

Steps of Creating/Obtaining Government eMail id

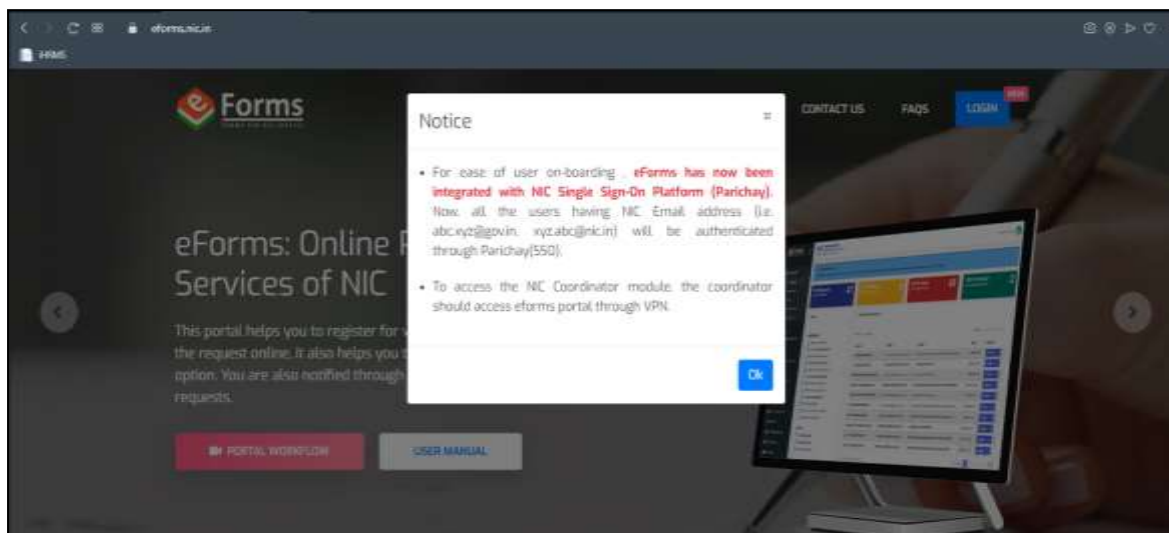
This document explains the process of obtaining official email ID from government department which in Punjab is Director, Governance Reforms. In case you have personal email id(in your name) taken from any government domain then pls. update the same in you iHRMS account as after June you will not be able to access the iHRMS and other softwares which take data from iHRMS.

In case you do not have any official email id which ends with gov.in suffix, then follow the steps enlisted here.

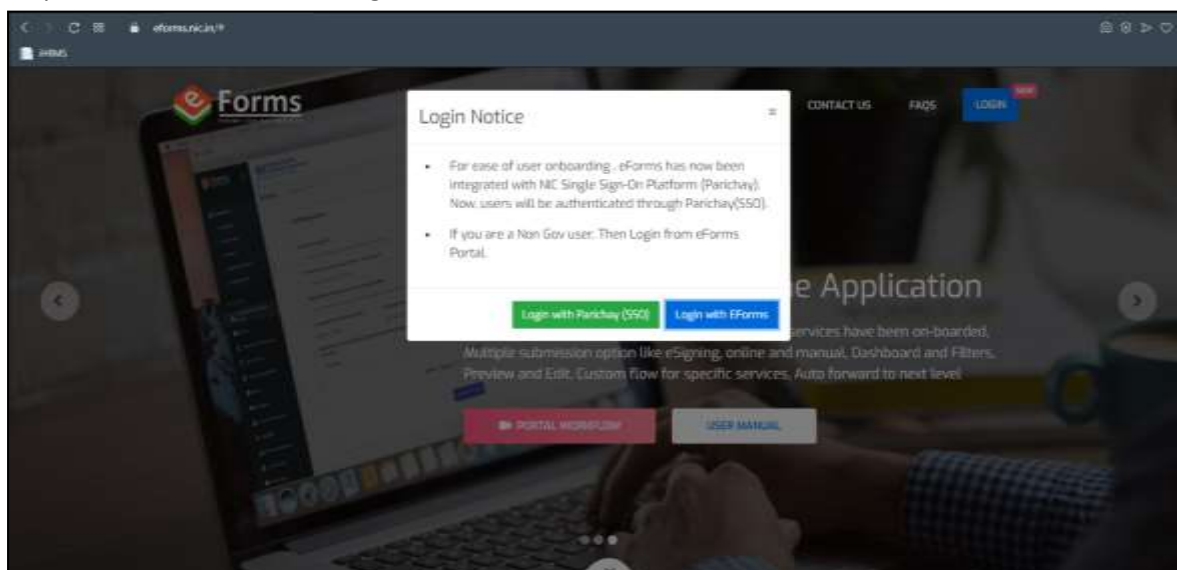
This is to caution you that this document just gives an overview and not the detailed process, it is always better to refer to the User Manual available at <https://eforms.nic.in> website for detailed understanding.

