

**Snap shots and documents related to Paperless
Office**



Regional Institute of Education

(National Council of Educational Research and Training)

Bhubaneswar -751022, Odisha

Quote of the week To succeed in your mission, you must have single-minded devotion to your goal. - Abdul Kalam

- eFile
- KMS
- NIC mail
- Calendar
- Gallery
- eConnect





eOffice Services

- File Management System
- eFile MIS Reports
- Knowledge Management System
- Employee Master Detail
- Leave Management System
- Leave MIS Reports
- Tour Management System

Other Services

- Finance Services
- Download Forms

Notice Board

- Grant of Dearness Relief to Central Government pensioners family pensioners Revised rate effective form 01.01.2023** NEW 
 GIRISH DEVGAD(ECTION OFFICER) from EC SECTION ON 27/04/2023
- Farewell Party of Retired Employees scheduled to be held on 28.04.2023 at 10. 00 A.M.** NEW 
 MAHAVIR SINGH(U NDER SECRETARY) from O/o Under Secretary(C & W Section) ON 26/04/2023
- Implementation of Tour Management Module of eOffice in NIE, New Delhi** 
 N L SRINIVAS(SENIOR SYSTEM ANALYST) from O/o Incharge(CRC) ON 20/04/2023
- 132 Birth Anniversary of Baba Saheb Dr. B. R. Ambedkar** 
 YAGDUTT SHARMA(SECTION OFFICER) from CAMPUS SECTION ON 13/04/2023
- Proposal for coverage under CCS (Pension) Rules, 1972 in place of**

आज का शब्द

Allotment - आबंटन

News

- Kerala reports first monkeypox case, centre sends disciplinary team
- Bangladesh pacer Shohidul Islam suspended for doping violation

EVENTS more >

- No Event Available

- Search
- Home
- Settings
- Windows
- Office
- Mail
- Calendar
- Taskbar
- System tray
- Taskbar
- System tray
- Taskbar
- System tray

- Receipts +
- Files -
 - Inbox
 - Submitted Files for Closing Approval
 - Created
 - Drafts
 - Completed
 - Parked
 - Bulk Closing
 - Closed
 - By Me
 - Submitted Files for Reopening Approval
 - Sent
 - Create New
 - Create Part
 - Recycle Bin
 - Initiated Action
- Migrate File +
- Dispatch +

Date Range : 05/11/2022 To 27/04/2023

Send Back | Send | View | Move To | More... | Hierarchical View | My Files

<input type="checkbox"/>	Computer No	File Number	Subject	Sent By	Sent On	Due On	Remarks

LEGEND > Priority: Out Today (Blue), Most Immediate (Red), Immediate (Green)
 Action Initiated (Person icon), Other Department (House icon), Files with Draft (Green document icon)
 Draft Note (Blue document icon), Yellow Note (Yellow background), External Files (Blue background)



User Login Manual



सत्यमेव जयते

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1 INTRODUCTION

This manual contains a step-by-step process of understanding how to login Parichay with different authentication methods. Once you understand all the authentication methods, you can select the best option to secure your Parichay account.

This manual is an extremely helpful document for the user logging for the first time.

2 HOW TO LOGIN PARICHAY

Step 1: Enter Parichay credentials (**Username and Password**). Username should be in the format of “userid@domainname” (Example: xxxxx@nic.in). Click **Next**.



Fig. 1

****Please Note:** After 3 unsuccessful username and password attempts, the user will be redirected to the login with Captcha page.

Click on the Menu button given over the login fields and then, choose “**Register Complaint**” to register any complaint or “**FAQ**” to see the frequently asked questions.

