

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT &  
INVESTMENT CORPORATION LIMITED  
UDYOG BHAWAN TILAK MARG, JAIPUR-5**

No. ID/CC/O&C/13

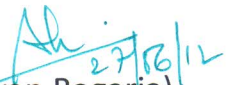
Dated: 27th June, 2012

**CIRCULAR**

All the Unit Heads Sr. RMs/RMs are hereby directed to regularly check their official e-mail boxes, regularly thrice in a day (morning, afternoon and evening). It has been observed by the Head Office that many of the Unit Heads do not open their e-mail boxes for days altogether. Installation of computers in unit offices serves no purpose if the officers are not sincere at using them. Head Office is regularly tracking frequency of usage of e-mail by the unit offices.

M.D. Cell has often contacted the Computer Cell informing that e-mails sent to the unit offices are bouncing back from their e-mail boxes. This happens only when either the e-mail account is full or e-mails are not being regularly deleted or the deleted mails are not being regularly removed, etc. M.D., RIICO has expressed his displeasure over the non-usage of e-mail by the unit offices.

It will be appreciated, if sincerity and discipline is maintained in this direction.

  
(Sravan Bagaria)  
OSD (IT/Civil)

Copy to:

1. P.S. to M.D., RIICO
2. All Unit Heads