



**GOVERNMENT OF ASSAM**  
**INFORMATION TECHNOLOGY DEPARTMENT**  
**JANATA BHAWAN, BLOCK-C, 2nd FLOOR, DISPUR, GUWAHATI-6**  
**Email :: [itdepartment-as@assam.gov.in](mailto:itdepartment-as@assam.gov.in)**

eCF No. IT 281100/2023/111

**From :** The Additional Secretary to the Govt. of Assam,  
Information Technology Department,  
Dispur, Guwahati-6.

**To :** The Sr. Most Secretary to the Govt. of Assam,  
All Departments,  
Dispur, Guwahati-06.

**Sub :** **Use of eAuth IDs for creation of eOffice user accounts**

Sir,

In inviting a reference to the subject cited above, I am directed to bring to your kind notice that the creation of eOffice user accounts has been delinked from the requirement of providing a Government email ID.

Henceforth, new eOffice user accounts may be created on the basis of **eAuth IDs**, which will be generated specifically for authenticating users for eOffice login. Users who already have Government email IDs will continue to be authenticated through their official email IDs.

New Government email IDs will be created only in cases where an email account is required for official communication, and not merely for authentication or login to eOffice.

The eAuth IDs will be in the format **firstname.lastname@eauth.in**. These are unique user IDs which resemble email IDs but do not have any mailbox associated with them.

Accordingly, all Departments are requested to inform their concerned subordinate offices so that on-boarding of pending users may be expedited. Users whose on-boarding is pending due to non-availability of Government email IDs may now apply for eAuth IDs.

It is further informed that after submission of the eAuth ID request by the user, approval of the Head of Office will be required. To facilitate final approval of such eAuth IDs, the concerned Head of Office is requested to share the list of eAuth ID requests submitted from their office by email to [ditec-asm@gov.in](mailto:ditec-asm@gov.in), with a copy to [itdepartment-as@assam.gov.in](mailto:itdepartment-as@assam.gov.in) Based on the list received from the concerned office, final approval of the eAuth IDs will be processed.

A copy of the user guide for eAuth IDs is placed attached herewith for ready reference.

**Enclo : As stated above.**

Yours faithfully,  
Digitally signed by  
PARVEZ AMIN  
Date: 22-05-2026  
11:45:03

Additional Secretary to the Govt. of Assam,  
Information Technology Department.

Memo eCF No. IT 281100/2023/111-A

Copy to:

1. The Director, DITEC, Assam, Dispur, Guwahati-06 for kind information.
2. The Managing Director, AMTRON, Bamunimaidam, Guwahati-21.
3. The Project Director, AITEC & CSD Society, Dispur, Guwahati-06 for kind information.
4. The SIO, NIC, Assam for kind information.
5. The Project Head, eOffice Team, Dispur, Guwahati-06.
6. PS to Principal Secretary to GoA, IT Department Dispur, Guwahati-06 for kind appraisal.

By order etc.,  
**e-Signed**  
Additional Secretary to the Govt. of Assam,  
Information Technology Department.

## User Guide for Applying for eAuth ID for eOffice Account Creation

Users who already have an official Government email ID are not required to apply for a new eAuth ID. The existing Government email ID will be sufficient for creation of the eOffice account. Users who do not have a Government email ID must apply for an eAuth ID through the eForms Portal to enable creation of their eOffice account.

### Steps for Applying for an eAuth ID

#### Step 1: Login to the eForms Portal

- Open the eForms Portal. (eforms.nic.in)
- Login using your personal email ID and mobile number.
- After entering the details, OTPs will be sent to both the registered mobile number and email ID.
- Enter the correct OTPs to successfully login to the eForms Portal.

