

पत्र संख्या- आई0टी0-ई-मेल पत्रावली (2018-19) /

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/ वाणिज्य कर
कार्यालय कमिशनर, वाणिज्य कर उत्तर प्रदेश
(आई0टी0-अनुभाग)
दिनांक: लखनऊ: 12 जुलाई, 2018

**समस्त जोनल एडीशनल कमिशनर,
वाणिज्य कर, उत्तर प्रदेश।**

कृपया इस कार्यालय के पत्र संख्या 1546 दिनांक 29-12-2017 का संदर्भ ग्रहण करने का कष्ट करें जो अधिकारियों के gov.in पर ई-मेल आई0डी0 बनाने के सम्बंध में है।

उक्त संदर्भ में अवगत कराना है कि आपके जोन में अभी तक जिन अधिकारियों का gov.in पर ई-मेल आई0डी0 अभी तक नहीं बना है, उन अधिकारियों का ई-मेल आई0डी0 जोनल स्तर पर बनाने हेतु Process Flow इस पत्र के साथ संलग्न कर इस आशय से प्रेषित किया जा रहा है कि उनका ई-मेल आई0डी0 बनाने का कष्ट करें।

उक्त के क्रम में यह भी अवगत कराना है कि NIC द्वारा ई-मेल आई0डी0 बनाने का नयी प्रक्रिया प्रारम्भ की गयी है जिसके अनुसार जोन के सम्भागीय ज्वाइंट कमिशनर द्वारा डाटा Single User या Bulk User के रूप में NIC के Portal पर अपलोड किया जायेगा जिसे सम्बंधित जोनल एडीशनल कमिशनर द्वारा Approve किया जायेगा तत्पश्चात अधिकारी का ई-मेल आई0डी0 रजिस्टर्ड मोबाइल नम्बर पर उपलब्ध हो जायेगा।

संलग्नक-उपरोक्तानुसार।

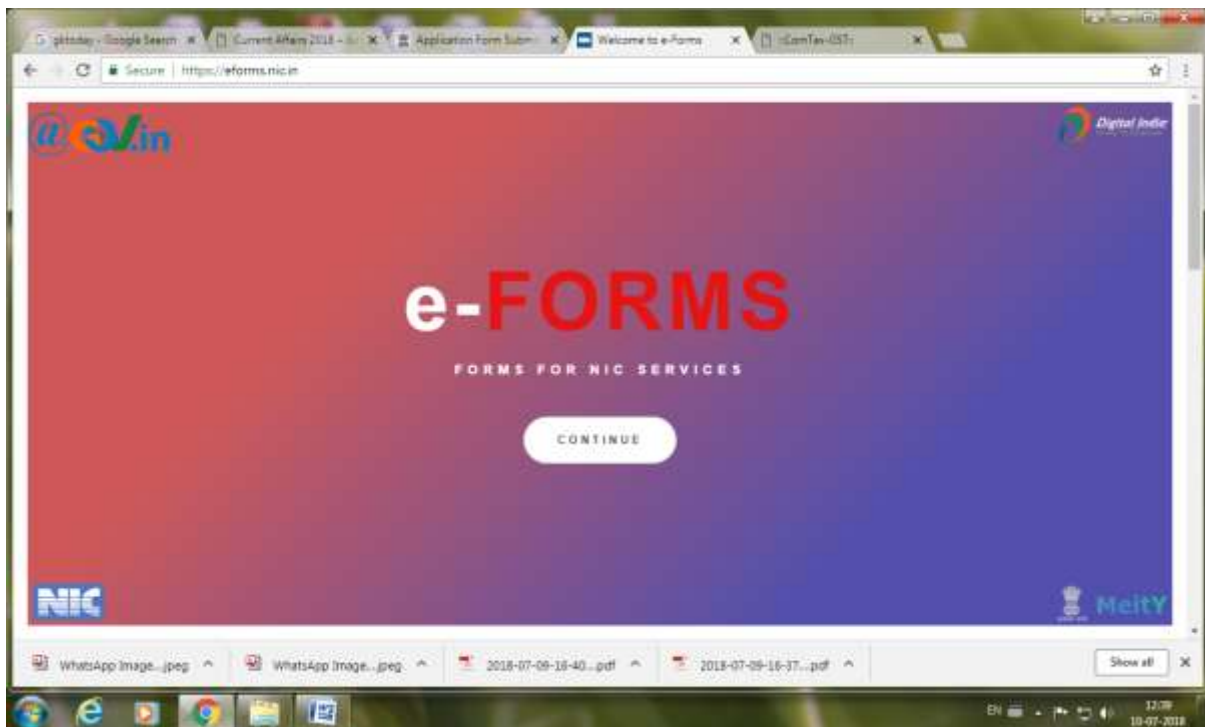
१३९८
११/७/१८
(सुधा वर्मा)

