कार्यालय– प्रधान जिला एवं सत्र न्यायाधीश, उज्जैन (म.प्र.)

पृष्ठांकन कं./4055/विविध/26 उज्जैन, दिनांक – 19 MAY 2026

प्रतिलिपि–

01. माननीय प्रधान/अतिरिक्त प्रधान न्यायाधीश कुटुम्ब न्यायालय, उज्जैन।
02. समस्त न्यायिक अधिकारीगण, जिला न्यायालय उज्जैन एवं तहसील न्यायालय बड़नगर, महिदपुर, नागदा, खाचरौद एवं तराना।
03. पीठासीन अधिकारी, श्रम न्यायालय/किशोर न्यायालय जिला न्यायालय उज्जैन।
04. प्रस्तुतकार, माननीय प्रधान जिला न्यायाधीश महोदय उज्जैन
05. सिस्टम असिस्टेंट/आई.टी. असिस्टेंट जिला न्यायालय उज्जैन एवं तहसील न्यायालय बड़नगर, महिदपुर, नागदा, खाचरौद एवं तराना की ओर –

माननीय उच्च न्यायालय जबलपुर म.प्र. का ई–मेल आवक क्रमांक 4642 दिनांक 22.04.2026 ई–मेल के संलग्न नवीन क्लाउड बेस्ड ई–मेल प्लेटफॉर्म पर ई–मेल अकाउंट क्रिऐशन सर्विस का यूजर मेन्यूअल एवं ई–मेल अकाउंट की एसओपी की छायाप्रति सूचनार्थ, पालनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

संलग्न – उपरोक्तानुसार.

वास्ते–प्रधान जिला एवं सत्र न्यायाधीश,
उज्जैन जिला उज्जैन.

User Manual for Email Services and SOP for email account- **dcourtujj-mp** < dcourtujj-mp@nic.in >

Kuldeep Singh Kushwah < cpc-mp@aij.gov.in >

Mon, 20 Apr 2026 10:50:57 AM +0530

To "District Court Agar Malwa"<dcourtagar@mp.gov.in>,"District Court ALIRAJPUR"<dcourtalrjpr@aij.gov.in>,"District Court anuppur"<dcourtanu@indianjudiciary.gov.in>,"Ashoknagar District Court"<dcourtasn@indianjudiciary.gov.in>,"District Balaghat"<dcourtbal-mp@nic.in>,"Barwani District Court"<dcourtbar-mp@nic.in>,"District Court Betul Betul MP"<dcourtbet-mp@nic.in>,"District Court Bhind Bhind"<dcourtbhi-mp@nic.in>,"District Bhopal"<dcourtbho@nic.in>,"Principal District and sessions Judge burhanpur"<dcourtbur@mp.gov.in>,"Court Chhatarpur Dcourtcha-mp"<dcourtcha-mp@nic.in>,"District & Sessions Judge Dcourtchi-mp"<dcourtchi-mp@nic.in>,"District Court DAMOH"<dcourtdam-mp@nic.in>,"District Court Datia Dcourtdat"<dcourtdat-mp@nic.in>,"Dewas Court"<dcourtdew-mp@nic.in>,"Dhar court"<dcourtdha-mp@nic.in>,"District Court Dindori"<dcourtdin-mp@nic.in>,"District Court Guna Dcourtgun-mp"<dcourtgun-mp@nic.in>,"District Court Gwalior"<dcourtgwa-mp@nic.in>,"Dcourt Dcourthar-mp"<dcourthar-mp@nic.in>,"Indore Mp"<dcourtind-mp@nic.in>,"District And Session Court Jabalpur"<dcourtjab-mp@nic.in>,"Dcourtjha-mp Dcourtjha-mp"<dcourtjha-mp@nic.in>,"District Court Katni"<dcourtkat-mp@nic.in>,"District & Sessions Judge Dcourtkhd-mp"<dcourtkhd-mp@nic.in>,"Om Prakash Janghela"<dcourtmal-mp@nic.in>,"District Court Mandleshwar"<dcourtkhr-mp@nic.in>,"District Court Mandsaur"<dcourtmas-mp@nic.in>,"O/o District & Sessions Court Morena"<dcourtmor-mp@nic.in>,"District Court Narmadapuram"<dcourthos-mp@nic.in>,"District Judge NARSINGHPUR"<dcourtnar-mp@nic.in>,"District And Sessions Court Neemuch"<dcourtnee-mp@nic.in>,"District And Session Judge Panna"<dcourtpan-mp@nic.in>,"Raisen District Court"<dcourtrai-mp@nic.in>,"Rajgarh District Court"<dcourtraj-mp@nic.in>,"DC Ratlam Ratlam"<dcourtrat-mp@nic.in>,"District Court Rewa"<dcourtrew@nic.in>,"Sagar District Court"<dcourtsag-mp@nic.in>,"District Court Satna, Madhya Pradesh"<dcourtsat-mp@nic.in>,"SEHORE DISTRICT COURT"<dcourtseh-mp@nic.in>,"District Court Seoni"<dcourtseo-mp@nic.in>,"District Court SHAHDOL"<dcourtshd-mp@nic.in>,"Shajapur Court"<dcourtshj-mp@nic.in>,"dcourtshe mp"<dcourtshe@indianjudiciary.gov.in>,"District And Sessions Court"<dcourtshi-mp@nic.in>,"District Court Sidhi"<dcourtsid@nic.in>,"District Judge Singrauli"<dcourtsin-mp@nic.in>,"District Court Tikamgarh"<dcourttik-mp@nic.in>,"District Judge Ujjain"<dcourtujj-mp@nic.in>,"Prinicipal Ditrict Judge, Umaria"<dcourtuma-mp@nic.in>,"District Court Vidisha"<dcourtvid-mp@nic.in>