Note: Email Creation Related Helpdesk Number at [0172-292 0180](tel:0172-2920180) may be contacted.

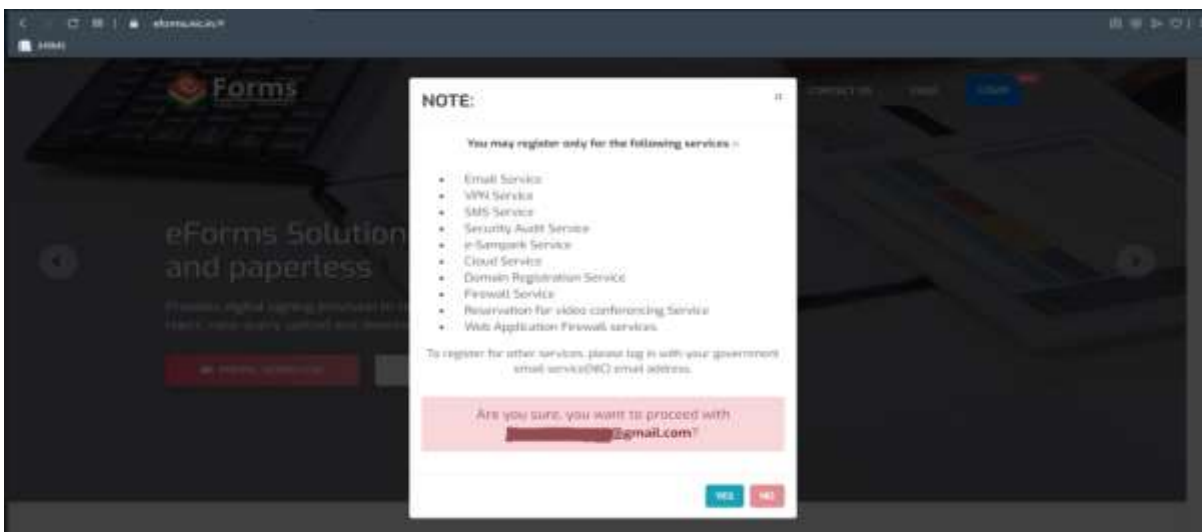
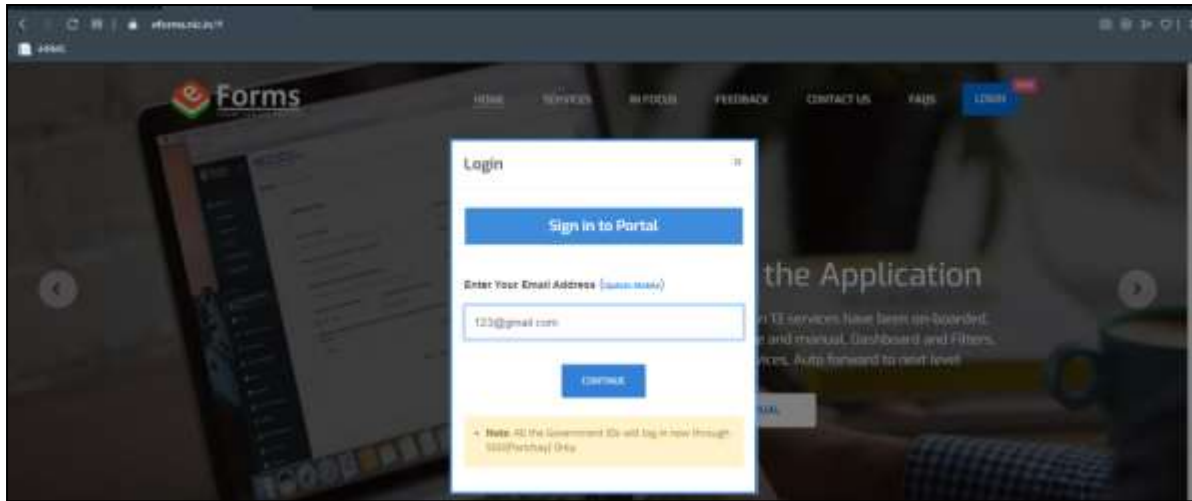
Step1: Go to website <https://eforms.nic.in/>



