

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

- Send an email from your **reporting officer's gov email id** requesting the change required
 - To **emailadmin-as@nic.in** with
 - cc **ditec-asm@gov.in (Delegated Admin)**

- The email body 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 ID

Phone No
Display name
Date of birth
Date of retirement
Department
Designation

*Not editable

Important Points to note:

- A regular 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 modified once created.
- Helpdesk : 18003099649 (24x7 Toll Free)