

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

No.F. 40-42/2024-Estt(On-boarding)

Ansari Nagar, New Delhi – 29

Dated : 20.06.2024

20 JUN 2024

OFFICE ORDER

**Sub: On-boarding offices on e-HRMS2.0 and details of employees
AIIMS, New Delhi – reg**

In continuation to the letter dated 21.11.2023 on the subject cited above (copy enclosed), all Faculty/Officials/Employees of the Institute who do not have **gov/nic email ID** are requested to submit their details in the attached prescribed form to Computer Facility by 30.06.2024 positively.

All Establishment Sections/HoDs/Controlling Officers are requested to ensure that the above information is brought to the notice of all the official/employees working under their control.

Encl: as above



**(Vishwesh Chaturvedi)
Administrative Officer &
Nodal Officer**

Distribution:

1. All Faculty/Official/Employee of the Institute.
2. All Sr. A.O./A.O./A.A.O. of the concerned Establishment Sections, AIIMS, New Delhi.

Copy forwarded for information to:

1. Prof-in-Charge, Computer Facility, AIIMS, New Delhi.
2. PA to CAO, AIIMS, New Delhi.
3. All Association/Union.
4. Computer Facility: with the request to upload the same on AIIMS website.

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(RECRUITMENT CELL)**

Ansari Nagar, New Delhi - 29

Dated : 12 NOV 2023

Sub: Onboarding offices on e-HRMS2.0 and details of employees - reg

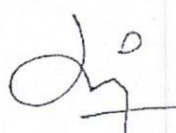
This has reference to MOHFW's letter even number dated 10.10.2023 on the subject cited above (copy enclosed). In this regard, all Establishment Sections are requested to provide the required information of all the regular employees in the format prescribed below to the Recruitment Cell via email ID- **recruitmentcell@aiims.edu** for forwarding the same to the Ministry.

1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Father's Name	
5.	Name of Ministry/Department	
6.	Name of Organization	
7.	Name of Service	
8.	Email ID (gov/nic)	
9.	Mobile (Linked with Aadhaar)	

It may be noted here that all the regular employees of the Institute are supposed to have gov/nic email ID.

This may be treated as urgent

Encl: as above


(Vishwesh Chaturvedi)
ADMINISTRATIVE OFFICER

Distribution:

All Sr. A.O./A.O./A.A.O.
of the concerned Establishment Sections,
AIIMS, New Delhi

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**Application for E-Mail and e-Office account for a single user (@aiims.gov.in)**

NOTE: - ** Allotment of E-mail/e-Office Id may takes upto 48 hrs. After receiving the application to e-Office support Team.

** One mobile no. can be linked with one Email Id only as per e-Office version 7.

* All entries are mandatory and need to be filled.

Employee ID: E.....

(Please read the instructions given in the reverse of this page) Please use CAPITAL LETTERS.

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

2) Father's Name*: _____ Gender*: _____

3) (a)Date of Birth*: _____ (b) Designation*: _____

4) Min./Dept./Org*: _____

5) Date of Joining AIIMS*: _____

6) Telephone Number: (O) _____ (R) _____ Mobile*: _____

7) Preferred email id*: a) _____@aiims.gov.in (b) _____@aiims.gov.in

8) Alternate e-mail address for correspondence*: _____

9) Date of Retirement/Date of Completion of Contract (Contractual employees/outsourc employee)
(DD/MM/YYYY)* _____

10) Requirement*: - e-Office Email

11)Type of appointment (Tick any one)*: PERMANENT CONTRACTUAL

OUTSOURCED DEPUTATION ANY OTHER _____
(PLEASE SPECIFY)

12) Reporting Officer of Applicant*: _____

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

Signature of HOD
With date and seal

FOR OFFICE USE	
User ID Creation:	
Assigned login ID: _____	Domain: <u>aiims.gov.in</u>
Remarks : _____	
Name & Designation.	Signature of the Operator

*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 unique across the domain.

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given user id 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 probably
 - Spam - 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 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**