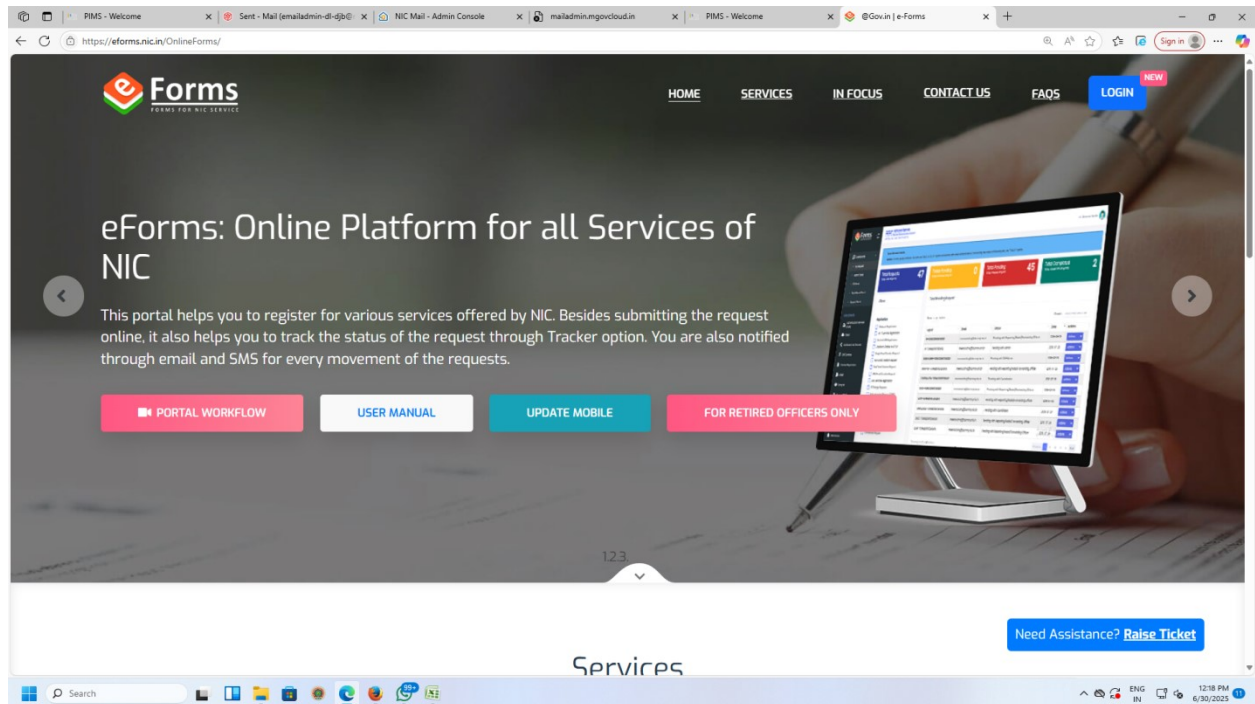
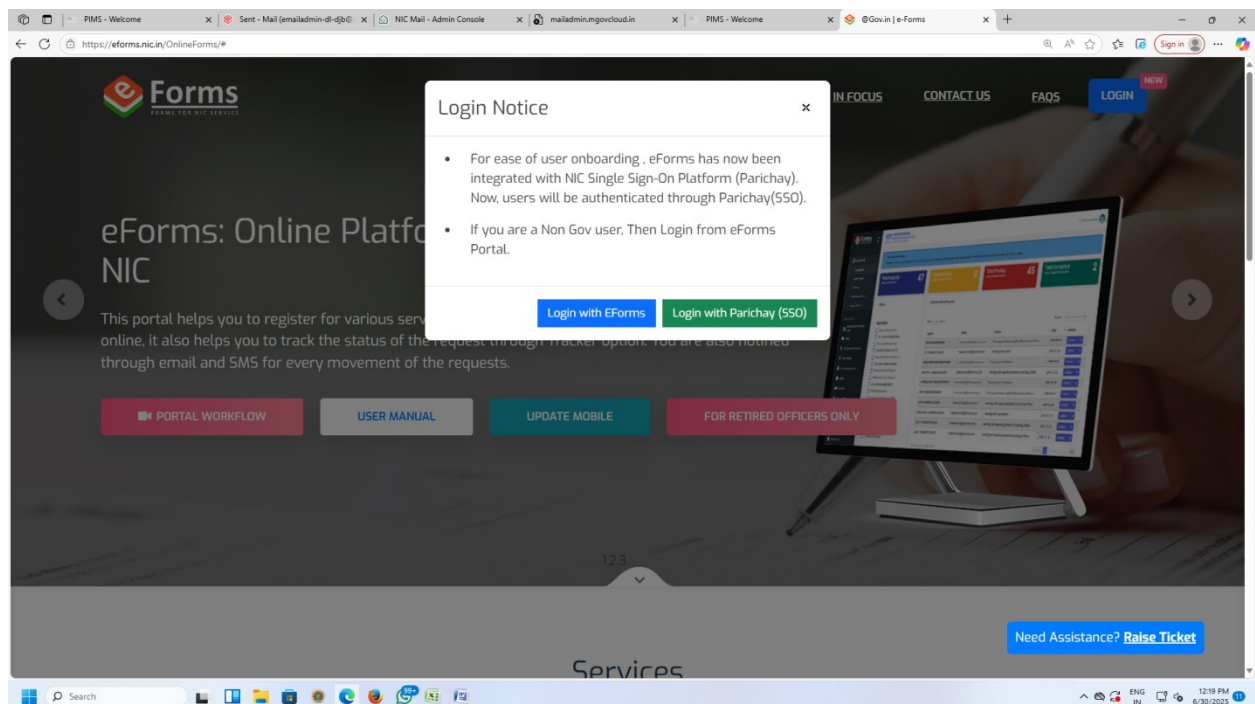


