



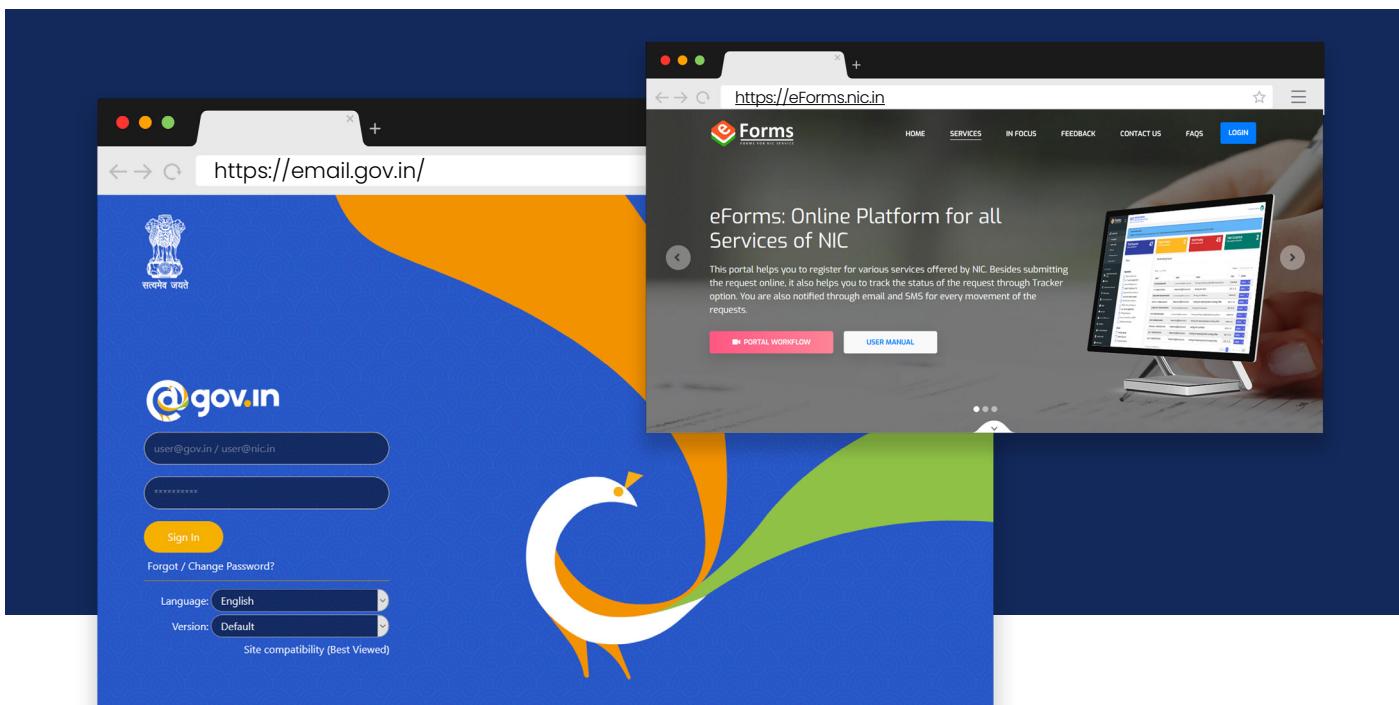
GOVERNMENT E-MAIL SIAM DAN



Issued by:

Department of Information &
Communication Technology

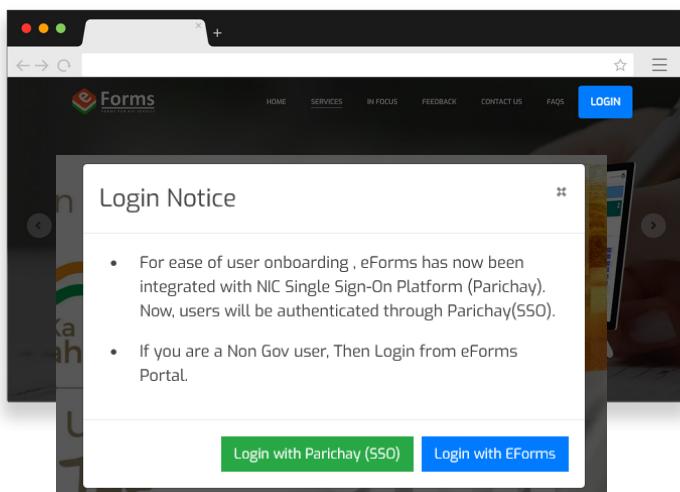
Government of Mizoram



Government e-Mail siam tur hian thiltih tur pali (4) a awm a:

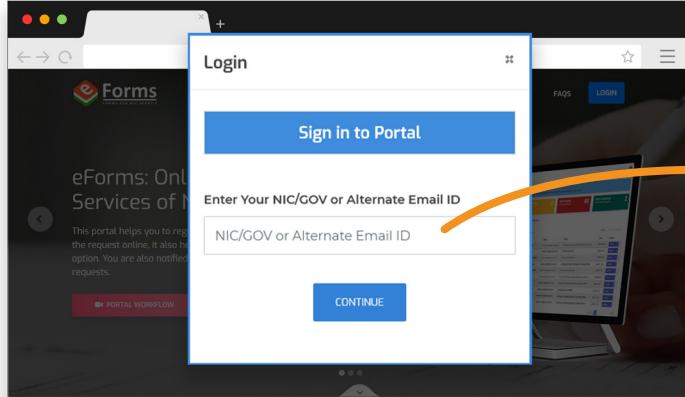
1. e-Forms portal-ah profile register phawt tur a ni.
2. e-Forms portal-ah profile siam zawhah e-Mail application tehluh leh tur.
3. e-Mail application approve a nih hnuah Mobile-ah e-Mail ID leh Password a lo thleng.
4. e-Mail portal atangin e-Mail hman zui tur a ni.

