

O/o GM (CIT)

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भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

No.: BSNLCO-CIT/19(15)/1/2020

Dated: 09.02.2021

To,

All the Heads of Telecom Circles/ Metro Districts,  
and Other Administrative Units of BSNL.

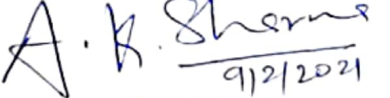
**Sub: Status of BSNL Email IDs and Intranet Account after superannuation/  
resignation/deputation etc. of the employee.**

Kindly refer to letter no. 1-10/2001-Comp.(Pt.) dated February 19, 2004 wherein a policy regarding deletion of mail and Intranet account once official superannuates or leaves the organization was conveyed.

In this regard, it is informed that the policy for the Email platform of NIC in the domain "@bsnl.co.in" and Corporate Intranet Account shall be as follows:

1. The Email IDs and Intranet Accounts have been created with "Date of superannuation" as mandatory data and these accounts will be deactivated on the next day after the date of superannuation of the user.
2. In case an official's retirement on superannuation, his Email ID shall be deleted after one month.
3. In case an official leaves BSNL organization after resignation, Voluntary retirement, Deputation etc., then user's email account and intranet account shall be deleted within a week from the date of struck off.
4. However, in case of official proceeding on deputation intends to retain the accounts, he/she shall have to apply for the same.
5. The Personnel section of all Administrative Units shall inform in writing to the Administrator of Email at [bsnlmail@bsnl.co.in](mailto:bsnlmail@bsnl.co.in) and for Intranet Account to the circle/unit intranet administrator for deletion of accounts of employees after resignation, Voluntary retirement, Deputation etc.
6. In case of post based email accounts, the outgoing official should handover the account credentials to the successor.

This issues with the approval of the competent authority.

  
9/2/2021

AGM (CIT-I)

BSNLCO, New Delhi

Copy for information to:-

1. CMD, BSNL Board for kind information please,
2. All the Directors BSNL Board for kind information please,
3. All CGMs/PGMs/Sr. GMs/GMs of BSNL Corporate Office for information and necessary action please.