

OFFICE ORDER NO. 06/2020

Sub:- Procedure for reporting errors in logging in WebVPN or for creating new WebVPN for accessing eOffice by Officers - reg

It has come to the notice of the undersigned that officers are reporting directly for issues in logging in WebVPN to eOffice, PMU, NIC instead of following the proper channel. Hence for all WebVPN related issues the following procedure is to be followed by all concerned.

In case an officer has received an SMS or email that his WebVPN is created but he/she is unable to login in the portal https://saccess.nic.in then he/she should raise a ticket for the problem by visiting portal https://servicedesk.nic.in or calling NIC service desk no. 1800-111-555.

In case an officer has not received an SMS or email that his WebVPN is created or is a new employee in the department he/she should request for enabling webVPN by visiting portal https://eforms.nic.in. The procedure for applying for WebVPN as circulated by DGPM is attached as annexure to this order.

Officers having any query or require any help in relation to WebVPN or eOffice may contact Headquarters Systems Section.

K R Uday Bhaskar Principal Commissioner

То

All Officers & Staff of Kochi Commissionerate

Copy to:

i. The Superintendent Systems – for uploading in website.

Annexure to Office Order No. 06/2020

Directorate General of Performance Management, New Delhi Submitting

WebVPN request via eForms

<u>Quick Hand-out</u>

This hand-out describes the steps to submit the online application for WebVPN account, for the employees of Central Board of Indirect Taxes and Customs (CBIC) to access eOffice.

This hand-out consists of the following five sections –

- A. Steps to login in 'eforms.nic.in'.
- B. Steps to apply for VPN account in 'eforms.nic.in'.
- C. Steps to check the status of the request(s) submitted.
- D. Steps to approve the request(s) submitted. (For the reporting officer)
- E. Steps to update 'My Profile' in 'eforms.nic.in'.

The workflow of the levels of online WebVPN application is described as follows -

Submission of User Application	Approval from Reporting Officer	Approval from Organization Coordinator	NIC VPN Team
	CBIC		NIC

- A. <u>Steps to login in 'eforms.nic.in'</u>
- 1. Open the web browser (such as Mozilla Firefox, Google Chrome, etc.) and visit the site '**eforms.n**ic.in'. (*figure 1*)
- 2. Click 'LOGIN'. (figure 1)



<u>Figure 1</u>

3. Enter your email ID and click 'CONTINUE'. (figure 2)



Figure 2

4. Enter the email ID's password, the Captcha and click 'CONTINUE'. (figure 3)

Sovin e	-Forms X 🕂	And And An	
< → c	eforms.nic.in	×	lincognito 🚦
	Eorms	Login # Sign in to Portal	
C	eForms Solution : (and paperless Provides digital signing providen to reduc	Enter Your NIC/GOV or Alternate Email ID harpravesh g081401@gov.in Password	0
	reject, raise query, upload and download n	Enter Captoha") VVUg 2U CONTRALE Step 4	



5. Enter the **OTP** sent on your mobile number registered with your email ID and click **'CONTINUE'**. (*figure 5*)

🥺 @Gov.in e	e-Forms X 🕇	hand the second s	
$\leftrightarrow \ \Rightarrow \ \texttt{G}$	eforms.nic.in	🖈 😝 în	cognito 🚦
		HOME SERVICES IN FOCUS FEEDBACK CONTACT US FAQS LOGIN	
	Section 1	Login *	2
	eForms: Online Pla	Verify OTP Details	
	Services of NIC	If you want to update your mobile number in NIC central repositary, please click on (update Mobile)	
	This portal helps you to register for various	Enter Your Mobile OTP	
	the request online, it also helps you to trac		
	option. You are also notined through email requests.	Please Enter OTP sent on +910X0X000X740	
	PORTAL WORKFLOW	Resend mobile otp Step 5 CONTINUE	
		Eigure 4	
		<u>Ilguic 4</u>	

Note – Refer section E. for steps to update 'My Profile', if the eForms portal request for profile update after login.

