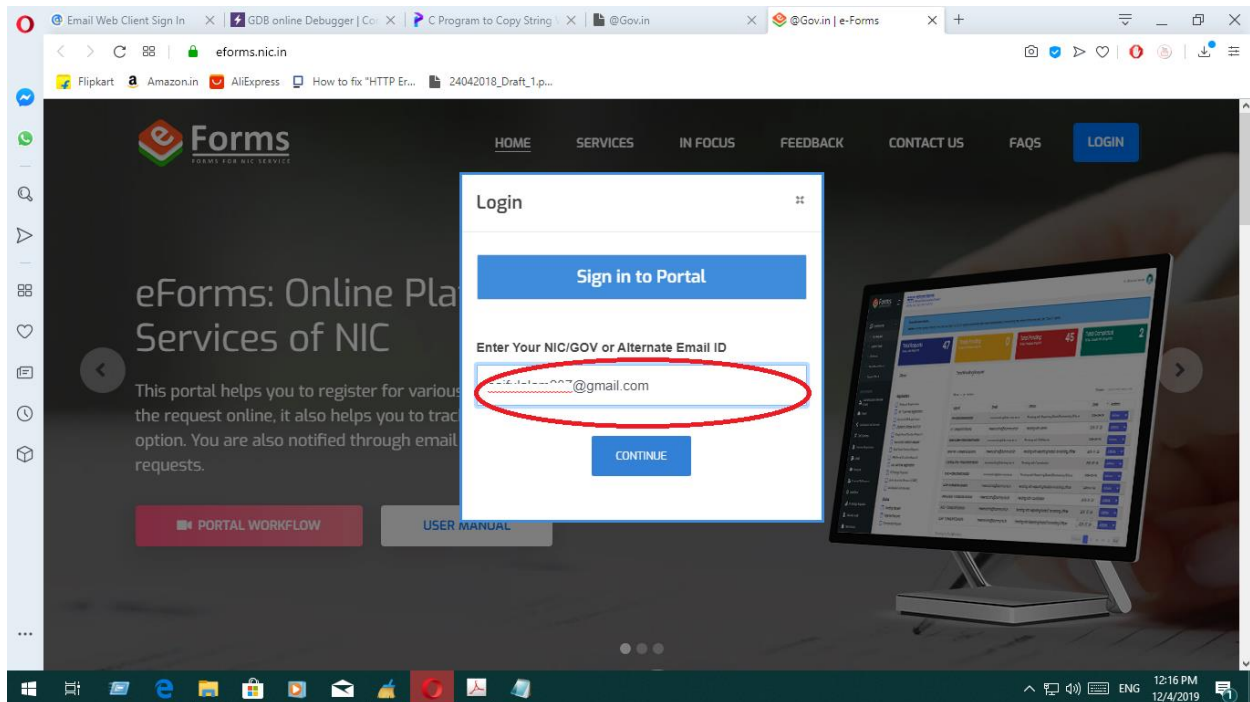


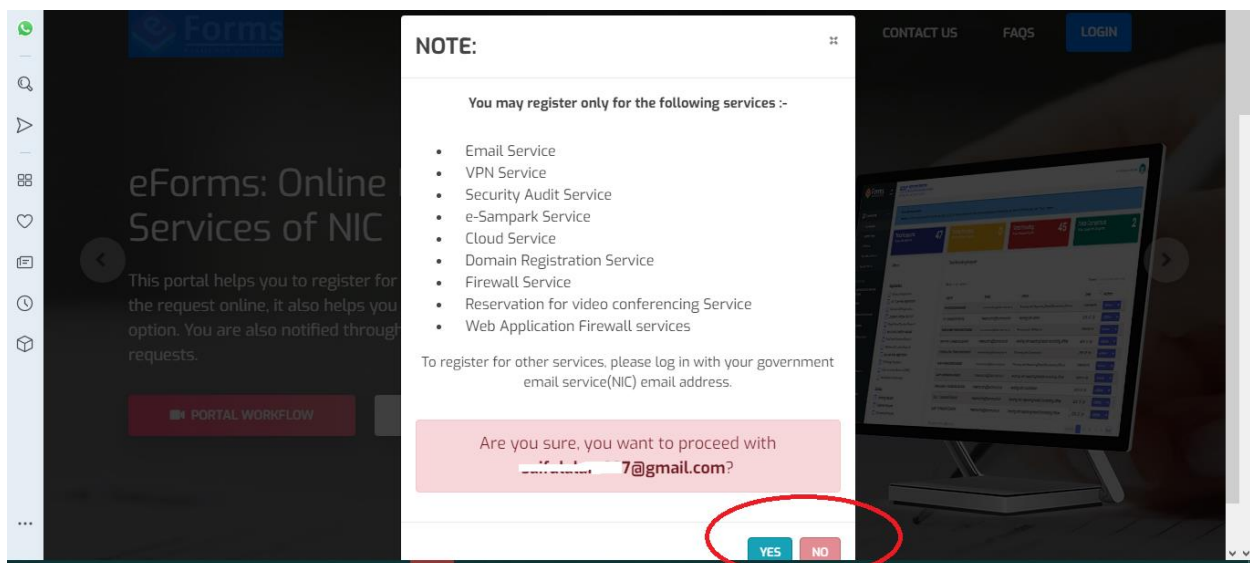
GUIDELINES FOR OBTAINING OFFICIAL E-MAIL ID UNDER THE DOMAIN PONDUNL.EDU.IN

(ONLY FOR FACULTY / OFFICERS/ RESEARCH SCHOLARS)

1. The PU e-mail services are offered from the national NIC cloud email.gov.in.
2. Read the **E-Mail Policy of GoI** and **Email Services & Usage Policies** available under heading "**Policies**" in the URL : <https://email.gov.in/> or <https://email.gov.in/>
3. Click on eforms (under the URL : <https://mail.gov.in/>) or Go to the URL : <https://eforms.nic.in/> and click on **LOGIN**.
4. Enter email-id eg., abc@gmail.com in the given field and press **CONTINUE**



4. Confirm the Registration Process by pressing **YES** option



5. Enter **Mobile Number** , **CAPTCHA** and **OTP** received through registered mobile-no to Sign in

The screenshot shows the eForms Login page. The 'Login' modal is open, displaying the 'Sign in to Portal' button. Below it, the 'Enter Your NIC/GOV or Alternate Email ID' field is filled with 'sai****7@gmail.com'. The 'Mobile Number' field is highlighted with a red circle, showing a dropdown for 'India (+91)' and a text input field. Below the mobile number field, the 'Enter Captcha*' field is also highlighted with a red circle, showing a captcha image 'XUca7v' and a text input field. The 'CONTINUE' button is at the bottom of the modal. The background shows the eForms homepage with a navigation bar and statistics: 144,460 USERS and 103,723 TOTAL COMPLETED.

