
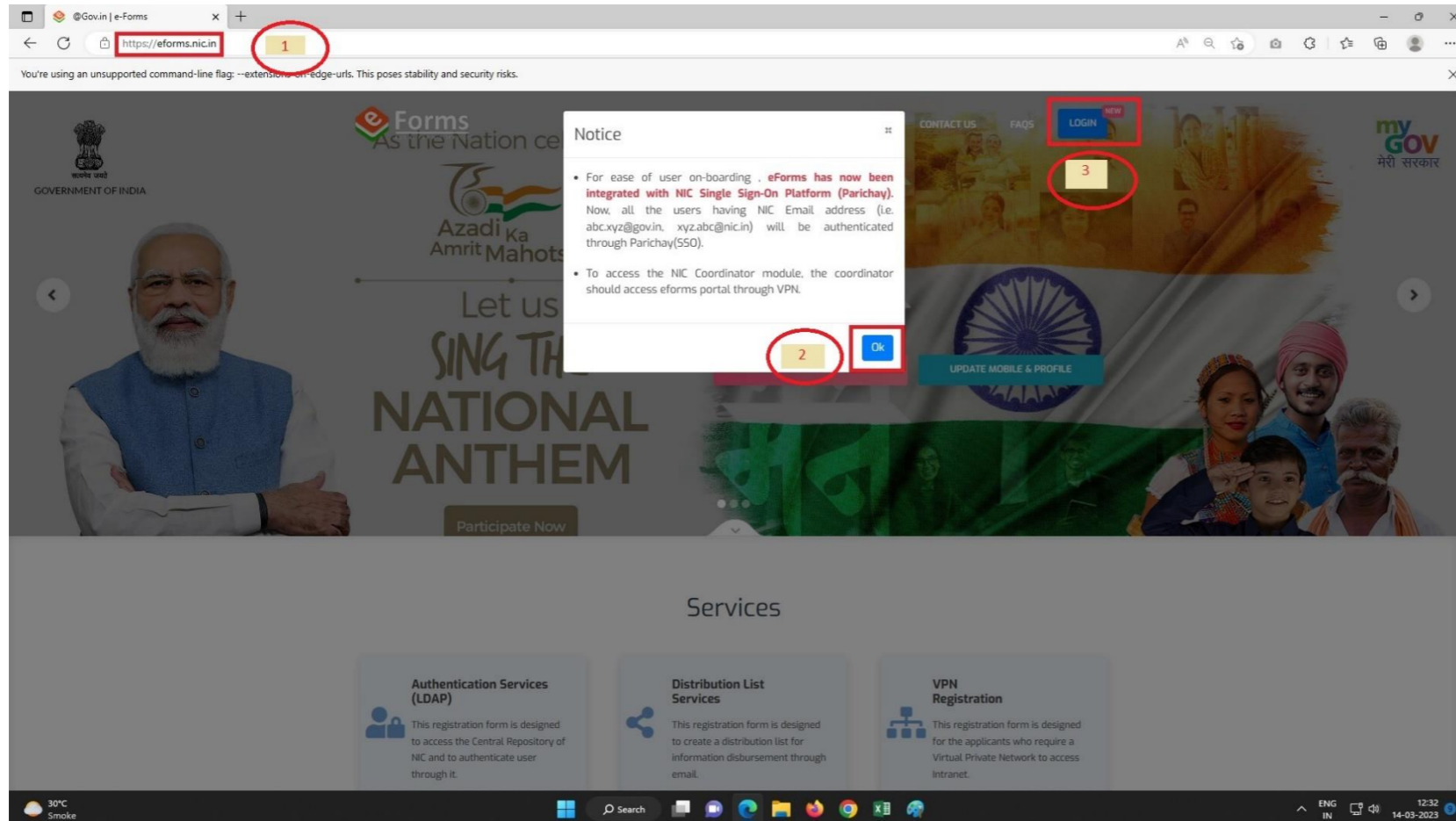


Note:-

1. Create a gov email id as per detailed instruction in [Single-User-Subscription_3.pdf \(assam.gov.in\)](#).
2. Create a bulk user comma separated value (CSV) file.
1. For government email id subscription first and foremost requirement is reporting officer's gov email id, without which govt subscriber can not apply for both Single and Bulk User Subscription.