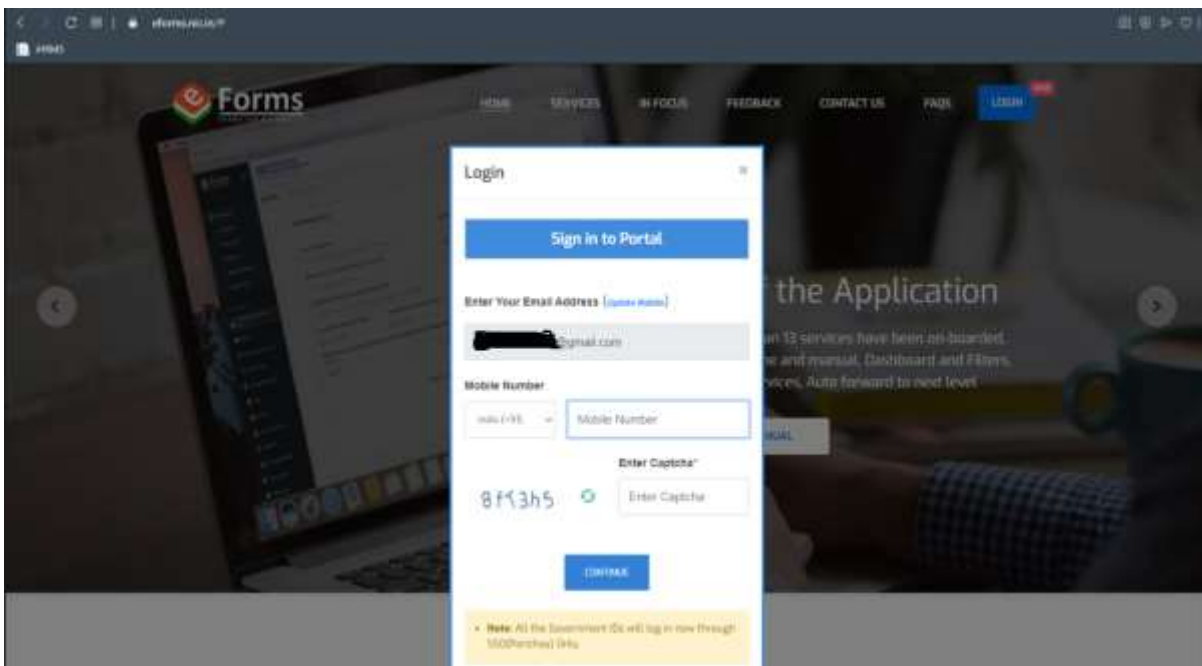
Step2: Press OK and click on login with Eforms



