

@gov.in/@nic.in email ID (policy and procedure)

1. Creation of E-mail Addresses Based on the request of the respective organizations, NIC will create two type of ids, one based on the designation and the other based on the name. Designation based ids are recommended for officers dealing with the public.

2. All services under e-mail are offered free of cost to all officials under Ministries / Departments / Statutory Bodies / Autonomous bodies (henceforth referred to as “Organization [3]” in the policy) of both Central and State/UT Governments including Kendriya Vidhyalay and Navodaya Vidhyalay. More information is available under “NIC e-mail Services and Usage Policy” at <http://www.deity.gov.in/content/policiesguidelines>

3. For creation of email id officials need to fill an online form by clicking on the following link.

<https://msgapp.emailgov.in/OnlineForms/>

After submitting online form and taking printout of the online application form, officer need to get this form certified by the competent authority and contact nearest NIC cell

- a. For District level officials -DIO (District Informatics officer)/ DIA (District Informatics associates) attached to District magistrate office.
- b. For state departments officials- form to be forwarded to state NIC Email coordinator. (list of all state NIC email coordinators <http://inoc.nic.in/pdf/state-coordinators-list-200616.pdf>)
- c. For central government official- form to be forwarded to the NIC in their respective ministry.

Officer will receive a message on his mobile after creation of his email Id from NIC portal.

4. for NIC mail policy officials may click on following link.

https://mail.gov.in/iwc_static/c11n/allDomain/layout/policy.html

5. procedure is same for all the Government offices (including IIT/NIT/Autonomous bodies /PSU/central and state Government /UT)

6. For PSUs email accounts are under chargeable category or all others are under Free category.