

IT-ITS/25/2021-O/o Clerical Section-IT Department

**Government of Jammu and Kashmir
Information Technology Department
Civil Secretariat, J&K

Subject: Implementation of e-Office : Integration of Parichay and Version update thereof.

**Circular No: 11 - JK (ITD) of 2021
Dated: 06.10.2021**

The implementation of e-Office in the Civil Secretariat including Raj Bhawan, J&K has brought about a **great deal of efficiency in the overall working and disposal of Government business** in the Union territory of Jammu and Kashmir, besides ensuring **functionality of the Government both at Jammu as well as in Srinagar**. Notwithstanding these benefits, this online system like any other IT based system is susceptible to online invasions especially **ethical hacking, key logger, phishing, denial of service, etc.**

Accordingly, in order to make e-Office more secure and stable in future, **integration of e-Office with Parichay (Two-Factor Authentication)** is required/advised by e-Office Project Division of NIC, New Delhi alongwith **updating the existing version of e-Office to next level** so as to ensure that e-Office becomes more stable, robust, faster and consistent in future.

The said integration and version update activities shall be undertaken in a **single-go on 09.10.2021 (Saturday night) 2000 hours onwards for about 10-12 hours when e-Office shall remain non- functional**. Therefore, it is enjoined upon all e-Office users that the e-Office service **shall face downtime 9 pm onwards on 09.10.2021 (Saturday) till 8 am on 10.10.2021 (Sunday)** and it is advised that all e-Office users should conduct routine e-Office work either before or after pre-planned downtime, as per above timelines so that their respective e-Office functioning does not suffer due to it.

It is further informed to all the e-Office users, that **after the enablement of Parichay (Two-Factor Authentication), the e-Office URL (https://saccess.nic.in/eOffice_JK/) firstly will be redirected on the Parichay automatically**. The step-wise guide to use **e-Office after Parichay integration is placed at Annexure 'A' to this Circular.**

**Sd/-
(Amit Sharma)JKAS
Administrative Secretary**

No: IT-ITS/25/2021

Dated: 06.10.2021

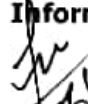
Copy to the:-

1. Chief Secretary, J&K.
2. Financial Commissioner (Additional Chief Secretary), Finance Department.
3. Financial Commissioner(Additional Chief Secretary), Health & Medical Education Department.
4. Director General of Police, J&K.
5. All Principal Secretaries to the Government.
6. Principal Secretary to the Lieutenant Governor.
7. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.

8. All Commissioner/Secretaries to the Government.
9. Chief Electoral Officer, J&K.
10. Director General, J&K Institute of Management & Public Administration & Rural Development.
11. Divisional Commissioner, Kashmir/Jammu.
12. Chairperson, J&K Special Tribunal.
13. Director Information, J&K with a request to give wide publicity to this Circular in all leading dailies of both Jammu & Kashmir divisions.
14. All Deputy Commissioners..
15. All Heads of Departments/Managing Directors/Secretary, Advisory Boards.
16. Registrar General, J&K High Court, Srinagar.
17. Secretary, J&K Public Service Commission/SSB/BoPEE.
18. Director, Estates.
19. Director, Archives, Archaeology and Museums.
20. Secretary J&K Legislative Assembly.
21. Secretary J&K Academy of Art, Culture & Languages.
22. General Manager, Government Press, Srinagar/Jammu.
23. Private Secretary to the Chief Secretary.
24. Private Secretary to Advisor(F)/(B) & (BK) to the Lieutenant Governor.
25. Private Secretary to the Commissioner/Secretary to the Government, General Administration Department.
26. Private Secretary to Administrative Secretary, Information Technology Department.
27. In-charge Website GAD, IT and JaKeGA for uploading the Circular on respective Websites.
28. Circular file.


6/10/21
(Monika sambyal)

**Under Secretary to Government
Information Technology Department**


06/10/21

Annexure A

User Login Manual



Submitted by:-

J&K e-Governance Agency, IT Department

&

eOffice Project Management Unit, National Informatics Centre



NIC

INTRODUCTION

This manual contains the Step-by-Step process of understanding how to login to Parichay with different ways of authentication. For any user logging in for the first time, this is an extremely helpful document. Once you understand the ways of login, you may refer to Parichay User Manual for understanding the entire application.

HOW TO LOGIN TO PARICHAY?

- Enter the credential (Username and Password). Username should be in the format of "userid@domainname" (Example: sachin@nic.in). You may select 'Stay signed in' checkbox to extend the session expiration time to 24 hrs (Default Parichay session expiration time is 12 hrs). Click 'Next'.

Powered by **NIC** National Informatics Centre

PARICHAY

Welcome Please sign-in

Email

Password

Stay signed in ☐

NEXT

Parichay has not sent any document in mail hence Users are requested not to open any such document and delete such mails due to embedded malicious code in it

- The user will be shown a Two-Step Authentication screen when logged in from non-remembered Device*. Select a Two-Step Authentication method such as OTP on mobile, Backup code Authentication.

