



E-OFFICE REQUISITES

REQUISITES AND SETTINGS BEFORE START WORK IN E-OFFICE

MIGRATE TO E-OFFICE - PROCEDURE INITIATION

- Submit Employee Master Details (Submit to e-District Manager)
- Submit Employee details for e-office login creation (Submit to e-District Manager)
- Submit DSC Key Application (e-mudhra) with following documents (at NIC)
 - a. Letter of Identity Proof by Organization along with Sign & Seal of HoD (mention Name and Designation)
 - b. Aadhar front & back
 - c. Passport size photo on e-mudhra form duly self attested across photo (photo must be clear)

REQUISITES - SOFTWARE

- Install JAVA
- Install DSC key drivers for epass 2003
- Check Internet Explorer version (11 or above)
- Install Mozilla Firefox 52 ESR
- Changing Password for e-office login
- Register DSC key in e-office
- Settings for DSC Key

INSTALLATION PROCEDURE

- Install JAVA (Check Version compatibility or install latest version)
- Install DSC Key drivers
- Install Mozilla Firefox 52 ESR and disable updates
- Check JAVA is enabled in Internet Explorer and Mozilla Firefox

**All above Software are provided in our Vikarabad District Website
URL: <https://vikarabad.telangana.gov.in/e-office/>**

ENABLING JAVA IN BROWSER

- Mozilla Firefox 52 ESR:
- Open the Firefox browser or restart it, if it is already running
- From the Firefox menu, select **Tools**, then click the **Add-ons** option
- In the Add-ons Manager window, select **Plugins**
- Click **Java (TM) Platform** plugin (Windows) or **Java Applet Plug-in** (Mac OS X) to select it
- Check that the option selected is **Ask to Activate** or **Always Activate** or on older Firefox versions, click on the **Enable** button (if the button says **Disable**, Java is already enabled)

ENABLING JAVA IN BROWSER

- Internet Explorer 11 or above:
- Click **Tools** and then **Internet Options**
- Select the **Security** tab, and select the **Custom Level** button
- Scroll down to **Scripting of Java applets**
- Make sure the **Enable** radio button is checked
- Click **OK** to save your preference

Prefer Internet Explorer for e-office work

CHANGING PASSWORD

- Go to <https://mail.gov.in/>



The screenshot shows the @GOV.IN website interface. At the top, there is a navigation bar with the @GOV.IN logo and icons for SAFE Inet, Pokers, INQ, and GovSMS. Below the navigation bar, there is a message: "This site can be best viewed in Firefox 3.5 and above, IE 9 and above, chrome 18 and above. To check your browser version [click here](#)".

The main content area is divided into two columns. The left column features a "Profile & Last login" section with a user profile picture and the text "Allow users to view/update their accounts profile". Below this is a carousel of promotional banners for PM Namaste, E-GREETING, and other services.

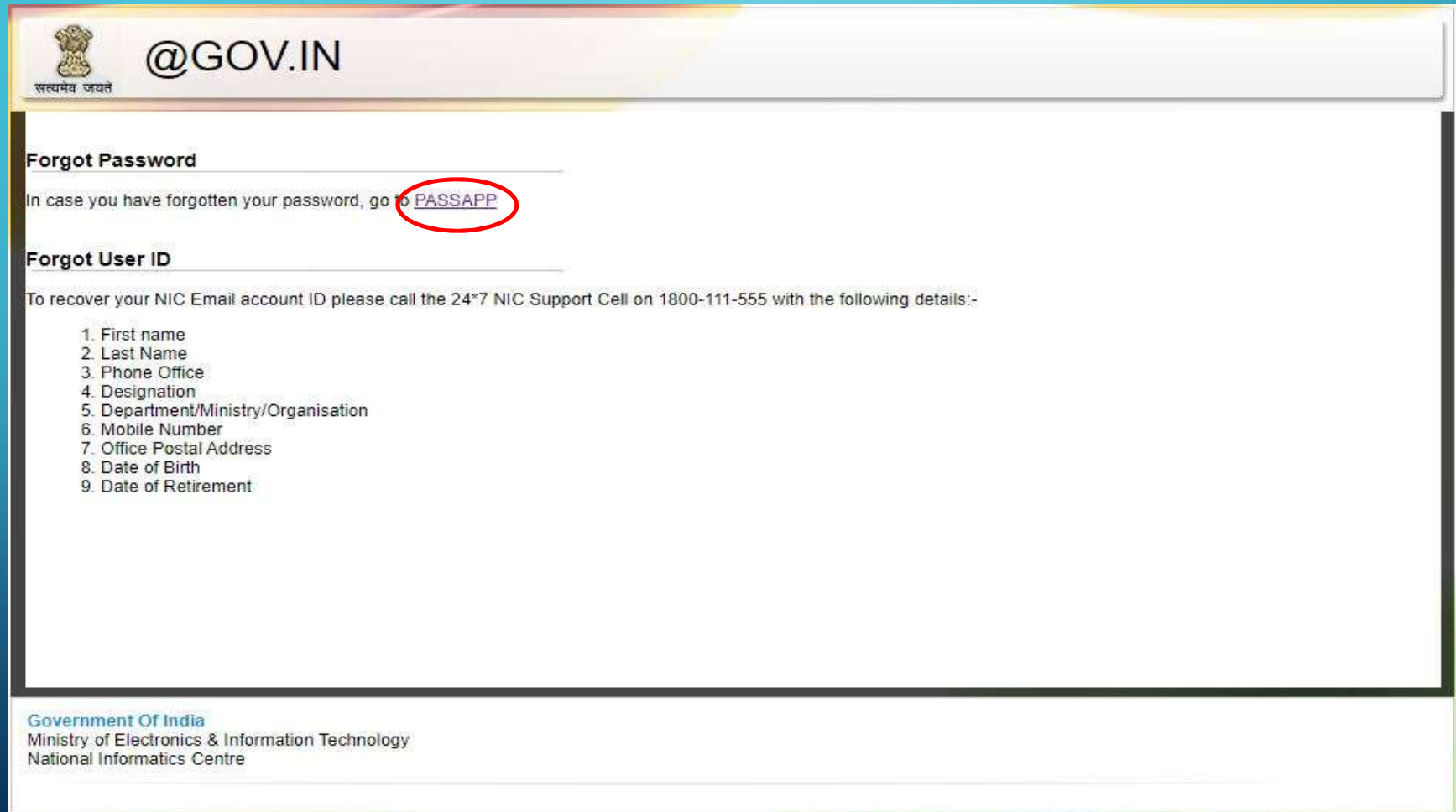
The right column is the login section, titled "Enter your user id and password to log in". It contains a "Username" input field, a "Password" input field, and a "CLICK HERE" link. Below the password field, there is a link for "+ Forget ID Password?" which is highlighted with a red box, and a "Sign In" button. At the bottom of the login section, there are links for "eforms", "Contact Us", and "How to get a @gov.in account". A "Remember" note is also present: "Remember :: Never share your password and do not respond to any mail which asks you for your Login ID/Password. NIC does not request for such information by email."