- **B.** <u>Steps to apply for VPN account in 'eforms.nic.in'</u>
- 1. Go to 'Our Services' in the navigation panel and click 'VPN Service'. (figure 5)

Source Part of a second secon	ur Coordinator		Hi. Harpravesh NA 🧖
OUR SERVICES		Employee Code	
Authentication Services		Enter Employee Code [On	ly characters and digits allowed]
(IDAP)		Email Address *	
Distribution List Services	40		xin
tF DNS Services nber(0)	nber(0)		
Email (@gov) Telephone Number [STD CODE-TELEPHONI	Telephone Number [STD CODE-TELEPHONE]		ne Number [STD CODE-TELEPHONE]
🛱 імар/рор		Enter Your Official Address	•
IP Change Requests		Enter Your Official Addres	s [Only characters,digits,whitespace and [.,-#/()] al
SMS Service	District/City Name *		Pin Code *
· · · · · · · · · · · · · · · · · · ·	-SELECT-	~	Enter Pin Code [Only digits(6) allowed]
SMTP Gateway			
Update Mobile in(@gov)			
A VPN Service Step 1	co	NTINUE	<u> </u>
WIFI Service			
""A" Webcast Services			

Figure 5

<u>Note</u>: If the message to update profile is prompted as shown in *figure 6*, then refer **section E** for the steps to update your profile.

ŧ	NAME INCOMENTATION CONTRACTOR		*	-st. hargement hit 😡
24	Interpretate NA	You need to update your profile first.		to the second
<	14444 C		OF	
100				

Figure 6

- 2. On the online VPN request form, choose the following details as mentioned below
 - a. Type of User 'New Request'
 - **b.** Choose Coordinator '**Organization Coordinator**' and select **the details of the VPN co-ordinator** (Mr. Mingma Sherpa) for CBIC from the drop-down list.
 - c. IP Address
 - i. Select 'Single IP'
 - ii. Based on the eOffice instance you are user of, enter the 'IP Address', 'Application URL' and 'Destination Port' as follows –

For users of	Enter IP address	Application URL	Destination Port	Refer
Instance 1 - All Directorates (Except DGGI), All Customs Zones, CGST Zones (Bhopal, Bhubaneswar, Guwahati, Hyderabad, Meerut, Nagpur, Pune, Thiruvananthapu- ram, Visakhapatnam.)	10.194.164.12 6	https://eoffice1.cbic gov.in	80, 443	Figure 7
Instance 2 – DGGI, CGST Zones (Ahmedabad, Bengaluru, Chandigarh, Chennai, Delhi, Kolkata, Jaipur, Lucknow, Mumbai, Panchkula, Ranchi, Vado- dara.)	10.194.164.13 1	https://eoffice2.cbic gov.in	80, 443	Figure 8

iii. Server Location - NDC Bhubaneswar

d. Remarks - For WebVPN Account to access eOffice

New Request Add to	existing O Renew	O Surrender		
tep 2 b.				
Choose Coordinator *		Choose Co-ordine	ator*	
Organization Coordinator	State Coordinator	Mingma Sherpa	a(mg.sherpa@gov.ir 🗸	
Enter IP address * 10.194.164.126	Application URL https://eofficel.cbic.gov.in		Destination Port *	
Enter IP address * 10.194.164.126 Server Location* NICC Bit homeour	Application URL https://eoffice1.cbic.gov.in		Destination Port *	
Enter IP address * 10.194.164.126 Server Location* NDC Bhubaneswar Remarks	Application URL https://eoffice1.cbic.gov.in		Destination Port * 80,443	
Enter IP address * 10.194.164.126 Server Location* NDC Bhubaneswar Remarks FOR WebVPN ACCOUNT Step 2 d.	Application URL https://eoffice1cbic.gov.in		Destination Port * 80,443	
Enter IP address * 10.194.164.126 Server Location* NDC Bhubaneswar Remarks FOR WebVPN ACCOUNT Step 2 d.	Application URL	Enter Captcha*	Destination Port * 80,443	

Form for users of instance 1 - Figure 7

Ŧ	राष्ट्रीय सूचना विज्ञान केंद्र National Informatics Centre MESSAGING AND SMS DIVISION	Know Your Coordinator		Hi, Harpravesh NA 🥐
ភ	Step 2 a. Type of User * New Request Add to existing 	Renew	O Surrender	
	Step 2 b.		Chapte Co-ordinator*	
24	Choose Coordinator Organization Coordinator State Co	pordinator	Mingma Sherpa(mg.sherpa@gov.ir V	
<	IP Address * Step 2 c.		·	
t₹	 Single IP IP Range 			
5	Enter IP address *	Application URL	Destination Port *	
2	10.194.164.131	https://eoffice2.cbic.gov.in	80,443	+
4	Server Location*			
.atl	NDC Bhubaneswar	~		
	Remarks			
000	FOR WebVPN ACCOUNT Step 2 d.			
۵			Enter Captcha*	
*		Captcha 9AX415A 😏	9AxwsA	0
ŝ		Step	3	
' A'		Preview a	ind Submit	

