

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

Application for E-Mail Account for NKN user

(Please tick(√) the required services and read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Nodal Officer /HOD, should be **submitted to Support Center at "iNOC, A4B2 Bay, A-Block C.G.O. Complex"**). Please use CAPITAL LETTER.

1) Name*:

(Dr./Mr./Ms. First name Middle Name Surname)

2) (a)Date of Birth*: _____ (b)Designation*: _____

3) Institute Name*: _____

4) Inst ID*: _____

5) Name of Project NKN*: _____

6) Address for correspondence*: _____

_____ City: _____ Pin Code: _____

7) Telephone Number:(O)* _____ (R) _____ Mobile*: _____

8) Preferred email_id** : _____ @nkn.in, b) _____ @nkn.in

9) Alternate e-mail address, if any, for correspondence: _____

10) Date of Retirement/Date of Completion of Contract(dd/mm/yyyy)*: _____

This is to declare that I have read the terms and conditions and I agree to abide by them.

* Entries are mandatory and need to be filled.

**Signature of Competent
 Authority of the Department
 with date and seal**

**Signature of the Applicant
 with date and seal**

**Signature of Nodal Officer /HOD
 with date and seal**

Name & Designation: _____
 E-mail and Tel. _____

FOR OFFICE USE

User ID Creation:

Assigned login ID: _____ Domain: _____

Remarks(BO/PO): _____

Signature of INOC incharge

Signature of the Operator

Name & Desig.: _____

**The login ids will be generated based on the existing email address policy.

**A suffix may be added to make the email id uniq across the domain

** Please check the policy <http://deity.gov.in/content/email-policy>

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 received it. They might contain a virus that will corrupt your computer.
5. Users are requested, if possible, 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 9X/ ME/ NT/ 2000 Prof./ XP, 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. That is WEBmail is over HTTPS (tcp port 443), POP service is over POP3S (tcp port 995), and SMTP service is over SMTPS (tcp port 465). Users are required to suitably modify the client software settings to use the service.
10. 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
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
 - Probably Spam – 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 of Internet/ISDN/E mail.
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