

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

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

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

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.

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

**Tick one category only\*:**

**a) Name based Email id(s)**

**b) Designation/Official Position based Email id(s)**

<p><b>For Name based Email id(s)</b>, 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 an Excel Sheet(.XLS Or .XLSX) along with the hardcopy.</p>								
*First name	*Last Name	*Designation	* Ministry /Department	*State	*Mobile NO. (10 Digit Numerals)	*Date of Retirement / Completion of Contract (Contractual employees/ Consultants) (Format DD-MM-YYYY)	*Preferred Email Id/Login ID**	Date of Birth (Format DD-MM-YYYY) Optional
<p>* Entries are mandatory and need to be filled.                  **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 <a href="https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf">https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf</a></p>								

**Delegated Admin control can be provided to the organization on request, if it has minimum 200 existing email accounts.**

**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](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 **1800-111-555** 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.**

**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**