Form for users of instance 2 - Figure 8

3. Enter Captcha and click 'Preview and Submit'.

 In the 'Preview' pop-up window, verify the details entered such as 'Reporting Officer Details', 'VPN Details', Remarks' and Co-ordinator Details with respect to details as mentioned in step 2. (figure 9)

VPN Re	equest Form						
Personal	Information						
Name of Ap	plicant *		Designation *		E	mployee Code	
Harprave	sh NA		ТА			[Only characters c	and digits all
Office Add	dress						
Postal Addr	ess*						
CGST Sec	tor 8						
State where	you are posted *		District *		Pi	n Code *	
HARYANA	e -	~	Panchkula			134109	
Telephone M	Number :(0)			Telephone	Number :(R)	
Enter Tele	phone Number(O)	(STD CC	DDE-TELEPHONE]	Enter Tel	ephone Nur	nber(R) [STD CODE	-TELEPHONE]
Mobile *				E-mail Ado	iress *		
+91XXXXXX	(X740			harprave	əsh.g081401	@gov.in	
Reporting	/Nodal/Forward	ing Of	ficer Details				
Reporting/N	lodal/Forwarding C	officer Ei	mail *	Reporting/	Nodal/Forw	arding Officer Nam	ne *
ashokk.g10	68901@gov.in			Ashok Ku	ımar		
Deservice			te kile •				
LOXXXXXX		ancer w		olizo ose	0708	arding Officer fele	phone
TSIAAAAA	(x576			0172-250	9796		
Reporting/N	lodal/Forwarding C	fficer D	esignation *				
Superinte	ndent						
Organizat	ion Details						
Organizatio	n Category			Ministry/Or	rganization	•	
Central			~	Finance			
VPN Deta		A	antian UDI	Dee	tinetice De	a Company	
single	10 104 164 121	https://		80/	142	NDC Phuk	aposwar
single	10.184.104.131	nups.	meezebic.gov.m	80,5	45	NDC Bridi.	aneswar
Remarks							
FOR Web	/PN ACCOUNT						
masharp	a@govin						
ngsnerp	alagovan						
I agree	to Terms and Con	ditions					
							Step 5

- 5. Select **check box** for terms and conditions and click **'Submit'**. (figure 9)
- 6. In the pop-up box, verify the reporting officer details to whom the request will be submitted & click **'Yes'**. (figure 10) (To update the reporting details before submission refer section E)

1 3, 7 3				
We are sending your request for approval to email address (ashokk.g168901@gov.in)				
Name:	Ashok Kumar			
Email:	ashokk.g168901@gov.in			
Mobile:	+91XXXXXX576			
Are you sure, y	ou want to proceed?			
	Step 6			
	No			

7. In the form submission type window, choose 'Proceed online' and click 'Final Submit'. (figure 11)

=	মেহবৈ যুহনা বিরান করি National Informatics Centre MESSAGING AND SMS DIVISION	Hi, Harpravesh NA	?
ឆ	eForms + Home + Virtual Private Network Services		
्रेवर्षि	Form Submission Type		
24	Please select any to proceed:		
≺ 1₹	Oblivery of e-sign with aachaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without eachaar) Proceed online		
5	Proceed manually by uploading the scanned Copy? (Here, in this option, you will have to download the generated PDF and will have to sign and stamp and then upload it again on the eferms TRACK USER STATUS module to get the request processed)		
23 .11	Final Submit		
	<u>Figure 11</u>		

The VPN request id is generated and displayed in the pop-up box for future reference. *(figure 12)*

=	NIC राष्ट्रीय राचना विज्ञान National Informat MESSAGING AND SMS DIVISI	Your form has been submitted	×	Hi, Harpravesh NA 🧖
£1	eForms · Home	Your form has been submitted and your Registration number is <u>VPN-FORM202008010008</u> . You can use it to track your request. You can track your request using r ack User		
	Form Submission	For any assistance, please contact on 1800-111-555 or mail us to servicedesk@nic.in.		
20	Please select any to proc		Close	
<	e-Sign the docum (Dolivery of e-sign with be	nauen adearen eutoaren eutoaren eutoaren eutoaren eunen K. Den ueto eusoaren bizoenen eutoaren eutoaren eutoare	đ	
		Figure 12		

