

SOP

For Parichay/Auth ID Creation, Activation/Deactivation and Validity Extension

1. Introduction

This Standard Operating Procedure (SOP) describes the process for creating Parichay/Auth ID from eForms (<https://eforms.nic.in>).

2. Glossary

Acronyms	Description
DA	Delegated Administrator
RO	Reporting Officer
FO	Forwarding Officer
US	Under Secretary
MDO	Ministries/Department/Organization
NIC	National Informatics Centre
SSO	Single Sign-On

3. Scope and Target Audience

3.1. This document covers the procedure for the creation of email accounts (with and without mailbox) on the new cloud-based email platform integrated with ESP and Parichay.

3.2. Target audience

- Central Government Ministries/Departments/ Organization (MDO)
- State Government Ministries/Departments
- PSU (Public Sector Undertaking) Paid Users
- Delegated Administrator (DA)
- Reporting Officer (RO)
- Under-Secretary (US)

4. Part-A: Email Account Request (Parichay/Auth ID)

1. Single Email Request Initiated by Users

- 1.1. Non-Gov users shall login into portal <https://eforms.nic.in> using a Non-Gov email ID and mobile number. Authentication shall be done via OTP (to both email and mobile).
- 1.2. Gov users shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 1.3. As a part of Profile Submission, first time user shall enter personal and organizational details, including photo and official ID proof, US(Under Secretary or equivalent) details (if RO is Non-Gov user) and RO/FO/Nodal Officer details (if RO is Gov user).
- 1.4. User shall select Parichay/Auth ID option, enter other details as – preferred email id, preferred UID, name based/designation based id, date of birth, date of retirement.

Click on YES for existing email id field in case if email id is inactive in Parichay or else NO and submits the form.

- 1.5. Upon submission, a unique “*Email Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: SINGLEUSER-FORMDate+SerialNo.)
- 1.6. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

2. Bulk Email Request Initiated by Users/DA-Admin

- 2.1. Gov users or DA-Admin shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 2.2. User shall select Parichay/Auth ID option and shall complete the Email Request Form (first name, last name, designation, department, state, country code, mobile number, date of retirement, login UID, complete email ID, date of birth, employee code) by CSV file upload for bulk records and submits it. Only allowed domains can be entered in the CSV file. Maximum 3000 records can be entered at a time.
- 2.3. Upon submission, a unique “*Email Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: BULKUSER-FORMDate+SerialNo.)



- 2.4. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

3. Approval of Reporting Officer (MDO)

- 3.1. The Reporting Officer (MDO) shall receive an automated notification of the request via an email through <https://eforms.nic.in> and SMS on registered mobile number.
- 3.2. The details of the form submitted by the applicant shall be visible to the Reporting Officer (MDO) on the eforms.nic.in portal under Preview feature available in Action button.
- 3.3. The Reporting Officer (MDO) shall review the request present on <https://eforms.nic.in> to assess its validity, necessity, and compliance with MDO policies and guidelines.
- 3.4. Based on the review, the Reporting Officer (MDO) shall approve or reject the request.

4. ID creation by DA-Admin (MDO)

- 4.1. DA-Admin (MDO) shall receive an automated notification of the request via an email through <https://eforms.nic.in> and SMS on registered mobile number.
- 4.2. DA-Admin shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay after connecting Zscaler or VPN connection.
- 4.3. As a part of Profile Submission, DA-Admin shall enter personal and organizational details, including RO/FO/Nodal Officer details.
- 4.4. The form submitted by the applicant shall be visible to the DA-Admin (MDO) on the eforms.nic.in portal on dashboard and form details shall be visible under Preview feature available in Action button.
- 4.5. DA-Admin (MDO) shall review the request present under Delegated Admin panel to assess its validity, necessity, and compliance with MDO policies and guidelines.
- 4.6. DA-Admin (MDO) shall click on “CREATE ID” button available under Action button to approve the request.
- 4.7. DA-Admin (MDO) shall track the request from “Under Process Request” module provided on the dashboard.
- 4.8. Upon successful completion of the request, all stakeholders and the user will receive email and SMS notification regarding the successful creation of the email ID

5.Part B: Single Email Activate and Email Deactivate Request

1. Email Activate Request Initiated by Reporting Officer/Coordinator

- 1.1. Reporting Officer/Coordinator of the user shall login into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 1.2. Reporting Officer/Coordinator shall enter form details (email ID to be activated, date of retirement and type of the user like – Gov/PSU official, Contractual staff, FMS support staff).
- 1.3. Upon submission, a unique “*Email Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: EMAILACTIVATE-FORMDate+SerialNo.)
- 1.4. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

2. Email De-activate Request Initiated by User/Reporting Officer/Coordinator

- 2.1. User/Reporting Officer/Coordinator shall login into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 2.2. User/Reporting Officer/Coordinator shall enter form details (email ID to be de-activated).
- 2.3. Upon submission, a unique “*Email Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: EMAILDEACTIVATE-FORMDate+SerialNo.)
- 2.4. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

3. Approval of Reporting Officer (MDO)

- 3.1. The Reporting Officer (MDO) shall receive an automated notification of the request via an email through <https://eforms.nic.in> and SMS on registered mobile number.
- 3.2. The details of the form submitted by the applicant shall be visible to the Reporting Officer (MDO) on the eforms.nic.in portal under Preview feature available in Action button.
- 3.3. The Reporting Officer (MDO) shall review the request present on eForms portal



to assess its validity, necessity, and compliance with MDO policies and guidelines.