The screenshot shows the eForms Login page. The 'Login' modal is open, displaying the 'Verify OTP Details' button. Below it, the 'Enter Your Mobile OTP' field is highlighted with a red circle, showing a text input field with the placeholder 'Please Enter OTP sent on +91XXXXXX605'. Below the mobile OTP field, the 'OR/BOTH' section is visible, with the 'Enter Your Email OTP' field highlighted with a red circle, showing a text input field with the placeholder 'Please Enter OTP sent on sai****@gmail.com'. The 'CONTINUE' button is at the bottom of the modal. The background shows the eForms homepage with a navigation bar and statistics: 144,460 USERS and 103,723 TOTAL COMPLETED.

6. The form consists of personal as well as organizational information. The applicant will have to fill all the fields marked with * (mandatory) sign. Enter official particulars under "**Personal Info**" and Reporting Officer/HoD/Officer-In-charge details under "**Organizational Info**"

Organization Category *
Central

Ministry/Organization *
Human Resource Development

Department/Division/Domain *
Department of Higher Education

Reporting/Nodal/Forwarding Officer Email *
...edu@ponduni.edu.in

Reporting/Nodal/Forwarding Officer Name *
Mumtaz Begum

Reporting/Nodal/Forwarding Officer Mobile *
+91XXXXXX546

Reporting/Nodal/Forwarding Officer Telephone *
0413-2654619

Reporting/Nodal/Forwarding Officer Designation *
Dean and Head School of Education Pondicherry University

