

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

**Form for eMail account re-activation/uptation**

1. User needs to update details through <https://eforms.nic.in> then email the scanned copy of this page to:-

For DGT and LSAs	adgit.hq-dgt-dot@gov.in, dirit.hq-dgt-dot@gov.in
For CGCA and CCAs	sanjay.sharma96@gov.in, np.singh10@mea.gov.in
For others	webadmin-dot@nic.in, eofficeadmin-dot@gov.in, dirit2-dot@gov.in

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

- |   |   |
|---|---|
| <input type="radio"/> Reactivate email id                               | <input type="radio"/> Update display Name       |
| <input type="radio"/> Reactivate email id for post-retirement retention | <input type="radio"/> Update Date of Birth      |
| <input type="radio"/> Update Mobile Number                              | <input type="radio"/> Update date of retirement |
| <input type="radio"/> Deactivate email id                               | <input type="radio"/> Update Designation        |
| <input type="radio"/> Delete email id                                   |   |

<b>Email Id:</b>	
<b>Name:</b>	
<b>Designation:</b>	
<b>Mobile No.:</b>	
<b>Service (ITS/IAS/CSS etc.):</b>	
<b>Staff Number</b>	
<b>Date of Birth:</b>	
<b>Date of Retirement:</b>	
<b>State:</b>	
<b>Name of Nodal officer:</b>	
<b>Mobile No. of Nodal officer:</b>	

**Declaration**

1. It is declared that:-
- 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.
  - 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.
  - I would regularly change my email password as per the Password Policy under the email service of the Government.
  - 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)**