

2026



User Manual for Email Service

Powered by: Mail and Messaging Division

The sole purpose of this document is to provide you stepwise instructions and procedure on how to utilize email service using eForms platform efficiently. This manual has been prepared by Mail and Messaging Division, National Informatics Centre, Ministry of Electronics and Information Technology, Government of India.



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Introduction

Previously, the process of getting enrolled in NIC email services depended on paperwork, however, with rapid technological changes, the process of filling forms online came into existence. Earlier with paperwork, applicants had to fill manual forms that pass through different levels of processing eventually making it a time-consuming process and increasing the difficulty for the applicants to track the status of their own application.

With the eForms, this entire process, right from filling forms till availing services has become completely automated and manageable.

Purpose

The purpose of this document is to provide step by step instructions to the user/applicant for filling the email form.

Scope

This manual is meant for Ministries/Departments and States/UT's applicants who are willing to avail NIC email services.

Utility Features

- SMS and Email notification to all the stakeholders on any movement of the request or any modification of request.
- Track facility to track the current status and past movements of the request.
- Applicant and Reporting Officers can digitally sign the requests.
- Intelligence to alert approving authority while approving any suspicious request.
- Custom Workflow for different departments.
- Multi-department integration through web-services for seamless data sharing.
- Single click for Email ID creation and closure of the request.

- Dashboard to all stakeholders to view approved, forwarded, submitted, rejected, pending and completed requests.
- Filter and Search facility on the basis of service name, applicant's email address and status of the application.
- Interactive Chat feature, i.e. Raise/Respond Query between stakeholders to interact among each other to gather more information regarding the request.
- Generate PDF facility to generate PDF of the request dynamically.
- Download/Upload multiple documents facility to download/upload ID proofs or any other related documents.
- Preview facility to check the form before submitting/approving it.

Email Service

This registration form is designed for the applicants who require government email address.

Users who wish to avail this service can follow below given steps for filling the request:

1. Login to eforms portal through Parichay >> Select the option "Email (@gov)" on the left pane of the dashboard.
2. If you are not able to Login with Parichay due to inactive state of your email id, then choose Login with eForms option.

Login with eForms allows users to login with any gmail/yahoo or any other email id that is not existing in NIC platform, followed by OTP validation on your mobile and email id.

3. Read the instructions given on window pop-up and click on the Next button to proceed.
4. Select any of the email requests as per your requirements (as shown in the screenshot below).

- Additional Email
- Domain Onboarding
- NKN Single Subscription

- Bulk Subscription
- Extend the Validity of Account
- NKN Bulk Subscription

- Email Activate
- GEM Subscription
- Single Subscription

- Email De-Activate
- GEM Bulk Subscription

Single User Subscription Form (for one email address)

1. Select form details as below:
 - i. For Self – Email address require for yourself
 - ii. For Other User (where you are posted) – Service available for NIC Employees only
2. From the options given below for the type of email id, click on any one of the radio buttons as per your requirements:
 - i. Mail User (with mailbox)
 - ii. Application User (without mailbox (E-officeauth))
3. First Name, Last Name will be auto-populated as per your profile details. Enter Date of Birth, Date of Expiry from the given calendar.
4. If your email id is existing in Parichay and not in Zoho and want to migrate the same email id, choose the email id from the list populated. Click on Yes button for this case, or else click on No button.
5. Choose Email ID preference as below:
 - i. Name Based (for e.g. *priti[dot]singh[at]govcontractor[dot]nic[dot]in*)
 - ii. Designation Based (for e.g. *tester[hyphen]123[at] govcontractor[dot]nic[dot]in*)
6. Select Employee Description as below:
 - i. Govt/PSU official
 - ii. Consultant/Contractual staff Designation Based
 - iii. FMS support staff
7. Click on Next button.
8. You will be shown Preview of the form. Check the details of the form and click on Next button.