Enter the URL :- <https://eforms.nic.in/>



Click on Login With EForms



Enter your Mail id (any email id, for example gmail, yahoo etc) and click on Continue

The screenshot shows the eForms portal interface. A modal window titled "Login" is centered on the screen. It contains a blue button labeled "Sign in to Portal". Below this is a text input field labeled "Enter Your Email Address" containing the email "djb@gmail.com". A blue "CONTINUE" button is positioned below the input field. At the bottom of the modal, a yellow box contains the text: "All the Government IDs will log in now through SSO(Parichay) Only." The background of the portal shows a navigation bar with links like HOME, SERVICES, IN FOCUS, CONTACT US, and FAQs. A "LOGIN" button is in the top right corner. The main banner area has a laptop displaying the eForms interface and a person's hand typing on a keyboard. A "Need Assistance? Raise Ticket" button is in the bottom right corner.

Please confirm your mail id and confirm. Click on yes

The screenshot shows the eForms portal with a modal window titled "NOTE:". The modal contains a list of services for which registration is allowed: Email Service, VPN Service, SMS Service, Security Audit Service, e-Sampark Service, Cloud Service, Domain Registration Service, Firewall Service, Reservation for video conferencing Service, and Web Application Firewall services. Below the list, it states: "To register for other services, please log in with your government email service(NIC) email address." At the bottom of the modal, there is a pink box asking "Are you sure, you want to proceed with djb@gmail.com?" with "YES" and "NO" buttons. The background of the portal is the same as the previous screenshot, showing the navigation bar, login button, and main banner area.

Enter your Mobile Number

The screenshot shows the eForms Login portal. The background features the eForms logo and the text "eForms Solution : Complete paperless". The login form is centered and includes the following fields:

- Sign in to Portal** (button)
- Enter Your Email Address** (text input field with "b@gmail.com" entered)
- Mobile Number** (text input field with "India (+91)" selected and "Mobile Number" entered)
- Enter Captcha*** (text input field with "A+8ykj" entered)
- CONTINUE** (button)

A yellow banner at the bottom of the login form states: "All the Government IDs will log in now through".