Cc "MP NIC CELL"<hc-indore@nic.in>,"hc gwalior"<hc-gwalior@nic.in>,"mpjotri"<mpjotri@gmail.com>,"rahuljaltodiya"<rahuljaltodiya@yahoo.com>,"dirmpsja"<dirmpsja@mp.gov.in>

Respected Sir,

Please find the User Manual for Email Services and SOP for email account for NIC.

Regards,
Kuldeep Singh Kushwah
CPC-MP,
High Court of Madhya Pradesh,
Jabalpur (MP).

2 Attachment(s)

_eForms_SOP_Form_SOP for...
391.7 KB

_eForms_Manual_Form_User ...
2.4 MB

SOP
for email account creation on new cloud-based Email platform

JSA
CA,
21.04.26

कार्यालय प्रधान जिला एवं सत्र न्यायाधीश
जिला-उज्जैन (म.प्र.)
22 APR 2026
आवक क्रं. 4642

1. Introduction

This Standard Operating Procedure (SOP) describes the process for creating email accounts on the new cloud-based Email Service Provider (ESP) platform integrated with Parichay and eForms (https://eforms.nic.in).

2. Glossary

Acronyms	Description
DA	Delegated Administrator
RO	Reporting Officer
FO	Forwarding Officer
US	Under Secretary
ESP	Email Service Provider
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)
- Email Service Provider (ESP)

4. Part-A: Email Account Request (with mailbox)

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, 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 complete the Email Request Form (preferred email ID, UID, date of birth, date of retirement) and submits it. Only allowed domains can be selected.

For Contractual user, govcontractor.nic.in domain is provided. For Consultant user, govconsultant.nic.in domain is provided. For Support user, supportgov.nic.in domain is provided.

1.5. If user's email id is existing in Parichay and not in Zoho, then user shall select an option *"Do you want to use existing email id?"* and proceed further with the existing email id's migration to Zoho.

1.6. Upon submission, a unique "*Email Form ID*" shall be generated and recorded in the eforms.nic.in portal. (e.g.: SINGLEUSER-FORM*Date+SerialNo.*)

1.7. 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. As a part of Profile Submission, user shall enter personal and organizational details, including photo and official ID proof and RO/FO/Nodal Officer details.

