

# GOVERNMENT EMAIL SERVICES

## APPLICATION FORM CREATION/AMENDMENT/DELETION OF E-MAIL ACCOUNTS

Application form should be sent to:  
CISD (Government Email Services),  
4<sup>th</sup> Floor, Emmanuel Anquetil Bldg,  
Port Louis  
FaxNo.: 201-3562

### 1. APPLICATION INFORMATION (Please refer to verso for guidance notes)

Please tick the relevant item:

- Creation of new account  (Fill in Sections 2, 3, 4, 5, 6 completely)  
Amendment of existing account  (Fill in Sections 2, 4, 5, 6 completely and relevant portion of Section 3)  
Deletion of existing account  (Fill in Sections 2, 4, 6 completely)

For amendment or deletion of existing email account, please specify existing email address:.....  
(e.g xyz@mail.gov.mu)

### 2. STAFF DETAILS

NID:

Title (Mr, Mrs, Ms, Dr.) : .....

Surname: .....

Forenames: .....

### 3. PROFESSIONAL DETAILS (The following information may be used for the purpose of future directory services)

Job title:.....

Job Class name(\*): ..... Job Group name (if application) (\*): .....

Tel. & extension:..... Fax:.....

#### Office Address

Building level & Name:.....

Street No. & Name:.....

Locality:.....

Town/City:..... Postal code:.....

(\*) refer to verso of the sheet for the list of class and group names as defined in PRB report, Volume II, 1998.

### 4. ORGANISATION DETAILS

Parent Ministry:..... Department:.....

Tel :..... Fax:.....

### 5. AGREEMENT TO TERMS AND CONDITIONS (to be signed by officer entitled to email account)

I, certify that all the information about myself in the application form is true, accurate, current and complete and have no objection that the information (except NID) be published for the purpose of Government Directory Services.

I, understand that I am entirely responsible for all content that I transmit or otherwise make available via the service.

The Government Email Services (GES) has no control on the content posted via the services and, as such, does not guarantee the accuracy, integrity or quality of such content.

In consideration of the use of the GES, I agree to the terms and conditions stated on the verso of the application form.

Signature:..... Date:.....

### 6. AUTHORISED BY (to be signed by officer not below the rank of PAS)

Name:.....  
Signature:..... Date:.....  
Capacity in which signed.....  
Official Seal of Ministry/Department

**FOR OFFICE USE ONLY**  
Email address:.....  
Date Capture:.....  
Processed by:.....

List of classes as in PRB (Pay Research Bureau), August 1998

Class	Group
1. Accountancy Class	
2. Administrative Class	
3. Civil Aviation Class	
4. Computer Class	
5. Cultural Amenities Class	
6. Educational Class	
7. Fire Services Class	
8. General Services	Executive Group / Secretarial Group / Clerical Group
9. Health Class	Medical Group / Pharmacy Group / Nursing Group/ Medical Technician and Technologist Group/ Medical Auxiliaries Group / Medical Records Group
10. Information Class	
11. Institutional and Plant Management Class	
12. Judicial and Legal Class	
13. Marine and Shipping Class	
14. Police Class	
15. Postal Class	
16. Printing Class	
17. Prisons Class	
18. Registration, Inspection and Advisory Services Class	
19. Scientific Class	
20. Statistical Class	
21. Stores Class	
22. Telecommunications Class	
23. Welfare Class	
24. Workmen's Class – General Grades	
25. Workmen's Class – Tradesman Grades	
26. Works Class	

**Guidance Notes**

- a) This application form should bear the signature of an officer not below the rank of PAS in the Department/Ministry as well as the official seal of the Ministry/Department, failing which the form will not be processed.
- b) Only officers of the rank of HEO and above are entitled to e-mail accounts.
- c) Officers should fill in a fresh application whenever there are changes in the particulars (for example change of name, telephone number, transfer to other Ministries/Departments).
- d) The Personnel Officer of each Ministry/Department should inform the Central Information Systems Division (CISD – Government Email Services) of any officer leaving the service so that the account may be deleted.
- e) Upon completion of the application process, the officer will receive a user name and a password which he/she will have to change in order to maintain the confidentiality of his/her username and password.
- f) Officers should immediately notify the CISD Helpdesk (Tel: 211-2480) of any unauthorized use of their email account.

**Terms and Conditions**

The GES User shall not

- a) Email any content that is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libellous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable;
  - b) Email any unsolicited or unauthorized materials, "junk mail", "chain letters", or any other form of solicitation;
  - c) Forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through the service;
  - d) Email any material that contains software viruses or any other computer programs, code or files designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
  - e) Collect personal information about other users, including e-mail addresses without their consent;
  - f) Transmit content that contains software or other material protected by intellectual property laws, rights of privacy or publicity or any other applicable law unless he/she owns or controls the rights thereto or has received all necessary consents or authorization;
  - g) Interfere with or disrupt the system in any manner whatsoever or violate the regulations, policies or procedures thereof;
  - h) attempt any unauthorized access to the Service, to other accounts, computer systems or networks connected to the Service;
- or
- i) Interfere with another user's use and enjoyment of any other facilities offered by the Service.