



eForms Manual

Introduction

Previously, the process of getting enrolled in NIC services depended on paperwork, however, with rapid technological changes, the process of filling forms online came into existence. Earlier with paperwork, applicants had to fill manual forms that pass through different levels of processing eventually making it a time-consuming process and increasing the difficulty for the applicants to track the status of their own application.

With the eForms, this entire process, right from filling forms till availing services; it has become completely automated and manageable.

Purpose

The purpose of this document is to provide step by step instructions to the users for filling the forms to avail several services available under the eForms.

Scope

This manual is meant for Ministries/Departments and States/UT's applicants who are willing to avail NIC services.

The services which are offered by NIC are as follows:

S.No	Name of the Services
1	Email (@gov.in)
2	Authentication Service (LDAP)
3	Distribution List Service
4	IMAP/POP
5	IP Change Request
6	SMS Service
7	SMTP Gateway Service
8	Update Mobile in (@gov)
9	WIFI Service
10	WIFI Port Service
11	DNS Services
12	VPN Service

Authorship



Features

- => SMS and Email notification to all the stakeholders on any movement of the request or any modification of request
- => Track facility to track the current status and past movements of the request
- => Applicant and Reporting Officers can digitally sign the requests.
- => Intelligence to alert approving authority while approving any suspicious request
- => Intelligence to stop suspicious users
- => Custom Workflow for different services
- => Multi-department integration through web-services for seamless data sharing.
- => Single click for ID creations and closure of the different services.
- => Dashboard to all stakeholders to view approved, forwarded, submitted, rejected, pending and completed requests
- => Filter and Search facility to search and filter the requests on the basis of service, applicant's email and status of the requests
- => Raise/Respond to query to all the stakeholders for them to interact among each other
- => Generate PDF facility to generate PDF of the request dynamically
- => Download/Upload multiple documents facility to upload/download ID proofs or any other related documents.
- => Preview facility to preview the form before approving/submitting it.

Services Tab

Provides brief introduction of the on-boarded services as shown below:-

The screenshot shows the 'SERVICES' tab highlighted in red. Below it, there are nine service cards:

- Authentication Services (LDAP)**: This registration form is designed to access the Central Repository of NIC and to authenticate user through it.
- Distribution List Services**: This registration form is designed to create a distribution list for information disbursement through email.
- VPN Registration**: This registration form is designed for the applicants who require a Virtual Private Network to access Intranet.
- DNS Services**: This registration form is designed to register a domain for NIC Private/Public IP Pool (164.100.X.X) and NIC IPV6 addresses.
- Email Service**: This registration form is designed for the applicants who need a government Email account provided by NIC.
- SMS Service**: SMS service allows you to register for following services PUSH / PULL / OBD / MISSED CALL / OTP SERVICE / QUICK SMS.
- WIFI Service**: This registration form is designed to access NIC WIFI service to use internet. For every user maximum 4 devices are allowed.
- SMTP Gateway**: SMTP Service allows you to register for Relay (SMTP gateway) service to send emails from applications (only outgoing mails).
- Update Mobile Service**: Update Mobile Service allows you to Update your Mobile Number in NIC central Repository against the your id.

[HOME](#) [SERVICES](#) [IN FOCUS](#) [CONTACT US](#) [FAQS](#) [LOGIN NEW](#)

In Focus



GEM(PSU)

GEM(PSU) users must select GEM Subscription option in email service for creating the Email ID's.

[Click Here](#)

Compatibility

The site can be best viewed in the latest version of Chrome, Firefox, Safari, Opera, Internet Explorer (11+).

[Check Now](#)

User Manual

For any assistance regarding this application please Download eForms Manual

[User Manual](#)

Contact Us

You can use this feature to contact NIC Servicedesk Team to register your queries /complaints. By clicking on this button, you will be redirected to <https://servicedesk.nic.in/> where you will have to provide your contact details and raise a ticket against your query or issue.

A unique ticket number will be generated which can be used for future reference.

FAQS

All your queries related to eForms (in the form of question-answer) are listed under this tab such as- Login issues, Registration issues, issues faced while filling the Form. Also, applicants with any of the Roles (RO, Coordinator, Delegated Admin and Support) can refer this section to know the answers of their queries.

HOW TO REGISTER?

1. You can open eForms from the URL <https://eForms.nic.in>
2. You will now see the home page of eForms.
3. Click on login button given on the top right corner of the home page, as shown below.



4. You can choose either of the options (marked in red color box) such as:
 - i. Login with Parichay (SSO)
 - ii. Login with eForms

LOGIN CONSOLE (Government User)

Login with Parichay (SSO)

This link will direct the user to the Login console of Parichay (SSO) portal where the government user possessing government/NIC Email ID will only be allowed to login.

1. User will login to Parichay (SSO) with his/her credentials by entering registered Email ID and password.
2. User has to verify the Two –Step Authentication by choosing any of the option given on the “Two- Step Authentication” console.

Shown below are 2 screenshots of how a login for a Government email looks like.



The first screenshot shows the eForms login page with fields for 'Email' (@nic.in) and 'Password'. Below the password field is a 'Forgot Password' link and a 'NEXT' button. The second screenshot shows the 'Two Step Authentication' step, where the user has selected 'OTP on Mobile' and is prompted to enter it. There is also a 'NEXT' button and a 'Login as Different User' link.

3. For instance, user selects option: OTP on Mobile and clicks on Next button.
4. In next step, enter OTP provided on the registered mobile no. and click on Next button.

The first screenshot shows the 'Two Step Authentication' step with 'OTP on Mobile' selected. The second screenshot shows the 'OTP Authentication' step, indicating that the OTP has been successfully sent to the registered mobile number (+91*****7506). It includes fields for entering the OTP, checkboxes for 'Show OTP' and 'Don't ask me again on this Device', and buttons for 'NEXT', 'Update Mobile Number', 'Resend OTP', and 'Login as Different User'.

5. User will be logged in to the eForms portal.

The dashboard displays the following statistics:

- Total User Requests: 0
- Today's Pending Request: 0
- Total Pending Requests: 0
- Total Completed Requests: 0

General Filters and Application filters are shown on the left. A table lists pending requests with columns: App Id, Email, Status, Date, and Actions. An information box at the bottom right provides contact details for queries.

App Id	Email	Status	Date	Actions
IMAPPOP-FORM202103260002	prog1@nhq-dl@nic.in	Pending with User	2021-03-28 10:08:53.0	Actions
IMAPPOP-FORM202103260001	prog1@nhq-dl@nic.in	Pending with RO/Nodal/VO	2021-03-28 09:54:31.0	Actions
LDAP-FORM202103260001	prog1@nhq-dl@nic.in	Pending with User	2021-03-28 09:40:10.0	Actions
SMS-FORM202102100002	prog1@nhq-dl@nic.in	Pending with RO/Nodal/VO	2021-02-10 12:10:00.0	Actions
SMS-FORM202102090001	prog1@nhq-dl@nic.in	Pending with RO/Nodal/VO	2021-02-09 13:10:00.0	Actions
IP-FORM202102050005	nmn1@nhq-dl@nic.in	Pending with RO/Nodal/VO	2021-02-05 10:10:00.0	Actions

Login with eForms

Users selecting this option must have Government/NIC Email ID which exists in LDAP. Hence, the entire login process remains the same as explained above.

LOGIN CONSOLE (Non-Government Login)

Shown below are screenshots of how a login for a Non-Government email looks like.

Step 1: Email Input Text Area

Step 2: Enter OTP and verify the "Captcha" code.

Step 3: Read Instruction carefully.



Sign in to Portal

Enter Your NIC/GOV or Alternate Email ID
mr.avinashshukla5@gmail.com

CONTINUE

Verify OTP Details

Enter Your Mobile OTP (Update Mobile?)
Please use previous OTP which has been sent on +91XXXXXXXXX525

Please use previous OTP which has been sent on +91XXXXXXXXX525

OR/BOTH

Enter Your Email OTP

Please use previous OTP which has been sent on mr.*****@gmail.com

Please use previous OTP which has been sent on mr.*****@gmail.com

Resend mobile otp Resend email otp CONTINUE

First time User:

- 1 If you are an applicant who is using the portal for the 1st time, you will be prompted with a window that would ask for your email address and you can click on submit. A new window will appear which prompts to enter the applicant's mobile number. The OTP will be sent to the given email address and mobile number both. The user can use either of them or both, to login to the portal.
- 2 After submission, a new profile page will appear. The applicant will have to fill the complete personal as well as organizational information on the profile page to proceed further.
- 3 The personal information includes fields like:
 - 3.1 User name
 - 3.2 Employee code
 - 3.3 Mobile number (which will be auto-filled)
 - 3.4 Email address
 - 3.5 Telephone number (O/R) in the format mentioned
 - 3.6 Designation
 - 3.7 Official address
 - 3.8 The state posted (select from the drop-down)
 - 3.9 District name
 - 3.10 Postal address
- 4 Click on continue to proceed. Enter your organizational information to register your profile in the eForms portal. The details to be submitted include fields like:-
 - 4.1 Organization category
 - 4.2 Ministry/Organization
 - 4.3 Department/Division/Domain



- 5.1** Reporting/Nodal/forwarding officer Name
- 5.2** Reporting/Nodal/forwarding officer Mobile
- 5.3** Reporting/Nodal/forwarding officer Telephone
- 5.4** Reporting/Nodal/forwarding officer Designation

EXISTING USER

- 1 The applicant will login using the credentials (NIC/Gov email address or any alternate email address). The email address from which the applicant logins to the portal, already exists in our database. Hence, it will display the registered number on which the OTP will be sent for login.
 - 1.1 Enter the OTP received on the mobile number and click on continue. In any case, if you haven't received the OTP you can click on "Resend OTP", you will receive another OTP, which you can enter and click on continue to proceed further.

NOTE: The domain of the email address of the reporting officer should have @nic.in/@gov.in or any other government sub-domains like @cbi.gov.in, @csir.res.in, etc.). If the reporting officer's email address is a non-government domain (e.g. @gmail.com/@yahoo.com etc.) the process will become manual (which is explained further in this manual) for that particular case.
- 2 The eForms portal has made it mandatory for applicants to have a permanent profile to be created and saved so it is pre-filled in the registration form of NIC services.
- 3 The reporting officer's details will be saved and if you are a NIC employee the details of the reporting officer will not be edited. You will have to send an email to eForms@nic.in to update your reporting officer's details. Please refer the screenshots given below for reference.

Home Page

Once the applicant log's in, he/she will be able to view a page where there will be many options available. Here are the options mentioned below:-

Dashboard

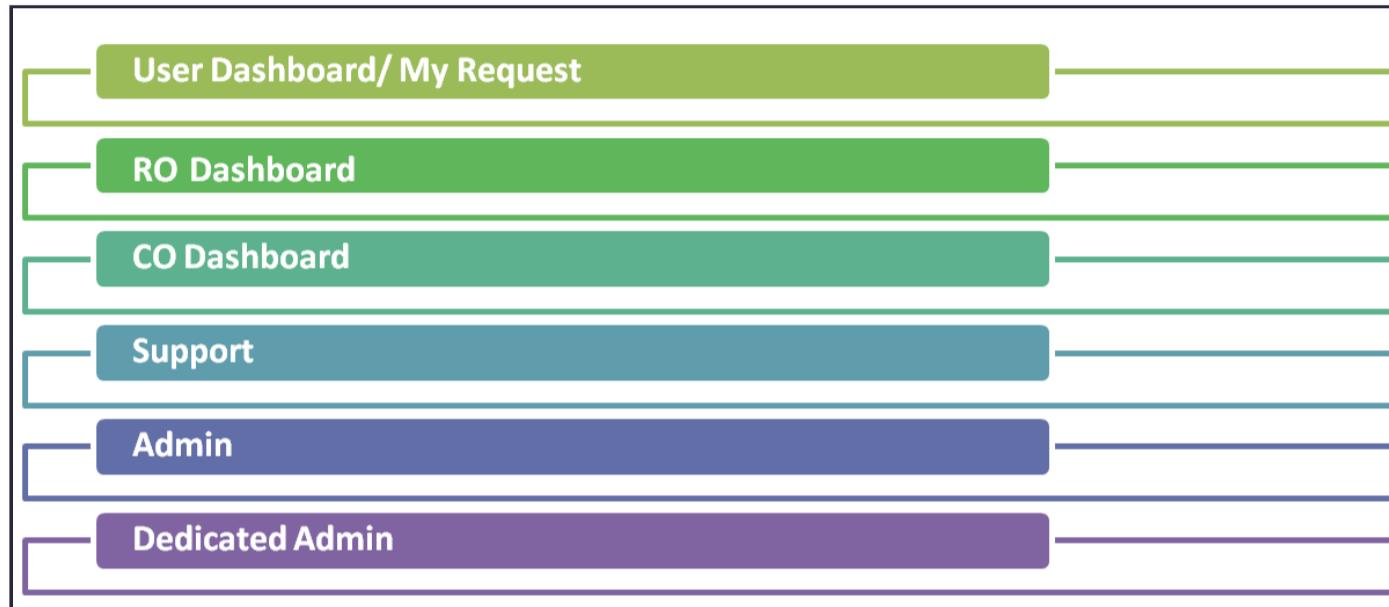
Dashboard provides user a glimpse of the type of information one can see depending on the role and rights of the user. Apart from this feature, Dashboard provides information about all the services available (Discussed below) as well as total user request, pending requests in any, total pending request, Total request completed.

Dashboard Panel: Once you will login in to dashboard, you can easily see the type of role one is assigned on the left on the panel, as shown in the diagram.

