

Procedure for accessing NIC e-mail account for Indian Forest Service (IFS) officer(s), updation of Online Executive Record Sheet and submitting Online

1. Procedure for accessing NIC Email Account:

(a) How to access my IFS E-mail Box?

An access to your Mailbox has been provided through URL [http://mail\[dot\]gov\[dot\]in/](http://mail[dot]gov[dot]in/) and your Login Name & initial Password sent to your mobile number. You are requested to change your Password immediately after first Login. e.g., In case of Mr. S. R. Mehta (IFS Code: AGMU/005), the email address is `agmu005[at]ifs[dot]nic[dot]in` and Mailbox Access details are as follows:

Website: [http:// mail\[dot\]gov\[dot\]in](http://mail[dot]gov[dot]in)

Login Name: `agmu005.ifs`

Password: sent to your mobile number.

(b) What will be my E-mail address?

In case of Mr. S. R. Mehta whose IFS Code is AGMU/005, then his E-mail Address would be `agmu005[at]nic[dot]in`

(c) How to change my identification?

- Login to your Mailbox
- Goto to "Options"
- Click "Personal Information" Hyperlink
- Input your "Full Name" as "Mr. S. R. Mehta [AGMU:1969]"
- Input your "Email Address" as "`agmu005[at]ifs[dot]nic[dot]in`"
- Change other input fields if desired
- Press "Submit" Button

(d) How to change the Password?

- *As checked the mobile number has been already updated and password has been sent to the user's mobile number.*
- *In the case of forgotten password,*
- *We request you to follow the below instructions for changing EMAIL password,-*
 - 1) *Go to <https://passapp.emailgov.in/>*
 - 2) *Enter your NIC email address and captcha (Random Text shown as an image) and click on Submit button.*
 - 3) *You will receive a random code(valid for 8 hours) on your registered mobile number(If your number is not registered, please get it registered)*
 - 4) *Enter random code and captcha (Random Text shown as an image) and click on Submit button.*
 - 5) *Enter new password and confirm, finally click on Submit.*
 - 6) *Now, you can use this password to login into your email account.*

2. Procedure for Online Updation for IFS officers Executive Record(ER) Sheet:

- (A) For Online Updation for IFS officers Executive Record Sheet, Goto <http://ifs.nic.in> & Select **Online Updation for Executive Record Sheet** option. After selecting this option, Select your IFS Officer Code(As per the IFS Civil List) from drop down menu & Enter password. Password is same as your IFS Code. For e.g' and password for ifscode 'AGMU/020' is AGMU/020. After selecting IFS Code & password, select **submit button**. After this option, Change the desired information and **press update button** . After updating the personal information, select the **Posting or Training or Specialization details** option.*
- (B) For adding new information in the Posting/Training/Specialization, select the **Add New button**. After adding the desired information, Select the **Add Record** button , After this, system will display message '**Record added**'.*

- (C) *For updating the existing information of Posting/Training/ Specialization, Click the radio button of for desired Posting/Training/Specialization details , select the Update Record button and update the desired information and then select update record button. After updating this, system will display message 'Record Updated'.*
- (D) *For deleting the existing information of Posting/Training/ Specialization, Click the radio button of Posting/Training/ Specialization and then select delete record button. After this, system will display message 'Record deleted'.*
- (E) *Cancel button will undo the desired changes in the Particular Posting/Training/Specialization data entry / updation form of ER Sheet.*
- (F) *For changing IFS officer password, Select the 'Change password ' button from the IFS ER Sheet Data Entry/Updation Form.*
- (G) *select the logout button to exit from IFS ER Sheet Entry/Updation Form.*

3. Procedure for submitting On-line Annual Property Return:

- A. Goto <http://ifs.nic.in> & select **Immovable Property Return** option.
- B. Select **IFS Officer** from drop down menu.
- C. Enter your User Id and Password (User Id & Password is same as your Civil List & ER Sheet login credentials) & select **Login Button**.

In case of any problem regarding user id & password for updating Ifs Executive Record Sheet and submitting Annual Property Return and accessing NIC Email Account, Kindly send e-mail to ifs@nic.in (preferred) & contact Sh. Anil Kumar, Technical Director, NIC-011-24695410 (in case of emergency).