एडीशनल कमिशनर(प्रशासन)वाणिज्य कर
उत्तर प्रदेश, लखनऊ।

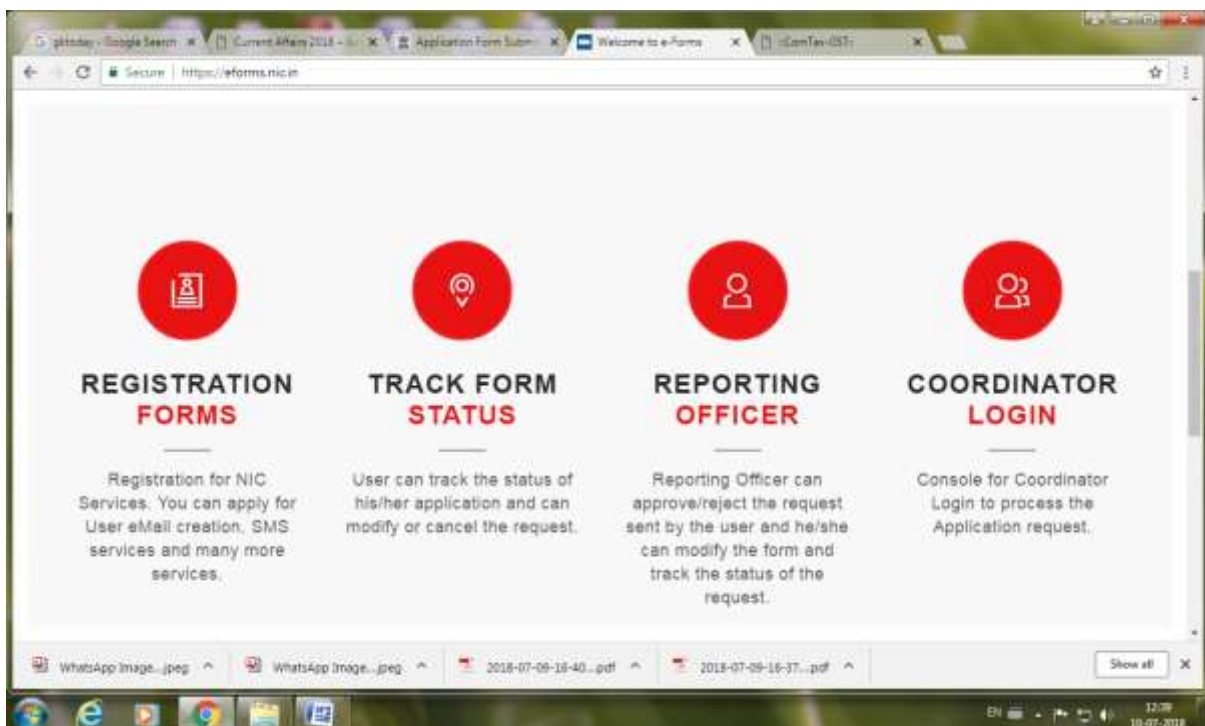


Email ID creation process for Single User/ Bulk User

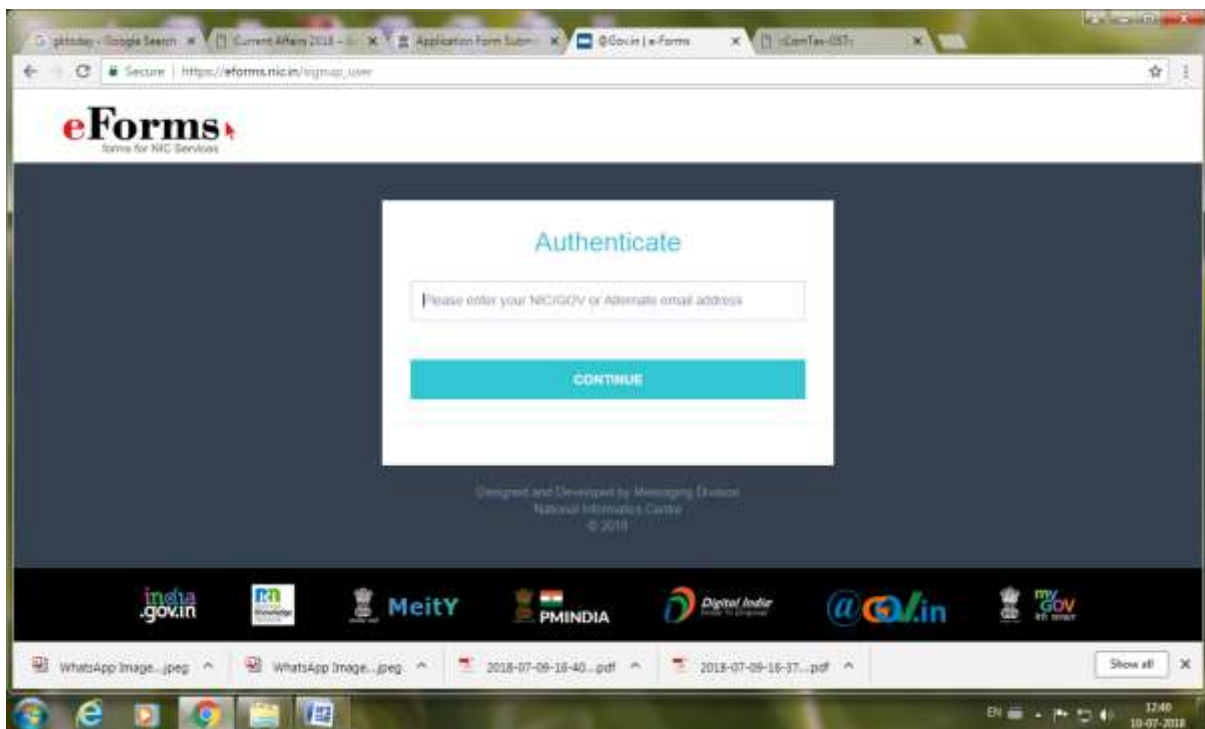
1. Open <https://eforms.nic.in> in address bar.