Create gov email id of and Officer of a Department

1. User can now apply through [eforms.nic.in](#) with his / her gov email id and 
2. After login view your profile, update if your reporting officer details if require to be changed.
3. Download and prepare your subscribers data in CSV file.



EFORMS

Bulk Comma Separated Value File Preparation.

1. Open Internet browser like FireFox, Google, Microsoft Edge or other.
2. Type eforms.nic.in in address bar as indicated by by encircled 1, then click on OK then on 3.

3. Click on [Login with Parichay \(SSO\)](#)

The screenshot displays the eForms website interface. At the top left is the logo for 'eForms FORMS FOR NIC SERVICE'. The main heading reads 'eForms: Online Request Services of NIC'. Below this, a paragraph states: 'This portal helps you to register for various services. Once you register, you can track the request online, it also helps you to track the status of the request through tracked option. You are also notified through email and SMS for every movement of the requests.' At the bottom of the page are three buttons: 'PORTAL WORKFLOW', 'USER MANUAL', and 'UPDATE MOBILE'. In the top right corner, there are links for 'CONTACT US', 'FAQS', and a 'LOGIN' button with a 'NEW' tag. A 'Login Notice' modal is open in the center, containing the following text:

Login Notice

- For ease of user onboarding , eForms has now been integrated with NIC Single Sign-On Platform (Parichay). Now, users will be authenticated through Parichay(SSO).
- If you are a Non Gov user, Then Login from eForms Portal.

At the bottom of the modal are two buttons: 'Login with Parichay (SSO)' (highlighted with a red box) and 'Login with EForms'.

4. Enter your gov email id, password, click to view password if required and click Next to Proceed.

ARICHAY
Single, Simplified, Safe

Please enter details to proceed
[example rakesh.b@assam.gov.in](#)

Enter User Name eg. userid[at]domain[dot]in

Enter Password [Click to view entered password](#)

Next

[Forgot Password](#)

Ministry of Electronics & Information Technology
Government of India

NIC एन आई सी
National Informatics Centre

eForms
FORMS FOR NIC SERVICE

Sabka Saath
Sabka Vikas
Sabka Vishwas
Sabka Prayas

75 Azadi Ka Amrit Mahotsav

Tip of the day

Keep changing your Password often and make them complex and not guessable.

Parichay Authenticator

Kavach

Parichay Authenticator and Kavach should be downloaded only from authentic platforms.

[Extend ID \(Retired Officers\)](#) [Update Mobile & Profile](#)

5. In this step click for **OTP as SMS and on Sandes** (Govt Instant Messaging Service) and click on **Next**

The screenshot displays the ARICHAY Two Step Authentication screen. At the top, there are logos for India, Azadi Ka Amrit Mahotsav, Digital India, and G20. The ARICHAY logo is prominently displayed with the tagline "Single, Simplified, Safe". Below the logo, the text "Two Step Authentication" is shown, followed by the instruction "Select one of the options and Click 'Next'". Two options are listed: "OTP on Email" and "OTP as SMS and on Sandes". The "OTP as SMS and on Sandes" option is highlighted with a yellow box and a yellow arrow labeled "1". Below the options, the "Next" button is highlighted with a yellow box and a yellow arrow labeled "2". At the bottom, there are logos for the Ministry of Electronics & Information Technology, Government of India, and NIC (National Informatics Centre). The footer also includes the "Forms" logo with the tagline "FORMS FOR NIC SERVICE".

