

EASY STEPS FOR CREATING “@jk.gov.in” EMAIL ID FOR registration on GeM Portal

We have observed that many officers are finding it difficult to create “@jk.gov.in” email id that is pre requisite for account creation on GeM portal. The detailed steps for creating the email id are as follows:

1. Go to <http://mail.gov.in> website from your browser.
2. Click on download forms .
3. Next click on single user subscription form.
4. Accept the Terms and Conditions and click Next.
5. Choose State Government in Employment section and fill in all the relevant details .All boxes with red star markings have to be filled in mandatorily.
6. In the preferred email id box use “@jk.gov.in” domain name.
7. After filling in all the details, click submit.
8. You will get a confirmation page. Check all your details. You can still edit your details at this stage.
9. Make sure that your pop up window option is enabled on your browser.
10. After confirming, click submit. Your form will be generated in a pdf format and downloaded on your machine.
11. Take the printout of the downloaded form which is a two page form. Sign and Stamp at the prescribed space.
12. Scan the form in jpeg or pdf format and send the form to email id *toraman-itd@jk.gov.in* with the subject mentioning “Creation Of new email id----name of your department”.
13. *The contact person is Mr Raman Gupta, Technical Officer, IT Department, J&K. His Contact number is - -- [9419188330](tel:9419188330)*