C. <u>Steps to check the status of the request(s) submitted.</u>

1. Go to 'Dashboards' in the navigation panel and click 'My Request'. (figure 13)

🥺 Forms 😑	तान केंद्र matics Centre User Mon rision	ual Know Your Coordinator	l			Hi, Harpravesh NA 🧖
🗗 Dashboards 🗸	NA, uery or doubt, You can use	"RAISE A QUERY" option to inte	ract with other stakeholders. F	or tracking the status of the r	equest, use "TRACK" optic	on.
My Request Step 1 DUR SERVICES	1	Today's Pending Request	Total Pending	Requests 1	Total Completed R	equests 0
Authentication Services (LDAP)		Total Pending Reque	st			
DNS Services		Show 10 \$ entries			Search: Reg	ld, Email, Status, Date
Email (@gov)		App Id	Email	Status	Date ^{↑↓}	Actions
IP Change Requests	st.	VPN-FORM202008010008	harpravesh.g081401@gov.in	Pending with RO/Nodal/FO	2020-08-0113:45:32.0	Actions V
SMS Service	uest	Showing I to I of I entries				Previous 1 Next
SMTP Gateway						

Figure 13

- 2. Requests along with their status can be check under 4 categories (figure 14)
 - a. Total User Request
 - b. Today's Pending Request
 - c. Total Pending Requests
 - d. Total Completed Request

1	National Informatics Centre Messaging and SMS DIVISION	ser Manual Know Your Coordinator Hi, Harpravesh NA
	Dear Harpravesh NA, Notice : For any query or doubt, You	can use "RAISE A QUERY" option to interact with other stakeholders. For tracking the status of the request, use "TRACK" option.
	Total 1 User Requests	Today's 1 Total 1 Total Completed Requests 0
	General Filters	Total Pending Request
	Application	Show 10 ¢ entries Search: Reg Id, Email, Status, Date
	Status	App Id Imail Imail
	Rejected Request Completed Request	Showing I to 1 of 1 entries Previous 1 Next



<u>Note</u>: The pendency of the application request (RO – Reporting Officer, Organization Coordinator) can be known from the status of the application.

- **D.** <u>Steps to approve the request(s) submitted</u>
- **1.** Go to **'Dashboards'** in the navigation panel and click **'RO Panel'.** (RO Panel is only available for the reporting officer.)

(figure 15)

🧶 e-Forms Support,Component A 🗙 🕂							0 ×
	alue=ca					🖈 🔒 Inco	ognito :
🧼 Forms 🛁 जान केंद्र matics Centre	User Manual Know Your Coordi	nator				Hi, Ashok Kumar	•
Dashboards My Request Step 1 Step 1	g Officer/Nodal Officer, y the credentials and authenticit more inputs for verifying creden	y of the applicant prior to ap tials	proval or creation o	of account. If more inform	ation is required	please use the	
• RO Panel ts	Today's Pending R	equests 0 To	otal Pending Rec	quests 0	Total Comp	leted Requests	0
DUR SERVICES							
Authentication Services (LDAP)	TOTAL REQUESTS						
C Distribution List Services							
DNS Services	Export All						
ration Email (@gov)	Show 10 💠 entries				Search:		
3 IMAP/POP -st	App Id	Applicant Details	Status 1	Submission	Date 1	Actions	u 👩
IP Change Requests	VPN- FORM202008010008	harpravesh.g081401@gov.in	Pending with Coordinator	User: Online RO: Online	2020-08-01 14:58:52.0	Actions 🗸	
SMS Service 3st	Showing I to I of I entr	ies				Previous 1 No	ext

2. Under **'Total Pending Requests'**, click the down arrow next to **'Actions'** button against the application request id and click **'Preview/Edit'** to preview the application form. (*figure 16*)

