



THE GAMBIA GOVERNMENT
Application Form For e-Mail Account

Please note that all fields under PROFILE and CERTIFICATION section must not be left blank.

PROFILE			
Name	First:	Password (Initial only)	
	Middle:		
	Last:		
Ministry			
Nationality		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Designation		Grade	
Email *			
Office Tel. No.		Mobile Number	
CERTIFICATION			
I, the undersigned certify that the information given by me in this application form is authentic.			
Applicant's Signature _____ Date _____ Stamp			
Head of Department's Name and Signature: _____			
FOR OFFICIAL USE ONLY			
Account Status	<input type="checkbox"/> Active <input type="checkbox"/> Pending		
	Director's Signature _____ Date _____		
CONTACT INFORMATION			
For queries, comments, or compliments please contact the MOCIIT IT-UNIT Help Desk at Tel No. 4378577 or e-mail at: info@doscit.gov.gm			

** Please refer to Annex A, under item (a) of Guidelines for specific instruction*

Background

In our efforts to smoothly implement the e-government strategy and to address the increasing ICT needs of the Civil Servants and their various Ministries, the Ministry of Communications, Information and Information Technology (MOCIIT) is embarking on assigning e-mail accounts to Civil Servants. Currently, the government's web and e-mail servers are co-hosted in Gamtel, but in the near future they will be hosted in our own physical facilities.

Guidelines

Below are the instructions to subscribe to the government e-mail system:

- a) The standard e-mail format is mlastname@ministry.gov.gm, where “l” is the first letter of your first name, “m” is the first letter of your middle name, “**lastname**” is your last name **written in full**, and “ministry” is the **acronym** of your Ministry. For example: mlsarr@doscit.gov.gm
- b) New e-mail accounts must be created for redeployed Civil Servants, and the old ones must be disabled or deleted.
- c) For security purpose, please make proper backup of your mails and contacts.
- d) Your initial password can be changed secretly and it can be changed frequently as you like. **Please remember your password!**
- e) Only civil servants on grade 6 and above will be assigned an e-mail address. Under specific circumstances, applicants outside of this category will be considered case by case.
- f) For official e-mail communication, the civil servants must start using their official e-mail addresses.
- g) To use your e-mail, please open your internet browser (Internet Explorer, Netscape or Firefox Mozilla) and type the URL: www.gamtel.gm:2095/
- h) You are requested to inform MOCIIT IT-UNIT (by telephone or by email) of staff redeployment only after making proper backups.