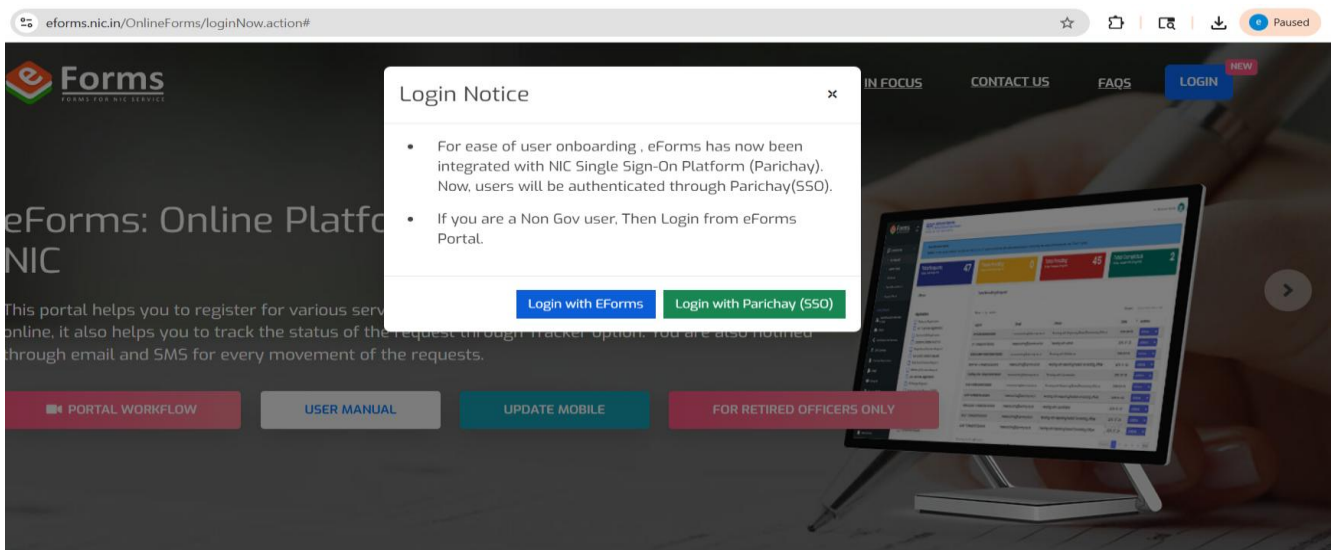


Figure 1 - Login Page

#### Step 2: Update Profile Details

- After successful login, update your profile details.
- The profile consists of Personal Information and Organisational Information sections.
- In the organisational section, select "Government of Assam (E-office)::(Assam)" from the dropdown list.
- Ensure that the correct Government email ID of the Reporting Officer is entered.

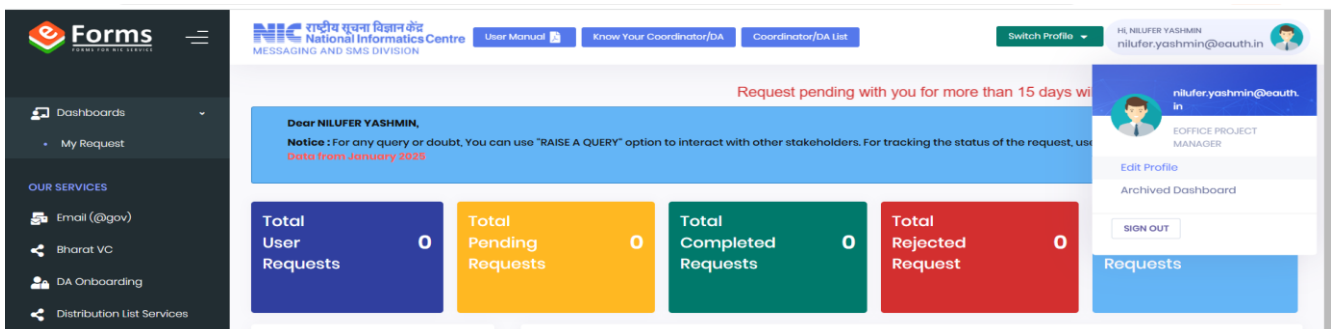


Figure 2 - Profile Update

Entries marked with asterisk (\*) are mandatory

Note : Kindly upload an official ID Proof that clearly shows your name,gender and other basic details. Please avoid uploading documents such as Aadhar Card, Voter id card or Pan card as they contain sensitive personal information.

Personal Info    Organizational Info

**User Name \***  
Enter Full Name [Only characters,dot(.) and whitespace]

**Employee Code**  
Enter Employee Code [Only characters and digits allow]

**Mobile \***  
+91XXXXXXXX247

**Email Address \***  
Enter Email Address [e.g: abc.xyz@zxc.com]

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

**Telephone Number(R)**  
Enter Residence Telephone Number [STD CODE-TELEPH

**Designation \***  
Enter Designation [Only characters,digits,whitespace c

**Enter Your Official Address \***  
Enter Your Official Address [Only characters,digits,whit

**State where you are posted \***    **District/City Name \***    **Pin Code \***

ASSAM    KAMRUP METRO    781005

**Upload Profile Photo**

**Upload ID Proof**

Figure 3 - Personal and Organisational Info

**Important: The approval request for the eAuth ID application will be sent to the Reporting Officer's (RO) panel in the eForms login account.**

### Step 3: Navigate to the eMail Section

- Go to the eMail section available on the left-hand side of the eForms home page.
- Click on Next.
- Select the "Single Subscription" option by clicking on the "Click Here" button.

