Email Migration Plan

1. Railway Board (ML) has approved the implantation of the new email policy of Government of India and Indian Railway will migrate to email services provided by NIC. Details of new email policy and other related policies including password policy are available at http://deity.gov.in/content/email-policy.

2. **Email migration will start at 11:00 hrs on 19th October 2015.** All domains (excluding NF Rly) will be migrated on the same date to NIC portal. As NF Railway is maintaining a separate email system, it will be migrated after the successful migration of the existing email system of IR.

3. All existing emails IDs will remain same; however passwords will be changed according to the new password policy of NIC.

4. Users will receive passwords on their mobile numbers provided by authorised persons in their organisation. It is expected that users will start receiving passwords on their registered mobile numbers one or two days before the migration process. It is advised to use NIC email services only after the initiation of the migration process on 19th Oct.

5. Emails services are expected to remain disturbed during that day. Emails send to R-mail IDs may bounce back and users may face difficulty in sending emails from browser or client during migration period. Migration period is expected to last for around 7 days. This period also include migration of old email data to NIC portal.

6. Before migration, Railway Board will provide data of all users domain wise to NIC in prescribed format (circulated to Zonal Railways/ PUs / Training Institutes vide letter no. 2010/Tel/TW/1/Data Network Dt. 28/05/2015). Only email addresses with complete details, including mobile number, will be migrated to NIC portal. **It is mandatory to provide mobile for using NIC email services. Email addresses with incomplete details including mobile number will not be migrated to NIC email services.** Once the migration process is started, users with incomplete data will not be able use the email services and their email services can be activated by their respective coordinators, only after getting the control of domain from NIC.

7. Details of users provided by Zones/PUs/training Institutes have been uploaded on Railway Board Website (under the heading of "Email Migration to NIC server" at http://dir.railnet.gov.in/). It is advised to check details and in case of any correction users are advised to contact their respective coordinator. List of coordinators is available at (under the heading of "List of Coordinators" at http://dir.railnet.gov.in/). Users will also be advised through sms

regarding checking of their details. **Domain Admin's are advised to submit corrections in user details, if any, before 9th October 2015.** No corrections in user details will be accepted after 9th Oct.

8. **NIC will provide one day training pertaining to the authorised persons from Railway Board/Zones/PUs/Training Institutes on 6th October 2015 at Railway Board.**

9. Immediately after initiating the migration process, mail sending option from servers installed at Railway Board will be disabled by shutting down the smtpout server. Users will be able to send emails from their ID only after activation of services by NIC.

10. During migration period, users can access their old emails on http://wmail.railnet.gov.in/ or http://rmail.railnet.gov.in/

11. During migration, NIC will nominate two persons with contact details for the help of Admins, for ensuring smooth email migration. Contact details will send to the respective admins on their official email ids, before starting migration process. **During migration, Users are advised to contact their respective admin only**.

12. As per the email policy of Government of India, new password policy will be implemented with migration. It is advised to go through the new password policy (http://deity.gov.in/content/email-policy) to avoid any inconvenience.

13. It is advised to change password, received through sms immediately to ensure security of email account. While choosing new password following things shall be kept in mind:

A. The password shall contain more than eight characters.

B. The password shall not be a word found in a dictionary (English or foreign).

C. The password shall not be a derivative of the user ID, e.g. 123.

D. The password shall not be a slang, dialect, jargon etc.

E. The password shall not be a common usage word such as names of family, pets, friends, co-workers, fantasy characters, etc.

F. The password shall not be based on computer terms and names, commands, sites, companies, hardware, software.

G. The password shall not be based on birthdays and other personal information such as addresses and phone numbers.

H. The password shall not be a word or number pattern like aaabbb, qwerty, zyxwvuts, 123321, etc. or any of the above spelled backwards.

I. The password shall not be any of the above preceded or followed by a digit (e.g., secret1, 1secret).

J. The password shall be a combination of upper and lower case characters (e.g. a-z, A-Z), digits (e.g. 0-9) and punctuation characters as well and other characters (e.g., !@#$%^&*()_+|~-=\`{}[]:";'<>?,./).

K. Passwords shall not be such that they combine a set of characters that do not change with a set of characters that predictably change.

14. Suggestions for choosing passwords: Passwords may be chosen such that they are difficult-to-guess yet easy-to-remember. Methods such as the following may be employed:

A. String together several words to form a pass-phrase as a password.

B. Transform a regular word according to a specific method e.g. making every other letter a number reflecting its position in the word.

C. Combine punctuation and/or numbers with a regular word.

D. Create acronyms from words in a song, a poem, or any other known sequence of words.

E. Bump characters in a word a certain number of letters up or down the alphabet.

F. Shift a word up, down, left or right one row on the keyboard.

G. Typical example of password for email is "Rbf%44613".

15. For accessing emails through web bowers after initiation of the migration process, users are advised at access http://nicmail.railnet.gov.in/ . It is advised to use complete email ID as user name.

16. For accessing emails through emails clients by using Browser/POP/ IMAP, users are advised to read instructions placed at https://mail.gov.in/iwc_static/c11n/allDomain/layout/faq.html . Please note that during migration, POP/IMAP access will be provided only to those users who have opted for IMAP/POP services as per the details given by their respective co-ordinators and the details are available at (under the heading of "Email Migration to NIC server" at http://dir.railnet.gov.in/ . However, users can activate POP/IMAP service, once admin rights are transferred to authorised person in their organisation by NIC.

17. After migration process is over and admin rights of domains will be transferred to their respective authorised persons, authorised

person can create/modify/delete emails Ids in their domain and can enable or disable POP/IMAP services on emails ids.

18. Remaining email servers at Railway Board will be shut down after 15 days of the migration period.

19. Authorised person at Railway Board will be provided with Super user or primary admin facility of all email domains under railnet.gov.in, while authorised person at Zonal Level/PUs/Training Institutes will be the secondary admin and will be able to control their respective domains only.

20. Authorised person will be able to access admin interface only through a VPN. For establishing a VPN, person is required to download VPN client from http://vpn.nic.in/resources/software/anyconnect-win-3.1.02026-k9/anyconnect-win-3.1.02026-web-deploy-k9.exe . Each admin will be provided a soft key to access VPN through client, which can be used only on one computer.

21. As per the existing policy of NIC, no restriction has been put on storage limit of individual user. Size of attachment for Internal emails (i.e., emails send within railnet.gov.in domain) will be 25 MB, while for external emails (for emails send outside of railnet.gov.in) limit will be 20 MB. (NB: NIC reviews above limits on regular basis and they may change later on).

22. Soft copy of the Email Migration Plan (in pdf) is placed at http://dir.railnet.gov.in/ .