

Protocol for handling correspondences from MoRD/States or their TSAs/CTSAs

1. DDU-GKY division of NIRDPR has created a mail id - govt.nird@gov.in, which would act as central repository of all the communications from MoRD/States or their TSAs/CTSAs
2. A notification issued to this effect is attached below. All the concern POs/PMs/ADs/Dirs/JDs/APD are requested to kindly forward all the communications which they feel should be diarised and tracked to govt.nird@gov.in if it is not marked already to the id.

Note: Do not routinely send mail to govt.nird@gov.in. The mails to the account should be limited to all the mails which need to be diarized. Only the first mail and the reply (mail deemed to close a correspondence on the subject) will need to be sent if it is not already marked to govt.nird@gov.in. No intermediate correspondences should be sent to this mail (see below for the detailed procedure).

National Institute of Rural Development and Panchayati Raj,
Rajendranagar, Hyderabad

Notification of NIRD-DDUGKY- No. 1N/2016

Hyderabad


Dated 13.06.2016

Subject: Streamlining receipts of project related communication through email – reg

It has been decided that the following process should be followed for email to DDU-GKY,NIRD&PR, Hyderabad in order to streamline the mechanism for project related communication.

Source	E-mail id
All Communications pertaining to SGSY(SP),DDU-GKY/Roshni/Timayal Projects from: a) MoRD b) State Govts. c) Technical Supporting Agencies engaged by State Govts. and MoRD	govt.nird@gov.in

The notification comes into force with immediate effect.

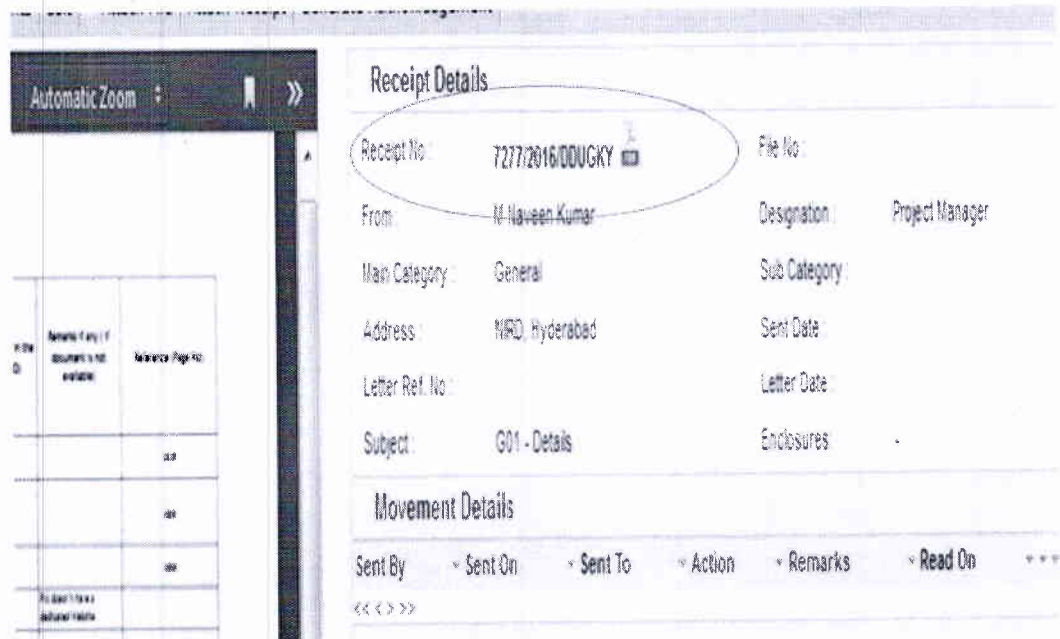

K.R. Padmanabha Rao
(Additional Project Director)

- To,
1. All Secretaries in charge of Rural Development Departments in State Governments
 2. All State Nodal Agencies for Skills/SRLM
 3. Deputy General Manager, NABARD Consultancy Services Pvt Ltd, Plot No.C-24, G Block Bandra-Kurla complex, PB No.8121, Bandra, Mumbai - 400051

Protocol on how Central Repository works

1. The above email id will be controlled by a team, who will forward the emails to one primary recipient - concerned **PO/PM/STMs/AD(MIS/M&E/Fin)/APD/RR/JD/Dir**. All mails sent to **PO/PM/AD(MIS/M&E/Fin)** will be marked to STMs/APDs/JDs/Dirs as far as possible. If a primary recipient feels that the mail is wrongly marked to him/her then it is their responsibility to get it directed to other concerned officer.

