

Important Circular

**Office of the Principal Controller of Defence Accounts
107, Lower Agram Road, Agram Post, Bengaluru-07**

PHONE NO:(080) 25545101 E-mail : cda-blor@nic.in web site: www.pcdablr.gov.in

No.EDP/MECH/NIC mail

DATE :17-05-2018

To

The Officer-in-Charge,
All Sections in Main Office
All Sub-Offices. (Through website/email)

SUB : Use of e-mail for communication

Ref: Main Office Important Circular No. REC/Service Lables dated
26-04-2018

In order to achieve fast and timely communication between offices/sections and also to reduce the cost of sending the communications in physical form, NIC e-mail can be effectively used. In order to facilitate optimum usage of e-mail for office communication, the following guidelines are issued for immediate action please:

General:

1. As per instructions, official communications through e-mail shall be made using the ID created on NIC domain only.
2. HQrs office facilitates access of NIC e-mail(www.mail.gov.in) through WAN in addition to internet for the convenience of all employees.
3. NIC mail can be activated by the users themselves online after filling the requisite information and new password.
4. Password can be reset online in case forgotten.
5. E-mail ID also can be retrieved online, in case forgotten.
6. Guidelines for safe/secure use of e-mail available in the site may be followed.
7. Policies that govern the use of e-mail also available in the site may be followed.
8. FAQs also provided on the site for reference.
9. All routine/ordinary communications including reports and returns be made through e-mail/fax only.

Creation of Mail ID for sections/offices and its maintenance:

1. List of existing e-mail addresses of the sub-offices/sections in Main Office is attached herewith for reference/activation, if not done. In case, e-mail ID exists and not available in the list, the same may be informed to this office/section for consolidation and uploading on the website for information of all concerned.
2. In case e-mail ID is not created so far, the format enclosed may be filled and signed by the officer authorised(AAO or above) to use and countersigned by head of office(sub-offices)/Group Officer(Sections in Main Office) may be

forwarded to EDP Section of Main Office for creation of the ID by 31-05-2018.

Specimen filled in format is also attached for reference.

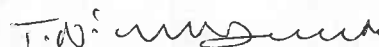
3. **Important:** The applicant officer will be treated as the officer authorised to use the mail. In case of any change in the incumbent officer, immediate action may be taken by the relieved officer to update the details including mobile no. in respect of the new officer in NIC domain before handing over the charge to him.
4. In the temporary absence of the authorised officer on leave, TD etc. the credentials may be handed over to the immediate superior officer or any other officer as directed by him so as to ensure smooth functioning of the office/section assigned to him.
5. Frequency of checking mails may be decided depending on the requirement. In any case, the mails need to be checked at least once in a day.
6. Folders can be created subject wise and mails can be arranged in the folder for easy reference. Search facility is also available.
7. All mails may be retained for future record and replies or forwarding of the mail may be made using reply/forward option available.
8. Phone Book can be maintained for easy access to the addresses frequently used.

Quick SMS

1. Quick SMS service can be utilised by all NIC mail holders to send SMS to mobile numbers of the colleagues for immediate attention/reminder of any communication using the same credentials of NIC mail.
2. This service can be accessed at url: <https://quicksms.emailgov.in/#/home>
3. Facility to manage groups is available to ease sending sms to group of people.

The content of this circular may be brought to the notice of all concerned and measures may be taken to communicate electronically in as many cases as possible.

Encl. : As above.



SAO (EDP)

