Government of India
Department of Information Technology,
MCIT NATIONAL INFORMATICS CENTRE

Application for <u>Bulk E-Mail Account Creation for a complete domain/ a group of users</u>

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be **submitted to Support Center at "iNOC, A4B2 Bay, A-Block C.G.O. Complex")**. Please use CAPITAL LETTER.

1.Name Of The Applicant*: <u>MR.   HARISH   SHARMA</u>

        (Dr./Mr./Ms.   First name   Middle Name   Surname)

2.Designation*: <u>UNDER SECRETARY</u>

3.Min./Dept./Org*: <u>DEPT. OF PERSONNEL & TRAINING</u>

4.Address for correspondence*: <u>NORTH BLOCK , VIJAY CHOWK ROAD</u>

                              City: <u>NEW DELHI</u> Pin Code: <u>110001</u>

5.Telephone Number: (O)* <u>011-23091XXX</u> (R) <u>011-23041XX</u> Mobile*: <u>958201XXXX</u>

6.E-mail address of the applicant*: <u>hsharma@nic.in</u>

7.Preferred email_id_pattern** : _____ @nic.in, Preferred Suffix** _____

List* of user names and/or designations in the format given next page are to be provided along with application form.

This is to declare that all the users listed along with this application form have been notified about the terms and conditions and they agree to abide by them. I shall be single point of contact in case of any failure on their part.

  * Entries are mandatory and need to be filled.

**The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e_mail id unique across the domain.

✗

Signature of the Applicant
with date and seal

← Applicant's Signatur

FOR OFFICE USE

Account Category: Free/ Paid

If free, on What Basis:_____ If

paid, Project No. :_____

Signature of NIC Coordinator/HOD

Name & Designation:_____

E-mail and Tel._____

Billing Division(RR Section):

File Number:

Payment Processed: Yes/ No

User ID Creation: Signature

Assigned login ID:_____

Remarks:_____ domain:_____

Signature of iNOC incharge

Signature of the Operator

Name& Desig.:_____

For Name based Email id(s), a list of user names in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of a Excel Sheet/Word table/ Semicolon separated TEXT file along with the hardcopy.

(handwritten note: List of employees to be submitted in given format.)

Sl. No.	Full Name	Designation, Department, Ministry, [State Name].	Preferred Email id**

**The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e_mail id unique across the domain.

For Designation/Official Position based Email id(s), a list of designations in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of a Excel Sheet/Word table/ Semicolon separated TEXT file along with the hardcopy.

Sl. No.	Designation/ Official positions	Department, Ministry, [State name]	Preferred Email id**

**The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e_mail id unique across the domain.

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given userid and password a secret.
2. Please change your password at least once in every three months.
3. By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. **NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.**
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you received it. They might contain a virus that will corrupt your computer.
5. Users are requested, if possible, to install the personal firewall software to secure their machine and e-mail traffic.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS 9X/ ME/ NT/ 2000 Prof./ XP, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. NIC e-Mail Service is provided over secure channels only. That is WEBmail is over HTTPS (tcp port 443), POP service is over POP3S (tcp port 995), and SMTP service is over SMTPS (tcp port 465). Users are required to suitably modify the client software settings to use the service.
10. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
11. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
12. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
    - Inbox – 1 year
    - Sent - 120 days
    - Trash -10 days
    - ProbablySpam – 15 days
13. NIC account will be deactivated, if not used for 90 days.
14. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
15. Contact our 24x7 support if you have any problems. Phone 24360088/24360084 or you can send mail to support@nic.in
16. Please note that advance payment is a must for paid users of Internet/ISDN/E mail.

Signature of the Applicant
with date and seal

(handwritten note: ← Applicant's Signature.)