

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

क्रमांक: No. F25(59)ICDS/Computer/Radharaa/2016-17/११५१३-१५ दिनांक: 5/6/18

उप निदेशक
समेकित बाल विकास सेवाएँ
समस्त ।

बाल विकास परियोजना अधिकारी
समेकित बाल विकास सेवाएँ
समस्त ।

विषय:— SSO I.D. के संबंध में ।

उपर्युक्त विषयान्तर्गत जिला/परियोजनाओं में कार्यरत अधिकारियों/कार्मिकों की SSO I.D. को निदेशालय द्वारा पदस्थापित पद के अनुसार राजधरा एप्प एवं सम्पर्क पोर्टल पर मैप किया हुआ है।

प्रायः देखने में आया है कि कुछ अधिकारियों/कार्मिकों के राजधरा एप्प में लॉगिन करने पर Error आ रही है तथा सम्पर्क पोर्टल पर दर्ज शिकायतें संबंधित के SSO I.D. में दिखायी नहीं देती है। SSO I.D. सूची की Soft Copy सभी उप निदेशक/सीडीपीओं के मेल पर जिलेवार/परियोजनावार प्रेषित कर दी गई है।

अतः आपको निर्देशित किया जाता है कि—

- 1 सूची में वर्णित SSO I.D. की डिटेल को सत्यापित करवा कर कम्प्यूटर प्रशाखा निदेशालय को अवगत करावें।
- 2 Designation/Employee Based SSO I.D. को Unmap करावें। (Example: cdpoajm.wcd..... & RJJP1991....) ।
- 3 Name Based SSO I.D. Create करावें तथा राजधरा एप्प एवं सम्पर्क पोर्टल पर मैप करावे (SSO I.D. Creation Form संलग्न) ।
- 4 स्थानान्तरण की स्थिति में नवीन पद स्थापित पद पर अपनी SSO I.D. को Map करावें।
- 5 यदि Duplicate SSO I.D. बनी हुई है तो उसे Delete करावे।

SSO I.D. के सत्यापन पश्चात I.D. की गलत डिटेल को सही करवाना, मैप/अनमैप करवाना, Duplicate SSO I.D. को Delete करवाने हेतु निम्न प्रपत्र में सूचना acp.wcd@rajasthan.gov.in पर मेल करावें:—

नाम	मोबाईल नम्बर	SSO I.D.	पूर्व पदस्थापन पद (जिला/परियोजना सहित)	नवीन पद स्थापित पद (जिला/परियोजना सहित)	विशेष विवरण

बाल विकास परियोजना अधिकारी अपने स्तर से पर्यवेक्षकों को इस हेतु निर्देशित करें। तथा संबंधित सीडीपीओं पर्यवेक्षकों की SSO I.D. की डिटेल को सत्यापित करवा कर (जिनमें संशोधन करवाना हो) पत्र के माध्यम से इकजाई सूचना उपरोक्त ई-मेल पर प्रेषित करें ।


(सुषमा अरोडा)
निदेशक

समेकित बाल विकास सेवाएँ
राजस्थान, जयपुर।

SSOID/ EMAIL ACCOUNT CREATION APPLICATION FORM – SINGLE USER

(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) failing which the A/c shall be de-activated.

**fields are mandatory*

Name*	Mr/ Ms/ Dr.		
Designation*		Employee ID* (For State Govt. Employees only)	RJ
Department/ Org.*			
Office Address*			
Telephone (O)		Mobile No.*	+91-
Personal Address*	Email		
Date of Birth*	/ /	Date of Retirement/ Contract End Date*	/ /
ID Type	[] SSOID [] Email Account		
Preferred SSOID/ Email Address (20 char. Max. before @)	1. @RAJASTHAN.GOV.IN 2. @RAJASTHAN.GOV.IN		

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 A/c 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 I have thoroughly read the terms and conditions overleaf and I agree to abide by them.

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 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 SSOIDs/ email accounts.
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.

Signature of the Applicant with Seal

Date: _____