

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(4)/DOA/Estt./2016/Misc./dcaaudit/4132-38

Dated: 24-05-16

**ORDER**

Sh. Upender Goyal, AAO(Audit) [Contact No. 9891840236] is hereby declared as Nodal Officer (e-Office) in r/o this department. He is hereby directed to coordinate with IT Department (e-Office Project Team), GNCTD and NIC for implementation of e-Office in this department.

This issues with the prior approval of the Competent Authority.

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**(H.R. NAUGAIN)**  
**ACCOUNTS OFFICER (ADMN.)**  
**TEL. No: 23392280**

No. F.9(4)/DOA/Estt./2016/Misc./dcaaudit/4132-38

Dated: 24-05-16

Copy for information to:-

1. The Dy. Secretary (IT), Department of Information Technology, 9<sup>th</sup> Level, Delhi Sectt. New Delhi.
2. PA to Controller of Accounts (Audit).
3. All the Officers in Field Units (as per copy enclosed) alongwith the copy of E-mail Terms and conditions for information and strict compliance [Through AO(Audit), Internal Audit Branch]
4. Sr. AO(Audit), Internal Audit Branch.
5. Sh. Upender Goyal, AAO(Audit).
6. AAO(Website) with the instruction to upload the above order and the copy of E-mail Terms and Conditions for information of all the concerned Officers as per list enclosed.
7. Guard file.

  
**(H.R. NAUGAIN)**  
**ACCOUNTS OFFICER (ADMN.)**  
**TEL. No: 23392280**

**Bulk e-mail format filled by the department of AUDIT to create e-mail in e-office.**

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Sr. No.	*First Name (Sh./Smt.)	*Last Name	*Designation	* Ministry /Department	*State	*Personal 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-MMYYYY) Optional
1	Ajay Kumar	Kapahi	Sr.A.O	Audit	Delhi	9868345050	31.05.2027		10.05.1967
2	Sudhir Singh	Verma	Sr.A.O	Audit	Delhi	9810083109	30.04.2023		04.04.1963
3	Saroj	Gupta	Sr.A.O	Audit	Delhi	9910569057	30.04.2023		15.04.1963
4	Sunny	K.P.	Sr.A.O	Audit	Delhi	9911556260	30.04.2019		03.04.1959
5	Ran Het	Paul	Sr.A.O	Audit	Delhi	9868116631	31.12.2017		01.01.1958
6	Ajay Kumar	Roy	Sr.A.O	Audit	Delhi	9868122307	30.06.2021		30.06.1961
7	Kailash Kumar	Sehrawat	Sr.A.O	Audit	Delhi	9968311705	31.01.2021		26.01.1961
8	Indu	Obero	AO	Audit	Delhi	9711159520	31.01.2017		14.01.1957
9	Urmila	Kapoor	AO	Audit	Delhi	9868004050	31.12.2028		31.12.1968
10	Krishnan	Kutty	AO	Audit	Delhi	9868204428	31.07.2027		20.03.1957
11	Ashokan	E.D.	AO	Audit	Delhi	9868990552	31.05.2018		28.05.1958
12	Desraj	Puria	AO	Audit	Delhi	9643170997	31.03.2017		20.03.1957
13	Hari Kishan	Mittal	AO	Audit	Delhi	9868749978	31.07.2027		06.07.1967
14	Piyush	Taneja	AO	Audit	Delhi	9811893013	31.12.2016		07.12.1956
15	Usha	Purwaha	AO	Audit	Delhi	9871499367	31.07.2026		07.07.1966
16	Mohinder	Kumar	AO	Audit	Delhi	9560886216	31.10.2016		25.10.1956
17	Prakash Chand	Joshi	AO	Audit	Delhi	9868659124	31.05.2023		13.05.1963
18	Rakesh	Kumar	AO	Audit	Delhi	9654475282	31.03.2025		13.03.1965
19	Padmini	Ravi Kumar	AO	Audit	Delhi	9810504249	31.03.2021		12.03.1961
20	Arun Kumar	Khurana	AO	Audit	Delhi	9013291387	31.07.2018		12.07.1958
21	S. Usha		AO	Audit	Delhi	9911352858	29.02.2020		25.02.1960
22	Ajay	Malhotra	AAO	Audit	Delhi	9868240903	31.07.2029		23.01.1969
23	Anuj Kumar	Jain	AAO	Audit	Delhi	9810424925	30.04.2032		17.04.1972
24	Satvinder	Singh	AAO	Audit	Delhi	9911561044	31.08.2034		16.08.1974
25	Kanwal Krishan	Sehgal	AAO	Audit	Delhi	9540477545	31.10.2029		27.10.1969
26	Munish	Gambhir	AAO	Audit	Delhi	9810082992	30.09.2024		07.09.1964

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27	Neender	Kumar	AAO	Audit	Delhi	9958517926	31.10.2036		10.10.1976
28	Harish	Chandra	AAO	Audit	Delhi	9868827913	30.04.2035		01.05.1975
29	Deepak	Mehta	AAO	Audit	Delhi	7838216095	31.05.2035		16.05.1975
30	Geeta	Girdhar	AAO	Audit	Delhi	9654556216	31.08.2026		18.08.1966
31	Subhash	Chand	AAO	Audit	Delhi	9718151929	30.04.2024		15.04.1964
32	Meenakshi	Nagpal	AAO	Audit	Delhi	9871728328	30.04.2033		23.04.1973
33	Kavita	Dargan	AAO	Audit	Delhi	9911184898	30.11.2025		16.11.1965
						9910084846			
34	Subhash	Wadhwa	AAO	Audit	Delhi	9899903849	31.12.2028		01.01.1969
35	Anil	Wadhawan	AAO	Audit	Delhi	9868023265	28.02.2030		13.02.1970
36	Rajalakshmi	Francis	AAO	Audit	Delhi	8800939193	31.05.2026		22.05.1966
37	Pankaj	Aggarwal	AAO	Audit	Delhi	9891148218	31.12.2028		15.12.1968
38	Neeraj	Kumar	Head Clerk	Audit	Delhi	9210107510	30.04.2024		16.04.1964
						9210108810			
39	Mangal Singh	Rawat	Head Clerk	Audit	Delhi	9871797156	31.05.2021		06.05.1961
40	Bhavana	Gupta	UDC	Audit	Delhi	9971753097	30.06.2022		01.07.1962
41	Mohan	Lal	UDC	Audit	Delhi	9871312799	30.06.2018		01.07.1958

### 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 service. 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](mailto: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 24360088/24360084 or you can send mail to [support@gov.in](mailto:support@gov.in)
  17. Please note that advance payment is a must for paid users.
  18. **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**