

No. GAU/EDP/WAN/11/Vol. IV
Office of the CDA,
"Udayan Vihar", Narangi
Guwahati - 781171
Date:- 23-12-2014

To

All Section of Main Office
All Sub Offices

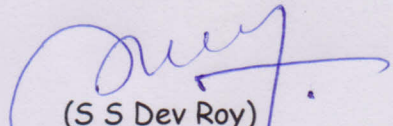
Subject :- Creation of E-Mail ID at NIC Mail Server for all officers under CDA
Guwahati organization.

It has been decided by HQrs Office that all the officers (AAO & above) should have an E-Mail id at NIC Mail Server for official use.

It is therefore requested that properly filled application form in respect of IDAS officers , SAOs, AOs and AAOs duly attested by the competent authority may be forwarded to Main Office latest by 16th January, 2015, for onward transmission to HQrs Office. The application form is enclosed herewith and the same is also available at NIC Mail Server, i.e. mail.gov.in.

The officers already having an E-Mail ID/Account at NIC mail server need not to apply /include in the above list of officers.

Enclo:- 4


(S S Dev Roy)
Accounts Officer (EDP)

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

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

(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. Designation*: _____
3. Min./Dept./Org*: _____
4. Address for correspondence*: _____

City: _____ Pin Code: _____
5. Telephone Number: (O)* _____ (R) _____ Mobile*: _____
6. NIC E-mail address of the applicant*: _____

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 the single point of contact in case of any failure on their part. 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/Delegated Admin
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: _____

Remarks(BO/PO): _____

Signature

Signature of iNOC incharge

Signature of the Operator

Name & Desig.: _____

* Entries are mandatory and need to be filled.

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

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.

SNo	Full Name	Designation, Department, Ministry,[State Name]	Preferred Email id**	Date of Retirement / Completion of Contract (Contractual employees/Consultants)	Mobile NO.
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**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. Please check the policy
https://mail.nic.in/docs/MailService_email_address_Policy_WithCodes.pdf

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.

SNo	Designation/ Official position	Full Name	Department, Ministry, [State Name]	Preferred Email id**	Date of Retirement / Completion of Contract (Contractual employees/Consultants)	Mobile NO.
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**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. Please check the policy
https://mail.nic.in/docs/MailService_email_address_Policy_WithCodes.pdf

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 service. 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 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

**GOVERNMENT OF INDIA
DEPARTMENT OF INFORMATION TECHNOLOGY, MCIT
NATIONAL INFORMATICS CENTRE**

Application for SMS Gateway Integration For Email to SMS Service

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned person from the Application Department Countersigned by NIC 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 and Sign on each page. All entries are mandatory.

1. Name of the Group (Only in case of Email to Bulk SMS) : _____
2. Name of The Applicant : _____
3. Designation : _____
4. Min./Dept./Org : _____
5. Address for correspondence : _____
 _____ City: _____ Pin Code: _____
6. Telephone Number: (O) _____ (R) _____ Mobile: _____
7. E-mail address of the Applicant : _____

Note:- Please enclose a copy of excel sheet along with this application. This Excel sheet contains all the members of the group mentioned in this form in the following format:-

name	mobile	Email	report2	location
abc	91xxxxxxxxxx	abc@xyz	yyy	zzz

Here, name :- Name of the member of the group/Distribution list
 mobile :- 10 digit mobile number with 91 at the beginning
 email :- Email address of the user
 report2 :- Whom does member report to
 location :- Where is he posted

First 3 attributes are mandatory, rest two you can ignore.

This is to declare that I have read the terms and conditions given next page and agree to abide by them. I shall be single point of contact in case required. I will be responsible for any misuse of the service/ violation of the clauses mentioned below.

