



सिक्किम विश्वविद्यालय
(भारतके संसदके अधिनियमद्वारा स्थापित केंद्रीय विश्वविद्यालय)

SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament of India)

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CIRCULAR

Subject: List of official e-mail addresses of Sikkim University.

In continuation to the earlier circular no. 10/2014 dated 09/05/2014, this is to notify that the official email addresses of all employees of Sikkim University have been created. Relevant groups among e-mail ids have also been formed. A complete list of email ids and group ids are enclosed herewith for reference and use by all with immediate effect. Initial password will be provided by the Systems Management officials which needs to be changed after the first login into the system.

All official communications may now be done through official e-mails. Private e-mail ids may now not be used for official purposes. Official e-mails from private e-mail ids will be treated as unauthorized e-mails. Incase any information on e-mail is received from outside the University on private e-mail id, then it may first be forwarded to the official e-mail id of the self and then acknowledged to the sender and informing him about the new official e-mail id. In case the same e-mail is to be forwarded to any faculty or official within the University it may be done from the official e-mail id.

For creation of any further group email addresses and other support related to email services, the Systems Management officials may be contacted at smt@cus.ac.in.

Sd/
(T.K.Kaul)
REGISTRAR

Distributions:

1. PS to VC for the kind information of the Vice-Chancellor
2. Adviser (Finance)
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6. Dean Students' Welfare
7. All Head (s)/In-charge(s) of the Departments – For circulation amongst all teaching and non-teaching staff.
8. All notice boards
9. Office copy

Enclosed: List of individual and group email ids.