Mational Informatics Centre	user Manual	ainator			nt, ASHOK KUTH
Dear Reporting Officer/Forwarding Notice : You are requested to verify option "RAISE A QUERY" and ask for r	Officer/Nodal Officer, the credentials and authentic nore inputs for verifying crede	ity of the applicant prior to appr intials	oval or creation of ac	count. If more infor	mation is required please use the
Total User Requests	Today's Pending	Requests 1 Toto	al Pending Reques	sts 1	Total Completed Requests
General Filters	TOTAL PENDING	REQUESTS			Preview / Edit Step 2
Application VPN Single Registration Status	Export All Show 10 ¢ entrie	25			 Approve Reject Track Generate Form Upload Multiple Docs Download Multiple Docs
Forwarded Request	App Id	Applicant Details	Status	Submission Type	 Download Docs uploaded by use Raise/Respond to Query
Rejected Request Completed Request	VPN- FORM202008010008	harpravesh.g081401@gov.in	Pending with RO/Nodal/FO	User: Online	2020-08-01 13:45:32.0 Actions Click to take ap
	Showing I to I of I en	itries			Previous

3. Verify the details in the pop-up window with respect to details mentioned in Section B point 2 and click **'Approve'**.

(figure]	17)
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	राष्ट्रीय सूचना विज्ञ National Inform	Superinte	endent				Hi, Ashok Kumar 🚱
_	MESSAGING AND SMS DIVI	Organizat	tion Details				
		Organizatio	on Category		Ministry/Organization *		
5	Dear Reporting Off Notice : You are rec	Central		~	Finance	3	on is required please use the
	option "RAISE A QUE	Departmen	t/Division/Domair	•			
		Departm	nent Of Revenue (C	CBIC)		,	
24	Total User Request		Verify Detai	ls			Total Completed Requests
<		VPN Deta	ils				
t₹	General Filters	anese					
		ІР Туре	IP Address	Application URL	Destination Port	Server Location	
2a		single	10.194.164.131	https://eoffice2.cbic.gov.in	80,443	NDC Bhubaneswar	
ಧಿ	VPN Single Registre	Remarks					
.ati		FOR Web	VPN ACCOUNT				Search:
	Status	Co-ordinat	or email				
	Forwarded Reques	mg.sherp	a@gov.in				Date 1 Actions 1
	Pending Request						2020-08-01
n				Step 3	Painet Paine/Pas	nand to Quary	13:45:32.0
la				Approve	Kuise/Res	point to Query Close	Provinces 1 Next
-	Query Raise		2120				

Figure 17

4. In the pop-up box, choose 'Proceed online' and click 'Continue'. (figure 18)

-	साहीय सूचना विज्ञा National Inform MESSAGING AND SMS DIVIS	Preview for VPN-FORM202008010008	23	Hi, Ashok Kumar 🧖
₽	Dear Reporting Offi Notice : You are req option "RAISE A QUE	e-Sign the document with Aadhaar? (Dalivery of a-sign with aadhaar depends on platforms outside control of NIC. In case of dalay, you may choose to proceed online without aadhaar)		m is required please use the
20	Total User Requests	Proceed online		atal Completed Requests 0
<		Continue Step 4		
t₹	General Filters			
	Application	Export All	088	

Figure 18

5. Add remarks - 'For WebVPN account to access eOffice' and click 'Approve'. (figure 19)

=	MC राष्ट्रीय सूचना विज्ञा National Inform MESSAGING AND SMS DIVIS	Approve Action for Reg No VPN-FORM202008010008	Hi, Ashok Kumar 😱
រ្នា	Dear Reporting Offi Notice : You are rea option "RAISE A QUE	Add Remarks For WebVPN account to access eOffice	in is required please use the
4 4	Total User Requests	Step 5 Close Approve	atal Completed Requests 0
<u>1</u> -1	Gonoral Filtors	TOTAL DENDING DECHESTS	

6. Click 'Yes'. (figure 20)

11.	MIC राष्ट्रीय सूचना विज्ञा National Inform MESSAGING AND SMS DIVI	Do you really wish to approve and forward this Request (VPN-FORM202008010008) ?	×	H., Ashok Kumar 🥐
5	Dear Reporting Of Notice : You are re- option 'RAISE A QUE	Note: Please verify credentials of the user before approving Request (VPN-FORM202008010008).	Step 6	n is required please use the
44 ×	Total User Requests	Close	Approve	otal Completed Requests 0

Figure 20

The application has been approved and forwarded to the respective Coordinator. (figure 21)

∃	राष्ट्रीय सूचना विज्ञान केंद्र National Informatics Centre MESSAGING AND SMS DIVISION	× HL Ashok Kumar	
ព្	Dear Reporting Officer/Forwarding Officer Notice : You are requested to verify the cre option "RAISE A QUERY" and ask for more in:	Application (VPN-FORM202008010008) Approved and Forwarded Successfully to the Coordinator (mg.sherpa@gov.in)!	
۰.	Total User Requests 1	roday's Pending Requests Total Pending Requests Total Completed Requests 0	
0,	Total User Requests	Total Pending Requests Total Pending Requests Total Completed Requests 0	

