

SOP

for mobile and profile updation for Parichay/Auth ID

1. Introduction

This Standard Operating Procedure (SOP) describes the process for updating mobile and profile for Parichay/Auth ID through eForms (<https://eforms.nic.in>).

2. Glossary

Acronyms	Description
DA	Delegated Administrator
RO	Reporting Officer
FO	Forwarding Officer
US	Under Secretary
MDO	Ministries/Department/Organization
NIC	National Informatics Centre
SSO	Single Sign-On

3. Scope and Target Audience

This document covers the procedure for the updation of mobile and profile for Parichay/Auth ID from eForms portal.

Target audience

- Central Government Ministries/Departments/ Organisation (MDO)
- State Government Ministries/Departments
- PSU (Public Sector Undertaking) Paid Users
- Delegated Administrator (DA)
- Reporting Officer (RO)
- Under-Secretary (US)

4. Part-A: Single Mobile updation Request

1. Request Initiated by Users

- 1.1. Gov users shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 1.2. User shall enter complete form details (new mobile number, date of birth, date of retirement, designation, display name) and submits it.
- 1.3. Upon submission, a unique “*Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: MOBILE-FORMDate+SerialNo.)
- 1.4. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

2. Approval of Reporting Officer (MDO)

- 2.1. The Reporting Officer (MDO) shall receive an automated notification of the request via an email through <https://eforms.nic.in> and SMS on registered mobile number.
- 2.2. The details of the form submitted by the applicant shall be visible to the Reporting Officer (MDO) on the eforms.nic.in portal under Preview feature available in Action button.
- 2.3. The Reporting Officer (MDO) shall review the request present on <https://eforms.nic.in> to assess its validity, necessity, and compliance with MDO policies and guidelines.
- 2.4. Based on the review, the Reporting Officer (MDO) shall approve or reject the request.

3. Single Mobile updation by DA-Admin (MDO)

- 3.1. DA-Admin (MDO) shall receive an automated notification of the request via an email through <https://eforms.nic.in> and SMS on registered mobile number.
- 3.2. DA-Admin shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 3.3. The form submitted by the applicant shall be visible to the DA-Admin (MDO) on the eforms.nic.in portal on dashboard and form details shall be visible under Preview feature available in Action button.
- 3.4. DA-Admin (MDO) shall review the request present under Delegated Admin panel to assess its validity, necessity, and compliance with MDO policies and guidelines.

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- 3.5. DA-Admin (MDO) shall click on “MARK AS DONE” button available under Action button to approve the request.
- 3.6. DA-Admin (MDO) shall track the request from “Under Process Request” module provided on the dashboard.
- 3.7. Upon successful completion of the request, all stakeholders and the user will receive email and SMS notification regarding the successful updation of mobile associated with Parichay/Auth ID.

5.Part-B: Single Profile updation Request

1. Request Initiated by Users

- 1.1. Gov users shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 1.2. User shall enter complete form details (date of birth, date of retirement, designation, display name) and submits it.
- 1.3. Upon submission, a unique “*Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: PROFILE-FORMDate+SerialNo.)
- 1.4. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

2. Approval of Reporting Officer (MDO)

- 2.1. The Reporting Officer (MDO) shall receive an automated notification of the request via an email through <https://eforms.nic.in> and SMS on registered mobile number.
- 2.2. The details of the form submitted by the applicant shall be visible to the Reporting Officer (MDO) on the eforms.nic.in portal under Preview feature available in Action button.
- 2.3. The Reporting Officer (MDO) shall review the request present on <https://eforms.nic.in> to assess its validity, necessity, and compliance with MDO policies and guidelines.
- 2.4. Based on the review, the Reporting Officer (MDO) shall approve or reject the request.

3. Single Profile updation by DA-Admin (MDO)

- 3.1. DA-Admin (MDO) shall receive an automated notification of the request via an email through <https://eforms.nic.in> and SMS on registered mobile number.
- 3.2. DA-Admin shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay.
- 3.3. The form submitted by the applicant shall be visible to the DA-Admin (MDO) on the eforms.nic.in portal on dashboard and form details shall be visible under Preview feature available in Action button.
- 3.4. DA-Admin (MDO) shall review the request present under Delegated Admin panel to assess its validity, necessity, and compliance with MDO policies and guidelines.

- 3.5. DA-Admin (MDO) shall click on “MARK AS DONE” button available under Action button to approve the request.
- 3.6. DA-Admin (MDO) shall track the request from “Under Process Request” module provided on the dashboard.
- 3.7. Upon successful completion of the request, all stakeholders and the user will receive email and SMS notification regarding the successful updation of profile associated with Parichay/Auth ID.

6. Part-C: Bulk Mobile updation Request

1. Request Initiated by DA-Admin

- 1.1. DA-Admin shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay with his designation-based or name-based email id that is mapped as DA-Admin in eForms portal.
- 1.2. DA-Admin shall upload the Excel file containing email id, mobile number and reason for updation. S/He can download the format of the file also from the “Download File” module given in the form. Maximum 3000 records can be entered at a time.
- 1.3. DA-Admin has to upload Approval letter in PDF format (a type of reference email from users for updating mobile number) and submit the request.
- 1.4. Upon submission, a unique “*Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: BULKMOBILE-FORMDate+SerialNo.).
- 1.5. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

2. Auto completion of the request

Request submitted by DA-Admin shall be automatically gets completed on Parichay. DA-Admin and user shall be intimated through email and SMS notification regarding completion of the request.

7.Part-D: Bulk Profile updation Request

1. Request Initiated by DA-Admin

- 1.1. DA-Admin shall log into portal <https://eforms.nic.in> through Single Sign-On (SSO) using Parichay with his designation-based or name-based email id that is mapped as DA-Admin in eForms portal.
- 1.2. DA-Admin shall upload the Excel file containing email id, name, mobile number, country code, date of birth, date of retirement, designation and reason for updation. S/He can download the format of the file also from the “Download File” module given in the form. Maximum 3000 records can be entered at a time.
- 1.3. DA-Admin has to upload Approval letter in PDF format (a type of reference email from users for updating) and submit the request.
- 1.4. Upon submission, a unique “*Form ID*” shall be generated and recorded in the eforms.nic.in portal. (e.g.: BULKPROFILE-FORMDate+SerialNo.).
- 1.5. This Form ID shall serve as the official reference number for all subsequent stages of the approval workflow, tracking, and audit purposes.

2. Auto completion of the request

Request submitted by DA-Admin shall be automatically gets completed on Parichay. DA-Admin and user shall be intimated through email and SMS notification regarding completion of the request.

***Note – Delegated Admin has to connect Zscaler or VPN connection for accessing Delegated Admin Panel as well as Bulk mobile/profile updation forms in eForms.**

If DA-Admin having email address in the format *emailadmin-organizationname[at]nic[dot]in* wants to get any details updated with their email id shall submit DA-Onboarding new request with their name based email ids on eForms portal.