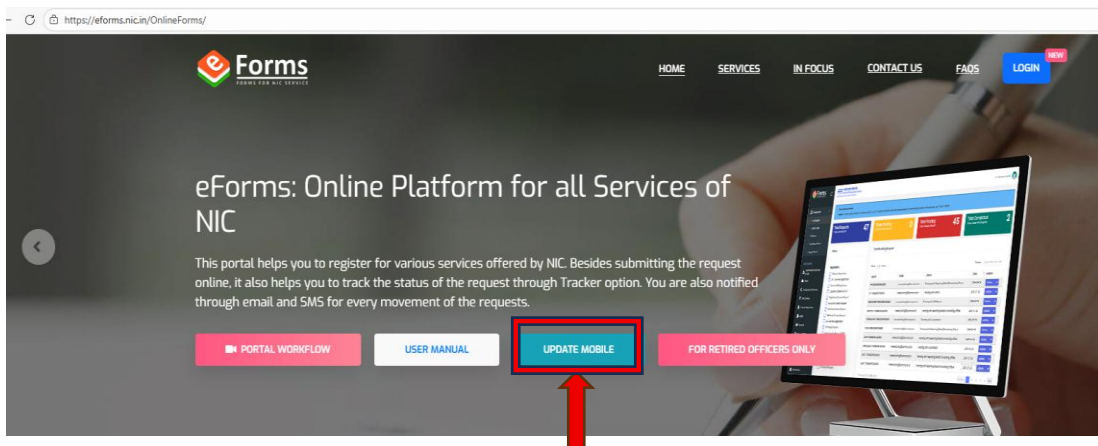


Procedure for Updation of Mobile Number through eForms

Step 1: Go to the eForms website with the URL: <https://eforms.nic.in> and click on Update Mobile.



Step 2: On the following screen, enter your **SPARROW Email ID** and click on check box and then click on “Next”.

Step 3: Enter your **SPARROW ID password** and enter the captcha. Then, click **Next**.

Step 4: The next window will ask you if you want to update profile and mobile number or just the profile. Select **Profile and Mobile**. Then enter the **new mobile number** that you want to update. Enter the OTP received on the **New Number** and click submit.

Update Mobile & Profile

- This facility is available only to email addresses which are on NIC Platform
- For updation of international contact numbers, Please contact your NIC Coordinator/Delegated Admin
- Please use "On Behalf" option, if you are updating mobile number for someone else.
- Request will be submitted through eSign with Aadhaar OTP.
- Your mobile number and Name will be updated in NIC repository.
- For any queries/issues, Please contact our 24x7 support toll free number 1800-111-555 or you can raise ticket on <https://servicedesknic.in>

Mobile Number Details

Email Address
cbdtsparrow.hrd@gov.in

Current Mobile Number: +91XXXXXX425

I want to update
☒ Mobile & Profile ☐ Profile

Country Code
+91 (India)

Enter New Mobile Number
Enter Mobile Number

Next →

Note: You can update (Mobile Number, Date of Birth, Date of Retirement, Designation and Display Name) only using Update Mobile & Profile portal.

Step 5: After successfully logging in, the following screen will appear. The window may ask you to complete your Profile on eForms for first time users. Complete your personal info then click on **Continue** Button. The Fields with an asterisk (*) next to them are mandatory. Once you click on Continue it will take you to next page.

Personal Info | Organizational Info

User Name *
Ujjwal Seth

Employee Code
198497

Mobile *
+91XXXXXX085

Email Address *
ujjwalseth@gov.in

Telephone Number(O)
Enter Official Telephone Number [STD CODE-TELEPHONE]

Telephone Number(R)
Enter Residence Telephone Number [STD CODE-TELEPHONE]

Designation *
Tax Assistant

Enter Your Official Address *
JLN Stadium New Delhi

State where you are posted *
DELHI

District/City Name *

Pin Code *
110003

Upload Profile Photo

Upload ID Proof

CONTINUE

Step 6: The following screen will appear.

