

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>

Login Notice

- For ease of user onboarding , eForms has now been integrated with NIC Single Sign-On Platform (Parichay). Now, users will be authenticated through Parichay(SSO).
- If you are a Non Gov user, Then Login from eForms Portal.

Login with EForms

Login with Parichay (SSO)

Virtual Private Network (VPN)

Update Profile in(@gov)

VPN Service

WiFi Service

WiFi Port Services

VPN Details

Type of User *

☒ New Request

☐ Add/Delete IP address to existing

☐ Renew

☐ Surrender

Choose Coordinator *

☒ State Coordinator

Choose State Co-ordinator *

-SELECT-

-SELECT-

Ashok Maurya (amaurya@nic.in)

Shreekant Pande (shreekant.pande@nic.in)

IP Address *

☒ Single IP

☐ IP Range

Enter Server IP address *

164.100.14.22

Application URL

https://mailadmin.nic.in

Destination Port *

443

Server Location *

NDC Delhi

Remarks

For accessing DA portal

Enter Captcha *



Captcha BGQ724


Enter Captcha


Preview and Submit

DA Onboarding

OUR SERVICES

 DA Onboarding 

 Distribution List Services

 DNS Services

NOTE: Please read all instructions carefully.

1. I hereby take full responsibility and accountability for DA console and for all email accounts created under this domain and respond to any queries by LEAs if any.
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 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.

Enter Captcha *

Captcha HVatws 

Enter Captcha

Preview and Submit

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

DAONBOARDING-FORM202412090020

User Detail

Name	Email	Mobile	Date
Aamir Hasan	aamir.hasan@cg.gov.in	+918770330624	2024-12-09T21:33:08

UserUserSupportCOAdminSupportAdmin

Status:	Pending with Admin(support@nic.in)
Receiving Date:	2024-12-23T17:55:02
Pending Since:	2024-12-23T17:55:02
Sender Details:	Support (rajesh.singh@nic.in)

Raised/Responded Query

Close

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 ? ? ?