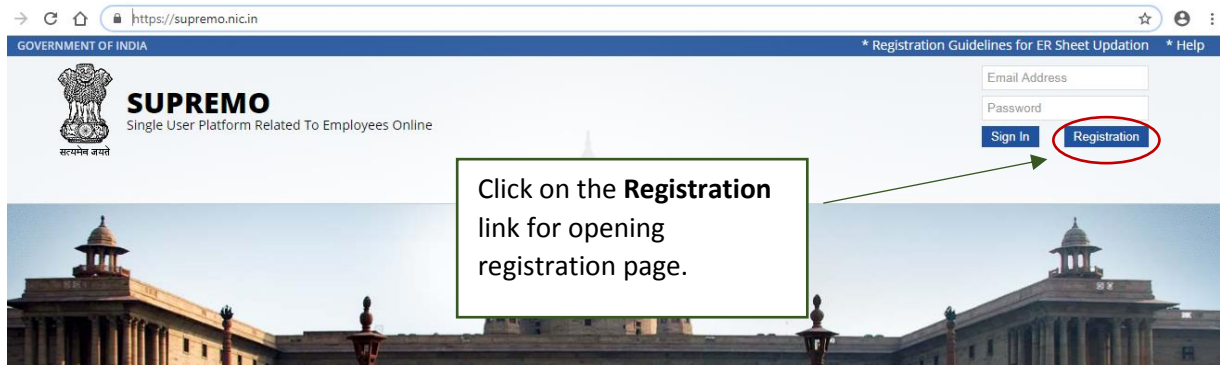


Steps for SUPREMO (AVMS), Registration

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



Following Page opens:-

The screenshot displays the "SUPREMO REGISTRATION FORM". At the top, there are three radio buttons: "Individual Officer", "Nodal Officer(CSS)", and "AVMS" (which is selected). Below these are several input fields: "Email-Id*" (test@nic.in), "Alternative Email-Id" (test@nic.in), "Mobile number*" (9999999999), "Alternative Mobile No." (9999999999), "Name*", "Designation*", "Address*", and "Phone No. (Office)*" (0000 99999999). There are also dropdown menus for "Select Role:*" (set to AVMS) and "Select Sub Role". An "Enter OTP*" field is at the bottom. At the bottom of the form are three buttons: "Go Back to Login" (green), "Register" (grey), and "Already Registered" (blue). Several callout boxes provide instructions: one points to the "AVMS" radio button with the text "Click on AVMS Radio button"; another points to the "AVMS" role selection with "Select Role as AVMS"; a large box on the right explains that fields with red stars are mandatory and lists sub-roles: "1) Nodal Officer" and "2) General User"; and another points to the "Select Sub Role" dropdown with "Select any one Sub Role from the two given options:".

If Sub Role has been selected as **Nodal Officer**, User has to select their Ministry/ Department from the drop down. Then, enter the OTP, User received on the Mobile no. mentioned in the registration form. Finally click on **Register** button to successfully register him/ her as Nodal Officer.

Following screen appears:-

SUPREMO REGISTRATION FORM

Individual Officer Nodal Officer(CSS) AVMS

Email-Id* persinfotech@nic.in

Alternative Email-Id test@nic.in

Mobile number* 9999999999

Alternative Mobile No. 9999999999

Name* Nodal Officer Name

Designation* Nodal Officer Designation

Address* Nodal Officer Address

Phone No. (Office)* 011 23040497

Select Role.* AVMS Nodal Officer

Select Min/Dep* Personnel and Training

Enter OTP*

Click here to generate / Re-generate (OTP)

Register

Already Registered

This is a sample data for demo purpose. User has to enter his/her own details in all the fields. Fields having red star marked are mandatory.

After selecting subrole as Nodal Officer, User has to select their Ministry/ Department

Enter the OTP received on the Mobile number.

Click on **Register** button to successfully submit the registration form.

Click on **OTP** link to receive OTP on your mobile.

Nodal Officer Role is assigned to only 1 (One) Officer in their Ministry/ Department and should be of at least Joint Secretary level or above.

If Sub Role has been selected as **General User**, User has to select their Ministry/ Department from the drop down. After selecting Ministry/ Department, User has to select the Organisation(s) (either single or multiple) for which he/she wants to get authorised. Then, enter the OTP, User received on the Mobile no. mentioned in the registration form. Finally click on **Register** button to successfully register him/ her as General User.

