

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**Application for E-Mail and e-Office account for a single user (@aiims.gov.in)**

NOTE: - ** Allotment of E-mail/e-Office Id may takes upto 48 hrs. After receiving the application to e-Office support Team.

** One mobile no. can be linked with one Email Id only as per e-Office version 7.

* All entries are mandatory and need to be filled.

Employee ID: E.....

(Please read the instructions given in the reverse of this page) Please use CAPITAL LETTERS.

1) Name of the applicant*: (Dr./Mr./Ms.) _____

2) Father's Name*: _____ Gender*: _____

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

4) Min./Dept./Org*: _____

5) Date of Joining AIIMS*: _____

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

7) Preferred email id*: a) _____ @aiims.gov.in (b) _____ @aiims.gov.in

8) Alternate e-mail address for correspondence*: _____

9) Date of Retirement/Date of Completion of Contract (Contractual employees/outsource employee)
(DD/MM/YYYY)* _____

10) Requirement*: - e-Office Email

11)Type of appointment (Tick any one)*: PERMANENT CONTRACTUAL

OUTSOURCED DEPUTATION ANY OTHER _____
(PLEASE SPECIFY)

12) Reporting Officer of Applicant*: _____

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

Signature of HOD
With date and seal

FOR OFFICE USE	
<u>User ID Creation:</u>	
Assigned login ID: _____ Domain: <u>aiims.gov.in</u>	
Remarks : _____	
Name & Designation.	Signature of the Operator

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

* Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf

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

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given user id 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 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 **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 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**