01 E-FORMS PORTAL-A PROFILE REGISTER DAN



- a) A hmasa berah chuan kan Web Browser atangin <https://eForms.nic.in> ah luh tur a ni.
- b) e-Forms home page a lo lang ang.
- c) A chung kil sir dinglamah 'Login' button a lo lang ang a, chu chu click tur a ni.
- d) Login with EForms hi click ang che.

d) 'Sign in to Portal' tih lo langah hian Alternate e-Mail (Gmail ID emaw, email ID dang) kan neih sa chhut luh tur a ni.



Login

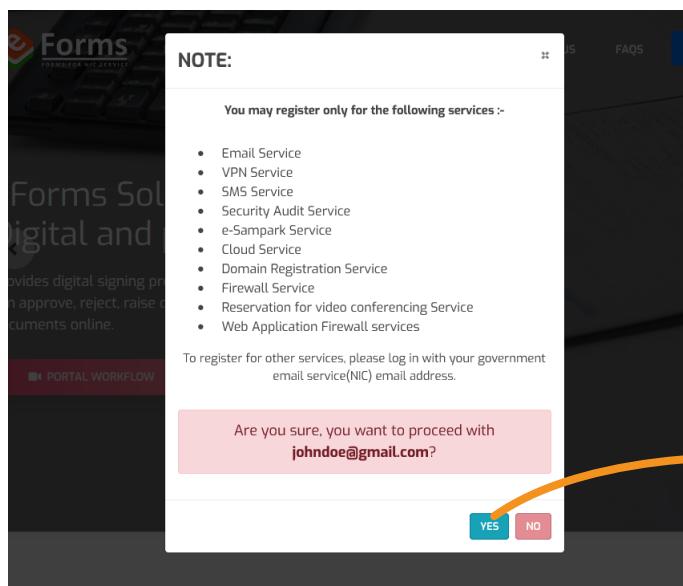
Sign in to Portal

Enter Your NIC/GOV or Alternate Email ID

CONTINUE

e) 'You may register only for the following Service' tih a lo lang anga, 'YES' tih click leh tur a ni a. Sign in to Portal lo lang lehin Mobile Number chhut luhna tur a lo awm ang a. Kan Mobile Number hman lai ngei type luh tur a ni.

Heta e-mail ID leh Mobile Number ah hian OTP a rawn thleng dawn a ni.



Login

Sign in to Portal

Enter Your NIC/GOV or Alternate Email ID

Mobile Number

India (+91) 708*****

Enter Captcha*

YRW26W

CONTINUE

f) Verify OTP Details tih a lo langah kan e-Mail/Mobile Phone-a OTP lo thleng kha chhutluh leh tur a ni. A mal pawhin a type luh theih a, a pahnih pawhin a type luh theih a ni.

Hriat Ngai: OTP hi Minute 30 a valid a ni.

OTP chhutluh zawhah '**Continue**' tih click tur a ni.

g) '**Personal Details**' fill-up dawnin hengte hi hriat tur a ni:

- i. Star (*) Mark te fill-up ngei ngei a ngai a, star mark (*) lo chu fill-up kher a ngai lo.
- ii. User Name-ah e-Mail diltu service book-a hming ziah angin ziah tur a ni.
- iii. Employee Code hi Mizoram sawrkarin kan neih loh avangin fill-up a ngai lo.

Login

Verify OTP Details

If you want to update your mobile number in NIC central repository, please click on ([Update Mobile](#))

Enter Your Mobile OTP

Please Enter OTP sent on +91XXXXXXX995

OR/BOTH

Enter Your Email OTP

Please Enter OTP sent on dr.*****@gmail.com

Please Enter OTP sent on dr.*****@gmail.com

Resend mobile otp **Resend email otp** **CONTINUE**

eForms HI,

NIC राष्ट्रीय रसना विभाग केंद्र
National Informatics Centre User Manual Know Your Coordinator

eForms > Dashboards > Profile Page

User Profile

Entries marked with asterisk (*) are mandatory

Personal Info **Organizational Info**

User Name *	Employee Code	
Dr. Var...	Enter Employee Code [Only characters and digits allowed]	
Mobile *	Email Address *	
+919...	dr.var...@gmail.com	
Telephone Number(O)	Telephone Number(R)	
Enter Official Telephone Number [STD CODE-TELEPHONE]	Enter Residence Telephone Number [STD CODE-TELEPHONE]	
Designation *	Enter Your Official Address *	
State Programme Manager, National Health Mission	Dinthar Veng, Near Health Directorate	
State where you are posted *	District/City Name *	Pin Code *
MIZORAM	Aizawl	796009

CONTINUE

Information For any query, Please contact your Coordinator/DA

india.gov.in PMINDIA @gov.in Digital India myGOV

POLICIES UNDER THE E-MAIL SERVICE OF THE GOVERNMENT
Designed and Developed by Messaging Division NIC 2020 © eForms

Hemi Fill up zawh hian **Continue** tih click hnuah Organisational Info Fill up na tur a lo lang leh ang.

User Profile

Entries marked with asterisk (*) are mandatory

Personal Info **Organizational Info**

Organization Category * State * Department *

State: Mizoram

Other: National Health Mission

Reporting/Nodal/Forwarding Officer Email * Reporting/Nodal/Forwarding Officer Name *

lalengzuala.86@gov.in Lalengzuala Lalengzuala

Reporting/Nodal/Forwarding Officer Mobile * Reporting/Nodal/Forwarding Officer Telephone *

+91XXXXXXXX9 0389-2310888

Reporting/Nodal/Forwarding Officer Designation *

Informatics Officer

I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

NOTE: • If any "PSU/Ministry/Department" needs to be added, please send the details to eforms[nic].in

SUBMIT

Information For any query, Please contact your Coordinator/DA

india.gov.in PMINDIA @gov.in Digital India My Gov

POLICIES UNDER THE E-MAIL SERVICE OF THE GOVERNMENT
Designed and Developed by Messaging Division NIC 2020 © eForms

h) 'Organisational Info' fill-up dawnin hengte hi hriat tur a ni:

i. **Department**-ah hian kan awmna Department thlan tur a lo awm loh chuan Mizoram Sawrkar hnuai thawk tan chuan **Govt. of Mizoram** thlan mai theih a ni a. Project/Scheme bikah chuan **Others** thlangin a hnuai ziahna a lo awm ang.

ii. **Reporting/Nodal/forwarding officer email:** Tun atan chuan ICT Department Nodal Officer, Pu Lalengzuala e-Mail ID (lalengzuala.86@gov.in) hi hman rih mai ni se. He e-Mail ID chhut luh zawah hian a system hian automatic-in Officer Name, etc. chu a rawn dahkhat nghal a ni.

