



# M. P. POWER GENERATING CO.LTD.

Govt. of M.P.Undertaking  
CIN- U40109MP2001SGC014882

**BLOCK No.9, SHAKTI BHAWAN, VIDYUT NAGAR:  
RAMPUR,JABALPUR (M.P.)- 482008**

Phone No.0761-2702615,  
Fax No. 0761-2665805

E-mail : [mppgcl@mp.nic.in](mailto:mppgcl@mp.nic.in)  
Website: <http://www.mppgenco.nic.in>

No. ED (HR & A)/MPPGCL/ e-mail/282

Jabalpur, Dtd. 19/01/2016

## ORDER

In accordance with the decision to avail email solution for the Company with the domain name “[mppgcl.gov.in](http://mppgcl.gov.in)” through the State Email Services under the GoMP’s Email Policy 2014, following officers are nominated as the Nodal Officer & Link Nodal Officer for implementation:-

SN	Name (S/Shri)	Designation/Office	Nominated Post
1	Mohammad Wasib Email: <a href="mailto:nodalmpgcl@mp.gov.in">nodalmpgcl@mp.gov.in</a> Mob: 9425806543, Ph: 0761-2702674	DGM(HR), O/o ED(HR&A), MPPGCL, Block No. 9 Shakti Bhawan, Rampur, Jabalpur	Nodal Officer
2	Pradeep Chouhan	AE (Gen.-IT), O/o CFO, MPPGCL, Jabalpur	Link Nodal Officer

Further, the following officers are nominated for coordinating related activities at the respective HQ Office/Plant locations:-

- a. **Thermal Power Stations** : SE (HQ) of the respective TPS.
- b. **Hydel Power Stations** : SE (O&M)/Head of the respective HPS.  
(other than THC,Sirmour)
- c. **Tons Hydel Complex, Sirmour** : Addl. CE (O&M), THC, Sirmour
- d. **HQ Offices** : Officer-in-charge of establishment  
section of the respective office at HQ.

In the first phase, it has been decided to create designation based Email IDs and individual user based Email IDs for all Class I & II Officers and JEs of MPPGCL.

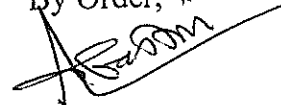
In order to avail the facility of individual name-wise Email IDs, all the Class I & II Officers and JEs of MPPGCL are required to individually submit the duly filled up New-User Online Form titled “Creation of New e-Mail Account (for individual user)”, available at the GoMP’s web site <https://mail.mp.gov.in> or by accessing the same directly at the URL [http://164.100.196.152/WebForms/SES\\_NewEmailAccount.aspx](http://164.100.196.152/WebForms/SES_NewEmailAccount.aspx), latest by 21/01/2016.

After online submission of the aforesaid form, the print-out of the above form should be duly signed by the concerned officer & submitted to the respective HoD in **three (3) copies**. The HoD shall ensure necessary coordination for collection of the duly filled up forms from all the Officers under their administrative control for onward submission to the nominated Officer at the respective Power Stations, **in two (2) copies**, who shall consolidate it and forward one copy of each of the forms to the Nominated Nodal Officer at Corporate Office, Jabalpur latest by 21/01/2016. The above activity is required to be completed on priority, all concerned are requested to adhere to the above timeliness positively.

A brief guideline regarding filling of the online form for availing the State Email Services, proper usage of email accounts so created under the GoMP's State Email Policy, process of handing over of the designation based email IDs on transfer/retirement, etc., is enclosed.

Encl: As above.