2. Click on Registration Forms

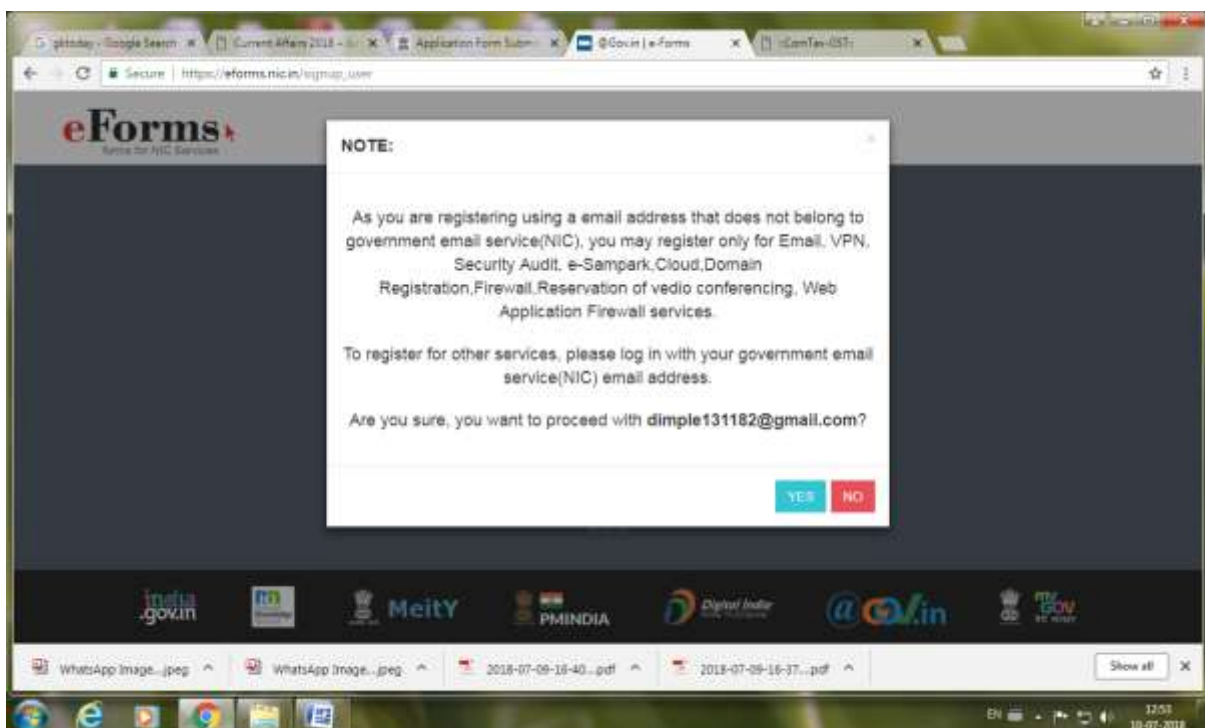


3. Enter your any email-id



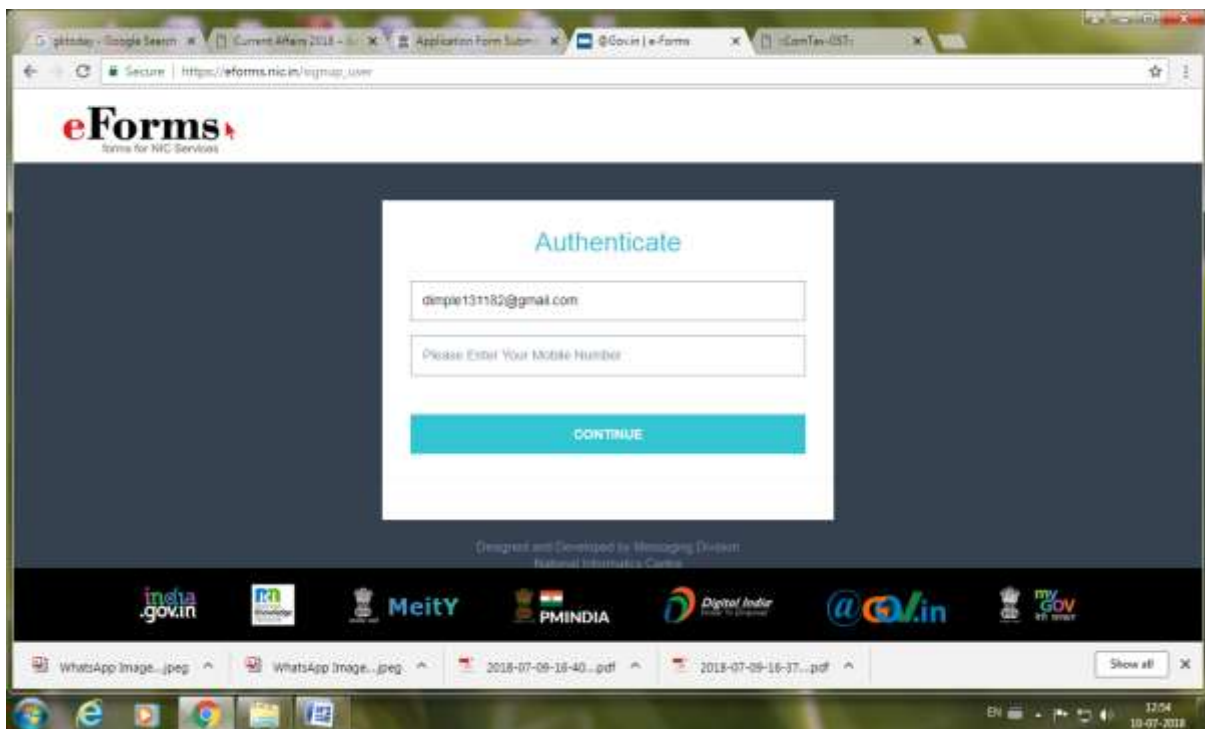
The screenshot shows a web browser window with the URL https://eforms.nic.in/egmap_user. The page features the "eForms" logo at the top left. In the center, there is a white box titled "Authenticate" with a text input field labeled "Please enter your NIC/GOV or Alternate email address" and a blue "CONTINUE" button below it. At the bottom of the page, there is a footer with logos for "meha.gov.in", "MeitY", "PMINDIA", "Digital India", "@Gov.in", and "myGov". The browser's taskbar at the bottom shows several open applications and the system clock indicating 12:40 on 10-07-2018.

