कार्यालय,रक्षालेखामहानियन्त्रक
उलानबटाररोड़, पालम, दिल्लीछावनी-110010
Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt – 110010
Ph- 011-25665586, Fax- 011-25675030
Email: cgdanewdelhi@nic.in
सू.प्रो.एवंप्र./IT&S Wing

No. MECH /IT&S148/Internet/Vol -II          Dated 22-11-2021

To,

       All PIFA/IFA
       (As per Annex 'A, B, C')
       (Through CGDA Web site)

Subject:     NIC e mail ID for PIFA/IFA

       It has been observed that many PIFA/IFA offices are not having NIC email IDs or their NIC email IDs are inactive. This restricts the smooth communication between the HQrs office and vice versa along with other the sub-offices.

2.     e-Mail is the fastest way to communicate/ interact with HQrs office as well as with sub offices. Further, the focus of the Deptt is to introduce e - concurrence system in PIFA/ IFA offices. This system may also need email ID for all PIFA/IFA.

3.     Hqrs office has identified three type of categories given as under :
    a. Annexure A - PIFA/ IFA offices have been assigned NIC email Id but they are not able to operate their email ID due to some technical reasons like lack of contact No. or updation of Mobile No.

       It is requested that such Offices who are unable to operate communication through NIC email are advised to update their contact no to activate their NIC email ID for smooth functioning of the system.

    b. Annexure B - Certain PIFA/IFA offices are operating with email Ids other than NIC i.e. yahoo, gmail, rediffmail etc.

       It is requested to create your NIC mail ID. Format of NIC Creation Form is attached with this letter.

    c. Annexure C - Nominated IFA offices are requested to create email on NIC server if they do not have any NIC email-ID. Format of NIC Creation Form is attached with this letter.

4.     All are requested to create/update their NIC email ID latest by **03/12/2021**. NIC Creation Form should be routed through ÍT wing of the concerned PCDA/CDA.

5.     In case, any change is required in existing email-ID, following information is required to be forwarded to Hqrs IT&S wing through email (i.e nicmail.dad@hub.nic.in)

     1.    Name of the officer & designation:
     2.    Date of Birth and Dt of Superannuation:
     3.    Mobile No and Office Land line No is the officer:
     4.    NIC email Id that has to be updated:

6. Difficulty, if any, may be brought to the notice of the officials mentioned below:

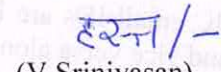| 1 | Anupam Dosai, Sr. AO | 9999792828 |
|---|---|---|
| 2. | Aman Prakash, AAO | 7307958091 |
| 3 | Vinay Chauhan, Auditor (For technical support) | 9718450074 |

Encls: As above.

(V Srinivasan)
ACGDA (IT&S)

Copy to,

IFA Wing (Local) :

For information wrt  U.O No. IFA/710/IT Related Issues:Field IFA offices dated 27-10-2021.

हस्त/-

(V Srinivasan)
ACGDA (IT&S)

## PIFA/IFA offices having NIC email ID

| S.No. | Name of Office | Office Email |
|-------|----------------|--------------|
| 1 | PIFA (Q&M), New Delhi | pifaarmym.dad@hub.nic.in, ifaarmyq.dad@hub.nic.in |
| 2 | PIFA (Army-O), New Delhi | pifaarmyord.dad@hub.nic.in |
| 3 | PIFA (Air HQ), New Delhi | pifaairhq.dad@hub.nic.in |
| 4 | PIFA (Navy), New Delhi | prifa-navy@nic.in |
| 5 | PIFA (IDS), New Delhi | pifaids.dad@hub.nic.in |
| 6 | IFA DGAFMS , New Delhi | ifadgafms.dad@nic.in |
| 7 | IFA (Army-Capial), New Delhi | ifacapitalarmy.dad@hub.nic.in |
| 8 | IFA MAP, New Delhi | pcellifamap.dad@gov.in |
| 9 | IFA (P-Sea Bird), New Delhi | ifaseabird.dad@hub.nic.in |
| 10 | IFA (P-75), New Delhi | ifaproject75.dad@hub.nic.in |
| 11 | IFA (P-Varsha), New Delhi | |
| 12 | IFA (Navy-Capital), New Delhi | ifacapitalnavynd.dad@gov.in |
| 13 | IFA (AF-Capital), New Delhi | ifacapitalaf@yahoo.com |
| 14 | IFA (WC) Chandimandir | ifachandimandir.dad@hub.nic.in |
| 15 | IFA (CC) Lucknow | ifacc@nic.in |
| 16 | IFA (EC) Kolkata | ifaeckolkata.dad@hub.nic.in |
| 17 | IFA(SC) Pune | ifahqsc-mod@gov.in |