Organisational Info Page hi kan fill-up zawh chuan **Submit Button** a hnuai awm kan **Click** ang.

i) **Submit** kan click hian SMS/e-Mail OTP min rawn dil leh ang a. **e-Mail** emaw, **Mobile Phone** atanga OTP kan dawn sa kha (Minute 30 a la ral loh chuan) hman leh mai tur a ni.

Ti khian e-Forms-a registration process chu a zo a ni.

02

E-FORMS PORTAL-A E-MAIL APPLICATION TEHLUH DAN

A chunga kan sawi te kan tih zawh khian e-forms Dashboard a lo lang ang a. Hetah hian e-Mail dilna vei lamah **e-mail (@gov.in)** a lo awm a, click tur a ni.

The screenshot shows the eForms portal interface. The sidebar on the left lists various services: Dashboards, My Request, OUR SERVICES (Authentication Services (LDAP), Distribution List Services, DNS Services, Email (@gov) [highlighted with a red arrow], IMAP/POP, IP Change Requests, SMS Service, SMTP Gateway, Update Mobile in(@gov), VPN Service, WiFi Service, and Webcast Services). The main content area is titled 'Email Subscription Forms' and includes sections for Single User Subscription Details, Type of Mail ID, Date of Birth, Email address preference, Preferred Email Address 1, and Employee Description. A 'Please Note' box at the top right provides instructions for different user types.

This screenshot shows a completed 'Single Subscription' form. The 'Email (@gov)' service is selected in the sidebar. The form fields include: Type of Mail ID (Mail user (with mailbox)), Date of Birth (23-12-1975), Preferred Email Address 1 (dr.rengpua@mizoram.gov.in), and Employee Description (Govt/Psu Official). The form also includes a CAPTCHA field (pjLct5) and a 'Preview and Submit' button. The footer contains links to various government websites like .gov.in, PMINDIA, Digital India, myGOV, eGreetings, and Sampark.

'e-Mail Subscription Forms' fill-up laiin hengte hi hriat tur a ni:

- Single Subscription** (mi pakhat tana e-Mail dilna) ni lo zawng fill-up duh kan awm a nih chuan e-Mail in-charge Offi-

cer, ICT Department te biak pawh ni se. An detail phek tawpah a awm e.

- Single Subscription duh tan chuan '**For Self**' leh '**Mail User (with Mailbox)**' tih th-lan tur a ni.

a) 'Name based' leh 'Designation based' in e-Mail hi a dil theih ve ve a, hetiangin:

i. Name-base a kan dil chuan preference ID-ah hian kan department/service emaw, kan hming pum emaw hman theih a ni a. Name-base ah hian dot (.) dah tel ngei ngei a ngai thung a, entirnan: lian.puia@mizoram.gov.in emaw, lianpuia.ict@mizoram.gov.in emaw, lianpuia.mss@mizoram.gov.in. e-Mail ID-ah hian 'User Name' a tira kan ziah (service book a mi) ang bak hming hman phal a ni lo va, inkoh duatna leh hming lem (alias) ang chi te hman loh tur a ni. **Entirnan kimtea. ict@mizoram.gov.in tih ang chi te hi hman loh tur a ni.**

ii. Designation-base a kan dil chuan preference ID-ah Designation leh Department thliar hran (separate) nan hyphen (-) hman ngei ngei tur a ni. **Entirnan: supdt-ict@mizoram.gov.in, superintendent-ict@mizoram.gov.**

2nd Preference ID-ah hian 1st Preference ID a kan hman duh a lo rem loh takin ID dang kan hman duh ziahna tur a ni.

- b) Hemi zawh hian **Captcha** hawrawp lo langte **Enter Captcha** tih Field ah enter in **Preview & Submit** click tur.
- c) Hemi zawh hian e-Mail dilna atana information kan chhutluh tawh zawng zawnge enawn turin a rawn lang a, tihsual kan neih pawhin **Edit** theih a ni ang a, **Edit** ngai a awm loh chuan Submit button click tur a ni.

Email (@gov)

Type of Mail ID: *

Mail user (with mailbox)

Date Of Birth *

23-12-1975

Email address preference: *

Name Based

Preferred Email Address *

dr.rengpuia

Other*

National Health Mission

Single User Subscription Details

For Self For Other User(Where you are posted)

Type of Mail ID: *

Mail user (with mailbox)

Application user (without mail box)(Office-auth) e-office-srilanka

Date Of Birth *

23-12-1975

Date Of Retirement/Date of expiry *

31-12-2037

Email address preference: *

Name Based

Designation/Office based id

Employee Description: *

Govt/s Official

Consultant

FMS Support Staffs

Preferred Email Address 1 (Refer [email address guidelines](#)) *

dr.rengpuia@mizoram.gov.in

Preferred Email Address 2 (Refer [email address guidelines](#)) *

rengpuia.dr@mizoram.gov.in

I agree to [Terms and Conditions](#)

Edit Submit Close

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d) **Submit button** click hnuah **Forwarding Officer** Details a lo lang a, 'YES' click in page dangah min hruai lut leh ang.

