

**Ministry of Communications
Department of Telecommunications
20, Ashoka Road, New Delhi**

Form for email account updation/creation

As per details given below, it is requested kindly arrange to:

- | | |
|--|---|
| <input type="checkbox"/> Reactivate email id | <input type="checkbox"/> Update Display Name |
| <input type="checkbox"/> Update Mobile Number | <input type="checkbox"/> Update Date of birth |
| <input type="checkbox"/> Update Date of retirement | <input type="checkbox"/> Deactivate Email id |
| <input type="checkbox"/> Update Designation | <input type="checkbox"/> Delete Email id |
| <input type="checkbox"/> Reactivate email id for post-retirement retention | <input type="checkbox"/> New Email Id |

1. Email ID	
2. Name	
3. Old Mobile Number	
4. New Mobile Number	
5. Relationship of email user / applicant with email-using Ministry / Department/ Organization *	
6. Whether member of All India Services (AIS) or Central Secretariat Services (CSS) or General Central Services (GCS)? (Yes/No)	
7. Service (ITS/IRRS/IPTAFS/CSS etc.)	
8. Employee Code / Staff Number	
9. Date of Retirement	
10. Sub-category of Organization **	
11. Organizations	
12. Designation	
13. Present office location	
14. State	
15. City / Town	
16. Pincode	
17. Name of the Nodal Officer	
18. Mobile Number of the Nodal Officer	

Declaration

1. It is declared that:-

- a) The Machine/Handheld devices on which I am accessing my below mentioned email id has been scanned with latest patches of Antivirus, it's Operating System(OS) has been updated with the latest patches and it has been also checked for key loggers and malicious codes, if any.
- b) I would ensure that "REMEMBER PASSWORD" has been not configured in any browser i.e. Internet Explorer, Google Chrome, Mozilla Firefox etc. or any POP client i.e. Outlook, Thunder bird etc., in respect of my below mentioned email id.
- c) I would regularly change my email password as per the Password Policy under the email service of the Government.
- d) My PC/Laptop/Tablet/Mobile has been hardened as per security instructions issued by SA Division.

(Signature with date & seal)

(Nodal Officers Signature with date & seal)

Note: This form shall be sent to your Delegated Admin (refer the profile section of your email)

Instructions for Filling out the Form

Please complete the form by providing accurate information in each field. Use the options provided where applicable.

***Relationship of email user/applicant with email-using Ministry / Department / Organization:**

- Regular Employee
- Tenured Employee
- Short-Term Contract
- Deputation
- External Attachment
- Direct Consultant
- Contracted Consultant

****Sub-category of Organization:**

- Government Ministry/Department
- Statutory Body (TRAI & TDSAT)
- Public Educational/Research Institution (PERI)
- Public Sector Enterprise (PSE, non-profit excluded)
- Other Government-Controlled Entity (incl. autonomous bodies & non-profit PSE)
- Attached/Subordinate/Field Office of Government Department