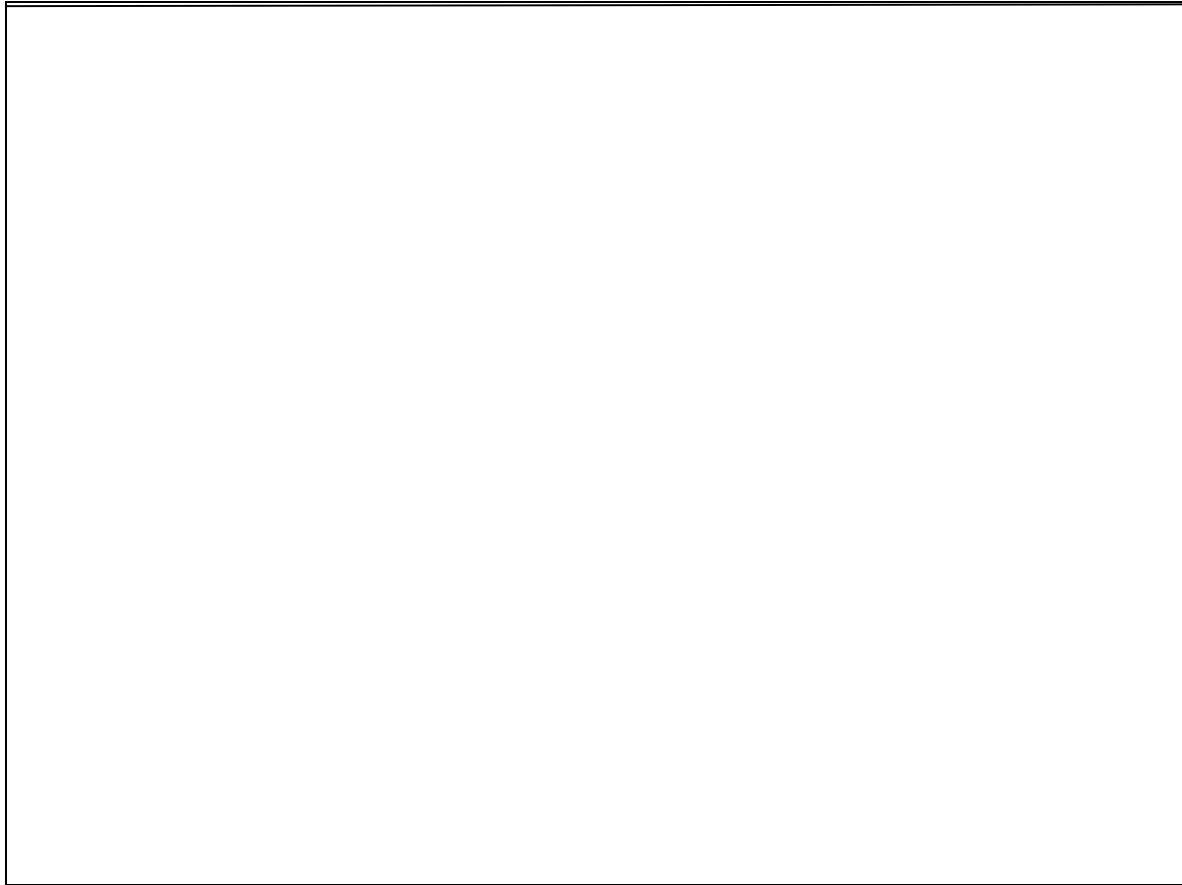
Other than MS Exchange, MPIFMIS email solution architecture contains **Symantec Brightmail Messaging Gateway** appliances. It will be installed at the gateway before messaging infrastructure. A single appliance can scan both inbound and outbound mails. It uses MX record to perform load balancing and HA.

4.3. Mail Flow

Mail flow in IFMIS can be categorized in two ways

Internal Mail Flow: All mails sent/received within the domain mptreasury.gov.in will be routed through hub transport server.

