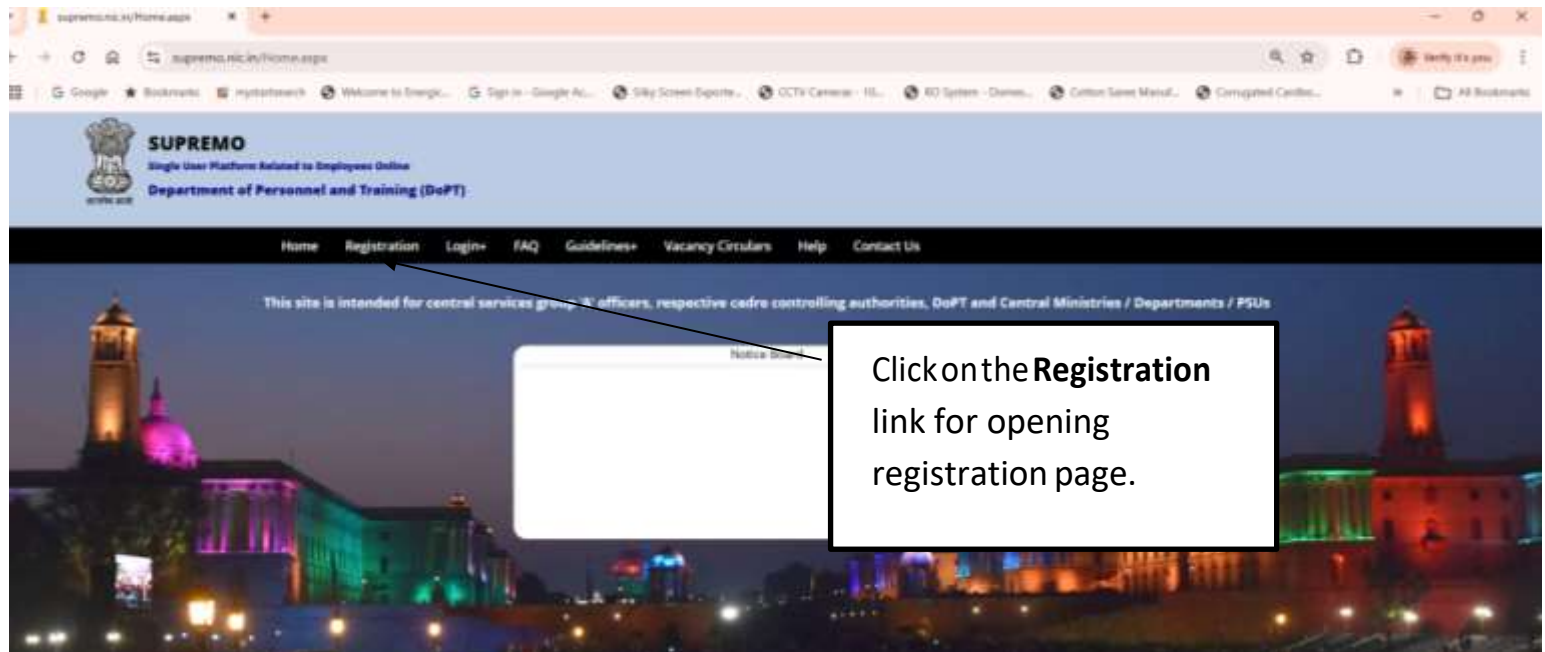


Steps for SUPREMO (VIS), Registration



Open URL <https://supremo.nic.in>

Following Page will open

Click on VIS Radio Button

Click here if already have print of registration confirmation form.

User has to enter his/her details like Email id, Mobile Number, Name, Designation, Address, Phone no.(landline) etc. Fields having red star marked are mandatory.

If role has been selected as Nodal Officer, User has to select their Cadre from cadre Dropdown. Else, after selecting Ministry Nodal then User has to select Ministry/ Department from the drop down.