Note: If your "Gov Mail ID" already exists, then system will show that your mail ID already exists for that mobile number. In such cases to enable the e-office on your existing mail ID, send duly verified consolidated cases pertaining to Division/ Office with details, viz., Name, Employee Code, Current Designation, Current Division, on the email ID: itcelldjb@gmail.com, for updating the details on e-office. Also, send the data in soft copy as well along with the duly verified and signed pdf copy of the details.

Otherwise process as follows,

Enter the both OTP which you have received on your Mobile and Mail id separately.

The screenshot shows the eForms Login portal at the "Verify OTP Details" step. The background features the eForms logo and the text "eForms: Online Platform for NIC". The login form is centered and includes the following fields:

- Verify OTP Details** (button)
- Enter Your Mobile OTP** (text input field with "Please Enter OTP sent on +91XXXXXXX006" entered)
- Enter Your Email OTP** (text input field with "Please Enter OTP sent on hrm****@gmail.com" entered)
- Resend mobile otp** (button)
- Resend email otp** (button)
- CONTINUE** (button)

A yellow banner at the bottom of the login form states: "All the Government IDs will log in now through SSO(Parichay) Only".

Enter continue

The screenshot shows the eForms login interface. A modal window titled 'Login' is centered on the screen. It has a 'Verify OTP Details' button at the top. Below it, there are two input fields: 'Enter Your Mobile OTP' and 'Enter Your Email OTP'. The mobile OTP field is highlighted with a blue border. Below the mobile OTP field, there is a green message: 'Please Enter OTP sent on +91XXXXXX0005'. Below the email OTP field, there is a green message: 'Please Enter OTP sent on hrm****@gmail.com'. At the bottom of the modal, there are three buttons: 'Resend mobile otp', 'Resend email otp', and 'CONTINUE'. Below the buttons, there is a yellow box with the text: 'All the Government IDs will log in now through SSO(Parichay) Only.' The background of the page shows the eForms logo and navigation links like HOME, SERVICES, IN FOCUS, CONTACT US, FAQs, and LOGIN.

Now update your Profile

The screenshot shows the eForms profile page. The page has a dark sidebar on the left with navigation links like Dashboards, My Request, OUR SERVICES, Bharat VC, DA Onboarding, Distribution List Services, DNS Services, Sandes, Email (@gov), IMAP/POP, Mail Transfer, SMS Service, and SMTP Gateway. The main content area is titled 'User Profile' and contains a form with two tabs: 'Personal Info' and 'Organizational Info'. The 'Personal Info' tab is active. It contains several input fields: 'User Name *', 'Employee Code', 'Mobile *', 'Email Address *', 'Telephone Number(O)', and 'Telephone Number(R)'. There are also buttons for 'Upload Profile Photo' and 'Upload ID Proof'. A note at the top of the form states: '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.'

Update your Organisation detail As Follows:

Search your organization details

Organization Category

Department/Division/Domain *

Reporting/Nodal/Forwarding Officer Email*

: Delhi Jal Board

:- UT

:- Delhi Jal Board

:- prog1.djb@nic.in

Forms
FOR THE GOVERNMENT

NIC राष्ट्रीय सूचना विज्ञान केंद्र
National Informatics Centre
MESSAGING AND SMS DIVISION

User Manual Coordinator/DA List

Sign in hrm.djb@gmail.com

Personal Info Organizational Info

Search your organization details
Delhi Jal Board:(Delhi)

Organization Category * UT Ministry * Delhi

Department/Division/Domain * Delhi Jal Board

Reporting/Nodal/Forwarding Officer Email * progl.djb@nic.in Reporting/Nodal/Forwarding Officer Name * Sanjay Kr. Vishwakarma

Reporting/Nodal/Forwarding Officer Mobile * +91XXXXXXX087 Reporting/Nodal/Forwarding Officer Telephone * 011-23559163

Reporting/Nodal/Forwarding Officer Designation * Programmer

☒ I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

NOTE: • If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

Search

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Click on Yes to update your Profile