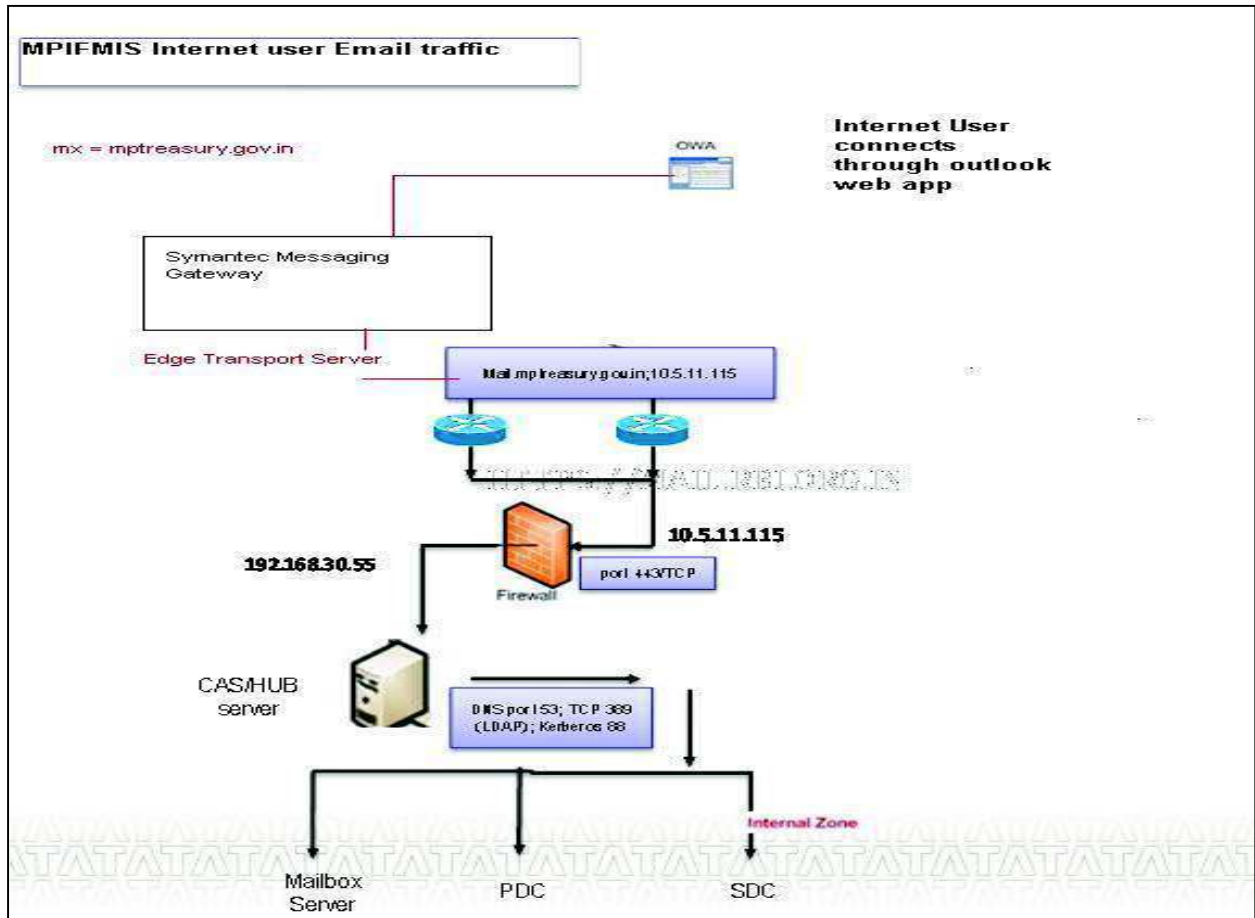
For Example: mail sent from User1@mptreasury.gov.in to user2@mptreasury.gov.in will be transfer by HUB transport server. If User1@mptreasury.gov.in will send mail to external domain like Gmail, Yahoo etc mail first come to HUB server and HUB server will forward it to Edge Transport server.



External mail flow: Mails sent to external domain for example gmail.com from mptreasury.gov.in will be routed using edge transport server and Symantec messaging gateway.

Similarly, mails from internet/external domain will first come to Symantec Gateway then to edge transport server and route to internal user mailbox using Hub transport server.

Mail flowing through the Symantec appliance undergoes a number of processing layers and filtering modules. These layers include pre-filtering checks based on the reputation of the source or IP connection, antispam filtering using Symantec Bright mail Antispam technology.



CHAPTER 5. EMAIL SECURITY POLICY

5.1. Password Policy

The password shall meet the complexity requirements. Password Management for E-Mail Users shall be done as per the DTA password policy

1. Passwords are a common means of verifying a user's identity before access is given to an information system or service.
2. Users will not share their passwords with anyone keeping them confidential.
3. Whenever a new account for a user is created, the option 'User must Change Password at Next Log on' will be enabled.
4. To allow passwords to be changed when needed, passwords shall never be hard-coded (incorporated) into software / scripts developed or modified in-house.
5. Passwords shall be communicated through phone or through email in a password protected file. In case of new users, password shall be communicated to their respective supervisors. Users shall immediately change the password after first login.
6. Wherever possible (or as supported by the respective system) following Password Guidelines shall be strictly followed:
 - Enforce Password History: 24 passwords remembered
 - Maximum Password Age: 42 days
 - Minimum Password Age: 1 day
 - Minimum Password Length: 8 characters
 - Complexity Requirement: At least One Upper Case / One Lower Case / One Special Character / one Numeric character
7. All passwords shall be stored in the encrypted form in the operating systems and databases.
8. Vendor supplied default password shall always be changed.
9. The user account will be locked out after 4 login failures (bad attempts). Once an account is locked; only the System Administrator concerned shall activate it.

10. The user session shall be locked after a maximum of 5 minutes of inactivity.
11. The inbuilt administrator / super-user / root account's passwords for the servers and network devices should not expire unlike the user passwords that have a password age of 42 days. Inbuilt administrator / super-user / root account's passwords have to be changed at least every three month.
12. Wherever possible "Administrator" user ids shall be renamed.
13. Administrator passwords of the servers and network devices in the Data Center shall not be shared with the team members. Different level of privileges shall be provided to authorize individual user ids on the servers and network devices for administrative purposes.
14. The admin passwords of servers and network devices in Datacenter shall be kept in a fire safe in sealed envelope.