The footer of the page includes the Government of India logo, the Ministry of Electronics and Information Technology, National Informatics Centre, and social media icons for Facebook, Twitter, and LinkedIn. It also features a "150" anniversary logo for the Ministry of Electronics and Information Technology and the Digital India logo.

For Intranet access :: [INTRANET](#) | [NIC/HR/RA/IS](#) | [NIC/DR/OC](#) | [NIC/OTC](#) | For Intranet Access :: [SUSHRIS FAQ](#)

CHANGING PASSWORD

- Click on PASSAPP



 सत्यमेव जयते

@GOV.IN

Forgot Password

In case you have forgotten your password, go to [PASSAPP](#)

Forgot User ID

To recover your NIC Email account ID please call the 24*7 NIC Support Cell on 1800-111-555 with the following details:-

1. First name
2. Last Name
3. Phone Office
4. Designation
5. Department/Ministry/Organisation
6. Mobile Number
7. Office Postal Address
8. Date of Birth
9. Date of Retirement

Government Of India
Ministry of Electronics & Information Technology
National Informatics Centre

CHANGING PASSWORD



PASS-APP

This site is best viewed in Firefox 3.5 and above ,IE 9 and above ,chrome 18 and above.

Enter email address given for e-office login

Enter Captcha (Case sensitive)

