

# **NIC- General Administration Department**

## **NIC/GOV E-mail Creation Process**

## For creating bulk mail ID

- 1 . One Applicant user is needed to **initiate** the mail ID creation process.
2. One user (US/JS/SS/DIR/Sec) as Reporting Officer with **nic/gov mail id** for **Approving/Forwarding** mail id.
3. Prepare a **.csv** file of users who need to create IDs in the prescribed format.
4. All name-based or designation-based mail IDs should be filled out clearly and separately. One file allows only one type of address, i.e., name-based or designation-based.
5. all user login id must be prefixes of complete mail id i.e.  
xyz.abcd should be the login id of the proposed mail id: [xyz.abcd@cg.gov.in](mailto:xyz.abcd@cg.gov.in)
6. Name-based mail id allows only **.(dot)** in address. Ex: [shailabh.sahu@cg.gov.in](mailto:shailabh.sahu@cg.gov.in)
7. Designation based id allows **– (dash)** in address. Ex: ds-gad@cg.gov.in

Mail: [aa\\*\\*\\*.has\\*\\*\\*\\*\\*@cg.gov.in](mailto:aa***.has*****@cg.gov.in)

Mail: [Shail\\*\\*\\*.sa\\*\\*\\*\\*@cg.gov.in](mailto:Shail***.sa****@cg.gov.in)

[illegible]



HOME

SERVICES

IN FOCUS

CONTACT US

FAQS

LOGIN NEW

# eForms: Online Platform for all Services of NIC

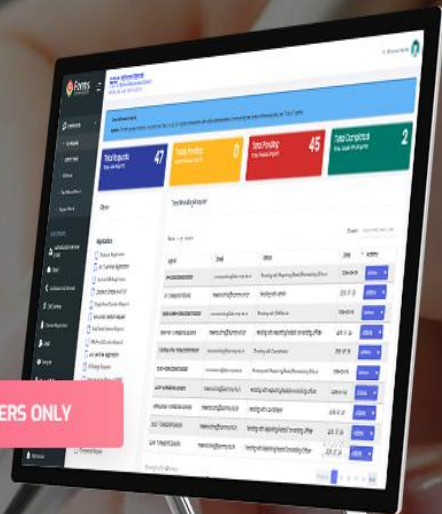
This portal helps you to register for various services offered by NIC. Besides submitting the request online, it also helps you to track the status of the request through Tracker option. You are also notified through email and SMS for every movement of the requests.

📄 PORTAL WORKFLOW

📖 USER MANUAL

📱 UPDATE MOBILE

👤 FOR RETIRED OFFICERS ONLY



# Click on Login -> Login With Parichay (SSO)

To get future Google Chrome updates, you'll need Windows 10 or later. This computer is using Windows 7.

[Learn more](#) X



## eForms: Online Platform for NIC

This portal helps you to register for various services online, it also helps you to track the status of the request through tracker option. You are also notified through email and SMS for every movement of the requests.

### 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)

PORTAL WORKFLOW

USER MANUAL

UPDATE MOBILE

FOR RETIRED OFFICERS ONLY

IN FOCUS





CONTACT US


FAQS



LOGIN

NEW


Enter Gov Mail id/Mobile Number and Password of Mail id Creator/Initiator.








Please enter details to proceed



☐ Password Less Authentication 

☒ I consent to Parichay [Terms of Use](#)


Next



[Forgot Password](#)




एन आई सी  
National Informatics Centre






Forms  
FORMS FOR NIC SERVICE

Tip of the day

Keep changing your Password often and make them complex and not guessable.

Parichay Authenticator 



Parichay Authenticator should be downloaded only from authentic platforms.

Extend ID  
(Retired Officers)

Update Mobile & Profile





Single, Simplified, Safe

OTP successfully sent to registered Mobile +91\*\*\*\*\*0624

• • • • •

☐ Show OTP [Resend OTP](#)

[Next](#)

[Login as Different User](#)

Ministry of Electronics  
Information Technology  
Government of India



एन आई सी  
National  
Informatics  
Centre

 **Forms**  
FORMS FOR NIC SERVICE

**Tip of the day**

Keep changing your Password often and make them complex and not guessable.

**Parichay Authenticator**

Parichay Authenticator should be downloaded only from authentic platforms.

[Extend ID  
\(Retired Officers\)](#) [Update Mobile & Profile](#)



🏠 Dashboards

• My Request

OUR SERVICES

👤 DA Onboarding

🔄 Distribution List Services

📁 DNS Services

💬 Sandes

✉ Email (@gov)

🔄 IMAP/POP

✉ SMS Service

📧 SMTP Gateway

📱 Update Profile in (@gov)

👤 VPN Service

📶 WIFI Service

📶 WIFI Port Services

EXTERNAL SERVICES

User Manual 📄

Coordinator/DA List

Hi, Aamir Hasan



Dear Aamir Hasan,

**Notice:** For any query or doubt, You can use "RAISE A QUERY" option to interact with other stakeholders. For tracking the status of the request, use "TRACK" option.

Data from January 2023

Total  
User  
Requests

13

Total  
Pending  
Requests

9

Total  
Completed  
Requests

2

Total  
Rejected  
Request

1

Total  
Expired  
Requests

1

General Filters

Application

- ☐ DA-Onboarding Registration  
☐ VPN Single  
☐ Bulk User

Status

- ☐ Pending Request  
☐ Rejected Request  
☐ Completed Request  
☐ Expired Request

