

Circular

कार्यालय, रक्षा लेखा नियंत्रक गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी - 781171

Office of the Controller of Defence Accounts

"Udayan Vihar", Narangi, Guwahati- 781171

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सं./No. AN/III/4/MISC/XVII

दिनांक/Dated: 09/07/2020.

सेवा मे/To

All Section of MO CDA Guwahati
All Sub-Offices

विषय/Subject: Creating of Mail ID for sending of Pay Slip of regular pay bill every month in respect of all officers and staff

It is intimated that a number of representation/complaints have been received in this Section from various Office/Section of MO CDA Guwahati regarding non receipt of Pay Slip of Regular Pay Bill through their respective Mail ID.

In view of the above, it is requested to all officer and staff to send their details in the following Proforma within 20th July' 2020, who have not received the Pay Slip in their mail ID so as to enable this office to issue Pay Slip through their respective Mail ID. A form in this regard for creating of NIC mail ID is also enclosed for your completion and submission (induplicate) please.

Sl No	Name	Designation	A/C No	Name of office where serving	Date of birth	Date of joining in the department	Mobile No	NIC mail ID if already created by CDA Guwahati but Pay Slip not received through generated mail	Remarks
1	2	3	4	5	6	7	8	9	10

Copy to :

The EDP Cell
(Local)

For uploading please.

(M H N Singh)

Sr. Accounts Officer (AN/III)

(M H N Singh)

Sr. Accounts Officer (AN/III)

Government of India
Department of Information Technology, MCIT
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

Signature of the Applicant
 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

Signature

User ID Creation:

Assigned login ID: _____ Domain: _____

Remarks(BO/PO): _____

Signature of iNOC incharge

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/NIC_Policy_on_format_of_e-mail_Address.pdf

** A suffix may be added to make the email 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 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. 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 identify 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**