

Email User Details Update

➤ Open URL <http://admser.chd.nic.in/portal>

Official Web Portal of Chandigarh Administration

CHANDIGARH
The City Beautiful
Chandigarh Administration Portal

Home Contact us Logout

Common Services

- File Monitoring System
- Court Cases Monitoring System
- Visitor Information System
- GePNIC
- Meeting Manager
- CFAS Reports (2017-2018)
- CFAS Reports (2018-2019)
- CFAS Reports (2019-2020)
- CFAS Reports (2020-2021)
- CFAS Reports (2021-2022)
- CFAS Reports (2022-2023)
- Composite Financial Accounting System(PFMS) **NEW**
- eSalary
- Network and Data Centre Monitoring System

Department Specific

- Public Relations
- Pay and Allowances
- UT Budget
- Engineering Works & Budget Monitoring System
- Passport File Updation
- eAwas-Accommodation Management System
- Revenue and Judicial Case Management System
- e-Vigilance
- NIC UT - Portal
- EWBMS-NICUT

Important Links

- NIC Email
- Email-User Details Update
- Know Your Salary
- Apply IP Address
- IP Address Form
- Indian Government Portal
- Directory of Government Websites
- Union Budget 2019-2020
- BSNL
- Punjab & Haryana High Court
- Regional Passport Office
- Indian Railways
- Results

Chandigarh Happenings

Press Releases

- Child beggar rescue drive
- New Commissioner for Chandigarh Right ..
- CTU puts into operation new fully auto...
- World Malaria Day- "Ready to beat Mala...
- e-auction of vehicle registration numb...
- Gram Swaraj Abhiyan in Chandigarh: ECS...

➤ Click on Email User Details Update.

CHANDIGARH
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Important Links

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Email User Details Update

For new user registration, user have to enter his own active Email ID preferably NIC Email ID with mailbox or any other active email ID to get OTP for User Profile registration.

The screenshot shows the NIC Chandigarh website header with the logo and navigation menu. The main content area is titled "Register here to avail NIC Services". Below this, there is a form with a "NOTE : Fields marked as * are mandatory". The form has a field for "Enter eMail ID * (Any email other than IN-ACTIVE .gov / .nic)" with a colon separator and an empty input box. Below the input box is a red button labeled "Generate OTP to Verify eMail ID". At the bottom of the form, there is a red text link: "Kindly contact NIC UT Chandigarh at 0172-2740708 for support".

- Generate OTP to verify email ID
- Enter OTP Received on Email ID

The screenshot shows the same NIC Chandigarh website header. A white notification box is overlaid on the page, containing the text: "admser.chd.nic.in says", "OTP has been generated and sent on your above mentioned Email Id.", and "Please check your Email Id : mohitnaryal41@gmail.com". Below the notification box is a blue "OK" button. The main content area is titled "Register here to avail NIC Services". Below this, there is a form with a "NOTE : Fields marked as * are mandatory". The form has a field for "Enter eMail ID * (Any email other than IN-ACTIVE .gov / .nic)" with a colon separator and an input box containing "mohitnaryal41@gmail.com". Below this is another field for "Enter OTP Received on Email Id" with a colon separator and an empty input box. Below the input box is a red button labeled "Verify OTP". At the bottom of the form, there is a red text link: "Kindly contact NIC UT Chandigarh at 0172-2740708 for support".

Email User Details Update

- Click on Verify OTP

The screenshot shows the NIC Chandigarh website header with the logo and navigation menu. The main content area features a registration form titled "Register here to avail NIC Services". The form includes a note: "NOTE : Fields marked as * are mandatory". The first field is "Enter eMail ID * (Any email other than IN-ACTIVE .gov / .nic)", with the value "mohitnaryal41@gmail.com" entered. Below this is a "Generate Password" section with fields for "Password" and "Confirm Password", and a "Save Password" button. At the bottom of the form, there is a support contact number: "Kindly contact NIC UT Chandigarh at 0172-2740708 for support".

- Generate Password , Confirm Password , And Save password

The screenshot shows the NIC Chandigarh website header with the logo and navigation menu. The "User Login" link in the navigation menu is circled. The main content area features a login form titled "Login here to avail NIC Services". The form includes a note: "NOTE : Fields marked as * are mandatory". The fields are: "Enter Registered eMail ID * (Kindly Enter Email ID Mentioned While Registering on This Portal)" with the value "mohitnaryal52@gmail.com"; "Password*" with masked characters; "CAPTCHA*" with the image "YcDaB"; and "Enter CAPTCHA*" with the value "YcDaB". A "Sign in" button is located at the bottom of the form.