Total Pending Request

Show 10 entries

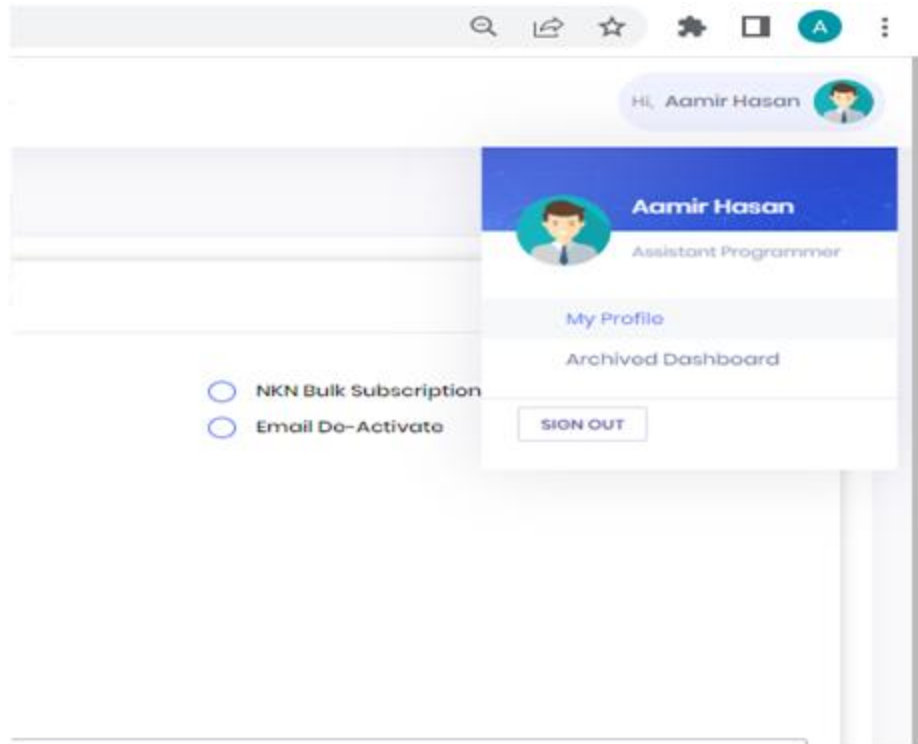
Search: Reg Id, Email, Status, Date

App Id	Email	Status	Date	Actions
DAONBOARDING-FORM202412090020	aamir.hasan@cg.gov.in	Pending with Admin	2024-12-09T21:33:08	Actions 📄
BULKUSER-FORM202412050049	aamir.hasan@cg.gov.in	Pending with Support	2024-12-05T16:46:25	Actions
BULKUSER-FORM202410290029	aamir.hasan@cg.gov.in	Pending with Support	2024-10-29T15:35:34	Actions
BULKUSER-FORM202409260009	aamir.hasan@cg.gov.in	Pending with Support	2024-09-26T11:55:06	Actions
BULKUSER-FORM202408200019	aamir.hasan@cg.gov.in	Pending with Support	2024-08-20T12:57:04	Actions
BULKUSER-FORM202408140034	aamir.hasan@cg.gov.in	Pending with Support	2024-08-14T15:29:51	Actions
BULKUSER-FORM202408120020	aamir.hasan@cg.gov.in	Pending with Support	2024-08-12T13:18:27	Actions
BULKUSER-FORM202408060032	aamir.hasan@cg.gov.in	Pending with Support	2024-08-06T14:10:43	Actions


1



# Update/prepare profile



# Update/prepare self profile



Forms

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राष्ट्रीय सूचना विज्ञान केंद्र  
National Informatics Centre  
MESSAGING AND SMS DIVISION

User Manual

Coordinator/DA List

Hi, Aamir Hasan



User Profile

Entries marked with asterisk (\*) are mandatory

Personal Info

Organizational Info

User Name \*

Aamir Hasan

Employee Code

66010030492

Mobile \*

+91XXXXXX624

Email Address \*

aamir.hasan@cg.gov.in

Telephone Number(O)

0771- 2510117

Telephone Number(R)

Enter Residence Telephone Number [STD CODE-TELEPHONE]

Designation \*

Assistant Programmer

Enter Your Official Address \*

Mahanadi Bhawan, Mantralaya, Nawa Raipur, Atal Nagar, Chhattisgarh

State where you are posted \*

CHHATTISGARH

District/City Name \*

Raipur

Pin Code \*

492002

CONTINUE

Update/prepare Reporting Officer profile at Organization info . -> The Mail id approval request will send to this profile.

← ↻ 🔒 https://eforms.nic.in/OnlineForms/profile

**eForms** FORMS FOR GOV SERVICES

**NIC** राष्ट्रीय सूचना विज्ञान केंद्र  
National Informatics Centre  
MESSAGING AND SMS DIVISION

User Manual Coordinator/DA List

Hi, Amir Hasan

Entries marked with asterisk (\*) are mandatory

Personal Info Organizational Info

Search your organization details

Enter Your Organization Name [Only characters,dot(.) and whitespace allowed]

Organization Category \* Ministry \*

State CHHATTISGARH

Department/Division/Domain \*

Government of Chhattisgarh

Reporting/Nodal/Forwarding Officer Email \* Reporting/Nodal/Forwarding Officer Name \*

shailabh.sahu@gov.in Shailabh Sahu

Reporting/Nodal/Forwarding Officer Mobile \* Reporting/Nodal/Forwarding Officer Telephone \*

+91XXXXXXX1777 0771-2582088

Reporting/Nodal/Forwarding Officer Designation \*

Asst. Transport Commissioner

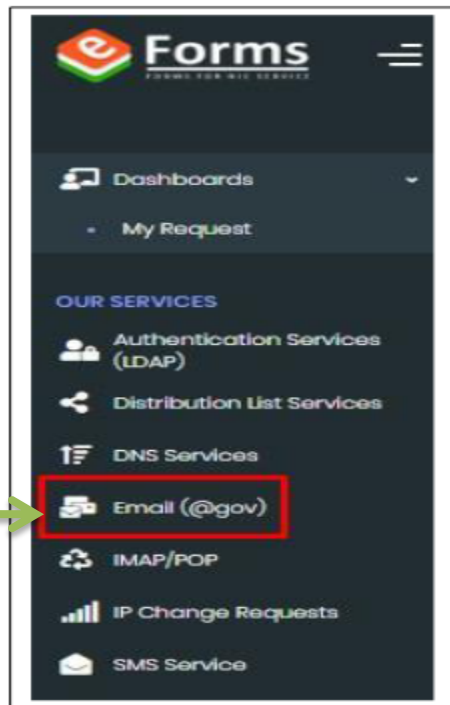
☒ I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

