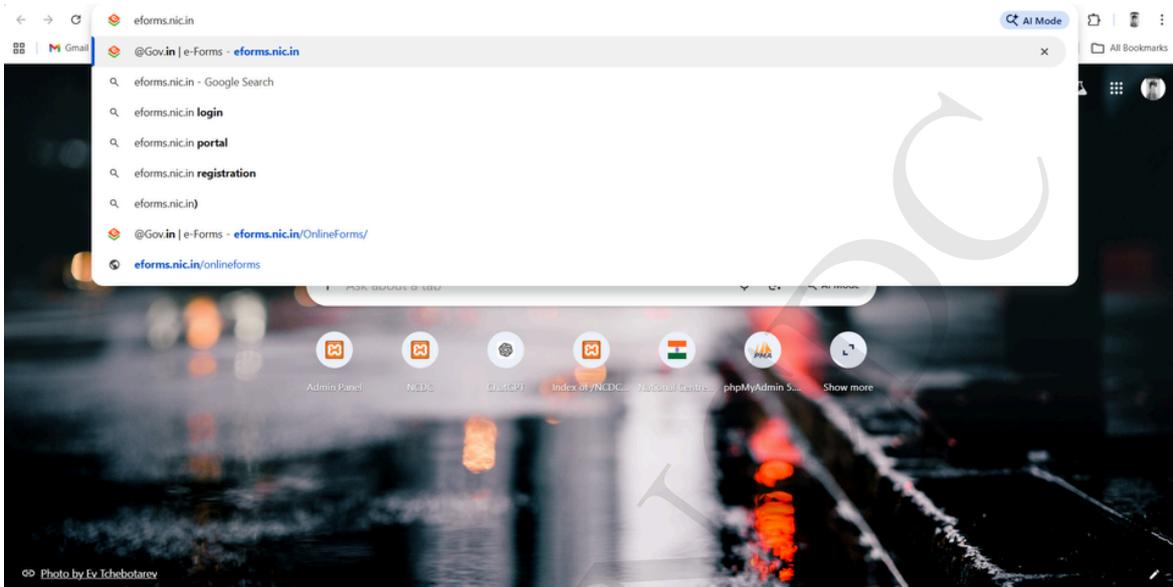


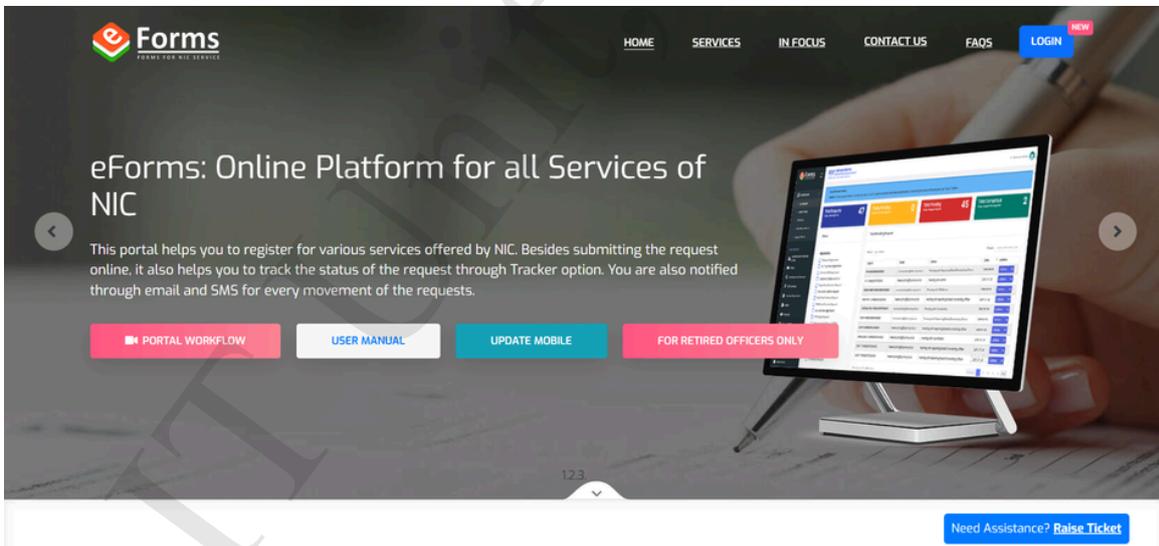
Steps for Creation of Official Email ID through eforms Portal

