email Delegated Administrator(DA)

NIC Chhattisgarh State Centre, Raipur

Prerequisites

- Govt. employee with Govt. email account (@cg.gov.in)

- Should be declared as nodal by user dept.

- VPN account for DA

Email account

- One must have email account under domain @cg.gov.in /

  @gov.in

- If not having govt. email account, apply through eforms.nic.in

- Single user subscription form – for one email account creation

Email account

- Bulk user subscription form – for more than 02 email accounts

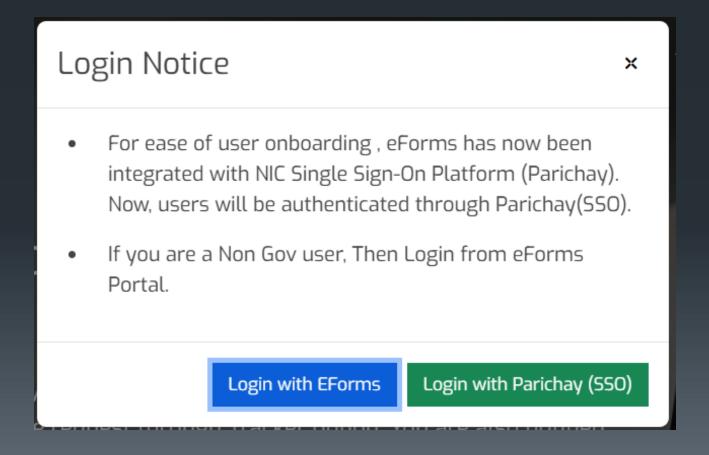- An employee can have maximum 03 email accounts mapped with single mobile number-

    One name based email ID eg. ravi.kumar@cg.gov.in and two designation based email IDs eg.
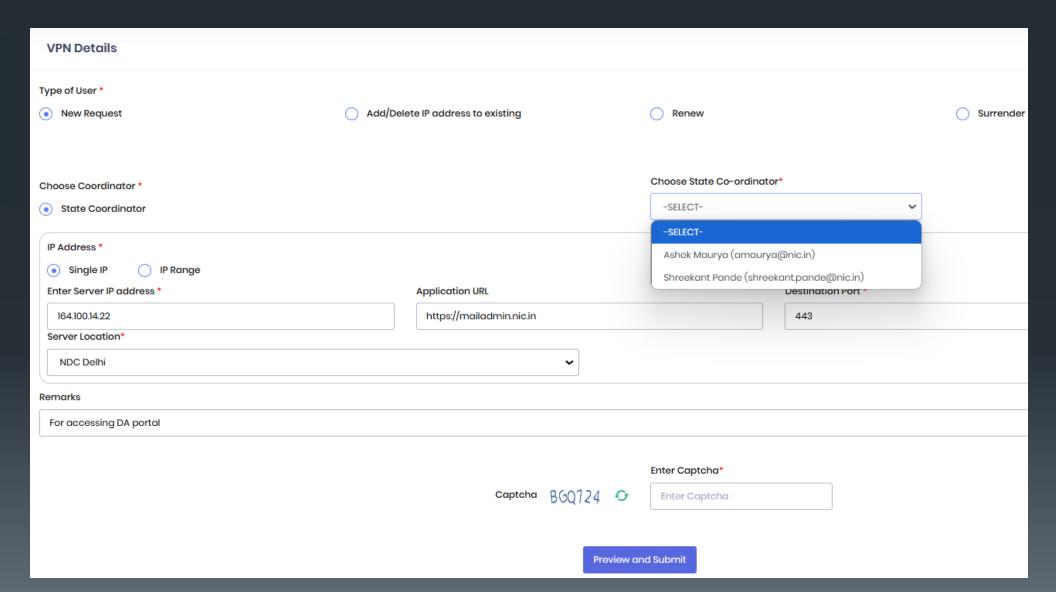
    secy-revenue@cg.gov.in, ceo-zp.durg@cg.gov.in

Virtual Private Network (VPN)

- For Delegated Admin account, apply for new VPN from https://eforms.nic.in

Virtual Private Network (VPN)

DA Onboarding

DA Onboarding
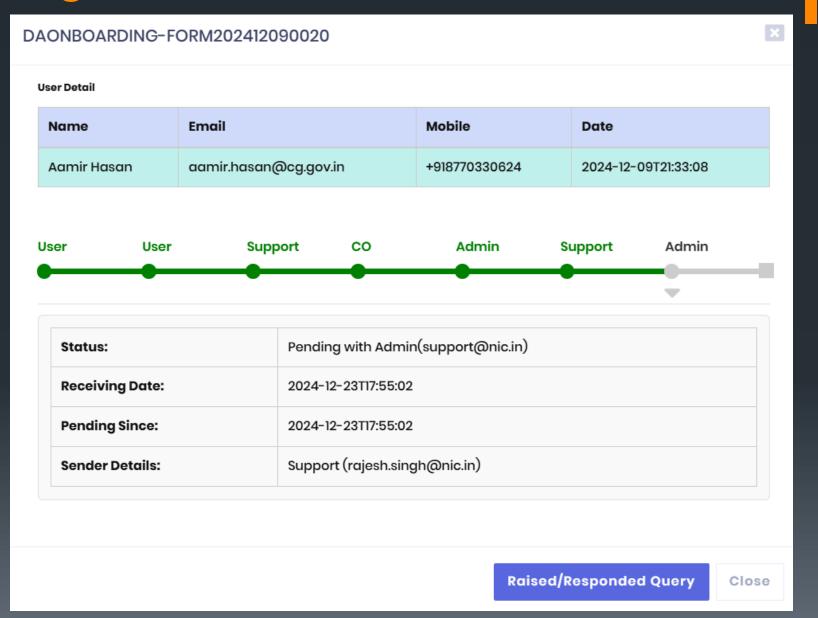
- After submitting the DA onboarding request in eForms portal, mention the request ID in delegation letter(in office letter head), upload its signed (and with seal) scanned copy into eforms portal. Also mention the VPN IP in the letter.

- This request will go to support team (support@nic.in) and the team will forward it to NIC state coordinator, who will now re upload the delegation letter with their sign and seal.

DA Onboarding

Check the status by clicking on my request → Action → Track

DA Onboarding

- Now, the DA onboarding request will be forwarded to support team again, the support team will send URL and login details to the applicant.

- DA need to connect VPN to access delegated admin portal to manage and create email accounts for their dept.

- User manual is available in the DA dashboard for guidelines and procedures for email management and creation.

Queries ? ? ?