1 New Request 2 Review Your Information 3 Submit your Request 4 After Submit Information

SINGLE SUBSCRIPTION

Single User Subscription ▾

For Self

Type of Mail ID: ▾ (Know More)

Mail user (with mailbox) Application user (without mailbox (Eoffice-auth))

First Name ▾ Last Name ▾

Date of Birth ▾ Date of Retirement/Expiry ▾

Email Address Preference: ▾

Name Based Designation/Office Based

Employee Description: ▾

Govt/PSU Official Consultant/Contractual Staff FMS Support Staffs

Do you want to use existing email ID? ▾

Yes No

Existing Email List

▾ @nic.in

Preferred Email Address (Refer email address guidelines) ▾ @ nic.in Preferred Uid (Enter part before @) ▾

is available for creation is available for creation

NEXT

<p>Personal Details :</p> <p>Emp Code: 5889</p> <p>Postal Address: Block 3, IT park, Delhi</p> <p>State: DELHI</p> <p>District: NORTH EAST</p> <p>Pincode: 110053</p> <p>Telephone No: [REDACTED]</p> <p>Telephone No.(R): [REDACTED]</p> <p>Mobile No.: +91 [REDACTED]</p> <p>Email Address: [REDACTED]@supportgov.in</p>	<p>Reporting/Nodal Officers Details :</p> <p>Officer Email: [REDACTED]@nic.in</p> <p>Officers Name: Phool Chand</p> <p>Officers Mobile: +91 [REDACTED]</p> <p>Officer Telephone: 011- [REDACTED]</p> <p>Officer Designation: Support Engineer</p>
<p>Organization Details :</p> <p>Organization Category: PSU</p> <p>Ministry/Organization: India Infrastructure Finance Company Ltd.</p> <p>Ministry/State:</p>	

Single User Subscription Details

Email address preference:	For Self
Type of Mail ID:	Mail user (with mailbox)
First Name:	[REDACTED]
Last Name:	[REDACTED]
Date Of Birth:	16-08-1995
Date Of Retirement/Date of expiry:	21-08-2030
Email address preference:	Name Based
Employee Description:	Govt/PSU Official
Used Migrated Mail? :	Yes
Preferred Email Address 1:	[REDACTED]@nic.in
Preferred Uid:	[REDACTED]

I Agreed to [Terms & Conditions](#).

BACK **NEXT**

Microsoft Store

9. On the next screen, the user will be shown three options for the submission of the request and s/he can click on any of the radio buttons to finally submit the request.

- e-sign the document with Aadhaar
- Proceed online
- Proceed manually by uploading the scanned copy

Dashboard / Email Service

1 New Request 2 Review Your Information 3 Submit your Request 4 After Submit Information

Form Submission Type:

Please select any to Proceed

e-Sign the document with Aadhaar
(Delivery of e-sign with aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without aadhaar.)

Proceed Online
In this option, your request will be processed online without providing any documents during

Proceed Manually
(Here, in this option, you will have to download the generated PDF and will have to sign and stamp and then upload it again on the eforms TRACK USER STATUS module to get the request processed)

BACK SUBMIT

9.1. If you select e-sign through Aadhaar, then you will be redirected to CDAC portal where you have to enter your Aadhaar number and verify the same through OTP validation. After successful authentication through Aadhaar, your form will be submitted and unique registration number will be generated.

Aadhaar Number Virtual ID UID Token

Enter your Aadhaar Number

Aadhaar OTP Aadhaar T-OTP Get OTP

Enter your Aadhaar OTP

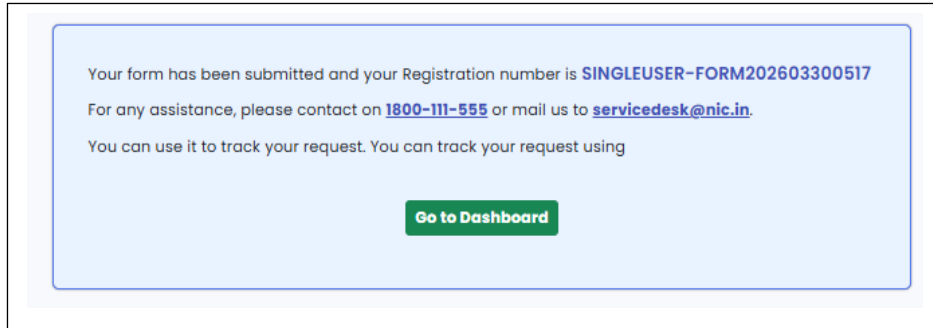
I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning. [Play Consent](#)

Submit Cancel [View Document Information](#)

ASP Name : National Informatics Centre

9.2. If you select manual option, you have to download PDF of the form, upload sealed and signed PDF and then submit the request.