1. Open any web browser on your system.

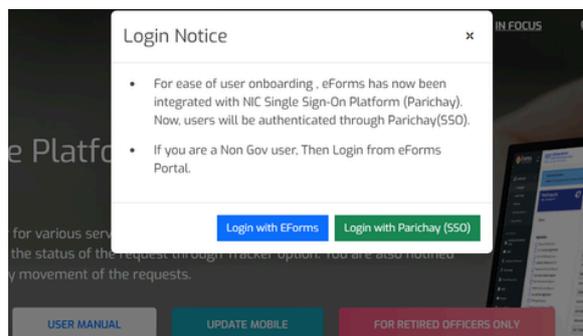
2. In the address bar, type <https://eforms.nic.in> and press Enter



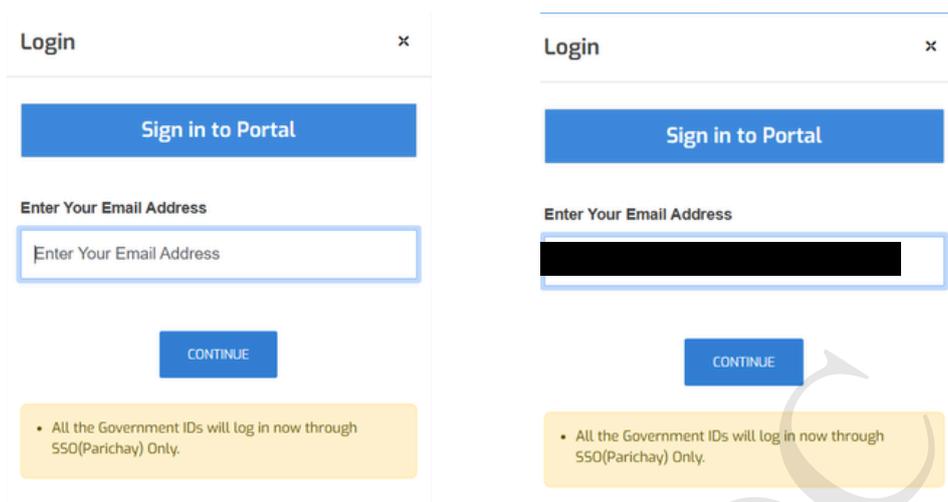
3. On the homepage, click on the Login button located at the top-right corner.



4. For new email creation, select “Login with eForms.”

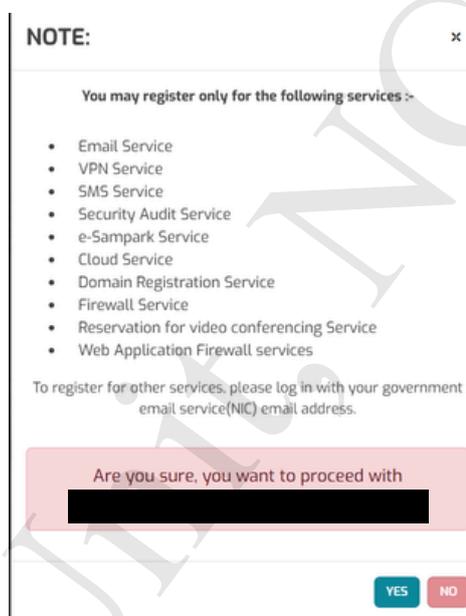


5. Enter your personal email ID and click on Continue



Two side-by-side screenshots of a login form. The left screenshot shows the 'Enter Your Email Address' field with a placeholder text. The right screenshot shows the same field with a blacked-out email address. Both screenshots include a 'Sign in to Portal' button, a 'CONTINUE' button, and a note at the bottom: 'All the Government IDs will log in now through SSO(Parichay) Only.'

6. Check your personal email inbox and confirm the verification by clicking Yes.



NOTE:

You may register only for the following services :-

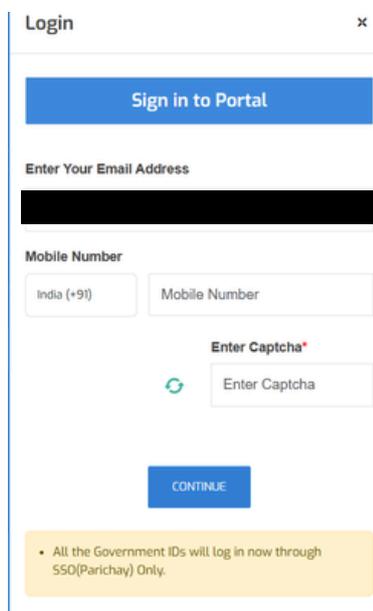
- Email Service
- VPN Service
- SMS Service
- Security Audit Service
- e-Sampark Service
- Cloud Service
- Domain Registration Service
- Firewall Service
- Reservation for video conferencing Service
- Web Application Firewall services

To register for other services, please log in with your government email service(NIC) email address.

