

PROCEDURE FOR OPENING NIC e-mail ACCOUNT

1. NIC e-mail account can be name based (eg. sehgal.rk@nic.in) or designation based (eg. eeadivision.cpwd@nic.in) according to your choice.
2. You can apply for opening of account either for you (single user) or for a group of users in your office (bulk users). For bulk users, give details of the forwarding authority and attach a list of user names.
3. Download the application form from <https://mail.gov.in>. The completed application form should be sent to e-governance unit, which in turn will forward it to NIC HQ after obtaining signature of the NIC coordinator.
4. Alternatively, the local NIC coordinator may be contacted directly for opening of e-mail account. For details of local NIC offices visit www.nic.in → NIC offices → States → DIO/DIA list.
5. NIC will send e-mail account details at the e-mail address mentioned in the application. Password will be sent on mobile number.
6. For assistance, contact 24x7 NIC help desk. e-mail : support@nic.in. Phones: (011) 24360084, 88.
7. Steps for opening NIC e-mail account are given below.
 - (a) Go to <https://mail.gov.in>
 - (b) Click Download Forms
 - (c) Take print out of either Single User or Bulk User Subscription Form
 - (d) Fill in the form, affix signature and stamp
 - (e) Send the completed form to e-governance unit/local NIC unit