Sabka Saath
Sabka Vikas
Sabka Vishwas
Sabka Prayas

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Ministry of Electronics & Information Technology
Government of India
NIC
एन आई सी
National Informatics Centre

Forms
FORMS FOR NIC SERVICE

6. You will receive a OTP in you mobile. Click on **Show OTP** to view OTP you entered. Click on **NEXT** to proceed to next step.

7. You have now in eforms subscription Home Page. Click on **Email(@gov)** as indicated by arrow with encircles 1.

Forms
FORMS FOR NIC SERVICE

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

User Manual Know Your Coordinator

Hi, SDO Civil Parbatjhora

Dear SDO Civil Parbatjhora,
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 2022

Important! You are viewing your requests. To view requests on RO/Coordinator panel, Please click respective panels under Dashboard. You have **RO Panel** access.

Total User Requests 1

Today's Pending Request 0

Total Pending Requests 1

Total Completed Requests 0

General Filters

Application

Mobile change

Status

Pending Request

Rejected Request

Completed Request

Total Pending Request

Show 10 entries

Search: Reg Id, Email, Status, Date

App Id	Email	Status	Date	Actions
MOBILE-FORM202303010045	[REDACTED]	Pending with DA-Admin	2023-03-02 11:11:51.0	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

OUR SERVICES

- DA Onboarding
- Distribution List Services
- DNS Services
- Email (@gov)**
- IMAP/POP
- SMS Service
- SMTP Gateway
- Update Profile in (@gov)
- VPN Service
- WiFi Service
- WiFi Port Services

EXTERNAL SERVICES

- Cloud

8. Click **OK (encircled)** in the page

The screenshot displays the eForms portal interface. A modal dialog box titled "Please Note:" is centered on the screen. The dialog contains the following text:

- 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 "OK" button at the bottom of the dialog is highlighted with a green circle. In the background, the "Email Subscription Forms" page is visible, featuring a sidebar with navigation options like "Dashboards", "My Request", and "RO Panel". The main content area includes sections for "Email Subscription Forms" (with radio buttons for Single and GEM), "Single User Subscription Details" (with radio buttons for For Self and For Other User), and various input fields for "Type of Mail ID", "Date Of Birth", "Date Of Retirement", "Email address preference", and "Employee Description". A green error message banner is also present, stating: "If domain requested does not exist in our records, please contact NIC email coordinator [asm-ajit@nic.in, chinmoy.bhattacharya@nic.in, azza.yasmin@nic.in]. Your domain needs to be registered as a mail domain for further processing." At the bottom of the page, a "Preview and Submit" button is visible.

9. Click on the options earmarked with a bordered rectangle. All the required options been shown here.

The screenshot displays the 'Email Subscription Forms' interface. The left sidebar contains navigation options like 'Dashboards', 'My Request', 'RO Panel', and 'OUR SERVICES'. The main content area includes radio buttons for 'Single Subscription', 'Bulk Subscription' (selected), 'NKN Single Subscription', and 'NKN Bulk Subscription'. Below this, 'Bulk User Subscription Details' shows 'Type of Mail ID' with 'Mail user (with mailbox)' selected, and 'Email address preference' with 'Name Based' selected. A 'Download File' link is highlighted in a red box. A captcha and a 'Submit' button are also visible.

10. Download CSV (Comma Separated Value) captioned at **Download File** link. It will be downloaded in your download directory of the browser under **Settings** of browser

- Dashboards
- My Request
- RO Panel
- OUR SERVICES
 - DA Onboarding
 - Distribution List Services
 - DNS Services
 - Email (@gov)
 - IMAP/POP
 - SMS Service
 - SMTP Gateway
 - Update Profile in (@gov)
 - VPN Service
 - WiFi Service
 - WiFi Port Services
- EXTERNAL SERVICES
 - Cloud
 - Domain Registration
 - Sampark
 - Security Audit

Email Subscription Forms

- Single Subscription
- Bulk Subscription
- NKN Single Subscription
- NKN Bulk Subscription
- GEM Subscription
- Email Activate
- Email De-Activate
- Extend the Validity of Account

Bulk User Subscription Details

- Type of Mail ID: * (Know More)
- Mail user (with mailbox)
 - Application user (without mailbox (office-auth))
 - e-office-irilanka

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

NOTE: Please Follow these instructions for uploading CSV.