Following screen appears:-

The screenshot shows the 'SUPREMO REGISTRATION FORM' with the following fields and options:

- Radio buttons: Individual Officer, Nodal Officer(CSS), AVMS
- Email-Id*: persinfotech@nic.in
- Alternative Email-Id: test@nic.in
- Mobile number*: 9999999999
- Alternative Mobile No.: 9999999999
- Name*: Nodal Officer Name
- Designation*: Nodal Officer Designation
- Address*: Nodal Officer Address
- Phone No. (Office)*: 011 23040497
- Select Role*: AVMS (dropdown), General User (dropdown)
- Select Min/Dep*: Personnel and Training (dropdown)
- Select Org*: Select Organisation (dropdown menu showing PESB, Central Information Commission, Staff Selection Commission)
- Enter OTP*: [Empty field]

Buttons at the bottom: 'Click here to generate / Re-generate (OTP)', 'Register', and 'Already Registered'.

This is a sample data for demo purpose. User has to enter his/her own details in all the fields. Fields having red star marked are mandatory.

After selecting subrole as General User, User has to select their Ministry/ Department and the respective organisation(s) ,either single or multiple

Enter the OTP received on the Mobile number.

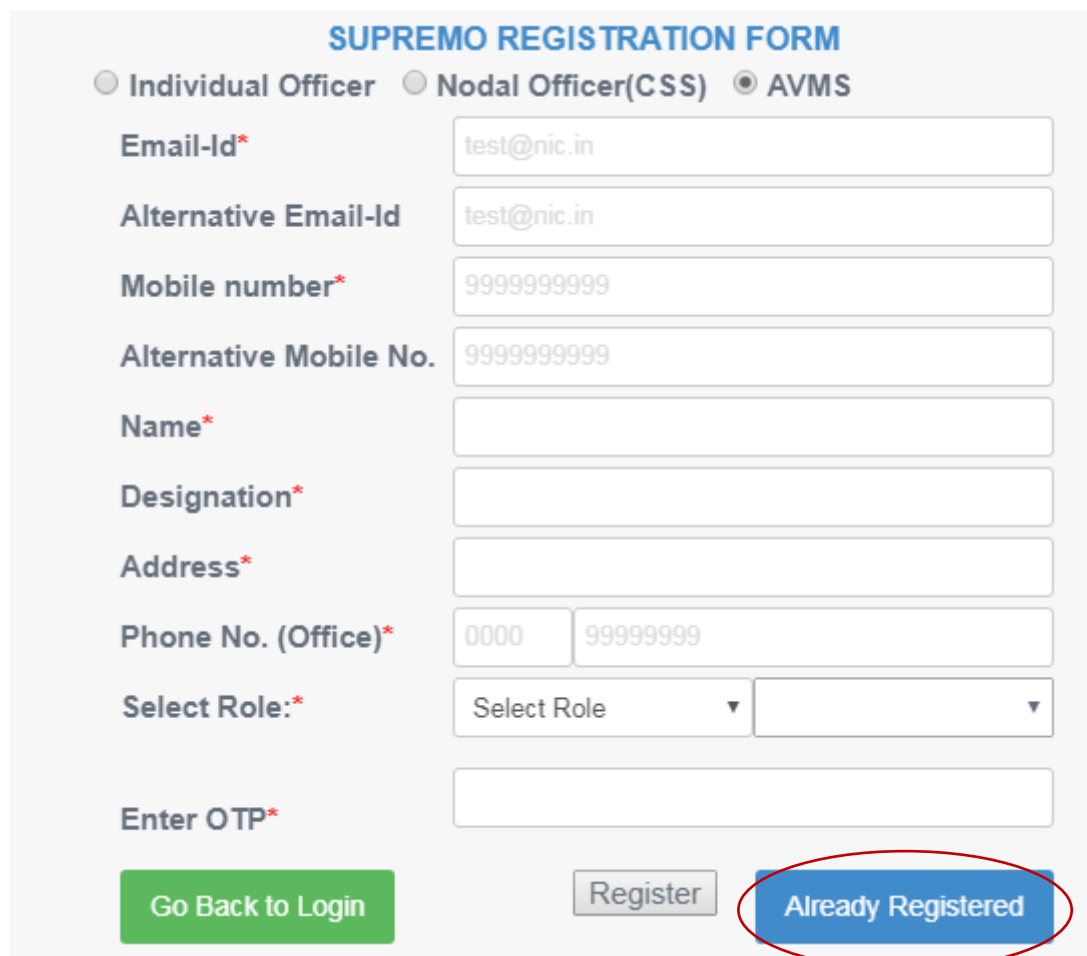
Click on **Register** button to successfully submit the registration form.