10. After clicking on Final Submit button, registration number of your request will be generated, this registration number can be used to track the status of your application by using “TRACK USER” button.

A screenshot of a confirmation message box with a light blue background and rounded corners. The text inside the box provides information about a submitted form and a generated registration number. It includes contact details for assistance and a button to navigate to the dashboard.

Your form has been submitted and your Registration number is **SINGLEUSER-FORM202603300517**

For any assistance, please contact on [1800-111-555](tel:1800-111-555) or mail us to servicedesk@nic.in.

You can use it to track your request. You can track your request using

[Go to Dashboard](#)

Bulk User Subscription Form (for more than one email address)

Steps for filling the bulk email request is as follows:

1. Select “Bulk Subscription” form from the list and other form details (as shown in screenshot for Single Email Subscription).
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.
3. 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
 - vii. Date of Birth (dd-mm-yyyy)
 - viii. Employee Code – this field is non-mandatory
4. If your email id is existing in Parichay and not in Zoho and want to migrate the same email id, choose the email id from the list populated. Click on Yes button for this case, or else click on No button.
5. Upload your file and click on Next button.
6. Once your file gets uploaded successfully, you will be redirected to page where Success and Error tab will be shown.
7. Rest of the process remains the same as mentioned in **“Single User Subscription Form”** section.

Dashboard / Email Service

1 Information 2 Pending/Complete 3 New Request 4 Progress Status 5 Success/Error 6 Review Your Info 7 Submit your Request 8 After Submit Information

BULK SUBSCRIPTION

Category: Central Ministry/Organization: Ministry of Electronics and information Technology

Department/Division/Domain: NIC Support Outsourced

Type of Mail ID: [\(Know More\)](#)

Mail user (with mailbox) Application user (without mail box(office-auth))

Existing Domain List

- nic.in
- supportgov.in
- niccontractor.in

Email address preference:

Name Based Designation/Office Based id

Employee Description:

Govt/Psu Official Consultant/Contractual Staff FMS Support Staffs

Do you want to use existing email ID?

Yes No

Please upload the CSV file

bulk_file_sample.csv

You can Download the File and fill the Detail and Upload

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.

Your file has been successfully uploaded and validation of the file has been started. Once validation gets completed, you will be notified through email containing Campaign ID generated for the File uploaded.

1 Out Of 1

100% progress

Dashboard / Email Service

1 Information 2 Pending/Complete 3 New Request 4 Progress Status 5 Success/Error 6 Review Your Info 7 Submit your Request 8 After Submit Information

S. No.	First Name	Last Name	Email Address	LoginID	Country Code	Mobile No.	D.O.B	D.O.B	Department	Designation	State	Emp Code	Action
1			@supportgov.in	test.eforms	91	+91	30-09-1992	30-09-2057	NIC Support Outsourced	Software dev	Delhi		<input checked="" type="checkbox"/> <input type="checkbox"/>

BULK SUBSCRIPTION PREVIEW

Personal Details :

Emp Code : 8869
Postal Address : Block 3, IT park , Delhi
State : DELHI
District : NORTH EAST
Pincode : 110053
Telephone No : [REDACTED]
Telephone No.(R) : [REDACTED]
Mobile No. : +91 [REDACTED]
Email Address : [REDACTED]@supportgov.in

Reporting/Nodal Officers Details :

Officer Email : [REDACTED]@nic.in
Officers Name : Phool Chand
Officer Mobile : +91 [REDACTED]
Officer Telephone : 011 [REDACTED]
Officer Designation : Support Engineer

Organization Details :

Organization Category : Central
Ministry/Organization : Ministry of Electronics and Information Technology
Department : NIC Support Outsourced

Bulk Subscription Details

Type of Mail ID : Mail user (with mailbox)
Email address preference : Designation/Office Based Id
Employee Description : FMS Support Staffs
Used Existing Email IDs : previewData

S. No.	First Name	Last Name	Email Address	LoginUID	Country Code	Mobile No	D.O.B	D.O.B	Department	Designation	State	Emp Code
1	[REDACTED]	[REDACTED]	[REDACTED]@supportgov.in	test.eforms	91	+91 [REDACTED]	30-09-1992	30-09-2057	NIC Support Outsourced	Software dev	Delhi	

I Agreed to [Terms & Conditions](#).