5.2. Blocked attachments

Attachments with the following extensions shall be blocked:

- a) .386 Windows Enhanced Mode Driver. A device driver is executable code and, as such, can be infected and should be scanned.
- b) .BAT Batch File. These are text files that contain system commands.
- c) .BIN Binary File. Can be used for a variety of tasks and usually associated with a program.
- d) .CLA, .CLASS Java Class File. Java applets are supposed to be run in a 'sandbox' and thus be isolated from the system. However, users can be tricked into running an applet in a mode that the sandbox considers 'secure' so Class files should be scanned.
- e) .CMD Windows Command Script. A batch files for Windows.
- f) .COM Command (Executable File). Any executable file can be infected in a variety of ways.

- g) .DLL Dynamic Link Library. It can be used for a variety of tasks associated with a program. DLLs typically add functions to programs. Some contain executable code; others simply contain functions or data so that all DLLs should be scanned.
- h) .DRV Device Driver. A device driver is executable code and, as such, can be infected and should be scanned.
- i) .EXE Executable File. Any executable file can be infected in a variety of ways.
- j) .HTA HTML Program. It can contain scripts.
- k) .MDE Microsoft Access MDE database. Macros and scripts make this vulnerable.
- l) .MSI Microsoft Windows Installer Package.
- m) .MSP Microsoft Windows Installer Patch. It contains code.
- n) .MST Microsoft Visual Test Source Files. Source can be changed.
- o) .PIF MS-DOS Shortcut. If changed can run unexpected programs.
- p) .REG Registry Entries. If run these change the registry.
- q) .SCR Screen Saver or Script. Screen savers and scripts are both executable code. They may either contain a virus or be used to house a worm or Trojan.
- r) .SCT Windows Script Component. Scripts can be infected.
- s) .SYS System Device Driver. A device driver is executable code and, as such, can be infected and should be scanned.
- t) .VB, .VBE VBScript File. Scripts can be infected. (.VBE is encoded.)
- u) .VBS Visual Basic Script. A script file may contain a virus or be used to house a worm or Trojan.
- v) .VXD Virtual Device Driver. A device driver is executable code and, as such, can be infected and should be scanned.
- w) .WSC Windows Script Component. Scripts can be infected.

x) .WSF Windows Script File. Scripts can be infected.

y) .WSH Windows Script Host Settings File. Settings can be changed to do unexpected things.

5.3. Content Filtering

Restricted words should be blocked in email subject and body. Mails sent containing restricted words will be blocked.

5.4. Other Security Policies

- Users should be prompted for password change while first login after ID creation.
- Only privileged users will be able to send or receive mails to/from external domains for example Gmail.com, Yahoo.com
- Users should be categorized on the basis of mailbox size allotted to them.
- Size of attachment with email should be limited. It can be extended if required for privileged users.
- All mails sent outside the organization should be scanned for inappropriate content, viruses and attachments.
- All mails received from outside organization should be scanned for spam, viruses before routed to internal user's mailboxes.
- Mails forwarding to other mailboxes and delegation of administrative rights should be provided only as per client's requirement.

5.5. Email Security Policies for Users

1 Only the E-mail account provided by the Department shall be used for official communication.

2 Official E-mail shall not be forwarded to personal E-mail account.

3 E-mail password shall not be shared even for official purpose.

4 User shall not attempt any unauthorized use of E-mail services, such as:

- Distribution of messages anonymously
- Misusing other user's E-mail address
- Using a false identity
- Sending messages to harass or intimidate others
- Password used for online forms / services / registrations / subscriptions
Shall not be the same as the password of official E-mail account.

5.6. Disclaimer

The following disclaimer shall be attached to all the external e-mails originating from Department of Finance's Mail Server:

"The message (including the attachment) in this e-mail is intended solely for the addressee, and may be confidential. If you have received this message by mistake, please notify the sender immediately via return e-mail, and delete the e-mail. Though all reasonable precautions have been taken to ensure that the message and its attachments are free from virus, Department of Finance does not accept any responsibility for any loss or damage that the use of this e-mail may cause."

CHAPTER 6. EMAIL ACCOUNT MANAGEMENT

6.1. User ID creation

Mail Administrator will create an e-mail account for the new user with the default password. The list of Email IDs created will be provided by DTA and according to the information provided by DTA user IDs will be created for DDO, Treasuries, Sub Treasuries and DTA. This will be a one-time password and needs to be changed at first log-in. Email IDs with extension @mptreasury.gov.in will be created based on two categories:

a) User/Name based email ids

For example:

empid@mptreasury.gov.in

Firstname.lastname@mptreasury.gov.in

Lastname.firstname@mptreasury.gov.in

b) Role/Designation/office based email ids

For example:

[department_admins\(code\)mptreasury.gov.in](mailto:department_admins(code)mptreasury.gov.in)

[ifmis.\(ddocode\)mptreasury.gov.in](mailto:ifmis.(ddocode)mptreasury.gov.in)

[ifmis.\(treasury code\)mptreasury.gov.in](mailto:ifmis.(treasury code)mptreasury.gov.in)

[dta.\(section\)mptreasury.gov.in](mailto:dta.(section)mptreasury.gov.in)

6.2. Mailbox Sizing

Initially Mailbox quota size provided for each mailbox will be 40 MB. Users have to delete/flush unwanted mails if mailbox quota size exceeds above 40 MB. For increasing mailbox quota size users have to take approval of nodal officer and DTA, and send mail to mail administrator. The mail should contain an appropriate reason for increment in mailbox quota size.

