



तम्बाकू बोर्ड / TOBACCO BOARD

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)

(GOVT. OF INDIA, MIN. OF COMMERCE & INDUSTRY, DEPT. OF COMMERCE)

(अं.प्र.सं. 9001:2015 से प्रमाणित संस्थान/An ISO 9001:2015 Certified Organization)

दूरभाष/Telephone : 0863-2358399, फैक्स/Fax: 0863-2354232

ई-मेल/E-mail: info@tobaccoboard.co.in

पो.बा.सं/P.B. No. 322, जी.टी.रोड/G.T. Road, गुण्टूर /Guntur - 522 004 (अं.प्र./A.P.)



Ref.No.2(10)e-mails/Computer/2021-22

Dt.09.05.2021

CIRCULAR

Sub: Providing official (NEW) e-mail accounts to all the offices of Tobacco Board – Reg.

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The present e-mail services have been terminated / blocked due to the **closure of M/s. NET4 India.Com** which was the Service Provider for Tobacco Board by supporting the Domain name “INDIANTOBACCO.COM”.

Now the Board has decided to **discontinue** all the previous e-mail accounts created and circulated in the year 2014 with the background Domain Name of “INDIANTOBACCO.COM”.

In view of the above, the Board has registered a new Domain name i.e., “TOBACCOBOARD.CO.IN” for the purpose of utilizing the e-mail accounts (furnished below) **henceforth** for official usage.

Sl. No	Name of the concerned Officer / Section	e-mail created
1	Admin (Administrator's account) NOT FOR MAILS	admin@tobaccoboard.co.in
2	Info (General mail account)	info@tobaccoboard.co.in
3	General Administration	gad@tobaccoboard.co.in
4	Trade Wing Section	tradewing@tobaccoboard.co.in
5	Marketing & Exports	exports@tobaccoboard.co.in
6	Auctions Section	auctions@tobaccoboard.co.in
7	Chairman	chairman@tobaccoboard.co.in
8	Executive Director	ed@tobaccoboard.co.in
9	Secretary	secretary@tobaccoboard.co.in
10	Director (Auctions)	director@tobaccoboard.co.in
11	Extension Section	extension@tobaccoboard.co.in
12	personnel Officer	po@tobaccoboard.co.in
13	Production Section	production@tobaccoboard.co.in
14	Accounts Section	accounts@tobaccoboard.co.in
15	Grower's welfare Fund	growerfund@tobaccoboard.co.in
16	Vigilance Squad Section	vig_squad@tobaccoboard.co.in

Sl. No	Name of the concerned Officer / Section	e-mail created
17	Publicity Section	publicity@tobaccoboard.co.in
18	Hindi Section	hindi@tobaccoboard.co.in
19	P&C Section	pc@tobaccoboard.co.in
20	Manager - Technical - DOA	managertech@tobaccoboard.co.in
21	Bangalore Office - DOA	bangaloreoffice@tobaccoboard.co.in
22	RMO - Mysore	rmo_mysore@tobaccoboard.co.in
23	RMO - Periyapatna	rmo_periyapatna@tobaccoboard.co.in
24	APF. No.1	apf1@tobaccoboard.co.in
25	APF. No.2	apf2@tobaccoboard.co.in
26	APF. No.3	apf3@tobaccoboard.co.in
27	APF. No.4	apf4@tobaccoboard.co.in
28	APF. No.5	apf5@tobaccoboard.co.in
29	APF. No.6	apf6@tobaccoboard.co.in
30	APF. No.7	apf7@tobaccoboard.co.in
31	APF. No.62	apf62@tobaccoboard.co.in
32	APF. No.63	apf63@tobaccoboard.co.in
33	APF. No.64	apf64@tobaccoboard.co.in
34	RMO - SLS - Ongole	rmo_sls@tobaccoboard.co.in
35	RMO - SBS - Ongole	rmo_sbs@tobaccoboard.co.in
36	RMO - Rajahmundry	rmo_rjy@tobaccoboard.co.in
37	APF No.17	apf17@tobaccoboard.co.in
38	APF No.18	apf18@tobaccoboard.co.in
39	APF No.20	apf18@tobaccoboard.co.in
40	APF No.22	apf22@tobaccoboard.co.in
41	APF No.23	apf23@tobaccoboard.co.in
42	APF No.24	apf24@tobaccoboard.co.in
43	APF No.25	apf25@tobaccoboard.co.in
44	APF No.26	apf26@tobaccoboard.co.in
45	APF No.27	apf27@tobaccoboard.co.in
46	APF No.28	apf28@tobaccoboard.co.in
47	APF No.29	apf29@tobaccoboard.co.in
48	APF No.30	apf30@tobaccoboard.co.in
49	APF No.31	apf31@tobaccoboard.co.in
50	APF No.32	apf32@tobaccoboard.co.in
51	APF No.33	apf33@tobaccoboard.co.in
52	APF No.35	apf35@tobaccoboard.co.in
53	LO - Delhi	lo_delhi@tobaccoboard.co.in