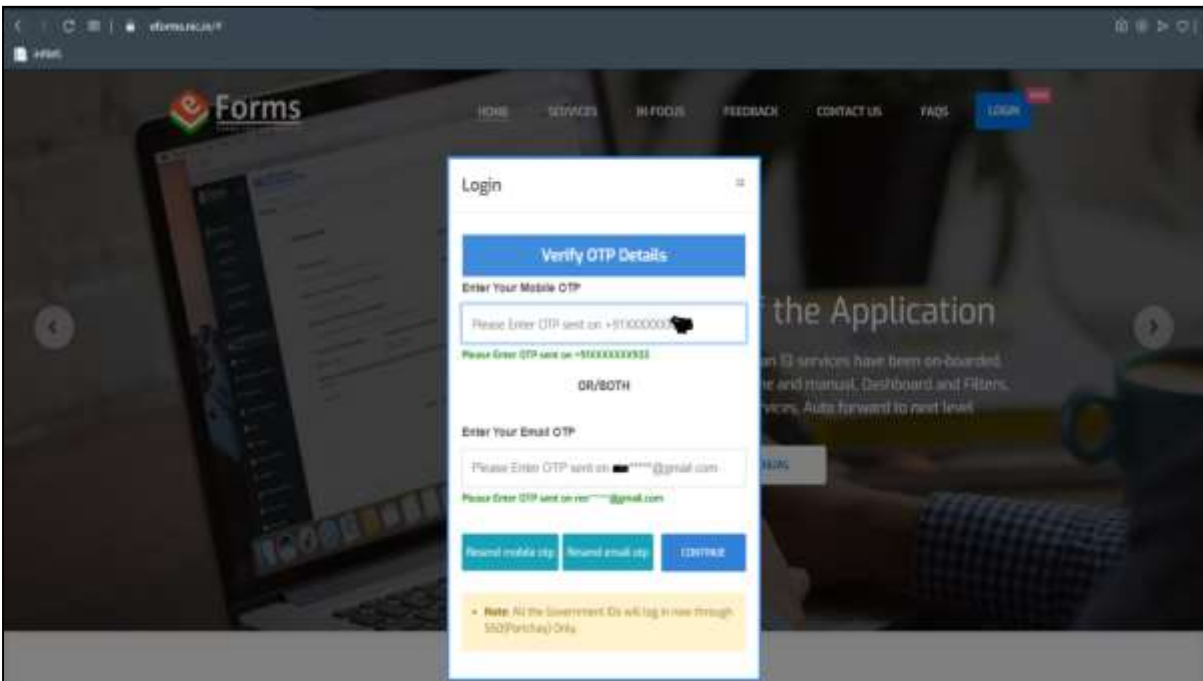
Step3: Sign in with email id (Gmail/yahoo etc.) and click on Yes



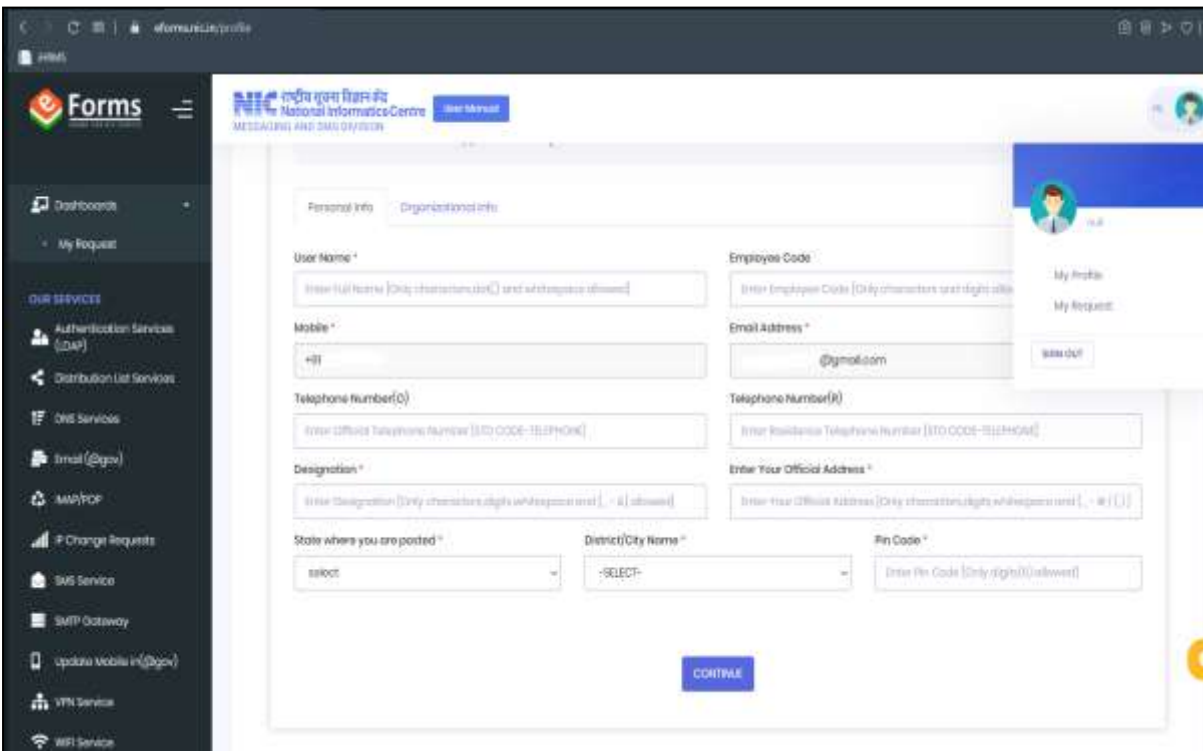
Step4: Enter mobile number and captcha before continue



