

The background features a dark blue gradient with faint, light blue circular patterns and a scale-like element on the left side. The scale has numerical markings from 140 to 260 in increments of 10. Several circular arrows and dashed lines are scattered across the background, suggesting a process or flow.

# PROCESS FOR ON-BOARDING TO E-OFFICE APPLICATION

**IT DEPARTMENT,  
GOVERNMENT OF MANIPUR**

# ENTITY TO BE ON E-OFFICE (UNDER GOVERNMENT OF MANIPUR)

- Directorates
- Societies
- Agencies
- District Offices (DC/SDO/BDO)

# PROCESS FLOW FOR ONBOARDING

- 1. Nomination of DNO, EMD, Data Digitization manager and Master Trainer by Directorate/Society/Agency
- 2. Training of EMD creation and e-office modules by e-office team
- 3. Creation of EMD format and user account in e-office
- 4. Assign of Role & Rights by e-office team
- 5. Submission of file head by Directorate/Society/Agency
- 6. Creation of file head by e-office team

# STEP: 1 – EMD CREATION

Sl. no	Particular	Responsible
1	<p><b>Email Creation</b> : All the users to be on e-office application should have a gov or nic email account. The same could be created via <a href="http://www.eforms.nic.in">www.eforms.nic.in</a>.</p> <p><b>SPOC from NIC</b> : Shri Gopal Sharma gopal.krishna@nic.in/ +91 96121 59812</p>	User of Directorate/Society/Agency
2	<p><b>EMD format Creation:</b> EMD manager of each Directorate/Society/Agency should create the EMD format and submit to SNO, e-office.</p> <p><b>SPOC from IT DEPT:</b> Shri Munikanta - munikanta.singh@semt.gov.in/+91 78271 93738 Miss Deepa deepa.ngangbam@semt.gov.in/ +91 80-73418539 Smt. Chingkheinganbi ching.thokchom@manipur.gov.in/ +91 98626 10962</p>	DNO of Directorate/Society/Agency

# STEP 2: – NOMINATION OF LOCAL ADMIN

Sl no	Particular	Responsible
1	<p><b>Nomination of Local Admin:</b> the local admin should be nominated from each Directorate/Society/Agency and email the same to Shri. Herojit ( <a href="mailto:herojit.s@nic.in">herojit.s@nic.in</a>) and CC to Shri Robert Sharma (<a href="mailto:Robert.sharma@gov.in">Robert.sharma@gov.in</a>)</p> <p>The local admin would be given the privilege to create users in e-office for their respective Directorate/Society/Agency.</p>	DNO of Directorate/Society/Agency
2	<p><b>Assign of Role and Responsibility in e-office user:</b> DNO of each Directorate/Society/Agency should email the details of user created to SNO for assigning role to the user.</p> <p>SNO: G .Robert Sharma, <a href="mailto:Robert.sharma@gov.in">Robert.sharma@gov.in</a> DSNO : S Herojit, <a href="mailto:herojit.s@nic.in">herojit.s@nic.in</a></p>	SNO of e-office

## STEP 3: – SUBMISSION OF FILE HEAD

Sl no	Particular	Responsible
1	<p><b>Submission of File Head/File index:</b> The DNO of each Directorate/Society/Agency should submit the file head to SNO in the prescribe format( editable excel)</p> <p>SNO: G .Robert Sharma, <a href="mailto:Robert.sharma@gov.in">Robert.sharma@gov.in</a> DSNO : S Herojit, <a href="mailto:herojit.s@nic.in">herojit.s@nic.in</a></p>	DNO of Directorate/Society/Agency

# STEP 4: – SUBMISSION OF VPN

Sl no	Particular	Responsible
1	<p>Submission of VPN format authorize by HOD/HOO: The DNO should compile the VPN bulk format and submit to SPOC of NIC via email. The format should be authorize by the HOD/HOO.</p> <p><b>SPOC from NIC</b> : Shri Gopal Sharma gopal.krishna@nic.in/ +91 96121 59812</p>	DNO of Directorate/Society/Agency

Please apply VPN through [eforms.nic.in](http://eforms.nic.in)

Server IP:

10.194.164.175

Port:

80, 443

Location:

NDC Bhuvaneshwar

The background is a dark blue gradient with a subtle pattern of small white dots. Overlaid on this are several technical-style graphics: a large circular gauge with numerical markings (100, 110, 120, 130, 140, 150, 160, 170, 180, 190, 200, 210) and a dashed arrow pointing counter-clockwise, located in the upper right; a smaller circular gauge with a dashed arrow pointing clockwise, located in the lower right; and a partial circular gauge with a dashed arrow pointing clockwise, located in the lower left. The text is centered in the middle of the image.

# THANK YOU

**E-office team, IT Department,  
Government of Manipur**