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 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 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. 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
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