Step5: Enter both OTP that are received on(Mobile/email) for continue



Step 6: Once OTPs(on Mobile & Email) are entered correctly and 'Continue' Button is Pressed, a form as shown below will appear. The applicant will have to fill the complete personal as well as organizational information on the profile page to proceed further, as shown in the following diagrams:



Click on continue with filled personal information and then enter organisation details as shown below and press Submit Button at the bottom of the form shown below:

Organization Category *

State * Punjab

Department * Government of Punjab

Reporting/Node/Forwarding Officer Email * @punjab.gov.in

Reporting/Node/Forwarding Officer Name * Mr. Kaur

Reporting/Node/Forwarding Officer Mobile * +919XXXXXX

Reporting/Node/Forwarding Officer Telephone *

Please Enter Reporting/Node/Forwarding Officer Telephone Number in correct format (STD CODE(2-3 digits (xxx))-TWOSEVEN(2)-5 (any))

Reporting/Node/Forwarding Officer Designation *

I declare that my Reporting/Node/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

Step7: After the above step, select the option “Email (@gov)” on the left pane of the from the screen/dashboard shown above.

Dear Interpret Kaur
 Notice: For any query or doubt, You can use "TAKE A QUERY" option to interact with other stakeholders. For tracking the status of the request, use "TRACK" option.

Total User Requests: 0 **Today's Pending Request: 0** **Total Pending Requests: 0** **Total Completed Requests: 0**

