

Office of the CDA  
No.618, Anna Salai,  
Teynampet, Chennai – 600 018  
Ph: +91 44 2434 9980 Ext : 132/115/147 Website : cdachennai.nic.in  
Fax : +91 44 2434 8142 E mail : [cda-mad@nic.in](mailto:cda-mad@nic.in)

File No : EDP/2851/ESTT/1

Dated : /06/2017

To

All the Sub Offices under CDA Chennai.  
All Sections in CDA Chennai.

Sub: Office e-Mail Id only on NIC Domain.

Ref: HQrs Office letter No. Mech/IT&S/148/LPT/Internet/Vol.III Dt. 13/06/17.

Presently maximum of information is being shared through e-Mail within various DAD Offices. Sometime some offices communicate through commercial domain (Gmail, Yahoo, Rediff etc.) which is not safe from Cyber Security angle. Hence, HQrs Office has requested to use NIC Domain only for sending e-Mail on official matter and not to use other Domain.

2. For creating any e-Mail id in the name of any Section/Office, it is suggested that e-Mail Id Form (which is available in CDA Chennai Website ie., [www.cdachennai.nic.in](http://www.cdachennai.nic.in)) may be filled up ie., Name, Desig, Mobile No., Date of Birth etc. and may be sent to EDP Cell of CDA Chennai. It may be noted that First Name and Last Name in the Form would be the combination of required e-Mail Id of the Office/Section.

Sr. Accounts Officer (EDP)



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National Informatics Centre	Internet Services	Internal Documents
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**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. \_\_\_\_\_

<b>FOR OFFICE USE</b>	
<b>Billing Division/RR Section):</b>	
File Number: _____	
Payment Processed: Yes/ No _____	Signature _____
<b>User ID Creation:</b>	
Assigned login ID: _____	Domain: _____
Remarks(BOPC): _____	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.

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National Informatics Centre Internet Services Internal Documents

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.

S.No	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\\_e-mail\\_address\\_Policy\\_WithCodes.pdf](https://mail.nic.in/docs/MailService_e-mail_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.

S.No	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\\_e-mail\\_address\\_Policy\\_WithCodes.pdf](https://mail.nic.in/docs/MailService_e-mail_address_Policy_WithCodes.pdf)

### E-MAIL TERMS AND CONDITIONS

- Users are requested to keep the given userid and password a secret.
- Please change your password at least once in every three months.
- 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.
- 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.
- Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
- Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
- If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
- 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.
- 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>
- 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.
- 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.
- User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
- 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
- NIC account will be deactivated, if not used for 90 days.
- Email Id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
- Contact our 24x7 support if you have any problems. Phone 1800 111-555 or you can send mail to [support@gov.in](mailto:support@gov.in)
- Please note that advance payment is a must for paid users.
- 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