4. Click on YES button

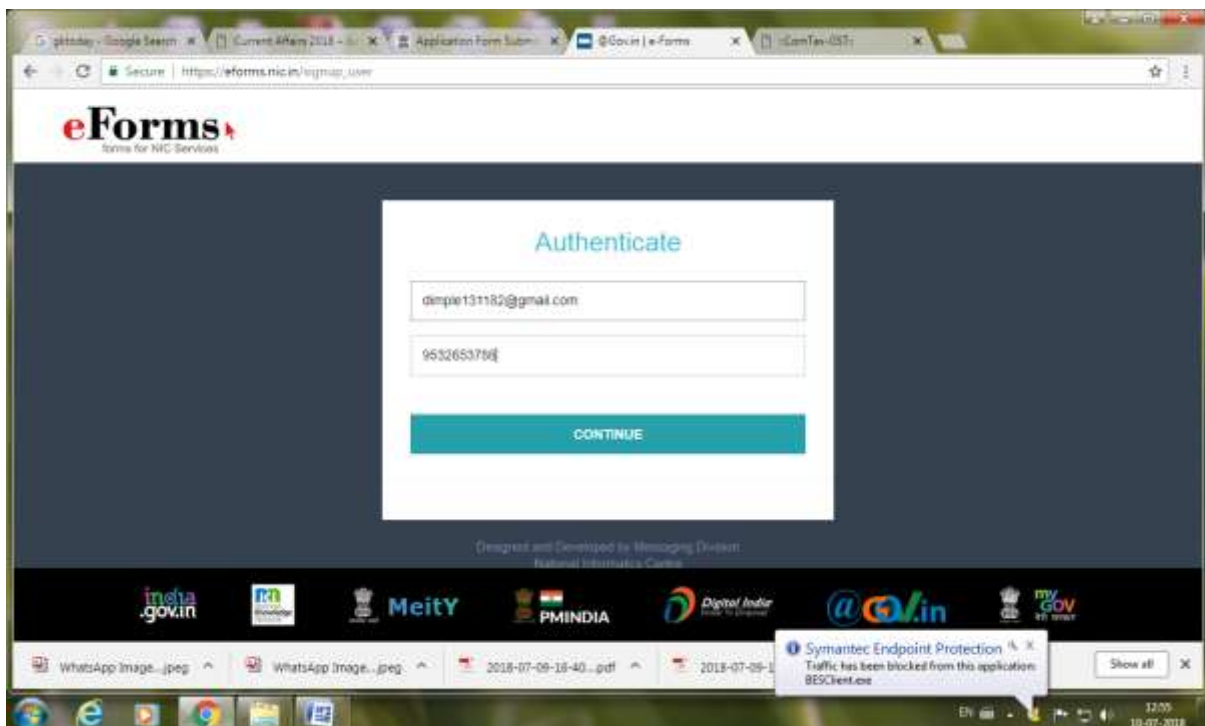


The screenshot shows the same eForms website, but with a "NOTE:" dialog box overlaid in the center. The dialog box contains the following text: "As you are registering using a email address that does not belong to government email service(NIC), you may register only for Email, VPN, Security Audit, e-Sampark,Cloud,Domain Registration,Firewall.Reservation of vedio conferencing, 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 dimple131182@gmail.com?". At the bottom right of the dialog box, there are two buttons: a blue "YES" button and a red "NO" button. The background of the website is dimmed. The browser's taskbar and system clock remain visible at the bottom.

5. Enter mobile no.



6. Click on Continue to authenticate



7. OTP will come on your mobile no. and email-id . Enter OTP and continue for verification of details.

Verify Details

Please Enter OTP sent to your Mobile Number

OR/BOTH

Please Enter OTP sent to your Email Address

CONTINUE

NO LONGER MOBILE OTP

NO LONGER EMAIL OTP

8. Enter the personal information in USER PROFILE.

Enter User Name, Employee Code, Mobile No., Email-id, Telephone no, designation, official address, state, city, PIN code. Then click on continue button.

USER PROFILE

Personal Info

Organizational Info

Entries marked with asterisk (*) are mandatory

User Name

Enter Full Name (Only characters, dot (.) and whitespace allowed)

Employee Code

Enter Employee Code (Only characters and digits allowed)

Mobile Number

Enter Mobile Number (Only digits allowed)

Email Address

Enter Email Address (Only characters, dot (.), and @ allowed)

Telephone Number(O)

Enter Official Telephone Number (STD CODE-TELEPHONE)

Telephone Number(R)

Enter Residence Telephone Number (STD CODE-TELEPHONE)

Designation

Enter Designation (Only characters, digits, and whitespace allowed)

Enter Your Official Address

