

PARICHAY/AUTH ID THAR SIAM DAN

HRIAT NGAITE:

1. eOffice, iGot Karmayogi leh Government eService thenkhat atan Government email neih kher a ngai lo va, a aiah Parichay ID hman tawh zawk tur a ni.
2. Loh theih lova Government eMail ID mamawh chuan Delegated Administrator te hnenah sawiin manual-in Zoho DA Admin Panel atangin a niin a lo create ang.
3. eforms.nic.in atang chuan Parichay ID chauh hi apply theih tawh a ni.

A. EFORMS.NIC.IN-AH PROFILE SIAM TUR.

1. Web browser atangin **eforms.nic.in** portal-ah kal tur.
2. Menu-a **Login** click tur.
3. Login Notice lo langah **Login with Eforms** click tur.
4. Enter Your Email Address tih lo langah **private email (gmail, etc)** chhut luh a, Continue click tur.
5. Are you sure you want to proceed? tih lo langah **Yes** click leh tur.
6. Prompt lo langah mahni **Mobile Number** leh **captcha** lo lang ang chiah chiah chhut luh tur. Continue click tur.
7. Enter your **Mobile OTP** leh **Email OTP** tihah OTP kan dawnte chhut luh leh tur. Continue click leh tur.
8. Eforms chhunga User Profile -> Personal Info hnuaia **data te fillup tur**. * mark ho hi chhut luh ngei ngei tur a ni. Continue tih click tur.
9. Organization Info hnuaia Search your Organization Detail tihah **Mizoram tih chhut luhin** list lo lang atangin Government of Mizoram:: (Mizoram) tih select tur. Hei hian Organization Category, Ministry leh Department data a lo dahlut nghal ang.
10. **Reporting/Nodal/Forwarding Officer Email** tihah lalengzuala.86@gov.in tih chhutluh tur a ni. Hemi chhut luh hi a dik chuan Reporting Officer Name, Mobile, Telephone leh Designation data a lo dahlut nghal ang. Submit click tur.
11. Profile created **Successful** tih lo langah OK click tur.

B. EFORMS.NIC.IN CHHUNGA EMAIL (@GOV) ATANGIN PARICHAY ID APPLICATION THEHLUH TUR

1. **Left Sidebar Menu** a lan loh chuan eforms tih logo bula inrin pathum click tur.
2. Menu-a **Email (@gov)** tih click tur.

3. Option hrang hrang lo lang zingah **Single Subscription Request for single email ID** tiha Click Here-ah click tur.
4. Type of Mail ID-ah **Parichay/Auth ID** thlan tur a ni.
5. **First Name, Last Name, Date of Birth leh Date of Retirement** te fillup leh tur a ni.
6. **Email address preference**-ah mahni mamawh dan angin select tur.
7. **Preferred Email Address** fillup dan:

Name Based: Personal Info a User Name a mi kan hming hman tur. Inkohduatna ang chi hman phal a ni lo. Email address-ah hian remchang laiah **dot (.) a awm ngei ngei** a ngai. Existing email ID a lo awm chuan mahni service hming, department leh DoB/DoR a number te pawh telh theih a ni.

Phal: lalrem.ruata@eauth.in; lalremruata.87@eauth.in; ruata.87@eauth.in; lalremruata.mes@eauth.in, etc.

Phal loh: ruattea.87@eauth.in (Inkoh duatna, official name a mi ni lo, stage name, etc. hman phal a ni lo.)
8. Select Domain: **eauth.in** tih select tur a ni.
9. Preferred UID-ah chuan Preferred Email Address a kan hman kha a **domain (@eauth.in)** tel lovin chhut luh tur a ni.
10. **Next** click click leh tur.
11. Form Submission Type lo langah **'Proceed Online'** tih select tur a ni.
12. 'Your form has been submitted' tih page a lo lang ang a. Hetah hian **Application Form ID (SINGLEUSER_FORMxxxxxxxxxxxxx)** tih a lo lang ang.
13. **SMS-ah Parichay Application** thehluh a nih thu leh Application Form ID hi i dawng bawh ang.

C. SMS-AH PARICHAY THAR ID

1. Email Application Form i submit hi **Reporting Officer** in a endik ang a. A dik chuan DA Admin-ah a thawn leh ang a. **Delegated Admin**-in a endik hnuah Parichay ID hi a lo siam ang.
2. I Parichay application-ah dik lo a awm a, Reporting Officer/DA Admin-in an edit sak theih mai che a nih chuan an edit ang a, mahse edit mai rem lo chi a awm a nih chuan an **'Reject' emaw, zawhna 'Raise/Response to Query'** atangin an lo zawt ang che.
3. 'Raise/Response to Query' hi eforms.nic.in chhunga Dashboards hnuai a My Request tih chhunga i application submit **'Actions'** tih hnuai a awm a ni.
4. I email application thlen chin i hriat duh pawhin 'Actions' tih hnuai a **'Track'** tih atang khan a hriat theih bawh.