- Click on User Login → Enter Email Id and Password, Enter Captcha Code & Click on Sign in.

Email User Details Update

The screenshot shows the 'Create Profile' form in the 'NETWORK AND DATA CENTER MONITORING SYSTEM NIC CHANDIGARH'. The user is logged in as 'mohitnarya152@gmail.com'. The form contains the following fields:

Please select choice :	<input type="radio"/> I have eSevaarth Code <input checked="" type="radio"/> I do not have eSevaarth Code
Employee Type :	Select Employee Type
Employee Name :	
Employee Designation :	
Employee's Date of Birth :	
Employee's Date of Retirement/ End of Contract :	
Employee's Mobile Number :	
Employee's Email Address :	mohitnarya152@gmail.com
Department Name :	
Sub Department / Branch Name :	
Department Landline No. (prefix STD CODE) :	
Address Room No. :	
Address Floor :	
Department Address :	
Enter Your Reporting Officer / HOD Email ID :	

Save Profile Data

Fill all the details and fill NIC Email id of your Reporting Officer/HOD.

The screenshot shows the 'Request To Update User Details For Email Address' form in the 'NETWORK AND DATA CENTER MONITORING SYSTEM NIC CHANDIGARH'. The user is logged in as 'Arun Sharma' with 'Login ID : nfo2swan.chd@nic.in'. The 'Services' menu item in the navigation bar is circled. The form contains the following fields:

Employee Name :	Arun Sharma
Employee Designation :	NETWORK ENGINEER
Employee's Date of Birth :	20-09-1995
Employee's Date of Retirement/ End of Contract :	31-01-2025
Employee's Mobile Number :	8219278432
Employee's Email Address :	nfo2swan.chd@nic.in
Department Name :	NATIONAL INFORMATICS CENTRE
Sub Department / Branch Name :	NATIONAL INFORMATICS CENTRE
eSevaarth Code :	
Department Landline No. (prefix STD CODE) :	01722740708
Address Room No. :	NIC
Address Floor :	FIFTH
Department Address :	NIC
Reporting Officer / HOD Email ID :	

Click on Services to submit request.

Email User Details Update

Request to Update User Details for Email Address

Enter Email Address to Update User Details :

Please upload supporting document if your Employee Type is contractual / outsourced (Max. 1 MB .pdf only) : No file chosen

User Details to be Updated With Above Mentioned eMail ID (Use 'Edit Profile' Option to Update User Details)

Employee Type	Select Employee Type
Employee Name	<input type="text"/>
Employee Designation	<input type="text"/>
Employee's Date of Birth	<input type="text"/>
Employee's Date of Retirement/ End of Contract	<input type="text"/>
Employee's Mobile Number	<input type="text"/>
Employee's Email Address	<input type="text"/>
Department Name	<input type="text"/>
Sub Department / Branch Name	<input type="text"/>
eSevaarth Code	<input type="text"/>
Department Landline No. (with STD Code)	<input type="text"/>
Address Room No.	<input type="text"/>
Address Floor	<input type="text"/>
Department Address	<input type="text"/>
Reporting Officer / HOD Email ID	<input type="text"/>

Your Reporting Officer's Profile Has Been Updated. Kindly Update Your Reporting Officer Email ID Before Submitting Any Request Using 'Update Profile' Option.

*** Declaration ***

I hereby declare that the information provided is correct. The requirement is approved by the competent authority. I will comply with the terms and conditions of NIC and follow the eMail usage policy. I will surrender the eMail when not required and inform the same to the assigning authority. I will inform the assigning authority when the administrator of the node is changed.

Enter email ID for which details are to be updated.

