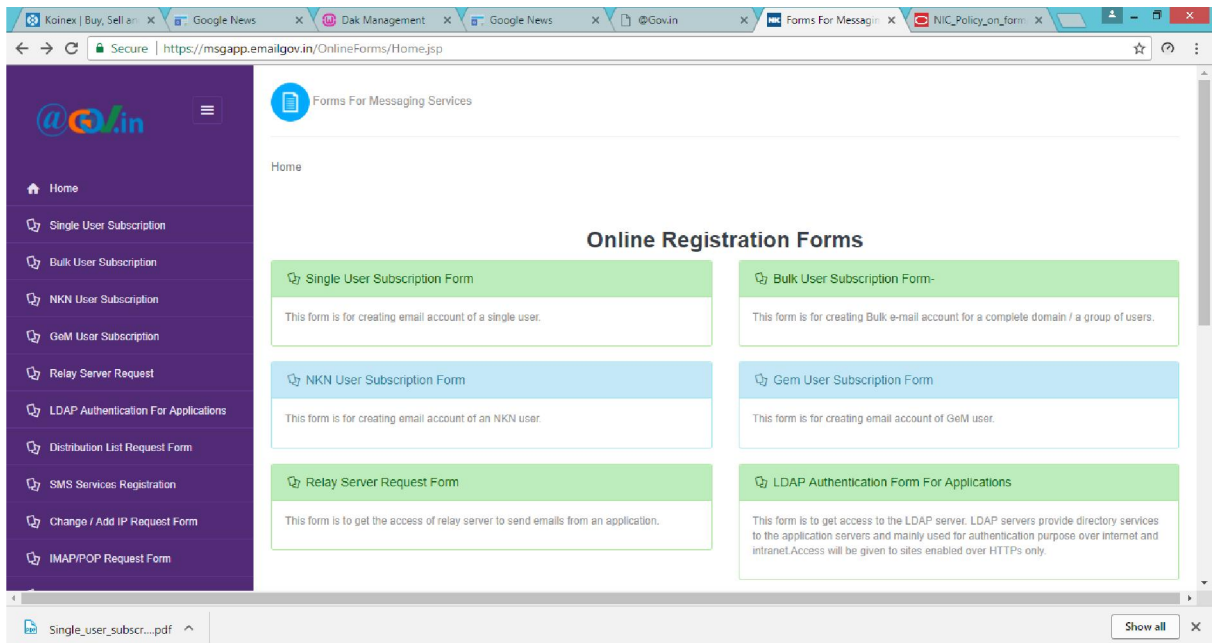
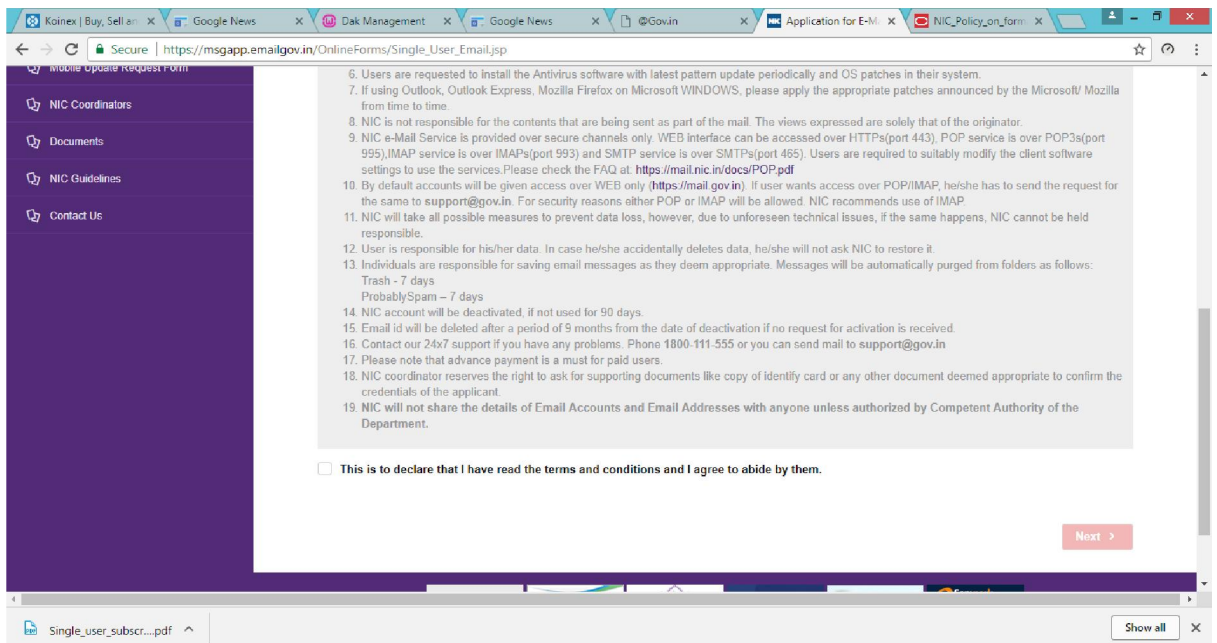


Steps for Generating Official Email Ids

1. Kindly go to the link <https://msgapp.emailgov.in/OnlineForms/Home.jsp>
2. Click on Single user subscription form



3. Check the textbox **“This is to declare that I have read the terms and conditions and I agree to abide by them.”** and pree **“next”**.