Are you sure, you want to proceed with [blacked out email address]

YES NO

7. Enter your mobile number, fill in the captcha code, and click Continue



Login

Sign in to Portal

Enter Your Email Address

Mobile Number

India (+91) Mobile Number

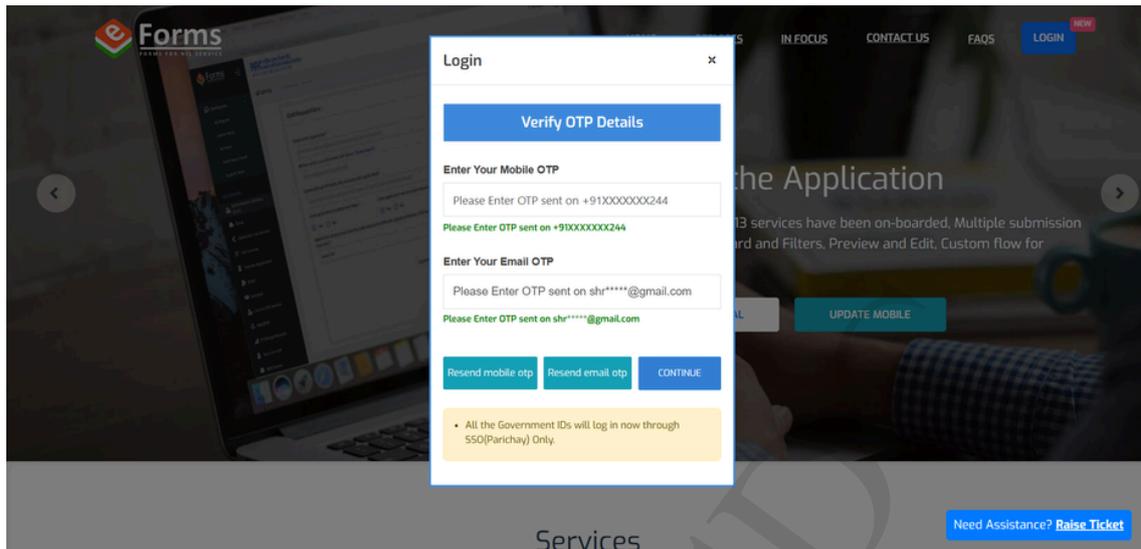
Enter Captcha*

Enter Captcha

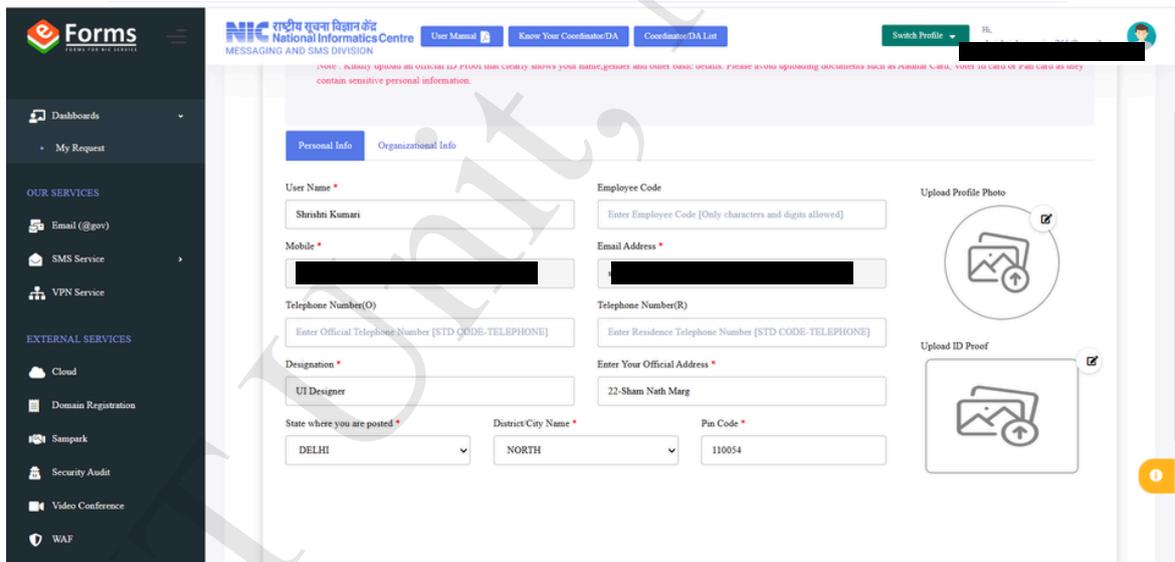
CONTINUE

All the Government IDs will log in now through SSO(Parichay) Only.

8. You will receive an OTP on both your registered email ID and mobile number.
Enter the OTP to proceed.

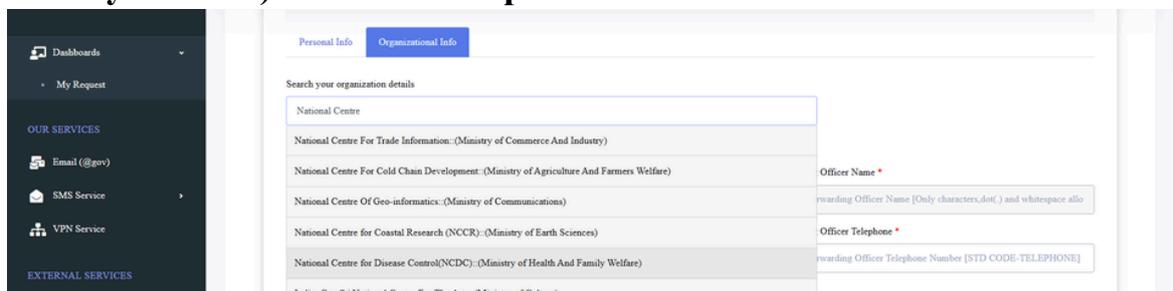


9. After successful verification, you will be redirected to the eforms dashboard.
10. Fill in your Personal Information. Fields marked with a red asterisk (*) are mandatory. Click on Continue after completing the details.



11. Enter your Organization Information:

- In the search field, type “National Centre”.
- Select “National Centre for Disease Control (NCDC)::(Ministry of Health and Family Welfare)” from the dropdown list.



12. In the Reporting/Nodal/Forwarding Officer Email field, enter the official government email ID of your concerned Nodal officer.

- The officer's details will be auto-filled upon entering the correct email ID.
