No.8-9/2013-14/IT
Government of India
Ministry of Communications and IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashok Road, New Delhi-110 001
(IT Cell)

New Delhi, Dated the 21st October, 2015

Subject: E-mail Policy of Government of India
Reference: No.8-9/2013-14/IT dated 29th September, 2014.

Kindly refer to above noted letter dated 29th September, 2014. In this context, all the Wing/Branch Heads are requested to kindly ensure that all the officers working in their Wing/Branch have two official e-mail ids, one based on the designation and the other based on the name.

2.   The E-mail Subscription Form for obtaining official e-mail id can be downloaded from the weblink https://mail.gov.in/iwc_static/c11n/allDomain/layout/download.html

3.   For creation of new official email id kindly hand over the completely filled Email subscription form, duly authenticated by Staff Branch / SEA Branch / Administration, to Ms. Gargi Bhakta, Principal System Analyst, NIC, Room No. 1303, Sanchar Bhawan, New Delhi, EPABX-6722, Tel-23036722.

4.   In case you forget the password of your official email id, the same can be retrieved through the weblink https://passapp.nic.in/ but for that your mobile no. should be updated in your official email id profile. For updating the mobile no. in your official email id profile kindly contact Ms. Gargi Bhakta, Principal System Analyst, NIC, Room No. 1303, Sanchar Bhawan, New Delhi, EPABX-6722, Tel-23036722.

5.   Further, the profile data of the official email id can be updated through the weblink https://msgapp.nic.in/logindetail/

(Amit Mishra)
DDG (IT)
EPABX- 6524

To

All Sr.DDGs//DDGs/JSs/Sr. Economic Advisor/Wireless Advisor/CVO

Copy for information to:

1. Sr. Technical Director, NIC-DOT,
2. Principal System Analyst, NIC-DOT