Government of India
Ministry of Electronics & Information Technology
NATIONAL INFORMATICS CENTRE
Puducherry U.T. Centre

Form for designating a Nodal Officer from the department for e-mail account creation / re-activation request

a) **Name of the Nodal Officer**   :

b) **Designation of the Nodal Officer**   :

c) **Contact Phone No. of the Nodal officer**   :

d) **Mobile number of the Nodal officer ***   :

e) **e-mail id of Nodal officer (Govt)**   :

f) **e-mailid of Nodal officer (Pers)**   :

g) **Date of superannuation of Nodal officer *** :

h) **Office Address**   :

I do hereby certify that the above particulars have been verified and are true to the best of my knowledge.

**Approved by Head of Organization
with date and seal**

Specimen signature of Nodal officer follows:

Signature of Nodal officer:
   With date and seal

Submission Date:

**Attested by Head of Organization
with date and seal**

* Mandatory requirement

FOR OFFICE USE (NIC PYUTC)

Form No   : _____

NIC Inward Receipt No   : _____

Received Date   : _____

NIC, Puducherry U.T	PYUTC/email-new/2.0	Nodal Officer Creation form

Undertaking by Head of Organization:

1. I shall communicate to NIC, Puducherry, the transfer / superannuation of the officers /staff of this office using e-mail services, in time.

Signature of Head of Organization/
Secretary to Government with date and seal

Undertaking by the designated Nodal Officer of the Department :

1. I have read the email policy of the Government of India available in **http://deity.gov.in/content/email-policy** and agree to abide by the guidelines provided therein.

2. I shall communicate to NIC, Puducherry, the transfer / superannuation of the officers /staff of this office using e-mail services, in time.

3. I understand that if the mail account is not used for more than 90 days then the account will be disabled or de-activated by the Mail Server automatically. Hence the department official concerned should make note of this and make use of Mail service smooth operation.

4. I shall insist and ensure that users install antivirus software and latest patches are applied periodically and OS patches installed in their system.

5. I shall verify all the entities provided in the application form before forwarding the same to NIC, Puducherry.

6. I shall verify and satisfy my self that the signatures made in the email creation forms and the mobile number provided therein actually belong to the employee concerned.

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

Designated Nodal officer
With date and seal

NIC, Puducherry U.T	PYUTC/email-new/2.0	Nodal Officer Creation form