



Central Institute of Petrochemicals Engineering & Technology (CIPET)

Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India
Head Office, T.V.K. Industrial Estate, Guindy, Chennai - 600032.

Application for cipet.gov.in E-Mail account

(Please read the terms and conditions given in the reverse of this page; the completed application form, duly signed application form and terms & conditions with approval of the concerned Centre Head / functional heads of Head office should be submitted to In-Charge - CIPET Website, CIPET Head Office). Please use CAPITAL LETTERS.

1) Name of the applicant	:	_____
		(Dr./Mr./Ms. First name Middle Name Surname)
2) Designation	:	_____
3) Department	:	_____
4) Centre Name / Head Office	:	_____
5) Mobile No.	:	_____
6) cipet.gov.in Email Account	:	_____
7) Alternate Email address for correspondence	:	_____
8) Date of Retirement (DD-MM-YYYY)	:	_____

Purpose for email account:

Note: The Functional Head, Head Office / Centre Head should inform In-Charge - CIPET website to deactivate the Email account when the user is transferred / relived from the service / responsibility.

This is to declare that I have read the terms and conditions and I agreed to abide.

**Signature of
Functional Head, Head Office /
Centre Head with seal
Name & Designation:** _____

Signature of the User

CIPET.GOV.IN E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given password a secret.
2. Please change your password at least once in every one month.
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. In-Charge - CIPET website is neither responsible nor accountable for this type of misuse of the compromised email accounts.
4. Do not open any attachments unless, it has come from a known source. In fact delete those emails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
5. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
6. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft / Mozilla from time to time.
7. In-Charge - CIPET website is not responsible for the contents that are being sent as part of the email. The views expressed are solely that of the originator.
8. In-Charge - CIPET website will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, In-Charge - CIPET website cannot be held responsible.
9. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask In-Charge - CIPET website to restore it.
10. Individuals are responsible for saving email messages as they deem appropriate.
11. Email account will be deleted after a period of 12 months from the date of deactivation if no request for activation is received.
12. You can send mail to webadmin@cipet.gov.in, if you have any problems.
13. The email account is to be used for official purpose only. User/applicant is responsible for his/her email account. In case email account is misused, the email account user/applicant shall be held accountable.

This is to declare that I have read the terms and conditions and I agreed to abide.

Signature of the User