No. GAU/EDP/Corr/4/Vol – XV
Office of the CDA Guwahati,
Udayan Vihar, Narangi
Guwahati – 781 171
Dated: 13-03-2019.

To

All Sections of MO CDA Guwahati

All Sub Offices (as per standard list)

Subject:     Office email id/Personal email id only on NIC domain

It has been observed that some offices communicate official matters through commercial domain i.e. gmail, yahoo, rediff etc. which is not safe from Cyber Security angle. Hence, it is requested to use NIC domain only for official communication and not to use other domain. In this regard please refer CGDA-IT&S letter vide No. Mech/IT&S/148/LPT/INTERNET/Vol-III dated 13/06/2017, 29/05/2018 and 03/10/2018 (copy enclosed for ready reference)

DAD personnel who have not yet created/accessed email id of his own is requested herewith to go through the procedure enclosed herewith for creation of personal email id at this end.

It is, therefore, requested to create NIC email id in the name of office/own name, if not created till date, and the offices/personnel having email id but not accessing due to password or any other problem contact with EDP Centre, CDA Guwahati either through email or by personal visit prior to 1st April 2019 as after 31/03/2019 no email id other than NIC domain will be entertained.

All Sub Offices under CDA Guwahati are requested to strictly adhere to above instructions.

Encl: 09 Pages

( K Lalbiachhunga, IDAS)
DCDA

| SL. | NAME OF THE OFIICE | OFFICIAL E-MAIL ID |
|---|---|---|
| 01 | AREA ACCOUNTS OFFICE SHILLONG | aaoshillong-meg@nic.in |
| 02 | LAO 222 ABOD | lao222.cgda@nic.in |
| 03 | LAO (A) GUWAHATI | laoghy.cgda@nic.in |
| 04 | LAO (A)TEZPUR | laotez.cgda@nic.in |
| 05 | LAO (A) JORHAT | laojor.cgda@nic.in |
| 06 | LAO (A) SILCHAR | laosil.cgda@nic.in |
| 07 | LAO (A) SHILLONG | laoshg.cgda@nic.in |
| 08 | LAO (A) NARENGI | laonar.cgda@nic.in |
| 09 | ALAO 313 COY ASC (SUP) | |
| 10 | ALAO 1 ABW | |
| 11 | ALAO 482 ASC COY (SUP) | |
| 12 | ALAO FSD MISSAMARI | |
| 13 | ALAO SD SHILLONG | |
| 14 | ALAO SD DIMAPUR | |
| 15 | ALAO FSD RANGIYA | |
| 16 | ALAO SD SILCHAR | |
| 17 | ALAO FSD PANITOLA | |
| 18 | ALAO SD BHALUBMARA | |
| 19 | AAO DEO GUWAHATI | |
| 20 | AAO DEO JORHAT | |
| 21 | AAO DEO TEZPUR | |
| 22 | AO GE 583 EP | aoge583.cgda@nic.in |
| 23 | AO GE 586 EP | aoge586.cgda@nic.in |
| 24 | AO GE SILCHAR | aogesil.cgda@nic.in |
| 25 | AO GE TEZPUR | aogetez.cgda@nic.in |
| 26 | AO GE (AF) TEZPUR | aogaftez.cgda@nic.in |
| 27 | AO GE JORHAT | aogejor.cgda@nic.in |
| 28 | AO GE (AF) JORHAT | aogafjor.cgda@nic.in |
| 29 | AO GE SHILLONG | aogeshg.cgda@nic.in |
| 30 | AO GE (I) AF SHILLONG | aogafshg.cgda@nic.in |
| 31 | AO GE (P) SHILLONG | aoagumr.cgda@nic.in |
| 32 | AO GE MISSAMARI | aogemis.cgda@nic.in |
| 33 | AO GE NARENGI | aogenar.cgda@nic.in |

| SL. | NAME OF THE OFIICE | OFFICIAL E-MAIL ID |
|---|---|---|
| 34 | AO GE GUWAHATI | aogeghy.cgda@nic.in |
| 35 | AO GE (AF) BORJHAR | aogebor.cgda@nic.in |
| 36 | AO GE (AF) CHABUA | aogafcha.cgda@nic.in |
| 37 | AO GE DINJAN | aogedin.cgda@nic.in |
| 38 | AO GE 859 EWS | aoge859.cgda@nic.in |
| 39 | AO GE 868 EWS | aoge868.cgda@nic.in |
| 40 | AO GE 869 EWS | aoge869.cgda@nic.in |
| 41 | AO GE 872 EWS | aoge872.cgda@nic.in |
| 42 | AO AGE (I) AGARTALA | |
| 43 | AO AGE (I) RANGIYA | aoagrga.cgda@nic.in |
| 44 | AO AGE (I) KUMBHIRGRAM | aoagkgm.cgda@nic.in |
| 45 | AO AGE (I) LEKHAPANI | aoaglekh.cgda@nic.in |
| 46 | AAO AGE (I) TAWANG | |
| 47 | AO NCC DIRECTORATE | |
| 48 | AAO BSO (AF) JORHAT | aaobsojor.cgda@nic.in |
| 49 | AAO BSO NARENGI | aaobsonar.cgda@nic.in |
| 50 | AAO BSO SHILLONG | aaobsoshg.cgda@nic.in |
| 51 | AAO BSO TEZPUR | aaobsotez.cgda@nic.in |
| 52 | AAO BSO MISSAMARI | aaobsomis.cgda@nic.in |
| 53 | AAO BSO DINJAN | aaobsodin.cgda@nic.in |
| 54 | PAO (Ors) 58 GTC SHILLONG | pao-58gtc.cgda@nic.in |
| 55 | PAO (Ors) ARC SHILLONG | pao-arc.cgda@nic.in |
| 56 | AO CCE (A) NO. 1 DINJAN | |
| 57 | AO CCE (A) NO. 2 MISSAMARI | ceanm2-mes@nic.in |
| 58 | AO CCE (A) NO. 3 NARENGI | |
| 59 | AO CCE (NEP) AF CHABUA | |
| 60 | IFA HQr EAC SHILLONG | |
| 61 | IFA HQr 4 CORPS | |
| 62 | IFA HQr 3 CORPS | |
| 63 | IFA 10 WING | |
| 64 | IFA 14 WING | |

