Departmental Registration Form

For

Integration of Departmental Citizen Portal with eDistrict Citizen Portal

Department Name (In English): _____

विभागकानाम (हिंदी मे) : _____

Services:

S. No.	Service Name	सेवा का नाम (हिंदी मे)

Contact Details	*Department Nodal*	*Technical Nodal*	*Helpline contact(will be published on portal for help to citizen)*
Name			Not required
Email Address			
Mobile			
Designation			Not required

Note: All fields are mandatory

I/We agree for integration of departmental citizen portal for above services with edistrict citizen portal as per the guidelines given in enclosed annexure -1.

Dated: /   /

[Signature of Department Nodal officer with Official Stamp]

🌐 https://eSathi.up.gov.in

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Guidelines to integrate the services with CitizenPortal

1. Department must have an on-line portal with process flow through which the application for the services are being submitted and delivered.

2. Department will develop one page refereed as service page further, in which entry of the application, status tracking and delivery option/facility for downloading the final signed certificate are there. This page will be used by Citizen Portal exclusively. Department has to make sure that this page should not be called from any other place.

3. Department should fill the registration form available with complete detail of registration and send the duly filled signed form to CeG/SEMT.

4. After Successful registration, Citizen Portal will generate the service code and registration ID, The department is suggested to keep this registration ID in secure manner.

5. Once the department is registered, NIC will provide the URL of web service (with sendRequest/sendResponse Methods) to the concerned departmental nodal officer.

6. Upon successful registration, Technical manual will be provided by NIC for detailed methodology of consuming web service and other handshaking process of department portal with Citizen Portal.

7. Department has to keep the applicationno, servicecode &username along with applicant detail who has submitted the application through Citizen Portal for the further MIS requirement.

8. These integrated services are called as eDistrict online integrated services.

9. Services will Go live on eDistrict citizen portal after issuance of GO from the competent Authority

10. Citizen registered on eDistrict portal, will not be asked to register on departmental portal again.

11. Brief Process flow/Steps for delivering the service are given in Annexure-2. However these steps will be finalized after the mutual discussion with department & CeG.

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Process to apply the Integrated Services from Citizen Portal

There are following Steps involved to apply for Integrated Services –

1. Citizen need to register on eDistrict citizen portal (https://esathi.up.gov.in)
2. After successful registration and login on eDistrict Citizen Portal, applicant will provide the basic details such as Age, Caste, Qualification, Address, Mobile No. email etc. on eDistrict Citizen Portal for applying the departmental services.
3. The information filled by Citizen as point 1 and 2 will be shared with departmental portal through web API as per the requirement on the concerned department.
4. Department need not to register again for the citizen registered on the eDistrict Citizen Portal.
5. For Online Payment of Application Fees & user charges, Applicant will select the Service and complete the online payment Process. However this process may be finalize after the discussion with concerned department and proper approvals.
6. After Successful payment, respective department's service page will be open where applicant will provide the service related details on departmental portal.
7. All verification/disposal will be done on departmental portal as per their process flow.
   After disposal of the application, flag / Status should be updated in citizen portal. (Refer GO dated 12 October 2018 on eDistrict Portal)

Along with above Steps below Facilities should be available on Department's Service Page-

A) Facility for status tracking of the application should be available as per the Status of the application.

B) Facility for downloading the final Signed Certificate/Letter should be as per the Status of the application.

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