- Click on Submit.

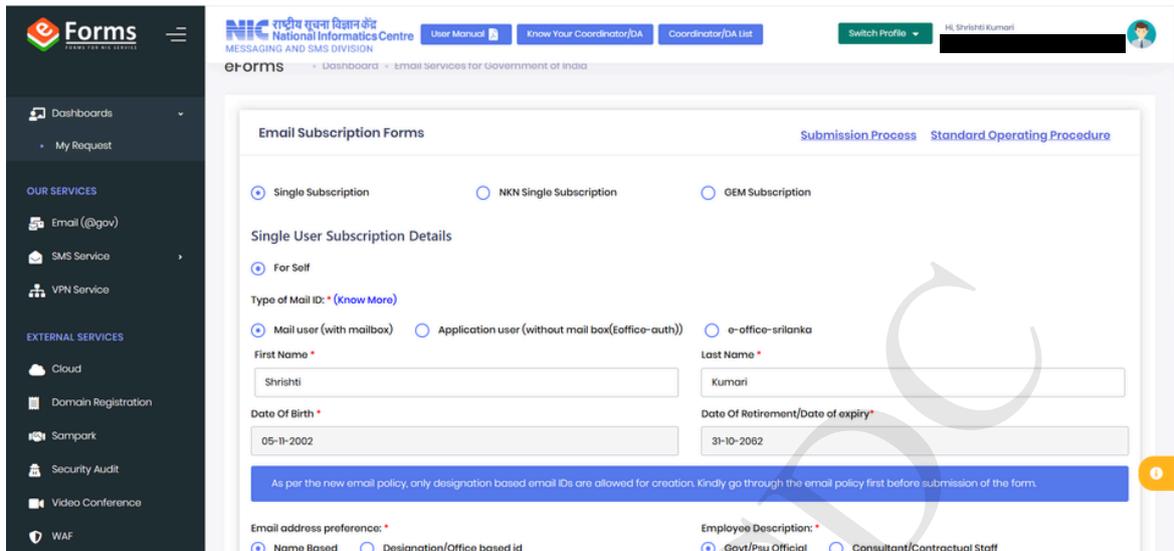
The screenshot shows the 'Forms' application interface. The left sidebar contains navigation options: Dashboards, My Request, OUR SERVICES (Email (@gov), SMS Service, VPN Service), and EXTERNAL SERVICES (Cloud, Domain Registration, Sampark, Security Audit, Video Conference, WAF). The main content area is a registration form for the National Informatics Centre (NIC) Messaging and SMS Division. The form includes fields for Organization Category (Central), Ministry (Ministry of Health And Family Welfare), Department/Division/Domain (National Centre for Disease Control (NCDC)), Reporting/Nodal/Forwarding Officer Email (idsp-cit@nic.in), Reporting/Nodal/Forwarding Officer Name (Pallavi Lothra), Reporting/Nodal/Forwarding Officer Mobile (+91XXXXXXXX637), and Reporting/Nodal/Forwarding Officer Telephone (011-23995532). A checkbox is checked for the declaration: 'I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which I belong.' A note states: 'NOTE: If any "PSU/Ministry/Department" needs to be added, please send the details to cforms[at]nic[dot]in'. A green 'SUBMIT' button is at the bottom.