The screenshot shows the e-Forms dashboard with a sidebar containing links for 'My Request', 'Admin Panel', 'Co-ordinator Panel', 'RO Panel', 'Dash-Board Panel', and 'Support Panel'. Other services listed include Authentication Services (LDAP), Distribution List Services, DNS Services, Email (@gov), IMAP/POP, IP Change Requests, SMS Service, SMTP Gateway, Update Mobile in(@gov), VPN Service, and WiFi Service. The main area displays four key metrics: Total User Requests (73), Today's Pending Request (0), Total Pending Requests (58), and Total Completed Requests (8). A detailed table lists 58 pending requests with columns for App Id, Email, Status, Date, and Actions. The table includes a search bar and navigation links for page 1 to 6.

App Id	Email	Status	Date	Actions
WIFI-FORM201910300001	preetinhq@nic.in	Pending with Admin	2019-11-01 10:56:52.0	Action
VPN-FORM201910300008	preetinhq@nic.in	Pending with RO/Nodal/FO	2019-10-30 15:32:28.0	Action
VPN-FORM201910300014	preetinhq@nic.in	Pending with RO/Nodal/FO	2019-10-30 15:30:17.0	Action
VPN-FORM201910300012	preetinhq@nic.in	Pending with Coordinator	2019-10-30 15:09:43.0	Action
VPN-FORM201910300002	preetinhq@nic.in	Pending with Support	2019-10-30 14:38:42.0	Action
VPN-FORM201910300009	preetinhq@nic.in	Pending with Support	2019-10-30 14:35:50.0	Action
VPN-FORM201910300008	preetinhq@nic.in	Pending with RO/Nodal/FO	2019-10-30 14:33:28.0	Action
VPN-FORM201910300006	preetinhq@nic.in	Pending with RO/Nodal/FO	2019-10-30 13:27:54.0	Action
VPN-FORM201910290004	preetinhq@nic.in	Pending with RO/Nodal/FO	2019-10-29 17:44:02.0	Action
VPN-FORM201910290003	preetinhq@nic.in	Pending with RO/Nodal/FO	2019-10-29 17:43:09.0	Action

Types of Dashboard



1 User Dashboard/ My Request: Also known as “My Request” shows the number of forms that you have filled with the status. You can anytime take the following actions on your request like Preview/Edit, Reject or track. The applicant can also track his application status by the SMS or email received. There is a tracking link that is sent via both email and SMS to the applicant’s registered email address or mobile number.

For other Types of dashboard, all the details are mentioned below.

- 2 RO Dashboard
- 3 CO Dashboard
- 4 Support
- 5 Admin
- 6 Delegated Admin

To understand the difference between each dashboard and how positions within the eForms operate it's important to know role and objectives of each.

1 Role of Applicant:

The applicant will fill the form using eForms portal. If the email address of the applicant through whom he is trying to login to the portal is of a non-government domain, it will be prompted to enter the mobile number on which OTP will be received. Also, OTP will be sent to both email addresses and mobile numbers.

- 1.1 The new user can authenticate using either the OTP's or any one of them. However, after the final submission of the profile, it will be prompted to authenticate using the OTP sent on the mobile number/email address.
- 1.2 The applicant will fill the profile information on eForms portal which will include the details like personal and organizational information. In the organizational information, if the applicant's reporting officer's email address is



- 1.2.1** E-sign the document with Aadhar.
- 1.2.2** Proceed online without Aadhar.
- 1.2.3** Proceed manually by uploading the scanned copy

The online process of eforms portal depends on the email address of the reporting officer. If the reporting officer of the applicant is a government employee whose email address ends with a government domain and exists in our database, in this case, the process of submission of online forms becomes online. This is irrespective of the applicant's email address.

2 Role of Undersecretary/JS/Secretary:

If the email address of the reporting officer is a non-government domain (eg: @gmail.com, @yahoo.com, etc.), the requirement to fill the details of Undersecretary/JS/Secretary becomes mandatory.

- 2.1** Once the applicant fills the registration form, the same will be forwarded to Undersecretary/JS/Secretary for approval. A link to accept or decline requests along with the details of the applicant will be sent to the undersecretary/JS/secretary email address (as mentioned in the profile of the applicant) and mobile number.
- 2.2** This link is valid until 7 days, after which it will expire and the application form will be rejected automatically. After the confirmation of undersecretary/JS/secretary, the form will be forwarded to the concerned NIC coordinator/Delegated administrator for further action.

3 Role of Reporting officer:

If the reporting officer's email address is a government domain (exists in our database), then the application filed by the applicant will be forwarded to the concerned reporting officer. Once the application form is submitted by the applicant, an email confirmation sent is to the reporting officer's email address stating to take necessary action against the request. The reporting officer will login to eForms portal, using the credentials as mentioned in the email (i.e. login id), enter the OTP sent to your registered mobile number and proceed.

- 3.1** After login a dashboard will appear, in which all the requests pending or completed by the reporting officer will be visible. Apply filter on the listed service and click on the action button in front of the registration number. The following actions can be performed by the reporting officer:

- 3.1.1** Preview/Edit
- 3.1.2** Approve
- 3.1.3** Reject
- 3.1.4** Track
- 3.1.5** Generate Form
- 3.1.6** Upload scanned form
- 3.1.7** Upload multiple docs
- 3.1.8** Download multiple docs
- 3.1.9** Download docs uploaded by the user
- 3.1.10** Raise/ Respond to query



COORDINATOR OF THE APPROVALS MINISTRY/DEPARTMENT/STATE.

4 Role of NIC Coordinator:

In the manual process, after the approval by undersecretary/ JS/secretary, the form will be forwarded to the concerned NIC Coordinator/Delegated Administrator for approval. The NIC coordinator can download the form uploaded by the applicant. The coordinator can also respond to various queries

4.1 Preview/Edit

4.2 Reject

4.3 Generate Form

4.4 Upload/Change Scanned form

4.5 Download uploaded form

4.6 Raise/ Respond to query

5 Role of Support:

5.1 Support team plays one of the most vital roles in the process of approval and rejection of an application. The role of a support also comes with a privilege where they can choose or add a DA, Coordinator and even an Admin.

5.2 Support with the help of App ID (Registration #) can easily track the status of the application right from the beginning.

5.3 It also has a special role where Support can use Search Functionality based on keyword and role of a person on the bases of their name. Once the search is complete, Support team can see all the forms which are filled by the searched name.

6 Role of Admin:

6.1 Admin Panel is more like the closing panel where the final stating of the eForms takes place.

6.2 The user in the last process once closed receives a username and password which is created by the admin panel.

7 Delegated Admin:

The states that have been given the delegated administrator console will be responsible of creation of email accounts after the approval from reporting officer.

7.1 Any modification or deletion in the email address of the applicant will be done by the DA's using the DA console given to them. The DA console is accessible only through VPN.

7.2 If the user has any query regarding the email account creation he/she may contact the delegated administrator directly.

7.3 Administrators which have been delegated to manage accounts of a particular department/organization.

7.4 It gives independence of managing their respective accounts under their own business organizations (BO's).

7.5 These administrators can create, delete, activate, deactivate accounts, can manage the size of mailboxes of a particular user of their department, can enable/disable IMAP and POP, can change the password etc.

7.6 The delegated administrative console is given to organizations which are using e-mail services of NIC under free/paid categories.



There are 2 possibilities in which the user can fill the form:

1 Manual process:

If the applicant has created a profile on eForms and has given the email address of the reporting officer as a non-government domain (e.g. @gmail.com/yahoo.com etc.), in this case, the process becomes manual for the applicant.

Prerequisites for new users

- => The form consists of personal as well as organizational information. The applicant will have to fill all the fields marked with a * (mandatory) sign.
- => If the email address of the reporting officer is of a non-government domain, the applicant will have to provide the details of undersecretary/JS/secretary (Name, email address, mobile number, landline number, and designation). A link will be sent to undersecretary and above for approval or rejection of the application form's
- => This link will be sent to the email address mentioned in the profile information and will be valid for 7 days. If the link expires the application form will be automatically rejected and the applicant will have to apply again using eForms portal.

Prerequisites for Existing users

- => If the applicant has already created a profile on eforms portal, and the email address of the reporting officer is a non-government domain, the applicant will have to provide the details of undersecretary/JS/secretary in the profile.
- => The registration form will be filled by the applicant, it will be sent to the concerned undersecretary/JS/secretary for approval (a link and SMS will be sent to the registered email address and mobile number of undersecretary/JS/Secretary).
- => Once the application form is approved by the official it will be forwarded to the concerned NIC Coordinator/Delegated Administrator for necessary action. The final action is taken by the admin for the request submitted by the applicant and approved by the NIC coordinator/DA. The applicant will receive a message once the request is completed/ rejected by the admin.

- 1 The applicant will fill the registration form; after the final submission of the form the applicant will be directed to download the form (PDF file). The downloaded PDF form can be uploaded using the dashboard of the user module.
- 2 Click on "My Request" option on the left pane of the dashboard, you will be able to view the request submitted by you.
- 3 Select the service for which you wish to upload your documents and apply the required filter.
- 4 Click on the request for which you want to upload the form and then click on "Action" button, you will see a drop-down menu in which multiple options are present, click on upload/change scanned forms and select the downloaded form from your PC/Laptop.

The Online Process of eForms

In the online process of eforms user has three options namely:

- 1 E-sign the document with Aadhar Card
- 2 Proceed online without Aadhar Card
- 3 Proceed manually by uploading the scanned copy

The applicant can use any one of the options as per the convenience.



After the approval from the reporting officer, the request will be forwarded to the NIC Coordinator/Delegated

Administrator.

- => Once NIC Coordinator approves the request, the request will be forwarded to the Admin/Support Team for approval and closure of the request.

If an applicant is a NIC employee, the details of the reporting officer remains non-editable. In this case, the NIC employee will send a request to eforms@nic.in for change of reporting officer details.

App Id	Email	Status	Date	Actions
GEM-FORM2019B010001	meenaxi.nic@nic.in	Pending with RO/Node/IO	2019-11-01	Actions <input type="checkbox"/> Preview/Edit <input type="radio"/> Reject <input type="radio"/> Track <input type="checkbox"/> Generate Form <input type="checkbox"/> Upload Multiple Docs <input type="checkbox"/> Download Uploaded Docs <input type="checkbox"/> Raise/Respond to Query
WIFI-FORM201604020004	meenaxi.nic@nic.in	Pending with Support		
LDAP-FORM20160105001	meenaxi.nic@nic.in	Pending with Admin		
IMAP/POP-FORM20160105001	meenaxi.nic@nic.in	Pending with RO/Node/IO		
LDAP-FORM20160105001	meenaxi.nic@nic.in	Pending with RO/Node/IO		
IMAP/POP-FORM20160105001	meenaxi.nic@nic.in	Pending with RO/Node/IO		

- => The file size of the (.pdf) file should be less than 1 MB in size. Click on upload once you have chosen the file. Your form will be uploaded successfully. You can also upload the supporting documents along with the form, just click on "upload multiple docs" option, browse the document from your PC/Laptop and click on upload, the documents will be uploaded successfully. However, if the applicant wants to verify the documents, there is an option to download the documents as well.

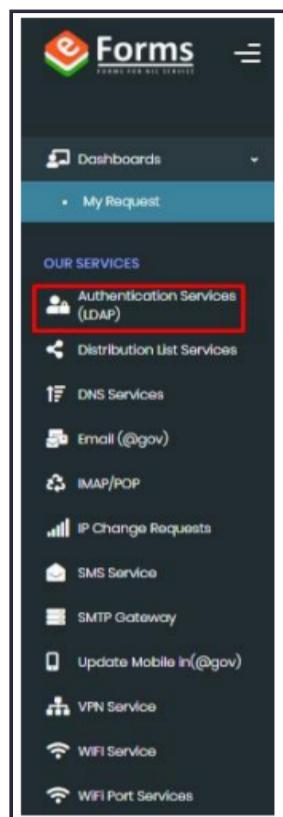
NOTE: The form can be edited any time by the applicant till the form finally reaches the next level, i.e. reporting officer.

An applicant can also track the status of the application form by switching to the dashboard, click on "My Request", select the service from the list and then click on the action button in front of the registration form number which you want to track. The pop-up window will display the details like application reference number, applicant's name, email, mobile, applied date. It also displays, whether the applicant is an online/manual user and to which step the application form has been reached along with the full timestamp. The action button displays the following options for the applicant:

- => Preview/Edit
- => Reject
- => Track
- => Generate Form
- => Download scanned form
- => Upload multiple docs
- => Upload/Change scanned form
- => Download uploaded docs
- => Raise/Respond to query



This option displays the list of online forms available in eForms portal. The applicant may choose any of the services as per the requirement.



Authentication Services (LDAP)

Steps to be followed for Authentication Service (LDAP) Subscription

- 1 Enter <https://eForms.nic.in> on your browser
- 2 Login using your credentials and create your profile on the portal (in case you are a new applicant) else, proceed further with your request. On the left-hand pane of the portal click on the “Authentication Services (LDAP)” form
- 3 You will be prompted to fill the fields mentioned below:
 - 3.1 Name of the application
 - 3.2 Application URL
 - 3.3 **IP1** from which you will access LDAP Server (mandatory field) - If you don't know your IP, click on “know your IP” and proceed further. You can add at least 2 IP addresses from which you will access LDAP server. The format of IP address is xx.yy.zz.aa (e.g.: 10.10.10.10).
 - 3.4 **IP2** from which you will access LDAP Server (optional)
 - 3.5 Domain/Group Of People who will access this application
 - 3.6 Server Location- Select from the drop-down list
 - 3.7 Is the application enabled over https: (select YES/NO)
 - 3.8 Is the application security audit cleared: (Select YES/NO) - If you select “Yes” you will have to upload the security audit certificate, and if you select “NO” then the LDAP certificate would be available for 1 month, that too for specific id's only.
 - 3.9 The application should have a Security audit clearance certificate, the file should be in PDF format and the size should be less than 1mb.
- 4 Ensure that the application is enabled over https. There is no option for selection of NO as it is mandatory for the application to be enabled over https:
- 5 Enter the “Captcha” value to proceed with the preview and submission of the form.
- 6 You can edit the form before the final submission. Your form will be forwarded to the respective reporting officer as mentioned in your profile information for necessary action.
- 7 The application can be processed in two ways:
 - 7.1 Proceed online without Aadhar (In this process the form will be sent to the concerned reporting officer for approval, after which the form will be forwarded to the respective NIC coordinator/Delegated Administrator for necessary action.)
 - 7.2 The admin will then process the request and a confirmation SMS and email will be sent to the applicant with the credentials or with information that Wi-Fi has been enabled on your device.
 - 7.3 Proceed Manually (In this process you will have to download the form and proceed. The process in the section (“About Manual and Online Process”))



- 9** Click on YES if you are able to do telnet the LDAP server else click on NO. Follow the steps as mentioned in the figure given below.

