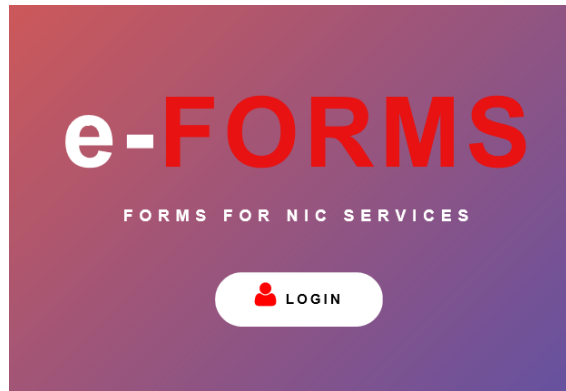


GUIDELINES FOR IMPLEMENTATION OF EOFFICE AT AN ORGANISATION OR INDIVIDUAL

1) NIC MAIL ID:

1. Click eforms or directly go to <https://eforms.nic.in>



i) Login with an alternate mail id and mobile number to apply

- **Single user:** login with applicant Gmail/yahoo/Rediff mail
- **Bulk user (more than 3):** login with one gov (eoffice) id

ii) Fill up the fields mentioned

a. Employment Details

EMPLOYMENT: Select state or Central Govt

MINISTRY: select your department

STATE: Select your State

b. PERSONAL DETAILS

Title, First Name, Middle Name, Last Name (Surname), Designation

c. CONTACT DETAILS:

Fill office Address, Office Telephone Number, Mobile number & Reporting Officer Mail ID (Eoffice MailID)

iii) Go to [MAIL SERVICES](#) in Registration forms

➤ Select Single user or Bulk user

❖ SINGLE USER:

- Fill the Date of Birth and Retirement fields.
- Enter the preferred Mail IDs with preference of Name based (Govt. Employees) or Designation based (Contract or Outsourcing Employees).
- Preview and submit the form.
- Individual will receive application form number to the mentioned mobile number.

❖ **BULK USER:**

- Download the .csv (reference for bulk subscriptions) file below.
- Fill the Details in the columns and remove the headings mentioned in the csv file.
- Upload the document at Bulk user form and download the error format of csv
- Correct the Error file and re upload the file till the error field was empty or no document found and then submit the file with proceed online option.

Reporting Officer approval

For approving therequest go to <https://eforms.nic.in/>

- Login with reporting officer Mail ID& password
- Under the request ->at actions->approve.
- Finally, the request will be approved and sent to DA admin.

iv. Applicant will receive a message which contains NIC mail id & Password.

- a. Go to <https://mail.gov.in>
- b. Enter NIC mail id & Password
- c. Edit your profile, Enter new password and confirm.
- d. Now, you can use this new password to login into your email account.

v. If message is not received / deleted (If NIC mail id is known to applicant).

- a. Go to <http://passapp.nic.in>.
- b. Enter your NIC email address and captcha (Random Text shown as an image) and click on Submit button.
- c. You will receive a random code (valid for 8 hours) on your registered mobile number (If your number is not registered, please get it registered)
- d. Enter random code and captch (Random Text shown as an image) and click on Submit button.
- e. Enter new password and confirm, finally click on Submit.
- f. Now, you can use this password to login into your email account.

2)EMD (EMPLOYEE MASTER DETAILS TEMPLATES)

- a. ALL the fields in (*) asterisk mark are mandatory.
- b. 7th COLUMN must be section name of the officer.
- c. 14th Column must be short form of designation and name of the Individual.
Ex: TA(MK) [Technical Associate (Manoj Kumar)]
- e. 15th column is reporting officer of the Individual.Reporting officer designation and name should be mentioned in short forms
Ex:PM(PS) [Project Manager (SravanSharma)]

3)FILE HEADS

- File Heads for a Department should be Concerned with GAD (General Administration Department) following the terms and conditions as mentioned in [NABE](#) (Nodal Authority for Biometric attendance and Eoffice).

4) Digital Signature Certificate (NEW/RENEWAL):

➤ Individual should submit physical application form which contains

- DSC Application Form with Sign on Photo/
On Application
- Authorization Letter
- Authorizing Person ID Proof if not
- Hard Copy of the Application
One address proof like Aadhar, Voter ID, Bank statement Signed by the manager, Driving License, Passport (Any one is Mandatory) If
Not Letter from the User
One ID Card - PAN Card / Passport / DL / Bank
Account Passbook Having the Photograph &
Signature by the Individual / Any Government issued
photo id card bearing the / Signature of the
individual / Post Office ID Card
One Address Proof: Passport/Voter ID card
/Aadhar Card /Bank Statement Signed by the
Manager /Water Bill - Applicant name /Driving
License/ Telephone Bill /Registration Certificate
Applicant Name /Service Tax-Proprietor/ App
Name /Electricity Bill within 3 Months Applicant
Name /Gas Connection - Application name/Property
Tax/Corporation Tax/ Municipal Corporation
Receipt of the Applicant

eSign:

eSign is an online electronic signature service which can be integrated with service delivery applications via an open API to facilitate an Aadhaar holder to digitally sign a document. Using authentication of the Aadhaar holder through Aadhaar e-KYC service, online electronic signature service is facilitated.

Note: For Any enquires or Mapping issues contact the below numbers

Call center Numbers: 9515120831

9515120832

9515120834

For Mapping:

Mail ID: mapping-eoffice@ap.gov.in, Mobile number: 7331154703

For DSC:

Mail ID: dsc-eoffice@ap.gov.in, Mobile number: 9966168360(VANI)

Project manager: G.P. Srinivas Kumar

Mobile number: 7702455504, Mail-id: pmu.srinivas@ap.gov.in