By Order, ✓



(A.K.AVASTHI)  
EXECUTIVE DIRECTOR(HR&A),  
MPPGCL : JABALPUR

Endt. No.ED (HR & A)/MPPGCL/ e-mail/283

Jabalpur, Dtd./ 9/01/2016

Copy forwarded to:-

1. The Executive Director/Chief Engineer (O&M:Gen.) /(Fuel Management)/ (Corporate Services)/ (Civil:Engg.)/ (PRG)/ (R&M)/ (MM)/ (Engg.)/ (O&M-Hydel), MPPGCL, Jabalpur.
  2. The Executive Director/ Chief Engineer (Gen.)/ SGTPS/ SSTPP/ STPS/ ATPS, MPPGCL, Birsinghpur/ Khandwa/ Sarni/ Chachai.
  3. The Chief Financial Officer, MPPGCL, Jabalpur
  4. The Addl. Chief Engineer (Gen.:Stores), THC/ Civil (S&I), MPPGCL, Jabalpur/ Sirmour.
  5. The Chief Security Officer, MPPGCL, Jabalpur.
  6. The Chief Medical Officer, STPS, MPPGCL, Sarni.
  7. The Executive Assistant to Chairman, MPPGCL, Energy Deptt., GoMP, Mantralaya, Vallabh Bhawan, Bhopal
  8. The Joint Secretary-I, O/o ED (HR&A), MPPGCL, Jabalpur
  9. The Superintending Engineer(O&M), RABS HPS/ Gandhisagar HPS/ Pench HPS/ Rajghat HPS/ Bansagar-II/III/IV HPS/ Madhikheda HPS, MPPGCL, Barginagar/ Gandhisagar / Totladoh/ Chanderi/ Silpara/ Deolond/ Jhinna/ Shivpuri.
  10. The Sr. A.O./RAO, (COG&HS)/SGTPS/SSTPP/ATPS/STPS/THC, MPPGCL, Jabalpur/ Birsinghpur/ Khandwa/ Chachai/ Sarni/ Sirmour.
  11. The PS/PA to Managing Director, Director (Tech)/ (Comml), MPPGCL, Jabalpur.
  12. Order/Personal File.
  13. Shri ..... Nodal Officer/ Link Nodal Officer, O/o.....,MPPGCL, .....
- For information and necessary action.



(P.K.SHRIVASTAVA)  
JOINT SECRETARY-II  
O/O EXECUTIVE DIRECTOR(HR&A),  
MPPGCL : JABALPUR

## Guidelines For Usage Of Email Account

1. Users have the responsibility to use Email ID in an efficient, effective, lawful and ethical manner.
2. All the email users are required to follow the instructions as per the GoMP's Email Policy document available on the URL [http://164.100.196.152/pdf/EMail\\_Policy.pdf](http://164.100.196.152/pdf/EMail_Policy.pdf).
3. The user must ensure that the information regarding their password or any other personal information is not shared with anyone.
4. The user must intimate updation of mobile numbers or any other changes in the personal profile to the Nodal Officer for security reasons, as the alerts would be sent through SMS to user mobile numbers.
5. Users should not provide their Govt. email account details (ID & password) to their accounts on private service providers.
6. It is strongly recommended that the user use the latest version of their internet browser for safe browsing.
7. The "save password" and auto complete features of the browser should be disabled.
8. The files downloaded from the internet or assessed from the portable storage media should be scanned for malicious contents before use.
9. User should disregard any email that requests for the login ID or password over email & refrain from sharing such details over email with anyone.
10. User must install & maintain latest operating software, anti-virus and application patches to prevent infection of malicious contents.
11. User should exercise caution while opening mails with embedded links, forwarding mails & must scan with anti-virus before they are downloaded/ executed.
12. In normal course, the email IDs shall be active till the date of superannuation of the user but may be extended further also. At the time of superannuation, the user shall inform the Nodal Officer regarding the same, so as to change the user's account status.
13. The details of the newly created email address would be sent to the user through SMS on their registered mobile numbers.
14. While having official correspondences, it is advisable to mention user name/designation/office & contact details as Signature of the email. Also, appropriate fonts/ size should be used.
- 15. Any account which is inactive for a period of 90 days shall be deactivated. The User ID along with data shall be deleted from the email system after a period of 180 days, if no request for activation is received during this period.**
16. Any email addressed to a user, whose account has been deactivated/ deleted shall not be directed to another email address.