The screenshot shows a registration form titled "REGISTRATION" with a red asterisk indicating a mandatory field. On the left, there is a sidebar with a document icon and a note: "This site is intended for central services group 'A' officers, respective cadre controlling authorities, DoPT and Central Ministries / Departments / PSUs". Below this are four radio button options: "Individual Officer", "(CSS) Nodal Officer", "(VIS) Nodal Officer" (which is selected), and "AVMS (Nodal Officer)". The main form area contains the following fields: "Email-Id*" (test1@nic.in), "Alternative Email-Id", "Mobile number*", "Alternative Mobile No.", "Name*" (Test2), "Designation*" (Test3), "Official Address*" (Test4), "Phone No. (Office)*" (011, []), "Applying For:" (VIS, Nodal Officer), "Handling service of officers for forwarding applications *" (Indian Administrative Service), and "Cadre*" (N.A.). A captcha code "076206" is displayed with the instruction "Enter captcha code". At the bottom are "Submit" and "Reset" buttons, and a link for "Incomplete Registration".

Select Cadre In case of Nodal Officer

Enter the Captcha Code

Click on Submit button to successfully submit the VIS registration form.

REGISTRATION

* Mandatory Field!

Upload Registration Confirmation Form [Click Here](#)

IAS officers have to register using the same Govt. email address (eg. xxx@nic.in or xxx@gov.in) which has been used in SPARROW (APAR System)

Only Upper / Lower Alphabets, Numerals, Space(a) and characters - / , - are allowed)

Email-Id*

Alternative Email-Id

Mobile number*

Alternative Mobile No.

Name*

Designation*

Official Address*

Phone No. (Office)*

Applying For:

Handling service of officers for forwarding applications *

Select Min/Dep*

Captcha:

This site is intended for central services group 'A' officers, respective cadre controlling authorities, DoPT and Central Ministries / Departments / PSUs

- Individual Officer
- (CSS) Nodal Officer
- (VIS) Nodal Officer
- AVMS (Nodal Officer)

Select Min/Dept
In case of
Ministry Nodal.

Enter the
Captcha Code

Click on Submit button to
successfully submit the
VIS registration form.

Then, enter the Email and Mobile OTP, User received on the Mobile no & Email ID. Mentioned in the registration form.



This site is intended for central services group 'A' officers, respective cadre controlling authorities, DoPT and Central Ministries / Departments / PSUs

- Individual Officer
- (CSS) Nodal Officer
- (VIS) Nodal Officer
- AVMS (Nodal Officer)

REGISTRATION

* Mandatory Field!

Form 2 : OTP Verification Form

Enter Email OTP *

Enter Mobile OTP *

Submit

Back

Note :- If Email and Mobile OTP Doesn't come within 15 mins , Close this window.

After getting email and Mobile OTP click on registration again

1. Enter the same email id again and fill the other mandatory details.

2. Click on verify OTP button and enter your OTPs

After entering the Email and Mobile OTP, Click on Submit Button the following screen will appear.

Registration Confirmation form for VIS:



This site is intended for central services group 'A' officers, respective cadre controlling authorities, DoPT and Central Ministries / Departments / PSUs

- Individual Officer
- (CSS) Nodal Officer
- (VIS) Nodal Officer
- AVMS (Nodal Officer)

REGISTRATION

* Mandatory Field!

[Print](#)

Registration Confirmation Form for VIS SUPREMO

1. Email ID	:	testtwo@nic.in
2. Mobile	:	9599845828
3. Name	:	Testtwo
4. Designation	:	Testthree
5. Address	:	Test4
6. Role	:	VIS
7. Handling service of officers for forwarding applications	:	IAS
8. Handling Ministry of officers for forwarding applications	:	Corporate Affairs
9. Printing Date	:	10/12/2024

(Signature of Nodal Officer With Date)

(Name & Signature of competent Auth with Seal and Date)

Note:

