

18 April 2015

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
COMPUTER FACILITY**


**SUBJECT: CREATION OF EMAIL ACCOUNTS OF INTERESTED FACULTY MEMBERS ON
AIIMS.EDU DOMAIN**


It has been decided to create e-mail accounts on aiims.edu domain for interested faculty members of AIIMS, New Delhi. As per the scheme, interested faculty members of the Institute shall be issued e-mail accounts (format is xyz.dept@aiims.edu) bearing space of 15 MB. The mails received to this e-mail address shall be auto forwarded to their alternate e-mail Id that needs to be mandatorily provided by them. The intimation regarding creation of the e-mail accounts and its password shall be sent on this (alternate) email Id. It shall be the responsibility of the user to change the password upon first login as soon as it is received and it shall be the sole responsibility of the user to maintain confidentiality and security of their password. They shall use E-mail account for academic and official purposes only.

Sh. Pawan Kumar, Senior Programmer & Sh. Amit, Programmer shall be the nodal officers for creation of the email accounts. Interested faculty members of the institute can apply for the same by sending an email at emailprovider@aiims.edu mentioning following details (format attached).

Pawan Sharma 

for S.N. Ragu Kumar,
Systems Analyst & Webmaster


Dr. Deepak Agrawal,
Chairman, Computerisation


Prof. P.P. Kotwal,
Prof.-Incharge, Computer Facility

CC:

1. Heads of Centers/Departments/Sections/Units – For circulation in respective deptts.
2. Mr. Sanjeev, Programmer – For uploading on institute website under “Notices” and emailing to Heads of Centers/Departments/Sections/Units.
3. Mr. Pawan, Senior Programmer & Mr. Amit, Programmer - for coordination.

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FORMAT FOR APPLYING FOR EMAIL ID ON AIIMS.EDU DOMAIN

NAME OF THE APPLICANT	
DESIGNATION & NATURE OF APPOINTMENT (PERMANENT/ADHOC/CONTRACT/DEPUTATION ETC.)	
DEPARTMENT	
DATE OF BIRTH	
DATE OF JOINING THE INSTITUTE	
ALTERNATE E-MAIL. ID	
CONTACT NO.	