



Request Form Distribution List [LSMGR]

Distribution List Details

- 1) Name of Division/Department/Ministry:
- 2) Name of the list:
- 3) Description of the list:
- 4) Administrator / Owner's Email id:
- 5) Contact Number:Email:
- 6) Moderator's Email id:
- 7) HOD Name:
- 8) Contact Number:Email:
- 9) Whether list should be moderated (Yes/No):
- 10) Is this a temporary list (Yes/No) :

Signature of the Applicant with date and seal

Approved by competent authority

Signature of NIC COORDINATOR with date and seal

Note:

1) The list shall contain word “-list” e.g. if a list of district magistrate is to be created then the list name will be “dm-list” hence the mailing address will be dm-list@lsmgr.nic.in.

2) The member address has to be in NIC domain. If large number of members does not have email on NIC domain, it may be intimated to NIC support for configuration at their end.

* A moderated list is the list in which all the mails will be held for Administrator/Moderator's approval otherwise all the mails will be auto broadcasted.