General Filters

No Request Available

Total Pending Request

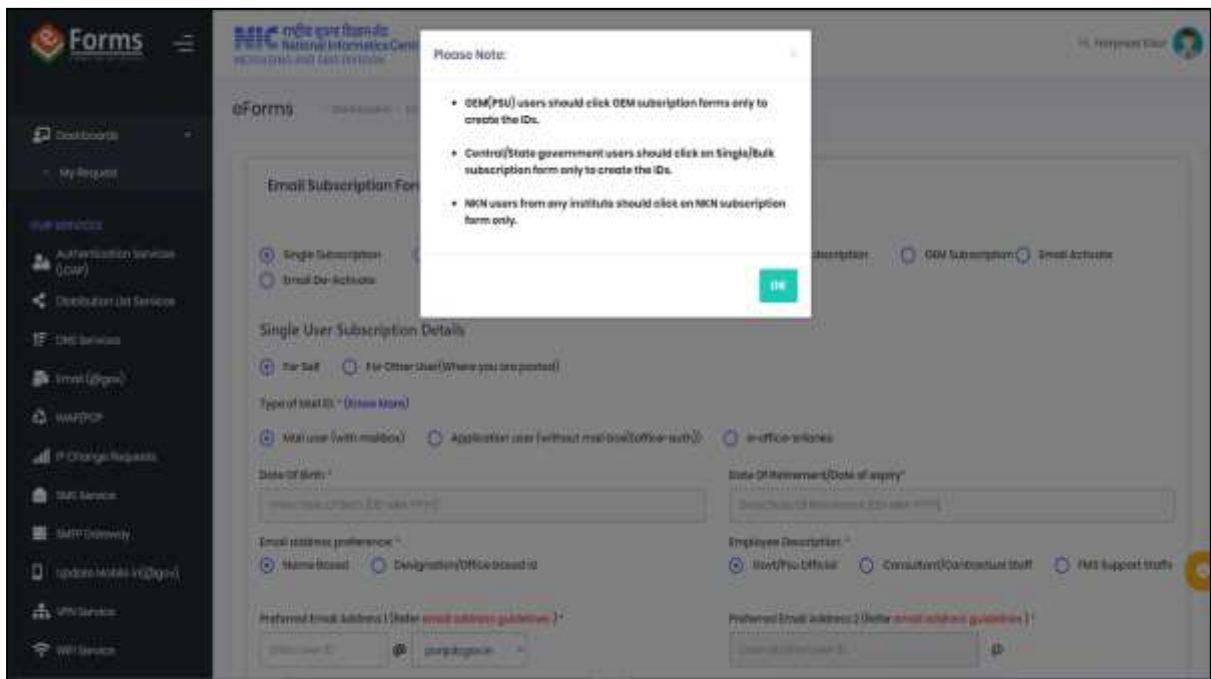
Show 0 entries

App ID	Email	Status	Date	Actions
No data available in table				

Showing 0 to 0 of 0 entries

India.gov.in | INDIA | @gov.in | Digital India | MyGov | e-Services

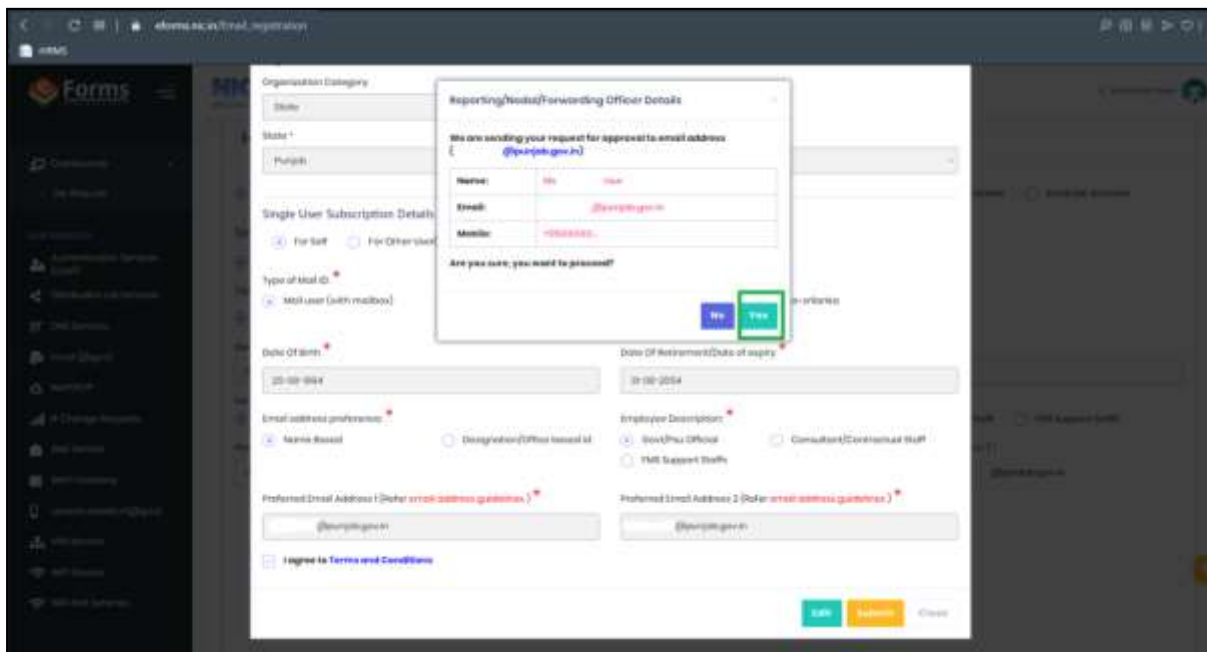
Read the instruction window pop up and click on the OK button to proceed.



Step: 8

- Select “Single User Subscription”.
- Enter your Date of Birth and Date of Retirement correctly.
- Select your Email address preference.
- Select email for personal use .
- Enter your preferred email address mentioning the same in order. For instance if your name is ‘Ram Sharma’ then email id ram.sharma@punjab.gov.in or ramsharma@punjab.gov.in or sharmaram@punjab.gov.in can be entered as desired. Most of the time this email ID will be sufficient to work on iHRMS.
- Please read the email address guidelines carefully before proceeding further.
- Enter the Captcha value and proceed.
- Form preview as per entered details will be shown to the applicant. If required, applicant may edit details entered in the form before the final submission. If the applicant wants to change any details in the personal as well as organizational information, it can be changed by going to the top right corner of the page, click on “My Profile” and then make the necessary changes otherwise click on submit.