Reporting/Nodal/Forwarding Officer Details

We are sending your request for approval to email address (lalengzuala.86@gov.in)

Name:	Lalengzuala Lalengzuala
Email:	lalengzuala.86@gov.in
Mobile:	+91XXXXXXXX219

Are you sure, you want to proceed?

No **Yes**

eForms FORMS FOR NIC SERVICE

National Informatics Centre MESSAGING AND SMS DIVISION

Home Email Services for Government of India

Form Submission Type

Please select any to proceed:

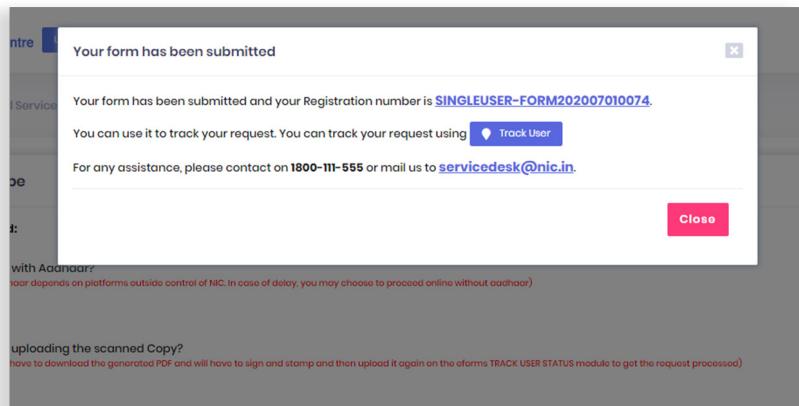
e-Sign the document with Aadhaar? (Delivery of e-sign with Aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without Aadhaar)

Proceed online

Proceed manually by uploading the scanned Copy? (Here, in this option, you will have to download the generated PDF and will have to sign and stamp and then upload it again on the eforms TRACK USER STATUS module to get the request processed)

Final Submit

f) **Acknowledgement** a lo lang leh ang a. Kan **Application Registration number** a rawn lang ang a, chumi hnuah close mai tur a ni. Close hnuhian SMS hmangin notification e-Mail Application tehluttu number-ah a thleng nghal a ni.



TIP: Acknowledgement Page kan close hnu hian My Request Page a lo lang ang a, a sir dinglamah Action tih drop-down button a lo awm a. Hemi click hian Generate Form a lo lang a. Chu chu kan click chuan kan Application kha PDF-in a in-download ang. He hi keimahni reference-ah kan dah tha thei a ni.

Khati khan e-Forms hmanga e-Mail Application chu a zo a ni.

The screenshot shows the e-Forms application interface. On the left is a dark sidebar with a navigation menu. The main area is titled 'My Request'. It displays four large boxes: 'Total User Requests' (0), 'Today's Pending Request' (0), 'Total Pending Requests' (0), and 'Total Completed Requests' (0). Below these are sections for 'General Filters' and 'Total Pending Request'. A table is shown with columns for App Id, Email, Status, Date, and Actions. The table is currently empty. At the bottom, there are several logos for government programs like .gov.in, PMINDIA, Digital India, myGOV, eGreeting, and eSamprak.

03 E-MAIL APPLICATION APPROVE, MOBILE-AH E-MAIL ID LEH PASSWORD A THLENG

e-Forms hmanga e-Mail dilna submit-tuin SMS a dawn rualin Reporting/Forwarding Officer-in SMS leh e-Mail-ah notification a dawng ve nghal a. Chutiang a nih avang chuan Reporting/Forwarding officer hi e-Mail dilna thehluh a nih thu phone call hmanga hrilh hriat kher a ngai lo a ni.

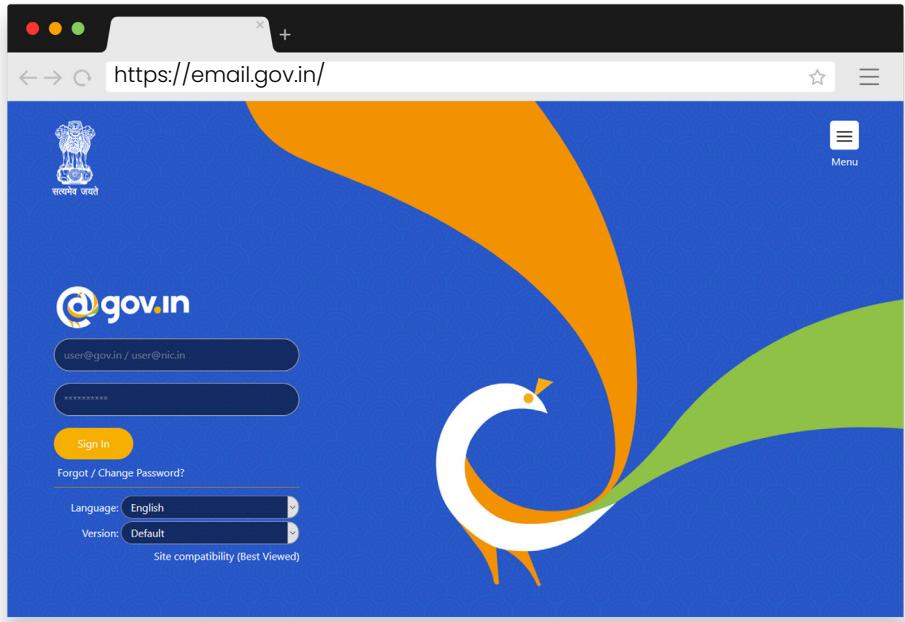
Reporting Officer-in e-Mail Application chu

a check hnuin a forward a, chu chu Delegated Admin (state government a mi ruat bik)-in a dawng leh a. Ani chuan NIC Headquarters, Delhi-ah forward lehin, anuin e-Mail hi an lo 'create' ta thin a ni.

e-Mail hi create a nih veleh a diltu hnenah **SMS-in e-Mail ID leh Password a thleng a.** Hei hi **chhinchhiah** tur a ni.