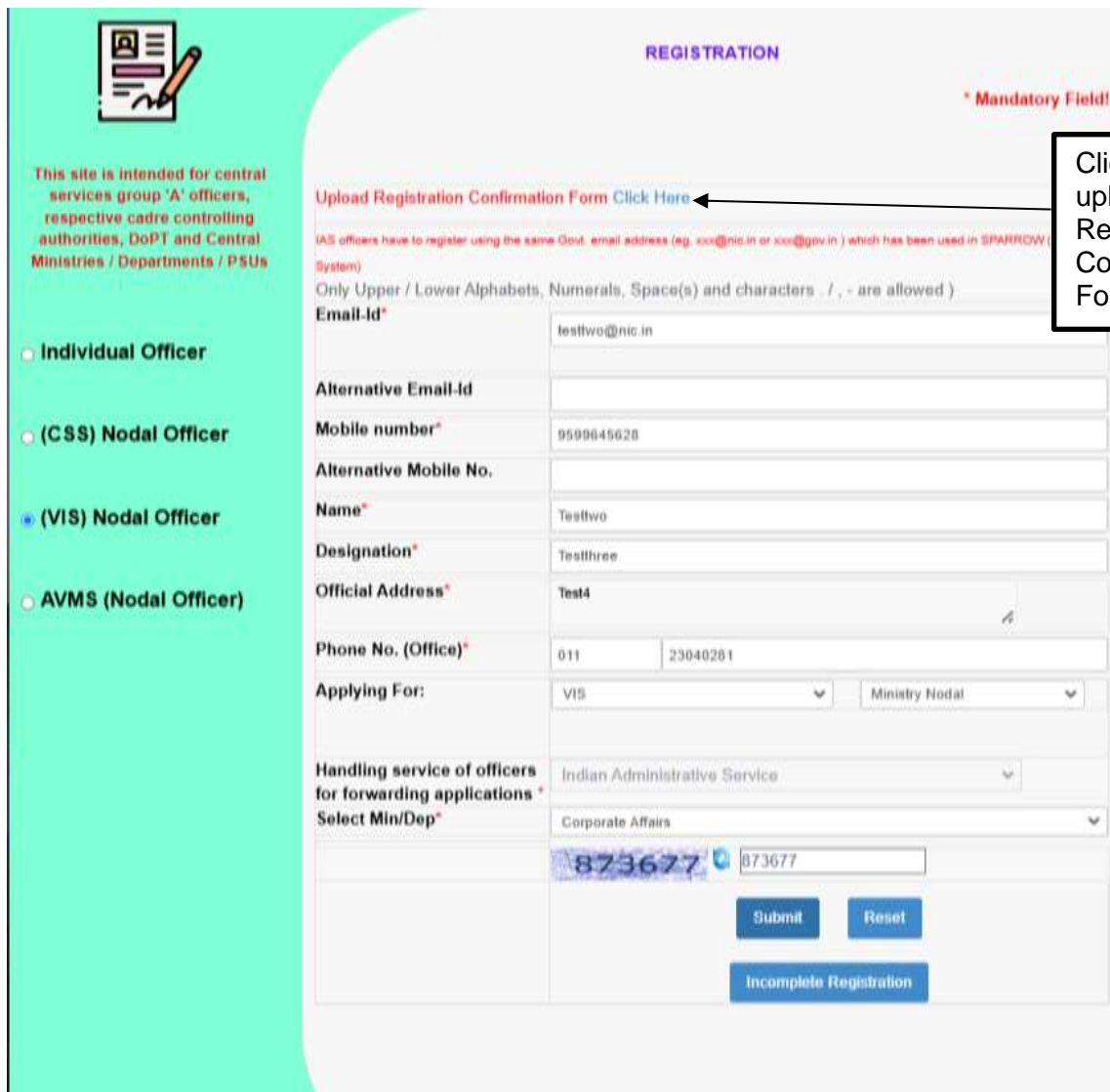
1. Kindly take print out of this page.
2. Please Sign it and get it countersigned by the competent authority with seal.
3. Go to registration page and click on Nodal Officer(VIS) and click on (Upload Registration Confirmation Form) link.
4. Enter your registered email id.
5. Scan and upload the same (file) by clicking on upload button.
6. After verification of the given details, Your account will be activated.