- 10** You can submit the form and will receive a registration number to track your form.

LDAP Request Form

Name of the Application *	Application URL *
<input type="text" value="Enter Name of the Application [characters,dot(.) and whitespace]"/>	<input type="text" value="Enter Application URL [e.g: (https://abc.com)]"/>
IP1 from which you will access LDAP Server * (Know Your IP)	IP2 from which you will access LDAP Server
<input type="text" value="Enter Application IP1 [e.g: 10.10.10.10]"/>	<input type="text" value="Enter Application IP2 [e.g: 10.10.10.10]"/>
Domain/Group Of People who will access this application*	Server Location*
<input type="text" value="Only [Alphanumeric, dot(.), comma(,), hyphen(-), slash(/) and whitespace] allowed"/>	<input type="text" value="NDC Delhi"/>
Is the application enabled over https: *	Is the application security audit cleared: *
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Application should have Security audit clearance certificate, Upload certificate in PDF format (less than 1mb) *	
<input type="button" value="Select File"/>	<input type="button" value="Browse"/>
Captcha <input type="text" value="Enter Captcha"/>	
<input style="outline: none; border: 2px solid red; padding: 5px; background-color: #0070C0; color: white; font-weight: bold; border-radius: 5px; width: fit-content; margin: auto;" type="button" value="Preview and Submit"/>	

The sidebar menu includes:

- Dashboard
- OUR SERVICES
 - Authentication Services (LDAP)
 - Distribution List Services** (highlighted with a red box)

Distribution List Services

After login into eForms portal, you will see the list of services on the left panel.

1. Click on the Distribution List form to proceed with your request.
2. Read the instructions carefully given while filling the form.

Single Request

1. Enter the name of the list which you want to keep. Please note append @lsmgr.nic.in after the list name. Now enter the description of the list.
2. You can also assign a moderator to the list who will be responsible for any action taken on the list or click on No if you want the list to be open for all the list members.



Form Details - Step 1 of 2

1 Step 2 Step

Single request Bulk request

Distribution List Details

NOTE: Please read all instructions carefully and select the required services.

- Entries marked with asterisk (*) are mandatory
- Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
- Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
- If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/Mozilla from time to time.
- NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
- NIC will take all possible measures to prevent data loss; however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
- User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
- Contact our 24x7 support if you have any problems. Phone 1800-111-999 or you can send mail to servicedesk@nic.in

Name of the list (append @itsmgr.nic.in after list name)*
Eg: abc.def@itsmgr.nic.in [dot(.) or hyphen(-) with 8-20 characters in list name]

Description of List*
Enter Description of List. [characters,dot(.) and whitespace]

Will the List be moderated ?*
 Yes(recommended) No

Are only members allowed to send mails to the list ?*
 Yes(recommended) No

Is list temporary (if yes, indicate validity date) ?*
 Yes No

Will list accept mail from a non-NICNET email address (from internet like gmail, yahoo etc) ?*
 Yes No(recommended)

Total number of member count of the list (approx)
Total numbers of members

Continue >

3. Also select whether the list is temporary, if yes mention the validity date.

Will the List be moderated ?*
 Yes(recommended) No

Are only members allowed to send mails to the list ?*
 Yes(recommended) No

Is list temporary (if yes, indicate validity date) ?*
 Yes No

Validity date *
Enter Validity Date [DD-MM-YYYY]
Dec 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Continu

4. Specify whether only the members are allowed to send mails to the list or not. Make the selection appropriately as per your choice.

=> Your list will be created and the applicant will be notified by SMS and email which will be sent to the respective email address and mobile number.

Will the List be moderated ?*
 Yes(recommended) No

Are only members allowed to send mails to the list ?*
 Yes(recommended) No

5. Now if you are the moderator of the list, then enter the moderator name, email address, and mobile number. Enter the correct Captcha and click on the preview and submit button.

Moderator Details

Are you the Moderator admin of the List?

Moderator Name *
Enter Name of The Admin [characters,dot(.) and whitespace]

Moderator E-mail Address *
enter moderator email address [e.g:abc.xyz@nic.in or all gov domains]

Moderator Mobile *
Enter Mobile [e.g: +919999999999]

Enter Captcha*

Captcha 2mugpa

Enter Captcha

Preview and Submit

6. The form will be submitted and will be sent to the reporting officer for necessary action.

7. The application can be processed in two ways:-

- 1 Proceed online without Aadhaar (In this process the form will be sent to the concerned reporting officer for approval, after which the form will be forwarded to the respective NIC coordinator/Delegated Administrator for necessary action. The admin will then process the request and a confirmation SMS and email will be sent to the applicant with the credentials or with information that Wi-Fi has been enabled on your device.)

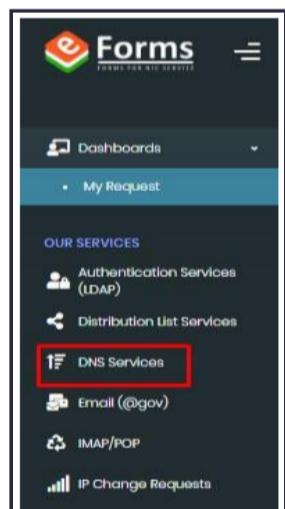


Bulk Request

- For bulk request, select the Excel file in correct format and upload the same in the application form

- Enter the correct Captcha value and submit the form. For the remaining process refer "[Distribution List \(Single Request\)](#)".

DNS Services



DNS User Subscription (File Upload)

Steps to avail DNS services as given below:

- Open the URL <https://eForms.nic.in>.
- Enter the credentials and login to the portal.
- On the left pane of the page click on DNS service option.
- You will see two options on the dashboard:
 - DNS User Subscription (Manual Entries)
 - DNS Bulk Subscription through (File Upload)
- Read the instructions carefully before filling the form. Fill all the mandatory fields marked with (*).
- User can follow below process for any of the options as mentioned in point no. 4.

DNS User Subscription (Manual Entries):

- Make your selections, if your request is for New, Modify or Delete DN Sentry.
- Enter the domain name, CName (Canonical Name) and IP Address. A user can enter multiple IP addresses by clicking on the "+" sign.
- Enter the web server location (only alphanumeric, white space and, #/() are allowed).



DNS User Subscription Through (Manual Entries) DNS User Subscription Through (File Upload)

DNS Entry Details

This registration form is designed for generating a request for DNS entry in NIC DNS Server. DNS services for websites being hosted in NIC NDC & SDC.

NOTE: Please read all instructions carefully and select the required services. (Refer Steps & Guidelines for DNS Entry)*

- Entries marked with asterisk (*) are mandatory
- First confirm MX pointer (mailgw.nic.in) from Mrs. Rajeshwari/Mrs. Seema Kharana (rajp@nic.in/seema@gov.in) if related to NIC Mail Service
- Kindly forward sub level domain entry (related to 'gavin') through support@registry.gov.in
- NIC Domains are NOT allowed for PSUs (Public Sector Undertaking).

Request For:

NEW MODIFY DELETE

Other Record Addition:

CNAME MX PTR TXT SRV SPF DMARC

Fully Qualified Domain Name*
e.g.: demo.nic.in or demo.gov.in

CNAME
Enter CNAME e.g.: www.demo.nic.in or demo.gov.in

IP Address A OR AAAA *

Web Server Location*

Migration Date

Add Record

Captcha: ES6xhM

Enter Captcha*

Preview and Submit

5. If you have made the selection as MX, then the request will be sent to MR. Rajesh Singh (rajesh.singh@nic.in)/Mrs. Rajeswari (rajp@nic.in) for approval.
6. For other additions, the request will be sent to the Admin for necessary action.
7. Enter the Captcha and click on preview and submit.
8. You will view the preview of the form. You have the option to edit the form, only the organizational detail and new request DNS entry details are editable. Click on “agree the terms and conditions” and submit the form.
9. You will see a confirmation window, which will display the details of your reporting officer, click on Yes to proceed or click on No if you are unsure about the submission of the form.
10. If you have clicked “YES”, select the form submission type from the option shown and proceed further.
11. You can select the following options to proceed:

- E-Sign the document with Aadhar- Enter your Aadhar details to e-sign the document for verification.
- Proceed online- This will automatically submit the form.
- Proceed manually by uploading the scanned Copy- If you have opted for a manual process please upload the scanned copy of the form in the user module and then proceed further with the submission.

eForms - Home - Domain Name System Services

Form Submission Type

Please select one to proceed:

e-Sign the document with Aadhar?
(Only e-sign with Aadhar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without Aadhar)

Proceed online

Proceed manually by uploading the scanned Copy?
(In this option you will have to download the generated PDF and will have to sign and stamp and then upload it again on the forms TRACK USER STATUS module to get the request processed)

Continue

12. Click on continue for final submission of the form. A pop-up will be displayed indicating the approval of your form by your Reporting Officer. If you wish to proceed, click on “YES” otherwise click on “NO”.



Please note, If you are selecting a manual option while submitting the request, your request will remain pending at your end only as long as you do not upload the scanned copy duly sealed and signed by you.

For other options, your request will be automatically forwarded to next level. We are sending your request for approval to email address (rajp@nic.in)

Name: Mrs P Rajeswari

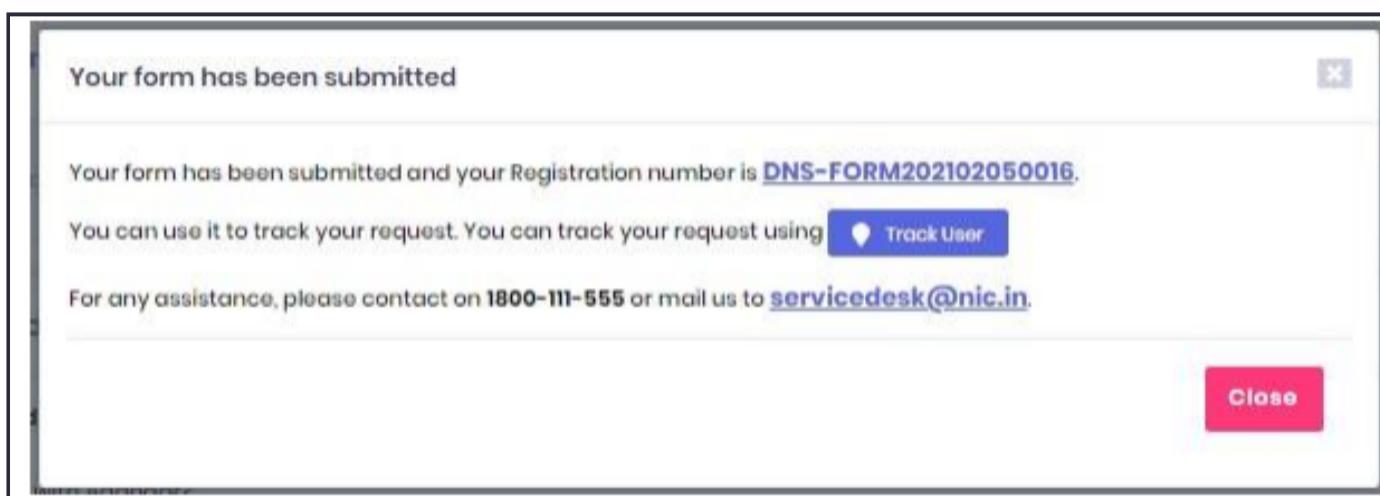
Email: dummy@nic.in

Mobile: +919999988888

Are you sure, you want to proceed?

No Yes

13. For instance, you clicked on “YES”, your form will be submitted and a unique Registration Number will be generated for your request. You can also, track your request by using “TRACK” button available on the notification box.



NOTE: The form can be edited any time by the applicant till the form finally reaches the next level, i.e. reporting officer.

DNS User Subscription through(File upload):-

DNS Services

DNS User Subscription Through (Manual Entries) DNS User Subscription Through (File Upload)

DNS Bulk Entry Details

This registration form is designed for generating a request for DNS entry in NIC DNS Server. DNS services for websites being hosted in NIC NDC & SDC.

NOTE: Please read all instructions before uploading the file

- All the columns heading are mandatory in CSV file
- Download the sample file then do the entries.
- DNS URL is mandatory field.
- Maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

Request For: NEW MODIFY DELETE

Other Record Addition: CNAME MX PTR TXT SRV SPF DMARC

Please Select Your File Browse [Download File](#)

DNS Services

DNS User Subscription Through (Manual Entries) DNS User Subscription Through (File Upload)

DNS Bulk Entry Details

This registration form is designed for generating a request for DNS entry in NIC DNS Server. DNS services for websites being hosted in NIC NDC & SDC.

NOTE: Please read all instructions before uploading the file

- All the columns heading are mandatory in CSV file
- Download the sample file then do the entries.
- DNS URL is mandatory field.
- Maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

Request For: NEW MODIFY DELETE

Other Record Addition: CNAME MX PTR TXT SRV SPF DMARC

Please Select Your File Browse [Download File](#)

NOTE: Please read all instructions before uploading the file:-

- => All the columns heading are mandatory in CSV file
- => Download the sample file then do the entries.
- => DNS URL is a mandatory field.
- => A maximum number of rows accepted at a time are 3000. Please upload CSV file with maximum 3000 rows only.
- => You can upload a file for new requests, modify the request or delete request.