Enter Your Official Address (Only characters, digits, and whitespace allowed)

State where you are posted

Enter State where you are posted (Only characters, digits, and whitespace allowed)

City Name

Enter City Name (Only characters and whitespace allowed)

Pin Code

Enter Pin Code (Only digits allowed)

CONTINUE

The screenshot shows the 'Profile' page on the eForms.nic.in website. The browser tabs include 'gltoday - Google Search', 'Current Affair 2018', 'Application Form Subm...', 'eGov.in | User Profile', and 'eSamTen-IST:'. The address bar shows 'https://eforms.nic.in/Profile.jsp'. The form contains the following fields and values:

- Enter Full Name** (Only characters, dot(.) and whitespace allowed): deepika karnal
- Mobile Number**: +919532603788
- Telephone Number(O)**: +932653788
- Enter Official Telephone Number in correct format. STD CODE(3-5 digits only)- TELEPHONE(6-15 only)**: (Empty)
- Email Address**: dmple131102@gmail.com
- Telephone Number(R)**: (Empty)
- Enter Your Official Address**: COMMISSIONER OFFICE, VIBHUTI KAND, GOMT
- Enter Your Official Address** (Only characters, digits, whitespace and [, - # / ()] allowed): (Empty)
- Designation**: CTO
- Enter Designation** (characters, Alphametric, whitespace and [, - # / ()] allowed): (Empty)
- State where you are posted**: Uttar Pradesh
- City Name**: LUCKNOW
- Enter City Name** (Only characters and whitespace allowed): (Empty)
- Pin Code**: 226016
- Enter Pin Code** (Only digits(6) allowed): (Empty)

A 'CONTINUE' button is visible at the bottom of the form. The Windows taskbar at the bottom shows the date as 10-07-2018 and the time as 13:00.

9. In Organisational Information enter Organisation Category, reporting officer e-mail (nic email-id is must), reporting officer name, reporting officer mobile, reporting officer telephone, reporting officer designation. Then tick on the declaration check box and submit.