☒ 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\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

SUBMIT

OTP verification

Enter One Time Password received on Email:
saifu...h2377@gmail.com

Enter otp received on Email

Verify

Reporting/Nodal/Forwarding Officer Email *
dean.edu@ponduni.edu.in

Reporting/Nodal/Forwarding Officer Name *
Mumtaz Begum

Reporting/Nodal/Forwarding Officer Mobile *
+91XXXXXX546

Reporting/Nodal/Forwarding Officer Telephone *
0413-2654619

Reporting/Nodal/Forwarding Officer Designation *
Dean

☒ 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\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

SUBMIT

8. Select **Email (@gov.in)** option from the **DASHBOARD** (left pane) & enter data such as Date-of-Birth, Date-of-retirement, preferred email-id, CAPTCHA code, etc., and submit the form after a detailed preview.

Forms

Hi, SAIFUL ALAM

My Request

OUR SERVICES

- Authentication Services (LDAP)
- Distribution List Services
- DNS Services
- Email (@gov)**
- IMAP/POP
- IP Change Requests
- SMS Service
- SMTP Gateway

Today's Pending Request 0

Total Pending Requests 0

Total Completed Requests 0

Total Pending Request

Show 10 entries

Search: Reg Id, Email, Status, Date

App Id	Email	Status	Date	Actions
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Single User Subscription Details

Type of Mail ID: * (Know More)

☒ Mail user (with mailbox) ☐ Application user (without mailbox) ☐ e-office-srilanka

Date Of Birth * 22-08-1991

Date of Retirement/Date of expiry * 31-07-2024

Email address preference: * ☒ Name Based ☐ Designation/Office based id

Employee Description: * ☒ Govt/Psu Official ☐ Consultant ☐ FMS Support Staffs

Preferred Email Address 1 (Refer email address guidelines) * saiful...m91.res@pondiuni.edu.in

Preferred Email Address 2 (Refer email address guidelines) * saiful...n92.res@pondiuni.edu.in

Enter Captcha * 7PWbtG

Captcha 7PWbtG

Preview and Submit

Mail user (with mailbox)

Date Of Birth * 22-08-1991

Date Of Retirement/Date of expiry * 31-07-2024

Email address preference: * ☒ Name Based ☐ Designation/Office based id

Employee Description: * ☒ Govt/Psu Official ☐ Consultant ☐ FMS Support Staffs

Preferred Email Address 1 (Refer email address guidelines) * saiful...m91.res@pondiuni.edu.in

Preferred Email Address 2 (Refer email address guidelines) * saiful...n92.res@pondiuni.edu.in

☒ I agree to Terms and Conditions

Edit Submit Cancel

9. Confirm the **Reporting/Forwarding officer (ie., Dean/HoD/ Officer-in-charge)** details

Single User Subscription

Type of Mail ID: *
Mail user (with n

Date Of Birth *
22-08-1991

Email address preferred
Name Based

Preferred Email Address
saifulalam@res@

Reporting/Nodal/Forwarding Officer Details

Please note, If you are selecting a manual option while submitting the request, your request will remain pending at your end only as long as you do not upload the scanned copy duly sealed and signed by you.

For other options, your request will be automatically forwarded to next level. We are sending your request for approval to email address (dean.e-u@pondiuni.edu.in)

Name:	Dr Murugesan Professor
Email:	dean.e-u@pondiuni.edu.in
Mobile:	+91XXXXXXX546

Are you sure, you want to proceed?

No Yes

I agree to Terms and Conditions

Edit Submit Close

10. Select **"Proceed manually by uploading the Scanned Copy"** option as form submission type, and **download** the filled-in form (e-application) on the Desktop.

eForms

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)

Continue

Your form has been submitted

Your Registration number SINGLEUSER-FORM201912040044 has been created successfully

You can use it to track your request. You can track your request using [Track User](#)

You have to download the generated PDF and will have to sign and stamp and then upload it again on the eforms [Track User](#) to get the request processed.

For any assistance, please contact on 1800-111-555 or mail us to servicedesk@nic.in

Download PDF Submit

Note : Submit the Hardcopy of the e-application along with the copy of ID-Card issued by the University to the Office of the Computer Centre for further processing.