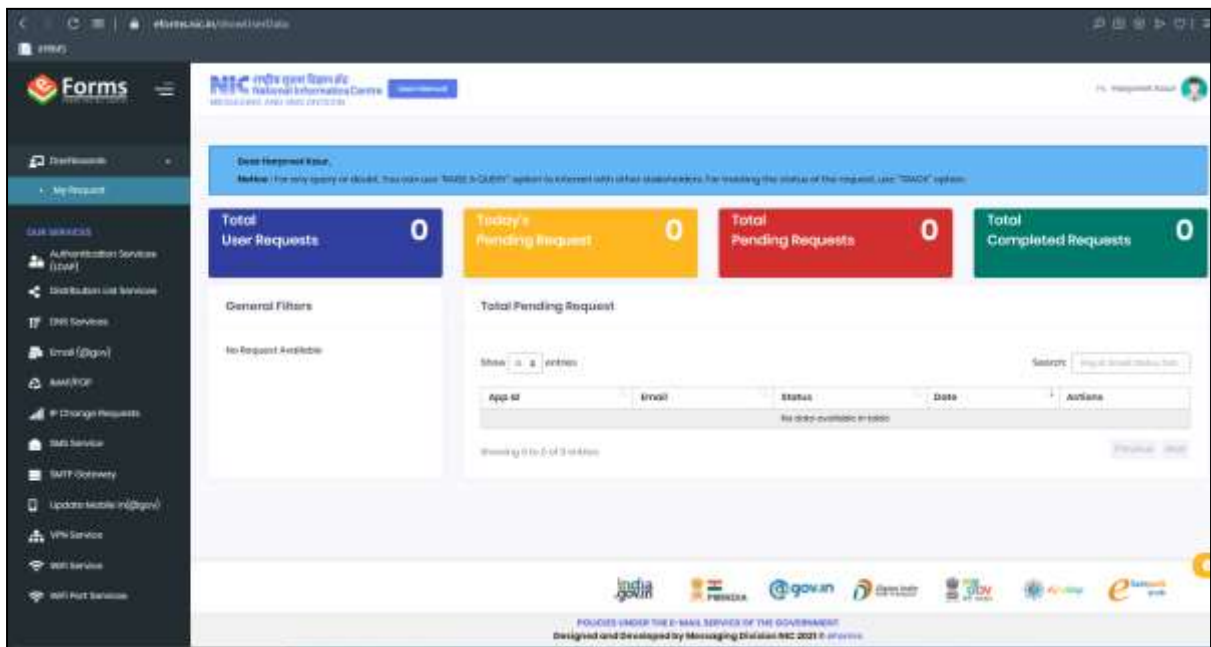
Step9: The filled in details form will be submitted and will be forwarded to the reporting officer for necessary action. However, reporting officer should have email ID from government ID either personal or designation/office based for authenticating and forwarding your email Id request for approval. It is only with the approval of Reporting officer, email Id will be created and given to you. See the screen below where reporting officer details needs to entered:



Upon approval from reporting officer and email generated by the Agency concerned, you will be informed about the email creation and password on the mobile number given by you.

Role of reporting Officer: -

- The reporting officer will login to eForms portal, using the credentials as mentioned in the email (i.e. login id), enter the OTP sent to your registered mobile number and proceed.
- After login a dashboard will appear, in which all the requests pending or completed by the reporting officer will be visible. Apply filter on the listed service and click on the action button in front of the registration number. The following actions can be performed by the reporting officer:
 - ✓ Preview/Edit
 - ✓ Approve
 - ✓ Reject
 - ✓ Track etc.
- After the action by the reporting officer, the request will go the concerned delegated administrator/NIC coordinator of the applicant's Ministry/Department/State for the approval and further necessary sanction.



Bulk Email Creation

There is another way of getting the personal email ID from the government agency too. In this way, the reporting officer on the behalf all employees under his/her reporting in an office can submit a bulk email ID creation form and supply the details in a CSV (Comma Separated File) as per the columns mentioned on the website.