Request to Update User Details for Email Address

Enter Email Address to Update User Details :

Please upload supporting document if your Employee Type is contractual / outsourced (Max. 1 MB .pdf only) : No file chosen

User Details to be Updated With Above Mentioned eMail ID (Use 'Edit Profile' Option to Update User Details)

Employee Type	Contractual Employee
Employee Name	Arun Sharma
Employee Designation	NETWORK ENGINEER
Employee's Date of Birth	20-08-1995
Employee's Date of Retirement/ End of Contract	31-01-2025
Employee's Mobile Number	8219278432
Employee's Email Address	nfo2swan.chd@nic.in
Department Name	NATIONAL INFORMATICS CENTRE
Sub Department / Branch Name	NATIONAL INFORMATICS CENTRE
eSevaarth Code	
Department Landline No. (with STD Code)	01722740708
Address Room No.	NIC
Address Floor	FIFTH
Department Address	NIC
Reporting Officer / HOD Email ID	hd1swan.chd@nic.in

Your Reporting Officer's Profile Has Been Updated. Kindly Update Your Reporting Officer Email ID Before Submitting Any Request Using 'Update Profile' Option.

*** Declaration ***

I hereby declare that the information provided is correct. The requirement is approved by the competent authority. I will comply with the terms and conditions of NIC and follow the eMail usage policy. I will surrender the eMail when not required and inform the same to the assigning authority. I will inform the assigning authority when the administrator of the node is changed.

Make sure that Email account of Reporting Officer/HOD must be @nic.in. /@gov.in

Email User Details Update

Request to Update User Details for Email Address

Enter Email Address to Update User Details : info2swan.chd@nic.in
Please upload supporting document if your Employee Type is contractual / outsourced (Max. 1 MB .pdf only) : Choose File | 2.JPG

User Details to be Updated With Above Mentioned eMail ID (Use 'Edit Profile' Option to Update User Details)

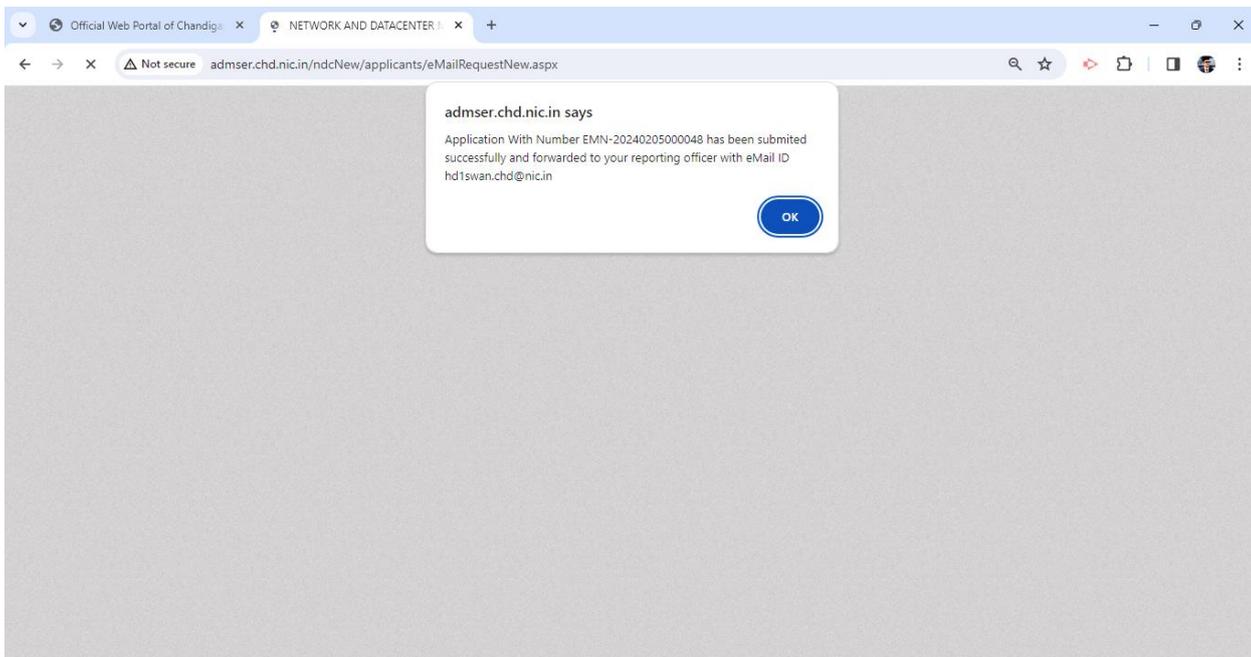
Employee Type	Contractual Employee
Employee Name	Arun Sharma
Employee Designation	NETWORK ENGINEER
Employee's Date of Birth	20-08-1995
Employee's Date of Retirement/ End of Contract	31-01-2025
Employee's Mobile Number	6219278432
Employee's Email Address	info2swan.chd@nic.in
Department Name	NATIONAL INFORMATICS CENTRE
Sub Department / Branch Name	NATIONAL INFORMATICS CENTRE
eSevaarth Code	
Department Landline No. (with STD Code)	01722740708
Address Room No.	NIC
Address Floor	FIFTH
Department Address	NIC
Reporting Officer / HOD Email ID	hd1swan.chd@nic.in