Powered by **NIC** National
Information
Centre

 **PARICHAY**

Two Step Authentication

Select one of the options and Click Next

 OTP on Mobile



NEXT 

Login as Different user

* Device is being identified by IP, Browser ID, and User-Agent

****Please Note:** We are yet to launch TAP and TOKEN authentication.

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**

a) For OTP Authentication via. Mobile

You can select either OTP on mobile or email. Enter 6-digit OTP received on your mobile/email.



Don't ask me again on this Device: If selected, the user device will be remembered and the user will not be asked to perform 2 step authentication when login from this device.

Powered by **NIC**

PARICHAY

OTP Authentication

If you are not logged in, please login first

Show OTP

☐ Don't ask me again on this Device

[Forgot Password](#)

NEXT

[Login as Different user](#)

****Please Note**

If any service has enabled the forced authentication in the Parichay application, the User would need to perform 2 step authentication irrespective of login from the remembered device.

b) For Backup Code Authentication

Enter one of the 6-digit Backup code generated through your Parichay account. Backup Codes are usually beneficial in the case where mobile isn't accessible.

- ❖ Once you Login with Parichay Credentials, select the option "Backup Code" and Click Next.

Powered by **NIC** National Information Centre

ARICHAY

Two Step Authentication

Select one of the options and Click: Next

☐ OTP on Mobile

☐

NEXT ➔

Login as Different user

- ❖ Enter the backup code given from a set of backup codes. One backup code is for one-time use.

Powered by **NIC** National Information Centre

ARICHAY

Backup Code Authentication

Show Backup Code

NEXT ➔

Login as Different user

Refer Annexure A to know how to generate and Use backup codes.

- You can select 'Don't ask me again on this device' checkbox in case you want your browser to remember the password. This is helpful to skip the Two-step authentication process when you will log in in next time.**

Powered by **NIC** National Informatics Commission

PARICHAY

OTP Authentication

OTP Key can be found in registered Mobile app

Show OTP

☐ Don't ask me again on this Device

[Forgot Password](#)

NEXT →

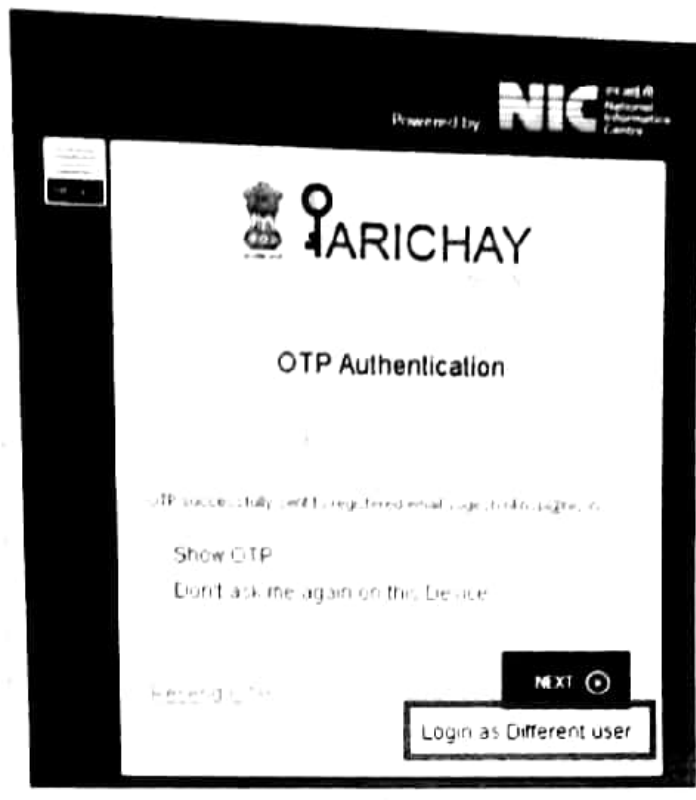
[Login as Different user](#)

****Please Note**

If a service has enabled the forced authentication in the Parichay application, as per protocol, you would need to authenticate irrespective of selecting 'Don't ask me again on this device'.

LOGIN IN AS A DIFFERENT USER

User may want to sign in with the different ID within the same browser. In this case, the user may click on "Login with different browser" so the user may login with a different account. This feature is extremely helpful for logging in as different users within the common browser.





TIME OUT SCREEN


- When the service time out, this page will be shown to the user, in such cases the user may need to enter the password again, as shown in the image below.


2017/08/08 PM

Powered by **NIC** Network of National Information Centres

 **ARICHAY**



Stay signed in 

NEXT 

[Forgot Password?](#) [Login as Different user](#)

- Users may be asked to perform two-step authentication while time out only if, the service has forced its settings.
- If the user clicks on 'Login as different user' on the time out screen, the user will be logged out from the current session.