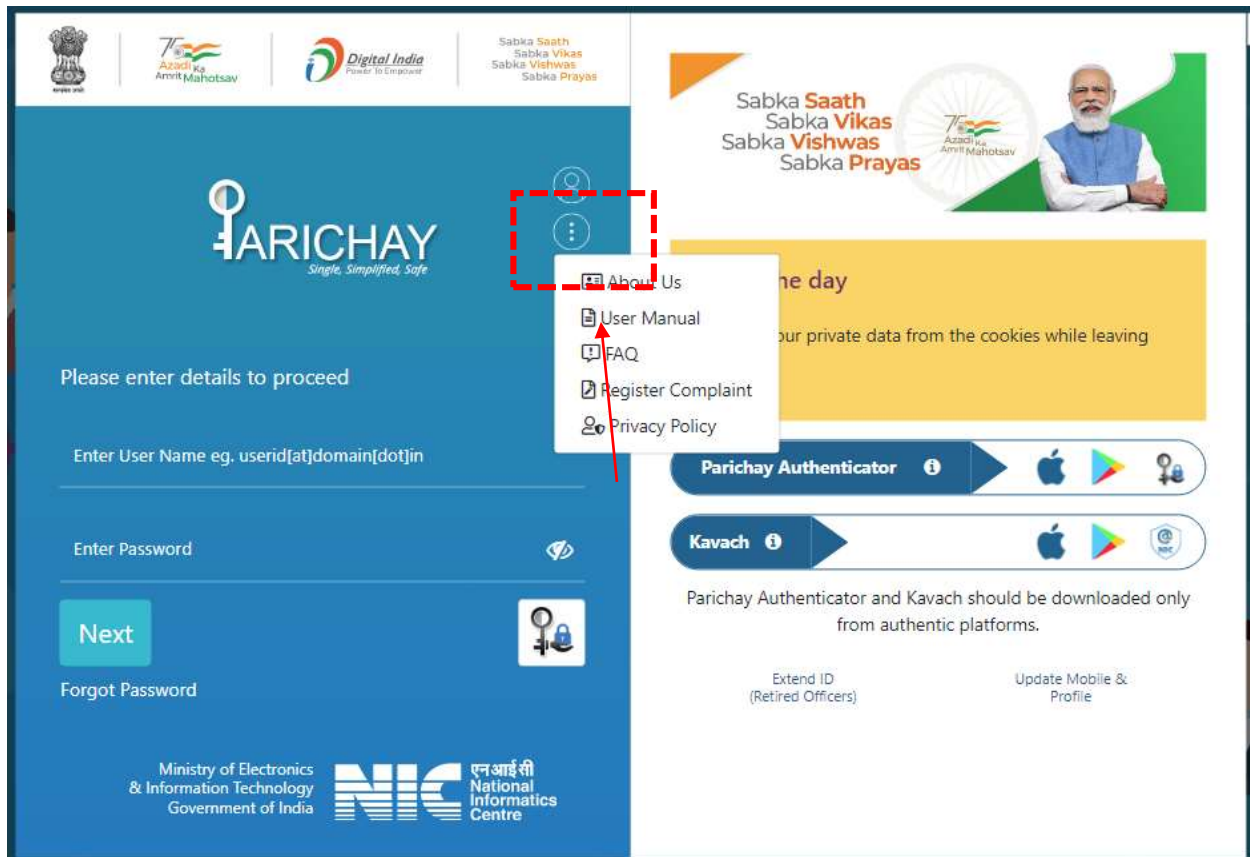


Fig. 2

Step 2: Now, the user will be prompted to the **Two-step Authentication page** when logged in from Non-remembered Device*. Select an authentication method and click **Next**.

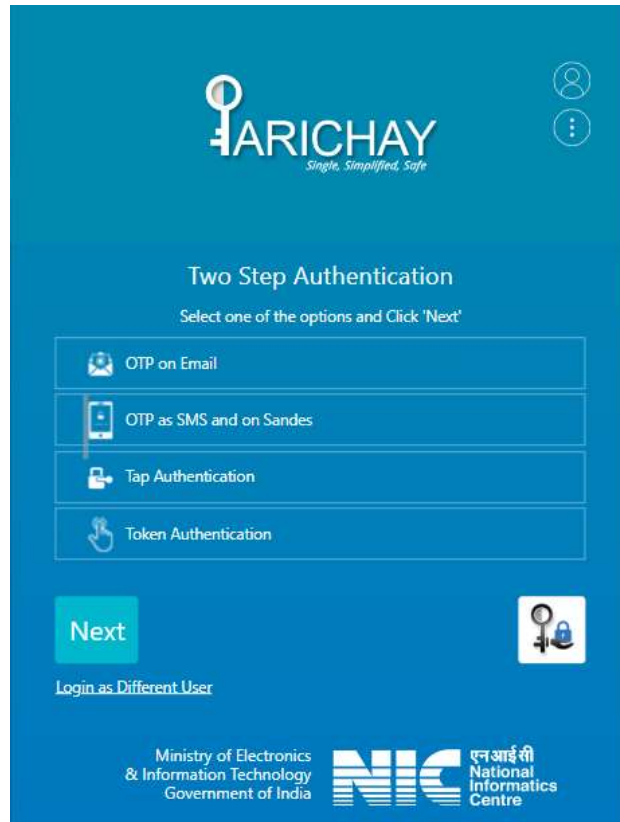


Fig. 3

a) OTP Authentication via Mobile

Enter **6-digit OTP** received on the registered mobile no. and click **Next** to login.