***** Declaration *****

I hereby declare that the information provided is correct. The requirement is approved by the competent authority. I will comply with the terms and conditions of NIC and follow the eMail usage policy. I will surrender the eMail when not required and inform the same to the assigning authority. I will inform the assigning authority when the administrator of the node is changed.

Website developed and maintained by NIC Chandigarh State Unit. Best viewed at 1024 x 768 resolution with Internet Explorer 5+ or Mozilla Firefox 3.5 and higher.

Kindly Read the declaration and Tick checkbox before submitting the Application.



After submission, application number is generated and application is shown pending with Reporting Officer.

Email User Details Update

The screenshot shows the 'Applicant Dashboard' for the 'NETWORK AND DATA CENTER MONITORING SYSTEM NIC CHANDIGARH'. The user is logged in as Arun Sharma (Login ID: nfo2swan.chd@nic.in). The dashboard includes a search criteria section with filters for 'Applications Submitted From Date' (05-02-2023), 'To Date' (05-02-2024), 'Application Type' (REQUEST TO UPDATE USER DET:), and 'Application Status' (--ALL--). A 'Get Data' button is present. Below is a table titled 'List of Applications' (Based Upon Application Type : Request to Update User Details for Email Address & Application Current Status : --ALL--).

Sr. No.	View Details	Application Type	Applicant Email	Applicant Name	Department	Office Address	Application Date
1	EMN-20240124000014	Request to Update User Details for Email Address	nfo2swan.chd@nic.in	Arun Sharma	National Informatics Centre	NIC	24-01-2024 12:29
2	EMN-20240123000013	Request to Update User Details for Email Address	nfo2swan.chd@nic.in	Arun Sharma	National Informatics Centre	NIC	23-01-2024 16:05
3	EMN-20240205000048	Request to Update User Details for Email Address	nfo2swan.chd@nic.in	Arun Sharma	National Informatics Centre	NIC	05-02-2024 15:08

To approve the request, following steps are to be followed.

1. If reporting officer is not registered, he will register his profile in the same way as mentioned in step 1.
2. Otherwise, reporting officer will login and go to Dashboard → RO Dashboard for request approval.

The screenshot shows the 'Details of Application Number : EMN-20240205000048' with a 'View Application' link. The details are organized into several sections:

- Applicant Details:** Employee Type: Contractual Employee; Designation: NETWORK ENGINEER; Date of Retirement/ End of Contract: 31/01/2025; Employee Name: Arun Sharma; Date of Birth: 20/09/1995; Mobile Number: 8219278432; Email Address: nfo2swan.chd@nic.in; Department Name: National Informatics Centre; Sub Department / Branch Name: National Informatics Centre; Department Landline Number: 01722740708; Office Room Number: NIC; Office Address: NIC; Office Floor: Fifth.
- Reporting Officer/HoD Details:** Reporting Officer / HOD Email ID: hdtswan.chd@nic.in; Name: Akarshan; Designation: HELP DESK; Department: National Informatics Centre; Sub Department/ Branch: National Informatics Centre; Address: Room Number 5 th ,Fifth Floor ,5th floor new sectt.; Office Contact Number: 0172704708.
- Request Details:** Email To Be Mapped With Mentioned Profile: nfo2swan.chd@nic.in; Download Supporting Document: [Download Supporting Document](#).
- Action Taken Details:** [Take Action](#)

Sr. No.	Action Taken	Action Taken By	Action Date	Action By User Type
1	Application Submitted By The Applicant and is Pending With Reporting Officer	Email : nfo2swan.chd@nic.in Name : Arun Sharma Designation : NETWORK ENGINEER Address : National Informatics Centre, National Informatics Centre	05-02-2024 15:08	Department

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Email User Details Update

User can track application request status by visiting application dashboard.