**NOTE:** • If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

SUBMIT

# Click on Email (@gov) service

## 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:
  - i. For Self
  - ii. 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:
  - i. Mail User (with mailbox)
  - ii. Application User (without mailbox (E-office auth))
  - iii. e-office-srilanka

# Select Bulk Subscription option

## 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.


The screenshot shows the 'Email Subscription Form' interface. At the top, there are several radio button options: 'Single Subscription', 'Bulk Subscription' (which is selected), 'NKN Single Subscription', 'NKN Bulk Subscription', 'GDM Subscription', and 'Email Activate'. Below this is a section titled 'Bulk User Subscription Details'. It contains two sub-sections: 'Type of Mail ID: \* (know More)' with options 'Mail user (with mailbox)' (selected), 'Application user (without mail box(Office-auth))', and 'e-office-srilanka'; and 'Email address preference: \*' with options 'Name Based' (selected) and 'Digital / Office based id'. Green arrows are overlaid on the image, pointing to the 'Bulk Subscription' radio button, the 'Bulk User Subscription Details' section header, and the 'Email address preference' section header.

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:

- i. First Name and Last Name
- ii. Designation: Department/ Ministry: State
- iii. Country Code without (+): Mobile
- iv. Date of Retirement (dd-mm-yyyy)
- v. Login UID
- vi. Complete Email address

# You can Download the File and fill the Detail and Upload ....Enter Captcha and click on submit



राष्ट्रीय सूचना विज्ञान केंद्र  
National Informatics Centre  
MESSAGING AND SMS DIVISION

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Hi, Aamir Hasan

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Domain Registration

Sampark

☐ Extend the Validity of Account

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

NOTE: Please Follow these instructions for uploading CSV.

• CSV file must contain following fields:  
First Name (special characters not allowed) : Last Name (special characters not allowed) : Designation (only [ \_ / - 0 ] allowed) : Department/ Ministry (only [ - / 0 & . ] allowed) : State (only [ - & / ] allowed) : Country Code without (+) : Mobile : Date of Retirement (dd-mm-yyyy) : Login UID (only [ \_ - ] allowed) : Complete Email address (only [ - \_ @ ] allowed) : Date of Birth (dd-mm-yyyy) : Employee Code

• All fields are mandatory (except Date of Birth and Employee code) for account creation.

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

• 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.

Employee Description: \*

☒ Govt/Psu Official

☐ Consultant/Contractual Staff

☐ FMS Support Staffs

Please upload the CSV file

Select File

Browse

You can Download the File and fill the Detail and Upload

Download File

Enter Captcha \*

Captcha R9X/Xu

Enter Captcha


Submit

EN

8:57 PM

22-Aug-24

You may got Success/error of all requested user.



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राष्ट्रीय सूचना विज्ञान केंद्र

National Informatics Centre

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Hi, Aamir Hasan

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Email Services for Government of India

Email Subscription Forms

Success

Error

Following details are invalid for email creation.

Show

ID

entries

S.No	First Name	Last Name	Date of Retirement	Department	Designation	Mail	Mobile	User State	Error Message
1	Shiv Kumar	Singh	28-02-2029	GAD 3	Deputy secretary	shivkumar.singh@cg.gov.in	+917895362868	Chhattisgarh	Login ID (The part before the '@') already exists.

Showing 1 to 1 of 1 entries

Previous

1

Next

Preview and Submit

Search

Edit

Delete

india.gov.in

PMINDIA

@gov.in

Digital India

myGov

eGrievance

eSampark

POLICIES UNDER THE E-MAIL SERVICE OF THE GOVERNMENT

Designed and Developed by Messaging Division NIC 2024 © eForms

javascript:void(0);

Bulk-FileFormat.csv

Show all

X

EN

9:02 PM

22-Aug-24

You need to update according to the error reported.

Forms

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Email Services for Government of India

Email Subscription Forms

Success 0

Error 1

Following details are invalid for email creation.

Show 1 entries

S.No	First Name	Last Name	Date of Retirement
1	Shiv Kumar	Singh	28-02-2029

Showing 1 to 1 of 1 entries

Email Edit Form

Department

GAD 3

Designation

Deputy secretary

Date of Retirement

28-02-2029

First Name

Shiv Kumar

Last Name

Singh

Mail ID

shivkumar.singh@cg.gov.in

Mobile Number

+917898362868

State

Chhattisgarh

uid

shivkumar.singh

Update

Close

Search

	User State	Error Message	Action
2868	Chhattisgarh	Login ID (The part before the '@') already exists.	Action

Previous

1

Next

PMINDIA

@gov.in

Digital India

myGov

eSangam

eSampark

POLICIES UNDER THE E-MAIL SERVICE OF THE GOVERNMENT

Designed and Developed by Messaging Division NIC 2024 @ eForms

Bulk-FileFormat.csv

Show all

Windows taskbar with icons for various applications and system tray showing time 9:02 PM and date 22-Aug-24.



Click on preview and submit

The screenshot displays the NIC eForms dashboard. On the left is a dark sidebar with the 'Forms' logo and a menu including 'Dashboards', 'My Request', 'OUR SERVICES' (with sub-items like DA Onboarding, Distribution List Services, DNS Services, Scodes, Email (@gov), IMAP/POP, SMS Service, SMTP Gateway, Update Profile in (@gov), VPN Service, WiFi Service, WiFi Port Services), and 'EXTERNAL SERVICES' (with sub-items like Cloud, Formless Authentication). The main header features the NIC logo, 'National Informatics Centre', 'MESSAGING AND SMS DIVISION', and links for 'User Manual' and 'Coordinator/DA List'. The user 'H. Aamir Hassan' is logged in. The breadcrumb trail shows 'Dashboard > Email Services for Government of India'. The main content area is titled 'Email Subscription Forms' and shows a summary with 'Success 0' and 'Error 1'. Below this, it states 'No Record Found'. A green 'Preview and Submit' button is centered. The footer contains logos for India, Government of India, NIC, and various partner organizations.