- DOPT

After successful registration, User can take the print out of the filled registration form and follow the below instructions for further action

1. Kindly take print out of this page.
2. Please Sign it and get it countersigned by the competent authority with seal.
3. Go to registration page and click on Nodal Officer (VIS) and click on (Upload Registration Confirmation Form) link.
4. Enter your registered email id.
5. Scan and upload the same (file) by clicking on upload button.
6. After verification of the given details, your account will be activated.

Upload Registration Confirmation Form:



The screenshot shows a web interface for registration. On the left, a green sidebar contains a document icon and text: "This site is intended for central services group 'A' officers, respective cadre controlling authorities, DoPT and Central Ministries / Departments / PSUs". Below this are four radio button options: "Individual Officer", "(CSS) Nodal Officer", "(VIS) Nodal Officer" (which is selected), and "AVMS (Nodal Officer)".

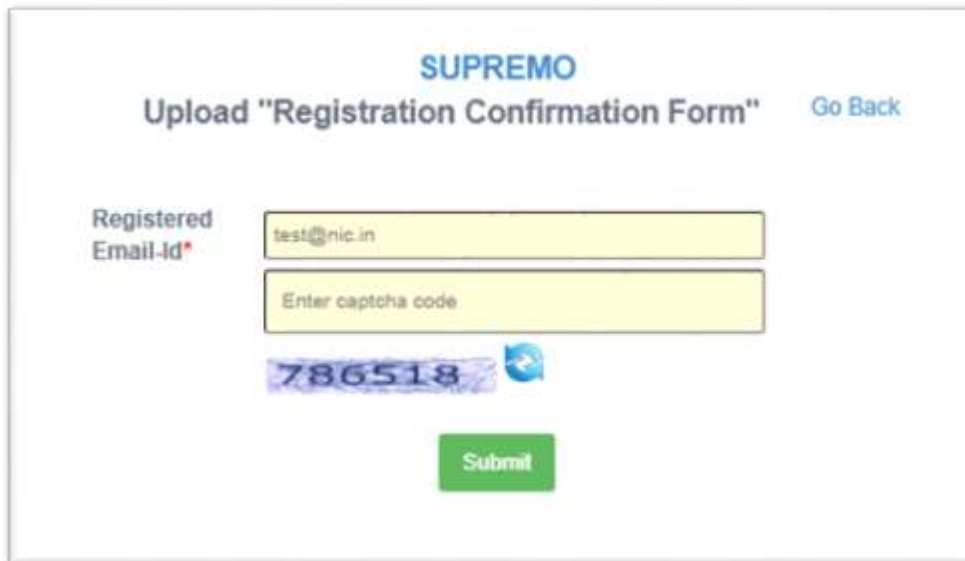
The main content area is titled "REGISTRATION" and includes a red asterisk indicating a mandatory field. A link "Upload Registration Confirmation Form Click Here" is highlighted with a blue arrow pointing to it from a callout box that says "Click here to upload the Registration Confirmation Form." Below the link, a note states: "IAS officers have to register using the same Govt. email address (eg. xxx@nic.in or xxx@gov.in) which has been used in SPARROW System). Only Upper / Lower Alphabets, Numerals, Space(s) and characters / , - are allowed)".

The form fields are as follows:

Email-Id*	testtwo@nic.in
Alternative Email-Id	
Mobile number*	9599645628
Alternative Mobile No.	
Name*	Testtwo
Designation*	Testthree
Official Address*	Test4
Phone No. (Office)*	011 23040281
Applying For:	VIS Ministry Nodal
Handling service of officers for forwarding applications *	Indian Administrative Service
Select Min/Dep*	Corporate Affairs
	873677 873677

At the bottom of the form are three buttons: "Submit", "Reset", and "Incomplete Registration".