Forms
FOR THE GOVERNMENT

NIC राष्ट्रीय सूचना विज्ञान केंद्र
National Informatics Centre
MESSAGING AND SMS DIVISION

User Manual Coordinator/DA List

Sign in hrm.djb@gmail.com

Reporting/Nodal/Forwarding Officer Email * progl.djb@nic.in Reporting/Nodal/Forwarding Officer Name * Sanjay Kr. Vishwakarma

Reporting/Nodal/Forwarding Officer Mobile * +91XXXXXXX087 Reporting/Nodal/Forwarding Officer Telephone * 011-23559163

Reporting/Nodal/Forwarding Officer Designation * Programmer

☒ I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

NOTE: • If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

SUBMIT

Are you sure you want to create or update your profile?

Cancel Yes

india.gov.in PMINDIA @gov.in Digital India myGov eSampark

POLICIES UNDER THE E-MAIL SERVICE OF THE GOVERNMENT
Designed and Developed by Messaging Division NIC 2025 © eForms

Search

ENG IN 12:49 PM 6/30/2025

Click on Ok

The screenshot shows the eForms profile creation interface. A white modal box with the text "Profile created Successful!" and an "OK" button is centered on the screen. The background form is partially visible, showing fields for Department/Division (Delhi Jal Board), Reporting/Nodal/Forwarding Officer Name (Sanjay Kr. Vishwakarma), Reporting/Nodal/Forwarding Officer Mobile (+91000000087), Reporting/Nodal/Forwarding Officer Telephone (011-23559183), and Reporting/Nodal/Forwarding Officer Designation (Programmer). A checkbox is checked, indicating the user declares that their Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which they belong. A "SUBMIT" button is at the bottom right of the form. The left sidebar contains a menu with "Dashboards" and "My Request" under "OUR SERVICES". The top header shows the user is logged in as hrm.djb@gmail.com.

Now your Dashboard will open

Click on **Email(@gov)** on left menu

The screenshot shows the eForms dashboard. The left sidebar is the same as in the previous image, but the "Email (@gov)" option is highlighted. The main content area displays a welcome message to "Dear Hans Raj Meena" and a notice about using "RAISE A QUERY" and "TRACK" options. Below this, there are five colored boxes showing request statistics: Total User Requests (0), Total Pending Requests (0), Total Completed Requests (0), Total Rejected Request (0), and Total Expired Requests (0). A "General Filters" section shows "No Request Available". A "Total Pending Request" section contains a table with columns: App Id, Email, Status, Date, and Actions. The footer includes logos for India.gov.in, PMINDIA, @gov.in, Digital India, myGov, eGreetings, and Sampark, along with the text "POLICIES UNDER THE E-MAIL SERVICE OF THE GOVERNMENT" and "Designed and Developed by Messaging Division NIC 2019 © eForms". The top header shows the user is logged in as hrm.djb@gmail.com.

Following window will open

The screenshot shows a web browser window with multiple tabs. The active tab is 'eForms | Support Component A'. The URL is 'https://eforms.nic.in/OnlineForms/Email_registration'. The page displays the 'eForms' dashboard with a sidebar menu on the left containing options like 'Dashboards', 'My Request', 'OUR SERVICES', 'Bharat VC', 'DA Onboarding', 'Distribution List Services', 'DNS Services', 'Sandes', 'Email (@gov)', 'IMAP/POP', 'Mail Transfer', 'SMS Service', 'SMTP Gateway', and 'Update Profile in (@gov)'. The main content area is titled 'Email Subscription Form'. A 'Please Note' pop-up window is overlaid on the form, containing the following instructions:

- GEM(PSU) users should click GEM subscription forms only to create the IDs.
- Central/State government users should click on Single/Bulk subscription form only to create the IDs.
- NKN users from any institute should click on NKN subscription form only.