6.3. Process of Account creation

1. Mail administrator will create Email IDs based on information provided by DTA. After creation of Email ID/s mail administrator will provide DTA or associated officer with User login ID and password through email or in enclosed letter. DTA will provide the same to respective

Nodal officer through email. User will be asked to change password at first logon and start using email.

2. Email IDs will be created by Email administrator assigned by DTA.
3. Email IDs will be created according to information provided by DTA.

6.4. Handover of Email IDs

1. Users shall hand over the designation based id to their successor prior to moving out of the office. User can continue to use the name based id assigned to them on the Government e-mail service during their entire tenure in Gol.
2. Prior to leaving an organization on transfer, the user to whom the designation based id had been assigned shall ensure that the password for the id is changed. The successor shall need to get the password reset after taking over the post.
3. The nodal officer in each organization shall ensure that the password is changed prior to giving "No-Dues" to the user.
4. The above process shall be followed without any exception. If an id is misused, the respective nodal officer of each organization shall be held accountable.
5. The nodal officer and the user shall inform prior to their superannuation/transfer of the user by sending an email to dta_mailadmin@mptreasury.gov.in

6.5. Data Retention and Backup

1. Users are responsible for e-mails saved in their folders as they deem appropriate for e.g. Inbox, Sent Mail, any other folder created by the user. E-mails shall be automatically purged from "Trash" and "Probably Spam" folders after a specified time period.
2. The Email Administrator takes a backup of the e-mail data on a regular basis to ensure timely recovery from a system failure/crash/loss impacting the service.
3. Each user is responsible for the individual e-mails stored in their folders. Mail Administrator shall not be responsible for any accidental deletion of e-mails by the user.

4. E-mails lost as a result of wrong configuration of the local mail clients (e.g. Outlook/Eudora/Thunderbird, etc) shall not be the responsibility of the mail administrator.

5. The email administrator shall not offer a service for restoration of lost data due to an action committed by the user.

6. In the eventuality of a disaster/calamity, all possible attempts to restore services and content shall be made. However, in circumstances beyond the control of the Administrator, it would not be held responsible for loss of data and services.

6.6. Deactivation of Accounts

1. Deactivation or deletion of an account shall occur under the following conditions:

- The officer retires/resigns from Service: The user shall surrender their official designation based account prior to getting relieved from the service. It is mandatory for the users to inform the regarding their superannuation/resignation by sending a mail or through Department officer.
- The officer is no longer in a position to perform his duties (death/missing, etc).The name based email id of the user shall be deleted by the Administrator. The nodal officer of that respective organization shall inform by sending a mail
- Inactive account: Any account which is inactive for a period of 90 days shall be deactivated under intimation to the concerned department. The user id along with the data shall be deleted from the e-mail system after a period of 180 days, if no request for activation is received during this period. Subsequently, all formalities shall need to be completed for re-opening of the said account with the same id, subject to availability. In such cases, data from the backup shall not be restored.
- Violation of policy: The authorized person at the organization under whose request the account has been created shall inform when any of the above conditions are triggered.
- Misuse of account: Whenever information is not sent or sent at a later date, TCS shall not be responsible in case the account is misused and comes under the scrutiny of the designated investigating agencies.

2. Based on the conditions above, and as per the status of the officer, DTA shall introduce a process to ensure that e-mail id is either deactivated/deleted/password changed, prior to giving “nodues” to a user

CHAPTER 7. EMAIL SERVICE AND USAGE POLICY

7.1. Email Service

Range of services will be available for email users in MPIFMIS. These services will be solely for the purpose of MPIFMIS application.

1. E-mail Services:

TCS will provide email service to DTA. TCS has procured 10,000 No. of Exchange Client Access licenses. Email Servers are hosted at IFMIS Data centre Bhopal. Email services will be provided to the list of Users provided by DTA to TCS. If No. of mail IDs exceeds 10,000, DTA has to procure additional licenses.

2. Delegated Admin Console:

TCS or mail administrator assigned by DTA has the rights to create and delete mailboxes. Also they have the rights to manage user IDs. Mail admin will create, manage, change/reset password only as per requirement provided through email or other communication.

3. Mail Gateway Service:

Gateway services will make sure that all incoming and outgoing messages to/from mptreasury domain will be scanned for viruses, spam, malware and unauthorized content. Although all important measures have been taken considering email security if some user will use email services to send any unauthorized mail, TCS or DTA will not be responsible for that Email.