- CSV file must contain following fields:
First Name(special characters not allowed) : **Last Name**(special characters not allowed) : **Designation**(only [_ / - 0] allowed) : **Department/ Ministry**(only [- / 0 & .] allowed) : **State**(only [- & /] allowed) : **Country Code without (+)** : **Mobile** : **Date of Retirement**(dd-mm-yyyy) : **Login UID**(only [_ -] allowed) : **Complete Email address**(only [- _ @] allowed) : **Date of Birth**(dd-mm-yyyy) : **Employee Code**
- All fields are mandatory (except Date of Birth and Employee code) for account creation.
- Maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.
- 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.
- Country Code (allowed 1-5 digits) , Mobile Number (allowed 8-14 digits)* For for(9) Country Code Only 10 digit mobile number is allowed.

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

Please upload the CSV file

Select File

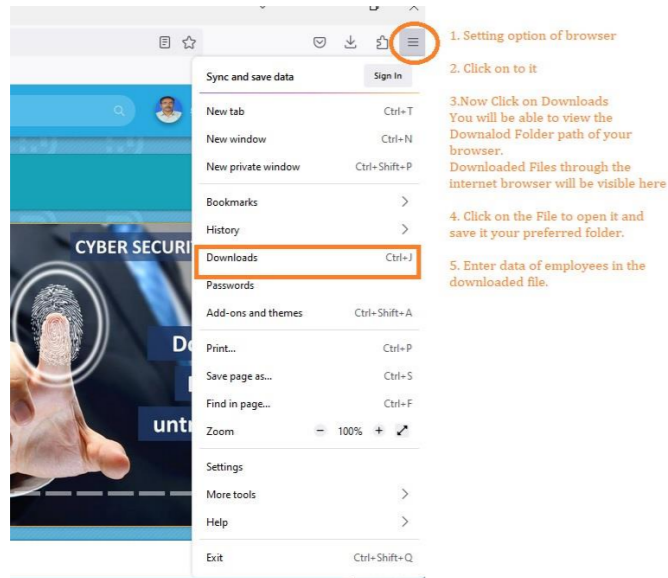
You can Download the File and fill the Detail and Upload

Enter Captcha*

Enter Captcha

Steps for Creating a CSV file bulk user subscription

1. Download the CSV file from the link **Download File** as shown above in Point 10.
2. To Find the location of your downloaded CSV file.

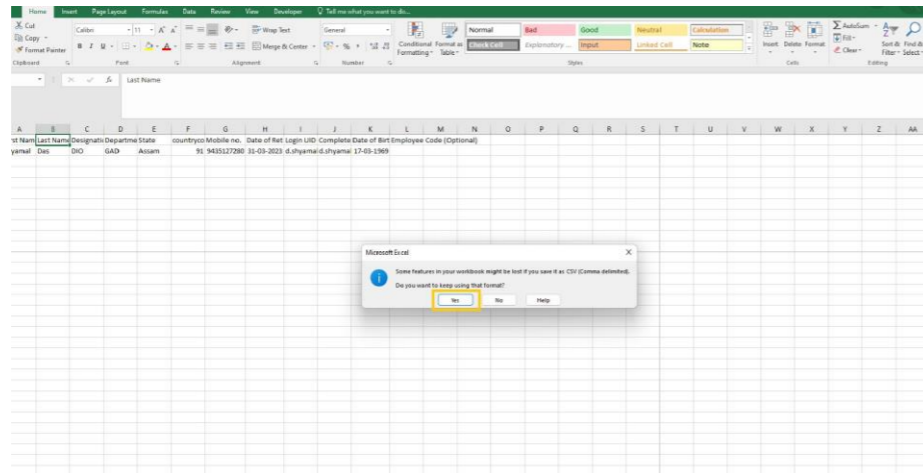


3. Open the CSV file using MS Excel and enter Data as instructed in the file.
If an employee has a middle name, enter the first and middle names together in the first name field. Refer to the filled-in sample file.
4. Sample copy of a Comma Separated Value File is as below