04 E-MAIL PORTAL & PASSWORD RESET

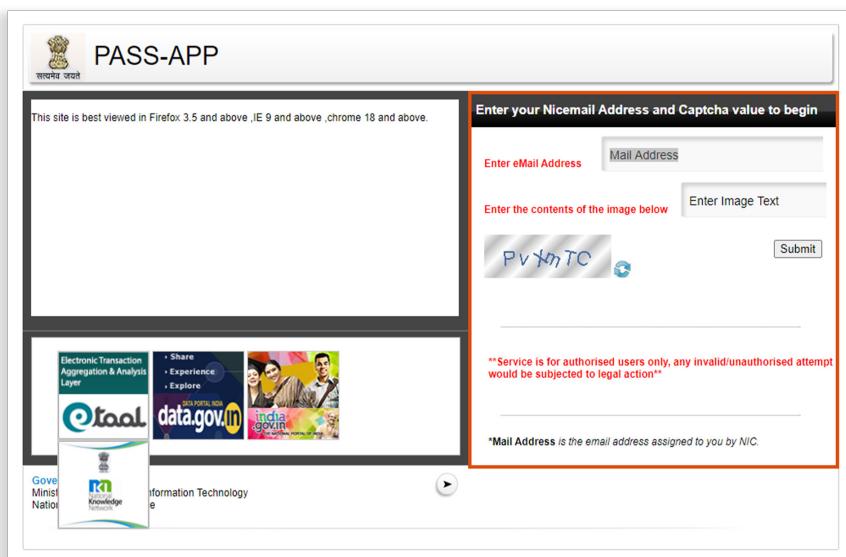
e-Mail check dawnin e-Mail portal <https://email.gov.in>-ah web browser hmanga check mai tur a ni.



Government e-mail Password Reset/Recovery: Password theihngihlh emaw, thlak duh tan <https://passapp.email.gov.in>-ah web browser atanga lutin password hi thlak mai tur a ni.

- 'Enter e-Mail Address'-ah password kan reset/recover duh e-Mail ID kan chhu lut ang a, captcha lo lang ang kan chhutluh hnuin Submit button click tur a ni.

- Hemi hnu hian SMS-in mobile phone (e-Mail register nana hman ngei)-ah Random Number a thleng ang a, Pass-App page-a chhut luhna tur lo awmah chhutluh tur a ni.
- Chumi hnuah Password thar tur chhut luhna tur lo awmah password thar chhutluh mai tur a ni.
- Password-ah hian hawrawppui, hawrawpte, number leh special character a tel ngei ngei tur a ni.



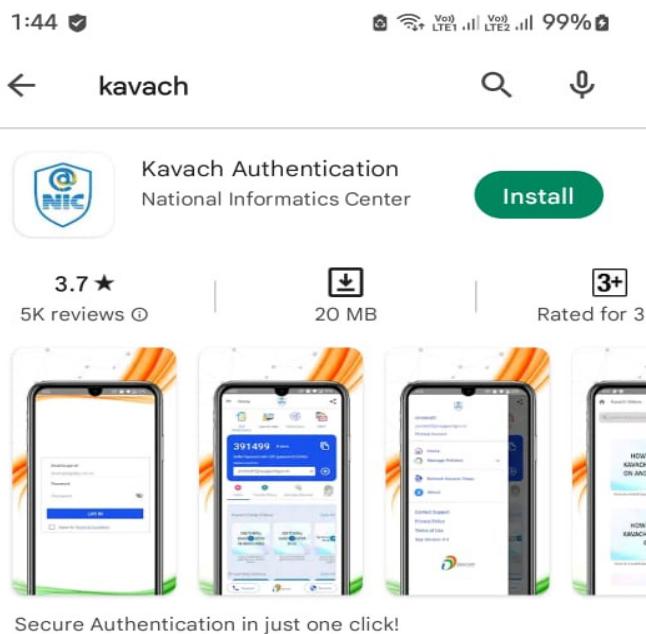
05

KAVAACH – 2 FACTOR AUTHENTICATION

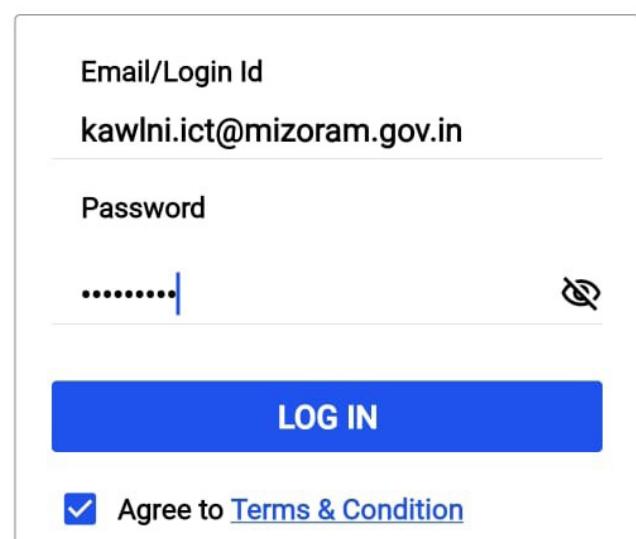
Government e-Mail Login nan hian Kavaach Authentication hman tel a ngai tawh a. Kavaach Authentication hi Mobile Phone-ah leh Desktop Computer-a hman theih turin a awm ve ve a, a hman dan chu hetiang hi a ni e.

5.1 KAVAACH AUTHENTICATION – MOBILE APPS HMAN DAN:

1. Kavaach Authentication hi Andriod hmag te tan Play Store-ah <https://play.google.com/store/apps/details?id=com.gov.in> download tur a awm a, IOS (iphone) hmag te tan App Store-ah <https://apps.apple.com/in/app/kavach-authentication/id1227301621> download theih mai in a awm bawk. Download kan phone-ah kan install tihna a ni.