The form itself has sections for 'Single Subscription' (with radio buttons for 'Single Subscription', 'GEM Subscription', and 'Extend the Validity of A'), 'Single User Subscription Details' (with radio buttons for 'For Self' and 'For Other User(Where you are posted)'), 'Type of Mail ID: * (Know More)' (with radio buttons for 'Mail user (with mailbox)', 'Application user (without mail box(Eoffice-auth))', and 'e-office-srilanka'), and input fields for 'First Name *', 'Last Name *', 'Date Of Birth *', and 'Date Of Retirement/Date of expiry *'. A blue banner at the bottom states: '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.'

In above window:

- Click on Ok (In the Pop-up Window)
- Select the **“Single Subscription”**
- In the Single User Subscription Details : Select the option **“For Self”**
- **Select Type of Mail ID: *** :- “Application user (without mail box(Eoffice-auth))”
- **Select Email address preference: *** :- Name Based
- **Select Employee Description: *** :- Govt/PSU Official
- **Type Preferred Email Address 1 :**
Standard Format is **“(Firstname).(Lastname)(two digit no of birth year or retirement year)@eauth.in”**
If no last name, then Enter **“djb”** in place of last name
- **Example: ajay.kumar88@ eauth.in or “ajay.djb88@eauth.in” [In case last name is not available]**
- **After filling all required details, click on “OK” button.**

A pop-up will appear on the screen as **“Please note email ids will be created without mail box”**

Click on **“OK”** Button on the pop up window.

The screenshot shows the NIC e-Forms registration page. A pop-up window is displayed in the center with the following text:

Please note email ids will be created without mailbox
Do you still wish to proceed further.

Below the pop-up, the registration form is visible. It includes fields for First Name (Hans), Last Name (Meena), Date Of Birth (14-09-1984), and Date Of Retirement/Date of expiry (30-09-2044). The form also has sections for Email address preference (Name Based, Designation/Office based id) and Employee Description (Govt/Psu Official, Consultant/Contractual Staff, FMS Support Staffs). A blue banner states: "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." A green banner at the bottom states: "If domain requested does not exist in our records, please contact NIC email coordinator [officer13.dlsu-del@nic.in]. Your domain needs to be registered as a mail domain for further processing."

- Enter the Captcha Code shown as below.

The screenshot shows the NIC e-Forms registration page with the Captcha code. The form is filled out with the following details:

First Name: Hans Raj
Last Name: Meena
Date Of Birth: 14-09-1984
Date Of Retirement/Date of expiry: 30-09-2044

Email address preference: Name Based
Employee Description: Govt/Psu Official

Preferred Email Address 1 (Refer email address guidelines): hansraj.meena84 @ eauth.in
Preferred Email Address 2 (Refer email address guidelines): hansraj.meena84@eauth.in

Captcha: rFAt4a

The form also includes a blue banner stating: "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." and a green banner stating: "If domain requested does not exist in our records, please contact NIC email coordinator [officer13.dlsu-del@nic.in]. Your domain needs to be registered as a mail domain for further processing."

Single User Subscription 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 *

Reporting/Nodal/Forwarding Officer Details

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

Reporting/Nodal/Forwarding Officer Mobile * Reporting/Nodal/Forwarding Officer Telephone *

Click on **"I agree to Terms and Conditions"** and click on **Submit** button

Single User ddSubscription Details

☒ For Self ☐ For Other User(Where you are posted)

Type of Mail ID: *
☐ 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 *

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

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

Preferred Email Address 1 (Refer email address guidelines) * Preferred Email Address 2 (Refer email address guidelines) *

☒ I agree to [Terms and Conditions](#)

Designed and Developed by Messaging Division NIC 2025 © eForms

Now, your application will be forwarded to the **“Reporting/Nodal/Forwarding Officer”**, i.e., Sh. Sanjay Vishwakarma”, Email ID: prog1.djb@nic.in.

The screenshot shows the eForms registration interface. A pop-up window titled "Reporting/Nodal/Forwarding Officer Details" is displayed over the main form. The pop-up contains the following information:

- Name:** Sanjay Kr. Vishwakarma
- Email:** prog1.djb@nic.in
- Mobile:** +91XXXXXXX087
- Are you sure, you want to proceed?** (with "No" and "Yes" buttons)

The background form shows the "Single User Subscription Details" for "Hans Raj". It includes fields for "Type of Mail ID", "First Name", "Date Of Birth", "Email address preference", "Employee Description", and "Preferred Email Address 1" and "2". The "Yes" button on the pop-up is highlighted.

