

**Government of India**  
**Department of Information Technology, MCIT**  
**NATIONAL INFORMATICS CENTRE**

**Application for Creation of Lab Administrator For FSL Portal**

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned HOD of the Laboratory/ Testing Facility and should be **submitted to Support Center at Your State Level**).

S.No	State Support Center for State/UT till December 2015 for	Address
1	Haryana	FSL-MedLEaPR Support C/o State Informatics Officer, Haryana NIC-HRSC, एन.आई.सी.- एच.आर.एस.सी. Ground Floor Haryana New Secretariat Building, Sector-17, Chandigarh , चंडीगढ़ - 160017
2	Punjab	FSL-MedLEaPR Support C/o State Informatics Officer, Punjab NIC-Punjab, एन.आई.सी., Room No:8 Ground Floor Punjab Secretariat Building, Sector-1, Chandigarh , चंडीगढ़ - 160001
3	Chandigarh	FSL-MedLEaPR Support C/o State Informatics Officer, Chandigarh NIC-Chandigarh, एन.आई.सी. 4 <sup>th</sup> Floor Floor Addl. Deluxe Bldg, Sector 9, Chandigarh , चंडीगढ़ - 160009

Please use CAPITAL LETTERS.

1) Name of the applicant\*: \_\_\_\_\_  
 (Dr./Mr./Ms. First name Middle Name Surname)

2) (a) Date of Birth\*: \_\_\_\_\_ (b) Designation\*: \_\_\_\_\_

3) Min./Dept./Org\*: \_\_\_\_\_

4) Address for correspondence\*: \_\_\_\_\_

\_\_\_\_\_ City: \_\_\_\_\_ Pin Code: \_\_\_\_\_

5) Telephone Number :(O)\* \_\_\_\_\_ (R) \_\_\_\_\_ Mobile\*: \_\_\_\_\_

6) email id\*\*: a) \_\_\_\_\_

7) Date of Retirement/Date of Completion of Contract (Contractual employees/Consultants)  
 (DD/MM/YYYY)\* \_\_\_\_\_

This is to declare that I have read the terms and conditions and I agree to abide by them.

**Signature of Competent  
 Authority of the Department  
 With date and seal**

**FOR OFFICE USE**

**User ID Creation:**

Assigned login ID: \_\_\_\_\_ URL: \_\_\_\_\_

**Dispatch Details with Date**

If Rejected, Reason therefore :

**Signature of NIC Coordinator**

\* Entries are mandatory and need to be filled.

\*\*The login id of Administrator of lab only will be generated .He is responsible for creating Division / Sector User Level and their user management

## **E-MAIL TERMS AND CONDITIONS**

1. Users are requested to keep the given userid and password a secret.
2. Please change your password at least once in every three months.
3. By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. **NIC is neither responsible nor accountable for this type of misuse of the compromised accounts . Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.**
4. Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
5. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
6. NIC is not responsible for the contents created on the portal and also not responsible for creation of further user of division under Lab Administrator and reports uploaded by the Division /Section user under lab.
7. User is responsible for his/her data. In case he/she accidentally deletes data.
8. Individuals are responsible for saving reports and freezing (finalization) the reports as they deem appropriate.
9. Mobile Number used for One-time Password(OTP)/alerts, hence need to correct.
10. User Creation will take 2 working days and password will be dispatched from NIC , do not insist on sharing password on SMS/Email/on phone from support.
11. Send filled form to above address without any attachment
12. Transfer of Administrator account in event of change of HOD(in event of transfer/promotion/demise) is sole responsibility of Concern lab. Support can only change the password of the account.

**Signature of the Applicant  
with date and seal**