Forms

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National Informatics Centre

MESSAGING AND SMS DIVISION

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Hi, Aamir Hasan

Notice : For any query or doubt, You can use "RAISE A QUERY" option to interact with other stakeholders. For tracking the status of the request, use "TRACK" option.

Data from January 2023

Total User Requests13

Total Pending Requests9

Total Completed Requests2

Total Rejected Request1

Total Expired Requests1

General Filters

Application

☐ Da-Onboarding Registration

☐ VPN Single

☐ Bulk User

Status

☐ Pending Request

☐ Rejected Request

☐ Completed Request

☐ Expired Request

Total Pending Request

Show 10 entries

Search: Reg Id, Email, Status, Date

App Id	Email	Status	Date	Actions
DAONBOARDING-FORM202412090020	aamir.hasan@cg.gov.in	Pending with Admin	2024-12-09T21:33:08	Actions
BULKUSER-FORM202412050049	aamir.hasan@cg.gov.in	Pending with DA- Admin	2024-12-05T16:46:25	Actions
BULKUSER-FORM202410290029	aamir.hasan@cg.gov.in	Pending with Support	2024	Preview Track Generate Form Upload Multiple Docs Download Uploaded Docs Raise/Respond to Query
BULKUSER-FORM202409260009	aamir.hasan@cg.gov.in	Pending with Support	2024	
BULKUSER-FORM202408200019	aamir.hasan@cg.gov.in	Pending with Support	2024	
BULKUSER-FORM202408140034	aamir.hasan@cg.gov.in	Pending with Support	2024	
BULKUSER-FORM202408120020	aamir.hasan@cg.gov.in	Pending with Support	2024-08-12T13:18:27	Actions
BULKUSER-FORM202408060032	aamir.hasan@cg.gov.in	Pending with Support	2024-08-06T14:10:43	Actions
BULKUSER-FORM202407150003	aamir.hasan@ca.aov.in	Pending with Support	2024-07-15T12:02:07	Actions

# You may track status of request.

Forms

FORMS FOR PUBLIC SERVICE

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National Informatics Commission

MESSAGING AND SMS DIVISION

General Filters

Application

☐ DA-Onboarding Register

☐ VPN Single

☒ Bulk User

Status

☐ Pending Request

☐ Rejected Request

☐ Completed Request

☐ Expired Request

BULKUSER-FORM202407190050

User Detail

Name	Email	Mobile	Date
Aamir Hasan	aamir.hasan@cg.gov.in	+918770330624	2024-07-19T16:33:51

User

RO/FO/Nodal

DA Admin

Status:

Completed(shreekant.pande@nic.in)

Completion Date:

2024-08-05T11:48:53

Sender Details:

shreekant.pande(shreekant.pande@nic.in)

Raised/Responded Query

Close

Hi, Aamir Hasan

Search: Reg Id, Email, Status, Date

Date	Actions
2024-12-05T16:46:25	Actions
2024-10-29T15:35:34	Actions
2024-09-26T11:55:06	Actions
2024-09-18T16:35:45	Actions
2024-08-20T12:57:04	Actions
2024-08-14T15:29:51	Actions
2024-08-12T13:18:27	Actions
2024-08-06T14:10:43	Actions
2024-07-19T16:33:51	Actions
2024-07-18T19:55:24	Actions

Showing 1 to 10 of 11 entries

Previous

1

2

Next



 no-reply@nic.in



 Emails with StickyNotes

 WebEx

29 30 31 1 2 3 4

10

Application Registration Number - RIJKUISEER-FORM202408140034 has been annou


to apply  

1 message

September 26, 2024 11:55 AM

For any assistance, please raise a ticket at <https://servicedesk.nic.in>.


At Reporting officer end you need to Approve the request by clicking Action option.


**राष्ट्रीय सूचना विज्ञान केंद्र**  
National Informatics Centre  
MESSAGING AND SMS DIVISION

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Hi, Aamir Hasan



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☐ VPN Single

☒ Bulk User

Status

☐ Pending Request

☐ Rejected Request

☐ Completed Request

☐ Expired Request

Bulk User X

Show 10 entries

Search:

App Id	Email	Status	Date	Actions
BULKUSER-FORM202412050049	aamir.hasan@cg.gov.in	Pending with Support	2024-12-05T16:46:25	Actions
BULKUSER-FORM202410290029	aamir.hasan@cg.gov.in	Pending with Support	2024-10-29T16:46:25	Preview Track Generate Form Upload Multiple Docs Download Uploaded Docs Raise/Respond to Query
BULKUSER-FORM202409260009	aamir.hasan@cg.gov.in	Pending with Support	2024-09-26T16:46:25	Actions
BULKUSER-FORM202409180052	aamir.hasan@cg.gov.in	Expired at Support	2024-09-18T16:46:25	Actions
BULKUSER-FORM202408200019	aamir.hasan@cg.gov.in	Pending with Support	2024-08-20T16:46:25	Actions
BULKUSER-FORM202408140034	aamir.hasan@cg.gov.in	Pending with Support	2024-08-14T15:29:51	Actions
BULKUSER-FORM202408120020	aamir.hasan@cg.gov.in	Pending with Support	2024-08-12T13:18:27	Actions
BULKUSER-FORM202408060032	aamir.hasan@cg.gov.in	Pending with Support	2024-08-06T14:10:43	Actions
BULKUSER-FORM202407190050	aamir.hasan@cg.gov.in	Completed	2024-07-19T16:33:51	Actions
BULKUSER-FORM202407180056	aamir.hasan@cg.gov.in	Rejected by DA-Admin	2024-07-18T19:55:24	Actions

https://email.gov.in/#1

Gaming Beasts - Revie...Ph.D. Section PRSU Rai...Bill StatusRTI PortalRemoveLineBreaksUttar Pradesh State Ins...Most VisitedGetting StartedSTAFF SELECTION CO...e-HRMS 2.0

inbox

Aamir Hasan

Mail

Contacts

Calendar

Tasks

Briefcase

Preferences

My Dashboard

New Message

Reply

Reply to All

Forward

Archive

Delete

Spam

Actions

Mail Folders

Inbox (2)