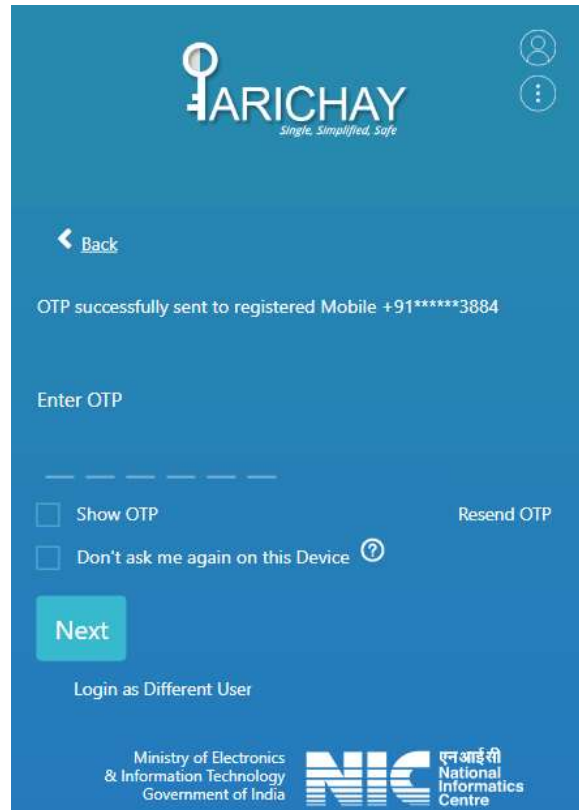


Fig. 4

*****Please Note:*** After 3 unsuccessful OTP attempts, the user will be redirected to the login page and resend OTP option will be disabled after 3 attempts.

*****Please Note:*** After 3 unsuccessful token attempts, the user will be redirected to the login page.

b) Tap Authentication

Accept the tap notification received on the registered Parichay Authenticator device to log in.



Fig. 6

*****Please Note:*** To use TAP or TOKEN as an authentication method, download Parichay Authenticator App and enable Multi-factor authentication from your Parichay account.

Go to Settings > Account Settings > Enable Multi-factor

c) Token Authentication

Enter the **token** generated by Parichay Authenticator App and click **Next** to login.

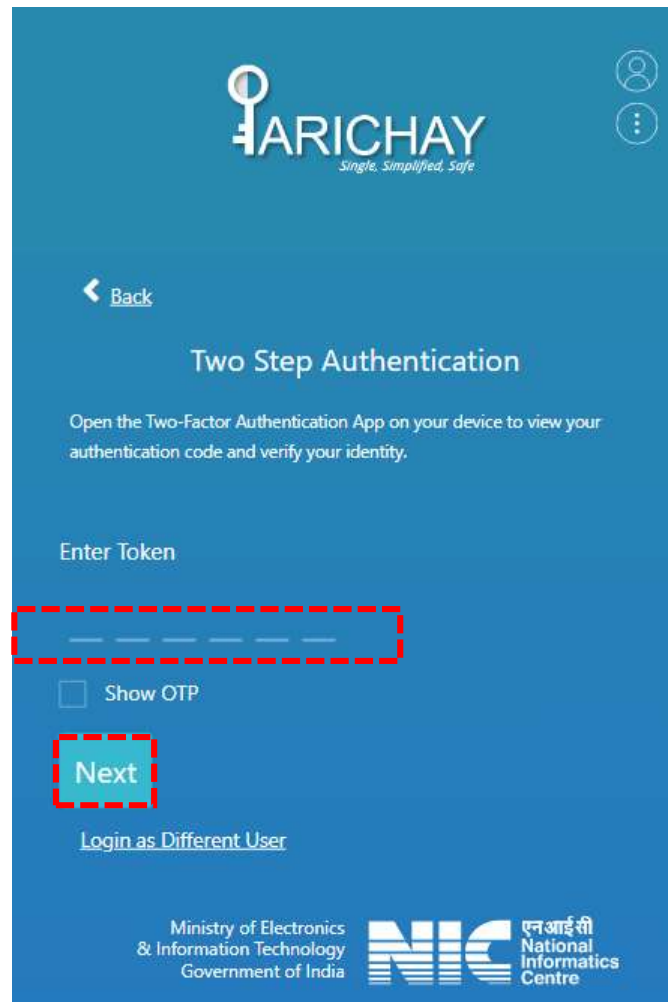


Fig. 7

The user can select ‘**Don't ask me again on this device**’ checkbox to remember the device (identified by IP, Browser ID, and User-Agent) thus skipping the two-step authentication process when log in from the same device in future. However, if the service has enabled the force authentication, the user needs to authenticate irrespective of the remembered browser.

User may want to sign in with a different ID within the same browser. In this case, the user may click on **Login as Different Browser** to login with different account.

****Please Note:** After 3 unsuccessful token attempts, the user will be redirected to the login page.

3 TIMEOUT

The session expiration time may vary from service to service. After the service timeout, the user will be redirected to the password page.



Fig. 8

Step 1: Enter Password again

Step 2: User will be prompted for the two-step authentication in case of forced authentication settings by the service.