

## **Guidelines for DA console operator-**

For ease of service operations and flexibility, messaging division has implemented the Delegated Administrator (DA) platform that allows organizations/departments to perform all functions for the email users of the respective domains/departments. Delegated Administrator can create, delete, activate, deactivate accounts, can enable/disable IMAP and POP, can change the password, update mobile etc. as and when required without routing the request through Email support team.

This service gives the respective organization/department the independence of managing their respective email accounts.

In view of the above, it is requested that an officer may be nominated as Delegated Administrator.

**To get the DA, the** nominated Officer has to apply for DA on boarding and VPN through <https://eforms.nic.in> as depicted in following screenshot -

### **FOR DA ON-BOARDING :**

Once request is submitted online, a PDF of authorization letter will be generated. Please get that authorization letter approved (Sign & Seal) by Competent authority **on Organization** letter head, Upload the scanned copy of the same on DA on boarding request.

### **FOR VPN**

**VPN Services -> New Request -> Fill following details**

#### **Choose Single IP**

1. Enter Server IP : [164.100.14.22](https://mailadmin.nic.in)
2. Application URL : <https://mailadmin.nic.in>
3. Destination Port : 443
4. Server Location : NDC Delhi
5. Enter Captcha and submit

## Operational Guidelines-

1. Applicant will be (State PR Department) Under Secretary/Director
2. Open <https://eforms.nic.in> -> Login with eforms
3. Login with GMail or YahooMail or NIC of gov domain
4. Reporting Officer (RO) details in User profile -> Organization Details (Must be NIC officer in the state)
5. VPN NIC state coordinator will approve the VPN form
6. NIC Delhi VPN division will provide VPN IP (10.26.???.???)
7. Private Key will be received on user Mobile No
8. VPN will have to be register on their Desktop/Laptop (As per manual attached)

## Select DA Onboarding ( For NIC –Email related tasks)

1. Open <https://eforms.nic.in>
2. Select DA Onboarding from Left Grid/Menu.
3. Enter VPN IP allocated ( And follow the process)

1. I hereby take full responsibility and accountability for DA console and for all email accounts created under this domain and respond to any queries by LEAs if any.

2. I will inform NIC in case of any change in delegated administrator.

3. I will ensure the authenticity of the applicant.

4. I will ensure that all the ids have correct date of expiry set as per the user profile and needful action will be taken on time, e.g. if the Govt officer wants to retain the name based email-id post superannuation, needful action will be taken by move the email-id to retired officers container. Similarly, contractual/support staff email ids will be deactivated/deleted at the end of the tenure.

5. For organizations under paid accounts category, Delegated Administrator has to provide the relevant documents to NIC regarding proof of payment made to NICSI.

6. Admin ID will be renewed every year. If user fails to do so, ID will be deactivated automatically.

7. I agree to maintain the confidentiality, safeguarding and protection of confidential information contained in all user list.

8. **You can be DA of your organization only. If you want to change the organization, kindly update your profile.**

Eligibility: \*

Govt department/institutes/organization  PSU

I will ensure the mobile numbers of all users under this domain are updated. Please note that by selecting this, the users under this domain will not be allowed to update their mobile numbers on their own and all requests will be sent to you ONLY.

VPN IP

10.26.89.17

Enter Captcha \*

Capcha ckxe9q

Enter Captcha

Please enter Correct Captcha

Preview and Submit

india.gov.in PMINDIA @gov.in Digital India MY GOV eGrievances Sampark

POLICIES UNDER THE E-MAIL SERVICE OF THE GOVERNMENT  
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