Sent

Drafts

Junk

Trash

no-reply@nic.in

Saved Searches

Tags

Emails with StickyNotes

Zimlets

Archive

UndoSend

Attachment Alert

Change Password

WebEx

Sorted by Date

57 conversations

Sorted by Date

Nov 26 2:04 AM

GovEasEE Scheme

Regarding Government Employee Appliance Scheme on Energy Efficiency (GovEasEE) f

Nov 05 5:02 PM

email

Registration number :BULKUSER-FORM202410290029 - Dear Sir/Madam, Email ID creat

Oct 23 2:32 PM

Shreekant, Aamir -

Reg. - Chhattisgarh Govt. Secretaries email details - Thank you so much sir. From:

Oct 22 5:36 PM

email

Registration number :BULKUSER-FORM202409260009 - Dear Sir/Madam, Email ID creat

Oct 18 1:12 AM

GovEasEE Scheme

Regarding Government Employee Appliance Scheme on Energy Efficiency (GovEasEE) f

Sep 30 4:06 PM

eforms@nic.in

Application Registration Number - BULKUSER-FORM202409260009 has been appr

Sep 27 4:34 PM

kbalert

OTP to verify Email - Your One-Time Password (OTP) to verify your email ID on Karmay

Sep 27 3:58 PM

kbalert

Your request is SEND\_FOR\_APPROVAL - Hi Aamir Hasan, Your request to update design

Sep 27 3:39 PM

kbalert

Your request is SEND\_FOR\_APPROVAL - Hi Aamir Hasan, Your request to update group

Sep 27 3:30 PM

kbalert

Registration number :BULKUSER-FORM202410290029

1 message

From: email Support Chhattisgarh

To: Aamir Hasan

Cc: Shailabh SahuAshok MauryaShreekant Pande

Dear Sir/Madam,

Email ID created as mentioned below list and login details sent to applicant's mobile no.

If login details not received, user can reset the password with below link (in email.gov.in):

<https://passapp.email.gov.in/passapp/>

User is requested to install KAVACH app (from URL: kavach.mail.gov.in) to authenticate login at email.gov.in

a. singh25@cg.gov.in

sunil. sh28@cg.gov.in

vijaykumar. shu@cg.gov.in

jhaduram.jan. de@cg.gov.in

bhagoliram.sar. cg.gov.in

khileshkumar. shu@cg.gov.in

prakash. arwal@cg.gov.in

vishnu. asad.patel@cg.gov.in

Regards

Email Support

NIC Chhattisgarh

December 2024

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# *Delegated Admin Registration Process*

## **DA Onboarding Service**

This service is designed for the users who wants to avail DA-Admin authority for their department/organization. The process of submission of DA-Onboarding form is only manual where users have to download the PDF of application form, seal and sign the form on letter head of their organization by their Reporting Officer and upload the same using “Upload/Change Scanned Form” option available on the MY REQUEST PANEL.

You can follow below process to submit this request-

1. Click on the DA-Onboarding service on the left side panel.
2. Select any of the option depending upon the type of organization you belong to.
3. Click on Checkbox to confirm the information and enter correct Captcha value in the space provided.
4. Click on Preview and Submit.





Dashboards

• My Request

OUR SERVICES

DA Onboarding

Distribution List Services

DNS Services

Sandes

Email (@gov)

IMAP/POP

SMS Service

SMTP Gateway

Update Profile in (@gov)

VPN Service

WiFi Service

WiFi Port Services

EXTERNAL SERVICES

eForms • Dashboard • Daonboarding Service

**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 aaX2Uu ↺

aaX2Uu

Preview and Submit

**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.
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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

797kLx 

T97kLx

Preview and Submit

## DA Onboarding Request Form

### Personal Information

Name of Applicant \*

Designation \*



Employee Code

## Office Address

Postal Address \*

State where you are posted \*

Case 11-13007 Document 1-1 Filed 07/26/11 Page 11 of 11

District \*

N. K. Kishor

Pin Code 

Telephone Number : (0)

Enter Telephone Number(O) [STD CODE-TELEPHONE]

Telephone Number : (R)

Enter Telephone Number(R) [STD CODE-TELEPHONE]

Mobile •


+01xxxxxxxxxx

E-mail Address \*

 @nic.in

## Reporting/Nodal/Forwarding Officer Details

Reporting/Nodal/Forwarding Officer Email \*

@nic.in

Reporting/Nodal/Forwarding Officer Name \*

\_\_\_\_\_

Reporting/Nodal/Forwarding Officer Mobile \*

+0% 31

Reporting/Nodal/Forwarding Officer Telephone \*

Reporting/Nodal/Forwarding Officer Designation \*

Reporting/Nodal/Forwarding Officer Designation \*

Scientist

## Organization Details

Organization Category

Central



Ministry/Organization \*

Defense



Department/Division/Domain \*

Department of Science & Technology



## DA Onboarding Details

☒ 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.



I agree to [Terms and Conditions](#)

Submit

Close

## Reporting/Nodal/Forwarding Officer Details



We are sending your request for approval to email address  
([shubini.kumar@ncl.in](#))

Name:	Shubini Kumar Thapar
Email:	shubini.kumar@ncl.in
Mobile:	+91XXXXXXX961

Are you sure, you want to proceed?

