

MADHYA PRADESH POWER TRANSMISSION CO.LTD.

No.AS/MPPTCL/Cir/IT&ERP/V/1494

Date: 01/05/2020

ERP CIRCULAR No. 26

In accordance with the email policy of MP Government-2014, the personnel of MPPTCL, who are completing their Superannuation age or taking Voluntary Retirement or resign, can retain their **name based email IDs** provided to them, depending upon their length of service. The retention time shall be as under :-

S.No.	Personnel's Length of Service	Retention time
1.	More than 20 Years	Lifetime*
2.	Less than 20 years	Maximum 1 Year**

* Incase of death of personnel, the e-mail shall be deleted before making due payment to legal successor. The estt./pension Cell shall notify the IT-Cell immediately.

** Incase of death of personnel within service period, the legal successor of the respective personnel may be allowed to use the e-mail id for the maximum one year period.

For retention of name based e-mail ID, personnel would require to submit an application to their HODs, through controlling officer, at least one month advance from the date of separation (date of retirement/resignation).

The HODs shall provide the consolidated information of such personnel to IT & ERP Cell through email in the attached format (Annexure-I) in MS Excel. Based on above information, IT&ERP Cell shall arrange for retention/deletion of the **name based email ID** of personnel.

Presently, this service is being provided by NIC on non-chargeable basis, but in future, it may become paid, then in such case, the charges shall have to be borne by the concerned personnel, else, the e-mail ID shall be deleted.

Further, for **designation based e-mail ID**, personnel who are handing over charge (transfer/long leave etc.) or separating (due to Superannuation/Voluntary Retirement/Resignation) would compulsorily require to submit information through their controlling officer to IT&ERP Cell in Annexure-II **immediately**. Based on above information, IT&ERP Cell shall arrange for updating the status/mobile no. & password resetting.

This process is to be completed, before issuing no dues certificate and initiation of retirement benefits.

By order

Sainath
Chief Engineer (HR&A)