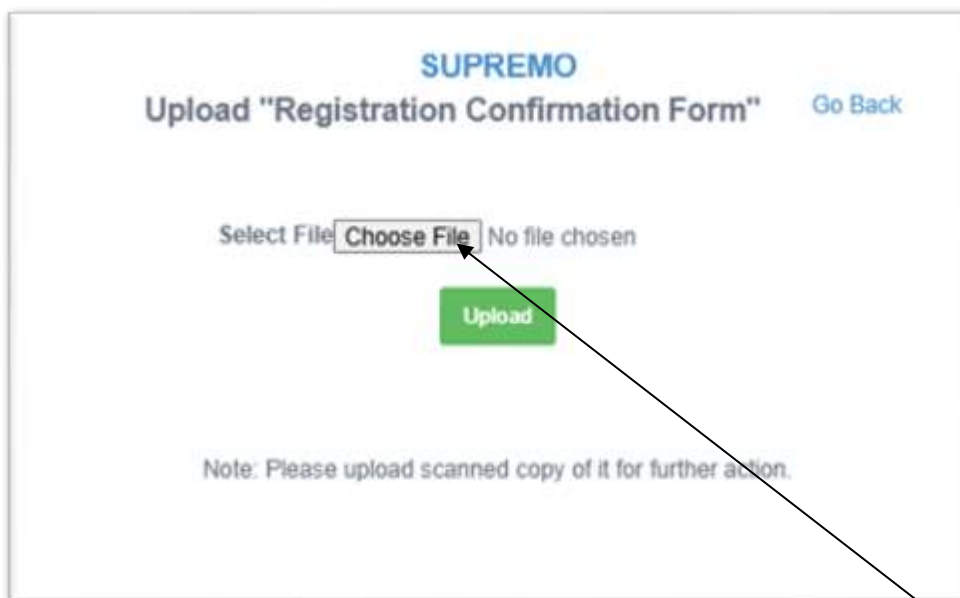
After Clicking following screen will appear:



The screenshot shows a web form titled "SUPREMO" with the subtitle "Upload 'Registration Confirmation Form'". A "Go Back" link is in the top right. The form includes a "Registered Email-Id*" field with the value "test@nic.in", a "Enter captcha code" field, a captcha image showing the number "786518", and a green "Submit" button.

Enter the registered Email-ID, Captcha and click on Submit button.

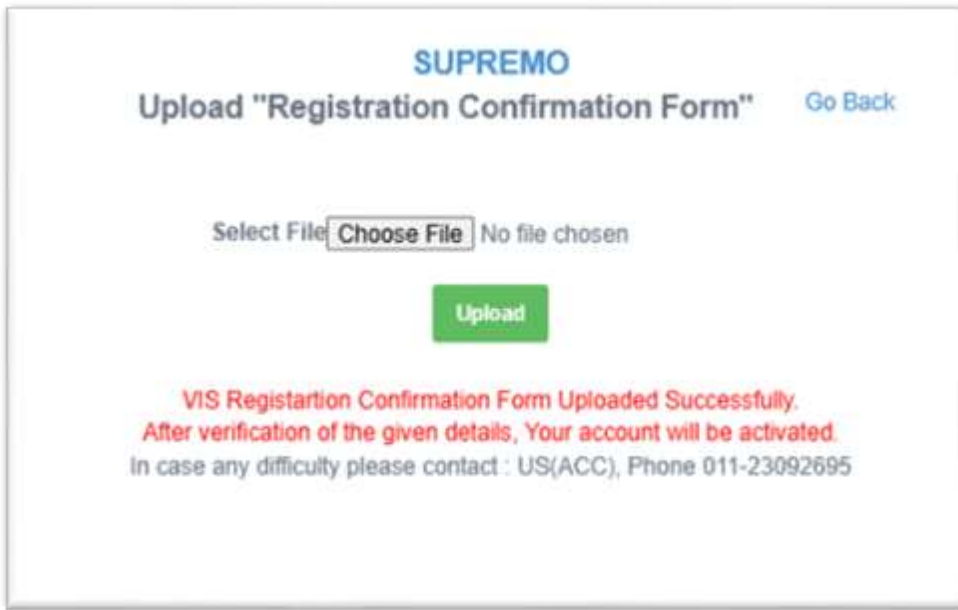
After clicking on the Submit Button, Following screen will appear.



