

Creation of mail ids for e-office implementation

- a) All mail ids for eOffice will be created by name only (only UP State Government officer other than CLASS IV employee is there in the list for email creation)

In any case no semi government, public sector, societies, nigrams, corporations etc employees should be there.

- b) Please do not be panic to create get ids, emphasis on correctness and accuracy of the user data first
- c) To maintain uniform pattern mail ids may designed as <initials>.<last 5 digits of adhaar no> in order to avoid duplicity in ids for example if desired mail id is “test” and last 5 digit of adhaar is “43620” the mail user will be “test.43620”. Length of id must be between 8 and 20 both inclusive and under mail id column give <id u had decided>@gov.in only
- d) Sheet for bulk Id creation is attached in excel format. Better get all exercise done in excel format (.xls) and finally just before uploading save that final xls as csv to keep your data consistent and clean. Sheet must be in csv format during uploading.
- e) Prepared csv file may upload and check all 100% correct data with zero error as while uploading one will get all correct, incorrect ids and errors , achieve up to this point.

Steps for email Id creation

1. Open website <https://eforms.nic.in/>
2. Click on the “Registration Forms” (use NIC/GOV or any other email Id for authentication). Fill email Id, mobile number and verify through OTP.
3. Fill personal Information first. In organizational Information fill the following detail

Reporting Officer Email – lkhesd@nic.in

Reporting Officer Name – Tilak Singh

Reporting Officer Mobile – 8923216615

Reporting Officer Telephone – 05872-272501

Reporting Officer Designation – DeSTO

Then click “Continue”

4. Go to link “Registration form” (available at Top Right side menu) and select “Email”.
5. Select “Bulk User Subscription” and proceed. Blank excel sheet is available for download. Fill all the detail of official whose email id to required to create in the excel sheet. Excel sheet need not to have header row otherwise give error. Remove blank leading rows and

columns as may give error related with NULL values. Prepare accurate sheets and then finally save as csv

6. Better is to get all exercise done in excel format (.xls) and finally just before uploading save that final xls as csv to keep your data consistent and clean. Sheet must be in csv format during uploading. Now process of raising bulk user request and uploading of final sheet. **After uploading also submit signed print out of same excel sheet with stamp to DeSTO (Jila Arth Sankhya Adhikari) Office Kheri.**
7. Nodal who had applied for BULK request and uploaded file may login in eforms by clicking TRACK FORM STATUS and track any request

Another important point, some officials are applying for mail ids by name for GEM , for e office separately. As per policy one official can have only 1 by name mail id. Also id created for e-office may be used in any application like GEM or other where NIC id is being used for authentication

REQUEST RECEIVED FOR NAME BASED ID WILL ONLY BE CONSIDERED.

REQUEST WILL BE REJECTED IF NOT AS PER eOFFICE STANDARDS.