## Guidelines for handover of Designation based Email IDs

- 1 The designation based email IDs shall be used by the HoD/Office Head to whom it will be allocated for office correspondences.
- 2 Users of the designation based email IDs shall hand over the IDs to their successor prior to moving out of the office & intimate the same to the Nodal Officer for incorporating necessary changes in user-profile. However, User can continue to use the individual name-based IDs assigned to them during their service tenure.
- 3 Prior to leaving the office on transfer/ resignation/ superannuation, the user to whom the designation based ID has been assigned shall ensure that the password for the ID has been changed. The successor, after taking over the post shall need to get the password reset through the nodal officer.

**Inappropriate use of the email service is strictly prohibited.**

**It may lead to deactivation of the account**

**Some examples are:**

1. Creation & exchange of emails that could be categorized as harassing, obscene or threatening.
2. Unauthorized exchange of proprietary information or any other privileged, confidential or sensitive information.
3. Creation & exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited email.
4. Creation & exchange of information in violation of any law, including copyright laws.
5. Willful transmission of an email containing a computer virus, Trojans or other unsafe contents.
6. Misrepresentation of the identity of the sender of an email.
7. Use or attempt to use the accounts of others without their consent.
8. Transmission of emails involving language derogatory to religion, caste, ethnicity, sending personal emails to a broadcast list, exchange of emails containing anti-national messages, sending emails with obscene material etc.
9. Use of distribution list for the purpose of sending emails that are personal in nature, such as personal functions etc.

**Guidelines for filling of Online form for availing email services**

1. While selecting the preferred email ID, the user must ensure that the address contain only two parts separated by a dot (i.e.) the email address would look like aaaa.bbbb@mppgcl.gov.in. The first part “aaaa” will be first name & the second part “bbbb” will be the surname, separated by a dot. Only in special cases, there may be one part. In case, an employee has a middle name also, then initial character of the middle name may be added with first name (i.e.) the email address would look like aaaac.bbbb@mppgcl.gov.in

**For Example, preferred emails in the following cases will be:-**

<b>Name of User</b>	<b>Preferred Email ID (First)</b>	<b>Preferred Email ID (Second)</b>
Vijay Chouhan	vijay.chouhan@mppgcl.gov.in	vijay.chouhan1982@mppgcl.gov.in (where 1982 may be year of birth/ year of joining.)
Rakesh Kumar Sehgal	rakeshk.sehgal@mppgcl.gov.in	rakeshkumar.sehgal@mppgcl.gov.in



MADHYA PRADESH

## State e-Mail Service



10:30 AM 6:00 PM @ 0755-2554077 Search

### Creation of New e-Mail Account(for individual user)

\*First Name : *Enter Full Name*

Middle Name : *Enter Full middle Name*

\*Last Name : *Enter Full Last Name*

\* Date of Birth (DD/MM/YYYY) :

\* Designation :

\*Ministry/Department : *रुजो विभाग*

\*Organization/HOD Office : *म प एयर कन्वर्जिंग कम्पनी लिमिटेड*

Aadhaar Number : *Enter 12 digit adhar number*

Emp ID Number : *Enter employee number*

\* Official Address :

City :

\* District : *Please Select*

\* PIN Code : *Enter 6 digit PIN no.*

\* Mobile no : *Enter 10 Digit mobile no*

\*Re-Enter Mobile no : *Enter phone no with STD code*

Phone no :

\*\* Preferred Email ID a) : *b):*

*Enter personal Email address*

\* Alternate Email ID :

\* Retirement/Completion of Contract Date :

\* Entries are mandatory and need to be filled

\*\* The login ids will be generated based on the guidelines issued under email address policy. A Suffix may be added to make the email id unique across the domain

\*\*\* Please check the policy: [https://mail.nic.in/docs/NIC\\_Policy\\_on\\_format\\_of\\_e-mail\\_Address.pdf](https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf)

This is to declare that I have read the terms and conditions and I agree to abide by them. *Tic Mark and submit*

Signature of Respective Office head/ HOD  
Of the Department with date and seal

Signature of the Applicant  
with date and seal

The above applicants is employee/Contractual with our department/sub-ordinate office of our department that draw its funds from the consolidate fund of Govt. of M.P.\*\*\*

\*\*\*Signature of Nominated Nodal Officer  
With date and seal

Name & Designation: \_\_\_\_\_  
E-mail and Tel. \_\_\_\_\_

Submit Reset