Personal Info | **Organizational Info**

Search your organization details
Income Tax Department:(Ministry of Finance)

Organization Category *
Central Government

Sub Category *
Department of Revenue

Reporting/Nodal/Forwarding Officer Email *
prem.106591@nic.in

Reporting/Nodal/Forwarding Officer Alternate Email
Enter Reporting/Nodal/Forwarding Officer Alternate Email [e.g. abc.xyz@zxc.com]

Reporting/Nodal/Forwarding Officer Mobile *
+91XXXXXX660

Reporting/Nodal/Forwarding Officer Designation *
ITO

Ministry *
Ministry of Finance

Department/Division/Domain *
Income Tax Department

Reporting/Nodal/Forwarding Officer Name *
Prem Mehra

Reporting/Nodal/Forwarding Officer Telephone *
Enter Reporting/Nodal/Forwarding Officer Telephone Number [STD CODE-TELEPHONE]

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

SUBMIT

In "Search your organization details", type and select **"Income Tax Department :(Ministry of Finance)"**.

Step 7: Enter the Following details in the next fields:

- Reporting/Nodal/Forwarding Officer Email: **ddit.admin.hrd@gov.in**
- The rest of the fields would auto-populate.
- Reporting/Nodal/Forwarding Officer Telephone: 011-42401013
- Click on Checkbox.
- Check the remaining details and click on Submit Button.

Step 8: The Following screen will appear. The fields will auto-populate as per the mobile number entered earlier. Verify the details and enter a reason for changing the mobile number from the Drop-down list. Enter captcha and click on **"Preview and Submit"**.

Mobile Update

[Submission Process](#) [Standard Operating Procedure](#)

NOTE: Please read all instructions carefully.

- You need to have a valid email address on NIC platform to proceed.
- Users are requested to ensure they are coming from secured devices and network with all recommended Antivirus & latest patches installed
- NIC ensures to provide a secured environment for all the users with utmost priority to prevent any data breach or loss, However NIC does not hold any responsibility in case of any data loss.
- User hold complete responsibility of his/her data, incase of any accidental loss NIC will not be able to retrieve the same.
- Contact our 24x7 support if you have any problems. Phone **1800-111-555** or you can send mail to servicedesk@nic.in

Your mobile number in our portal is: **91XXXXXX246**

Country Code *
India (+91)

New Mobile Number *
Enter the Mobile Number 10 digits for India [e.g. 99999]