No

Yes



**Registration number :DAONBOARDING-FORM202412090020**  
**Authorization for Admin console for email accounts**  
**[To be taken on organization Letter head]**

1. Following officer is nominated as delegated administration for the Organization

Category : State  
Department : Government of Chhattisgarh  
State : Chhattisgarh  
Name : Aamir Hasan  
Designation\* : Assistant Programmer  
Email : aamir.hasan@cg.gov.in  
Mobile : +918770330624  
Phone No : 0771-2510117  
Postal Address : Mahanadi Bhawan, Mantralaya, Nawa Raipur, Atal Nagar, Chhattisgarh

2. I have read the NIC email policy <https://eforms.nic.in/docs/policy.html> carefully and will strictly adhere to the same.

3. Admin console will be used to manage

No. of accounts = (Existing: ) Projected: )

Signature of the Applicant with date and seal

Approved by competent authority\*\* with date and seal

Name:  
Designation:  
Email:

Signature of NIC Coordinator with date and seal

Name:  
Designation:  
Email:

\* Rank of Under Secretary/Equivalent or above.

\*\* Head of the organization/department/institute OR the officer of the rank of Joint Secretary/Equivalent or above

**Terms & Conditions**

# 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.

# I will inform NIC in case of any change in delegated administrator.

# I will ensure the authenticity of the applicant.

# I will create Consultants and support staff ids with the following domains respectively.

a) @govcontractor.in

b) @supportgov.in

# 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 retire officers container.

Similarly, contractual/support staff email ids will be deactivated/deleted at the end of the tenure.

# For organizations under paid accounts category, Delegated Administrator has to provide the relevant documents to NIC regarding proof of payment made to NICSL.

# Admin ID will be renewed every year. If user fails to do so, ID will be deactivated automatically.

# I agree to maintain the confidentiality, safekeeping and protection of confidential information contained in all user list.

This is to declare that I have read the terms and conditions given above and agree to abide by them. I shall be single point of contact in case required. I will be responsible for any misuse of the service/violation of the clauses.

Signature of the Applicant with date and seal

Approved by competent authority\*\* with date and seal

Name:  
Designation:  
Email:

Signature of NIC Coordinator with date and seal

Name:  
Designation:  
Email:

\* Rank of Under Secretary/Equivalent or above.

\*\* Head of the organization/department/institute OR the officer of the rank of Joint Secretary/Equivalent or above

शैलभ साहू  
Shailabh Sahu  
उप सचिव  
Deputy Secretary



उत्तीसगढ़ शासन  
Government of Chhattisgarh  
सामान्य प्रशासन विभाग  
General Administration Department  
Ph.: 0771-2510825  
E-mail: deputysecretary-gad@cg.gov.in

D.O. NO. 17 dt. 17/12/24

Registration number: DAONBOARDING-FORM202412090020  
Authorization for Admin console for email accounts  
[To be taken on organization Letter head]

1. Following officer is nominated as delegated administration for the Organization

Category : State  
Department : Government of Chhattisgarh  
State : Chhattisgarh  
Name : Aamir Hasan  
Designation\* : Assistant Programmer  
Email : aamir.hasan@cg.gov.in  
Mobile : +918770330624  
Phone No : 0771-2510117  
Postal Address : Mahanadi Bhawan, Mantralaya, Nawa Raipur, Atal Nagar, Chhattisgarh

2. I have read the NIC email policy <https://eforms.nic.in/docs/policy.html> carefully and will strictly adhere to the same.

3. Admin console will be used to manage  
No. of accounts = (Existing)

Projected:

Signature of the Applicant with date and seal

Approved by competent authority\*\* with date and seal

Name: श्री शैलभ साहू  
Designation: उप सचिव  
Email: राज.प्र.वि. / वन एवं जलवायु परि.  
नवा रायपुर, अटल नगर

Signature of NIC Coordinator with date and seal

Name:  
Designation:  
Email:

\* Rank of Under Secretary/Equivalent or above.

\*\* Head of the organization/department/institute OR the officer of the rank of Joint Secretary/Equivalent or above

### Terms & Conditions

# 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.

# I will inform NIC in case of any change in delegated administrator.

# I will ensure the authenticity of the applicant.

# I will create Consultants and support staff ids with the following domains respectively.

a) @govcontractor.in

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# 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 retire officers container. Similarly, contractual/support staff email ids will be deactivated/deleted at the end of the tenure.

# For organizations under paid accounts category, Delegated Administrator has to provide the relevant documents to NIC regarding proof of payment made to NICSI.

# Admin ID will be renewed every year. If user fails to do so, ID will be deactivated automatically.

# I agree to maintain the confidentiality, safekeeping and protection of confidential information contained in all user list.

This is to declare that I have read the terms and conditions given above and agree to abide by them. I shall be single point of contact in case required. I will be responsible for any misuse of the service/violation of the clauses.

Signature of the Applicant with date and seal

Approved by competent authority\*\* with date and seal

Name: श्री शैलभ साहू  
Designation: उप सचिव  
Email: राज.प्र.वि. / वन एवं जलवायु परि.  
नवा रायपुर, अटल नगर

Signature of NIC Coordinator with date and seal

Name:  
Designation:  
Email:

\* Rank of Under Secretary/Equivalent or above.