M-Kavach 2
C-DAC Hyderabad (M-Kavach Team) • Tools
3.8 ★ 9.8 MB 10K+



2. Kavaach authentication app hi kan install zawahah Open kan hmet ang a, kan hawng ang. Kan Government email username & password hmangin kan in-register ang. [Enter your email and password to activate your license] lo inziakin username & password kan chhut luh felah **SUBMIT** tih kan hmet ang.

3. Kan registered mobile number-ah SMS hmangin **6 digit code OTP** a lo thleng ang a, chu OTP chu kan chhu lut leh ang a, **SUBMIT** kan hmet leh ang. Hemi zawahh hian [You are registered with us] tih a lo inziak ang.



Please enter the six digit code sent to your registered mobile no

SUBMIT

Please enter the six digit code sent to your registered mobile no

 1 6 5 2 7 1

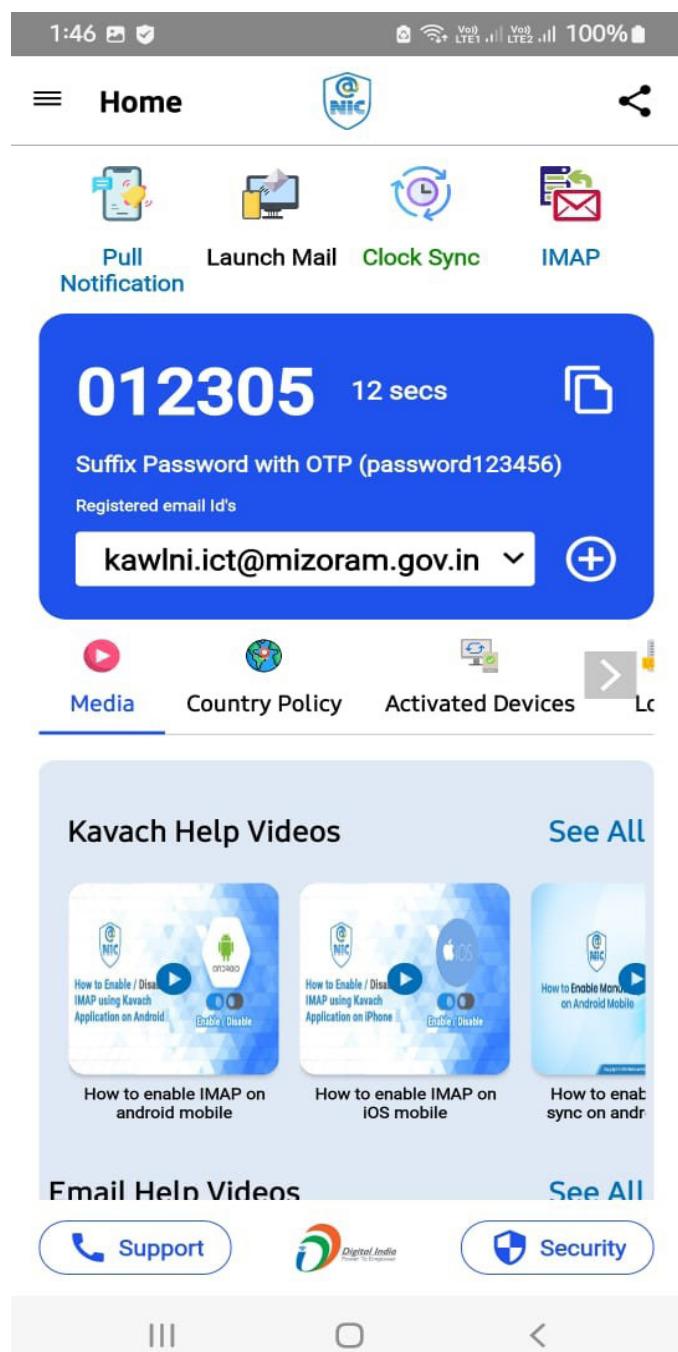
SUBMIT



4. Government email <https://email.gov.in/> kaltlang kan Login dawnin user ID leh password kan type zawahh Kavaach Application hian Login kha **Accept leh Deny** turin Pop-up option a rawn pe thin ang. **Accept** kan hmeh khan email-ah a lut tlang ang.

5. Apps hmang tho siin kan sawi tak bakah khan tihdan dang a awm leh a. Government email <https://email.gov.in/> kaltlang a email Login dawnin user ID kan type luh zawahh Kavaach Mobile apps kha i hawng ang

6. OTP (Six Digit number) a lo lang ang, **second 30 chhung a valid** a ni. Chu OTP/Number lo lang chu kan e-mail Password nen kan chhut zawm anga kan email-ah a lut tlang ang. e.g. Password: Liana@1pc hi i Password nise, Kavaach authentication apps a OTP kha i type zawm ang i luhna Password tur chu *i.e. Password: Liana@1pc123466 [e.g. 123456 hi Kavach Athentication Apps-in OTP a rawn tarlan kha.]*

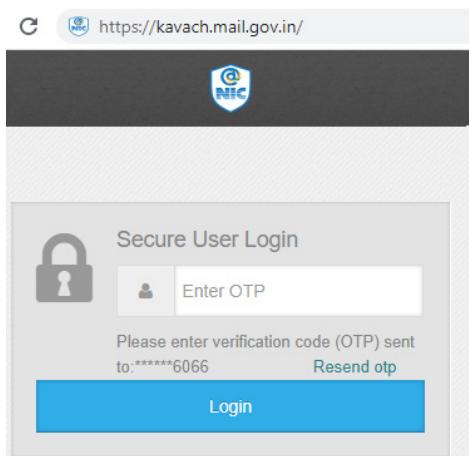
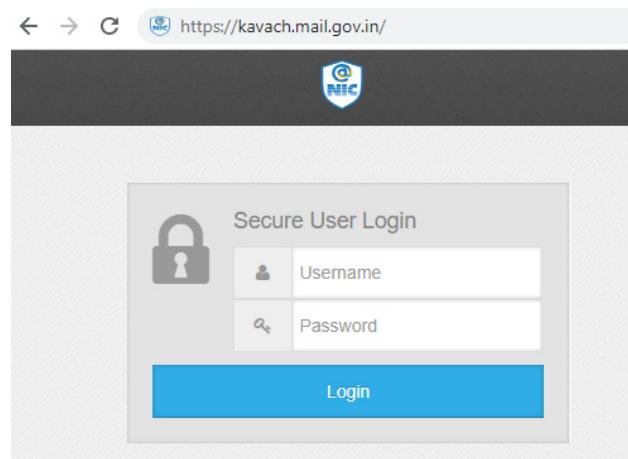


