

Appendix 'A' – Application format for Organization On-boarding

Organization Type	<input type="checkbox"/> Ministry <input type="checkbox"/> Department under Ministry <input type="checkbox"/> Attached Office <input type="checkbox"/> Autonomous Bodies <input type="checkbox"/> Central Offices <input type="checkbox"/> Semi Government Office <input type="checkbox"/> State Government <input type="checkbox"/> Central Public Sector Unit
Organization Name	
Address	
District	
State	
NIC Coordinator Mobile	
NIC Coordinator e-Mail	
Website	
No. Of Employees	
Office Timings	

Nodal Officer Name	
Aadhaar No	
Designation	
Mobile	
E-Mail	

Date:

Name & Designation
Head of the department with Signature & Seal

Instructions for Organization On-Boarding

1. After submission of the online form, the application will undergo an approval process.
2. Upon approval, the nodal officer will be provided with login credentials to the portal.
3. The **sub-domain website** of the organization will also be created, which should be used for employee registration and all activities concerned to the organization.
4. It should be ensured that the username and password are received by the organization admin user.
5. Necessary **master data** should be created in the system before the commencement of employee registration on the organization attendance website. While most of the designation and Office locations are readily available to be mapped in the system, there might be some missing designation & office location for which request can be sent to the helpdesk for inclusion in the global master.
6. The master data sets referred to are **Office Location, Employee Designation** and **Division/Unit** within the organization.
Eg. **Office Location:** CGO Complex Block A, Vigyan Bhawan
 Employee Designation: Deputy Secretary, Joint Secretary
 Division/Unit: Administration, Training etc
7. Division/Unit within the organization should be carefully mapped and created so that the employees are grouped accordingly.
8. Office Location & Employee Designation are required to be added from the global master to the organization office location and designation, while the division/unit are required to be created by the nodal officer. The above steps will help in simplifying the generation of reports from the system.