\*\* Head of the organization/department/institute OR the officer of the rank of Joint Secretary/Equivalent or above



General Filters

Application

- ☐ Da-Onboarding Registration
- ☐ VPN Single
- ☐ Bulk User

Status

- ☐ Pending Request
- ☐ Rejected Request
- ☐ Completed Request
- ☐ Expired Request

Total Pending Request












Show 

10

 entries

Search: 

Reg Id, Email, Status, Date

App Id	Email	Status	Date	Actions
DAONBOARDING-FORM202412090020	aamir.hasan@cg.gov.in	Pending with Admin	2024-12-09T21:33:08	Actions  
BULKUSER-FORM202412050049	aamir.hasan@cg.gov.in	Pending with DA-Admin	2	<div><div> Preview</div><div> Track</div><div> Generate Form</div><div> Upload Multiple Docs</div><div> Download Uploaded Docs</div></div> <div>Click here to Download relevant Documents uploaded by you in PDF Format</div>
BULKUSER-FORM202410290029	aamir.hasan@cg.gov.in	Pending with Support	2	
BULKUSER-FORM202409260009	aamir.hasan@cg.gov.in	Pending with Support	2	
BULKUSER-FORM202408200019	aamir.hasan@cg.gov.in	Pending with Support	2	
BULKUSER-FORM202408140034	aamir.hasan@cg.gov.in	Pending with Support	2024-08-14T15:29:51	Actions 
BULKUSER-FORM202408120020	aamir.hasan@cg.gov.in	Pending with Support	2024-08-12T13:18:27	Actions 
BULKUSER-FORM202408060032	aamir.hasan@cg.gov.in	Pending with Support	2024-08-06T14:10:43	Actions 
BULKUSER-FORM202407150003	aamir.hasan@cg.gov.in	Pending with Support	2024-07-15T12:02:07	Actions 

By: Support( rajesh.singh@nic.in )

11:42 PM | Dec 13, 2024

Authorization letter is to be taken on ORGANIZATION LETTER HEAD

To: Applicant( aamir.hasan@cg.gov.in )



By: Applicant( aamir.hasan@cg.gov.in )

7:22 PM | Dec 14, 2024

Dear Sir, with reference to your remark, we have uploaded the organizational letter written to NIC; kindly consider it further.

To: Support( prog20.nhq-dl@nic.in, pkr.gaurav@supportgov.in, prog18.nhq-dl@nic.in, nfo19.sp-dl.nkn@nic.in, prog1.nhq-dl@nic.in, nfo93.sp-dl@nkn.in, nfo54.sp-dl.nkn@supportgov.in, monikas.nhq@nic.in, prog3.nhq-dl@nic.in, nfo5.nhq-dl@supportgov.in, nfo49.sp-dl@supportgov.in, nfo51.sp-dl@nkn.in, prog2.nhq-dl@nic.in, rajesh.singh@nic.in, qa1.nhq-dl@nic.in )

By: Admin( rajesh.singh@nic.in )

5:56 PM | Dec 23, 2024

Please share VPN IP assigned to aamir.hasan@cg.gov.in

To: Applicant( aamir.hasan@cg.gov.in )



By: Admin( rajesh.singh@nic.in )

5:56 PM | Dec 23, 2024

Please share VPN IP assigned to aamir.hasan@cg.gov.in

To: Coordinator( shreekant.pande@nic.in )



By: Applicant( aamir.hasan@cg.gov.in )

12:04 PM | Dec 26, 2024

Dear sir, with reference to the remark, VPN IP : 10.26.32.137

Choose Recipient

Select Recipient



Raise a Query



### File Download (DAONBOARDING-FORM202412090020)



File Name	Role	Uploaded Type	Action
Covering.pdf	USER	mutiple upload	<a href="#">Download</a> <a href="#">Delete</a>
GAD_DA_Chhattisgarh09122024.pdf	USER	scanned	<a href="#">Download</a>
UpdatedGADDACHhattisgarh09122024.pdf	USER	mutiple upload	<a href="#">Download</a> <a href="#">Delete</a>
LetterHead.pdf	USER	mutiple upload	<a href="#">Download</a> <a href="#">Delete</a>

Close

#### Application

- ☐ Da-Onbo
- ☐ VPN Single
- ☐ Bulk User

#### Status

- ☐ Pending R
- ☐ Rejected F
- ☐ Complete
- ☐ Expired R

Search:

	Date	Actions
in	2024-12-09T21:33:08	Actions
Admin	2024-12-05T16:46:25	Actions
port	2024-10-29T15:35:34	Actions
port	2024-09-26T11:55:06	Actions
port	2024-08-20T12:57:04	Actions
BULKUSER-FORM202408140034	aamir.hasan@cg.gov.in	Pending with Support
BULKUSER-FORM202408120020	aamir.hasan@cg.gov.in	Pending with Support

# VPN IP Registration Process

Forms

FOR NIC SERVICE

Dashboards

My Request

OUR SERVICES

DA Onboarding

Distribution List Services

DNS Services

Sandes

Email (@gov)

IMAP/POP

SMS Service

SMTP Gateway

Update Profile in (@gov)

