

**Pr. Controller of Defence Accounts (Border Roads)**

**Seema Sadak Bhawan, Ring Road  
Naraina, Delhi Cantt. - 110010**

**Ph. No. 011-25690978**

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No. EDP/601/OA/E-mail

Dated: -08/10/2013

To

All Sub Offices  
C/o 56/99 APO

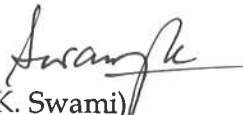
Subject: Creation of Email IDS on NIC server for e-communication.

The competent authority has decided to provide the Email IDs on NIC server to all Sub Offices under PCDA (BR) Organization to promote the e-communication. Therefore, it is enjoined upon that all officers in charge of sub offices that they may fill up the enclosed application form and send to this office duly completed and signed latest by 21<sup>st</sup> October 2013 for further necessary action at this end please. It may also be ensured that terms and condition mentioned in the application may strictly be followed. Preferred email IDs should be in the name of offices as ao\_\_brtf, aoproject\_\_\_ etc. Officer in charge will personally be responsible for data uploaded in email accounts. Offices which have no internet/telephone facility may please be demanded from AN-II Section of this office. Demand for printer cum scanner, fax, all in one machine required for e-communication may be forwarded to EDP Section of this office along with application.

Sub offices which have own email IDs on NIC may also send their NIL report.

PCDA (BR) has seen.

Enclosure: As above.

  
(K. Swami)  
Accounts Officer (EDP)

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

**Application for Dialup (ISDN/ PSTN) Internet Access/ E-Mail Account**

(Please tick(✓) the required services and 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\*: \_\_\_\_\_  
 (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\_id\*\* : a) \_\_\_\_\_@nic.in, b) \_\_\_\_\_@nic.in,
- 7 ) Alternate e-mail address, if any, for correspondence: \_\_\_\_\_

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

\* 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

**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

Signature

**User ID Creation:**

Signature of INOC incharge

Assigned login ID: \_\_\_\_\_ domain: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature of the Operator

Name & Desig.: \_\_\_\_\_

## 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. 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](mailto:support@gov.in)
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:
  - Inbox – 1 year
  - Sent - 120 days
  - Trash -10 days
  - Probably Spam – 15 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 24360088/24360084 or you can send mail to [support@gov.in](mailto:support@gov.in)
17. Please note that advance payment is a must for paid users of Internet/ISDN/E mail.

**Signature of the Applicant  
with date and seal**