Government of India
Ministry of Electronics and Information Technology
NATIONAL INFORMATICS CENTRE
APPLICATION FORM FOR MOBILE UPDATE SERVICE /Existing NIC E-MAIL Account ACTIVATION/DISPLAY NAME/
RETIRED DESIGNATION BASED E-Mail Account

1	Name of the Applicant (In Capitals)	
2	Existing NIC E-Mail ID	
3	Office Phone Number with STD Code	
4	Previous Mobile Number Registered with this email ID	
5	New Mobile Number	
6	Display Name	
7	Designation of the Applicant	
8	Ministry/Department/Organisation	
9	Office Postal Address	
10	Date of Birth (DD/MM/YYYY)*	
11	Date of Retirement (DD/MM/YYYY)*	
12	Name of the Reporting Officer / forwarding officer and E-Mail account Mandatory (xxx@nic.in or xxx@gov.in)	

Scanned copy of Central / State Government Employee ID and Reporting officer Govt. ID should be attached.

Note :

1. Users are requested to install the personal firewall software in their client to secure their machine and e-mail traffic.

2. Users are requested to install the Antivirus Software with latest pattern update periodically and OS Patches in their client system.

3. Please apply the appropriate patches announced by the Microsoft, Mozilla from time to time, in case of using outlook, Outlook Express, Mozilla Firefox on Microsoft windows.

4. 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.

5. User is responsible for his / her data. In case he / she accidently deletes data, he / she should not request NIC to restore it.

6. In case of bulk Mobile update please provide the list of e-mail accounts in excel sheets with fields – E-Mail address and Mobile Number.

Contact our 24 x 7 support if you have any problem regarding NIC email. Phone 1800-111-555 or you can send mail to support@gov.in

Signature of the applicant with office Seal and Date

Signature of the applicant's reporting officer with office seal

Signature of the NIC Coordinator / HOD / DIO / ADIO