The screenshot shows a web form titled "SUPREMO" with the subtitle "Upload 'Registration Confirmation Form'". A "Go Back" link is in the top right. The form features a "Select File" button with a "Choose File" option and the text "No file chosen". Below this is a green "Upload" button. At the bottom, a note reads: "Note: Please upload scanned copy of it for further action." An arrow points from the "Choose File" text to the "Choose File" option in the text below.

Please upload the VIS registration confirmation file from **Choose File** option and click on Upload button.

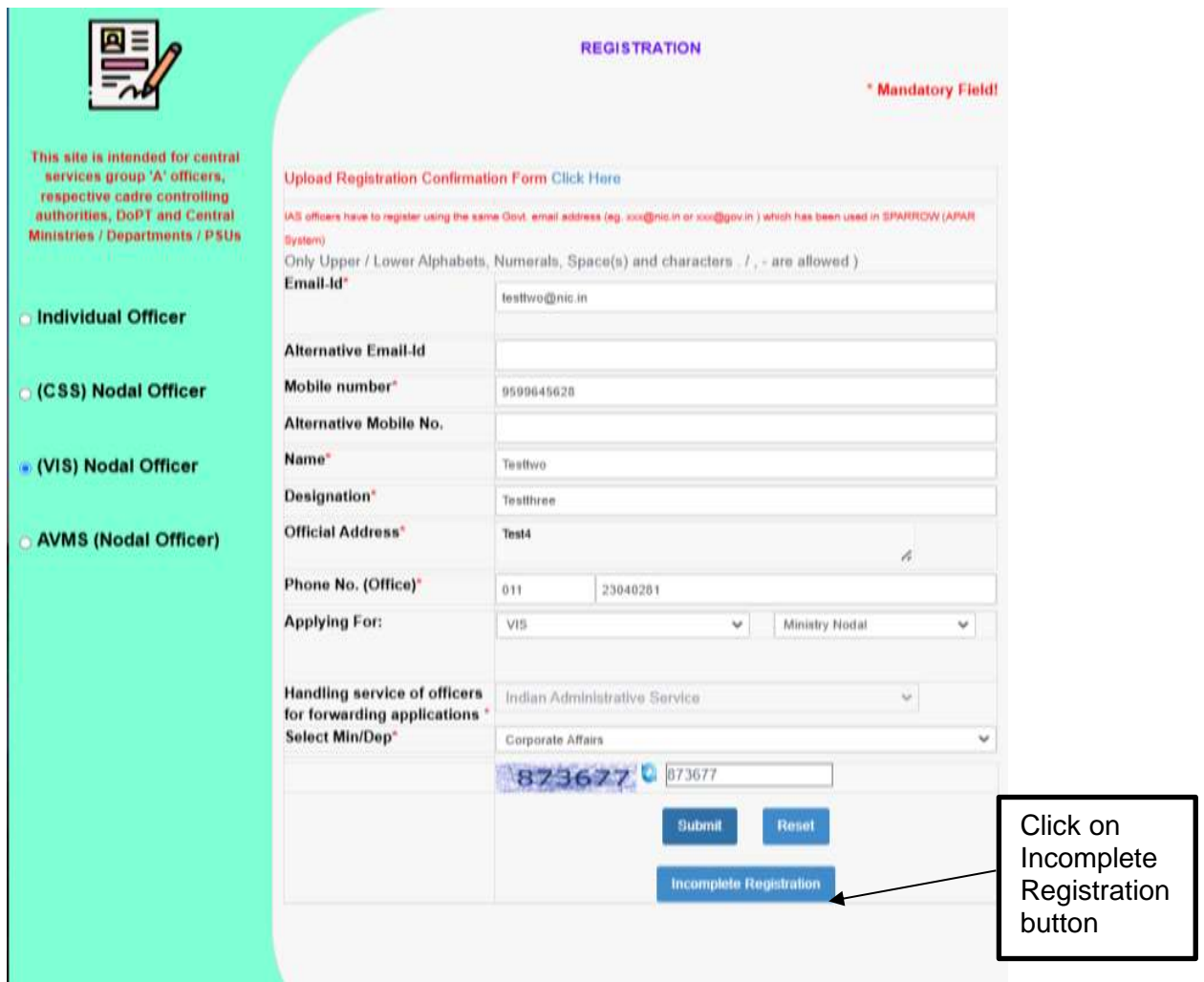
Once the Uploading of file is done then user will get the following message:
VIS Registration Confirmation Form Uploaded Successfully.
After verification of the given details, Your account will be activated.
In case any difficulty please contact : US(ACC), Phone 011-23092695



