



Distribution List Request Form

All fields are mandatory

- 1) Name of Division/Department/Ministry:.....
- 2) Name of the list:.....
- 3) Description of List:
- 4) Applicants Name:
- 5) Applicants Email and mobile number :
- 6) Moderator Name:
- 7) Moderator Email and mobile number:
- 8) HOD Name :.....
- 9) HOD Email and mobile number:.....
- 10) Select the following as per your requirement or preference

a) Will the List be moderated	YES (recommended)	NO
b) Is list temporary (if yes, indicate validity date)	YES	NO
c) Are only members allowed to send mails to the list	YES (recommended)	NO
d) Will list accept mail from a non-NICNET email address (from internet like gmail, yahoo etc)	YES	NO (recommended)

Signature of Applicant

Signature of NIC Coordinator

NOTE:

- 1) **Owner:** Person who maintains and configures list as per requirement. Owner is responsible for the list, the mails and the content transacted through the list. However for technical assistance. the owner can request support to make configuration changes through mail. All requested changes will be done in one working day time after the receipt of mail.
- 2) **Moderator:** If list is moderated, moderator approves or rejects the mail sent to a list. A mail sent to a moderated list will not be broadcast until the moderator approves. The moderator



gets an intimation over email when a mail is sent to the list. He has to take the appropriate action of accepting or rejecting a mail.. Moderator has lower privilege than Owner and each can have separate credentials. A list can have more than one moderator.

- 3) **Internet enabled lists (refer 10(d) above) :** This implies that a members or non-member is allowed to send to the list including addresses from email service providers like gmail/yahoo etc. If the list owner requests for this option, then he needs to ensure that wrong mails are not broadcasted. NIC does not recommended this feature as it can lead to SPAM and malicious code dissemination. However the discretion, and accountability of the lists rests with the owner of the list.

Note: <https://ismgr.nic.in> is available on NICNET IP only. Users who wish to manage the list from a non-NICNET IP need to use , NIC-VPN. For NIC-VPN account contact at vpnsupport@nic.in.

Contact us at support@nic.in, +91-11-24305101/02, 24305099 (24X7 support provided).

**Signature of Applicant
Name:**

**Signature of NIC Coordinator
Employee Code:**

Email :

Mobile number: