

CIRCULAR No : 918**Sub : Official e-Mail IDs for BOs/ZOs/IACs/FO/Departments**

The Official e-Mail Service KSFC is presently hosted on Domain Name **ksfc.in**. On this domain Name, Official e-Mail IDs are issued to all the Principal Officers and BMs in their individual names, with an advice to use the same for all official correspondence with Borrowers, Bankers, Suppliers etc. and also for internal official correspondence. For e-Auction purpose also, various the Local Administrators are using this e-Mail ID.

There have been regular requests from several BMs and HODs that their respective BOs and Departments may also be provided with Official e-Mail IDs for all the official mailing activities. Presently, they are using free e-Mail Services like Yahoo Mail, Gmail, Rediffmail etc., KSFC being a prominent Financial Institution, it is not appropriate to use free e-Mail Service for its official correspondence. IT Department was instructed to look into request of BMs and HODs, for official e-Mail ID for BOs/Departments.

It was informed that it is not possible to provide additional e-Mail IDs on the existing Domain Name **ksfc.in** due to technical constraints. Accordingly, they were instructed to explore other alternatives. Finally, it was decided to procure a new Domain Name **ksfc.co**, exclusively for hosting KSFC's second official e-Mail Service. IT Department has already created e-Mail IDs for various BOs/Departments.

The list of all new Official e-Mail IDs is given vide annexure-I. The URL (Web Address) to access the new e-Mail Facility is **https://ksfc.co:2096**. For all these e-Mail IDs, Default Password is **ksfcmail123** and Login ID varies from user to user. For eg., if Mangalore BO wishes to log into its e-Mail Account, the Login ID is **mng@ksfc.co** and Password is same as above. Some Browsers may show error message regarding the Security Certificate of the e-Mail Site and the same may be ignored. All BOs/ZOs/Departments/FO should start using the Official e-Mail ID with immediate effect, for official correspondence. The official e-Mail ID should also be printed on all stationery like Letter Heads, Envelopes etc. While using the Official e-Mail ID, all the concerned users are required to follow the norms indicated below:

1. The official e-Mail should be used only for official correspondence with Borrowers, Bankers, Suppliers etc. and also for internal official correspondence. No employee shall use the facility for any personal mailing.
2. All the BOs/ZOs/Depts should immediately stop using free e-Mails like Yahoo, Gmail etc., for official correspondence.
3. To ensure that All the BOs/ZOs/Depts start using Official e-Mail, it is instructed that each of them should log into their respective e-Mail Accounts and the send a Test mail to **it@ksfc.co** on or before **06.10.2010**. A Status Report will be obtained from IT Department in this regard and inaction on the part of any User will be viewed seriously.
4. Each e-Mail Account will have 100 MB Storage Space. Every User should ensure that unwanted mails and spams are deleted regularly.
5. For assistance/clarification in this regard, Users may contact the Official Mail Coordinator (OMC) **Sri M N Ravishankar** of IT Department on **9880966681**.
6. For the requirement of additional e-Mail Accounts, a mail may be sent to **mailadmin@ksfc.in**.
7. All the Users who are already using Official e-Mail ID in their individual names on **ksfc.in** will continue to use the same.
8. E-Mails should be used to the maximum possible extent by reducing the usage of conventional mails.

EXECUTIVE DIRECTOR (F)

To:

All BMs / FO, Yadgir

All ZMs / DGM of Super 'A' Branch / IA cells

All Principal Officers / Section Heads in HO

All General Managers

ED (O) - for information

CMD - for kind information

ANNEXURE -1

List of Official e-Mail IDs of BOs/ZOs/IACs/FO/Departments

SI No	Name	Email	Storage (MB)
	Departments at HO		
1	Accounts	acc@ksfc.co	100
2	Admin	adm@ksfc.co	100
3	AR	ar@ksfc.co	100
4	BDCR	bdcr@ksfc.co	100
5	CMDSection	cmds@ksfc.co	100
6	Credits	cred@ksfc.co	100
7	Discipline	disp@ksfc.co	100
8	EDFSection	edfs@ksfc.co	100
9	EDOSection	edos@ksfc.co	100
10	EG	eg@ksfc.co	100
11	FinanacialServices	fsd@ksfc.co	100
12	HPFS	hpfs@ksfc.co	100
13	IAHO	iaho@ksfc.co	100
14	Insurance	ins@ksfc.co	100
15	ISO	iso@ksfc.co	100
16	IT	it@ksfc.co	100
17	LegalBO	lbo@ksfc.co	100
18	LegalHO	lho@ksfc.co	100
19	Library	lib@ksfc.co	100
20	MIS	mis@ksfc.co	100
21	NorthZone	nz@ksfc.co	100
22	Personnel	pat@ksfc.co	100
23	Projects	proj@ksfc.co	100
24	Recovery1	rec1@ksfc.co	100
25	Recovery2	rec2@ksfc.co	100
26	Secretary	sec@ksfc.co	100
27	SouthZone	sz@ksfc.co	100
28	Treasury	trs@ksfc.co	100
	Branch Offices		
1	Bagalkot	bgk@ksfc.co	100
2	Belgaum	bgm@ksfc.co	100
3	Bellary	blr@ksfc.co	100
4	Bidar	bdr@ksfc.co	100
5	Bijapur	bjr@ksfc.co	100
6	Chamarajanagar	chm@ksfc.co	100
7	Chickmagalur	ckm@ksfc.co	100
8	Chitradurga	ctd@ksfc.co	100

SI No	Name	Email	Storage (MB)
9	Davanagere	dvg@ksfc.co	100
10	Dharwad	dwd@ksfc.co	100
11	Gadag	gdg@ksfc.co	100
12	Gulbarga	glb@ksfc.co	100
13	Hassan	hsn@ksfc.co	100
14	Haveri	hvr@ksfc.co	100
15	Jayanagar	jnag@ksfc.co	100
16	Karwar	kwr@ksfc.co	100
17	Kolar	klr@ksfc.co	100
18	Koppal	kpl@ksfc.co	100
19	Madikeri	mdk@ksfc.co	100
20	Mandya	mnd@ksfc.co	100
21	Mangalore	mng@ksfc.co	100
22	MGRoad	mgrd@ksfc.co	100
23	Mysore	mys@ksfc.co	100
24	Raichur	rch@ksfc.co	100
25	Rajajinagar	rnag@ksfc.co	100
26	Rural	rur@ksfc.co	100
27	Shimoga	smg@ksfc.co	100
28	Tumkur	tmk@ksfc.co	100
29	Udupi	udp@ksfc.co	100
	Zonal Offices		
1	ZOBelagaum	zbgm@ksfc.co	100
2	ZODavanager	zdvg@ksfc.co	100
3	ZODharwad	Zdwd@ksfc.co	100
4	ZOGulbarga	zglb@ksfc.co	100
5	ZOMangalore	zmng@ksfc.co	100
6	ZOMysore	zmys@ksfc.co	100
7	ZORural	zrur@ksfc.co	100
	Internal Audit Cells		
1	IACDharwad	iacdwd@ksfc.co	100
2	IACGulbarga	iacglb@ksfc.co	100
3	IACMysore	iacmys@ksfc.co	100
	Field Office		
1	FOYadgir	fydg@ksfc.co	100