



Dated: _____

Official Email Subscription Form

Full Name	
CNIC	
Mobile Number	
Personal No (Payslip)	
Grade & Designation	
Place of Posting	
In case of Email ID is requested based on designation/office, please mention the ID to be created under the ownership of the user mentioned in this form.	
Current responsibilities	
Write main correspondence types intended through official email	

Please create my official email account as per the above given details. I hereby confirm to use the official email as per the following guidelines.

1. This is an official email. Its use should be used predominantly for official correspondence requirements and ensuring its sanctity in lawful and ethical manner.
2. The email can be used via webmail, email client on computer and email client of smart devices.
3. The default email space quota is 1GB. Quota can be increased/decreased as per formal request through supervising officer and after the approval of Automation office. It is highly recommended that computer based email client is used and download all the emails on your computer using pop email mechanism, with a setting to keeping email on server for 30 days only.



Government of Sindh Health Department

4. The owner/responsible of the Designation/office based Email ID shall ensure that upon relinquishing the responsibility even leave, intimation is sent to Automation office to block the access of email till it is reassigned to the new incoming officer/official. The In-charge in each office shall ensure that the password is changed prior to giving "No-Dues" to the outgoing user.
5. User ensure backup of emails. It is recommended that at least once in a month backup should be taken by the user, as after every 30 days, emails from the server will be deleted, as per the email client settings.
6. Any email account not used /inactive for 90 days shall be deactivated. The email id along with the data shall be deleted from the e-mail system after a period of 180 days, if no formal request for activation is received during this period.
7. Ensure at your best that all sending attachments are virus/malware free.
8. Periodically change your password, preferably every 6 six months and never ever share your password with anyone.
9. Use of official email to set up personal businesses or send chain letters is strictly prohibited. The designation/office based email ID change of owner process shall be followed without any exception. If an ID is misused, the respective In-charge officer of each shall be held accountable.
10. Forwarding of official confidential email to external locations is strictly prohibited.
11. Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal are strictly prohibited.
12. Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment is strictly prohibited.
13. Sending out emails to one or many recipients, unsolicited personal views on social, political, religious or other non-business related matters is strictly prohibited.

Name and Signature	Head Name & Signature

For Automation Office Only	
Email account created with user name <hr/>	Date, Name & Signature
Credentials communicated to the user and guided on proper usage & policy.	
Email ID updated in SESH (HR System of Health department)	