Date of Birth *
20-03-2001

Date of Retirement *
31-03-2081

Designation *
Tax Assistant

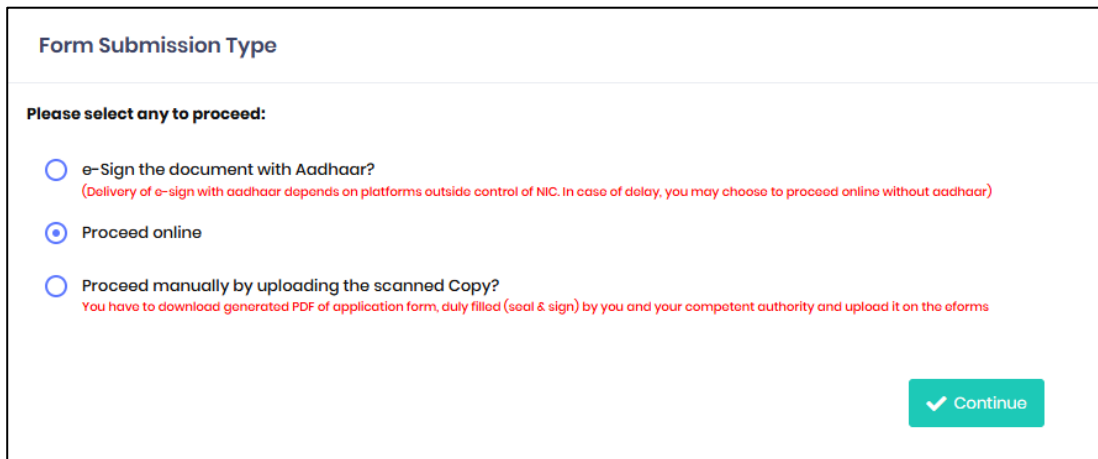
Display name *
UjjwalSeth

Reason *
-- Select Reason --

Captcha **r38yv5** Enter Captcha *
Enter Captcha

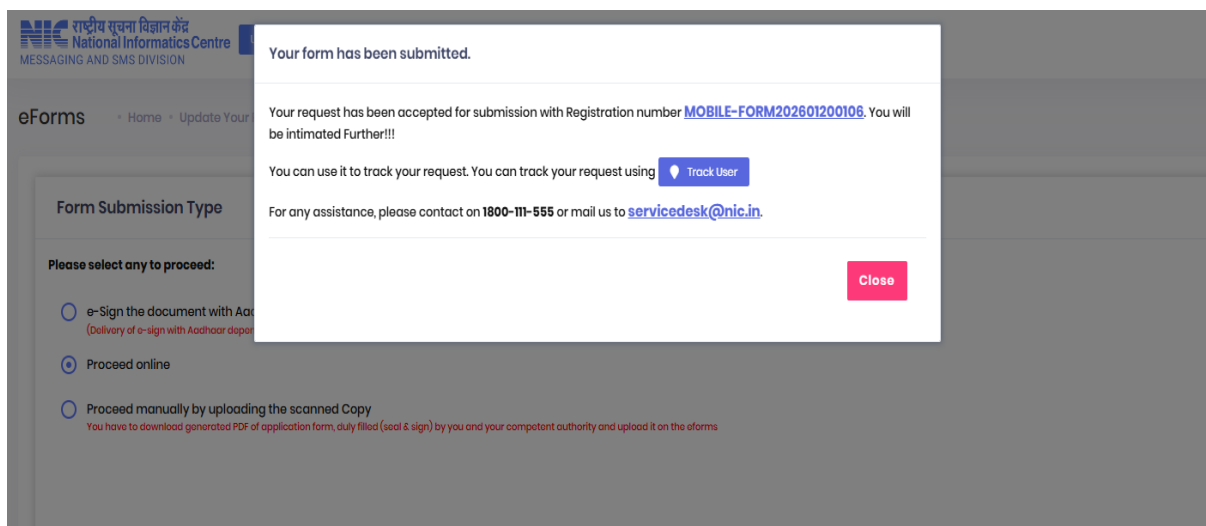
Preview and Submit

Step 9: The following Screen will appear, select the preferred method for final submission and then click on continue button (Select **Proceed Online** for most cases).



The screenshot shows a web form titled "Form Submission Type". Below the title, it says "Please select any to proceed:". There are three radio button options: 1. "e-Sign the document with Aadhaar?" with a sub-note in red: "(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)". 2. "Proceed online" which is selected with a blue dot. 3. "Proceed manually by uploading the scanned Copy?" with a sub-note in red: "You have to download generated PDF of application form, duly filled (seal & sign) by you and your competent authority and upload it on the aforms". A green "Continue" button with a checkmark is at the bottom right.

Your form is submitted successfully to your Reporting/Nodal/ Forwarding Officer. **Click Close button.**



The screenshot shows the "eForms" interface with a confirmation pop-up. The pop-up text reads: "Your form has been submitted. Your request has been accepted for submission with Registration number [MOBILE-FORM202601200106](#). You will be intimated Further!!! You can use it to track your request. You can track your request using [Track User](#). For any assistance, please contact on 1800-111-555 or mail us to servicedesk@nic.in." There is a red "Close" button at the bottom right of the pop-up. In the background, the "Form Submission Type" form is visible, with "Proceed online" selected.

Step 10: DAAdmin at HRD will verify and approve the eForms request. Thereafter, mobile number will be updated.