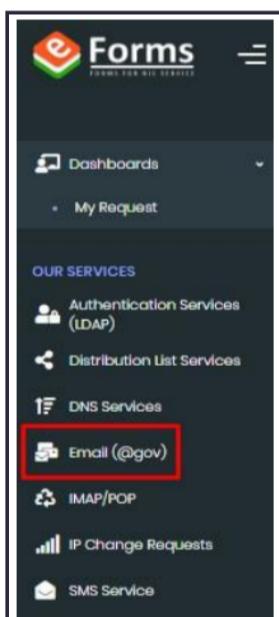


--> Select your file from your desktop. Click on Browse to select your file.

User can follow below given steps for requesting DNS User Subscription through File Upload

1. Select the request type
2. Choose the records addition from the provided list
3. Click on “Browse” to select the file from your desktop and upload the same.
4. Enter the correct Captcha value and click on “preview and submit” button.
5. You will be shown the preview of the request form, click on “agree to terms and conditions” followed by clicking on “Submit” button.
6. A pop-up window will be displayed on the screen indicating the approval of your request from Reporting Officer, click on “YES” to proceed.
7. Select any of the three options from below for submitting your request:
 1. E-Sign the document with Aadhaar
 2. Proceed online
 3. Proceed manually by uploading the scanned Copy
8. After choosing the submission type, click on “Final Submit”. Your request will be submitted for approval and a unique registration number will be generated. With this registration number you can track the status of your request by using “TRACK” button.

Email (@gov)



This registration form is designed for the applicants who require an email address in the government domain.

Users who wish to avail this service can follow below given steps for filling the request:

- 1 Login to eforms portal >> Select the option “Email (@gov)” on the left pane of the dashboard.
- 2 Read the instruction given on window pop-up and click on the OK button to proceed.
- 3 Select any of the email requests as per your requirements (as shown in the screenshot below).
- 4 Choose from the given options for single subscription details:
 - 4.1 For Self
 - 4.2 For Other User (where you are posted)
- 5 From the options given below for the type of email id, click on any one of the radio button as per your requirements:
 - 5.1 Mail User (with mailbox)
 - 5.2 Application User (without mailbox (E-office auth))
 - 5.3 e-office-srilanka
- 6 Enter rest of the details in correct format
- 7 DesFor different type of email requests, steps for filling the requests are mentioned in the subsequent sections. (Refer images attached along with the steps).

Single User Subscription Form:



FORMS FOR NIC SERVICE

e-Subscriptions

Single Subscription Bulk Subscription NKN Single Subscription NKN Bulk Subscription GEM Subscription Email Activate Email De-Activate

Single User Subscription Details

For Self For Other User(Where you are posted)

2. Choose the type of mail id. If you wish to know the details of mail ids, click on “Know More” link before choosing the options.

Type of Mail ID: * [\(Know More\)](#)

Mail user (with mailbox) Application user (without mail box(Eoffice-auth)) e-office-srilanka

3. Enter date of birth and date of retirement/date of expiry in correct format.

Date Of Birth *	Date Of Retirement/Date of expiry*
Enter Date Of Birth [DD-MM-YYYY]	Enter Date Of Retirement [DD-MM-YYYY]

4. Select your Email address preference and Employee Description.

Email address preference: *	Employee Description: *
<input checked="" type="radio"/> Name Based <input type="radio"/> Designation/Office based id	<input type="radio"/> Govt/Psu Official <input type="radio"/> Consultant/Contractual Staff <input type="radio"/> FMS Support Staffs

5. Enter your preferred email address 1 & 2. Please read the email address guidelines carefully before proceeding further.

Preferred Email Address 1 (Refer email address guidelines) *	Preferred Email Address 2 (Refer email address guidelines) *
Enter User ID @ nic.in <input type="button" value=""/>	Enter another User ID @

6. Enter the correct Captcha value and click on Preview and Submit button.

Captcha:

Enter Captcha*

Preview and Submit

7. The preview of the filled form will be shown to the applicant. The applicant can edit the official details in the form before the final submission. If the applicant wants to change any details in the personal as well as organizational information, it can be changed by using “My Profile” option given on the top right corner of the page.

NOTE: For the flow of after submission of the form refer: **About Manual and Online Process of eforms Portal**

8. After clicking on the Submit button, a pop-up message will be displayed for confirming of approval of the request by the Reporting Officer. If the user agrees with the approval, s/he can click on YES to proceed further.
9. On the next screen, the user will be shown three options for the submission of the request and s/he can click on any of the radio buttons to finally submit the request.

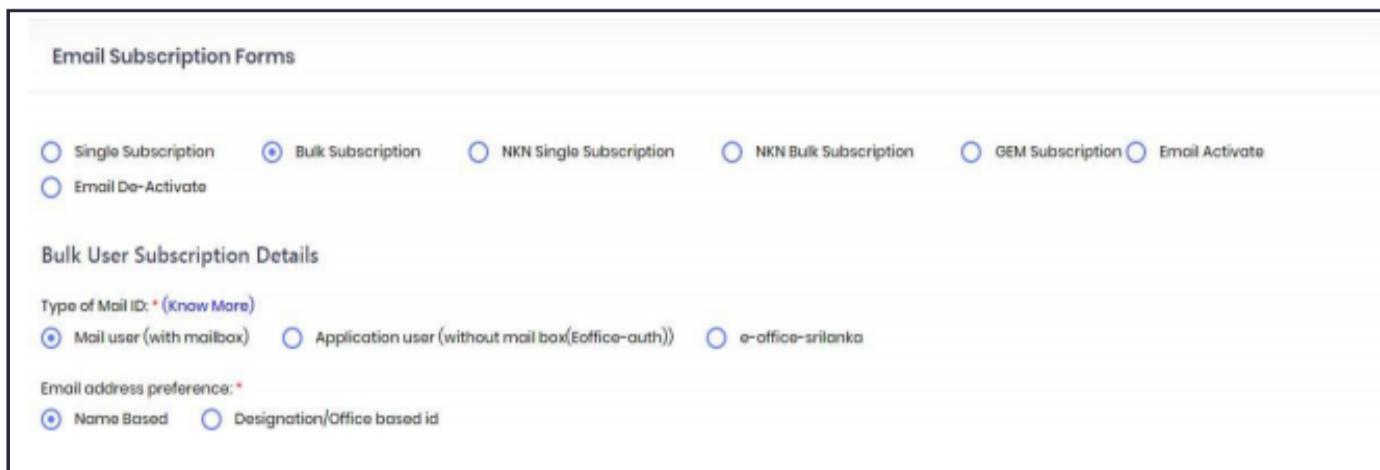
- 1 e-sign the document with Aadhaar
- 2 Proceed online
- 3 Proceed manually by uploading the scanned copy

Bulk Subscription Form:

This registration form is designed for applicants who require an email address in bulk in the government domain. Login to the eForms portal remains the same.

Steps for filling the bulk email request is as follows:

1. Select “Bulk Subscription”, bulk user subscription details and email address preference from the list of the options provided in the form.



Email Subscription Forms

Single Subscription Bulk Subscription NKN Single Subscription NKN Bulk Subscription GEM Subscription Email Activate
 Email De-Activate

Bulk User Subscription Details

Type of Mail ID: * [\(Know More\)](#)

Mail user (with mailbox) Application user (without mail box(Eoffice-auth)) e-office-srilanka

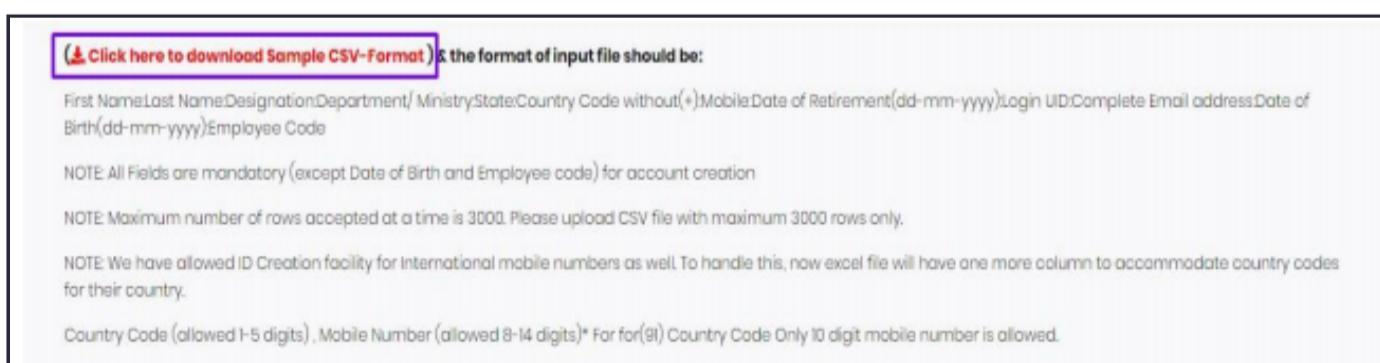
Email address preference: *

Name Based Designation/Office based id

2. If you wish to check the sample file for bulk subscription in CSV format, then click on the link to download and refer the same to upload the bulk data for the form.

The input file should be in the format as given below:

- 1 First Name and Last Name
- 2 Designation: Department/ Ministry: State
- 3 Country Code without (+): Mobile
- 4 Date of Retirement (dd-mm-yyyy)
- 5 Login UID
- 6 Complete Email address
- 7 Date of Birth (dd-mm-yyyy)
- 8 Employee Code



([Click here to download Sample CSV-Format](#)) & the format of input file should be:

First Name,Last Name,Designation,Department/ Ministry,State,Country Code without(+),Mobile,Date of Retirement(dd-mm-yyyy),Login UID,Complete Email address,Date of Birth(dd-mm-yyyy),Employee Code

NOTE: All Fields are mandatory (except Date of Birth and Employee code) for account creation.

NOTE: Maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

NOTE: We have allowed ID Creation facility for International mobile numbers as well. To handle this, now excel file will have one more column to accommodate country codes for their country.

Country Code (allowed 1-5 digits), Mobile Number (allowed 8-14 digits)* For for(91) Country Code Only 10 digit mobile number is allowed.

3. Select employee description and upload the CSV file by using “Browse” option & selecting the file from your desktop/laptop.
4. Enter the correct Captcha value and click on Submit button.
5. Rest of the process remains the same as mentioned in “[Single User Subscription Form](#)” section.



FORMS FOR NIC SERVICE

Please upload the CSV file

Enter Captcha*

Captcha A6Hbg6

Note: for the flow of after submission of the form refer the point: [About Manual and Online Process of eForms Portal](#)

The maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

All Fields are mandatory (except Date of Birth and Employee code) for account creation

We have allowed ID Creation facility for International mobile numbers as well. To handle this, now excel file will have one more column to accommodate country codes for their country. Country Code (allowed 1-5 digits), Mobile Number (allowed 8-14 digits) * For (91) Country Code Only a 10-digit mobile number is allowed.

Email Subscription Forms

Single Subscription Bulk Subscription NKN Single Subscription NKN Bulk Subscription GEM Subscription

Bulk User Subscription Details

Type of Mail ID: [\(Know More\)](#)
 Mail user (with mailbox) Application user (without mailbox) e-office-srilanka

Email address preference:
 Name Based Designation/Office based

[Click here to download Sample CSV-Format](#) & the format of input file should be:
First Name,Last Name,Designation,Department/ Ministry,State,Country Code without(+),Mobile,Date of Retirement(dd-mm-yyyy),Login UID,Complete Email address,Date of Birth(dd-mm-yyyy),Employee Code
NOTE: All Fields are mandatory (except Date of Birth and Employee code) for account creation.
NOTE: Maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.
NOTE: We have allowed ID Creation facility for International mobile numbers as well. To handle this, now excel file will have one more column to accommodate country codes for their country.
Country Code (allowed 1-5 digits), Mobile Number (allowed 8-14 digits)* For (91) Country Code Only a 10-digit mobile number is allowed.

Employee Description:
 Govt/PSU Official Consultant FMS Support Staffs

Please upload the CSV file

NKN Single Subscription

This registration form is designed for applicants who require an email address in the government domain for NKN connected institutes.

Login to the eForms portal remains the same as mentioned in previous sections. The applicant has to follow below steps for filling NKN single subscription request.

1. Click on Email (@gov) service available on the left pane of the dashboard.
2. Read the instructions on the pop-up window and click on OK button to proceed.
3. Select "NKN Single Subscription" from the options provided



2. Institute ID
3. Name of Project NKN
5. Select the date of birth and date of retirement from the calendar.
6. Select the preferred email address 1 and 2. Refer to the email address guidelines while entering the preferred email address.
7. Click on the preview and submit button to proceed further.

Note: For the flow of after submission of the form refer the point: [About Manual and Online Process eForms Portal](#)

Email Subscription Forms

Single Subscription Bulk Subscription NKN Single Subscription NKN Bulk Subscription GEM Subscription Email Activate Email De-Activate

NKN User Subscription Details

Institute Name *	Institute ID	Name of Project NKN *
<input type="text" value="Enter Institute Name [Only characters, whitespace,c]"/>	<input type="text" value="Enter Institute ID [Alphanumeric,dot(.)comma(.)hyphen]"/>	<input type="text" value="Enter Name of Project NKN [Only characters,whitespace]"/>
Date Of Birth *	Date Of Retirement/Date of expiry*	
<input type="text" value="Enter Date Of Birth [DD-MM-YYYY]"/>	<input type="text" value="Enter Date Of Retirement [DD-MM-YYYY]"/>	
Preferred Email Address 1 (Refer email address guidelines) *	Preferred Email Address 2 (Refer email address guidelines) *	
<input type="text" value="Enter User ID"/> @ <input type="text" value="nic.in"/> <input type="button" value="▼"/>	<input type="text" value="Enter another User ID"/> @ <input type="button" value="▼"/>	
Enter Captcha*		
<input type="text" value="Captcha F6Abq6"/> <input type="button" value="Enter Captcha"/>		

Preview and Submit

NKN BULK Subscription

This registration form is designed for the applicants who require bulk email address in the government domain for NKN connected

The applicant must follow below given steps to avail this service:

1. Login to eForms portal >> Select the option “Email (@gov)” on the left pane of the dashboard.
2. Read the instructions on the pop-up window and click on the OK button to proceed.
3. Select “NKN Bulk Subscription”
4. Enter the NKN Bulk User Subscription details:
 1. Institute name
 2. Institute ID
 3. Name of Project NKN
5. The applicant can download the sample CSV file which can be used as a reference to upload the data for the creation of email accounts for NKN Institutes. The email address will be created in the institute's own registered domain.
6. The format of input file should be:
 1. First Name
 2. Last Name
 3. Designation
 4. Department/ Ministry
 5. State



8. Login UID
 9. Complete Email address
 10. Date of Birth (dd-mm-yyyy)
 11. Employee Code
7. Click to browse and select the file from your desktop to upload the same in the form.
8. Enter the correct Captcha value and click on Submit button.

