Creation of e-mail ID

Please check following, before you apply for creation of email-ID in @dvc.gov.in domain:-

1) DVC employees having an active Mobile Number & alternate email-ID can apply.
2) For digital signing of e-form, Aadhaar shall be linked to above mobile number.
3) Your Reporting/Forwarding Officer should be at M5 level or above.
4) Reporting officer must have email-ID in @dvc.gov.in domain, to proceed further.
5) Get ready with ‘Date of Birth’, ‘Date of Retirement’ and Aadhaar linked Mobile.

Steps to apply for creation of email-ID:-

1. Login to https://eforms.nic.in with your present personal email ID (like: - Gmail, yahoo etc.)
2. Enter your mobile number (Preferably linked with Aadhaar, for digital signing the e-forms)

3. Proceed with OTP received, both on your email & mobile.
4. Fill all ‘Personal information’, including Employee Number etc. and proceed further to fill ‘Organisation information’.

- Organization category: Central
  - Ministry: Power
  - Department: Other
  - Other: Damodar Valley Corporation
- Enter DVC email-ID of Forwarding/Reporting Officer (M5 level or above)
5. Fill all details carefully and submit.

6. Click on Email (@gov.in) in the left pane to fill ‘Email Subscription Forms’:

Email-ID formats to be preferred:

- firstname.lastname@dvc.gov.in
- lastname.firstname@dvc.gov.in
- name.employeenumber@dvc.gov.in
Following options to be selected:-

[Image showing a screenshot of a computer screen with a form for Single User Subscription Details. The form includes fields for Type of User, Date of Birth, Date of Retirement/Date of expiry, Email address preference, Designation, Preferred Email Address, and CAPTCHA.]

[Image showing a second screenshot of the same form with some text and input fields visible.]

[Image showing a third screenshot of the form with a CAPTCHA displayed.]
Prefer ‘Form Submission Type: e-Sign the document with Aadhaar (An OTP will come on Aadhaar registered mobile number.)

In case of delay or any problem, Select submission as ‘Proceed online’:-
Click on option ‘Generate Form’ as shown below:

- Downloaded form required to be printed on A4 size paper.
- Get it signed and stamped through Forwarding/Reporting officer (MS level or above) to upload the same. (Hard copy required to be sent to The Chief Engineer-IT, 8th Floor, DVC Towers, Kolkata-54).
- You can logout here
  - To complete signing the hard copy as stated above.
  - To Scan the above document (Both pages) in PDF format.
- Your submitted information can again be accessed on Login to eforms.nic.in
  - Click on Upload Multiple Documents to upload the scanned copy of above Form etc.

Request your Forwarding Officer to login to eforms.nic.in through DVC mail ID to proceed further.