Tutorial Video: <https://www.youtube.com/watch?v=Q5Hw-7KCN7s>

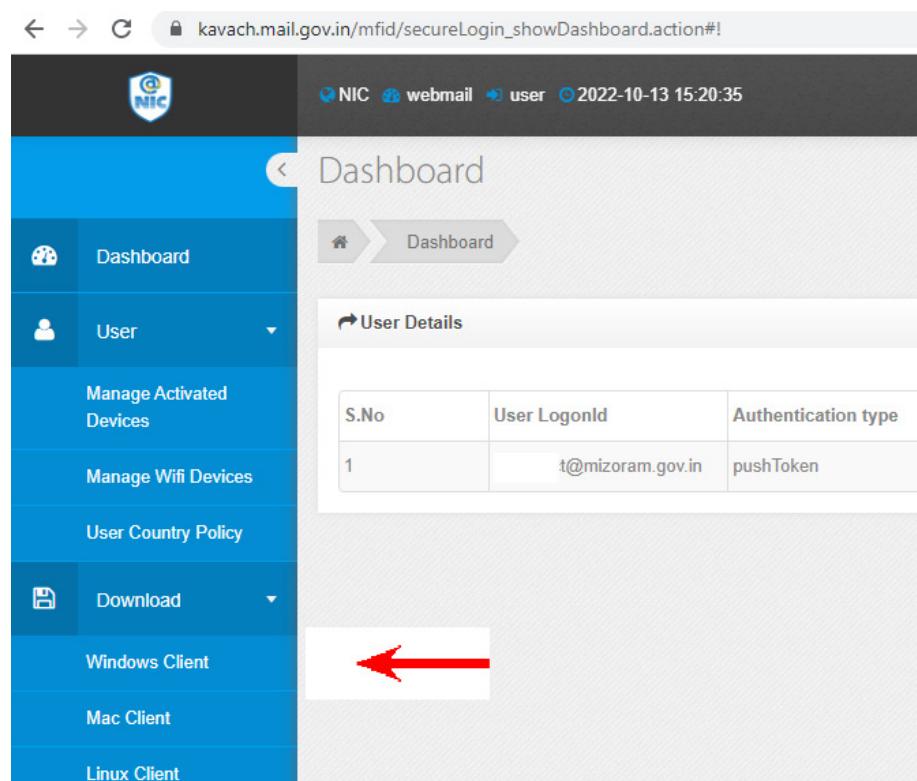
User Manual: <https://email.gov.in/videos/docs/kavach-installation.pdf>

5.2 KAVAACH AUTHENTICATION - DESKTOP APPLICATION HMAN DAN:

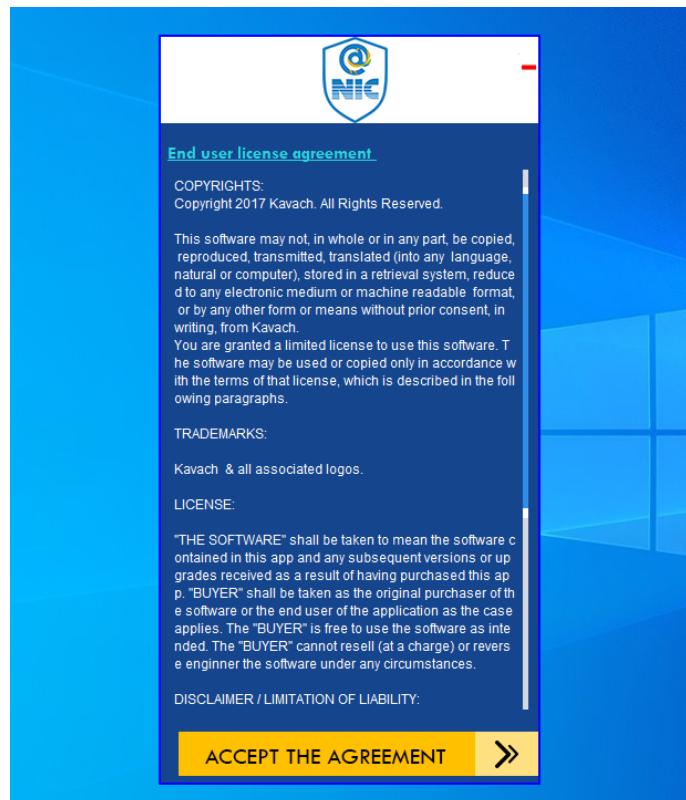
- Kan Computer-a Web browser (Chrome, Mozilla, etc.,) atangin Kavaach website <https://kavach.mail.gov.in/> ah kan lut ang a. Secure User Login Page a lo lang ang a, Username leh Password chhut luhna a lo awm ang. Kan Government email ID/username & password chhu lutin Login tih kan hmet ang.



- Hemi zagh hian kan Phone-ah SMS-in OTP a lo thleng ang a, kan chhut luh zawahah Login tih kan hmet leh ang.
- Kavaach Dashboard a lo lang ang a, Dashboard veilam (left pane)-ah Download tih a lo awm a, chumi hnuaih chuan **Windows Client** tih kha kan click leh ang a. Kavach Desktop app a in-download ang.

