



सत्यमेव जयते

भारत सरकार
Government of India
रक्षा मंत्रालय
Ministry of Defence
रक्षा लेखा महानियंत्रक

Office of the Controller General of Defence Accounts
उलान बटार रोड़, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam,
Delhi Cantt - 110010



No. Mech/EDP/177/Mail Server/2015

Dated: 28/07/2015

To,

All PCsDA/CsDA (for immediate personal attention)

Subject : Maximum usage of CGDA Mail Server (Zimbra) for official e-Correspondance.

The CGDA Mail Server is fully operational, installed and configured on CGDA WAN for e-Correspondance. It is requested to take all out efforts to maximize its use for official correspondence purpose thereby reducing the need for hard copy letters within the Department henceforth. This mail server can be accessed through WAN at URL <https://cgdamail.org> or <http://10.48.153.18>.

2. Mail IDs of offices/sub offices/sections have been created. User guidelines and instructions booklets of CGDA Mail Server have been placed on CGDA WAN ([ftp://10.48.152.109/CGDA MAIL](ftp://10.48.152.109/CGDA_MAIL)). For further creation of new user IDs of offices and sections, HQrs EDP Centre may be contacted.

3. It is, therefore, enjoined upon all concerned that with immediate effect, all correspondence with HQrs office and between PCsDA/CsDA, should be done through CGDA Mail server only. Further, all reports and returns from all offices/suboffices shall be received in HQrs office/Main Office only through the CGDA mail server. If any enclosure required it may be scanned and attached with the E-mail.

4. Each and every correspondence through CGDA Mail Server, should be specifically endorsed with Name/Designation/phone no. of the sender at the bottom of the E-mail. In all correspondence done through Zimbra Mail, Original letter in ink signed copy need not be required to be sent by any other mode, ie fax/post.

This issues with the direction of CGDA.


V K Vijay, IDAS
Jt. CGDA (IT)