Enter your Nicemail Address and Captcha value to begin

Enter eMail Address

Enter the contents of the image below

Enter Image Text



Submit

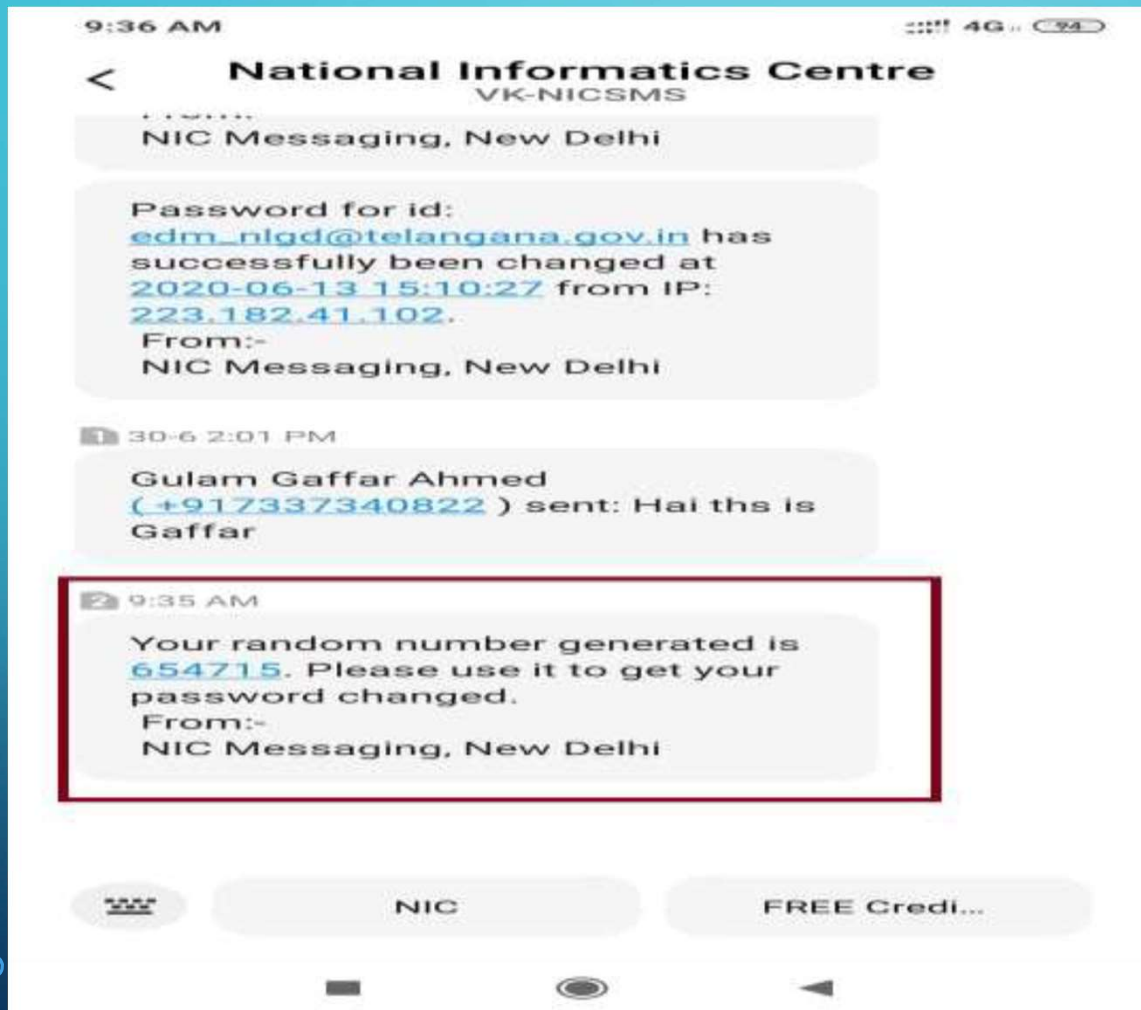
Electronic Transaction
Aggregation & Analysis
Layer



****Service is for authorised users only, any invalid/unauthorised attempt would be subjected to legal action****

***Mail Address is the email address assigned to you by NIC.**

CHANGING PASSWORD



You'll receive Random Number at Mobile number registered with respected email address changing password as shown in picture

CHANGING PASSWORD

Enter Random Number received and enter Captcha, then click on submit

PASS-APP

Your Email Address: raj@nic.in
Your Mobile No: 9876543210

Please enter the code that was sent to your mobile number.
If you want to resend code to your mobile number then click here:

[Resend Code](#)

You can request for a Random Number (Code) only once in a day.

Last SMS Sent on: 2020-08-08 18:58

Enter your Random Number and Captcha value to begin

Enter Random Number: 094073 **ENTER OTP HERE**

Enter the contents of the image below: WQK93G

WQK93G [Submit](#)

If you do not receive the code, then please call up the 24 hours support call on 1800-111-555

Government Of India
Ministry of Electronics & Information Technology
National Information Centre

CHANGING PASSWORD

The screenshot shows the 'PASS-APP' interface for changing a password. It is divided into two main sections. The left section contains a 'Password Policy' section with a text box for entering a new password. The right section is titled 'Enter your New Password and Captcha value:' and contains two input fields: 'Enter Password' and 'Re-Enter Password', both highlighted with a red box. Below these fields is a captcha image with the text 'Enter the contents of the image below:' and a 'Submit' button. A red arrow points from the password policy text to the 'Enter Password' field, and another red arrow points from the captcha instruction to the captcha image.

Enter new password. Password must contain Upper Case, Lower Case, Special Characters and Numbers. (Example: Collector@123)

Enter Captcha here (Case Sensitive) and submit

CHANGING PASSWORD



PASS-APP

Your Email Address: `edm2_nlgd@telangana.gov.in`

Your Mobile No. : *****022

Please [login](#) with the new password.

Your password has changed successfully and now you can login with new password. Mostly your new password will take effect immediately, if not wait up to 4Hrs.

REGISTER DSC KEY IN E-OFFICE

- Login to e-office (1st time)
- Plug-in DSC Key to PC
- Click on File Management System
- Left side below you can find DSC in Menu, click on (+) beside DSC
- Register DSC, then click on Register DSC at Right Top corner, click on it.
- It'll ask for User Pin, enter User Pin and submit
- DSC Successfully Registered

DSC KEY SETTINGS

- After DSC Key Register, before logout Click on Settings in menu
- Click on Preferences, then find DSC Key Settings
- Click on Signature and remove any selection is made
- Click on save.

Don't ignore settings, Do it immediately after DSC Key Registration.
After this you can Start your work in e-office.