



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.  
OFFICE OF THE CHIEF ENGINEER (IT & TRAINING)**

Registered Office: Vidyut Bhawan, Janpath, Jaipur-302005(India)  
Telephone No. 0141-2742925, 2740381 Extn.1310, Fax 2742925

**IMIS CONTROL – 28**

No.RVPN/CE (IT & Trg)/F. /D.

Date: 25.02.09

All Administrative Controlling Units

Sub: - Integrated MIS and Computerization in RVPN – Use of ***E-mail services.***

Mailing services of RVPN has been made operational under Integrated MIS and computerization project and are being used by the RVPN officers at ***www.mail.rvpn.co.in***. A circular in this regard was issued by this office vide No. 293 dated 20.06.08. Presentation in this regard was also made in the senior officers meetings with the request to make maximum of this service in faster inter office information communication. Two batches of training were also organized by MIS wing for imparting training to the Trainers, who in turn are required to train other persons in their related offices.

Email addresses of all officers above the rank of XENs and head of offices up to AEN 132 KV GSS as per their designation have been created and are available on RVPN website in “*what’s new*” heading. Offices not included in the above list may contact SE (MIS) through form “**Request for opening new email ID**” which is available on the RVPN website. This facility can be accessed through RVPN Intranet service available to all offices which are connected to RVPN LAN/WAN at various L0 and L1 locations. The broad band and PSTN users can avail this service by establishing an internet /PSTN dial up link through configuration of internal /broad band modem attached to their computer and accessing the ,ao; server for the available service with URL as ***www.mail.rvpn.co.in*** and default

password as 123. Officers are requested to immediately change this default password so as to protect its misuse. This link is also available on RVPN web site.

The Local Area Network (LAN) at L0 and L1 locations have been created and are operational. LAN at these locations are connected through wide area network (WAN) through BSNL MPLS VPN lease lines. All RVPN offices at these locations become a part of RVPN Intranet and can have access to internet and mailing services.

The System is now fully operational and has become stable, it is therefore, enjoined upon all the head of the offices (whose email address has been created) to use this service to the maximum extent in exchanging official information and gradually reducing the paper work in **sharing the information, data, circulars, office orders etc.**

All the users of mail service and head of offices are requested to make “**check mail**” a regular feature at least in the forenoon of each working day.

Services of Feeder Manager located at TCC circles and MIS team at Jaipur can be taken in getting acquaintance with the use of email service. For resetting of password, creation of new email address, or any other difficulty in accessing / operating etc. e-mail administrator may be contacted at [mail\\_admin@rvpn.co.in](mailto:mail_admin@rvpn.co.in) .

CMD, RVPN has emphasized maximum use of email services for official communication and moving towards possible paper less communication. The ZCEs/CEs/Circle officers are requested to kindly update in this regard during the senior officers meeting schedule to held on 6<sup>th</sup> March, 09.

SE (MIS) may be contacted for any query or clarification.

-sd/-

**(J K Agrawal)**  
Chief Engineer (IT & Trg.)

PTO

Copy forwarded to the following for information and necessary action. It is requested that use of email services for official communication may be ensured at their sub ordinate officers, right up to the sub division level offices.

1. The Chief Controller of Accounts, RVPN, Jaipur.
2. The Chief Engineer (Meters, Prot. & Safety/MM/PPM&R), RVPN, Jaipur.
3. The Zonal Chief Engineer (T&C/Civil), RVPN, Jaipur / Jodhpur / Ajmer (HQ. Jaipur).
4. The Secretary (Admin.), RVPN, Jaipur.
5. The Superintending Engineer (TCC- /Prot./SLDC/PLCC/400 KC GSS/Civil), RVPN, Jaipur / \_\_\_\_\_.
6. The Superintending Engineer (P&P/NPP/reforms/ \_\_\_\_\_), RVPN, Jaipur.
7. The COA ( \_\_\_\_\_ ) / Dy. COA ( \_\_\_\_\_ ), RVPN, Jaipur.
8. The PS to CMD / Director (Tech./Operation/Fin.), RVPN, Jaipur for kind information to the CMD/Director (Tech./Operation/Fin.), RVPN, Jaipur.
9. The Sr. AO ( \_\_\_\_\_ ), RVPN, Jaipur.
10. The Executive Engineer (C&M / 220 KV GSS/Civil/PLCC/Prot./SLDC/ \_\_\_\_\_ ), RVPN, \_\_\_\_\_.
11. The Feeder Manager ( \_\_\_\_\_ ), RVPN, \_\_\_\_\_.
12. The Advisor & Consultant (LD), RVPN, Jaipur.
13. Email Administrator O/O SE (MIS) to ensure proper and uninterrupted working of this service and appraise status of use of email services to the SE (MIS) on weekly basis along with maintaining proper backup as per the schedule.

-sd/-  
Chief Engineer (IT & Trg.)

Copy to the Superintending Engineer (MIS), RVPN, Jaipur to arrange dispatch of this letter to all the above. He is also advised to ensure proper and uninterrupted working of this service and appraise status of use of email services to the undersigned on weekly basis along with ensuring scheduling of proper backup

-sd/-  
Chief Engineer (IT & Trg.)



**Rajasthan Rajya Vidyut Prasaran Nigam Ltd. ( IT Department )**

***Request for Opening new Email Id***

**Date:** \_\_\_\_\_

**PART – A** (To be filled by requesting Employee)

<b>Employee Name:</b> (In block letters)		<b>Employee ID:</b> (must be given)	
<b>Employee Dept. :</b>		<b>Wing:</b>	
<b>Office Location:</b>		<b>Mobile / VPN No.</b>	
<b>Case Type : New / Old</b>			
<b>Email Id Preferred:</b> (combination of first & last name, underscore(_) is allowed) [1] [2]			
<b>Initial Password: 123</b>		<b>Any login to be made obsolete:</b>	
<b>Remarks</b> (if any):			

**Note:** The following incoming & outgoing emails are banned on RVPN Network:

1. Circulation of Jokes
2. Circulation of Chain/hoax Mails
3. Circulation of opinion mails
4. Personal E-greetings with attachments
5. Very long personal mails
6. Mails with downloads from Internet (attachment > 5 mb).
7. Circulation of Virus Warning messages (If you receive such please forward to Mail Administrator only)

If you receive such mails, please read and do not send any such mails from / to RVPN network or from / to out side RVPN network. Please inform your acquaintances not to send you such mails.

I abide to confirm the above rules have been read by me and will ensure to follow all of them strictly. Please ensure strict compliance.

**Signature of Employee:**

<b>Approved By:</b> (Signature of Head of Office)	<b>Name of Head of Officer:</b> <b>E-mail ID:</b> _____@rvpn.co.in
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**PART – B** (To be filled by Mail Administrator)

<b>Received on:</b>	<b>Login Created as:</b>
<b>Name of Tree/Node where mail ID is created:</b>	<b>Signature:</b>

(For any help please send mail to Mail Administrator<[mail\\_admin@rvpn.co.in](mailto:mail_admin@rvpn.co.in)>)