Click on **OTP** link to receive OTP on your mobile.

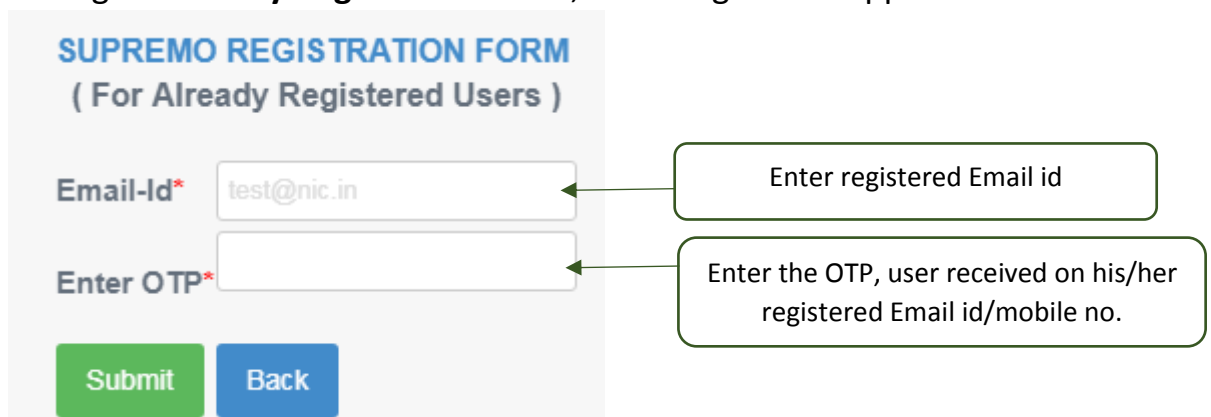
After successful registration, User can take the printout of the filled registration form and email the signed copy to persinfotech@nic.in

For Already Registered Users:-

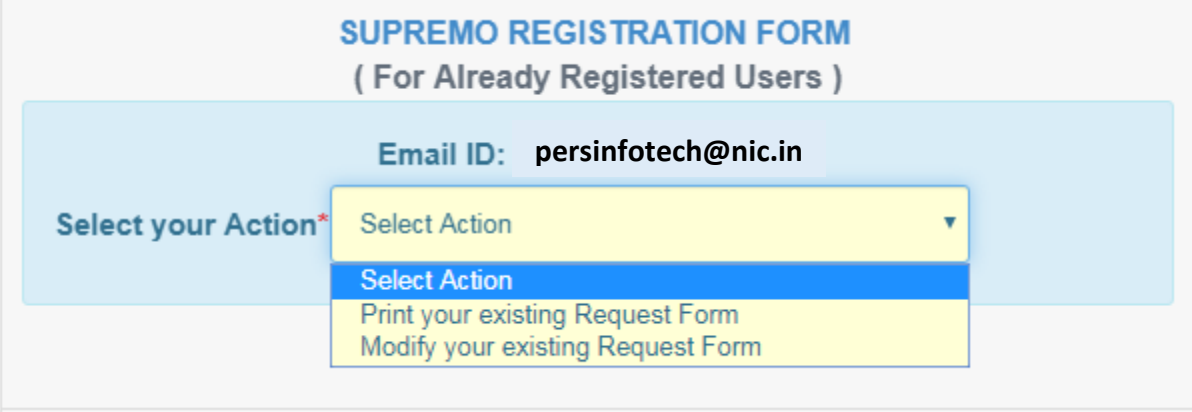
For those Users, who are already register in SUPREMO(AVMS) as General User or Nodal Officer and wants to modify their registration details or would like to take again printout of their AVMS Registration form, Click on **Already Registered** button.



After clicking on **Already Registered** button, following screen appears:



After clicking on **Submit** button, Following screen appears:-



SUPREMO REGISTRATION FORM
(For Already Registered Users)

Email ID: **persinfotech@nic.in**

Select your Action* Select Action ▼

- Select Action
- Print your existing Request Form
- Modify your existing Request Form

Two Actions can be performed by already registered Users:

- 1) **Print Your existing Request form**, incase user unable to print their filled their registration form earlier.
- 2) **Modify Your existing Request Form**, incase there is a need to edit any detail, user filled at the time of registration.

After modification and submit, Signed copy of the modified registration form need to be email again to persinfotech@nic.in