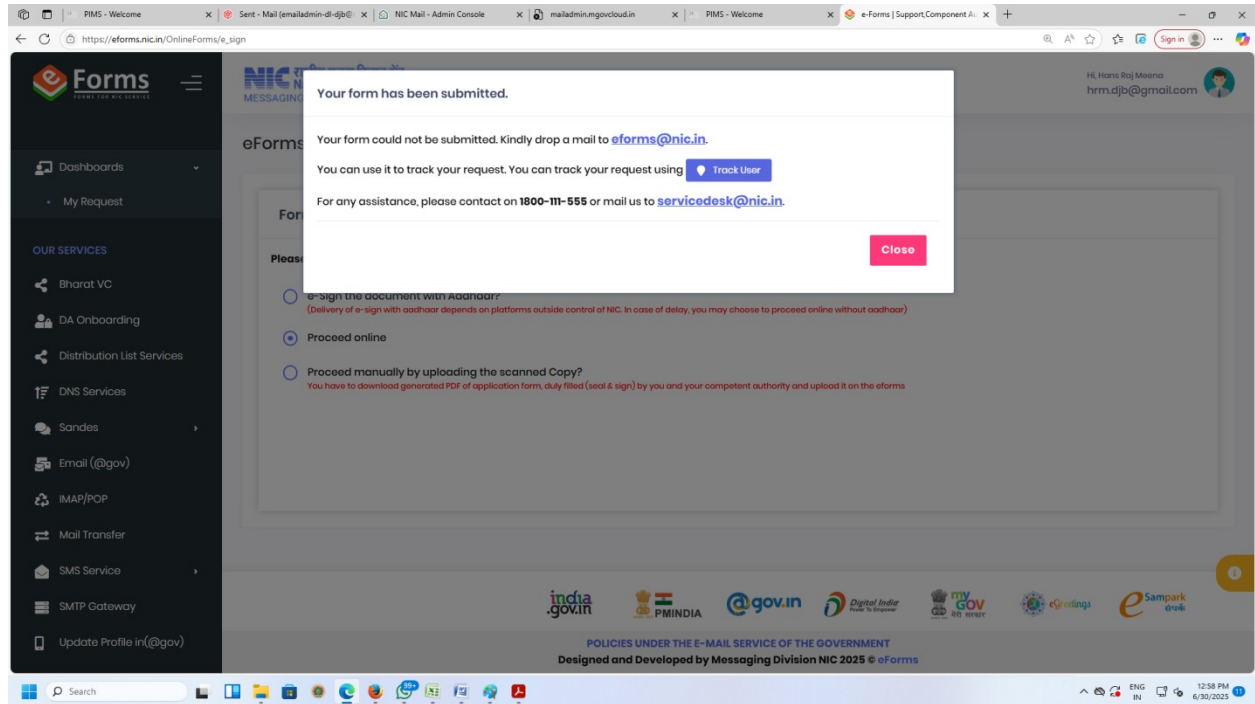
After Clicking on **Yes** button on above Pop Up Screen, In the next Window, select **“Proceed Online”** and Click on **“Continue”**.

The screenshot shows the eForms registration interface after clicking the "Yes" button. The main form is titled "Form Submission Type" and contains the following information:

- 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
- ☐ Proceed manually by uploading the scanned Copy? (You have to download generated PDF of application form, duly filled (seal & sign) by you and your competent authority and upload it on the eforms)

A green "Continue" button is visible at the bottom of the form. The background shows the eForms logo, navigation menu, and footer information.

Now, the application has been finally submitted for further processing. You can further track your application through received message on your registered mobile number.



It may take 3-4 working days for creation of e-office ID after submission of online application. For any query/ issue faced in this matter, you may send an email to itcelldjb@gmail.com.