INSTRUCTIONS

- The above e-mail accounts are accessible at <http://mail.tobaccoboard.co.in>.
- The initial passwords for the above e-mail accounts in respect of Auction Platforms are available at concerned Regional Manager's Office.
- After obtaining the passwords, all are requested to change the initial passwords to permanent passwords at your choice.
- The passwords may be changed after login into the account with the existing password.
- The mobile number should be replaced with the Auction Superintendent's mobile number (official number).
- The e-mail accounts capable of 25GB space.
- The e-mail accounts are protected with Anti Virus, Anti Spam Filters to block the Junk e-mails with various suspicious attachments.
- Therefore, the users may check the Junk mail box for any genuine mails regularly.
- The mails in the Junk box and Trash box will automatically deleted after some time.
- The un-necessary e-mails may be deleted from Inbox for creating free the space.
- It is advisable to take the backup of all the mails at least once in a year.

(A.SRIDHAR BABU)
EXECUTIVE DIRECTOR

TO

1. P.A. to Executive Director / P.A. to Secretary
2. Director (Auctions), DoA, Bangalore
3. All the Managers (H.O) & Regional Managers.
4. All the Auction Superintendents in Andhra Pradesh and Karnataka
5. All the functional heads in Head office.

Guidelines for usage of official e-mail services -

Do's and Don'ts – (to avoid spam / junk e-mails and for strict compliance)

DO's	DON'Ts
The passwords of respective email IDs shall be changed frequently	The email-ID and passwords shall not be stored in browser for auto login. This helps unauthorized users to access the e-mail account
A password policy may be followed for security reasons. The password should be minimum length of 8 characters consisting of at least one numeric digit, one special character and one capital letter	The passwords shall not be disclosed to any un-authorized person
The user ID and Password shall be entered at each login	The user-IDs, Passwords and any other credential information shall not be stored in browser
Only authorized persons shall operate the Login ID and Password	More than one login at a time with the same user ID / Password is not permitted / suggestible
The un-wanted received / sent mails shall be deleted permanently periodically to create free space in mail box	The system shall not be kept open / idle for long time, which may attract un-authorized users to access the system
The spam / trash mails shall be deleted frequently to get more space	Never provide any kind of personnel / official information viz., User ID, Password, PIN, TP, and Mobile Numbers etc., in any kind of website without knowing the authenticity of such websites. Ensure such information is not stored in Internet browsers
Certain fake / spam emails will be received with known email-ID masking the original email-ID. Such e-mail IDs can be identified from header information. Such received emails shall be checked before opening of the contents of the mail, which may contain harmful attachments, viruses, spam etc. if the subject / content is not relevant, such emails shall be deleted without opening the attachments	Don't click the attractive banners, advertisements, po-up messages, auto fill-in forms etc., in Internet browser such activity leads to download the viruses, Trojans, spam etc., automatically into the system and stealing of personnel information
The concerned officers are responsible to operate their official e-mail accounts	
Suggested to log-off from any screen immediately after work is over	
Computer systems shall be kept in lock mode during idle time	