Dashboard / Email Services for Government of India

<p><b>Additional Email Accounts</b></p> <p>Request for getting extra Email IDs</p> <p>To obtain extra official email accounts required to support functional based activities within the organization.</p> <p><a href="#">Click Here</a></p>	<p><b>Single Subscription</b></p> <p>Request for single email ID</p> <p>To provide a dedicated and centralized communication channel for managing operational activities.</p> <p><a href="#">Click Here</a></p>	<p><b>Bulk Subscription</b></p> <p>Request for multiple email IDs</p> <p>To facilitate the efficient and timely dissemination of standardized information to a large group of recipients.</p> <p><a href="#">Click Here</a></p>	<p><b>NKN Single Subscription</b></p> <p>Request for single NKN email ID</p> <p>To provide a dedicated and secure communication for managing all activities of NKN Institutes.</p> <p><a href="#">Click Here</a></p>
<p><b>NKN Bulk Subscription</b></p> <p>Request for multiple NKN email IDs</p> <p>To enable efficient and secure dissemination of communication between the users of NKN Institutes.</p> <p><a href="#">Click Here</a></p>	<p><b>GEM Subscription</b></p> <p>Request for single GEM email ID</p> <p>To establish a dedicated and centralized communication channel for GEM related transactions and operations.</p> <p><a href="#">Click Here</a></p>	<p><b>GEM Bulk Subscription</b></p> <p>Request for multiple GEM email IDs</p> <p>To enable efficient and timely dissemination of GeM-related communications for high volume.</p> <p><a href="#">Click Here</a></p>	<p><b>Email Activate</b></p> <p>Request for activating email ID</p> <p>To enable the re-activation of official email accounts required for organizational transactions.</p> <p><a href="#">Click Here</a></p>

Figure 4 - Single Subscription

## Step 4: Select Parichay/Auth ID

- Select the Parichay/Auth ID option.
- Enter all the requested details carefully.

The screenshot shows a form titled "Single User Subscription" with the following sections:

- For Self:** A radio button is selected.
- Type of Mail ID:** Two radio buttons are present: "Mail user (with mailbox)" (unselected) and "Parichay/Auth ID" (selected).
- First Name:** Input field containing "NILUFER".
- Last Name:** Input field containing "YASHMIN".
- Date of Birth:** Input field with a calendar icon, placeholder "Enter Date of Birth [dd-mm-yy]".
- Date of Retirement/Expiry:** Input field with a calendar icon, placeholder "Enter Date of Retirement/Expiry [dd-mm-yy]".
- Email Address Preference:** Two radio buttons: "Name Based" (selected) and "Designation/Office Based" (unselected).
- Employee Description:** A dropdown menu with "Govt/Psu Official/Consultant/Contractual Staff/FMS Support Staffs" selected.
- Do You want to use existing email ID?:** Two radio buttons: "Yes" (unselected) and "No" (selected).
- Preferred Email Address:** Input field containing "Enter User ID", followed by an "@" symbol and a dropdown menu labeled "Select Domain".
- Preferred Uid:** Input field containing "Enter Preferred UID (Enter part before @)".

Figure 5 - Preferred email and Uid

## Step 5: Choose Preferred Email ID

- The preferred email ID should be in the format firstname.lastname@eauth.in.
- Select the domain as "eauth.in".
- The system will automatically check the availability of the preferred email ID.
- If the preferred email ID is not available, add a numeric value at the end of the preferred email ID.

Examples:

- john.doe@eauth.in
- john.doe1@eauth.in

## Step 6: Create Login ID

- The Login ID must be exactly the same as the preferred email ID portion before the "@" symbol.

Example:

Preferred Email ID: john.doe@eauth.in

Login ID: john.doe

The screenshot shows the "Preferred Email Address" and "Preferred Uid" fields with the following values and feedback:

- Preferred Email Address:** Input field contains "john.doe", followed by "@" and a dropdown menu containing "eauth.in". Below the input field, a message states "john.doe@eauth.in is available for creation".
- Preferred Uid:** Input field contains "john.doe". Below the input field, a message states "john.doe is available for creation".

NEXT

Figure 6 - Login ID

## Step 7: Review and Submit the Application

- Click on Next.
- Review all entered details carefully.
- Select the “I Agree” checkbox.
- Click on Next to proceed.

Dashboard / Email Services for Government of India

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

### SINGLE USER SUBSCRIPTION PREVIEW

<b>Personal Details :</b>	<b>Reporting/Nodal Officers Details :</b>
Emp Code :	Officer Email : ditec-asm@gov.in
Postal Address : DISPUR	Officers Name : ASHWANI KUMAR
State : ASSAM	Officer Mobile : +919864023507
District : KAMRUP METRO	Officer Telephone : 0361-222222
Pincode : 781005	Officer Designation : Director
Telephone No : 122 83 6629	<b>Organization Details :</b>
Telephone No.(R) : 122 83 6629	Organization Category : State
Mobile No. : +919435218247	Ministry/State: Assam
Email Address : nilufer.yashmin@eauth.in	Department : Government of Assam (E-office)

**Single User Subscription Details**

Email address preference :	For Self
Type of Mail ID:	Parichay/Auth ID

Figure 7 - Review and Submit

## Step 8: Final Submission

- Click on the “Proceed Online” option.
- Complete the final submission process.

### Important Notes:

- After final submission, the request will be forwarded to the Reporting Officer’s (RO) panel in the eForms account.
- The Reporting Officer must approve the request.
- Once approved by the Reporting Officer, the application will be forwarded for final approval.
- After final approval and successful creation of the eAuth ID, the user will receive the credential details in the registered email ID.