13. Confirm the submission by clicking Yes, then click OK.

14. From the left-hand panel, click on Email (@gov) and then Email Subscription Forms is open.

The screenshot shows the 'Forms' application dashboard for the 'Email (@gov)' service. The left sidebar is the same as in the previous screenshot. The main content area features a blue notification banner: 'Dear Shrishti Kumari, Notice: For any query or doubt, You can use "RAISE A QUERY" option to interact with other stakeholders. For tracking the status of the request, use "TRACK" option. Data from January 2025'. Below the banner are five summary cards: Total User Requests (0), Total Pending Requests (0), Total Completed Requests (0), Total Rejected Request (0), and Total Expired Requests (0). There are also sections for 'General Filters' (No Request Available) and 'Total Pending Request' (No data available in table). A table with columns 'App Id', 'Email', 'Status', 'Date', and 'Actions' is shown, with 'No data available in table' and 'Showing 0 to 0 of 0 entries' below it. A 'Request pending with you for' notification is visible in the top right.

15. Enter your Date of Birth and Date of Retirement/Date of Expiry.



Email Subscription Forms [Submission Process](#) [Standard Operating Procedure](#)

Single Subscription NKN Single Subscription GEM Subscription

Single User Subscription Details

For Self

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

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

First Name * Last Name *

Date of Birth * Date Of Retirement/Date of expiry*

As per the new email policy, only designation based email IDs are allowed for creation. Kindly go through the email policy first before submission of the form.

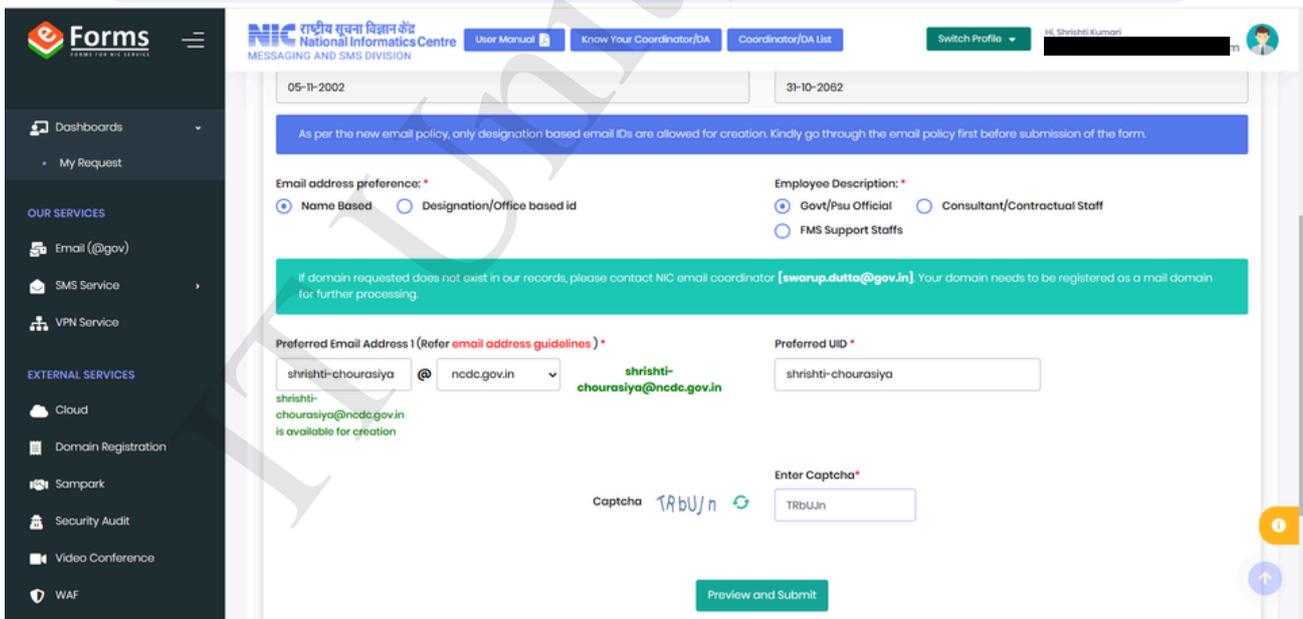
Email address preference: * Name Based Designation/Office based id

