NO. AN/IV/028/Vol-IV

To,

All Sections in Main Office
All Sub-offices under PCDA(WC) Chandigarh.

Subject: Creation of NIC E-mail IDs.

The APARs for the reporting year 2018-19 in respect of all the staff members are most likely to be generated online on SPARROW for which NIC e-mail IDs in respect of all the individuals is mandatory. It is seen from the details made available by IT&S Cell that still some officials have not applied for NIC e-mail ID. It is also intimated that the Pay Slips, Form -16 and Income Tax Statement etc. are being uploaded on PCDA(WC) website regularly and the same can be access by logging in by every official for which they have to apply to IT&S Cell by giving application for creating ID and Password, once the NIC email ID is registered by the individual on allotment of the same.

2. Therefore, It is requested that those officials who do not have NIC e-mail IDs, should apply for creation of the same immediately to the IT&S Cell of Main Office Chandigarh in the Proforma attached so that they can access the PCDA WC website for getting the information related to their Pay and Income Tax etc.

Encl: as above.

Copy to :-
The IT&S Cell

Local

For uploading on the website.

(Sahil Goyal)
DCDA (AN)
Government of India
Ministry of Electronics and Information Technology,
NATIONAL INFORMATICS CENTRE

Application for E-Mail/Auth [Tick √] account for a single user

(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, NIC, A4B2 Bay, A-Block C.G.O. Complex"). Please use CAPITAL LETTERS

1) Name of the applicant*: ____________________________________________________________________________
   (Dr./Mr./Ms. First name Middle Name Surname)

2) (a) Date of Birth: ________________ (b) Designation*: __________________________________________________________________

3) Min./Dept./Org*: __________________________________________________________________

4) Address for correspondence*: __________________________________________________________________
   City: ___________________ Pin Code: __________

5) Telephone Number :(O)* __________________ (R)________________ Mobile*: __________

6) Preferred Email/Auth id**: a) __________________________________________________________________
   b) __________________________________________________________________

7) Alternate e-mail address for correspondence*: __________________________________________________________________

8) Date of Retirement/Date of Completion of Contract (Contractual employees/Consultants) (DD/MM/YYYY)*

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of Competent Authority of the Department with date and seal

Account Category: Free/ Paid
If free, on What Basis: ________________________________
If paid, Project No.: ________________________________

Signature of NIC Coordinator/HOD with date and seal

Name & Designation:
E-mail and Tel:

FOR OFFICE USE

Billing Division (RR Section):
File Number:
Payment Processed: Yes/ No
User ID Creation:
Assigned login ID: ____________ Domain: ____________

Signature
Remarks (BO/PO):
Signature of NIC INOC incharge

Signature of the Operator

Name & Design:

* Entries are mandatory and need to be filled.
** The login ids will be generated based on the existing email address policy.
** Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf
** A suffix may be added to make the email id uniq across the domain

NIC-INOC-Internet Services Version 7.1.5
Release Date: 1-9-2018
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 have received them. They might contain a virus that will corrupt your computer.
5. Users are requested 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, 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. WEB interface can be accessed over HTTPs(port 443), POP service is over POP3s(port 995), IMAP service is over IMAPs(port 993) and SMTP service is over SMTPs(port 485). Users are required to suitably modify the client software settings to use the services Please check the FAQ at: https://mail.nic.in/docs/POP.pdf
10. By default accounts will be given access over WEB only (https://mail.gov.in). If user wants access over POP/IMAP, he/she has to send the request for the same to support@gov.in. For security reasons either POP or IMAP will be allowed. NIC recommends use of IMAP.
11. 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.
12. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
13. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
   - Trash - 7 days
   - ProbablySpam – 7 days
14. NIC account will be deactivated, if not used for 90 days.
15. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
16. Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to support@gov.in
17. Please note that advance payment is a must for paid users.
18. NIC coordinator reserves the right to ask for supporting documents like copy of identity card or any other document deemed appropriate to confirm the credentials of the applicant.
19. NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of the Applicant
with date and seal