The screenshot shows the 'Organizational Info' tab on the eForms.nic.in website. The browser tabs include 'gltoday - Google', 'Current Affair 2018', 'Application Form', 'eGov.in | User Profile', 'eSamTen-IST:', 'Contact Us', and 'CH'. The address bar shows 'https://eforms.nic.in/Profile.jsp'. The form contains the following fields and values:

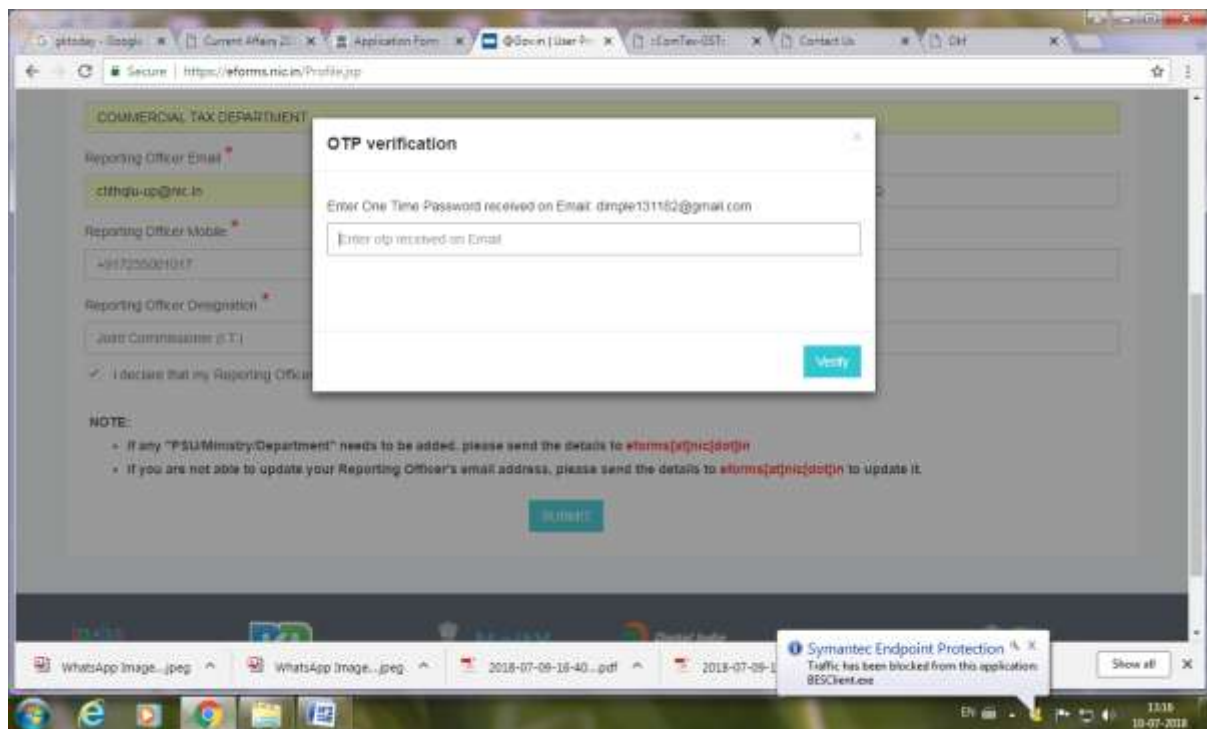
- Organization Category**: --Select--
- Reporting Officer Email**: Enter Reporting Officer Email [e.g. abc.xy2@xyz.com]
- Reporting Officer Name**: Enter Reporting Officer Name (Only characters, dot(.) and whitespace allowed)
- Reporting Officer Mobile**: Enter Reporting Officer Mobile Number [e.g. +919990000000]
- Reporting Officer Telephone**: Enter Reporting Officer Telephone Number [STD CODE-TELEPHONE]
- Reporting Officer Designation**: Enter Reporting Officer Designation (characters, digits, whitespace and [, - # / ()] allowed)
- Declaration**: ☒ I declare that my Reporting Officer belongs to the same Ministry/Department from which I belong.

NOTE:

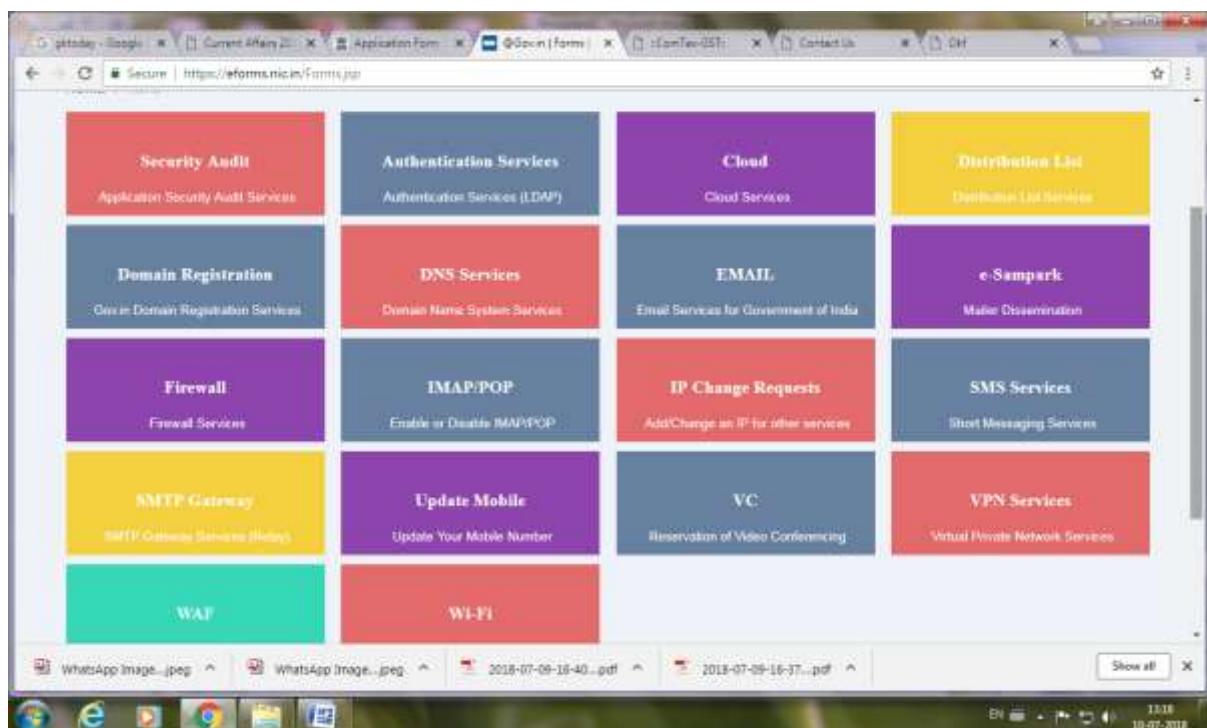
- If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)
- If you are not able to update your Reporting Officer's email address, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in) to update it.

A 'CONTINUE' button is visible at the bottom of the form. The Windows taskbar at the bottom shows the date as 10-07-2018 and the time as 13:00.

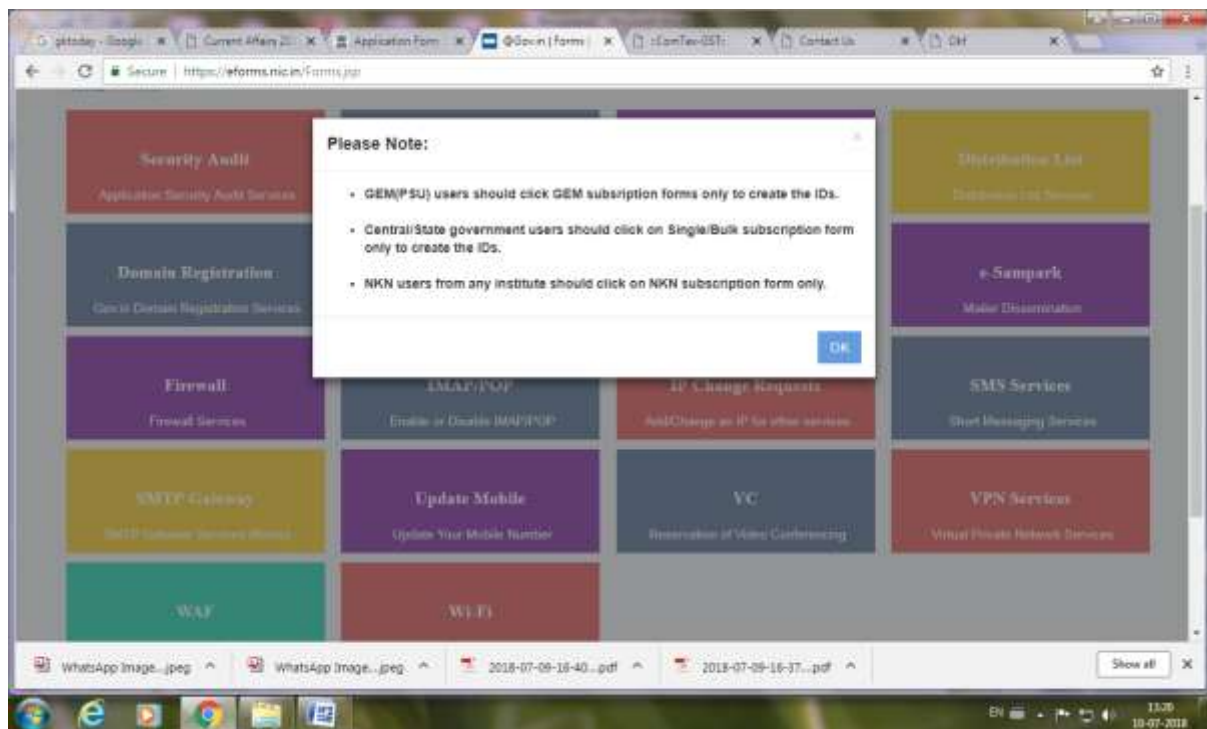
10. OTP will come on your email-id enter it and verify.



