SSOID/ EMAIL ACCOUNT CREATION APPLICATION FORM – BULK USERS

(Please read the instructions in given at Page No. 2 of this application form. Please fil the form in BLOCK/ CAPITAL LETTERS only and the filled application form, both the pages duly signed and stamped by the applicant and HOO of the concerned department, should be submitted to Email Administrator, DoIT&C, Room No. 308, IT Building, Yojna Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302016 and copy of same may be sent through email at helpdesk.email@rajasthan.gov.in)

fields are mandatory

Name*	Mr/ Ms/ Dr.		
Designation*			
Department/ Org.*			
Office Address*			
Telephone (O)		**Mobile No.***	+91-
Personal/ Official Email Address*			
ID Type	[ ] SSOID	[ ] Email A/c	
Dedicated Mail Domain Required (for Email)*	[ ] YES [ ] NO	**If YES, specify domain***	@
ID List Attached in prescribed format*	[ ] YES [ ] NO		

Note: The SSOID/ Email address will be generated based on the availability and DoIT&C naming policy. SSOID should be name based and not designation based. The Email ID should not be used for sending personal/ promotional/ marketing mails but official communication only. DoIT&C shall not be responsible for the content of the mails being delivered through gateway/ server.

I hereby declare that all the users listed along with this application, including myself, have been notified about the terms and conditions overleaf and they agree to abide by them. I shall be the single point of contact, in case of any failure on their part.

Signature of the Applicant with Seal

Date: _____

Approval of HOO with Seal/ Sign.

--- **For Office Use Only** ---

Account Type	[ ] FREE	[ ] PAID
SSOID/ Email ID Created		
Remarks (if any)		

Signature of In-charge/ OIC (Mail Services) with Name & Designation

TERMS & CONDITIONS/ INSTRUCTIONS

1. SSOID/ Userid and Password should be kept secret and should not be shared with others even if request on phone or email.
2. Only one SSOID shall be issued to a govt. employee. If multiple SSOIDs are found at any point of time, only one SSOID shall be kept ACTIVE and rest of the SSOIDs shall be deleted.
3. Password should be changed at least once in 45 days failing which password shall expire automatically and the end-user would not be able to login to his/ her mailbox/ SSO. Also, do not share your username/ password with anyone or in response to any mail that asks for it.
4. By not doing so (point no. 1 & 3 above), the Email account may be compromised by hackers and the hacker can use the same account for sending spurious emails. DoIT&C is neither responsible nor accountable for this type of misuse of the compromised email accounts. If same is detected by automated monitoring tools, the A/c shall be automatically de-activated by the tools.
5. 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 have received them. They might contain a virus or malicious code that will infect your computer/ tablet/ smartphone and destroy or steal your data.
6. Install all the Operating System Updates/ Patches and an Antivirus software on your computer/ tablet/ smartphone with latest definitions and update the same on regular basis.
7. DoIT&C shall not be responsible for the contents that are being sent as part of the email. The views expressed are solely that of the originator.
8. By default, Webmail access (web browser based email) and Desktop based email client access shall be provided to all the newly created email accounts. If user wants to access his/ her email on Tablet/ Smartphone then a request for enabling same should be sent to helpdesk.email@rajasthan.gov.in along with the mobile number.
9. User is responsible for his/her data. In case, he/she accidentally deletes data, he/she will not ask DoIT&C to restore it. Hence, it is advised that regular backup of email data be taken by the end-user using any Desktop based Email Client like MS-Outlook, Thunderbird etc.
10. DoIT&C will take all possible measures to prevent data loss. However, due to unforeseen technical issues, if the same happens, DoIT&C should not be held responsible for same.
11. Email account will be automatically deactivated, if not used for 45 days. The same shall be automatically deleted, if not used for 90 days and data loss, if any, shall be the responsibility of the end-user.
12. For security reasons, DoIT&C will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.
13. For Bulk Email Accounts, it would be the responsibility of the applicant to inform DoIT&C for de-activation of the Email Account immediately after retirement of any end-user. Failing to do so, it shall be the sole responsibility of the applicant for any communications sent through respective Email ID.
14. Format for NAME/ DESIGNATION based Email IDs (MS-Excel only). All fields are mandatory.

S.No	Full Name	Designation	Employee ID	Mobile No.	Date of Retirement	Preferred SSOID/ Email ID (20 characters max.)
			RJ---------			

Date: _____   **Signature of the Applicant with Seal**