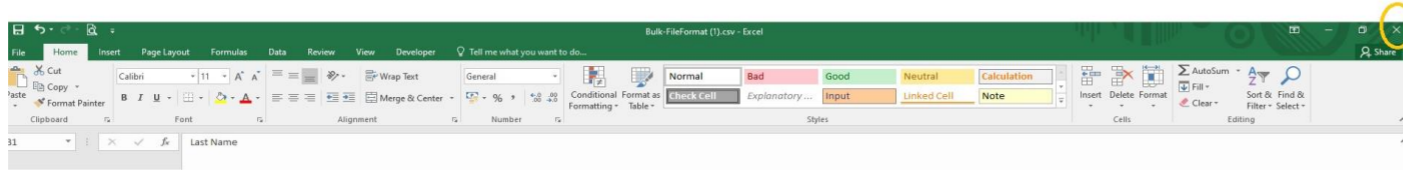
First Name	Last Name	Designation	Department	State	country code	Mobile no.	Date of Retirement / Completion of Contract(Contractual employees / Consultants)(FormatDD-MM-YYYY)	Login UID	Complete Email address	Date of Birth (Format DD-MM-YYYY)	Employee Code (Optional)
Niraj Kumar	Balla	JUNIOR ASSISTANT	GAD	ASSAM	91	7896543210	31-03-2045	nrj.balla	nrj.balla@assam.gov.in	28-03-1985	
Niraj Kumar	Balla	Senior ASSISTANT	GAD	ASSAM	91	1234567890	31-03-2045	balla.nrjk	balla.nrjk@assam.gov.in	28-03-1985	
Niraj Kumar	Balla	Junior Admin Assistant	GAD	ASSAM	91	2345678910	31-03-2045	nirajkr.b	nirajkr.b@assam.gov.in	28-03-1985	
Niraj Kumar	Balla	Senior Admin Assistant	GAD	ASSAM	91	3456789120	31-03-2045	b.nirajkr	b.nirajkr@assam.gov.in	28-03-1985	
Niraj Kumar	Balla	JUNIOR ASSISTANT	GAD	ASSAM	91	4567891230	31-03-2045	balla.nk	balla.nk@assam.gov.in	28-03-1985	

5. For Saving the CSV file, please follow the screenshot.

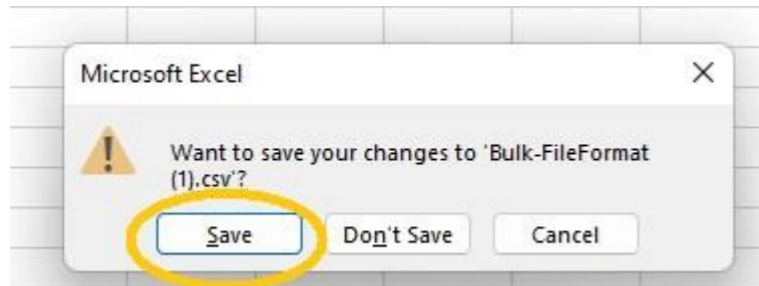
a) Click **Yes** to keep the same format.