- 3.4. Based on the review, the Reporting Officer (MDO) shall approve or reject the request.

4. Email activation/deactivation of Parichay/Auth ID by DA-Admin (MDO)

- 4.1. DA-Admin (MDO) shall receive an automated notification of the request via an email through <https://eforms.nic.in> and SMS on registered mobile number.
- 4.2. DA-Admin shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 4.3. The form submitted by the applicant shall be visible to the DA-Admin (MDO) on the eforms.nic.in portal on dashboard and form details shall be visible under Preview feature available in Action button.
- 4.4. DA-Admin (MDO) shall review the request present under Delegated Admin panel to assess its validity, necessity, and compliance with MDO policies and guidelines.
- 4.5. DA-Admin (MDO) shall click on “MARK AS DONE” button available under Action button to approve the request.
- 4.6. DA-Admin (MDO) shall track the request from “Under Process Request” module provided on the dashboard.
- 4.7. Upon successful completion of the request, all stakeholders and the user will receive email and SMS notification regarding the successful activation/deactivation of the ID.

6.Part C: Bulk Email Activate and Email Deactivate Request

1. Request Initiated by DA-Admin

- 1.1. DA-Admin shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay with his designation-based or name-based email id that is mapped as DA-Admin in eForms portal.
- 1.2. DA-Admin shall upload the CSV file containing email id that needs to be activated or deactivated. S/He can download the format of the file also from the “Download File” module given in the form. Maximum 3000 records can be entered at a time.
- 1.3. Upon submission, a unique “*Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: EMAILACTIVATION-BULK-FORMDate+SerialNo/EMAILDEACTIVATION-BULK-FORMDate+SerialNo).
- 1.4. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

2. Auto completion of the request

Request submitted by DA-Admin shall be automatically gets completed on Parichay. DA-Admin and user shall be intimated through email and SMS notification regarding completion of the request.

7. Part D: Validity of ID extension request

1. Request Initiated by Users

- 1.1. Gov users shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 1.2. Serving employees shall fill complete form details (date of birth, date of account expiry), select employment type and email id preference (Name based or Designation based) and submits it.
- 1.3. Upon submission, a unique “*Email Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: DOREXT-FORMDate+SerialNo.)
- 1.4. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

2. Approval of Reporting Officer (MDO)

- 2.1. The Reporting Officer (MDO) shall receive an automated notification of the request via an email through <https://eforms.nic.in> and SMS on registered mobile number.
- 2.2. The details of the form submitted by the applicant shall be visible to the Reporting Officer (MDO) on the eforms.nic.in portal under Preview feature available in Action button.
- 2.3. The Reporting Officer (MDO) shall review the request present on eForms portal to assess its validity, necessity, and compliance with MDO policies and guidelines.
- 2.4. Based on the review, the Reporting Officer (MDO) shall approve or reject the request.

3. Parichay/Auth ID validity extension by DA-Admin (MDO)

- 3.1. DA-Admin (MDO) shall receive an automated notification of the request via an email through <https://eforms.nic.in> and SMS on registered mobile number.
- 3.2. DA-Admin shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 3.3. The form submitted by the applicant shall be visible to the DA-Admin (MDO) on the eforms.nic.in portal on dashboard and form details shall be visible under Preview feature available in Action button.

- 3.4. DA-Admin (MDO) shall review the request present under Delegated Admin panel to assess its validity, necessity, and compliance with MDO policies and guidelines.
- 3.5. DA-Admin (MDO) shall click on “MARK AS DONE” button available under Action button to approve the request.
- 3.6. DA-Admin (MDO) shall track the request from “Under Process Request” module provided on the dashboard.
- 3.7. Upon successful completion of the request, all stakeholders and the user will receive email and SMS notification regarding the successful validity extension of the ID.

8. Part E: Bulk Validity of ID Extension

1. Request Initiated by DA-Admin

- 1.1. DA-Admin shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay with his designation-based or name-based email id that is mapped as DA-Admin in eForms portal.
- 1.2. DA-Admin shall upload the Excel file containing email ids for extending validity. S/He can download the format of the file also from the “Download File” module given in the form. Maximum 3000 records can be entered in the file at a time.
- 1.3. DA-Admin has to upload Approval letter in PDF format (a type of reference email from users for updating) and submit the request.
- 1.4. Upon submission, a unique “*Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: BULKDOREXT-FORMDate+SerialNo.).
- 1.5. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

2. Auto completion of the request

Request submitted by DA-Admin shall be automatically gets completed on Parichay. DA-Admin and user shall be intimated through email and SMS notification regarding completion of the request.

***Note – Delegated Admin has to connect Zscaler or VPN connection for accessing Delegated Admin Panel as well as Bulk activation/deactivation and validity extension forms in eForms.**

If DA-Admin having email address in the format *emailadmin-organizationname[at]nic[dot]in* wants to get any details updated with their email id shall submit DA-Onboarding new request with their name based email ids on eForms portal.