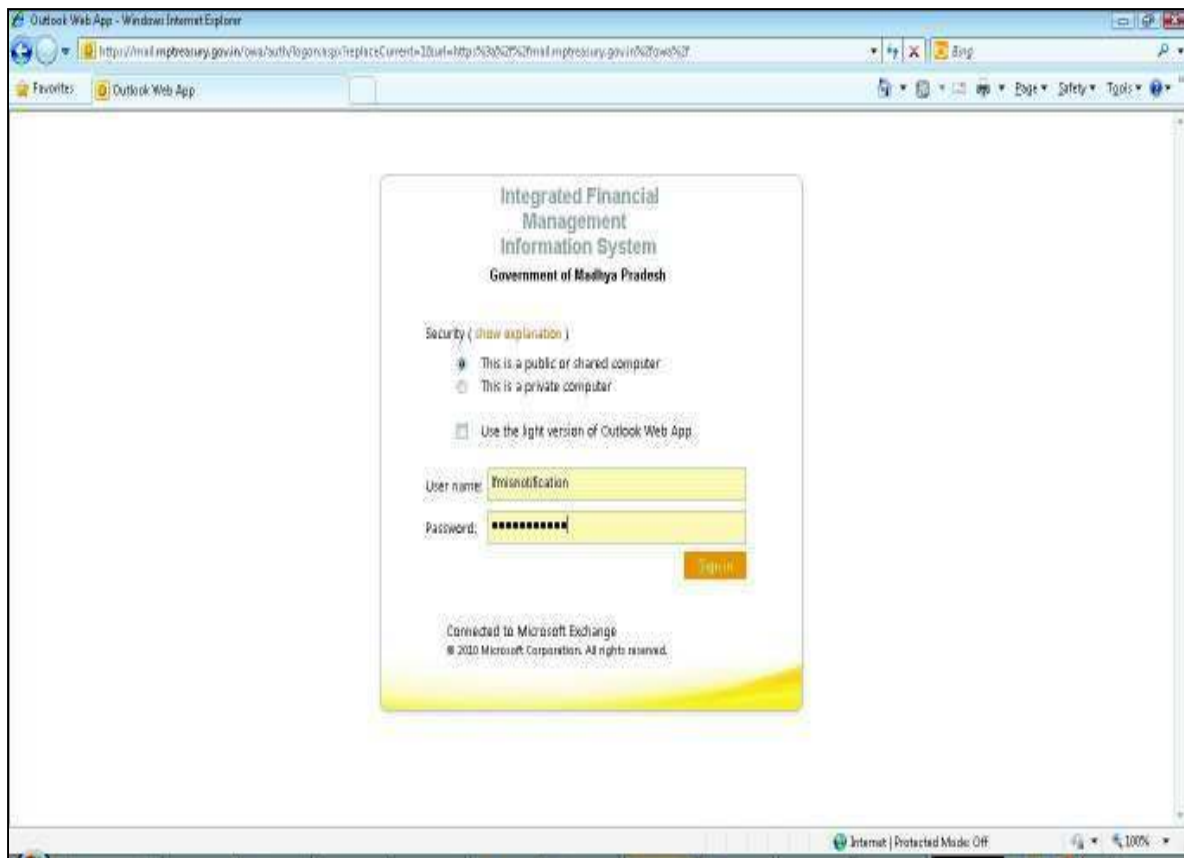
4. Calendar Service:

This service enables users to record events and tasks, share calendar with others, view others' calendars, invite other calendar users to events and set reminders and notifications for an event.

