

**Council of Scientific and Industrial Research
Anusandhan Bhawan, Rafi Marg – New Delhi – 110001**

File No. 6-9(147)/2023-E.III

Dated: 18th July '2024

Office Memorandum

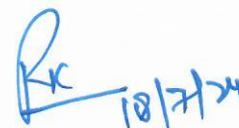
Subject: Migration of existing Email accounts to New Cloud Based Email and Retention of Name Based Official Email Accounts after Retirement – regarding

It is brought to the notice of all concerned that the NIC Email accounts being used by CSIR employees are presently hosted on Zimbra Platform and now NIC is migrating Email to New Cloud based Email Solution.

In order to optimize and to regulate usage of NIC email accounts, DG, CSIR in consultation with FA, CSIR has approved the following-

- 1) Migration of existing email accounts to New Cloud Based Email solution.
- 2) Name based Email Accounts can be retained by retiring employees for a maximum of 3 months, with the prior approval of Director in case of CSIR Laboratories/Institutes and Joint Secretary (Admin) in case of CSIR Hqrs on the request of the employee. The retention shall not be automatic.
- 3) Email Id's will be deleted without any notice after the retention period is over.

Accordingly, NIC Email accounts of all CSIR Employees may be regulated as per above instructions.


(Ram Kumar Singh)
Under Secretary (CO)

Copy to-

1. Directors/Heads of All National Labs. /Instts.
2. Heads, CPD/IMD/HRDC/SCDD/RAB/TMD/IPU/HRDG/IT
3. O/o DG, CSIR
4. O/o Joint Secretary (Admn.), CSIR
5. O/o Financial Advisor, CSIR
6. O/o CVO, CSIR
7. O/o LA, CSIR
8. Delegated Admins (Through Email)
9. IT Division, CSIR Hqrs. - with a request to upload on CSIR Website.
10. Office Copy