Government of Gujarat
DEPARTMENT OF SCIENCE AND TECHNOLOGY

Application for Bulk E-Mail Account Creation for a complete domain/ a group of users

(Please read the instructions given in the reverse of this page. The completed application form, duly signed by the concerned DST Officials / Composite Team, and should be **submitted to Call Centre**. Please use CAPITAL LETTERS.

1) **Name of the applicant*:** _____
   (Dr./Mr./Ms.   First Name   Middle Name   Surname)

2) **Designation of the applicant*:**_____

3) **Dept./Org*:** _____

4) **Office Address*:**

   _____

   _____City:_____Taluka:_____

   District: _____ **Pin code:** _____

5) **Telephone Number: Mobile*:**_____

   Landline: _____

6) **GSDC E-mail address of the applicant*:**   _____

This is to declare that all the users listed along with this application form have been notified about the terms and conditions and they agree to abide by them. I shall be the single point of contact in case of any failure on their part. I have read the terms and conditions and I agree to abide by them.

Signature of Competent   **Signature of the Applicant**
Authority of the Department   **with date**
with date and seal

FOR OFFICE USE

User ID Creation:

Assigned login ID: _____   **Domain:** _____   **SR. No:** _____

Remark: _____

Signature of the Operator

Name& Desig.: _____

* **Entries are mandatory and need to be filled.**

List* of user names and/or designations in the format given next page are to be provided along with application form.

Tick one category only*:
 a) Name based Email id(s)
 b) Designation/Official Position based Email id(s)

For Name based Email id(s), a list of user names in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of an Excel Sheet (.XLS Or
.XLSX) along with the hardcopy.

*First name	*Last Name	*Designation	* Department /ORG	*Dist.	*Mobile NO. (10 Digit Numerals)	*Date of Retirement / Completion of Contract (Contractual employees/ Consultants) (Format DD-MM-YYYY)	*Preferred Email Id/Login ID**	Date of Birth (Format DD-MM-YYYY) Optional

* **Entries are mandatory and need to be filled.**
The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the email id unique across the domain.

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given user ID and password a secret.
2. By not doing so (point above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. **GSDC 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.**
3. 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.
4. Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
5. Users are requested to install the GSDC Antivirus software with latest pattern update periodically and OS patches in their system.
6. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
7. GSDC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
8. GSDC e-Mail Service is provided over secure channels only. WEB interface can be accessed over HTTPs (port 443).Users are required to suitably modify the client software settings to use the services.
10. GSDC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, GSDC cannot be held responsible.
11. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask GSDC to restore it.
12. GSDC account will be deactivated, if not used for 1 Year.
13. Email id will be deleted after a period of 2 year from the date of deactivation if no request for activation is received.
14. Contact our 24x7 support if you have any problems. Phone **079-23256600** or you can send mail to mail-support@gujarat.gov.in
15. DST Officials/ CT team 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.
16. GSDC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.
17. GSDC will confirm first time password/OTP on authorised mobile no. only.

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