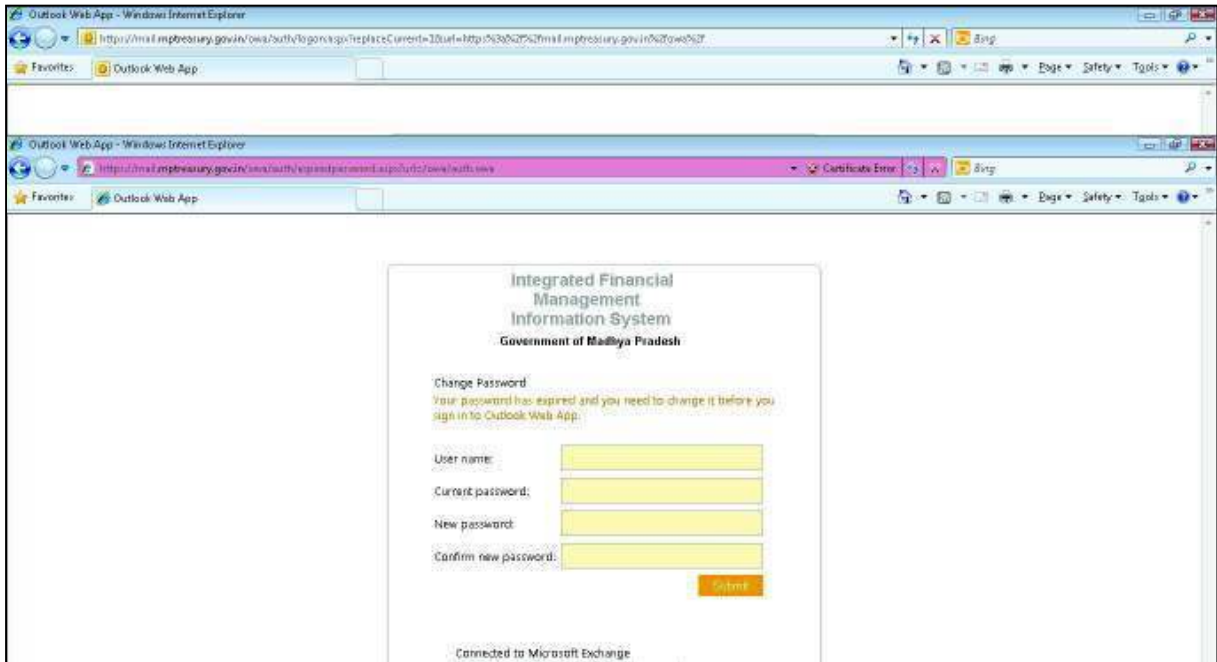
CHAPTER 8. USER MANUAL OF EMAIL

8.1. Email Access

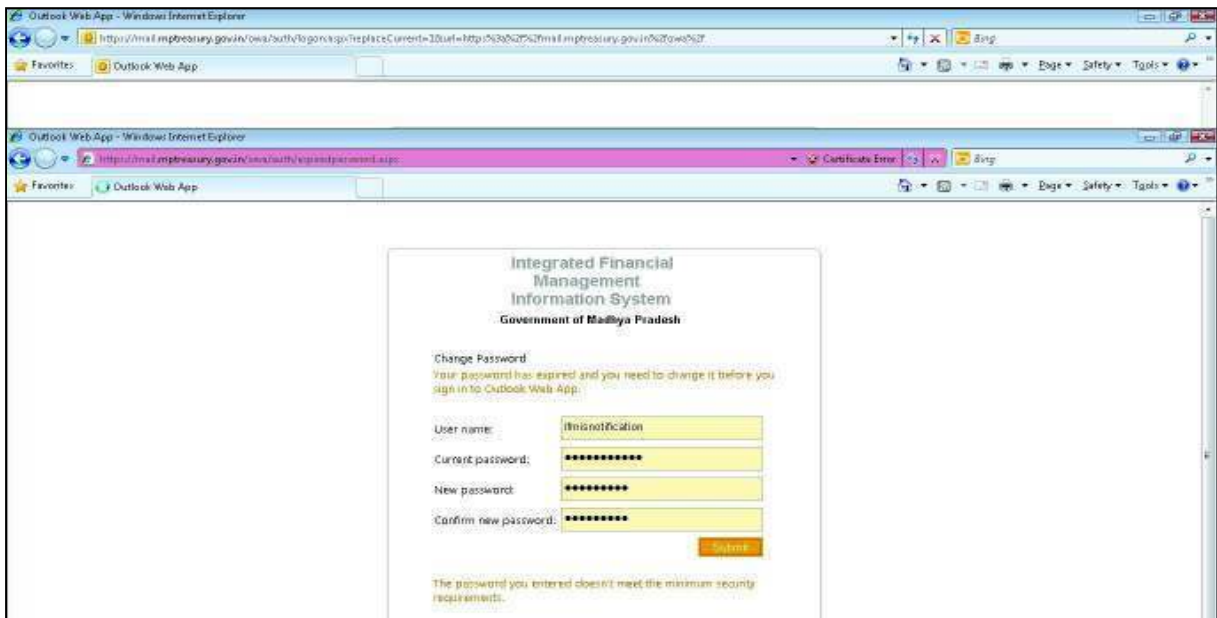
1. User can access email using URL: <https://mail.mptreasury.gov.in/owa>
2. Email login page will open. Login with the username and password provided:



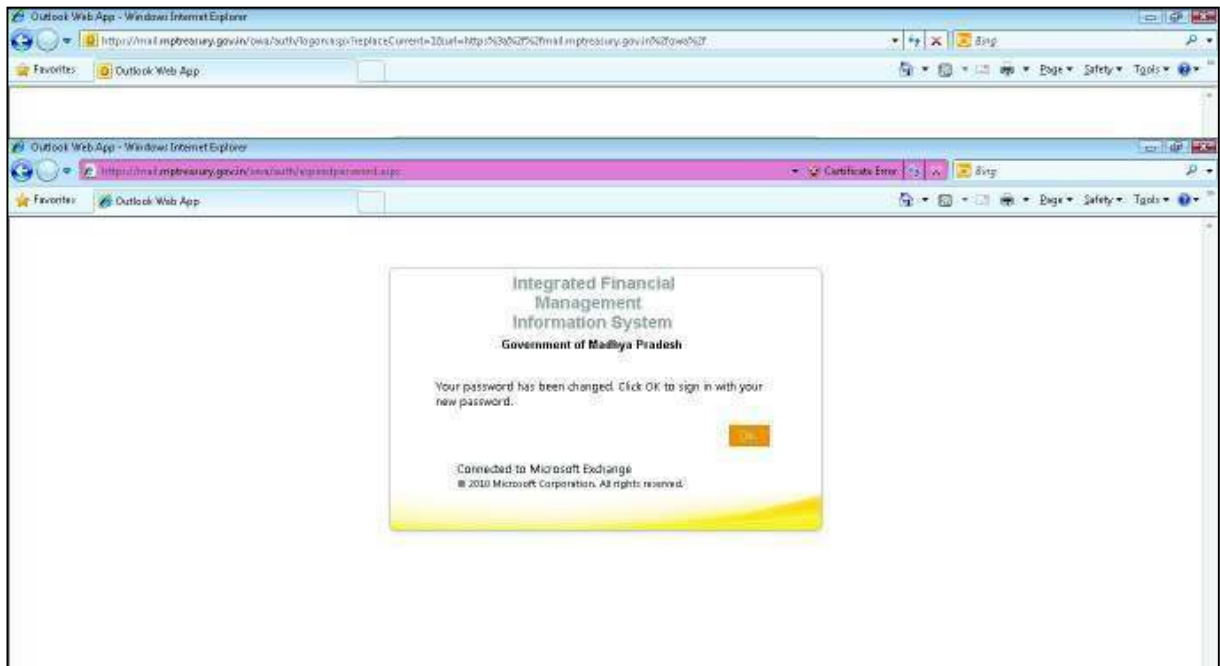
3. First time user will be asked to change password



