

राजस्थान सरकार
निदेशालय समेकित बाल विकास सेवाएँ
2, जल पथ गांधी नगर, जयपुर।

क्रमांक: F.25(59)ICDS/Computer/OCK collect/2016/121990-2326 जयपुर, दिनांक : 11-08-2017

उप निदेशक
समेकित बाल विकास सेवाएँ
समस्त ।

बाल विकास परियोजना अधिकारी
समेकित बाल विकास सेवाएँ
समस्त ।

विषय:— आंगनबाडी केन्द्रों के निरीक्षण पश्चात "संक्षिप्त निरीक्षण प्रतिवेदन" व फोटो
Rajdharaa App के माध्यम से प्रेषित करने बाबत।

सन्दर्भ:—निदेशालय के पत्र क्रमांक F.25(59)ICDS/Computer/OCK collect/2016/67795
दिनांक 01.05.2017 के क्रम में।

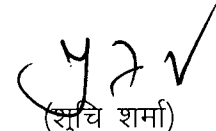
उपर्युक्त विषयान्तर्गत सन्दर्भित पत्र के माध्यम से उप निदेशकों, सीडीपीओ, पर्यवेक्षकों एवं कार्मिकों द्वारा आंगनबाडी केन्द्रों के निरीक्षणों की संक्षिप्त रिपोर्ट, फोटो, लोकेशन आदि Rajdharaa ODK App के माध्यम से प्रेषित करने के आदेश प्रदान कर दिनांक 08.05.2017 से Rajdharaa App से ही निरीक्षण रिपोर्ट प्रेषित करने हेतु निर्देशित किया गया था तथा समय-2 पर V.C. के माध्यम से भी इस हेतु निर्देशित किया जा चुका है परन्तु आदिनांक तक आशानुरूप प्रगति नहीं हुई है।

निदेशालय से आपके SSO I.D. (Login I.D.) बना कर संबंधित उप निदेशक कार्यालय को प्रेषित कर दिये गई थे। यदि आपको Rajdharaa App की SSO I.D. (Login I.D.) प्राप्त नहीं हुई तो आप अपने उप निदेशक कार्यालय में सम्पर्क कर या कम्प्यूटर प्रशाखा, निदेशालय से प्राप्त कर सकते हैं। उप निदेशक यह सुनिश्चित करेंगे कि जिन अधिकारियों/कार्मिकों ने SSO I.D. (Login I.D.) नहीं बनवायी है उनकी सूचना जिलेवार इकजाई कर संलग्न आवेदन पत्र के पेज 2 में वर्णित टेबल के अनुसार भरकर निदेशालय में निम्न मेल पर प्रेषित करावें:—

acp.wcd@rajasthan.gov.in या programmer.wcd@rajasthan.gov.in

आदिनांक तक अधिकतर अधिकारियों/कार्मिकों ने Rajdharaa App में Login नहीं किया है जो कि अत्यन्त खेदजनक हैं। अतः आपको निर्देशित किया जाता है कि दिनांक 17.08.2017 तक Rajdharaa App में लॉगिन कर आंगनबाडी केन्द्रों की निरीक्षण रिपोर्ट प्रेषित करें। सीडीपीओ अपने स्तर से पर्यवेक्षकों को इस हेतु निर्देशित करेंगे। उक्त दिनांक तक लॉगिन नहीं करने वाले अधिकारियों/कार्मिकों के विरुद्ध अनुशासनात्मक कार्यवाही की जायेगी।

संलग्न:— उपरोक्तानुसार।


(सुनि शर्मा)
निदेशक

समेकित बाल विकास सेवाएँ
राजस्थान, जयपुर।

SSOID/ EMAIL ACCOUNT CREATION APPLICATION FORM – BULK USERS

(Please read the instructions in given at Page No. 2 of this application form. Please fill the form in BLOCK/ CAPITAL LETTERS only and the filled application form, both the pages duly signed and stamped by the applicant and HOO of the concerned department, should be submitted to Email Administrator, DoIT&C, Room No. 308, IT Building, Yojna Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302016 and copy of same may be sent through email at helpdesk.email@rajasthan.gov.in)