Note: For the flow of after submission of the form refer the point: [About Manual and Online Process eForms Portal](#)

Email Subscription Forms

Single Subscription Bulk Subscription NKN Single Subscription **NKN Bulk Subscription** GEM Subscription Email Activate
 Email De-Activate

NKN Bulk User Subscription Details

Institute Name * Enter Institute Name [Only characters, whitespace, com]

Institute ID Enter Institute ID [Alphanumeric, dot(.) comma(,) allowed]

Name of Project NKN * Enter Name of Project NKN [Only characters, whitespace]

([Click here to download Sample CSV-Format](#)) & the format of input file should be:
First Name|Last Name|Designation|Department/ Ministry|State|Country|Code without (+)|Mobile|Date of Retirement (dd-mm-yyyy)|Login UID|Complete Email address|Date of Birth (dd-mm-yyyy)|Employee Code

NOTE: All Field are mandatory (Except Date of Birth and Employee code) for account creation

NOTE: Maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

Please upload the CSV file

Select File Browse

Captcha F6Ybq6 Enter Captcha

Submit

GEM Subscription

For the process of GeM User subscription refer the URL: <https://gem.gov.in/userFaqs>

For Primary Users:

Please find the GeM Subscription Procedure mentioned below for Primary applicant.

Send the endorsed letter signed by the Deputy Secretary or Undersecretary level of the ministry under which the organization belongs to and forward the same to gemapplicant@gem.gov.in. After the approval, the applicant will get an email id with the domain @gembuyer.in.

GEM User Subscription Details

Organization Category *

- Central PSE (Controlled by Central Ministry) (highlighted)
- State PSE (Controlled by State Ministry)

Controlling Ministry *

-SELECT-

Forwarding Officer Details

Your application needs to be forwarded by an officer at the level of Under Secretary or above and having government email address. For example @nic.in/@gov.in. Once approved by the Forwarding Officer, your request will be forwarded to gemapplicant@gem.gov.in. Please contact GEM support (gemapplicant@gem.gov.in) for any queries.

Email *	Name *
proglnhq-dl@nic.in	Mr Rohit Kumar
Mobile *	Telephone *
+918368601655	011-4253467

Designation *

Security Auditor

Address *

Enter Postal Address [Only characters,digits,whitespace and [, - # / ()] allowed]

Are you primary user/HOD on GeM portal? Yes No

Personal Details

Date Of Retirement/Date of expiry *

Enter Date Of Retirement [DD-MM-YYYY]

Preferred Email Address 1 (Refer email address guidelines) *

Enter User ID @ Select Domai (highlighted)

Role to be assign *

--Select--

Preferred Email Address 2 (Refer email address guidelines) *

Enter another User ID @

Enter Your Projected Monthly Traffic *

Enter Your Projected Monthly Traffic, Numeric Value(Minimum 1000)

Captcha F6Xbq6

Enter Captcha*

Enter Captcha

Once the primary email id is created, send a CSV file of the accounts which are to be created by GeM Subscription in the given format which is mentioned in the trailing mail.

1. S No.
2. First Name
3. Last Name
4. Designation
5. Role (HOD/Buyer/ Consignee /both/PAO/DDO)
6. Name of Ministry/ Department/ Organization
7. State/City
8. Mobile No (10 digits)
9. Complete Office Address

For Secondary Users:

Fill the GeM User Subscription form given on eForms portal.

- 1 Read the instruction window pop up and click on OK button to proceed.
- 2 Select “GeM Subscription”
- 3 Enter the GeM User Subscription details:
- 4 In the organization category:

For Central PSE

Select the controlling ministry from the drop down



Central PSE (Controlled by Central Ministry)
 State PSE (Controlled by State Ministry)

-SELECT-

For State PSE

Select the state of posting from the drop-down and select the district name (where the applicant is posted) from the drop-down.

GEM User Subscription Details	
Organization Category *	<input type="radio"/> Central PSE (Controlled by Central Ministry) <input checked="" type="radio"/> State PSE (Controlled by State Ministry)
State where you are posted *	<input type="text" value="select"/>
District Name (Where applicant is posted) *	<input type="text" value="-SELECT-"/>

- 5 Forwarding Officer details will be auto filled when you select the organization category

Note: Your application needs to be forwarded by an officer at the level of Under Secretary or above and having a government email address.

For example: @nic.in/@gov.in. Once approved by the Forwarding Officer, your request will be forwarded to gemapplicant@gem.gov.in. Please contact GeM support (gemapplicant@gem.gov.in) for any queries.

If you are a primary user/HOD on GeM Portal click on YES or click NO.

- 6 Enter the personal details:

- 7 Date of retirement

- 8 Select the role to be assigned from the drop-down

- 9 Enter the preferred email address 1&2(refer the email address guidelines for the creation of email address)

- 10 Enter your projected monthly traffic.

- 11 Enter the Captcha value and click on Preview and Submit button.

- 12 Rest of the process remains the same as mentioned in “Single User Subscription Form”.

Email Active

1. Select the “Email Activate” option in the form.
2. Enter the email id in the correct format as shown in the image below
3. Choose the employee description such as:
 1. Govt/PSU Official
 2. Consultant/Contractual Staff
 3. FMS Support Staff
4. Select the Date of Retirement from the calendar
5. Enter the correct Captcha value and click on Preview and Submit button
6. For rest of the process, follow the steps as mentioned in “Single User Subscription form”.



FORMS FOR PUBLIC SERVICE

 Single Subscription Bulk Subscription NKN Single Subscription NKN Bulk Subscription GEM Subscription Email Activate Email De-Activate
Email Activation

Enter Email ID

Employee Description:

 Govt/Psu Official Consultant/Contractual Staff
 FMS Support Staffs

Date Of Retirement *

Enter Captcha*

Captcha A6Hd96

Email De-Activate

1. Select the “Email De-Activate” option in the Email Subscription Forms under Email (@gov) service
2. Enter the email id in the correct format as shown in the image below
3. Enter the correct Captcha value and click on Preview and Submit button
4. For rest of the process, follow the steps as mentioned in “[Single User Subscription form](#)”.

Email Subscription Forms

Single Subscription Bulk Subscription NKN Single Subscription NKN Bulk Subscription GEM Subscription Email Activate Email De-Activate

Email De-Activation
 Enter Email ID

Captcha A6Hd96
Enter Captcha*

Extend the Validity of Account

1. Select Extend the Validity of Account option.
2. Choose Email address preference from the provided options.
3. Select Employee Description as shown in the screenshot below.
4. Your email address, date of birth and previous date of account expiry will be prefilled.
5. Choose the date of account expiry rom the calendar that you want to extend.
6. Fill in correct Captcha value and click on Preview and Submit button.
7. For rest of the process, follow the steps as mentioned in



Extend the Validity of Account

NOTE:

- Entries marked with asterisk (*) are mandatory
- Govt/Psu Official Account of Expiry should not exceed more than 80 Years from Date of Birth
- Consultant/Contractual Staff & FMS Support Staffs Account Expiry Date should not exceed more than 1 Year.

NOTE:
Govt/Psu Official Account of Expiry should not exceed more than 80 Years from Date of Birth

Extend the Validity of Account

Email address preference: *

 Name Based Designation/Office based id

Employee Description: *

 Govt/Psu Official Consultant/Contractual Staff FMS Support Staffs

Enter Email ID: *

prog18.nhq-dl@nic.in

Previous Date Of Account Expiry: *

31-12-2021

Date Of Account Expiry: *

06-09-2022

IMAP/POP

The users, who wish to apply for NIC IMAP/POP services, shall follow below given procedure to fill in the request.

- 1 Enter the eForms portal address (<https://eforms.nic.in/>) on the web browser.
- 2 Enter your credentials to log in to the portal.
- 3 Click on the IMAP/POP service from the left-hand panel of the dashboard.
- 4 Read the given instructions carefully while filling the form.
- 5 Check the protocol which is to be enabled on your device i.e. IMAP/POP. Click on any one of the options as per your requirements.
- 6 Enter the correct Captcha value and click on “Preview and Submit” button.

Form Details - Step 1 of 2

IMAP POP Update

NOTE: Please read all instructions carefully.

Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
 Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
 If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
 NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
 NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
 User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows: Trash - 7 days; ProbablySpam - 7 days
 NIC account will be deactivated, if not used for 90 days.
 Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
 Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to servicedesk@nic.in.
 Please note that advance payment is a must for paid users.
 NIC coordinator reserves the right to ask for supporting documents like copy of identity card or any other document deemed appropriate to confirm the credentials of the applicant.
 NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Reporting/Nodal/Forwarding Officer of the Department.

Please check the Protocol to be enabled: *

IMAP POP

Captcha: QBY2kA

Enter Captcha: *

Preview and Submit

- 7 You can now preview the form and edit also. Accept the terms and conditions to submit the form.



FORMS FOR PUBLIC SERVICE

PERSONAL INFORMATION

Name of Applicant * Ms Meenaxi Indola Designation * Soft Engg. Employee Code dasdso_dads

Office Address

Postal Address * CGO complex new delhi

State where you are posted * BIHAR District * Katihar Pin Code * 110053

Telephone Number :(O)* 123-12345678 Telephone Number :(R) 123-24305739

Mobile * +91XXXXXXXXXX444 E-mail Address * meenaxi.nhoq@nic.in

Reporting/Nodal/Forwarding Officer Details

Reporting/Nodal/Forwarding Officer Email * twariashwini@nic.in Reporting/Nodal/Forwarding Officer Name * Mr Ashwini Kumar Tiwari

Reporting/Nodal/Forwarding Officer Mobile * +91XXXXXXXXXX981 Reporting/Nodal/Forwarding Officer Telephone * 011-24305839

Reporting/Nodal/Forwarding Officer Designation * Scientist-C

Organization Details

Organization Category

State * Delhi Department * Revenue

Imap Pop Protocol Enable Details

Please check the Protocol to be enabled: *

IMAP POP

I agree to Terms and Conditions

Buttons: Close, Edit, Submit

- 8 The applicant will be shown three types of submission process, select any one of the options to finally submit the request.

Form Submission Type

Please select any to proceed:

e-Sign the document with Aadhaar? (Delivery of e-sign with Aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without Aadhaar)

Proceed online

Proceed manually by uploading the scanned Copy? (Here in this option you will have to download PDF of application form, sign and stamp and upload it again on the forms.)

Buttons: Continue

- 9 After clicking on "Continue" button, your form will be finally submitted and a registration number will be generated for your request. This registration number can be further used to track the status of your request anytime by using "TRACK USER" button.

Your form has been submitted

Your form has been submitted and your Registration number is **IMAPPOP-FORM202105050012**.

You can use it to track your request. You can track your request using [Track User](#)

For any assistance, please contact on **1800-111-555** or mail us to servicedesk@nic.in.

Buttons: Close



For IP change request, user has to follow step by step process to fill in the application form on the eForms portal. Here are the steps for the same:

- 1 Enter <https://eforms.nic.in/> on your browser.
- 2 Enter your valid credentials to log in to the eForms portal.
- 3 Click on “IP Change Request” form under OUR SERVICES tab given on the left panel of the dashboard.
- 4 Read the instructions carefully given while filling the form
- 5 Select your preference:

5.1 Add IP

5.2 Change IP

Form IP - Add/Change Request Form

Add IP Change IP

NOTE:

- Entries marked with asterik (*) are mandatory
- Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
- Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
- If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
- NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
- User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
- Contact our 24x7 support if you have any problems. Phone **1800-111-555** or you can send mail to **servicedesk@nic.in**

- 6 When you click on change IP and proceed, you will get two options to make your choice i.e. change IP for LDAP Auth and SMS Service.

6.1 If you have made the choice as LDAP auth you can change up to 4 IPs and fill in other details also as shown in the image below. Enter the correct Captcha and click on Preview and Submit button.

Service request for *

LDAP AUTH SMS

Account Name *

URL of the application*

LDAP auth id allocated:*

IP Address 1 *

IP Address 2

IP Address 3

IP Address 4

Captcha

Preview and Submit

6.2 For a change of IP in case of SMS service enter the account name along with the IP address. You can change up to 4 IP's in this case also. Enter the correct Captcha and click on Preview and Submit button.



Have you completed the TRAI DLT registration under TCCCP 2018? This compliance is mandatory. Non compliance can impact your SMS service. For further information, please drop a mail to smsupport@nic.in.

Account Name *

Only characters,digits,dot(.)/hyphen(-)/underscore(_) allowed [6 to 16 characters]

IP Address 1 *

IP Address 1 [e.g. 10.1XX]

IP Address 2

IP Address 2 [e.g. 10.1XX]

IP Address 3

IP Address 3 [e.g. 10.1XX]

IP Address 4

IP Address 4 [e.g. 10.1XX]

Enter Captcha*

Captcha G8tQdP

Enter Captcha

[Preview and Submit](#)

- 7 You will see the preview of your form. If you wish to edit the form you can edit the organization details and service specific details by using “Edit” button or else click on accept terms and conditions and submit the form.
- 8 A confirmation message will be displayed on the screen indicating the approval of your request by your Reporting Officer. Click on “YES” to proceed further.
- 9 Your application can be processed in three ways as shown in the screenshot below:

9.1 e-sign the document with Aadhaar

9.2 Proceed online

9.3 Proceed manually by uploading the scanned copy

Form Submission Type

Please select any to proceed:

e-Sign the document with Aadhaar?
(Delivery of e-sign with Aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without Aadhaar.)

