Circular Letter No. 48 of 2002

15 November 2002

E/132/50/11/04 V3

Secretary for Public Service Affairs

Supervising Officers in Charge of Ministries/Departments

**Change of e-mail Addresses**

In the context of E-Government initiatives, Senior Public Officers who were given e-mail accounts were requested to use their e-mail addresses under the "mail.gov.mu".

2. It has been brought to the attention of this Ministry that, out of 2420 e-mail accounts, more than 220 public officers are still using "intnet.mu".

3. The matter was raised at the last meeting of the Task Force on E-Government, chaired by the Honourable Minister of Information Technology and Telecommunications and I have been asked to draw the attention of public officers still using "intnet.mu" that they should shift to "mail.gov.mu" by the end of this month.

4. I should be grateful if the officers concerned in your Ministry/Department could be briefed accordingly. They should be requested to fill in the enclosed application form and forward it to the Manager, Central Information Systems Division, (Government E-Mail Services), 4th Floor, E. Anquetil Building, Port Louis.


(D. P. Ruhee)

Secretary for Public Service Affairs

Copy to: Secretary to the Cabinet and Head of the Civil Service
GOVERNMENT EMAIL SERVICES
APPLICATION FORM
CREATION/AMENDMENT/DELETION
OF E-MAIL ACCOUNTS

1. APPLICATION INFORMATION (Please refer to verso for guidance note)

Please tick the relevant item:
- Creation of new account
- Amendment of existing account
- Deletion of existing account

For amendment or deletion of existing e-mail account, please specify existing e-mail address:

2. STAFF DETAILS

NO: ____________________________

Title (Mr., Mrs., Ms., Dr., ...): ____________________________

Surname: ____________________________________________

Forenames: __________________________________________

3. PROFESSIONAL DETAILS (The following information may be used for the purpose of future directory services)

Job Title: ____________________________________________

Job Group name (if applicable) (*) : ______________________

Tel. & extension: ____________________________

Fax: ____________________________

Office Address:

Building level & Name: ____________________________

Street No. & Name: ____________________________

Locality: ____________________________

Town/City: ____________________________

Postal code: ____________________________

(*) refer to verso of the sheet for the list of class and group names as defined in PEB report, Volume 8, 1992.

4. ORGANISATION DETAILS

Parent Ministry: ______________________________________

Department: ______________________________________

Tel.: ____________________________

Fax: ____________________________

5. AGREEMENT TO TERMS AND CONDITIONS (to be signed by the officer entitled to email account)

I certify that all the information about myself in the application form is true, accurate, current and complete and have no objection that the information (except NO) be published for the purpose of Government Directory services.

I understand that I am entirely responsible for all content that I transmit or otherwise make available via the service. The Government Email Services (GES) has no control on the content posted via the service and, as such, does not guarantee the accuracy, integrity or quality of such content.

In consideration of the use of the GES, I agree to the terms and conditions stated on the verso of the application form.

Signature: ____________________________

Date: ____________________________

6. AUTHORISED BY (to be signed by an officer not below the rank of PSU)

Name: ______________________________________

Signature: ____________________________

Date: ____________________________

Official Seal of Ministry/Department

FOR OFFICE USE ONLY

Email address: ____________________________

Date captured: ____________________________

Processed by: ____________________________