ALL Entries (SN 1-7) are mandatory

Signature of the Applicant with date and seal

FOR OFFICE USE ONLY

Account Category: Free/Paid	
If free, on What Basis: _____	
If paid, Project No. : _____	
Signature of NIC Coordinator/HOD/SIO	
Name & Designation: _____	
E-mail _____	Tel. _____ Mobile _____
<u>Billing Division(RR Section):</u>	
File Number: _____	
Payment Processed: Yes/ No	
Signature _____	
<u>User ID Activation:</u>	
Application login ID: _____ has been activated for the SMS Gateway Services.	Signature of the SMS GW In charge Name & Desig.: _____

**OBLIGATIONS AND RESPONSIBILITIES of APPLICATION USERS
from CONCERNED DEPARTMENT/ MINISTRY**

1. The ID provided to you is for a single application ONLY. If a user department/division wishes to integrate additional applications with the NIC SMS Gateway, then an id pertaining to that application needs to be created. Id created for application A cannot be used for application B. The user department needs to contact NIC for creation of the id for application B. Any violation of the above will result in termination of the application integration. It is the responsibility of undersigned to ensure the same.
2. Concerned Department/ Ministry shall be solely responsible for all the information, contents, data send and received using NIC SMS Gateway under this Agreement. Concerned Department/ Ministry further acknowledges that it shall be solely responsible and undertake to maintain complete authenticity of the information/data sent and/or received and takes all possible steps and measures to ensure that consistent authentic information is transmitted.
3. Concerned Department/ Ministry shall be solely responsible at its own costs and expenses for obtaining and maintaining all necessary approvals, sanctions, permissions, and licenses as required for sending and receiving SMS from the relevant authorities and/or regulatory bodies, as the case may be.
4. Concerned Department/ Ministry shall, at all times during the Term, fully comply with the regulations and directions issued by TRAI (Telecom Regulatory Authority of India) and the Department of Telecommunications, Government of India, from time to time relating to the duties and obligations of the other service provider under the Agreement.
5. Concerned Department/ Ministry undertakes that it shall be fully responsible and liable for clearance of, in relation to third party, all rights including, but not limited to, copyrights, right to privacy / publicity, etc. in relation to the publicity undertaken by Concerned Department/Ministry as well as acquiring, propagating, publicizing, sharing and/or using the requisite intellectual property rights including trademark and copyrights of any third party for the SMS's being transmitted by NIC SMS Gateway.
6. Concerned Department/ Ministry shall keep the account information such as userid, password provided obtained from SMS Gate way operations in safe custody to avoid any misuse by unauthorized users.
7. Any unauthorized commercial use of the services is expressly prohibited and Concerned Department/Ministry shall be solely responsible for all acts or omissions that occur under its account or password, including the content of any transmissions through the services and the Concerned Department/ Ministry shall strictly not:
 - a. Use the Service in connection with junk Short Messages, spamming or any unsolicited Short Messages (commercial or otherwise).
 - b. Harvest or otherwise collect information about others, including email addresses, without their consent.
 - c. Create a false identity mobile phone address or header, or otherwise attempt to mislead others as to the identity of the sender or the origin of the message.
 - d. Transmit through the Service, associate with the Service or publishing with the Service unlawful, harassing, libelous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material of any kind or nature.
 - e. Transmit any material that may infringe the intellectual property rights or other rights of third parties, including trademark, copyright or right of publicity.
 - f. Libel, defame or slander any person, or infringe upon any person's privacy rights.
 - g. Transmit any material that contains viruses, Trojan horses, worms, time bombs, cancel bots, or any other harmful or deleterious programs.
 - h. Interfere with or disrupt networks connected to the Service or violate the regulations, policies or procedures of such networks.
 - i. Attempt to gain unauthorized access to the Service, other accounts, computer systems or networks connected to the Service, through password mining or any other means.
 - j. Interfere with another user's use and enjoyment of the Service or another entity's use and enjoyment of similar services or engage in any other activity that SMS Service Providers believes could subject it to criminal liability or civil penalty or judgment. Concerned Department/ Ministry is fully responsible for the content sent through Short Messages from their respective application or otherwise.
 - k. Send any Short Messages to any numbers listed under 'Do Not Disturb' category.

This is to declare that I have read the terms and conditions given above and agree to abide by them. I shall be single point of contact in case required. I will be responsible for any misuse of the service/ violation of the clauses mentioned above.

Signature of the Applicant with date and seal