

**Government of India
Department of Information Technology, MCIT
NATIONAL INFORMATICS CENTRE
Puducherry U.T. Centre**

Form for e-mail account re-activation request
(Annexure-II)

- a) e-mail address to be reactivated :
- b) First Name:
- c) Last Name :
- d) Office Phone No:
- e) Mobile No official concerned :
- f) Superannuation date:
- g) Office Address with PIN code:

The above e-mail id may kindly be re-activated password may be sent as SMS to the mobile number given.

This is to declare that Information provided above are verified and certify that they are true to the best of my knowledge and belief.

**Signature of Nodal officer
with date and office seal**

FOR OFFICE USE

Form No	:	_____
Inward Receipt No	:	_____
Received Date	:	_____

Undertaking by the Designated Nodal officer / Officials concerned :

1. Users are requested to provide their mail account details such as mail id with the above mandatory details for re-activation of mail account
2. Competent Authority and designated Nodal officer appointed for the department must forward their request for re-activation of mail account.
3. It is requested to inform us, if the Nodal officer appointed for the department gets superannuated / relinquished from service may be informed to us by appointing new Nodal officer.
4. NIC will not share the details of e-mail accounts and e-mail addresses with anyone unless authorized by the competent authority.
5. Official concerned mobile no may be updated and it is the responsibility of the department to ensure that mobile no updated for the mail account belongs to the official concerned.
6. Users can change their password using <https://passapp.nic.in>, provided if the mobile number of the official concerned is updated during their first login after mail account creation.
7. Do not open any attachments unless, it has come from known source. This may contain virus and it may be harmful to your system.
8. Users are requested to install antivirus software and latest patches are applied periodically and OS patches in their system.
9. I shall verify all the entities provided in the application form before forwarding the same to NIC, Puducherry.
10. I shall verify and satisfy my self that that the signatures made in the email creation forms actually belongs the employee concerned
11. I understand that if the mail account is not used for more than 90 days, then the mail account will be automatically disabled by mail server.

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

**Signature of Nodal officer
with date and office seal**