

From

Director, Higher Education Haryana.
Panchkula

To

All the Principals
Govt. Colleges in State of Haryana

Memo. No. 22/224-2016 CI (5)

Dated, Panchkula, the : 25-5-2017

Subject:- To make a new E-mail account.


In reference to the subject cited above, it is intimated that there are several instances where certain information are desired for which derived proforma are sent to colleges. However, the information does not receive in the same format sometimes as the proforma are altered at the level of colleges. Moreover, this mode also delays the information. It is also informed that gmail has some unique features like G-Drive documents & spreadsheets which can be used like on-line registers for information.

It is therefore, requested that a new mail account may be created as per format given below:-

<collegename>information @gmail. com

e.g. gcpanchkula information @gmail. com

The information regarding creation of said email address may be sent to this office through email on college1extension@gmail.com. Further procedure will be intimated on this newly created email address.


25/5/17

Deputy Director-I
for Director Higher Education,
Haryana, Panchkula.