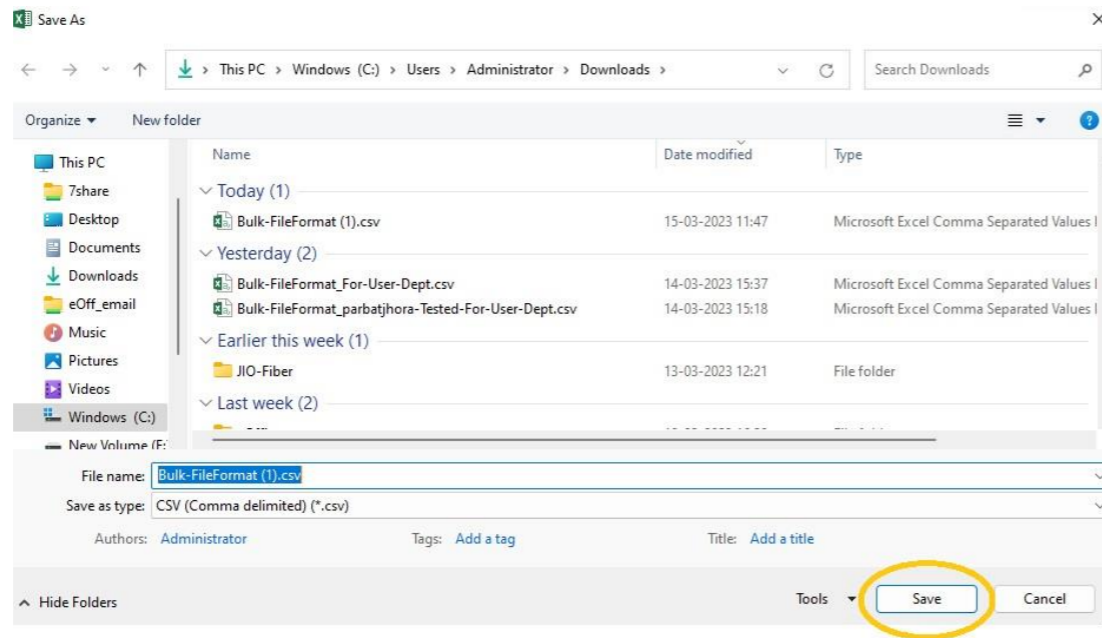
b) Close Window, by clicking on **X**



c) Click on **Save**



d) Click on **Save**



e) As the file name already exists, please click on **“YES”**

Bulk CSV file preparation is complete here.

6. Upload the CSV File by browsing the location where you have saved.
7. Put Captcha value and **Submit** it.

8. Now it will show you the errors and Success of the list of records.
9. On clicking **Error**, It will show you the **error messages** with reasons.
10. On the left side error message there is **Action** Button, clicking on it will give you two other option **Edit** and **Delete**.

Following details are valid for email creation.

Search:

S.No	First Name	Last Name	Date of Retirement	Department	Designation	Mail	Mobile	User State	Action
1	Niraj Kumar	Balla	31-03-2045	GAD	JUNIOR ASSISTANT	nrjballa@assam.gov.in	+917896543210	ASSAM	Action
2	Niraj Kumar	Balla	31-03-2045	GAD	Senior ASSISTANT	balla.nrjk@assam.gov.in	+911234567890	ASSAM	Edit Delete
3	Niraj Kumar	Balla	31-03-2045	GAD	Junior Admin Assistant	nirajkr.b@assam.gov.in	+912345678910	ASSAM	Action
4	Niraj Kumar	Balla	31-03-2045	GAD	Senior Admi Assistant	bnirajkr@assam.gov.in	+913456789120	ASSAM	Action
5	Niraj Kumar	Balla	31-03-2045	GAD	JUNIOR ASSISTANT	ballank@assam.gov.in	+914567891230	ASSAM	Action

Showing 1 to 5 of 5 entries

Previous 1 Next

Preview and Submit

11. Clicking Edit, make necessary changes and update.
12. After making necessary changes, click on “**Preview and Submit**” View the records and **Submit** it.
13. On clicking **Submit**, the system will ask you to confirm your reporting Officer. If correct, click **Yes**.
14. Now It will show **Form Submission Type**, with the following options.

