

**Procedure of Email id creation for Ministries/Departments/Attached offices of the
Central Government and State government, Public Sector Undertakings,
Autonomous/ Statutory bodies etc.,**

You are requested to visit the website <http://mail.gov.in>
and click on **Downloads Forms** link or visit <https://msgapp.emailgov.in/OnlineForms/>

EMAIL SUBSCRIPTION

1 Single User Subscription Form (For single/one email-id)

https://msgapp.emailgov.in/OnlineForms/Single_User_Email.jsp

2 Bulk User Subscription Form (For more than 1 email-ids)

https://msgapp.emailgov.in/OnlineForms/Bulk_User_Email.jsp

Note:

1. Don't sign in the NIC coordinator location in the form. The same will be signed by nominated coordinator.
2. Fill the form in all respect, the fields marked with '*' are mandatory. All signature and seal is mandatory in the first page as well as in the second page.
3. NIC Policy on format of email Address in short –
 - A. Designation based (State code is mh for Maharashtra)
 - a) <Designation>.<Dept name/sub division>-mh @gov.in
 - b) <Designation + Dept name>.<placecode-upto 3 Chars>-mh@gov.in
 - B. NAME based
<first name>.<last name> or <last name>.<first name>
 - C. Underscore(_) is not allowed in the email id and it should not exceeding 20 characters
4. In case of bulk email-id creation, preferred email id must be filled in excel (as per the format in the second page of the form) and the same should be signed/sealed by the applicant.

The complete physical form in all respect should be forwarded to below office for further processing. i. e. Covering letter, Application form and printed copy of the excel sheet signed by the user department (bulk email-id creation)

To

The State Informatics Officer,
Maharashtra State Centre
National Informatics Centre
11th floor new administrative Building,
Opposite to Mantralaya
Mumbai- 400032