2.3. User 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.

2.4. Upon submission, a unique "*Email Form ID*" shall be generated and recorded in

the eforms.nic.in portal. (e.g.: BULKUSER-FORM*Date+SerialNo.*)

2.5. 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. Email 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.

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 on https://eforms.nic.in to assess its validity, necessity, and compliance with MDO policies and guidelines.

4.6. DA-Admin (MDO) shall authenticate on new email platform with email id and password provided by ESP.

4.7. Upon successful authentication, DA-Admin (MDO) shall click on "Create ID" option provided against the user request.

4.8. A confirmation message shall appear after successful processing of the request.

4.9. DA-Admin (MDO) shall track the request from "Under Process Request" module provided on the dashboard.

4.10. ID will be created only when email quota for the department is available at ESP.

4.11. And, request for quota increase is accepted only when duly sealed and signed letter from JS (Joint Secretary or equivalent) will be uploaded by department's delegated administrator.

4.12. 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: Email Account Request (without mailbox) by Government Entities/PSU

1. Single/Bulk Email Request Initiated by Users/DA-Admin

1.1. Login process for Non-Gov users and Gov users shall remain the same as mentioned in point no. 1.1. and point no. 1.2. of Part A for Single Email request.

1.2. Login process for Gov users or DA-Admin shall remain the same as mentioned in point no. 2.1. of Part A.

1.3. Profile Submission process shall remain same as mentioned in point no.1.3. of Part A.

1.4. User shall complete the Email Request Form (preferred email ID, UID, date of birth, date of retirement) and submits it or upload CSV file for bulk records. Only allowed domain. i.e. eauth.in or stateeauth.in can be selected.

1.5. If user's email id is existing in Parichay and not in Zoho, then user shall select an option *"Do you want to use existing email id?"* and proceed further with the existing email id's migration to Zoho.

1.6. Upon submission, a unique "*Email Form ID*" shall be generated and recorded in the eforms.nic.in portal. (e.g.: SINGLEUSER-FORM*Date+SerialNo.* / BULKUSER-FORM*Date+SerialNo.*)

1.7. 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 process of approval by Reporting Officer (MDO) shall remain the same as mentioned from point no. 3.1. to point no. 3.4. of Part A.

3. Email creation by DA-Admin (MDO)

3.1. Login process for DA-Admin (MDO) shall remain the same as mentioned in point no.4.2. of Part A.

3.2. Profile submission process for DA-Admin (MDO) shall remain the same as mentioned in pointno.4.3. of part A.

3.3. For email account creation process, steps mentioned from point no.4.7. to point no.4.10. shall remain the same.

NOTE – User will reset the password for email ids to be accessed on Zoho through *mail[at]gov[dot]in/mail[at]nic[at]in* and to be accessed on eForms through *passapp[at]email[at]gov[dot]in*.

6. Part C: 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-FORM*Date+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-FORM*Date+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 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. 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 on https://eforms.nic.in to assess its validity, necessity, and compliance with MDO policies and guidelines.

4.6. DA-Admin (MDO) shall authenticate on new email platform with email id and password provided by ESP.

4.7. Upon successful authentication, DA-Admin (MDO) shall click on "Mark As Done" option provided against the user request.

4.8. A confirmation message shall appear after successful processing of the request.

4.9. DA-Admin (MDO) shall track the request from "Under Process Request" module provided on the dashboard.

4.10. 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.

7. Part D: Validity of Email 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-FORM*Date+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. Email 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. As a part of Profile Submission, DA-Admin shall enter personal and organizational details, including RO/FO/Nodal Officer details.

3.4. 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.

3.5. DA-Admin (MDO) shall review the request present on https://eforms.nic.in to assess its validity, necessity, and compliance with MDO policies and guidelines.

3.6. DA-Admin (MDO) shall authenticate on new email platform with email id and password provided by ESP.

3.7. Upon successful authentication, DA-Admin (MDO) shall click on "Mark As Done" option provided against the user request.

3.8. A confirmation message shall appear after successful processing of the request.

3.9. DA-Admin (MDO) shall track the request from "Under Process Request" module provided on the dashboard.

3.10. 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.