Proceed online

Proceed manually by uploading the scanned Copy?
(Here in this option you will have to download PDF of application form, sign and stamp and upload it again on the eforms.)

[✓ Continue](#)

- 10 After clicking on Continue button, your request will be finally submitted and a registration number will be generated for your request. Also, a confirmation message will be sent to your registered mobile number and email regarding the submission of your request.

Your form has been submitted

Your form has been submitted and your Registration number is [IP-FORM202105050002](#)

You can use it to track your request. You can track your request using [Track User](#)

For any assistance, please contact on 1800-111-555 or mail us to servicedesk@nic.in.

[Close](#)

SMS Services

SMS service allows you to register for the following services: PUSH / PULL / OBD / MISSED CALL / OTP SERVICE / QUICK SMS SERVICE.

Users have to follow below given steps to fill any of the SMS services as mentioned above.

- I. Login to the eForms portal (<https://eforms.nic.in/>) with your valid credentials and OTP validation.



4. Select the SMS service from the options provided (as shown in screenshot below). Enter the application name, application URL, purpose of application, server location, IP address 1 and IP address 2. Click on Continue button.

Short Messaging Services

1 Step 2 Step 3 Step 4 Step

Application Details

SMS Services , Please select appropriate *

PUSH PULL OBD Missed Call OTP Service QuickSMS Service

- PUSH:** To send SMS from application to mobile using API(A2M)
- PULL:** To send SMS from mobile to application using API(M2A)
- OBD:** To send phone call (voice message) from application to subscriber
- MISSED CALL:** Allows missed call on a predefined number to subscribe or avail a service
- OTP SERVICE:** High priority SMS sent through application usnig SMS API
- QUICK SMS:** NIC SMS web console for sending SMS

Name of the Application *	Application URL *
Enter Name of the Application [characters,dot(.) and whitespace]	Enter Application URL [e.g: (https://abc.com)]
Purpose of the application	Server Location*
Enter Purpose of the application [character]	Other
IP1 from which you will access SMS Gateway * (Know Your IP)	Enter server location *
Enter Application IP1 [e.g:10.10.10.10]	Enter Server Location Alphanumeric,whitespace
IP2 from which you will access SMS Gateway	
Enter Application IP2 [e.g:10.10.10.10]	

Continue >

5. Enter contact details of the Technical Admin in the Step 2.

1 Step 2 Step 3 Step 4 Step

Contact Details of Technical Admin

Are you the technical admin of the server application?

Name of The Technical Admin *	Designation *	Admin Employee Code	
Enter Name of The Admin [characters,dot(.)]	Enter Designation [characters,digits,whitespace]	Enter Admin Employee Code [Only characters]	
Office Address:			
Postal Address *	State where you are posted *	District Name *	Pin Code *
Enter Postal Address [Only characters]	--SELECT--	--SELECT--	Enter Pin Code [Only digits(6) characters]
Telephone Number :(O)*	Telephone Number :(R)	Mobile *	E-mail Address *
Enter Telephone number [STD I]	Enter Telephone number [STD I]	Enter Mobile [e.g:+919999999999]	Enter email address [e.g: abc.x]

Continue >

6. Enter the contact details of the Billing Owner in Step 3.



Contact Details of Billing Owner

Are you the technical admin of the server application?

Name of The Owner *

Designation *

Owner Emp Code

Office Address:

Postal Address *

State where you are posted *

District Name *

Pin Code *

Telephone Number :(O)*

Telephone Number :(R)

Mobile *

E-mail Address *

[Continue >](#)

7. Enter other mandatory details such as: application security audit, IP of staging server for testing, monthly expected SMS traffic, sender ID, projected domestic monthly SMS traffic and projected international SMS traffic. Enter the correct Captcha value and click on Preview and Submit button to proceed further.

Other Details

Is the application security audit cleared **

Yes No

#If not cleared by audit, give date by when it will be cleared *

Enter Audit Clearance Date

Mention IP of Staging Server Required for Testing

Enter IP of Staging Server [e.g: 10.10.10.10]

Monthly Expected SMS traffic:

Do you have TRAI exempted Sender Id?* [\(Know More\)](#)

Yes No

Sender ID *

For characters [length 6 only],

Projected Domestic Monthly SMS traffic *

Enter Domestic Traffic [Only digits]

Projected International SMS traffic

Enter International Traffic [Only digits]

Captcha: Xb+BXK

Enter Captcha*

Enter Captcha

[Preview and Submit](#)

8. For rest of the process after Preview and Submit, refer “Email (@gov) service section” .

SMTP Gateway

SMTP Gateway service allows you to register for relay service to send emails from applications (only outgoing mails).

Users can follow below steps to fill in the application form for SMTP Gateway service:

1. Login to the eForms portal with valid credentials and OTP validation.
2. Click on SMTP Gateway under OUR SERVICE tab in the Dashboard.
3. Select the request type: NEW, ADD, MODIFY, DELETE.
4. Enter the valid Application IP which is mandatory field to be filled.

Relay Entry Details

[Integration Guideline](#) [Read Instruction](#)

Requests for opening of necessary firewall ports have to be done through [forpsnic.in](#) by the concerned NIC coordinator.

Request For:

NEW ADD MODIFY DELETE

Application IP *

Enter the IP Address [e.g.:164.100.XX.]

[ADD](#)

5. Choose any one of the options for Security Audit:



- => If you have chosen Hardware, then upload the exemption certificate/letter in PDF format in the place provided (refer image below).

Security Audit: Whether mail will be sent through any application or Hardware Device. (If mail is sent through Hardware Device, Security Audit may be exempted.)

Hardware Software Application

exemption certificate/letter in PDF format (less than 1mb)*

Select File Browse

For Staging Server, please check (IP will be allowed maximum for 15 days)

- => If you have chosen Software, then select the security audit date of expiry from the calendar and upload the exemption certificate/letter in PDF format.

Security Audit: Whether mail will be sent through any application or Hardware Device. (If mail is sent through Hardware Device, Security Audit may be exempted.)

Hardware Software Application

Security Audit Expiry Date (To check validity)*

Application should have Security audit clearance certificate, Upload certificate in PDF format (less than 1mb)*

Select File Browse

For Staging Server, please check (IP will be allowed maximum for 15 days)

6. Enter following details in the next step:

1. Application Name
2. Application URL
3. Name of Division
4. Operating System
5. Server Location from drop-down list
6. Port (select either of the options)
7. Sender ID
8. MX of the domain
9. Total no. of emails to be sent
10. Mail Type (select from the options provided)

Application Name *

Enter Application Name, [characters limit[60] only,c]

Application URL

Enter Application URL [e.g: (https://abc.com)]

Name of Division *

Enter Name of Division, [characters limit[60] only, d]

Operating System (Name, Version) *

Enter Operating System (Name, Version). [Only characters limit[100] whitespace,c]

Server Location*

NDC Delhi

Port *

Port 25 Port 465

Sender ID *

Enter Sender ID. Ex: no-reply@xyz.gov.in

MX of the Domain

Total Number of mails to be sent daily (approx)

Total numbers of mail

Mail Type

OTP Service through Email Transactional Mails Registration Mails Forgot id/password Alerts Others

7. Select the point of contact of the application as YES or NO. Fill in the name, email, mobile number and landline no. (Not mandatory) fields. Then, enter the correct Captcha value and click on Preview and Submit button to proceed for further step.



The screenshot shows a form titled "Update Profile". It includes fields for "Name *", "Email *", "Mobile Number *", and "Landline Number". Below these is a CAPTCHA field with the code "ac8Pxt" and a button to "Enter CAPTCHA". At the bottom is a green "Preview and Submit" button.

8. For the further procedure, refer "Email (@gov) service section".

Update Profile in (@gov)

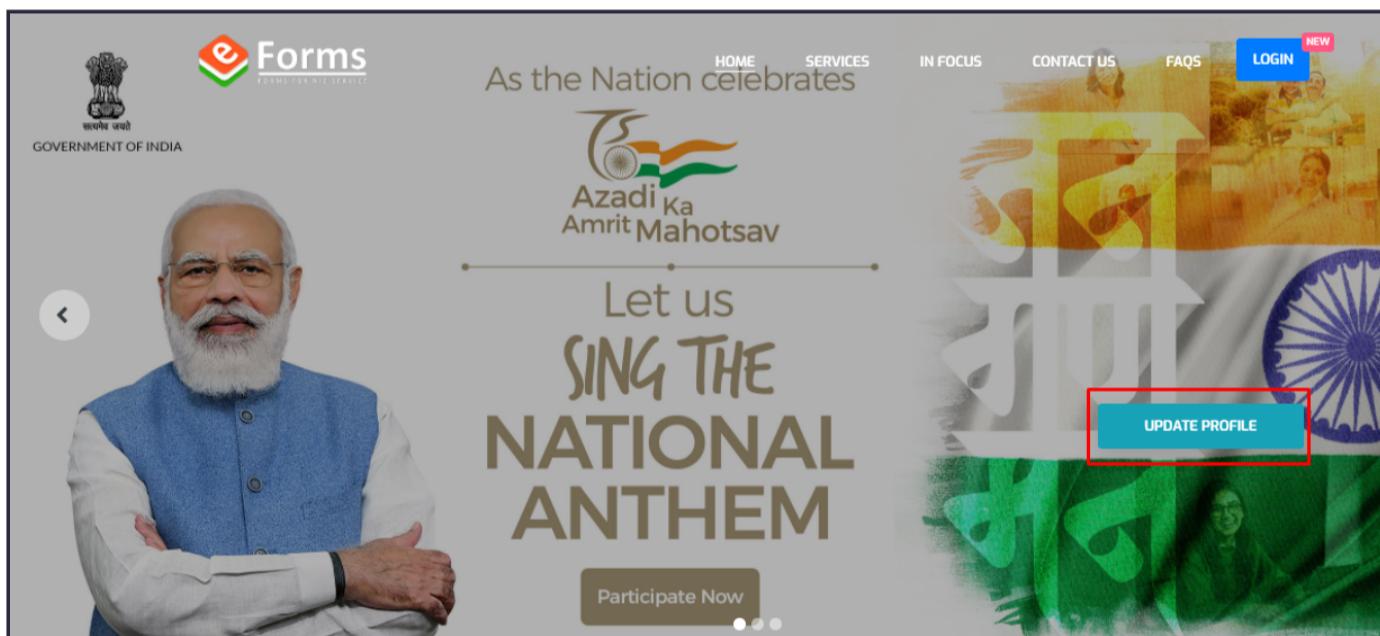
Update Mobile & Profile service is one of the crucial services available on the eForms portal for all the users whose email addresses are registered in NIC as the profile of the user is the most important attribute with which the user's authenticity is verified in the eForms. In addition to this, also multi-factor authentication through OTP validation is done on user's valid mobile number by using this service.

Hence, any user who wants to update his/her mobile as well as profile in NIC central repository can simply go to the eForms portal and follow the procedure (as explained in further section) for the same.

Steps to Avail the Service

All the users have to follow below given procedure in order to avail the update mobile & profile

1. Enter <https://eforms.nic.in> or <https://eforms.nic.in/update-mobile> on any web browser.
2. Click on the "Update Profile" link available on the eForms.



3. Read all the instructions carefully given on the left side panel. Click on the confirmation box (marked in red color). Enter your Gov/NIC email address and then click on Next button.

The screenshot shows the "Update Mobile & Profile" form. On the left, there is a red box containing instructions. One of these instructions is "I hereby confirm that I am the Authorised User to update the mobile number of this Email Address." This instruction has a red border around it. To its right is a form field for "Enter Email" with a note: "Please note that update of a mobile number against an email address for which access is not permitted to an individual may lead to prosecution as per IT Act and other governing laws of Govt of India." Below this is a checkbox labeled "I hereby confirm that I am the Authorised User to update the mobile number of this Email Address." Further down is a field for "Enter the email address on NIC Platform" with placeholder text "(user@nic.in, user@gov.in, user@nic.gov.in etc.)". At the bottom is a "Next →" button and a note: "Note: You can update (Mobile Number, Date of Birth, Date of Retirement, Designation and Display Name) only using Update Mobile & Profile portal."



Update Mobile & Profile

- This facility is available only to email addresses which are on NIC Platform
- For updation of international contact numbers, Please contact your NIC Coordinator/Delegated Admin
- Please use "On Behalf" option, if you are updating mobile number for someone else.
- Request will be submitted through eSign with Aadhaar OTP.
- Your mobile number and Name will be updated in NIC repository.
- For any queries/issues, Please contact our 24x7 support toll free number 1800-111-555 or you can raise ticket on <https://servicedesknic.in>

Enter Email

Please note that updation of a mobile number against an email address for which access is not permitted to an individual may lead to prosecution as per IT Act and other governing laws of Govt of India.

I hereby confirm that I am the Authorised User to update the mobile number of this Email Address.

Enter the email address on NIC Platform

[REDACTED]@nic.in

(user@nic.in, user@gov.in, user@mea.gov.in etc.)

Next →

Note: You can update (Mobile Number, Date of Birth, Date of Retirement, Designation and Display Name) only using Update Mobile & Profile portal.

- On the Verify Password Console, enter your email password as well as the correct captcha value and move ahead by clicking on Next button.

Update Mobile & Profile

Verify Password

Email Address: [REDACTED]@nic.in

Enter Password: [REDACTED]

Enter Captcha*: SVtUwG

Next →

Note: You can update only using Update Mobile & Profile portal.