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No. Mech/IT&S/148/LPT/INTERNET/Vol-III                    Dated: 03.10.2018

To,

    All PCsDA/CsDA/PCA (fys)
    All Section (Local)

(Through CGDA Website)

**Subject: Instructions on NIC Email IDs of DAD Employees.**

       This is in continuation to HQrs office earlier instruction dated 29.05.2018 (copy enclosed) wherein it was conveyed to send any query/assistance regarding NIC Email ID on given Email ID nicmail.dad@hub.nic.in. It is noticed that NIC users in some offices are approaching NIC directly for their queries/assistance.

2.    It is, therefore, requested to send all queries regarding NIC email IDs on the email ID nicmail.dad@hub.nic.in only, which is being monitored by HQrs office's IT&S Wing for the purpose on regular basis.

(Amit Kumar)

ACGDA (IT&S)

# CONTROLLER GENERAL OF DEFENCE ACCOUNTS – IT&S
# ULAN BATAR ROAD, PALAM, DELHI CANTT – 110010

Phone : 011-25665761-63 Fax : 011-25675030
Website : http://cgda.nic.in
Email : cgdanewdelhi@nic.in

No Mech/IT&S/148/LPT/INTERNET/Vol-III                    Dated :  13/06/2017

To
All PCsDA / CsDA/ PCA (fys)
All Section (Local)

Subject : Office email id  only on NIC domain.

Presently maximum information shared through email within various DAD offices. Sometimes, some offices communicate (sent mail) through commercial domain (gmail, yahoo, rediff etc) which is not safe from Cyber Security angle. Hence, it is requested to use NIC Domain only for sending email on official matter and not to use other domain.

In case any office does not have email id on NIC domain, they may create it through respective PCsDA / CsDA  using nicmailapp.dad available on DAD WAN.

For creating any email in the name of any office, it is suggested that email id form may be filled up with the particulars of responsible officer i.e. name , designation, mobile no, date of birth etc and upload to nicmailapp.dad. First Name and Last Name would be the combination of required email id of the office.

For further queries, please send email to subhendude.dad@gov.in.

All PCsDA/CsDA/Pr IFAs / IFAs are requested to confirm that all offices under their jurisdiction are sending email using NIC domain by 20th June, 2017.

Please accord "Top Priority".

(Vinay Khanna)
Sr. ACGDA(IT)

No Mech/IT&S/148/LPT/INTERNET/Vol-III           Dated : 29/05/2018

To

     All PCsDA / CsDA/PCA (fys)

     All Section (Local)

**Subject :   Nic Mail Instructions.**

        Please refer to HQrs office previous communication of even number dated 12.06.2017. In continuation to this, following are informed: -

1. Users may send their queries on Email ID nicmail.dad@hub.nic.in instead of Email ID: subhendude.dad@gov.in.

2. To reset the Password, please go to the link https://passapp.emailgov.in/passapp/ and reset your password.

3. To change your registered Mobile Number, please forward request to the email ID: nicmail.dad@hub.nic.in through their respective PCDAs/CDAs.

4. Users can also contact Sh. J S Panwar, AAO (IT&S) on 011-25665763 in case of any clarification/assistance is required.

                                                 (Ashish Yadav)

                                                 Sr. ACGDA (IT&S)

# 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/MailService_e-mail_address_Policy_WithCodes.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

# 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*: _____ ANPAY    CDA    GUWAHATI _____
   (Dr./Mr./Ms.    First name    Middle Name    Surname)

2) (a)Date of Birth*: 01/01/1900 (b)Designation*: W/ACCOUNTS OFFICER

3) Min./Dept./Org*: DEFENCE    ACCOUNTS    DEPARTMENT

4) Address for correspondence*: CDA    GUWAHATI

_____ City: GUWAHATI Pin Code: 781 171

5) Telephone Number :(O)* 0361 - 2640204 (R) 4 _____ Mobile*: 1234506789

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)* 31/12/1959

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

Office In change
Signature

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

S/AO Signature.

**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/MailService_e-mail_address_Policy_WithCodes.pdf
**A suffix may be added to make the email id uniq across the domain

SPECIMEN OFFICE

# 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*: **MY   SOMNATH    BISWAS**
(Dr./Mr./Ms.   First name   Middle Name   Surname)

2) (a)Date of Birth*: **01/01/1900** (b)Designation*: **AAO**

3) Min./Dept./Org*: **DEFENCE  ACCOUNTS  DEPARTMENT**

4) Address for correspondence*: **EDP SECTION , CDA GUWAHATI**
City: **GUWAHATI** Pin Code: **781171**

5) Telephone Number :(O)* **0361-2640204** (R) _____ Mobile*: **1234506789**

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)* **31/12/1959**

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

*Section incharge Signature*

Signature of Competent
Authority of the Department
with date and seal

*Individual Signature*

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
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/MailService_e-mail_address_Policy_WithCodes.pdf
**A suffix may be added to make the email id uniq across the domain

SPECIMEN

INDIVIDUAL