

SOP for creating email through file upload:

1. This is a temporary process for creating official emails for users of Assam Govt. departments.
2. The departments to compile the data for the applicants in a prescribed excel sheet.
3. An excel sheet have the following heads:

First Name : e.g. **Binay**

Last Name : e.g. **Pegu**

Designation: e.g. **Sub Inspector**

Department: e.g. **Assam Police**

State: **Assam**

Country: **91**

Mobile: e.g. **9864057698**

Date of Retirement(dd-mm-yyyy): e.g. **31-03-2042**

Login UID (the portion of the preferred email before @): e.g. **binay.pegu**

Complete Email address (preferred email): e.g. binay.pegu@assampolice.gov.in

- The availability of the preferred email can be checked while applying for email through eforms.nic.in.
- Use @assam.gov.in for Assam govt. officials.
- Use @assampolice.gov.in for Assam police officials.
- Use @supportgov.in for support personals
- Use @govcontractor.in for contractual employees.
- Use dot(.) in the UID for name based email (e.g. binay.pegu@assampolice.gov.in)
- Use hyphen(-) in the UID for designation based email
(e.g. dgp-nagoan@assampolice.gov.in)

Date of Birth(dd-mm-yyyy): e.g. **16-03-1982**

Employee Code (optional) : Characters, Digits allowed [2 to 12 characters].

4. Departments will consolidate the list of data for email applicants in a single excel sheet in the format given. Header in the excel sheet to be removed after consolidation. File to be saved in the name of the department and date e.g. sp-nagaon-dd-mm-yyyy..
5. The verified excel sheet to be mailed through Department Head's govt. email to the following emails:

To: "Mitali Sarma Borthakur" <barthakur.s.m@nic.in>

CC: "Naina Begum" <naina.b@nic.in>; "Aziza" aziza.yasmin@nic.in

6. Email creation message will be delivered to the registered mobile no. Some email may not get created due to the following reason:
 - UID requested may already be assigned to another user.
 - Error in the data submitted.