| S.No. | Name of Office | Office Email |
|---|---|---|
| | **PIFA/IFA offices having NIC email ID** | |
| 18 | IFA (SWC) Jaipur | ifaswcjaipur.dad@hub.nic.in |
| 19 | IFA AF (MC) Nagpur | ifahqmc.dad@hub.nic.in |
| 20 | IFA AF(WAC) Delhi Cantt | ifahqwac.dad@hub.nic.in |
| 21 | IFA AF (TC) Bengaluru | ifatcaf.dad@hub.nic.in |
| 22 | IFA AF (SWAC) Gandhinagar | ifahqswacgnr.dad@hub.nic.in |
| 23 | IFA AF (EAC) Shillong | ifahqeac.dad@hub.nic.in |
| 24 | IFA AF (SAC) Trivandrum | ifasactrivandrum.dad@hub.nic.in |
| 25 | IFA (SNC) Kochi | ifakochikerala.dad@hub.nic.in |
| 26 | IFA (ENC) Vishakhapatnam | ifaenc.dad@gov.in |
| 27 | IFA ANC Port Blair | ifaancpb.dad@hub.nic.in |
| 28 | IFA(R&D) Aero Bengaluru | ifarndaero.blr@hub.nic.in |
| 29 | IFA(R&D) ECS Bengaluru | ifarndecsblore.dad@hub.nic.in |
| 30 | IFA HQ 1 Corps Mathura (SAG Level) | ifaonecorps.dad@gov.in |
| 31 | IFA HQ 3 Corps, Dimapur | difa3corps.dad@hub.nic.in |
| 32 | IFA HQ 10 Corps Bhatinda (SAG Level) | ifabathinda.dad@hub.nic.in |
| 33 | IFA HQ 12 Corps Jodhpur (SAG Level) | ifahq12corps.dad@gov.in |
| 34 | IFA HQ 15 Corps Srinagar (SAG Level) | ifahq15corps.dad@hub.nic.in |

| S.No. | Name of Office | Office Email |
|---|---|---|
| | **PIFA/IFA offices having NIC email ID** | |
| 35 | IFA HQ 33 Corps, Siliguri | suknadifa33corps.dad@hub.nic.in |
| 36 | IFA HQ Delhi Area Delhi Cantt (SAG Level) | ifadelhiarea.dad@hub.nic.in |
| 37 | IFA COD Agra | ifacodagra.dad@gov.in |
| 38 | IFA IMA Dehradun | ifaimadehradun.dad@hub.nic.in |
| 39 | IFA 8 BRD/23 ED Chennai | ifa23ed.dad@nic.in |
| 40 | IFA 33 Wing Jamnagar | Ifajamnagar.dad@hub.nic.in |
| 41 | IFA COMCG (E) Chennai | ifaeast@indiancoastguard.nic.in |
| 42 | IFA COMCG (NW) Gandhinagar | ifacomcgnw.dad@gov.in |
| 43 | IFA COMDIS-3 New Managalore | ifa-dhq3@indiancoastguard.nic.in |

## PIFA/IFA offices not having NIC email ID

| S.No. | Name of Office | Office Email |
|---|---|---|
| 1 | IFA(R&D), New Delhi | |
| 2 | IFA (NC) Udhampur | |
| 3 | IFA ARTRAC Shimla | |
| 4 | IFA AF (CAC) Bamrauli Allhabad | |
| 5 | IFA (WNC) Mumbai | |
| 6 | IFA(R&D) ACE Pune | |
| 7 | IFA HQ 14 Corps, Leh | |
| 8 | IFA HQ 16 Corps, Nagrota | |
| 9 | IFA HQ 21 Corps Bhopal (SAG Level) | |
| 10 | IFA COD Kandivili, Mumbai | |
| 11 | IFA CAFVD, Kirkee, Pune | |
| 12 | IFA COD Dehu Road, Pune | |
| 13 | IFA AF Kanpur | |
| 14 | IFA 5 BRD Sulur | |
| 15 | IFA 9 BRD/46 ED, Pune | |
| 16 | IFA 26 ED Bangalore | |
| 17 | IFA 40 Wing    Gwalior | |

## PIFA/IFA offices not having NIC email ID

| S.No. | Name of Office | Office Email |
|-------|----------------|--------------|
| 18 | FA to MS Mumbai | |
| 19 | FA to ASD Mumbai | |
| 20 | IFA FOGA/FONA Goa | |
| 21 | IFA FO(K)   Karwar | |
| 22 | IFA INHS Asvini   (AO headed) | |
| 23 | IFA Army & DSSC Welllington | |
| 24 | PIFA (Coast Guard), New Delhi | |
| 25 | IFA (BR), New Delhi | |
| 26 | IFA(R&D) DG (MSS) Hyderabad | |
| 27 | IFA HQ 2 Corps Ambala (SAG Level) | |
| 28 | IFA HQ 4 Corps Tezpur (SAG Level) | |
| 29 | IFA HQ 9 Corps, Yol | |
| 30 | IFA HQ 11 Corps Jalandhar (SAG Level) | |
| 31 | IFA HQ 17 Corps Panagarh | |
| 32 | IFA Ranchi (Jharkhand) (Jamshedpur, Ramgarh | |
| 33 | AAO IFA OTA Gaya | |
| 34 | IFA Jabalpur | |