The screenshot shows a web interface for SUPREMO. At the top, it says "SUPREMO" in blue. Below that, it says "Upload 'Registration Confirmation Form'" in black, with a "Go Back" link in blue to the right. In the center, there is a file selection area with the text "Select File" followed by a "Choose File" button and "No file chosen" to its right. Below this is a green "Upload" button. At the bottom, there is a red message: "VIS Registration Confirmation Form Uploaded Successfully. After verification of the given details, Your account will be activated. In case any difficulty please contact : US(ACC), Phone 011-23092695".

For Incomplete Registration:-

For those users, who are already register in SUPREMO (VIS) as Nodal Officer or Ministry Nodal and would like to take again printout of their VIS Registration form, Click on the **Incomplete Registration**.



The screenshot shows a web interface for registration. On the left, a green sidebar contains a document icon and text: "This site is intended for central services group 'A' officers, respective cadre controlling authorities, DoPT and Central Ministries / Departments / PSUs". Below this are four radio button options: "Individual Officer", "(CSS) Nodal Officer", "(VIS) Nodal Officer" (which is selected), and "AVMS (Nodal Officer)".

The main content area is titled "REGISTRATION" and includes a red asterisk note: "* Mandatory Field!". It features a link for "Upload Registration Confirmation Form" and instructions for IAS officers regarding email addresses. The form fields are as follows:

Email-Id*	testtwo@nic.in
Alternative Email-Id	
Mobile number*	9599645628
Alternative Mobile No.	
Name*	Testtwo
Designation*	Testthree
Official Address*	Test4
Phone No. (Office)*	011 23040281
Applying For:	VIS Ministry Nodal
Handling service of officers for forwarding applications *	Indian Administrative Service
Select Min/Dep*	Corporate Affairs
	873677 873677

At the bottom of the form are "Submit" and "Reset" buttons. A blue button labeled "Incomplete Registration" is highlighted with a black box and an arrow pointing to it from a text box that says "Click on Incomplete Registration button".

Following Screen will appear.

REGISTRATION

* Mandatory Field!

Nodal Officer(VIS)

1. Upload Registration Confirmation Form [Click Here](#)

2. To get Print-out of Registration Confirmation Form
Please enter the Email ID
OTP will be generated once you enter the Email id

Select Role*

Email-Id*

Enter OTP*

OTP has been sent to your registered email id/ mobile no

Click on Submit button.

Enter OTP

Select Role
Either Nodal
Officer or
Ministry
Nodal

Enter the
Email ID which
is used at the
time of
Registration.

After this, the same **Registration Confirmation form for VIS** screen will appear.

User can take the print and follow the further mentioned steps.