



Directorate General of Human Resources Development
Central Board of Excise & Customs,
Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110001
Fax: 011-23748050 (www.dghrdcbec.gov.in)

Authorization for Admin console for email accounts

[To be taken on organization Letter head]

1. Following person is nominated for the administration console for managing email accounts for the domain "@.gov.in"

Name: [Redacted] Name of Nodal Officer

Designation: [Redacted] AC/DC or Equivalent rank

Email: *ajay.kuhach@gov.in*

(Name based email account on NIC mail server)

Mobile: *7840088005*

Phone No: *011-23741698*

Postal Address: *3rd floor, Bhai Vir Singh Sahitya Sadan, Gole Market, New Delhi*

(NIC VPN for MAILADMIN has to be taken by the same person to access this admin console.)

2. I have read the NIC email policy

https://mail.gov.in/iwc_static/c11n/allDomain/layout/policy.html
carefully and will strictly adhere to the same.

3. Admin console will be used to manage-

No. of accounts = (Existing:

Projected

This is to declare that I have read the terms and conditions given above and agree to abide by them. I shall be single point of contact in case required. I will be responsible for any misuse of the service/ violation of the clauses.

Signature with seal of Nodal Officer
Deputy/Assistant commissioner or equivalent rank

Signature of the Applicant with date and seal

Signature of Reporting Authority
of Nodal Officer

Approved by competent authority



Signature of NIC COORDINATOR with date and seal



Directorate General of Human Resources Development
Central Board of Excise & Customs,
Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110001
Fax: 011-23748050 (www.dghrdcbec.gov.in)

TERMS & CONDITIONS TO ACCESS ADMIN CONSOLE:

1. We will inform NIC immediately in case of any change in the above information about the administrator.
2. In case of any inappropriate use of email or violation of email address policy the administrator will be responsible for that & NIC has right to deactivate the administration console.
3. The administrator and organization requesting for the Delegated Admin console is solely responsible for the accounts created under their domain. The organization and administrator will be held responsible for any inappropriate use of the id's created under the domain.
4. Organization that would access the admin console would be given access over VPN ONLY.
5. The OU assigned (By VPN Division) to the user would be MAILADMIN.
6. Admin console can be provided to one person only for an organization. (Delegated by competent authority of respective organization).
7. Access list would be configured to allow access to admin console site only. User cannot browse any other site in NICNET.
8. Organizations having at least 200 active accounts can be provided the admin console.
9. Organizations under paid accounts category, have to provide the proof of payment made to NIC(RR-section)
10. A strong password will be assigned. Administrator cannot change his admin password without due consent from INOC support.
11. Admin ID will be renewed every year. If user fails to do so, Id will be deactivated automatically.

Signature with seal of Nodal Officer
Deputy/Assistant commissioner or equivalent
rank

Signature of the Applicant with date and seal

Signature of Reporting Authority
of Nodal Officer

Approved by competent authority



Signature of NIC COORDINATOR with date and seal