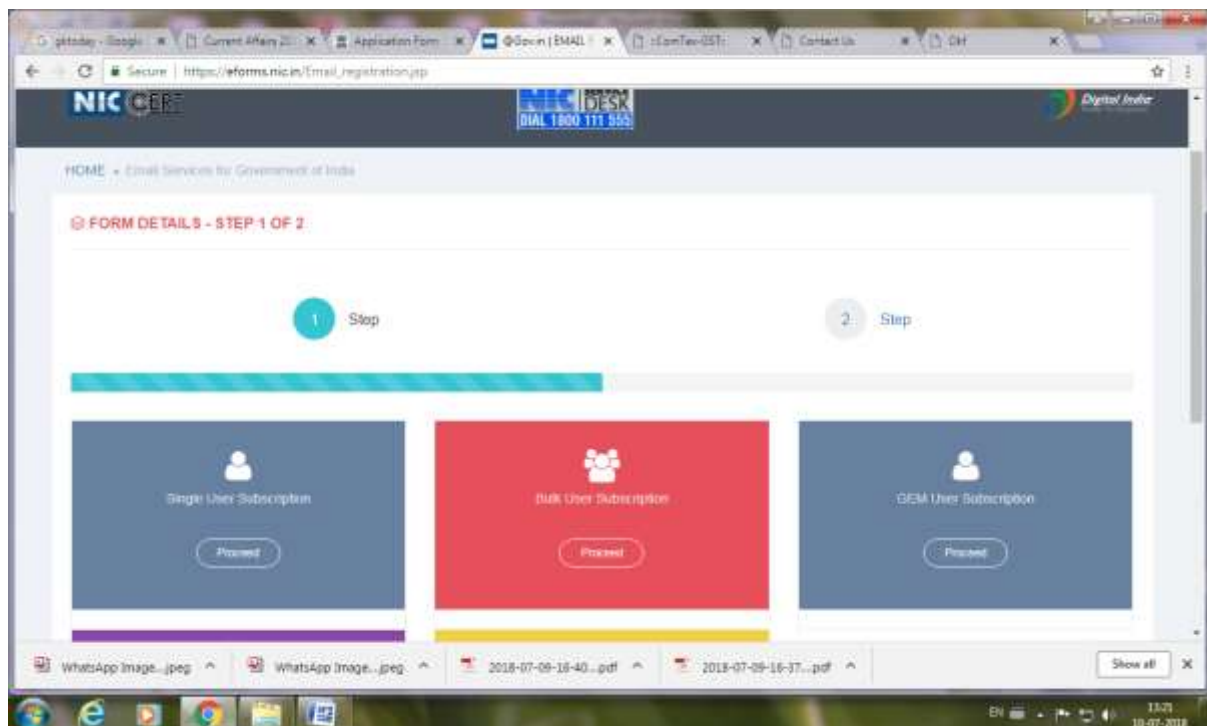
11. Click on Email Option



12. Click OK button



13. Click on Proceed given in Single user Subscription option



14. 'Type of mail-id' will be mail user (with mailbox), Enter Date of Birth and Date of retirement, 'email-id preference' will be name based, give two preferred email addresses (see email guidelines). Then enter captcha and submit.

The screenshot shows a web browser window with the URL https://eforms.nic.in/Email_registration.jsp. The page title is "Single User Subscription Details". The form contains the following fields and options:

- Type of Mail ID:** (Know More)
 - ☒ Mail user (with mailbox)
 - ☐ Application user (without mailbox)
- Date Of Birth:** [Calendar icon] [Enter Date Of Birth (DD-MM-YYYY)]
- Date Of Retirement:** [Calendar icon] [Enter Date Of Retirement (DD-MM-YYYY)]
- Email address preference:**
 - ☒ Name Based
 - ☐ Designation Based
- Employee Description:**
 - ☒ Government Official
 - ☐ Contractual Employee
- Preferred Email Address 1 (Refer email address guidelines):** [Enter Email Address (e.g. abc.xyz@gov.in OR abc.xyz@nic.in)]
- Preferred Email Address 2 (Refer email address guidelines):** [Enter Email Address (e.g. abc.xyz@gov.in OR abc.xyz@nic.in)]
- Captcha:** [Image of captcha: 4mP7fn] [Enter Captcha]

The browser's taskbar at the bottom shows several open files: "WhatsApp Image...jpeg", "WhatsApp Image...jpeg", "2018-07-09-16-40...pdf", and "2018-07-09-16-37...pdf". The system clock in the bottom right corner displays "13:24" and "19-07-2018".

Note: Email-id creation request will show in the Reporting Officer's id in 'Track Form Status'. After approval of the Reporting Officer NIC will create the email-id of the officer.