

बिहार सरकार,
सामान्य प्रशासन विभाग

प्रेषक,

विमलेश कुमार झा,
सरकार के अपर सचिव।

सेवा में,

ई-मेल/
स्पीड पोस्ट

सभी प्रमंडलीय आयुक्त,
सभी जिला पदाधिकारी,
बिहार, पटना।

पटना-15, दिनांक-15.1.19...../

विषय:- सभी प्रमंडल/जिलों में पदस्थापित बिहार प्रशासनिक सेवा के सभी पदाधिकारियों को दिनांक-23.01.2019, समय 11:00 से 12:00 बजे पूर्वाह्न तक SPARROW System के तहत PAR आलेखन हेतु प्रशिक्षण दिये जाने के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि विभागीय पत्र सं0-16389 दिनांक-14.12.18 द्वारा SPARROW (Smart Performance Appraisal Report Recording Online Window) System के अंतर्गत PAR E-Filing की प्रक्रिया वित्तीय वर्ष 2018-19 के प्रभाव से लागू किया जाना संसूचित किया गया है। इस हेतु बि0प्र0से0 के सभी पदाधिकारियों का NIC के बेवसाइट पर E-mail ID Create किया जाना भी अपेक्षित है।

उक्त क्रम में सभी प्रमंडल/जिलों में पदस्थापित बिहार प्रशासनिक सेवा के सभी पदाधिकारियों को दिनांक-23.01.2019, समय 11:00 से 12:00 बजे पूर्वाह्न तक SPARROW System के तहत PAR आलेखन से संबंधित प्रशिक्षण प्रमंडल/जिलों में अवस्थित NIC केन्द्र पर, पटना स्थित NIC केन्द्र से Video Conferencing के माध्यम से दिये जाने का निर्णय लिया गया है।

अतएव अनुरोध है कि आपके प्रमंडल/जिलों में पदस्थापित सभी बिहार प्रशासनिक सेवा के पदाधिकारियों को निर्धारित प्रशिक्षण में ससमय भाग लेने एवं वैसे पदाधिकारी जिनके द्वारा NIC के बेवसाइट पर अपना E-Mail Create नहीं किया गया है को संलग्न प्रपत्र में वांछित विवरणी भरकर NIC केन्द्र पर पदस्थापित DIO/IT Manager को उपलब्ध कराने का निदेश अपने स्तर से देने की कृपा की जाय।

अनु0 :- विहितप्रपत्र।

विश्वासभाजन

13/1/19

(विमलेश कुमार झा)

सरकार के अपर सचिव।

Government of India
Ministry of Electronics and Information Technology,
NATIONAL INFORMATICS CENTRE

Application for E-Mail/Auth [Tick] 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/Auth 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: _____	Signature
Payment Processed: Yes/ No _____	
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/NIC_Policy_on_format_of_e-mail_Address.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 1800-111-555 or you can send mail to support@gov.in
17. Please note that advance payment is a must for paid users.
18. NIC coordinator reserves the right to ask for supporting documents like copy of identify card or any other document deemed appropriate to confirm the credentials of the applicant.
19. **NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.**

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

**Signature of the Applicant
with date and seal**

