Guideline to change fields associated with Govt Email Account specified in Annexure A

- Send an email from your **reporting officer's govt email id** requesting the change required
  > To
  > **barthakur[dot]s[dot]m[at]nic[dot]in** with
  > Cc
  > **dc-tinsukia[at]nic[dot]in** and **tinsukia[at]nic[dot]in**
  > (Replace [dot] with . and [at] with @)

- The email should contain the following fields:
  > Email Id:
  > Phone No:
  > Display name:
  > Date of birth:
  > Date of retirement:
  > Department:
  > Designation:

Annexure A: List of editable fields associated with a Govt Email Account
> Phone No
> Display name
> Date of birth
> Date of retirement
> Department
> Designation

Important Points to note:

- A govt employee who belongs to any Govt department other than educational framework is entitled to apply for Govt email ID as per NICs Email Policy.
- Only one Email ID is assigned to an employee.
- Multiple emails can not be created using the same mobile number.
- Govt Emails can be created in eforms.nic.in by logging in from a govt email id from the same department or preferably from the reporting officer's account.
- It is recommended that the display name of the designation-based email id remains as the name of the designation, not the employee's name and the display name of the name-based email id remains as the name of the employee, not the designation.
- Govt Email id can not be changed.