VPN Service

WiFi Service

WiFi Port Services

EXTERNAL SERVICES

Cloud

NIC

राष्ट्रीय सूचना विज्ञान केंद्र

National Informatics Centre

MESSAGING AND SMS DIVISION

User Manual

Coordinator/DA List

Hi, Aamir Hasan

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

mailadmin.nic.in

Destination Port \*

443

Server Location \*

NDC Delhi

Remarks

DA ADMIN

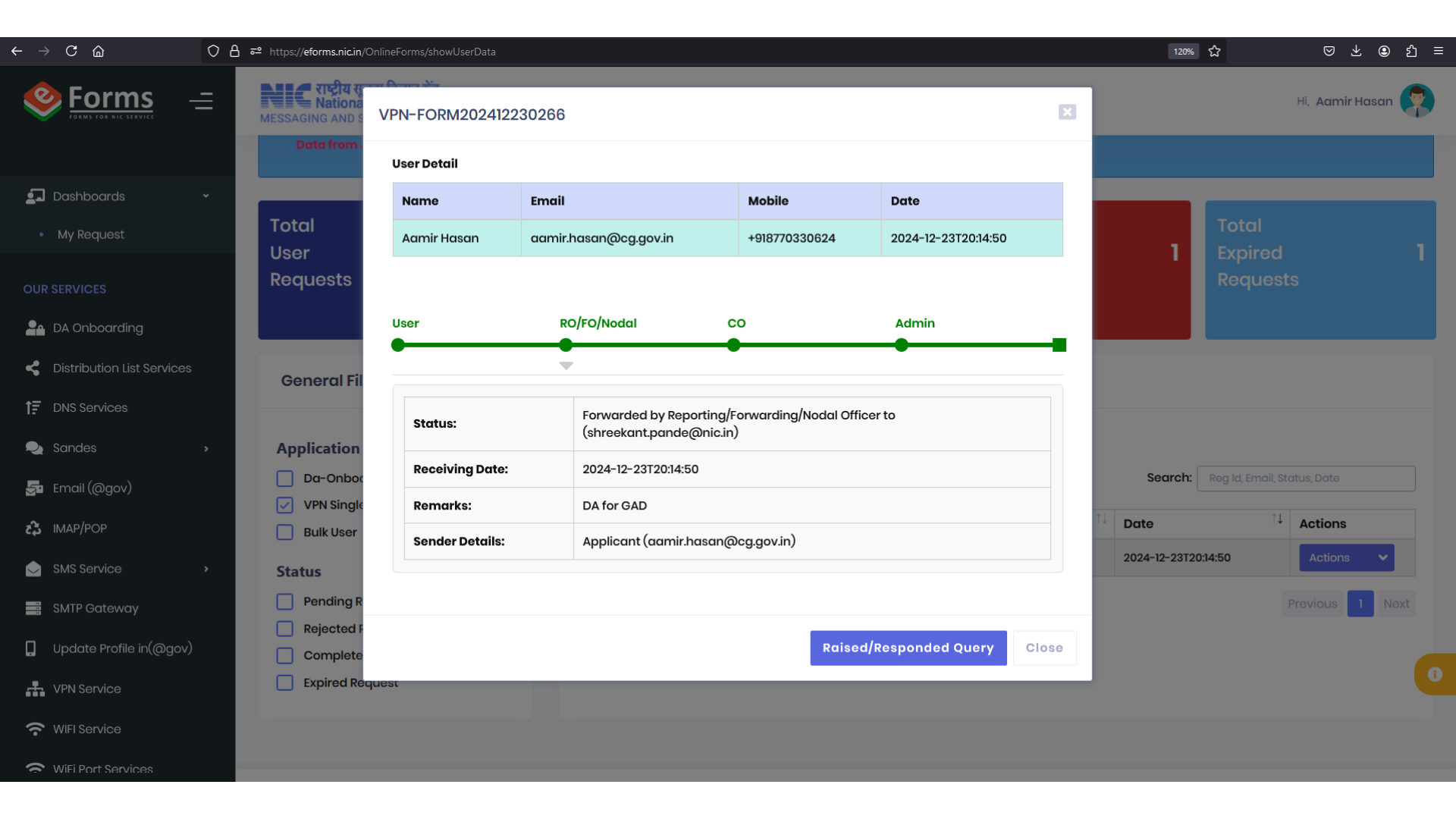
Captcha

kVU3xD

Enter Captcha \*

kVU3xD

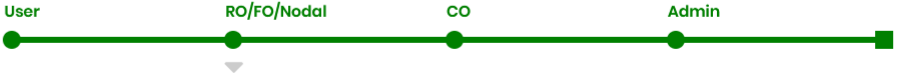
Preview and Submit



VPN-FORM202412230266

User Detail

Name	Email	Mobile	Date
Aamir Hasan	aamir.hasan@cgc.gov.in	+918770330624	2024-12-23T20:14:50



Status:	Forwarded by Reporting/Forwarding/Nodal Officer to (shreekant.pande@nic.in)
Receiving Date:	2024-12-23T20:14:50
Remarks:	DA for GAD
Sender Details:	Applicant (aamir.hasan@cgc.gov.in)

Raised/Responded Query Close

Total User Requests

Total Expired Requests

General File

Application

- ☐ Da-Onbo
- ☒ VPN Single
- ☐ Bulk User

Status

- ☐ Pending R
- ☐ Rejected R
- ☐ Complete
- ☐ Expired Request

Search: Reg Id, Email, Status, Date

Date	Actions
2024-12-23T20:14:50	Actions

Previous 1 Next

Forms

FORMS FOR NIC SERVICE

Dashboards

My Request

OUR SERVICES

DA Onboarding

Distribution List Services

DNS Services

Sandes

Email (@gov)

IMAP/POP

SMS Service

SMTP Gateway

Update Profile in(@gov)

VPN Service

WiFi Service

WiFi Port Services

NIC

राष्ट्रीय सूचना विज्ञान केंद्र

National Informatics Centre

MESSAGING AND SMS DIVISION

User Manual

Coordinator/DA List

Hi, Aamir Hasan

Data from January 2023

Total User Requests13

Total Pending Requests9

Total Completed Requests2

Total Rejected Request1

Total Expired Requests1

General Filters

Application

☐ Da-Onboarding Registration

☒ VPN Single

☐ Bulk User

Status

☐ Pending Request

☐ Rejected Request

☐ Completed Request

☐ Expired Request

FILTERED REQUESTS

VPN Single X

Show10entries

Search:Reg Id, Email, Status, Date

App Id	Email	Status	Date	Actions
VPN-FORM202412230266	aamir.hasan@cg.gov.in	Completed	2024-12-23T20:14:50	Actions

Showing 1 to 1 of 1 entries

Previous1Next

## References :

[https://eforms.nic.in/docs/assets/download/E-mail\\_policy\\_of\\_Government\\_of\\_India.pdf](https://eforms.nic.in/docs/assets/download/E-mail_policy_of_Government_of_India.pdf)

[Email Policy 2024 | Ministry of Electronics and Information Technology, Government of India \(meity.gov.in\)](https://meity.gov.in/Email-Policy-2024)

<https://eforms.nic.in/docs/policy.html>

[https://eforms.nic.in/docs/assets/download/Password\\_Policy.pdf](https://eforms.nic.in/docs/assets/download/Password_Policy.pdf)

*Thankful to you . . .*