BACK


NEXT


Dashboard / Email Service


- 1 Information
- 2 Pending/Complete
- 3 New Request
- 4 Progress Status
- 5 Success/Error
- 6 Review Your Info
- 7 Submit your Request
- 8 After Submit Information

Form Submission Type :

Please select any to Proceed


e-Sign the document with Aadhaar
(Delivery of e-sign with aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without aadhaar)


Proceed Online
In this option, your request will be processed online without providing any documents during .


Proceed Manually
(Here, in this option, you will have to download the generated PDF and will have to sign and stamp and then upload it again on the eForms TRACK USER STATUS module to get the request processed)

BACK

SUBMIT

Your form has been submitted and your Registration number is **BULKUSER-FORM202604010001**

For any assistance, please contact on **1800-111-555** or mail us to servicedesk@nic.in.

You can use it to track your request. You can track your request using

[Go to Dashboard](#)

Note - The maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

NKN Single Subscription

This registration form is designed for applicants who require an email address in the government domain for NKN connected institutes.

The applicant has to follow below steps for filling NKN single subscription request.

1. Click on Email (@gov) service available on the left pane of the dashboard.
2. Read the instructions on the pop-up window and click on OK button to proceed.
3. Select “NKN Single Subscription” from the options provided.
4. First Name and Last Name will be auto-populated from your profile.
5. Enter the NKN user subscription details:
 - i. Institute Name
 - ii. Institute ID
 - iii. Name of Project NKN
6. If your email id is existing in Parichay and not in Zoho and want to migrate the same email id, choose the email id from the list populated. Click on Yes button for this case, or else click on No button.
7. Select the date of birth and date of retirement from the calendar.
8. Enter the preferred email address and preferred UID. Refer to the email address guidelines while entering the preferred email address.
9. Click on Next button to proceed further.
10. Rest of the process remains the same as mentioned in **“Single User Subscription Form”** section.

The screenshot shows the 'NKN SINGLE USER SUBSCRIPTION' form. It includes fields for First Name, Last Name, Institute Name (dropdown), Institute ID (dropdown), Name of Project NKN (dropdown), Date of Retirement/Expiry (calendar), Date of Birth (calendar), Type of Mail ID (radio buttons), Email Address Preference (radio buttons), and Do You want to use existing email ID? (radio buttons). At the bottom, there are two text input fields for Preferred Email Address and Preferred UID, both with a note that the entered value is available for creation. A 'NEXT' button is located at the bottom right of the form.

NKN Bulk Subscription

This registration form is designed for applicants who require bulk email address in the government domain for NKN connected institutes.

The applicant must follow below steps for submitting this request.

1. Login to eForms portal >> Select the option “Email (@gov)” on the left pane of the dashboard.
2. Read the instructions on the pop-up window and click on the OK button to proceed.
3. Select “NKN Bulk Subscription”
4. Enter the NKN Bulk User Subscription details:
 - i. Institute name
 - ii. Institute ID
 - iii. Name of Project NKN
5. The applicant can download the sample CSV file which can be used as a reference to upload the data for the creation of email accounts for NKN Institutes. The email address will be created in the institute's own registered domain.
6. The format of input file should be:
 - i. First Name
 - ii. Last Name
 - iii. Designation
 - iv. Department/ Ministry
 - v. State
 - vi. Country Code
 - vii. Mobile
 - viii. Date of Retirement (dd-mm-yyyy)
 - ix. Login UID
 - x. Complete Email address
 - xi. Date of Birth (dd-mm-yyyy)
 - xii. Employee Code –This field is non-mandatory
7. If your email id is existing in Parichay and not in Zoho and want to migrate the same email id, choose the email id from the list populated. Click on Yes button for this case, or else click on No button.
8. Click to browse and select the file from your desktop to upload the same in the form.
9. Click on Next button.

