

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2019/Tele/TW/L/Data Network

Dated. 06 Jan. 2020

PCSTE,
All Indian Railways

Sub: Regarding creation of Delegate Admin Account - NIC.

1. As conveyed by NIC, Delegate Admin module is accessible through NIC VPN only. Delegate admin accounts can be activated once the VPN has been allocated to the designated administrator.

2. Therefore, it is advised that each designated administrator should apply for VPN as per the following details:

VPN needs to be applied at – <https://vpn.nic.in/>

Server Details to be filled:

URL: <https://mailadmin.nic.in/da-admin>
Location: NDCSP, Delhi
IP: [164.100.14.22](https://mailadmin.nic.in/da-admin)
Port: 443

3. However, it has been noticed that details of Delegate Admin (DA) are not being provided correctly and on proper form, due to which the number of requests got rejected by NIC. In this regard, please ensure that the name, designation, email address & Mobile number of both applicant & reporting officer should be updated correctly. The stamp should contain the name of Nodal Officer/incharge/ reporting officer (i.e Sr. DSTE in Divisional HQ & CCE in Zonal HQ) or mention the name of the Nodal Officer/incharge/ reporting officer below signature above stamp.

4. Duly filled and signed VPN form (downloaded from NIC site after online registration) along with authorization proforma (attached) on letter head of organisation may please be sent to Executive Director/Tele Development or Joint Director/Tele, Railway Board for authentication/approval & further necessary action.

DA: As above

Stamp: Ministry of Railways, Railway Board, PCSTE, New Delhi. Includes fields for Signature, Date of Issue, and a handwritten date 07/01/20.

C/c

Signature: *Umesh Balonda*
Date: 06.01.2020
Umesh Balonda
Executive Director (Tele Dev)

Authorization for Admin console for email accounts

[To be taken on organization Letter head]

1. Following officer is nominated as delegated administrator for the domain
“@.....
Name:
Designation*:
Email:
Mobile:
Phone No:
Postal Address:
2. I have read the NIC email policy <https://eforms.nic.in/docs/policy.html> carefully and will strictly adhere to the same.
3. Admin console will be used to manage
No. of accounts= (Existing: Projected:)

Signature of the Applicant with date and seal

Approved by competent authority with date and seal**

Name:
Designation:
Email:

Signature of NIC Coordinator with date and seal

Name:
Designation:
Email:

* Rank of Under Secretary/Equivalent or above.

** Head of the organization/department/institute OR the officer of the rank of Joint Secretary/Equivalent or above

TERMS & CONDITIONS

1. I hereby take full responsibility and accountability for DA console and for all email accounts created under this domain and respond to any queries by LEAs if any.
2. I will inform NIC in case of any change in delegated administrator.
3. I will ensure the authenticity of the applicant.
4. I will create Consultants and support staff ids with the following domains respectively.
 - a) @govcontractor.in
 - b) @supportgov.in
5. I will ensure that all the ids have correct date of expiry set as per the user profile and needful action will be taken on time. e.g. If the Govt officer wants to retain the name based email-id post superannuation, needful action will be taken by move the email-id to retired officers container. Similarly, contractual/support staff email ids will be deactivated/deleted at the end of the tenure.
6. For organizations under paid accounts category, Delegated Administrator has to provide the relevant documents to NIC regarding proof of payment made to NICS.
7. Admin ID will be renewed every 2nd year. If user fails to do so, ID will be deactivated automatically.
8. I agree to maintain the confidentiality, safekeeping and protection of confidential information contained in all user list.

This is to declare that I have read the terms and conditions given above and agree to abide by them. I shall be single point of contact in case required. I will be responsible for any misuse of the service/ violation of the clauses.

Signature of the Applicant with date and seal

Approved by competent authority with date and seal

Name:

Designation:

Email:

Signature of NIC Coordinator with date and seal

Name:

Designation:

Email: