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

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

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4. Director General of Police, J&K.
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6/10/21

(Monika sambyal)
Under Secretary to Government
Information Technology Department

06/10/21

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Annexure A

User Login Manual

Submitted by:-

J&K e-Governance Agency, IT Department

&

eOffice Project Management Unit, National Informatics Centre

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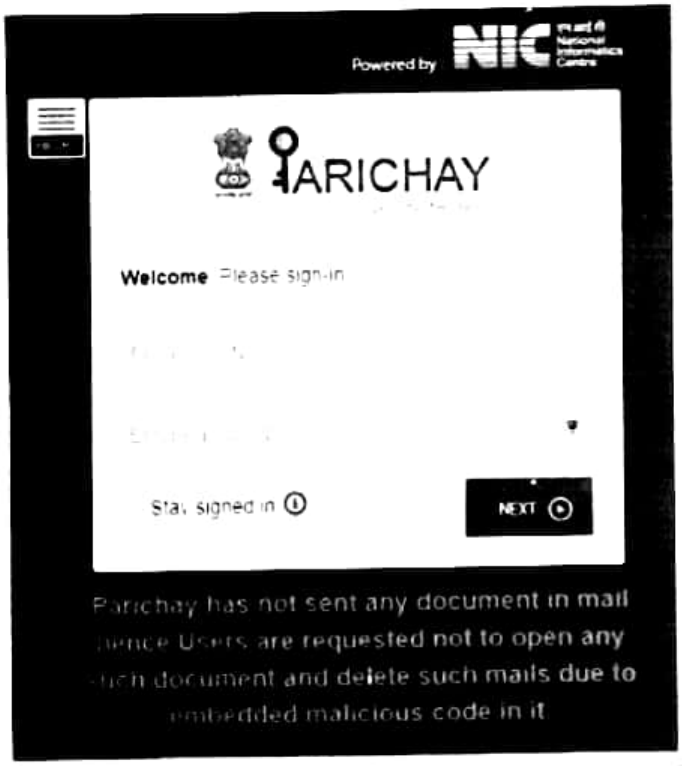
INTRODUCTION

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'.



- 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.

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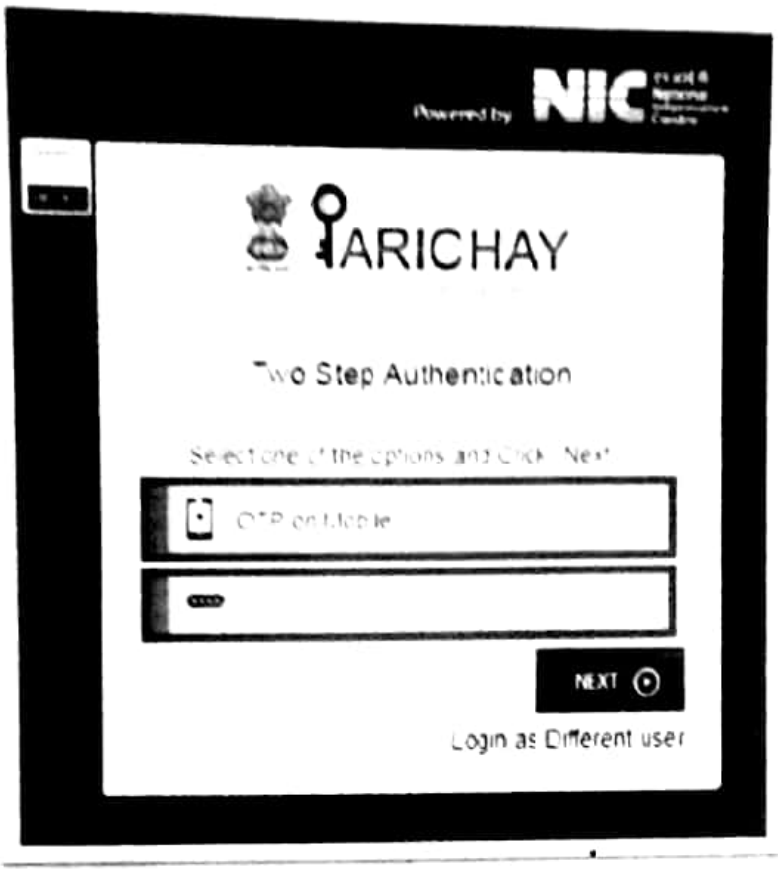

* Device is being identified by IP, Browser ID, and User-Agent
***Please Note:* We are yet to launch TAP and TOKEN authentication.

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.

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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.

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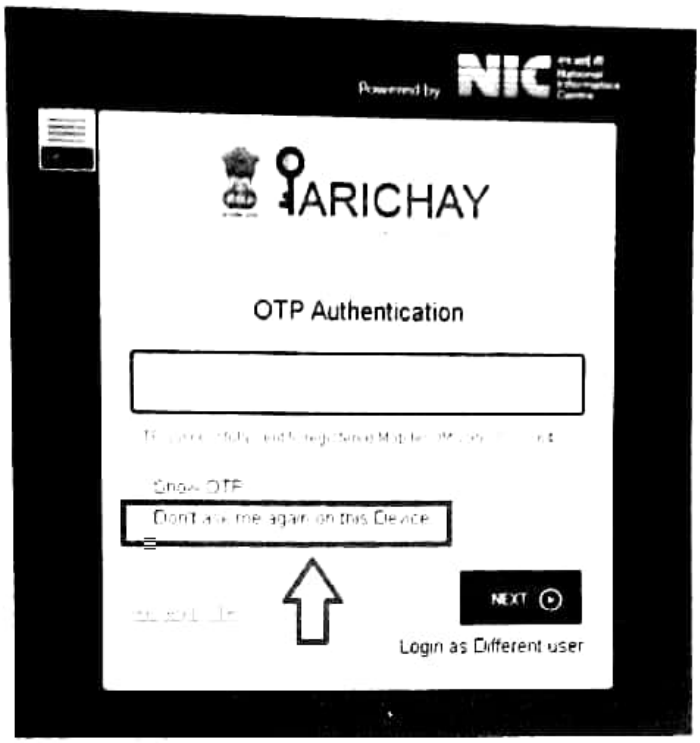

**Please Note
If any service has enabled the forced authentication in the Parichay application, the User would need to perform 2 step authentication irrespective of login from the remembered device.

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.

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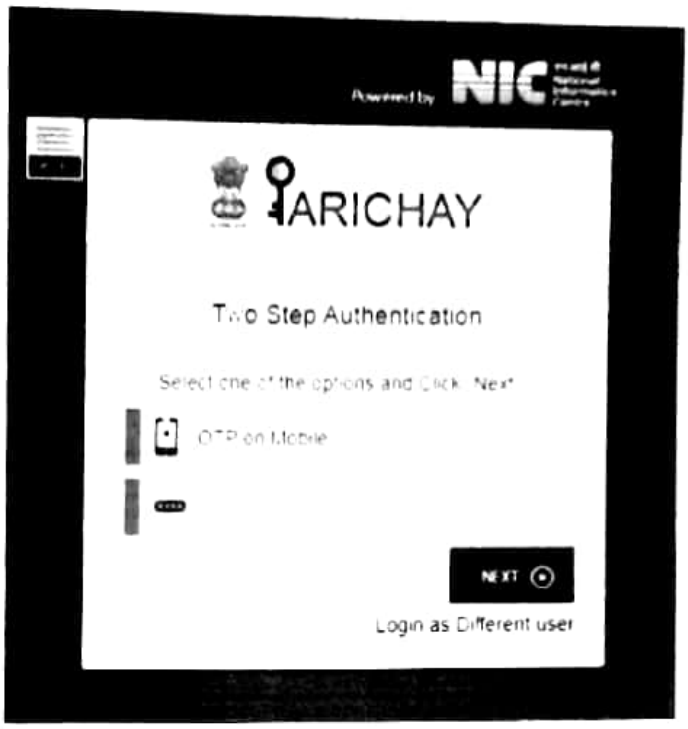

- Enter the backup code given from a set of backup codes. One backup code is for one-timeuse.

