



रक्षा लेखा नियंत्रक (सेना)
Controller of Defence Accounts(Army)
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी-250001
Belvedere Complex, Ayudh Path, Meerut Cantt-250001



Important Circular
(through website)

No. IT&S/III/Cyber Security/2022

Date: 20.06.2022

To,

All sections of Main Office
All sub offices of CDA (Army) Meerut

Sub: Instructions on communication through email – reg.

Ref: HQrs Office letter No. IT&S/148/LPT/Internet dt. 10.06.2022

Email has swiftly become the bedrock of communication in recent times. Please refer the HQrs Office letter cited under reference where the HQrs Office has intimated that despite repeated instructions, official communication via email is being exchanged through commercial domains such as Gmail, Yahoo, etc. instead of NIC/GOV domain. The Competent Authority has viewed this seriously and has instructed to ensure that all official communication must be carried out using NIC/GOV email accounts only.

In case any section/sub office/individual does not have an email account on NIC domain till date, they are requested to fill the email creation request form (Annexure - 'A') attached with this circular and send a legible scanned copy of the duly signed & stamped form to cdaarmymeerut.dad@nic.in via email for further necessary action. Please ensure that all these requests are forwarded to this office via alternate NIC/GOV email accounts only as communication received via commercial email domains would not be entertained.

Other email account related correspondence such as requests for updating profile information, change in mobile number, reactivation of email account, etc. must also be forwarded to this office using an alternate NIC/GOV email account to ensure further necessary action.

This issues with the approval of Addl. CDA.

AO (IT&S)



रक्षा लेखा विभाग (र.ले.वि.) मुख्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 25665528

Fax:

email: cgdanewdelhi@nic.in



No.IT & S/148/LPT/Internet

Dated: 10.06.2022

MOST IMPORTANT

To

All PCsDA/CsDA/PIFAs/IFAs
RTCs/NADFM

(through CGDA Website only)

Subject: Instructions on communication through eMail.

It is observed that official communications are being exchanged through email on commercial domains viz., gmail, yahoo etc instead of through email id on NIC domain. In this context, instructions have been issued vide this HQrs Office letter No.Mech/IT&S/ 148/LPT/Internet/Vol.III dated 13.06.2017 (<https://cgda.nic.in/adm/circular/IT&S-LPT-130617.pdf>) to use NIC domain only for sharing official communication and not to use other commercial domains. Exchanging official communication through email ids on NIC domain ensures that the communications are safe from cyber attacks.

2. All DAD offices may please be ensured that they are having email ids on NIC domain and official communications are exchanged through NIC mails only. In case any office does not have email id on NIC domain, requests for creation of new email id may be sent through respective PCsDA/CsDA and/or PIFAs / IFAs on “nicmailapp.dad” available on DAD WAN, with the relevant particulars of officer (Administrator) responsible for operating the email i.e., name, designation, date of birth, mobile no. etc.

3. It is also observed that requests for updating of profile information, change in mobile number etc in respect of individual officers/ staff are received in this HQrs office through email on commercial domains. In this context, it is intimated that any such requests received through emails on commercial domains, other than NIC, **will not be entertained** by this HQrs Office. Emails regarding any query / assistance / requests regarding NIC email id may be sent only from email ids on NIC domain to this HQrs Office mail id < nicmail.dad@hub.nic.in >.

4. Requests for reactivation of email account, resetting of password and change of Administrator in respect of DAD offices and individual officers / staff should be sent through official mail id of PCsDA/CsDA/PIFAs/IFAs only.


(V. Srinivasan)
ACGDA (IT&S)

Government of India
Department of Information Technology, MCIT
NATIONAL INFORMATICS CENTRE

Application for E-Mail account for a single user

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be submitted to Support Center at "iNOC, NIC, A4B2 Bay, A-Block C.G.O. Complex"). Please use CAPITAL LETTERS.

1) Name of the applicant*: _____
 (Dr./Mr./Ms. First name Middle Name Surname)

2) (a) Date of Birth: _____ (b) Designation*: _____

3) Min./Dept./Org*: _____

4) Address for correspondence*: _____

_____ City: _____ Pin Code: _____

5) Telephone Number : (O)* _____ (R) _____ Mobile*: _____

6) Preferred email id**: a) _____ , b) _____

7) Alternate e-mail address for correspondence*: _____

8) Date of Retirement/Date of Completion of Contract (Contractual employees/Consultants)
 (DD/MM/YYYY)* _____

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

Signature of Competent
 Authority of the Department
 with date and seal

Signature of the Applicant
 with date and seal

Account Category:

Free/ Paid

If paid, Project No. : _____

If free, on What Basis: _____

Signature of NIC Coordinator/HOD
 with date and seal

Name & Designation: _____
 E-mail and Tel. _____

FOR OFFICE USE

Billing Division(RR Section):

File Number:

Payment Processed: Yes/ No

User ID Creation:

Assigned login ID: _____ Domain: _____

Remarks(BO/PO): _____

Signature

Signature of iNOC incharge

Signature of the Operator

Name & Desig.: _____

* Entries are mandatory and need to be filled.

** The login ids will be generated based on the existing email address policy.

** Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf

** A suffix may be added to make the email id unique across the domain