4. Enter the required details:



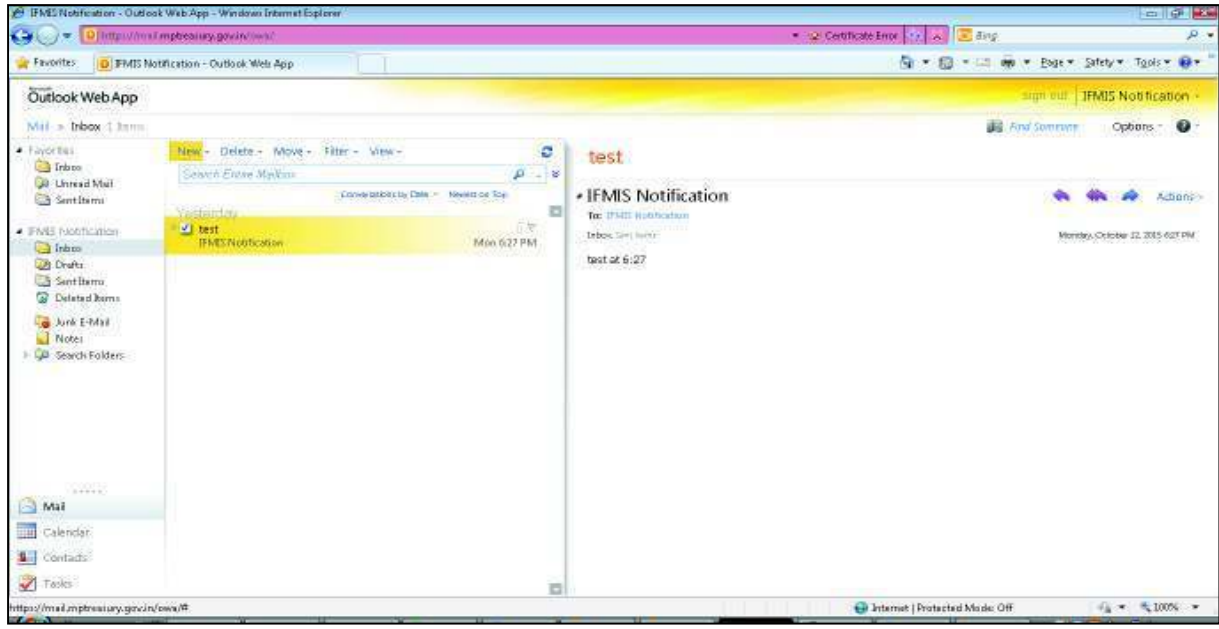
5. Your password will be reset



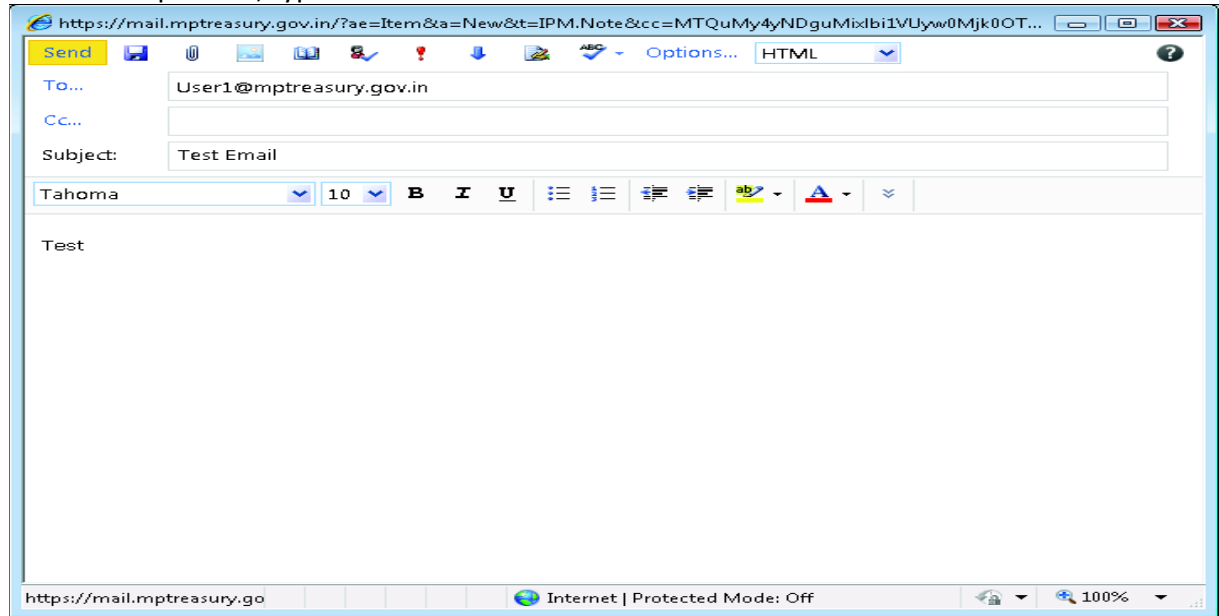
6. Open <https://mail.mptreasury.gov.in/owa> and login with New credential.

