F. No.8/DB/145/HRD(HRM-II)/2017   Dated:08.10.18

To,
Principal Chief / Chief Commissioners of Customs (All),
Principal Chief / Chief Commissioners of GST (All)
Principal Director/ Director Generals of GST & Customs(All),
Commissioner I/C of Directorates (All),
Commissioner, Settlement Commission (All),
Commissioner, CESTAT(All),
Commissioner, Authority of Advance Ruling(All),
Chief Controller of Factory, Gwalior/Narcotics Gwalior.

Dear Sir/Madam

Subject: **Implementation of e-office Lite (SPARROW) and PIMS for CBIC employees - reg**.

Kind attention is invited to my letter of even number dated 24.09.2018 on the above subject. Since this project is meant for about 50,000 employees working in the department, it will take considerable effort to collect the details required for implementation of Sparrow for Group B and C officers in the first phase of rollout, w.e.f. 01/04/2019 for the APAR period 2018-2019. It is therefore requested that for creation of the NIC e-mail id admin rights, the attached form in Annex 'B' duly filled up by the Nodal Officer may please be sent to the Project Manager at our office latest by 11.10.18 by email at eoffice.cbic@gov.in.

In case of any queries the Project Manager may please be contacted.
Name: Ajay Luhach
Designation: Deputy Director(HRM-I)
Mobile No.:-7840088005
E-mail :- eoffice.cbic@gov.in
Phone :- 011-23741697

[Enclo : Annex B]

Yours faithfully,

(B. Bhattacharya)

(Annex B)

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 "@....................................……….

Name:
Designation:
Email:
(Name based email account on NIC mail server)
Mobile:
Phone No:
Postal Address:

(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 of the Applicant with date and seal

Approved by competent authority

Signature of NIC COORDINATOR with date and seal

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 p(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 of the Applicant with date and seal

Approved by competent authority

Signature of NIC COORDINATOR with date and seal