**fields are mandatory*

Name*	Mr/ Ms/ Dr.		
Designation*			
Department/ Org.*			
Office Address*			
Telephone (O)		Mobile No.*	+91-
Personal/ Official Email Address*			
ID Type	[] SSOID	[] Email A/c	
Dedicated Mail Domain Required (for Email)*	[] YES [] NO	If YES, specify domain*	@
ID List Attached in prescribed format*	[] YES [] NO		

Note: The SSOID/ Email address will be generated based on the availability and DoIT&C naming policy. SSOID should be name based and not designation based. The Email ID should not be used for sending personal/ promotional/ marketing mails but official communication only. DoIT&C shall not be responsible for the content of the mails being delivered through gateway/ server.

I hereby declare that all the users listed along with this application, including myself, have been notified about the terms and conditions overleaf and they agree to abide by them. I shall be the single point of contact, in case of any failure on their part.

Signature of the Applicant with Seal

Date: _____

Approval of HOO with Seal/ Sign.

--- For Office Use Only ---

Account Type	[] FREE	[] PAID
SSOID/ Email ID Created		
Remarks (if any)		

Signature of In-charge/ OIC (Mail Services) with Name & Designation



TERMS & CONDITIONS/ INSTRUCTIONS

1. SSOID/ Userid and Password should be kept secret and should not be shared with others even if request on phone or email.
2. Only one SSOID shall be issued to a govt. employee. If multiple SSOIDs are found at any point of time, only one SSOID shall be kept ACTIVE and rest of the SSOIDs shall be deleted.
3. Password should be changed at least once in 45 days failing which password shall expire automatically and the end-user would not be able to login to his/ her mailbox/ SSO. Also, do not share your username/ password with anyone or in response to any mail that asks for it.
4. By not doing so (point no. 1 & 3 above), the Email account may be compromised by hackers and the hacker can use the same account for sending spurious emails. DoIT&C is neither responsible nor accountable for this type of misuse of the compromised email accounts. If same is detected by automated monitoring tools, the A/c shall be automatically de-activated by the tools.
5. 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 or malicious code that will infect your computer/ tablet/ smartphone and destroy or steal your data.
6. Install all the Operating System Updates/ Patches and an Antivirus software on your computer/ tablet/ smartphone with latest definitions and update the same on regular basis.
7. DoIT&C shall not be responsible for the contents that are being sent as part of the email. The views expressed are solely that of the originator.
8. By default, Webmail access (web browser based email) and Desktop based email client access shall be provided to all the newly created email accounts. If user wants to access his/ her email on Tablet/ Smartphone then a request for enabling same should be sent to helpdesk.email@rajasthan.gov.in along with the mobile number.
9. User is responsible for his/her data. In case, he/she accidentally deletes data, he/she will not ask DoIT&C to restore it. Hence, it is advised that regular backup of email data be taken by the end-user using any Desktop based Email Client like MS-Outlook, Thunderbird etc.
10. DoIT&C will take all possible measures to prevent data loss. However, due to unforeseen technical issues, if the same happens, DoIT&C should not be held responsible for same.
11. Email account will be automatically deactivated, if not used for 45 days. The same shall be automatically deleted, if not used for 90 days and data loss, if any, shall be the responsibility of the end-user.
12. For security reasons, DoIT&C will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.
13. For Bulk Email Accounts, it would be the responsibility of the applicant to inform DoIT&C for de-activation of the Email Account immediately after retirement of any end-user. Failing to do so, it shall be the sole responsibility of the applicant for any communications sent through respective Email ID.
14. Format for NAME/ DESIGNATION based Email IDs (MS-Excel only). All fields are mandatory.

S.No	Full Name	Designation	Employee ID	Mobile No.	Date of Retirement	Preferred SSOID/ Email ID (20 characters max.)
			RJ-----			

Date: _____

Signature of the Applicant with Seal