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

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- 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.**

**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.

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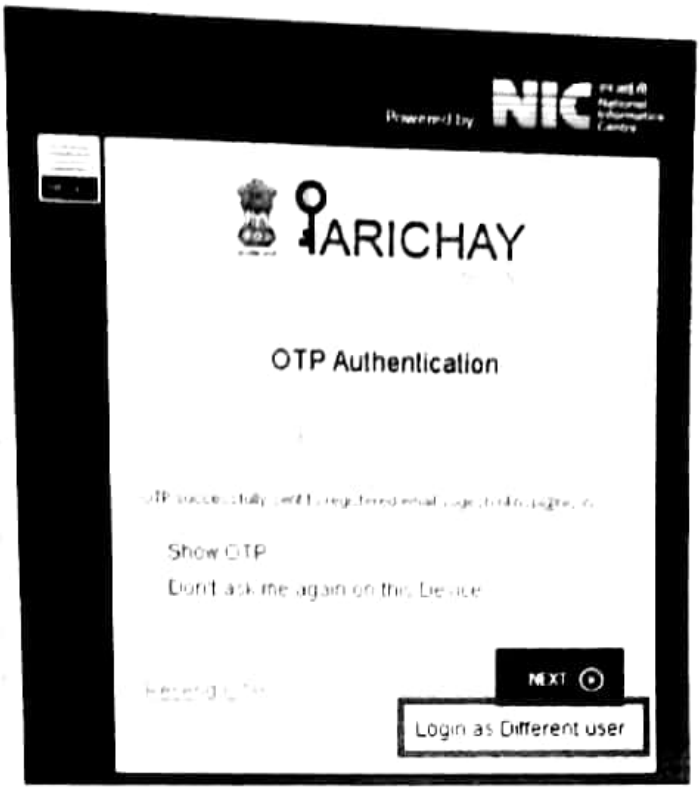

TIME OUT SCREEN

- 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 imagebelow.

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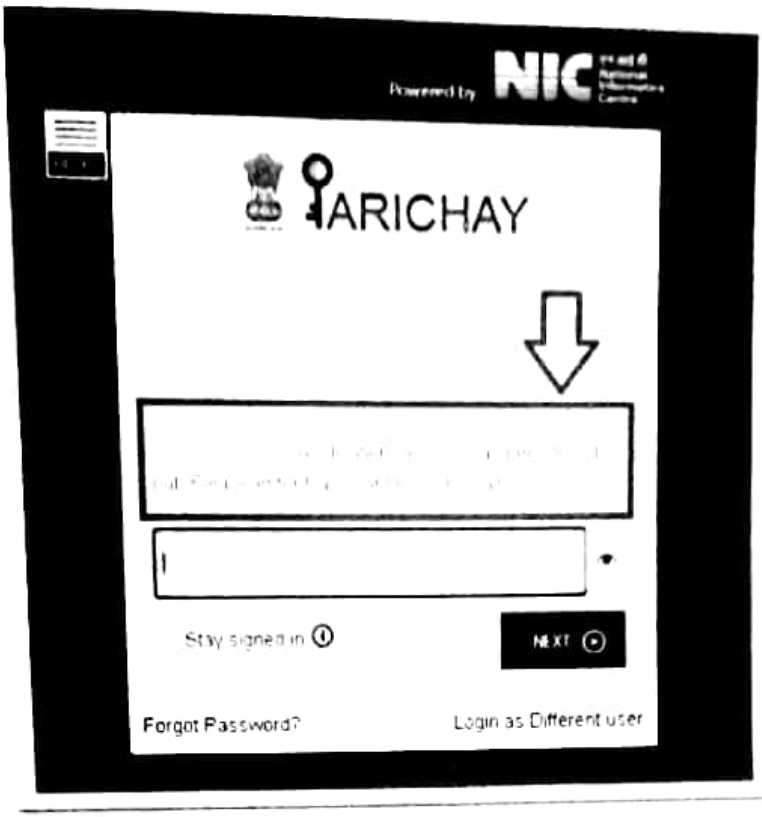

- Users may be asked to perform two-step authentication while time out only if, the service has forced its settings.
- If the user clicks on 'Login as different user' on the time out screen, the user will be logged out from the current session.

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