8.2. Compose and send Email

Click on New Button

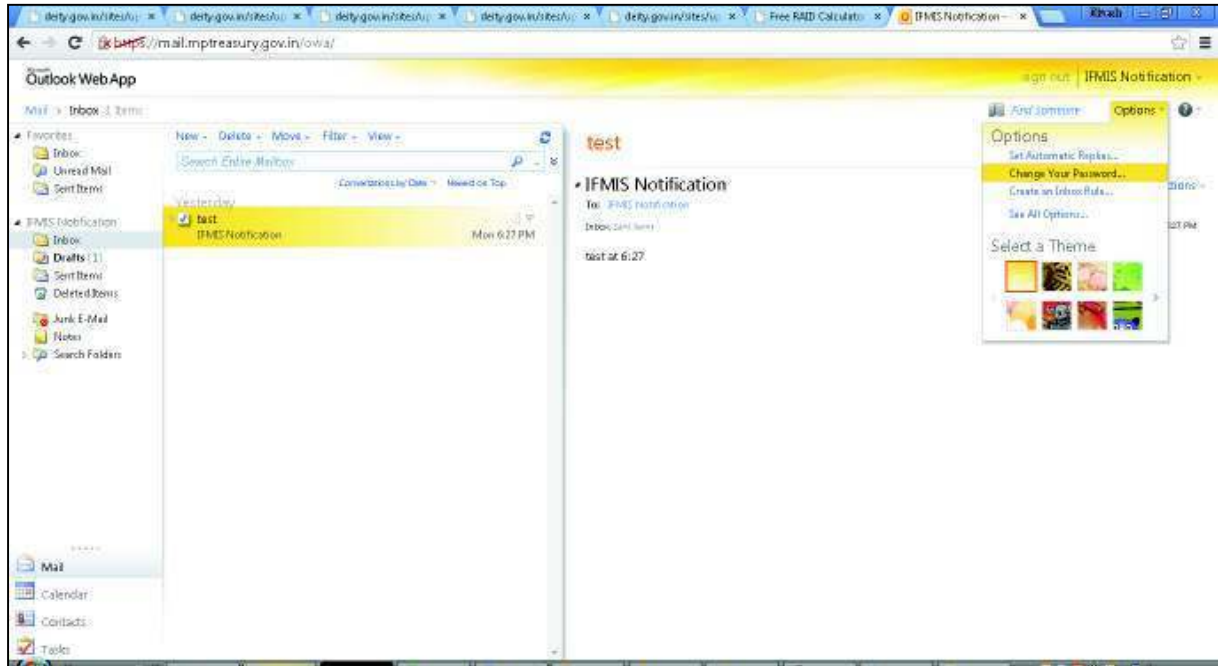


2. Enter recipient ID, type mail content and click on send



8.3. Manual Password Reset

1. User can manually reset their password by login into Email Web portal
2. To change password, Go to Option and click on change password



8.4. Password Expiration / Forgot Password

1. In case of user password expiry or password forget, user can request helpdesk for password reset, helpdesk in turn drop mail to mail Administrator for password reset of respective user.

CHAPTER 9. DO'S AND DONT'S

9.1. Unacceptable behavior of employees

The following behavior by an employee is considered unacceptable:

- Use of e-mail communications systems to set up personal businesses or send chain letters.
- Forwarding of confidential messages to external locations/domains.
- Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal.
- Broadcasting unsolicited personal views on social, political, religious or other non-business related mails.
- Transmitting unsolicited commercial or advertising material.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of computer virus or malware into the network through e-mail.

9.2. Email Policy to prevent unacceptable behavior of employees

- Allowing certain file extensions in attachment to certain group of users with limited size.
- By blocking certain user group to e mail outside local domain like yahoo, g-mail etc.
- By blocking certain user group to receive e-mails from outside domain like yahoo, Gmail etc.
- SI will permit certain trusted domains (which will be provided by DTA), for email incoming and outgoing to certain user groups.
- By using organization disclaimer at the end of each messages sent by the organization's employees to external domain

9.3. Rules for Email Usage

1. E-mail is a business communication tool and users must use this in a responsible, effective and lawful manner.
2. Users will use Department of Finance email id for official communication. Mail services such as G-mail, Yahoo-mail, hot-mail etc. will not be used for official communications; however mail can be sent to these email-ids by marking them either in 'To' or 'CC'. Only In case of official mail/mail server /DC failures scenario personal emails can be used.
3. Users will archive their emails on regular intervals.
4. Users will promptly report all suspected security vulnerabilities or problems that they notice with the E-mail system to the Helpdesk.
5. Department of Finance has the authority to intercept or disclose or assist in intercepting or disclosing E-mail communications.
6. Users will not use any E-mail account other than the one provided by Department of Finance for transacting official information.
7. Language used will be consistent with other forms of business communications.
8. Users will avoid opening mail from unknown users/sources and also avoid opening suspicious attachments or clicking on suspicious links.

- End of Document -