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लक्षद्वीप संघ राज्य क्षेत्र
ADMINISTRATION OF THE
UNION TERRITORY OF LAKSHADWEEP
(सूचना प्रौद्योगिकी विभाग)
(DEPARTMENT OF INFORMATION TECHNOLOGY)
कवरत्ती - ६८२ ५५५
KAVARATTI – 682 555

F.No. 5/1/2001-IT

Dated: .11.2009

To,

All the Head of the Department /
The Deputy Collector/
Sub Divisional Officer in all islands.

Sub: Communication through e-mail may be entertained strictly by all HOD's -Reg.

Ref: 1. Minutes of the meeting on 03.11.2009 at 6.00 PM
2. Minutes of the meeting on 23.07.2009.

Sir,

Kindly refer the reference cited in the subject mentioned above. The Administrator of the U.T of Lakshadweep has directed that the communication through e-mail may be entertained strictly by all the HOD's for official correspondence for speedy and reliable action and also update information related to your department in Lakshadweep official website on time. E-mail to be a mode of communication between offices. In this regards, you have to identify an IT coordinator cum web coordinator. This identified person will responsible for all ICT related initiatives in your office. Once you identified the name of the IT coordinator cum web coordinator, we may arrange training to them for the above said purpose. It is therefore requested to take necessary action and intimate the name of IT coordinator cum web coordinator to the undersigned on priority basis.

Yours faithfully,


(DR. M.S. SYED ISMAIL KOYA)
Director

Copy to the Assistant Executives, LITSS in all Islands for information.