10. Rest of the process remains the same as mentioned in “Bulk User Subscription Form” section.

Dashboard / Email Service

1 Information 2 Pending/Complete 3 New Request 4 Progress Status 5 Success/Error 6 Review Your Information 7 Submit your Request 8 After Submit Information

Category: Central

Department/Division/Domain: NIC Support Outsourced

Institute ID: Enter Institute ID [Alphanumeric, dot, comma, hyphen allowed]

Ministry/Organization: Ministry of Electronics and Information Technology

Institute Name: AIMS Bhatinda

Name of Project NKX: eforms

Do You want to use existing email ID? Yes No

Type of Mail ID: Mail user (with mailbox) Application user (without mail box (office-auth))

Existing Domain List: gov.in, nics.nic.in

Email address preference: Name Based Designation/Office Based id

Please upload the CSV file: Choose File Bulk file_sample.csv

You can Download the File and fill the Detail and Upload [Download file](#)

[BACK](#) [NEXT](#)

GEM Single Subscription

For the process of GeM User subscription refer the URL: <https://gem.gov.in/userFags>

For Primary Users:

Please find the GeM Subscription Procedure mentioned below for Primary applicant.

Send the endorsed letter signed by the Deputy Secretary or Undersecretary level of the ministry under which the organization belongs to and forward the same to **gemapplicant[at]gem[dot]gov[dot]in**. After the approval, the applicant will get an email id with the domain [at]gembuyer[dot]in.

Once the primary email id is created, send a CSV file of the accounts which are to be created by GeM Subscription in the given format which is mentioned in the trailing mail.

- i. S.No.
- ii. First Name
- iii. Last Name
- iv. Designation
- v. Role(HOD/Buyer/ Consignee /both/PAO/DDO)
- vi. Name of Ministry/ Department/ Organization
- vii. State/City
- viii. Mobile No (10 digits)
- ix. Complete Office Address

The screenshot displays a web form for GeM User Subscription. The form is divided into several sections:

- Personal Information:** Fields for First Name, Last Name, Email, Telephone, and Mobile.
- Organizational Information:** Fields for Type of Mail ID (Mail user or Application user), Organization Category (Central PSE or State PSE), Controlling Ministry (Ministry of Electronics and Information Technology), and Forwarding Officers Details (Name, Designation, Address).
- Personal Details:** Fields for Date of Birth, Date of Retirement/Date of expiry, Role to be assign (Buyer), and Enter Your Projected Monthly Traffic (14235).
- Registration Options:** Radio buttons for "Yes" and "No" regarding the use of an existing email ID.
- Email Address:** Fields for Preferred Email Address (gem.gov.in) and Preferred User ID (gem.gov.in).

A "NEXT" button is located at the bottom right of the form.

For Central PSE

Select the controlling ministry from the drop down

For State PSE

Select the state of posting from the drop-down and select the district name (where the applicant is posted) from the drop-down.

1. Forwarding Officer details will be auto filled when you select the organization category

Note: Your application needs to be forwarded by an officer at the level of Under Secretary or above and having a government email address.

For example: [at]nic[dot]in/[at]gov[dot]in. Once approved by the Forwarding Officer, your request will be forwarded to gemapplicant[at]gem[dot]gov[dot]in. Please contact GeM support (gemapplicant[at]gem[dot]gov[dot]in) for any queries.

2. Enter the personal details:
3. Date of retirement
4. Select the role to be assigned from the drop-down
5. Enter the preferred email address and preferred UID (refer the email address guidelines for the creation of email address)
6. Enter your projected monthly traffic.
7. Click on Submit button.
8. Rest of the process remains the same as mentioned in **“Single User Subscription Form”**.

GEM Bulk Subscription

1. Process for submission of GEM Bulk Subscription form remains the same as that of GEM Single Subscription form.
2. User has to upload CSV file with all the below details.
 - i. First Name
 - ii. Last Name
 - iii. Designation: Department/ Ministry
 - iv. State
 - v. Country Code
 - vi. Mobile
 - vii. Date of Retirement (dd-mm-yyyy)
 - viii. Login UID
 - ix. Complete Email address
 - x. Date of Birth (dd-mm-yyyy)
 - xi. Employee Code – this field is non-mandatory
3. Rest of the process remains the same as mentioned in **“Single User Subscription Form”**.

1 Information **2 Pending/Complete** **3 New Request** **4 Progress Status** **5 Success/Error** **6 Review Your Information** **7 Submit your Request** **8 After Submit Information**

GEM BULK USER SUBSCRIPTION

Category
Central Government

Sub Category
Government Ministry/Department

Ministry/Organization
Ministry of Commerce And Industry

Department/Division/Domain
Government E-marketplace

Type of Mail ID:

Mail user (with mailbox)

Application user (without mailbox (office-outh))

Existing Domain List
gem.gov.in

Organization Category:

Central PSE (Controlled by Central Ministry)

State PSE (Controlled by State Ministry)

Controlling Ministry:
Ministry of Electronics and Information Technology

Forwarding Officers Details

Your application needs to be forwarded by an officer at the level of Under Secretary or above and having government email address. For example @nic.in/@gov.in. Once approved by the Forwarding Officer, your request will be forwarded to gemapplicant@gem.gov.in. Please contact GEM support (gemapplicant@gem.gov.in) for any queries.