- a) The E-office & E-mail **Subject** will have a **Receipt No. generated in E-office, which will acts unique id number of the receipt** .



- b) The communication will be forwarded as Receipt **in E-office and also through E-mail, with Receipt No.**

To: 72772016@ddugky.nird@gov.in
Cc:
Subject: 7277/2016/DDUGKY - Major Default Notice - reg

A B U I C

Dear Sir/Madam,

Receipt No: 7277/2016/DDUGKY has been forwarded to your E-office account. A copy has been enclosed for information. You are requested to initiate action at the earliest.

c) After ^{take} action on the receipt is taken, please re-forward the mail to the govt.nird@gov.in with the same **unique identification Number (Receipt No.)**, in the Subject, so that email will be treated as the Closure of the Receipt.

Please also indicate whether it is replied (Fully/Partially) as per the template given below:

To: govt.nird@gov.in
Cc:
Subject: 7277/2016/DDUGKY - Major Default Notice - reg

A B U I C

Sir/Madam,

The reply of the receipt No. 7277/2016/DDUGKY has been replied.

Note: In case of Partial reply, Kindly indicate as below: |

(Reply to the receipt is partial and it is issued with approval of concern director)

d) If the Receipt is for information, then officer may forward mail to govt.nird@gov.in indicating in the body of the email **“The receipt to the receipt No.....is for information and it has been kept in the E-office file”** so that the same could be treated as closed.

Send / Attach Save Bcc Spell Check Options Cancel

To: govt.nird@gov.in

Cc:

Subject: 7277/2016/DDUGKY - Major Default Notice -reg

A A B I U T [Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image]

Sir/Madam,

The reply to the receipt No. 7277/2016/DDUGKY is for information and it has been kept in the e-office file.

Instructions:

1. The above email id will be accessed by a project assistant who will be forwarding the emails to the concern state team members. (Annexure 1)

a) The communication will be forwarded as Receipts in E-office and also through E-mail.

The screenshot displays the 'Receipt Details' section of an E-office application. On the left, there is a sidebar with an 'Automatic Zoom' control and a table with columns for 'Serial No.', 'Document Name', and 'Reference Page No.'. The main content area shows the following receipt information:

Receipt No:	7277/2016/00UGKY	File No:	
From:	M Naveen Kumar	Designation:	Project Manager
Main Category:	General	Sub Category:	
Address:	NRO, Hyderabad	Sent Date:	
Letter Ref. No:		Letter Date:	
Subject:	G01 - Details	Enclosures:	

Below the receipt details is the 'Movement Details' section, which includes a table with columns: 'Sent By', 'Sent On', 'Sent To', 'Action', 'Remarks', and 'Read On'. The table is currently empty, and there are navigation arrows at the bottom of the section.

Annexure -1

The E-mail will be forwarded only to **nodal officer of the state**; he/she will be solely responsible to ensure that reply to the receipt pertaining to **(M&E/Finance/MIS)** has been addressed

List of Nodal Officers:

Sl.No	State	Name of the Officer
1	Haryana	Shri.Jeevan
2	Jharkhand	Shri.Manoj
3	Assam	Shri.Arpan
4	West Bengal	Shri.Arpan
5	Karnataka	Shri.Purusotham
6	Bihar	Shri.Ranghey Raghaw
7	Chhattisgarh	Shri.Kishore
8	Rajasthan	Shri.Praveen
9	Sikkim	Shri.Arpan
10	Andhra Pradesh	Shri.Kumar Swamy
11	Telangana	Shri.Binu
12	Kerala	Shri.Santhosh
13	Tamil Nadu	Shri.Santosh
14	Gujarat	Shri.Praveen
15	Punjab	Shri.P.S.Rathod
16	Odisha	Shri.Arvind
17	Jammu & Kashmir	Shri.Bhunjanga Reddy

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