4. Enter the requisite details in the form and press the “Submit”.

The screenshot shows the 'NIC Policy on Form' registration page. The left sidebar contains navigation links: SMS Services Registration, Change / Add IP Request Form, IMAP/POP Request Form, Mobile Update Request Form, NIC Coordinators, Documents, NIC Guidelines, and Contact Us. The main content area is divided into sections: Employment, Personal Details, and Contact Details. The Employment section has radio buttons for 'Central Government' (selected) and 'State Government', and input fields for 'Min/Org' and 'Department/Division'. The Personal Details section includes a 'Title' dropdown menu (set to 'Mr.'), input fields for 'First Name', 'Middle Name', and 'Last Name', a 'Date of Birth' field with a calendar icon, and a 'Designation' field. The Contact Details section is partially visible, showing the 'Address for correspondence' label.

The screenshot shows the 'NIC Policy on Form' registration page, focusing on the 'Contact Details' and 'Other Details' sections. The 'Contact Details' section includes input fields for 'Address Line 1' (House/Building Number), 'Address Line 2' (Street Address), and 'Address Line 3' (Optional). It also has fields for 'City', 'Pincode', 'Telephone Number - (O)' (with format [XXX-XXXXXX] OR [XXXXXXXXXX]), 'Telephone Number - (R)' (with format [XXX-XXXXXX] OR [XXXXXXXXXX]), 'Country Code' (set to India (+91)), 'Mobile' number, and 'Alternate e-mail address for correspondence'. The 'Other Details' section contains a 'Note' explaining email address formats for individuals and official government offices, with a 'Read More' link.

should be given as js-finance@gov.in or js-dept-finance@gov.in. [Read More.](#)

Preferred Email/Auth id (Refer email policy) *

enter your preferred email/auth id

Another Preferred Email/Auth id (Refer email policy) *

enter your another preferred email/auth id

Date of Retirement/Date of Completion of Contract(Contractual employees/Consultants) (DD-MM-YYYY) *

Select Your Date Of Retirement/Completion Of Contract

Description *

Free Paid

Employee Description *

Regular Employee Contractual Employee

Reason for free

Enter Your Reason For Free

Captcha Detail

Captcha

Enter Captcha*

Enter Captcha

NOTE:

* Entries are mandatory and need to be filled.
 ** The login ids will be generated based on the existing email address policy
 *** Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf
 *** A suffix may be added to make the email id unique across the domain

Submit

After pressing the submit button the system will open the form for display of entered data once Check the form thoroughly and press **“Edit”** if any changes are required or else press **“Confirm”** to submit the information.

5. After the confirmation of submission the following screen will appear. Click **“Generate PDF Form”** and the form will be downloaded in the system. Take the printout of this form.

Forms For Messaging Services

Home / Single User Subscription Form

EMAIL SUBSCRIPTION

Single User Subscription Form

1 2 3 4

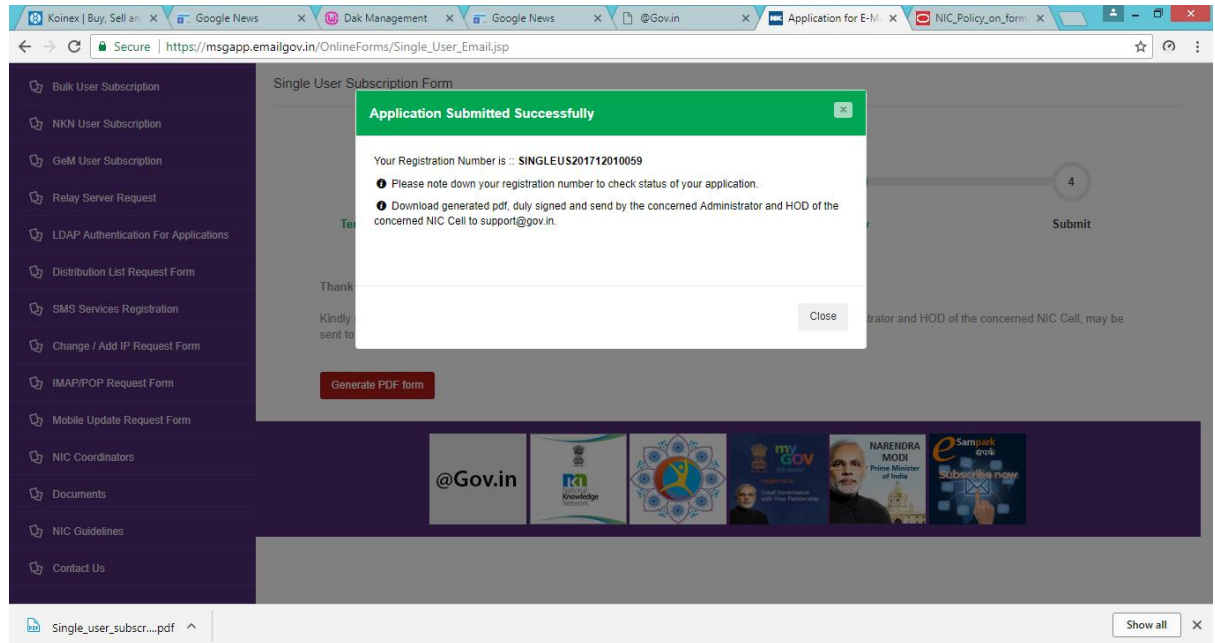
Terms & Conditions Form Details Preview Submit

Thank you for subscribing for Nic e-mail account.

Kindly generate the PDF and scan copy of complete application form, duly signed by the concerned Administrator and HOD of the concerned NIC Cell, may be sent to support@gov.in through concerned NIC Coordinator. For any assistance, call on 1800-111-555.

Generate PDF form

6. After successful generation of the pdf form a registration number will be generated. Kindly note the registration number for future reference.



7. Kindly submit the printout of PDF application form along with the Registration number to the ITS Cell for onward submission and generation of official email ids.