Application for **Official E-Mail Account** on VMMC & SJH Domain **(@vmmc-sjh.nic.in)**

भारत सरकार
GOVERNMENT OF INDIA
चिकित्सा अधीक्षक का कार्यालय
OFFICE OF THE MEDICAL SUPERINTENDENT
सफदरजंग अस्पताल एवं वी.वी.एम. कॉलेज
VMMC & SAFDARJUNG HOSPITAL
नई दिल्ली - ११००२९ New Delhi – 110029
IT SERVER ROOM

NEW REQUEST / REACTIVATION / TRANSFER (Only Designation Based)
(Please Tick ☑ mark on above appropriate request)
Fill in CAPITAL LETTERS (All fields are **MANDATORY**)

1. **Name of Applicant**: _____

   (Dr./Mr./Ms.   First Name   Middle Name   Surname)   **Rank Number**: _____

2. Designation: _____; **PERMANENT** / **CONTRACTUAL** (Tick ☑ mark)

3. **Date of Birth**   : _____ (dd/mm/yyyy)

4. Date of Joining Government Service   : _____ (dd/mm/yyyy)

5. **Date of Retirement/Superannuation** : _____ (dd/mm/yyyy)

6. Department / Section / Division: _____

7. **Mobile No. (Linked with Aadhaar)**: _____; **AADHAAR No.**: _____

8. Preferred e-Mail pattern (For New Request): _____@vmmc-sjh.nic.in

9. Existing e-Mail ID (For Reactivation/Transfer): _____@vmmc-sjh.nic.in

10. **Reasons (In case of Reactivation / Transfer):**

    _____

Declaration

This is to declare that I have read all the Terms & Conditions (overleaf) related to e-Mail Policy guidelines and agree to abide by them. **I will login to my Government E-Mail ID at regular intervals (*at least once in 90 days in order to avoid my E-Mail ID from being deactivated*)**. I also declare that *I will surrender* my official e-Mail (domain based) to OFFICER INCHARGE-IT in the following circumstances:

a. Long Leave   b. Transfer   c. Superannuation

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Signature of the Applicant   Recommended by
(With Date & Seal)   HoD / Incharge (With Date & Seal)

The details mentioned above at **Serial Number 1 to 5** have been **Verified from the Service Record** of the applicant by the respective Administration Section concerned.

                                                                      Signature of Sr. AO / AO / AAO
                                                                      (With Date & Seal)

E-MAIL TERMS & CONDITIONS

1. Users are requested to keep the given user id and password a secret and **LOGIN regularly**.
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 account's 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 WEB mail 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://email.gov.in). If user wants access over POP/IMAP, he/she has to send the request for the same to **support@gov.in** or **ic.it@vmmc-sih.nic.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: Inbox – 1 year ; Sent – 120 days ; Trash – 10 days ; Probably Spam — 15 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 data of deactivation if no request for activation is received.
16. Contact our **24*7** support if you have any problems. Phone 24360088/24360084 or you can send mail to **support@gov.in** or **ic.it@vmmc-sih.nic.in**
17. Please note that advance payment is a must for paid users of Internet/ISDN/Email.
18. **NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.**

Note: URL/WEBSITE for LOGIN: https://email.gov.in. Login ID/Password will be delivered on mobile number from NIC automatically in SMS format.

Signature of the Applicant
With Date & Seal