

## **Email Id subscription process for Karnataka State Government Officials**

1. Login to <https://mail.gov.in>
2. Click on Download Forms
3. In Online Registration Forms ->

### **For Single email id**

- a. Click on **Single User Subscription** , if applying for single email id.
- b. In email subscription page, scroll to the end of the page accept the declaration by clicking on check box, click on “Next”.
- c. Enter the required details in the form and click on “Submit”
- d. After the preview and final submission, print the form.
- e. Printed form should be signed by the applicant and HOD with seal.

### **For Bulk email id**

- a. Click on **Bulk User Subscription**, if applying for bulk email id’s.
- b. In email subscription page, scroll to the end of the page accept the declaration by clicking on check box, click on “Next”.
- c. Enter the required details in the form.
- d. Under “Note” section right click on “Click here to download sample Excel-Format” save the format in Excel. Fill the required details in the template and email this to [cons2pm.semt@karnataka.gov.in](mailto:cons2pm.semt@karnataka.gov.in). Print the same to attach to the application
- e. Click on “Submit” to submit email subscription form.
- f. After the preview and final submission, print the form.
- g. Printed form should be signed by the applicant and HOD with seal.

4. The forms along with the enclosures as mentioned below, may please be sent to the address given below:
  - a. Covering letter
  - b. Signed application form
  - c. Self attested applicant Government ID (Dept. ID proof),

Address for sending the Email Forms:

Shri. H.L. Prabhakar, ( Contact Ph. 080-22230060)  
Project Director, UID & KRDH,  
TTMC, BMTC, B-Block, 2nd Floor,  
Shantinagar, Bangalore - 560027.  
(General Ph no of CEG at MS Building 22373840/22373844)

**Note: Aadhaar and others proof is not acceptable**

d. Bulk email id details (as printed in bulk email id “d” step) with HOD sign and seal.

**Note: preferred email id format:**

Name based email id: [firstname.lastname@ka.gov.in](mailto:firstname.lastname@ka.gov.in)

Designation based email id : [designation.department@ka.gov.in](mailto:designation.department@ka.gov.in)

5. After receiving physical application, application is verified and put up for PD UID (nodal officer) signature.

If the application is rejected, it will be communicated to the applicant contact number provided in the application for resubmission.

6. After the approval user details are uploaded on DA admin tool for email id creation.

7. Applicant receives OTP message to the provided mobile number with regards to email id details.