- On the next screen, you will be shown 2 options for updating your details such as-

1. Mobile and Profile

2. Profile

Choose from any of the options based on your requirements.

Mobile & Profile

- Enter your new mobile number in the field and click on Next button.

Update Mobile & Profile

Mobile Number Details

Email Address: [REDACTED]@nic.in

Current Mobile Number: +91 0000000000

I want to update:

Mobile & Profile

Profile

Country Code: +91 (India)

Enter New Mobile Number: 9582377500

Next →

Note: You can update (Mobile Number, Date of Birth, Date of Retirement, Designation and Display Name) only using Update Mobile & Profile portal.

- Now enter the OTP which you have received on your new mobile number and subsequently click on Next button.

If you haven't received OTP, then you can use Resend OTP (yellow button) to get another OTP.



FORMS FOR NIC SERVICE

Update Mobile & Profile

- This facility is available only to email addresses which are on NIC Platform
- For updation of international contact numbers, Please contact your NIC Coordinator/Delegated Admin
- Please use "On Behalf" option, if you are updating mobile number for someone else.
- Request will be submitted through eSign with Aadhaar OTP.
- Your mobile number and Name will be updated in NIC repository.
- For any queries/issues, Please contact our 24x7 support toll free number 1800-III-656 or you can raise ticket on <https://servicedesknic.in>

Mobile Number Details

Email Address

@nic.in

Current Mobile Number: +910000000505

Country Code

+91 (India)

Enter New Mobile Number

9763509840

Enter OTP Sent to Mobile Number

.....

Resend OTP

Please Enter OTP.

Next →

Note: You can update (Mobile Number, Date of Birth, Date of Retirement, Designation and Display Name) only using Update Mobile & Profile portal.

Update Mobile & Profile

This facility is available only to email addresses which are on NIC Platform

For updation of international contact numbers, Please contact your NIC Coordinator/Delegated Admin

Please use "On Behalf" option, if you are updating mobile number for someone else.

Request will be submitted through eSign with Aadhaar OTP.

Your mobile number and Name will be updated in NIC repository.

For any queries/issues, Please contact our 24x7 support toll free number 1800-III-656 or you can raise ticket on <https://servicedesknic.in>

Mobile Number Details

Email Address

@nic.in

Current Mobile Number: +910000000505

Country Code

+91 (India)

Enter New Mobile Number

9582377505

There are already 3 or more email addresses ([programxxxxxx@supportgov.in, pi-ep0xxx@nic.in, ef0xxx@nic.in]) associated with this mobile number so now you can update only user profile, if you want to continue then click to next button

Next →

Note: You can update (Mobile Number, Date of Birth, Date of Retirement, Designation and Display Name) only using Update Mobile & Profile portal.

Profile

6. Select Profile option and click on Next button.

Update Mobile & Profile

This facility is available only to email addresses which are on NIC Platform

For updation of international contact numbers, Please contact your NIC Coordinator/Delegated Admin

Please use "On Behalf" option, if you are updating mobile number for someone else.

Request will be submitted through eSign with Aadhaar OTP.

Your mobile number and Name will be updated in NIC repository.

For any queries/issues, Please contact our 24x7 support toll free number 1800-III-656 or you can raise ticket on <https://servicedesknic.in>

Mobile Number Details

Email Address

@nic.in

Current Mobile Number: +910000000259

I want to update

Mobile & Profile Profile

Next →

Note: You can update (Mobile Number, Date of Birth, Date of Retirement, Designation and Display Name) only using Update Mobile & Profile portal.

7. Now enter the OTP which you have received on your old mobile number and subsequently click on Next button.

If you haven't received OTP, then you can use Resend OTP (yellow button) to get another OTP.



Update Mobile & Profile

- This facility is available only to email addresses which are on NIC Platform.
- For updation of international contact numbers, Please contact your NIC Coordinator/Delegated Admin.
- Please use "On Behalf" option, if you are updating mobile number for someone else.
- Request will be submitted through eSign with Aadhaar OTP.
- Your mobile number and Name will be updated in NIC repository.
- For any queries/issues, Please contact our 24x7 support toll free number 1800-111-555 or you can raise ticket on <https://servicedesknic.in>

Mobile Number Details

Email Address:

Current Mobile Number: +91XXXXXX59

Enter OTP Sent to Mobile Number:

Please Enter OTP.

Note: You can update (Mobile Number, Date of Birth, Date of Retirement, Designation and Display Name) only using Update Mobile & Profile portal.

For Kavach Registered Users

8. As you are already user authenticated through Kavach, you will be redirected to the Update Profile in (@gov) form in eForms. Here, your new mobile number, date of birth, date of retirement and designation will be auto-filled. Enter your display name and select the reason from the drop down. Fill in the correct captcha value and click on Preview and Submit button.

NOTE: Please read all instructions carefully.

You need to have a valid email address on NIC platform to proceed.

Users are requested to ensure they are coming from secured devices and network with all recommended Antivirus & latest patches installed.

NIC ensures to provide a secured environment for all the users with utmost priority to prevent any data breach or loss. However NIC does not hold any responsibility in case of any data loss.

User hold complete responsibility of his/her data, incase of any accidental loss NIC will not be able to retrieve the same.

Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to servicedesk@nic.in

Your mobile number in our portal is: [+919582377506](#)

New Mobile Number*	Date of Birth*	Date of Retirement*	Designation*	Display name*
+918373985018	25-08-1992	31-12-2021	Content Writer	Simran Kaur

Reason *

I am not using the old number any more

Captcha: qps6fb

Enter Captcha*

9. You will be shown the Preview of your application. Here you can check all the form details thoroughly and click on "I agree to terms and conditions" box followed by Submit button.



Profile Update Form

Personal Information

Name of Applicant *	Designation *	Employee Code
<input type="text"/>	Content Writer	[Only characters and digits allowed]

Office Address

Postal Address *
<input type="text"/> 4th Floor, NIC, IT Park

State where you are posted *	District *	Pin Code *
<input type="text"/> DELHI	<input type="text"/> NorthEast	<input type="text"/> 110053

Telephone Number (O)	Telephone Number (R)
<input type="text"/> Enter Telephone Number(O) [STD CODE-TELEPHONE]	<input type="text"/> Enter Telephone Number(R) [STD CODE-TELEPHONE]

Mobile *	E-mail Address *
<input type="text"/> +91XXXXXXXX506	<input type="text"/> @nic.in

Reporting/Nodal/Forwarding Officer Details

Reporting/Nodal/Forwarding Officer Email *	Reporting/Nodal/Forwarding Officer Name *
<input type="text"/> tiwari.ashwini@nic.in	<input type="text"/> Mr Ashwini Kumar Tiwari
Reporting/Nodal/Forwarding Officer Mobile *	Reporting/Nodal/Forwarding Officer Telephone *
<input type="text"/> +91XXXXXXXX961	<input type="text"/> 011-24305839

Reporting/Nodal/Forwarding Officer Designation *
<input type="text"/> Scientist-C

Organization Details

Organization Category	Ministry/Organization *
<input type="text"/> Central	<input type="text"/> Ayush

Department/Division/Domain *
<input type="text"/> other

Other*
<input type="text"/> Indian Medicine Pharmaceutical Corporation Limited

Profile Update Entry Details

Mobile Number*	Date of Birth*
<input type="text"/> +918373965018	<input type="text"/> 25-08-1992

Date of Retirement*	Designation*
<input type="text"/> 31-12-2021	<input type="text"/> Content Writer

Display Name*
<input type="text"/> Simran Kaur

Reason *
<input type="text"/> I am not using the old number any more

I agree to [Terms and Conditions](#)

[Close](#) [Edit](#) [Submit](#)

10. Your request will be submitted to your Reporting Officer.

Reporting/Nodal/Forwarding Officer Details

We are sending your request for approval to email address (tiwari.ashwini@nic.in)

Name:	Mr Ashwini Kumar Tiwari
Email:	tiwari.ashwini@nic.in
Mobile:	+91XXXXXXXX961

Are you sure, you want to proceed?

[No](#) [Yes](#)

11. Select the submission type from the provided options and click on Continue button.



FORMS FOR NIC SERVICE

- e-Sign the document with Aadhaar?
(Delivery of e-sign with Aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without Aadhaar)
- Proceed online
- Proceed manually by uploading the scanned Copy?
(Here, in this option, you will have to download the generated PDF and will have to sign and stamp and then upload it again on the eforms TRACK USER STATUS module to get the request processed)

✓ Continue

12. You will get the notification message of submission of the request. You can use TRACK link to know the status of your application. In case of Mobile & Profile, you will get registration no. as MOBILE-FORMXXXXXXXXXXXX and for Profile; you will get registration no. as PROFILE-FORMXXXXXXXXXXXX

Your form has been submitted

Your form has been submitted and your Registration number is **MOBILE-FORM202108130002**.

You can use it to track your request. You can track your request using [Track User](#)

For any assistance, please contact on **1800-111-555** or mail us to servicedesk@nic.in.

Close

Your form has been submitted

Your form has been submitted and your Registration number is **PROFILE-FORM202112170005**.

You can use it to track your request. You can track your request using [Track User](#)

For any assistance, please contact on **1800-111-555** or mail us to servicedesk@nic.in.

Close

13. Once your request will be approved by the Reporting Officer, it will move to the DA-Admin or else, it will move to the NIC Coordinator and then to the INOC Support Admin (support@nic.in) who will update your mobile and profile details (as per your requirements) in NIC central repository.

For Kavach Non-Registered Users

8. Your email address and new mobile number will be prefilled. Select the title from the drop down, enter your first name, middle name (if applicable) and last name & rest of the details will be pre-filled (if you wish to edit any of details, you can do the same).

Choose either of the option such as – Self/On Behalf and select the reason for updating mobile number from the drop down and then click on Submit button.



Update Mobile & Profile

- This facility is available only to email addresses which are on NIC Platform
- For updation of international contact numbers, Please contact your NIC Coordinator/Delegated Admin
- Please use "On Behalf" option, if you are updating mobile number for someone else.
- Request will be submitted through eSign with Aadhaar OTP.
- Your mobile number and Name will be updated in NIC repository.
- For any queries/issues, Please contact our 24x7 support toll free number 1800-111-555 or you can raise ticket on <https://servicedesk.nic.in>

Update Mobile & Profile

User Details(Please enter the details of the individual whose mobile number is getting updated)

Email Address	Entered Mobile Number
prog15.nhq-dl@nic.in	+919452386039
Title of the account owner	First Name of the account owner
Ms.	Hansimon
Middle Name of the account owner	Last Name of the account owner
Kaur	Vaseer
Date of Birth	Date of Retirement
25-08-1992	31-12-2021
Designation	Display Name
Content Writer	Simron Kaur

Form updating mobile number

Self On Behalf

Reason for updation

I do not have access to my old number

Submit

Note: You can update (Mobile Number, Date of Birth, Date of Retirement, Designation and Display Name) only using Update Mobile & Profile portal.

9. A confirmation box will appear on the next page. Click on Yes button to move further.

Are you Sure?

Entered Email	Entered Mobile Number
prog15.nhq-dl@nic.in	+918368391582
Title	First Name
Mr.	satya
Middle Name	Last Name
Enter Middle Name	sharma
Date of Birth	Date of Retirement
15-01-1991	01-12-2021
Designation	Display name
SoftWare Developer	satyabrata sharma

Do you want to Update your Profile in NIC Central Repository?

No **Yes**

10. You will be redirected to CDAC portal for eSign through Aadhaar. Enter your valid Aadhaar Number and click on Get OTP button.



Ministry of Electronics and
Information Technology
Government of India



Centre for Development of
Advanced Computing

You are currently using C-DAC eSign Service and have been redirected from



Aadhaar Based e-Authentication

	Enter Your Virtual ID / Aadhaar Number	Get Virtual ID
	Enter Your Aadhaar OTP	View Document Information
Get OTP Cancel		Not Received OTP? Resend OTP

11. On the next page, enter OTP received on your mobile number, click on the consent box and then on Submit button.



You are currently using C-DAC eSign Service and have been redirected from



Aadhaar Based e-Authentication

	774774700226	Get Virtual ID
	View Document Information
<input checked="" type="checkbox"/> I have read and provide my consent		Submit Cancel
Not Received OTP? Resend OTP		

12. You will receive a message for successful updation of your name, mobile number, date of birth and date of retirement in NIC central repository.

Update Profile

- This facility is available only to email addresses which are on NIC Platform
- For updation of international contact numbers, Please contact your NIC Coordinator/Delegated Admin
- Please use "On Behalf" option, if you are updating mobile number for someone else.
- Request will be submitted through eSign with Aadhaar OTP.
- Your mobile number and Name will be updated in NIC repository.
- For any queries/issues, Please contact our 24x7 support toll free number 1800-111-555 or you can raise ticket on <https://servicedesk.nic.in>

Update Profile

Success Message

You have successfully updated your Name and Mobile Number in NIC central repository. Now you can login with your updated mobile number.

Updated Name: satyabrata Sharma
 Updated Mobile Number: +919285971054
 Updated Date of Birth: 15-01-1991
 Updated Date of Retirement: 01-12-2021

[LOGIN WITH PARICHAY](#)

VPN Service

This registration form is designed for the applicants who require a Virtual Private Network to access Intranet.



IP Address *

Single IP IP Range

Enter IP address *

Application URL

Destination Port *

Server Location *

NDC Delhi

Remarks

Captcha: 7prJU8

Enter Captcha*

Preview and Submit

Wifi Service

This registration form is designed to access NIC WIFI service to use internet. For every user maximum 4 devices are allowed for enabling WIFI services.

To avail this service the user will have to follow below steps:

1. Login to the eForms portal with valid credentials and OTP validation.
2. Click on WIFI Service under OUR SERVICES tab in the dashboard.
3. You will see WIFI registration form on the screen.
4. Select any of the options from WIFI request details as per your requirements:

1. WIFI Request

2. Delete

3. WIFI Certificate

WIFI Details

NOTE:

- Entries marked with asterisk (*) are mandatory
- Only three devices allowed per user ID.
- For iPhone/iPad/MAC, write ios(version) in Operating System.

