

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2019/Tele/TW/1/Data Network

Dated. 06 Jan. 2020

PCSTE,
All Indian Railways

Sub: Regarding creation of Delegate Admin Account - NIC.

1. As conveyed by NIC, Delegate Admin module is accessible through NIC VPN only. Delegate admin accounts can be activated once the VPN has been allocated to the designated administrator.
2. Therefore, it is advised that each designated administrator should apply for VPN as per the following details:

VPN needs to be applied at – <https://vpn.nic.in/>

Server Details to be filled:

URL: <https://mailadmin.nic.in/da-admin>
Location: NDCSP, Delhi
IP: [164.100.14.22](https://mailadmin.nic.in/da-admin)
Port: 443

3. However, it has been noticed that details of Delegate Admin (DA) are not being provided correctly and on proper form, due to which the number of requests got rejected by NIC. In this regard, please ensure that the name, designation, email address & Mobile number of both applicant & reporting officer should be updated correctly. The stamp should contain the name of Nodal Officer/incharge/ reporting officer (i.e Sr. DSTE in Divisional HQ & CCE in Zonal HQ) or mention the name of the Nodal Officer/incharge/ reporting officer below signature above stamp.
4. Duly filled and signed VPN form (downloaded from NIC site after online registration) along with authorization proforma (attached) on letter head of organisation may please be sent to Executive Director/Tele Development or Joint Director/Tele, Railway Board for authentication/approval & further necessary action.

DA: As above

Stamp: Ministry of Railways, Railway Board, Delhi. Includes fields for Signature and Date of Issue. Handwritten signature and date 07/01/20 are present.

C/c

Signature of Umesh Balonda
06.01.2020
Umesh Balonda
Executive Director (Tele Dev)

TERMS & CONDITIONS TO ACCESS ADMIN CONSOLE:

1. We will inform NIC immediately in case of any change in the above information about the administrator.
2. In case of any inappropriate use of email or violation of email address policy the administrator will be responsible for that & NIC has right to deactivate the administration console.
3. The administrator and organization requesting for the Delegated Admin console is solely responsible for the accounts created under their domain. The organization and administrator will be held responsible for any inappropriate use of the id's created under the domain.
4. Organization that would access the admin console would be given access over VPN ONLY.
5. The OU assigned (By VPN Division) to the user would be MAILADMIN.
6. Admin console can be provided to one person only for an organization. (Delegated by competent authority of respective organization).
7. Access list would be configured to allow access to admin console site only. User cannot browse any other site in NICNET.
8. Organizations having at least 200 active accounts can be provided the admin console.
9. Organizations under paid accounts category, have to provide the proof of payment made to NIC(RR-section)
10. A strong password will be assigned. Administrator cannot change his admin password without due consent from INOC support.
11. Admin ID will be renewed every year. If user fails to do so, Id will be deactivated automatically.

Signature of the Applicant with date and seal

Approved by competent authority

Signature of NIC COORDINATOR with date and seal