

To

1. All HODs in PSTCL
2. All Dy. CEs/ SEs in PSTCL
3. All Addl. SEs/ Sr. XENs/Dy. Secys/Dy. CAOs in PSTCL
4. All AEEs/Sr. AOs/AEs/AOs in PSTCL
5. Any other Officer/Official using official email id
PSTCL, Patiala

REMINDER-1

Memo No. 287 /IT-1004

Date: 2/7/24

Subject: Regarding usage of email storage space.

Ref: This office Memo No. 270 Dated 21.6.2024

To explore the possibility of shifting of email services in PSTCL from yahoo to other India based email service provider, each email user using official email id in PSTCL and who has till now not intimated to this office, is again requested to share its email usage space at pa-se-it@pstcl.org in %age as shown in the Annexure-1 enclosed herewith within 1 week latest by 10.07.2024.

Matter most urgent please.

In case of any difficulty, Er. Narinder Kumar Sharma AEE/IT (9646181004) or Er. Harjeet Singh JE/IT (9646153001) may please be contacted.



Dy. CE/IT

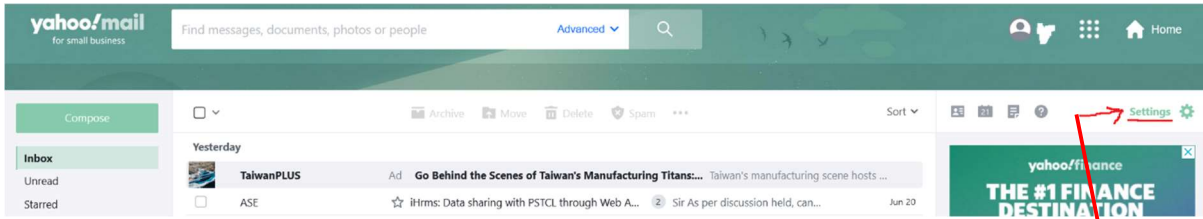
PSTCL, Patiala

CC: Copy of the above is forwarded to the following for information & necessary action please: -

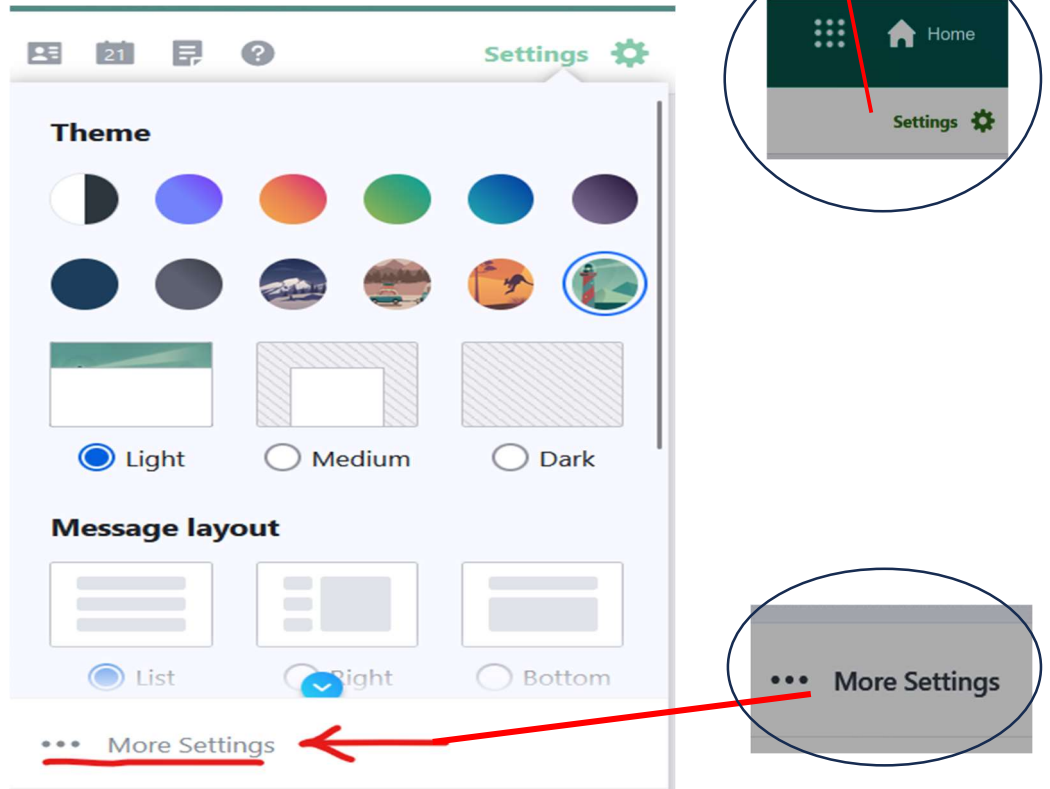
1. Sr.PS to CMD, PSTCL, Patiala.
2. Sr.PS to Director/Admin, PSTCL, Patiala
3. Sr. PS to Director/Technical, PSTCL Patiala.
4. Sr.PS to Director /F&C, PSTCL Patiala.
5. Company Secretary, PSTCL Patiala.

How to check Space in Yahoo:

1. Login to your email ID.
2. After login click on Settings present on upper right side of the inbox.



3. A new box will open, at the bottom of the box click on More Settings.



4. Settings window will open. The percentage of space consumed is present at the bottom left corner of the window.