WIFI Request Details

(WIFI Request (Request to register your device for wifi)) DELETE WIFI Certificate (Request to generate certificate to use wifi)

NOTE: Sample Text

MAC Address of the Device *	Operating System of the Device*	Device Type*
Enter MAC Address (e.g. AAAA:AAAA:AAAA:AA)	Enter Operating System [characters, whitespace, comma(),.dk]	Select
MAC Address of the Device	Operating System of the Device	Device Type
Enter MAC Address (e.g. AAAA:AAAA:AAAA:AA)	Enter Operating System [characters, whitespace, comma(),.dk]	Select

MAC Address of the Device	Operating System of the Device	Device Type
Enter MAC Address (e.g. AAAA:AAAA:AAAA:AA)	Enter Operating System [characters, whitespace, comma(),.dk]	Select
MAC Address of the Device	Operating System of the Device	Device Type
Enter MAC Address (e.g. AAAA:AAAA:AAAA:AA)	Enter Operating System [characters, whitespace, comma(),.dk]	Select

Captcha: bDCK

Enter Captcha*

Preview and Submit

=> If you want to delete any of the MAC addresses, choose Delete radio button, your MAC address along with the operating system will be auto filled. Subsequently, check in DELETE check box, enter the correct Captcha value and click on Preview and Submit button.



The screenshot shows a form titled "WIFI Request (Request to register your device for wifi)". It includes fields for "MAC Address of the Device" (containing a redacted value) and "Operating System of the Device" (set to "Windows 7"). There are two radio buttons: one for "WIFI Request" (selected) and one for "WIFI Certificate". A "DELETE" button is highlighted with a red box. Below the fields is a "Captcha" section with a generated code ("b0ck wq") and a "Enter Captcha" input field. A "Delete" checkbox is also present here, with a red box highlighting its checked state. At the bottom is a "Preview and Submit" button.

=> If you require WIFI certificate, click on the desired radio button followed by entering the correct Captcha value and clicking on Preview and Submit button.

This screenshot shows the "WIFI Request Details" section of the form. It includes the same fields as the previous screenshot: MAC Address, Operating System, and the "WIFI Certificate" radio button, which is highlighted with a red box. The "Delete" button and checkbox are also present. The "Preview and Submit" button is at the bottom.

5. The process from preview of the application form till final submission will remain the same (refer “Email (@gov) service section). A unique registration number for WIFI request will be generated and the user can use that number to track the request whenever he/she wants.

Wifi Porting Service

This registration form is designed for the users to access NIC Wifi Porting Service, where users can manually add the following information and submit the request:

1. Source IP Address
2. Destination IP Address
3. Port
4. Select the service type such as – TCP, UDP, ICMP
5. Select Action as Permit/Deny
6. Select Time Period
7. Add the request in a row

Users can mention the Purpose of the request. Check the declaration box and Click on Preview and Submit button as shown in the screenshot below.

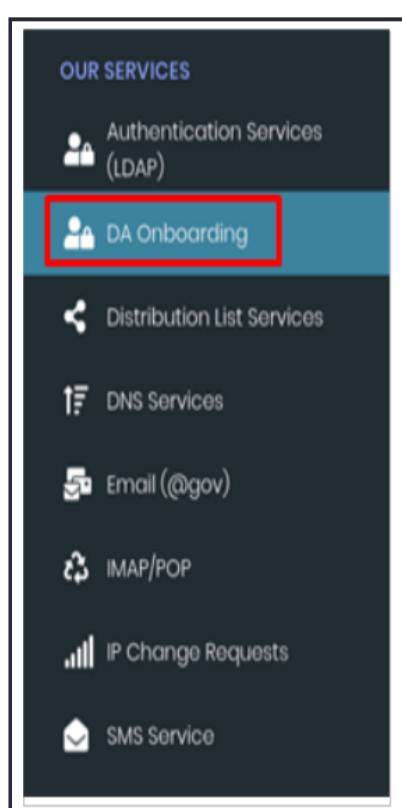
For remaining process till final submission **“refer Email (@gov) service section”**.



The screenshot shows a table with columns: Source IP / Range, Destination IP / Range, Service, Ports, Action(Permit/Deny), Time Period, and Add/Remove Rows. There is one row with values: [164.100.XX], [164.100.XX], -SELECT-, [8080], -SELECT-, -SELECT-. A blue 'Add' button is at the bottom right of the table. Below the table, there is a 'Purpose' input field and a checkbox for declaration. At the bottom is a 'Preview and Submit' button.

DA Onboarding

This registration form is specifically designed for the users who wish to become the Delegated Administrator of their organization (Govt department/institutes/organization/PSU). In order to have access to DA console, user has to fill and submit this request from eForms.



Steps to fill DA Onboarding request:

1. Login with Parichay (SSO) on eforms portal with valid UserID and Password.
2. You will be redirected to the home page of the eForms.
3. From left side panel, select DA Onboarding form available under “Our Services” tab.

Note: Users must have VPN IP in order to fill in DA Onboarding request.

Note: Users not having NIC Coordinators, their request will move to the NIC Support Team first and then to their NIC Coordinator.

4. Read all the instructions carefully before filling the form.

5. Choose any of given Eligibility options such as-

- => Govt department/institutions/organization
- => PSU

Users with VPN IP

1. Your VPN IP will be prefilled. Also, check in the box marked in red color displayed on the screen.
2. Enter the correct Captcha value and click on Preview and Submit button.



FORMS FOR GOVT SERVICE

3. I will ensure the authenticity of the applicant.
 4. I will ensure that all the ids have correct date of expiry set as per the user profile and needful action will be taken on time. e.g. If the Govt officer wants to retain the name based email-id post superannuation, needful action will be taken by move the email-id to retired officers container. Similarly, contractual/support staff email ids will be deactivated/deleted at the end of the tenure.
 5. For organizations under paid accounts category, Delegated Administrator has to provide the relevant documents to NIC regarding proof of payment made to NICSL.
 6. Admin ID will be renewed every year, if user fails to do so, ID will be deactivated automatically.
 7. I agree to maintain the confidentiality, safekeeping and protection of confidential information contained in all user list.
 8. You can be DA of your organization only. If you want to change the organization, kindly update your profile.

Eligibility *

 Govt department/institutes/organization PSU

I will ensure the mobile numbers of all users under this domain are updated.
 Please note that by selecting this, the users under this domain will not be allowed to update their mobile numbers on their own and all requests will be sent to you ONLY.

VPN IP

10.26.9.175

Enter Captcha *

Captcha AGEmej

RGEmej

Preview and Submit

Activate Windows

3. You will be shown the preview of your application form. Check all the details and click on "I agree to terms and conditions".

Preview

DA Onboarding Request Form

Personal Information

Name of Applicant *	Designation *	Employee Code
[REDACTED]	Content Writer	[Only characters and digits allowed]

Office Address

Postal Address *

4th Floor, NIC, IT Park

State where you are posted * District * Pin Code *

ANDHRA PRADESH Ananthapur 110053

Reporting/Nodal/Forwarding Officer Details

Reporting/Nodal/Forwarding Officer Mobile *	Reporting/Nodal/Forwarding Officer Telephone *
+91XXXXXX981	011-24305839

Reporting/Nodal/Forwarding Officer Designation *

Scientist-C

Organization Details

Organization Category	Ministry/Organization *
Central	Agriculture and Farmers Welfare

Department/Division/Domain *

Central Institute of Horticulture Northern Eastern Region

DA Onboarding Details

<input checked="" type="radio"/> Govt department/institutes/organization <input type="radio"/> PSU
VPN IP *
10.26.9.175
<input checked="" type="checkbox"/> I will ensure the mobile numbers of all users under this domain are updated. Please note that by selecting this, the users under this domain will not be allowed to update their mobile numbers on their own and all requests will be sent to you ONLY.
<input checked="" type="checkbox"/> I agree to Terms and Conditions

Submit **Close**

4. Click on YES button to submit your request to your Reporting Officer.



We are sending your request for approval to email address
(tiwari.ashwini@nic.in)

Name:	Ashwini Kumar Tiwari
Email:	tiwari.ashwini@nic.in
Mobile:	+91XXXXXX961

Are you sure, you want to proceed?

No Yes

5. Click on Continue button and then YES button to proceed further with manual uploading of your form.

Form Submission Type

Proceed manually by uploading the scanned Copy?
You have to download generated PDF of application form, duly filled (seal & sign) by you and your competent authority and upload it on the eforms

✓ Continue

DA Onboarding Submission

Please note, the form will remain pending at your end as long as you do not upload duly sealed and signed scanned copy of the application form. After uploading scanned copy your request will be automatically forwarded to the next level.

No Yes

6. Your form will be submitted and a unique registration number will be generated. Now you have to click on Download PDF button to get it sealed and signed by your Competent Authority and then Upload the same PDF of the form on the eForms again.

Your form has been submitted

Your Registration number DAONBOARDING-FORM202109080002 has been created successfully

You can use it to track your request. You can track your request using [Track User](#)

You have to download generated PDF, seal and sign and upload it again on eforms [Track User](#) to get the request processed.

For any assistance, please contact on **1800-111-555** or mail us to servicedesk@nic.in.

Download PDF Close

Users without VPN IP

1. You can submit the form without VPN IP also. Enter the correct Captcha value and click on Preview and Submit button.



DISCLAIMER: UNDER NO CIRCUMSTANCES SHALL THE GOVERNMENT BE HELD RESPONSIBLE OR ACCOUNTABLE FOR ANY INFORMATION OR DOCUMENTS PROVIDED UNDER THIS PORTAL AND ITS USE IS SUBJECT TO THE TERMS AND CONDITIONS OF THIS PORTAL.

2. I will inform NIC in case of any change in delegated administrator.
 3. I will ensure the authenticity of the applicant.
 4. I will ensure that all the IDs have correct date of expiry set as per the user profile and needful action will be taken on time, e.g. if the Govt officer wants to retain the name based email-ID post superannuation, needful action will be taken by moving the email-ID to retired officers container. Similarly, contractual/support staff email IDs will be deactivated/deleted at the end of the tenure.
 5. For organizations under paid accounts category, Delegated Administrator has to provide the relevant documents to NIC regarding proof of payment made to NCSI.
 6. Admin ID will be renewed every year. If user fails to do so, ID will be deactivated automatically.
 7. I agree to maintain the confidentiality, safekeeping and protection of confidential information contained in all user list.
 8. You can be DA of your organization only. If you want to change the organization, kindly update your profile.

Eligibility: *

Govt department/institutes/organization PSU

I will ensure the mobile numbers of all users under this domain are updated. Please note that by selecting this, the users under this domain will not be allowed to update their mobile numbers on their own and all requests will be sent to you ONLY.

VPN IP
Enter VPN IP

Enter Captcha *
Captcha 3ydu4

Preview and Submit

2. You will be shown the preview of your application form. Click on the box “I agree to terms and conditions” and then click on Submit button.

Preview

DA Onboarding Request Form

Personal Information

Name of Applicant *: [REDACTED]
Designation *: Content Writer
Employee Code: [Only characters and digits allowed]

Office Address

Postal Address *: 4th Floor, NIC, IT Park

State where you are posted *: ANDHRA PRADESH
District *: Ananthapur
Pin Code *: 110053

Reporting/Nodal/Forwarding Officer Details

Reporting/Nodal/Forwarding Officer Email *: tiwari.ashwini@nic.in
Reporting/Nodal/Forwarding Officer Name *: Mr ashwini kumar tiwri
Reporting/Nodal/Forwarding Officer Mobile *: +91XXXXXXXX962
Reporting/Nodal/Forwarding Officer Telephone *: 011-24305839
Reporting/Nodal/Forwarding Officer Designation *: Scientist-C

Organization Details

Organization Category: Central
Ministry/Organization *: Electronics and Information Technology
Department/Division/Domain *: NIC Support Outsourced

DA Onboarding Details

Govt department/institutes/organization PSU
VPN IP *
Enter VPN IP

I will ensure the mobile numbers of all users under this domain are updated. Please note that by selecting this, the users under this domain will not be allowed to update their mobile numbers on their own and all requests will be sent to you ONLY.

I agree to Terms and Conditions

Submit **Close**

3. Click on YES button to submit your request to your Reporting Officer.



We are sending your request for approval to email address
(tiwari.ashwini@nic.in)

Name:	Ashwini Kumar Tiwari
Email:	tiwari.ashwini@nic.in
Mobile:	+91XXXXXX961

Are you sure, you want to proceed?

No Yes

4. Click on Continue button and then YES button to proceed further with manual uploading of your form.

Form Submission Type

Proceed manually by uploading the scanned Copy?
You have to download generated PDF of application form, duly filled (seal & sign) by you and your competent authority and upload it on the eforms

✓ Continue

DA Onboarding Submission

Please note, the form will remain pending at your end as long as you do not upload duly sealed and signed scanned copy of the application form. After uploading scanned copy your request will be automatically forwarded to the next level.

No Yes

5. Your form will be submitted and a unique registration number will be generated. Now you have to click on Download PDF button to get it sealed and signed by your Competent Authority and then Upload the same PDF of the form on the eForms again.

Your form has been submitted

Your Registration number DAONBOARDING-FORM202109240001 has been created successfully

You can use it to track your request. You can track your request using Track User

You have to download generated PDF, seal and sign and upload it again on eforms Track User to get the request processed.

For any assistance, please contact on **1800-111-555** or mail us to servicedesk@nic.in.

Download PDF Close

6. Your request will be forwarded to the NIC Support Team and then to your NIC Coordinator.

7. After approval from NIC Coordinator, the request will move to the Admin where Admin will manually ask you to provide your VPN IP to map against your DA Onboarding request.



POLICIES UNDER THE E-MAIL SERVICE OF THE GOVERNMENT
Designed and Developed by Messaging Division NIC2019 © eForms