Figure 21

The status has changed to 'Pending with Coordinator'. (figure 22)

	सिंहीय सूचना विज्ञान केंद्र National Informatics Centre MESSAGING AND SMS DIVISION	ser Manual Know Your Coordi	nator				Hi, Ashok Kumar 🤇
D	Dear Reporting Officer/Forwarding Officer/Forwarding O Notice : You are requested to verify t option "RAISE A QUERY" and ask for m	Officer/Nodal Officer, he credentials and authenticit ore inputs for verifying creden	y of the applicant prior to ap tials	proval or creation c	f account. If more inform	ation is required	please use the
5	Total User Requests	Today's Pending R	equests 1 To	otal Pending Rea	uests 1	Total Compl	eted Requests 0
	General Filters	TOTAL PENDING	REQUESTS				
	Application	Export All					
	Status	Show 10 \$ entries				Search:	
	Forwarded Request	App Id	Applicant Details	Status 📊	Submission Type	Date 11	Actions
	Rejected Request Completed Request	VPN- FORM202008010008	harpravesh.g081401@gov.in	Pending with Coordinator	User: Online RO: Online	2020-08-01 14:58:52.0	Actions 🗸
÷	Query Raise	Showing I to I of I entr	ies				Previous 1 Next

Figure 22

E. <u>Steps to update 'My Profile' in 'eforms.nic.in'</u>

1. Login in 'eforms.nic.in' and click on your user name icon at top right corner of the screen. (figure

	राष्ट्रीय सूचना विज्ञान केंद्र National Informatics Centre MESSAGING AND SMS DIVISION		Step 1 Hi, Harprovesh NA
3	eForms • Dashboards • Vpn Services		Harpravesh NA
	VPN Details		ТА
•	Type of User*	0.0	My Profile Step 2 My Request
:	Remaining Remaining Remaining	Surrender	SIGN OUT
7	Choose Coordinator *	Choose State Co-ordinator*	
	Organization Coordinator State Coordinator	-SELECT-	

Figure 23

- 2. Click 'My Profile'. (figure 23)
- 3. Under 'Personal Info' tab, update your details (if complete details are not available). (figure 24)
- 4. Click **'CONTINUE'**. (figure 24)

MESSAGING AND SMS DIVISION	KNOW FOUR COOL CHILDLON		n, hupravesnik		
User Profile					
Entries marked with asterisk (*) are manda	ory				
Step 3 - Update details					
Personal Info Organizational Info					
User Name *		Employee Code			
Harpravesh NA	Harpravesh NA		cters and digits allowed]		
Mobile *	Mobile *		Email Address *		
+91XXXXXX740	+91XXXXXX740		harpravesh.g081401@gov.in		
Telephone Number(O)	Telephone Number(0)		Telephone Number(R)		
Enter Official Telephone Number [STD CODE-T	Enter Official Telephone Number [STD CODE-TELEPHONE]		Enter Residence Telephone Number [STD CODE-TELEPHONE]		
Designation *	Designation *		Enter Your Official Address *		
ТА	A				
State where you are posted *	District/City Name *	Pin Coo	de *		
HARYANA	✓ Panchkula	✓ 13410	9		
	c	ONTINUE Step 4			

5. Under **'Organizational Info'** tab, check your reporting officer **email ID** and update it. The remaining details of the reporting officer (such as name, phone number, etc. will be updated automatically). (*figure 25*)

Entries marked with asterisk (*) are mandatory				
Personal Info Organizational Info				
rganization Category * Ministry/Organization *		Department/Division/Domain *		
Central	Finance	~	Department Of Revenue (CBIC)	
Reporting/Nodal/Forwarding Officer Email*	5	Reporting/Nodal/Forwardi	ng Officer Name *	
ashokk.g168901@gov.in		Ashok Kumar		
Reporting/Nodal/Forwarding Officer Mobile *		Reporting/Nodal/Forwarding Officer Telephone *		
+9IXXXXXX576		0172-2569798		
Reporting/Nodal/Forwarding Officer Designation *				
Superintendent				



- 6. Select the declaration check box. (figure 25)
- 7. Click 'Submit' to update the details. (figure 25)