Employee Description: * Govt/Psu Official Consultant/Contractual Staff FMS Support Staffs

16. Enter your Preferred Email Address.

- From the domain dropdown menu, select **ncdc.gov.in**

17. In the Preferred UID field, enter the same value as your Preferred Email Address



As per the new email policy, only designation based email IDs are allowed for creation. Kindly go through the email policy first before submission of the form.

Email address preference: * Name Based Designation/Office based id

Employee Description: * Govt/Psu Official Consultant/Contractual Staff FMS Support Staffs

If domain requested does not exist in our records, please contact NIC email coordinator [swarup.dutta@gov.in] Your domain needs to be registered as a mail domain for further processing.

Preferred Email Address 1 (Refer [email address guidelines](#)) * @ shrishti-chourasiya@ncdc.gov.in is available for creation

Preferred UID *

Enter Captcha *

18. Enter the captcha code and click on Preview, then select Submit.

19. Review all entered details carefully. Scroll down, select “I agree to the Terms and Conditions,” and click Submit. Confirm by clicking Yes.

Preview

Single User Subscription Form

Personal Information

Name of Applicant * Designation * Employee Code

Shrishti Kumari UI Designer [Only characters and digits allowed]

Office Address

Postal Address *

22-Sham Nath Marg

State where you are posted * District * Pin Code *

DELHI NORTH 110054

Telephone Number (O) Telephone Number (R)

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

Mobile * E-mail Address *

+91XXXXXX244 [Redacted]

Reporting/Nodal/Forwarding Officer Details

Reporting/Nodal/Forwarding Officer Email * Reporting/Nodal/Forwarding Officer Name *

20. On the form submission page, select “Proceed Online” and click Continue.

21. Click Close to exit.

22. If you wish to monitor the status of your application, click on action and then click track.

23. After submission it goes to your officer portal RO panel in their eform.

Your form has been submitted.

Your form has been submitted and your Registration number is [SINGLEUSER-FORM202602110228](#).

You can use it to track your request. You can track your request using [Track User](#)

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

Close

Forms

NIC राष्ट्रीय सूचना केंद्र National Informatics Centre MESSAGING AND SMS DIVISION

User Manual Know Your Coordinator/DA Coordinator/DA List Switch Profile Hi, Shrishti Kumari shrishtichourasiya785@gmail.com

Request pending with you

Dear Shrishti Kumari, Notice : For any query or doubt, You can use "RAISE A QUERY" option to interact with other stakeholders. For tracking the status of the request, use "TRACK" option. Date from January 2025

Total User Requests	1	Total Pending Requests	1	Total Completed Requests	0	Total Rejected Request	0	Total Expired Requests	0
---------------------	---	------------------------	---	--------------------------	---	------------------------	---	------------------------	---

General Filters

Application

Single User

Status

Pending Request

Rejected Request

Completed Request

Total Pending Request

Show 10 entries

App Id	Email	Status
SINGLEUSER-FORM202602110228	shrishtichourasiya785@gmail.com	Pending with RO/Nodal/FO

Showing 1 to 1 of 1 entries

Preview / Edit Cancel Track Generate Form Upload Multiple Docs Download Uploaded Docs Raise/Respond to Query

Previous 1 Next