Email: [redacted]@nic.in

Name: [redacted]

Mobile: +91 [redacted]

Telephone: [redacted]

Designation: Support Engineer

Address: dmra it park, shastri park

Are you primary user/HOD on GEM portal?

Yes NO

Are you primary user/HOD on GEM portal *

Yes

NO

Personal Details

Enter Your Projected Monthly Traffic *

12345

Do You want to use existing email ID? *

Yes

No

Please upload the CSV file *

Choose File Bulk file_sample.csv

You can Download the File and fill the Detail and Upload

[Download file](#)

[BACK](#) [NEXT](#)

Email Activate

1. Select the “Email Activate” option in the form.
2. Enter the email id in the correct format as shown in the image below.
3. Choose the employee description such as:
 - i. Govt/PSU Official
 - ii. Consultant/Contractual Staff – If user selects this option, then a copy of work order has to be uploaded
 - iii. FMS Support Staff - If user selects this option, then a copy of work order has to be uploaded
4. Select the Date of Retirement from the calendar.
5. Click on Next button.
6. For rest of the process, follow the steps as mentioned in “**Single User Subscription form**”.

Note – This request is submitted by Reporting Officer of the user who has once approved the request of the user while email creation or NIC Coordinator of the user department.

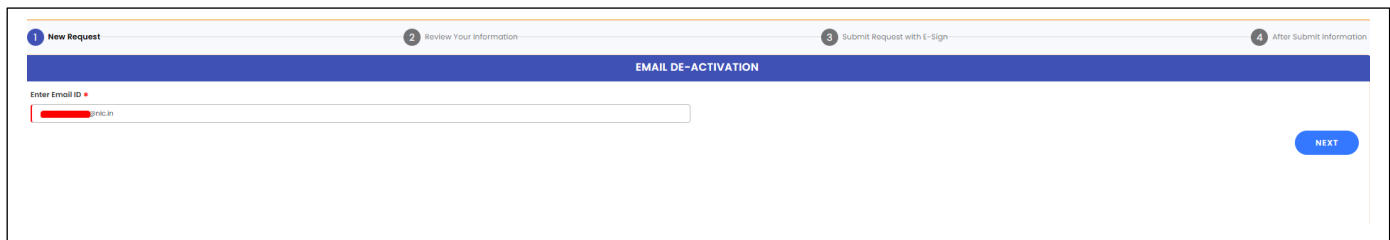
The screenshot displays the 'EMAIL ACTIVATION' form with the following fields and options:

- Enter Email ID:** A text input field containing a redacted email address ending in '@nic.in'.
- Date of Retirement:** A date input field showing '31-03-2027'.
- Employee Description:** Three radio button options: 'Govt/PSU Official', 'Consultant/Contractual Staff', and 'FMS Support Staff'. The 'FMS Support Staff' option is selected.
- Upload work order:** A file upload field with the label '(Upload PDF Less Than 1MB)'. A file named 'DAONBOARDINGNEW-FORM202003060001.pdf' is selected.
- Next Button:** A blue button labeled 'NEXT' is located at the bottom right of the form.

The form is part of a four-step process: 1. New Request, 2. Review Your Information, 3. Submit your Request, and 4. After Submit Information.

Email De-Activate

1. Select the “Email De-Activate” option in the Email Subscription Forms under Email (@gov) service.
2. Enter the email id in the correct format as shown in the image below.
3. Click on Next button.
4. For rest of the process, follow the steps as mentioned in “Single User Subscription form”.



Extend the Validity of Account

1. Select Extend the Validity of Account option.
2. Choose either of the option “For Serving Employees” or “Employee Retiring this Month”.

Note- If your account is expiring this month, then you will be able to raise request for the same. If your account is not expiring this month, then you will get error message as “Your account is not expiring this month. Kindly revisit this portal in the month in which your account is expiring.”