List of NIC mail address

S No	Office/Section	Designation	Organisation	State	Mobile	mail address
1	PAO ASC	JCDA	PCDA, Bangalore	KARNATAKA	9442074074	paasc.dad@gov.in
2	PAO AT	SAO	PCDA, Bangalore	KARNATAKA	9448040829	paocat.dad@gov.in
3	PAO BELGAUM	AO	PCDA, Bangalore	KARNATAKA	962629102	paobelgaum.dad@gov.in
4	PAO CMP	SAO	PCDA, Bangalore	KARNATAKA	9535108841	paocmp.dad@gov.in
5	PAO PARA	SAO	PCDA, Bangalore	KARNATAKA	8880260135	paopara.dad@gov.in
6	PAO PCTC	SAO	PCDA, Bangalore	KARNATAKA	948027110	paopctc.dad@gov.in
7	PAO MEG COMPLAINTS	DCDA	PCDA, Bangalore	KARNATAKA	9483965310	paomegcomplaints.dad@gov.in
8	LAO A	SAO	PCDA, Bangalore	KARNATAKA	9900233527	laoa.dad@gov.in
9	LAO B	SAO	PCDA, Bangalore	KARNATAKA	9886197652	laob.dad@gov.in
10	LAO BELGAUM	AO	PCDA, Bangalore	KARNATAKA	9900992123	laobelgaum.dad@gov.in
11	LAO C	SAO	PCDA, Bangalore	KARNATAKA	9480362431	laoc.dad@gov.in
12	LAO PANAJI	AO	PCDA, Bangalore	GOA	9921412526	laopanaji.dad@gov.in
13	AO HAL HYDERABAD	SAO	PCDA, Bangalore	TELENGANA		aohalhyderabad.dad@gov.in
14	AO HAL KANPUR	SAO	PCDA, Bangalore	UP		aohalkanpur.dad@gov.in
15	AO HAL KORAPUT	SAO	PCDA, Bangalore	ORISSA		aohalkoraput.dad@gov.in
16	DCDA HAL BLOR	SAO	PCDA, Bangalore	KARNATAKA		dcdahalblor.dad@gov.in
17	HAL LUCKNOW	SAO	PCDA, Bangalore	UP		hallucknow.dad@gov.in
18	HAL NASIK	SAO	PCDA, Bangalore	MAHARASHTRA		halnasik.dad@gov.in
19	AO GE ASTE	SAO	PCDA, Bangalore	KARNATAKA		aogeaste.dad@gov.in
20	AO GE BELGAUM	SAO	PCDA, Bangalore	KARNATAKA		aogebelgaum.dad@gov.in
21	AO GE BIDAR	SAO	PCDA, Bangalore	KARNATAKA		aogebidar.dad@gov.in
22	AO GE CENTRAL	SAO	PCDA, Bangalore	KARNATAKA		aogecentral.dad@gov.in
23	AO GE GOMANTHAK	SAO	PCDA, Bangalore	GOA		aogegomanthak.dad@gov.in
24	AO GE HEBBAL	SAO	PCDA, Bangalore	KARNATAKA		aogehhebbal.dad@gov.in
25	AO GE JALAHALLI	SAO	PCDA, Bangalore	KARNATAKA		aogejalahalli.dad@gov.in
26	AO GE KARWAR	SAO	PCDA, Bangalore	KARNATAKA		aogekarwar.dad@gov.in
27	AO GE NORTH	SAO	PCDA, Bangalore	KARNATAKA		aogenorth.dad@gov.in
28	AO GE PANAJI	SAO	PCDA, Bangalore	GOA		aogepanaji.dad@gov.in
29	AO GE RND	SAO	PCDA, Bangalore	KARNATAKA		aogernnd.dad@gov.in
30	AO GE SAMBRA	SAO	PCDA, Bangalore	KARNATAKA		aogesambra.dad@gov.in
31	AO GE SOUTH	SAO	PCDA, Bangalore	KARNATAKA		aogesouth.dad@gov.in
32	AO GE YELAHANKA	SAO	PCDA, Bangalore	KARNATAKA		aogeyelahanka.dad@gov.in
33	AO GENW VASCO	SAO	PCDA, Bangalore	GOA		aogenwvasco.dad@gov.in


Government of India
Ministry of Electronics and Information Technology,
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*: EDPSECTION PCDA BLR
(Dr./Mr./Ms. First name Middle Name Surname)
2. Designation*: AAO
3. Min./Dept./Org*: Defence Accounts Department.
4. Address for correspondence*: Office of the PCDA, 107, Lower Agram Road, Agram Post City: Bengaluru Pin Code: 560007
5. Telephone Number: (O)* 080 25545101 (R) - Mobile*: 9483888716
6. NIC E-mail address of the applicant*: edpsectionpcdabl.r.dad@gov.in

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
SANDEEP S.P., IDAS
Asst. Controller
 Account Category: Free/ Paid
 If free, on What Basis: _____
 If paid, Project No. : _____


Signature of the Applicant
with date and seal
हरिकुमार मेलथ / HARI KUMAR MELATH
सहायक लेखा अधिकारी / Asst. Accounts Officer
 कार्यालय: र.ले.प्र.नि., बेंगलूर-7 / O/o. the PCDA Bengaluru-7

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)

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 an Excel Sheet(.XLS Or .XLSX) along with the hardcopy.

*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
EDP SECTION	PCDABLR	AAO	DAD	Karnataka	9483888716	31-5-2036	edpsectionpcda btr.dad@ gov.in	20-5-1976

* Entries are mandatory and need to be filled.

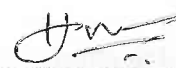
**The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e_mail id unique across the domain. Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf

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. 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

हरी कुमार मेलन HARI KUMAR MELAN
महायुक्त लेखा अधिकारी / Asst. Accounts Officer
कर्नाटक, बेलगोला, पोस्ट-7 / O/o, the PGDA Bengaluru-7

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

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 (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*: _____

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 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. _____

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.: _____

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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/NIC_Policy_on_format_of_e-mail_Address.pdf

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- 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.
- 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.
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- 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 24360088/24360084 or you can send mail to 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.**

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

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with date and seal