

Guidelines for Updating Details Associated with Government Email ID

Employees requiring any correction or update in their Government Email ID details may follow the procedure outlined below.

A. Updating Details in Parichay / eAuth ID (eOffice)

- ❖ The concerned employee should request their Reporting Officer to send an email from the official Government Email ID to:

To:

- helpdesk-email@gov.in
- support-parichay@nic.in

cc:

- emailadmin-as@nic.in
- ditec-asm@gov.in
- tinsukia@nic.in

- ❖ The email should clearly mention the details to be updated and include the following information:
 - Government Email ID
 - Mobile Number
 - Display Name
 - Date of Birth
 - Date of Retirement
 - Department
 - Designation

B. Updating Details in Government Email ID(mail.gov.in)

- ❖ The concerned employee should request their Reporting Officer to send an email from the official Government Email ID to:

To:

- emailadmin-as@nic.in
- ditec-asm@gov.in

cc:

- tinsukia@nic.in

- ❖ The email should clearly mention the details to be updated and include the following information:
 - Government Email ID
 - Mobile Number
 - Display Name
 - Date of Birth
 - Date of Retirement
 - Department
 - Designation

Important Note:

- ❖ Requests for updating Government Email ID details will be processed only when submitted through the employee's Reporting Officer using an official Government Email ID.
- ❖ Incomplete requests may result in delays in processing.