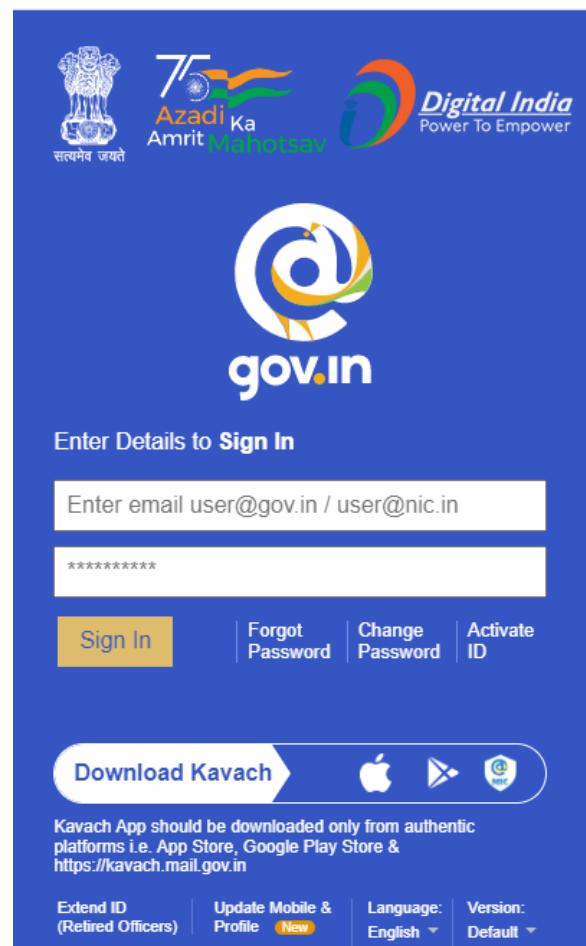
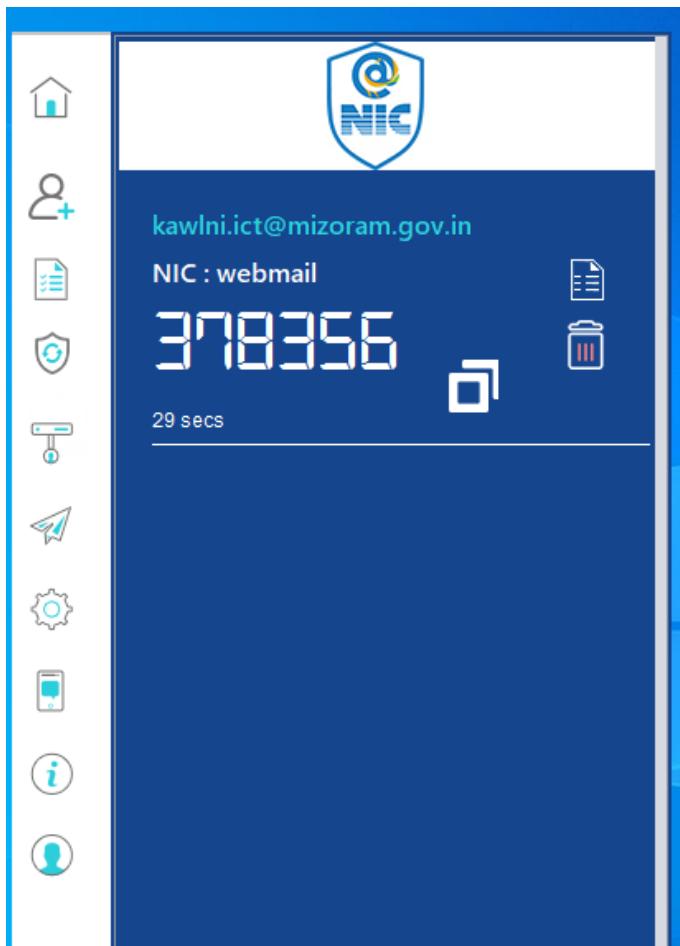


4. Kavaach Desktop application chu kan computer-ah kan install ang a, desktop-ah Shortcut a lo awm ang. Kavaach icon chu kan click ang a, '**ACCEPT THE AGREEMENT**' tih lo awm chu click tur a ni.



5. Hemi zawh hian – [Enter your email and password to activate your license] a lo lang a. Chutah chuan kan Government email ID leh password kan chhu ang a, Submit tih kan hmet ang. SMS-in OTP a lo thleng leh ang a, kan chhu lut ang a, Submit kan click ang.

5. Government email <https://email.gov.in/> kaltlang a email iuh dawnin user ID kan chhut iuh zawah Kavaach Desktop apps kha kan hawng ang.
6. NIC Webmail tih hnuiah OTP (Six Digit number) a lo lang ang, Second 30 chhung a valid a ni. Chu OTP lo lang chu kan e-mail password nen kan chhut zawm ang a. Login kan click khan kan email-ah a lut tlang ang. eg. Password: Liana@1pc hi kan Password nise, Kavaach authentication apps a OTP kha kan type zawm ang kan luhna Password tur chu *i.e. Password: Liana@1pc123466 [eg. 123456 hi Kavach Athentication Apps-in OTP a rawn tarlan kha.]*



Tutorial Video : <https://www.youtube.com/watch?v=Q5Hw-7KCN7s>

User Manual : <https://email.gov.in/videos/docs/kavach-installation.pdf>

Tutorial Video Government e-Mail siam dan tarlanna video clip siam a ni a, Youtube <https://youtu.be/Sh2ILxaJuHw>-ah hian en theih a ni e.

Harsatna kan neih chuan a hnuai ami te hian an tanpui thei che:

PU LALENGZUALA

Informatics Officer

e-Mail: lalengzuala.86@gov.in

Contact: +91-96121 70219

Nodal Officer

Role: Delegated Admin for Government of Mizoram e-Mail

PU LALNUNPUIA KAWLNI

Asst. Informatics Officer

e-Mail: kawlni.ict@mizoram.gov.in

Contact: +91-98627 56066

Asst. Nodal Officer

Role: Reporting/Forwarding Officer for Government of Mizoram e-Mail