

B. Process Flow for E-mail Requests:

1. The visitor sends an e-mail to evsitor@cidcoindia.com in the following format.

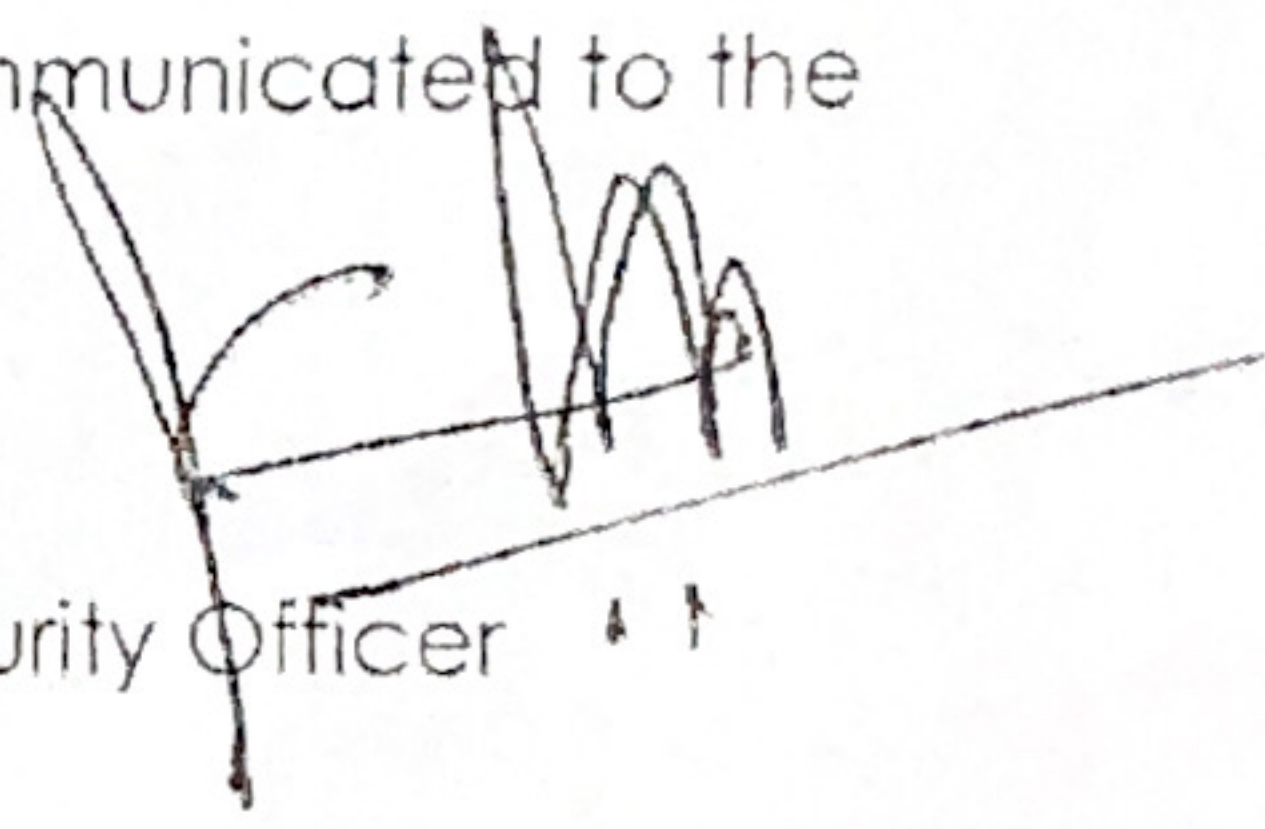
- Name of Visitor
- Mobile No.
- E-mail Address
- Whom the Visitor intends to meet
- Purpose of meeting

2. IT Operator forwards the meeting request e-mail received from the visitor to the concerned CIDCO Official and also to their PA/PS.

3. The concerned CIDCO Official or their PA/PS respond to the e-mail forwarded by IT Operator and inform whether the visitor's request is accepted or rejected and also inform the date and time given by the concerned CIDCO Official for Video Conference with that particular visitor in case of accepted request.

4. IT Operator creates the link for Video Conference on Google Meet/Zoom/MS Teams etc. for the date and time given by the CIDCO Official for the accepted request.

5. The request status (accepted or rejected) and the link for Video Conference along with date and time (in case of accepted request) is communicated to the visitor via e-mail.


Security Officer

To, All HODs / HOSs

CC to,

OSD to MD/OSD to JT. MD – I / JT. MD – II / JT. MD – III / CVO – for information