

### EMAIL ACCOUNT CREATION APPLICATION FORM – SINGLE USER

(Please read the instructions in given at Page No. 2 of this application form. Please fill 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](mailto:helpdesk.email@rajasthan.gov.in) or [mailadm@rajasthan.gov.in](mailto:mailadm@rajasthan.gov.in)) failing which the A/c shall be de-activated.

*\*All fields are mandatory*

<b>Name</b>	Mr/ Ms/ Dr.		
<b>Designation</b>			
<b>Department/ Org.</b>			
<b>Office Address</b>			
<b>Telephone (O)</b>		<b>Mobile No.</b>	+91-
<b>Personal Email Address</b>			
<b>Date of Birth</b>	/ /	<b>Date of Retirement/ Contract End Date</b>	/ /
<b>Email Address Type</b>	[ ] Name based [ ] Designation based		
<b>Preferred Email Address (20 char. Max. before @)</b>	1.	@RAJASTHAN.GOV.IN	
	2.	@RAJASTHAN.GOV.IN	

*Note: The Email address will be generated based on the availability and DoIT&C naming policy. The 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 I have thoroughly read the terms and conditions overleaf and I agree to abide by them.*

**Signature of the Applicant with Seal**

Date: \_\_\_\_\_

**Approval of HOO with Seal/ Sign.**

--- For Office Use Only ---

<b>Account Type</b>	[ ] FREE	[ ] PAID
<b>Email ID Created</b>		
<b>Remarks (if any)</b>		

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

**TERMS & CONDITIONS/ INSTRUCTIONS**

1. Userid and Password should be kept secret and should not be shared with others even if request on phone or email.
2. 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.
3. By not doing so (point no. 1 & 2 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.
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 have received them. They might contain a virus or malicious code that will infect your computer/ tablet/ smartphone and destroy or steal your data.
5. 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.
6. 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.
7. 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](mailto:helpdesk.email@rajasthan.gov.in) or [mailadm@rajasthan.gov.in](mailto:mailadm@rajasthan.gov.in) along with the mobile number.
8. 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.
9. 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.
10. 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.
11. 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.

**Signature of the Applicant with Seal**

**Date:** \_\_\_\_\_