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
- Proceed manually by uploading the scanned Copy?
(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)

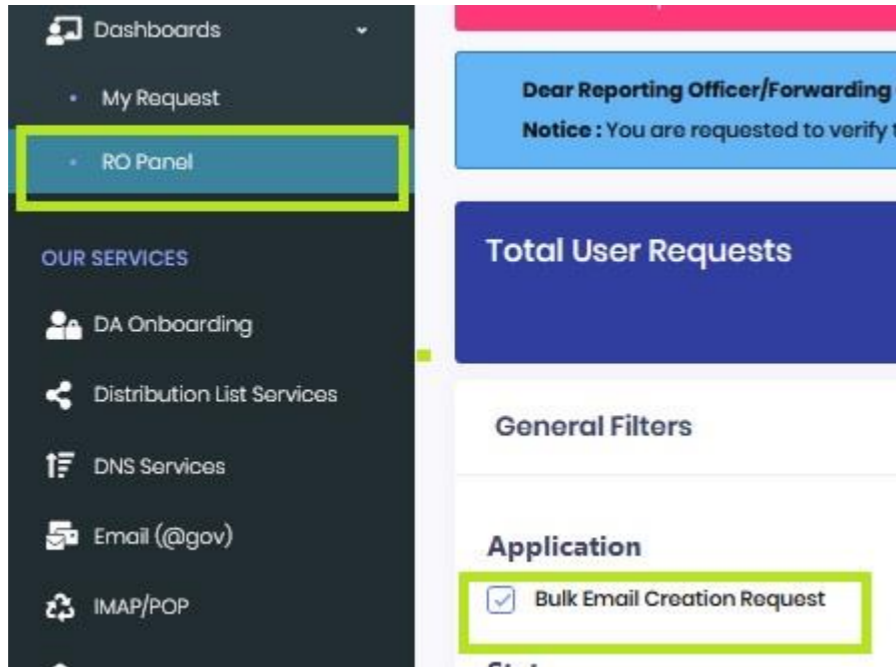
✓ Continue

- a) e-Sign the document with Aadhaar?
- b) Proceed online
- c) Proceed manually by uploading the scanned Copy?

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.

On Successful Submission, your will be moved to your reporting officer (as your profile defined by you in eforms.nic.in).

Reporting Officer has to login using his / her email id and click on RO Panel as below diagram and clicking on Bulk email Creation request



Reporting Officer will be able to view all the requests submitted to him / her.

The screenshot displays the Reporting Officer (RO) dashboard. At the top, a blue banner reads: "Dear Reporting Officer/Forwarding Officer/Nodal Officer, Notice : You are requested to verify the credentials and authenticity of the applicant prior to approval or creation of account. If more information is required please use the option 'RAISE A QUERY' and ask for more inputs for verifying credentials".

Key statistics are shown in colored boxes:

- Total User Requests: 1
- Today's Pending Requests: 0
- Total Pending Request: 0
- Total Completed Requests: 0

The dashboard includes a sidebar with navigation options: Dashboards, My Request, RO Panel, OUR SERVICES (1), DA Onboarding, Distribution List Services, DNS Services, Email (@gov), IMAP/POP, SMS Service, SMTP Gateway, Update Profile in (@gov), and VPN Service.

Under "General Filters", the "Application" filter is set to "Bulk Email Creation Request" (2 items). The "Status" filter is set to "Completed Request".

The "FILTERED REQUESTS" section shows a table with the following data:

App Id	Applicant Details	Status	Submission Type	Date
BULKUSER-FORM202303020070	priyankar.pratim@assam.gov.in	Pending with DA-Admin	User: Online RO: Online	2023-03-13 15:24:06.0

Actions available for the selected request include: Preview (4), View Bulk Records, Track, Generate Form, Upload Multiple Docs, Download Multiple Docs, and Download Docs uploaded by user. An "Actions" dropdown menu is also visible at the bottom right of the table.

For Reporting Officer(RO) to approve your request, RO has to login to eforms.nic.in, click on RO Panel, Check on Bulk Email Creation Request. Your App Id will be listed. RO to click on **Action** pertaining to your App Id. Preview the records and Approve it.

DIO NIC Kokrajhar.