## PIFA/IFA offices not having NIC email ID

| S.No. | Name of Office | Office Email |
|---|---|---|
| 35 | IFA COD Cheokki, Allahabad | |
| 36 | IFA COD Kanpur | |
| 37 | IFA Mhow | |
| 38 | IFA MG&G Area, Mumbai | |
| 39 | IFA 3 BRD Chandigarh | |
| 40 | IFA 7 BRD/27 ED Tughlakabad | |
| 41 | IFA Devlali (IFA 11 BRD/25 ED has been | |
| 42 | IFA 43/44 ED Secunderabad AF Stn | |
| 43 | IFA 10 Wing Jorhat (mapped under 4 Corps | |
| 44 | IFA 14 Wg Chabua | |
| 45 | IFA 17 Wing Gorakhpur | |
| 46 | IFA 27 Wing Bhuj | |
| 47 | FA to MS Visakhapatnam | |
| 48 | FA to ASD Visakhapatnam | |
| 49 | IFA INA Ezhimala | |
| 50 | IFA COMCG (W) Mumbai | |
| 51 | IFA COMCG (A&N) Port Blair | |
| 52 | IFA CG Porbandar (AO headed ) | |

| | Nominated IFA offices | |
|---|---|---|
| **S.No.** | **Name of Office** | |
| 1 | PCDA Bangalore | |
| 2 | IFA (DGDE) (Jt. CGDA (Finance)) | |
| 3 | CDA Guwahati | |
| 4 | CDA Patna | |
| 5 | CDA (A) meerut | |
| 6 | CDA Secunderabad | |
| 7 | CDA Chennai | |
| 8 | CDA CSD, Mumbai | |
| 9 | JCDA Balasore | |
| 10 | PAO (ORs) ACR Ahmednagar | |
| 11 | PAO (ORs) MLI Belgaum | |
| 12 | PAO (ORs) DSC Kannur | |
| 13 | PAO (ORs) JRC Bareilly | |
| 14 | PAO (ORs) DRC Faizabad | |
| 15 | PAO (ORs) RRC Fatehgarh | |
| 16 | PAO (ORs) AAD Gopalpur | |

## Nominated IFA offices

| S.No. | Name of Office |
|-------|----------------|
| 17 | PAO (ORs) GRRC Lansdowne |
| 18 | PAO (ORs) KRC Ranikhet |
| 19 | PAO (ORs) 39 GTC Varanasi |
| 20 | PAO (ORs) BEG&C Roorkee |
| 21 | AO 21 BRTF Joshimath |
| 22 | AO 765 BRTF Dharchula |
| 23 | AO 38 BRTF Manali |
| 24 | AO (P) Chetak Bikaner |
| 25 | AO R&D DFRL Mysore |
| 26 | AAO (P) Pathankot |
| 27 | AO, GE(I) 866, EWS Car Nicobar |
| 28 | AO, GE(I), Campbell |
| 29 | Jt.CFA (OF) Shahjahanpur |
| 30 | AAO AGE(I), AF Purnea |
| 31 | AO GE (AF), Hashimara (Binaguri, Hashimara) |
| 32 | AO GE (AF), Kalaikunda (Kalaikunda, Salua) |
| 33 | AO GE, Silchar (Miasimpur, Silchar, Kumbigram) |

| S.No. | Name of Office |
|-------|----------------|
| **Nominated IFA offices** | |
| 34 | AO GE (AF), Jaisalmer (Jaisalmer, Utarlai and Phalodi) |
| 35 | AO GE (A), Jaisalmer (Jaisalmer, Utarlai and Phalodi) |
| 36 | IFA (ADRDE) Agra |

# 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 free, on What Basis:**_____
**If paid, Project No. :**_____


**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         **Signature** |
| **User ID Creation:** |
| Assigned login ID:_____ Domain:_____ |
| Remarks(BO/PO):_____    **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/MailService_e-mail_address_Policy_WithCodes.pdf
**A suffix may be added to make the email id uniq across the domain

# E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given userid and password a secret.
2. Please change your password at least once in every three months.
3. By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. **NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.**
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 that will corrupt your computer.
5. Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. NIC e-Mail Service is provided over secure channels only. WEB interface can be accessed over HTTPs(port 443), POP service is over POP3s(port 995),IMAP service is over IMAPs(port 993) and SMTP service is over SMTPs(port 465). Users are required to suitably modify the client software settings to use the services.Please check the FAQ at: https://mail.nic.in/docs/POP.pdf
10. By default accounts will be given access over WEB only (https://mail.gov.in). If user wants access over POP/IMAP, he/she has to send the request for the same to support@gov.in. For security reasons either POP or IMAP will be allowed. NIC recommends use of IMAP.
11. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
12. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
13. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
    Trash - 7 days
    ProbablySpam – 7 days
14. NIC account will be deactivated, if not used for 90 days.
15. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
16. Contact our 24x7 support if you have any problems. Phone 24360088/24360084 or you can send mail to support@gov.in
17. Please note that advance payment is a must for paid users.
18. **NIC 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 date and seal**