No. RFC/comp-31/ 22-2

Dated: 06.05.2016

CIRCULAR

You are aware that the Loanee Accounting Software is being used by the Corporation for maintaining its Loanee Accounts. The user IDs and passwords have been provided to each field office for using the software. It has been observed that even after transfer or retirement of an official his ID is continuously used by another official who has taken over the charge - which is not appropriate. It is the responsibility of the official concerned to intimate in writing to HO – computer section for deactivating his login credentials if he is relieved from using software due to his transfer, retirement or any other reason. In such circumstances, the new user should request the computer section for creation of new user credentials in his own name for using the software.

Please note that it is the responsibility of the authorized user to protect his login credentials from any kind of misuse.

All concerned are advised to take a note of the above and ensure compliance. All concerned are also advised to inform the list of existing users of the software so that user IDs can be created in their name and the existing IDs which are being used but not in their name can be deactivated.

(Maneesh Chauhan)
MANAGING DIRECTOR

Copy to:

1. All BO/ Facilitation Centers
2. Standard Circulation at HO