3. Select Email address preference and Employee Description.

- Your email address, date of birth, previous date of account expiry will be prefilled.
- Choose the date of account expiry from the calendar that you want to extend.
- Click on Next button.
- For rest of the process, follow the steps as mentioned in **“Single User Subscription form”**

Additional Email



This service is available only to Delegated Admins who wants an additional email quota/licenses for their department to create the email ids.

Delegated Admin has to use Zscaler or VPN connection in order to submit this request.

- Select Additional Email option.
- Your organizational hierarchy for which you want additional email quota will be displayed.

3. Click on check box and further details related to form like- Competent Authority details, balance quota you want to add will be asked to filled by DA-Admin.

Competant Authority Details

Competant Authority Officer Email *	Competant Authority Officer Name *
<input type="text" value=" [redacted]@nic.in"/>	<input type="text" value=" [redacted]"/>
Competant Authority Officer Mobile *	Competant Authority Officer Telephone *
<input type="text" value="+91XXXXXXXX961"/>	<input type="text" value=" [redacted]"/>
Competant Authority Officer Designation *	
<input type="text" value="Scientist-D"/>	
Select Department for which for which you want to add a quota of additional emails *	
<input type="text" value="NIC Support Outsourced"/>	
Category	Ministry
<input type="text" value="Central"/>	<input type="text" value="Ministry of Electronics and Information Technology"/>
Balance of Additional Email Accounts needed *	
<input type="text" value="852"/>	
NOTE: • If any "PSU/Ministry/Department" needs to be added, please send the details to eforma[at]nic[dot]in	
Enter Captcha *	
Captcha  	<input type="text" value="jB3YGL"/>
<input type="button" value="Preview and Submit"/>	

4. Preview of the form will be shown to the user. Click on Submit button.

Preview ✕

Additional Email Form

Personal Information

Name of Applicant * Designation * Employee Code

Office Address

Postal Address *

State where you are posted * District * Pin Code *

Telephone Number :(O) Telephone Number :(R)

Mobile * E-mail Address *

Organization Details

Organization Category * Ministry/Organization *

Department/Division/Domain *

Competent Authority Officer Details

Competent Authority Officer Email * Competent Authority Officer Name *

Competent Authority Officer Mobile * Competent Authority Officer Telephone *

Competent Authority Officer Designation *

Additional Email Form Details

5. You will be shown e-sign option to submit the request and this option will take you to CDAC portal for e-signing the request through Aadhaar.

Form Submission Type

Please select any to proceed:

e-Sign the document with Aadhaar?
(Delivery of e-sign with aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without aadhaar)

6. Enter your Aadhaar Card details and validate through OTP (delivered on your registered number).

The screenshot shows the CDAC's e-Sign Service interface. At the top, it says "CDAC's e-Sign Service". Below that, there's a section titled "View Document Information". There are three radio buttons: "Aadhaar Number" (selected), "Virtual ID", and "UID Token". To the right of these is a "Get Virtual ID" link. Below the radio buttons is a text input field for the Aadhaar number, with a search icon on the left and a refresh icon on the right. Below that are two more radio buttons: "Aadhaar TOTP" (selected) and "Aadhaar OTP". To the right of these is a "How to generate TOTP?" link. Below the radio buttons is a text input field for the TOTP/OTP. Below the input fields is a consent statement: "I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of signing." Below the consent statement is a "Listen to Consent" button and an "English" dropdown menu. Below the consent statement is a green banner that says "OTP has been sent to mobile number <*****7506>". Below the banner are "Submit" and "Cancel" buttons. To the right of the banner is a red link that says "Not Received OTP? Resend OTP".

7. After successful authentication through Aadhaar, your form will be successfully submitted and registration number will be generated.

The screenshot shows the "Form Submission Status" page. At the top, it says "Form Submission Status". Below that, there's a section titled "Form successfully eSigned!!!". Below the title, it says "Your Registration number is **ADDITIONALEMAIL-FORM202504150008**". Below that, it says "Your form has been submitted and your Registration number is **ADDITIONALEMAIL-FORM202504150008**". Below that, it says "You can use it to track your request. You can track your request using [Track User](#)". Below that, it says "For any assistance, please contact on **1800-111-555** or mail us to servicedesk@nic.in". Below the text is a blue "Back" button.