



NATIONAL SEMI ARID RESOURCES  
RESEARCH INSTITUTE (NaSARRI)  
P.O. SOROTI, UGANDA  
TEL: 045 – 4463665/4463663  
E-MAIL: [directornasarri@yahoo.com](mailto:directornasarri@yahoo.com),  
[director@nasarri.go.ug](mailto:director@nasarri.go.ug)

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Our Ref:.....

Your Ref:.....

## MEMO

Date: 4<sup>th</sup>/09/2013

To: Director of Research

Cc SFO

Cc. Internal Auditor

✓ Cc: HR/AO

Cc. Accounts

### Re: Back to office Report

On 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> of August 2013, I was at Infinity Computer and Communications Company Limited in Kampala to work closely with Technicians to increase the staff configured accounts quotas for their cooperate mails for storage.

### Objective

Staff to have enough inbox space for their cooperate mails on the registered domain nasarri.go.ug.

### Achievements

- The quotas for the co-operate mails were increased and staff are able to send and receive mails without any difficulty.

### Recommendations

- Members of staff who have not acquired co-operate mail should provide the required information (Preferred username) to obtain one.
- All officers are advised to use their co-operate mail whenever there making any official communication.

**Mbalule Simon**  
Systems Administrator

OBJECTIVE: UNDERTAKING PROMOTING AND COORDINATING RESEARCH IN ALL ASPECTS OF CROPS, FISHERIES, FORESTRY AND LIVESTOCK AND ENSURING DISSEMINATION AND APPLICATION OF RESEARCH RESULTS