

Reminder-1

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

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

Ph. No. 011-25690978

email:cda-br@nic.in

Fax No. 011-25690984

No. EDP/603/NIC/Email

Dated: 20/06/2014

To

- |                               |             |
|-------------------------------|-------------|
| 1. The AO (P) Brahman,        | C/O: 99 APO |
| 2. The AO (P) Chetak,         | C/O: 56 APO |
| 3. The AO (P) Rohtang Tunnel, | C/O: 56 APO |
| 4. The AO (P) Setuk,          | C/O: 99 APO |
| 5. The AO 42 BRTF,            | C/O: 99 APO |
| 6. The AO 47 BRTF,            | C/O: 99 APO |
| 7. The AO 50 BRTF,            | C/O: 56 APO |
| 8. The AO 752 BRTF,           | C/O: 99 APO |


Subject: Creation of E-mail account on NIC server for e-communication.

Reference: This office letter of even no. dated 22/05/2014.

Please refer to our above cited letter through which you were requested to submit your application for creation of e-mail id on NIC Server in the new format as per instructions of HQrs CGDA Office. However, the same has not been received in this office till date. You are therefore requested to submit the application duly filled in all respects immediately through speed post to avoid further delay. Please note that e-mail or fax copy will not serve the purpose as only ink signed copies of applications with stamp/seal are required.

Copy of new format of application is again enclosed herewith please.

Encl: 2(two sheets).

  
(K SWAMI)  
AO (EDP)

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

**Application for E-Mail 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 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

Signature of the Applicant  
with date and seal

Account Category:

Free/ Paid

If paid, Project No. : \_\_\_\_\_

If free, on What Basis: \_\_\_\_\_

Signature of NIC Coordinator/HOD  
with date and seal

Name & Designation: \_\_\_\_\_  
E-mail and Tel. \_\_\_\_\_

FOR OFFICE USE	
<b>Billing Division(RR Section):</b>	
File Number: _____	Signature
Payment Processed: Yes/ No _____	
<b>User ID Creation:</b>	
Assigned login ID: _____ Domain: _____	Signature of INOC incharge
Remarks(BO/PO): _____	
	Signature of the Operator
Name & Desig.:	

\* 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/MailService\\_e-mail\\_address\\_Policy\\_WithCodes.pdf](https://mail.nic.in/docs/MailService_e-mail_address_Policy_WithCodes.pdf)

\*\*A suffix may be added to make the email id uniq 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 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 465). 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](mailto: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 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.
18. **NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.**

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