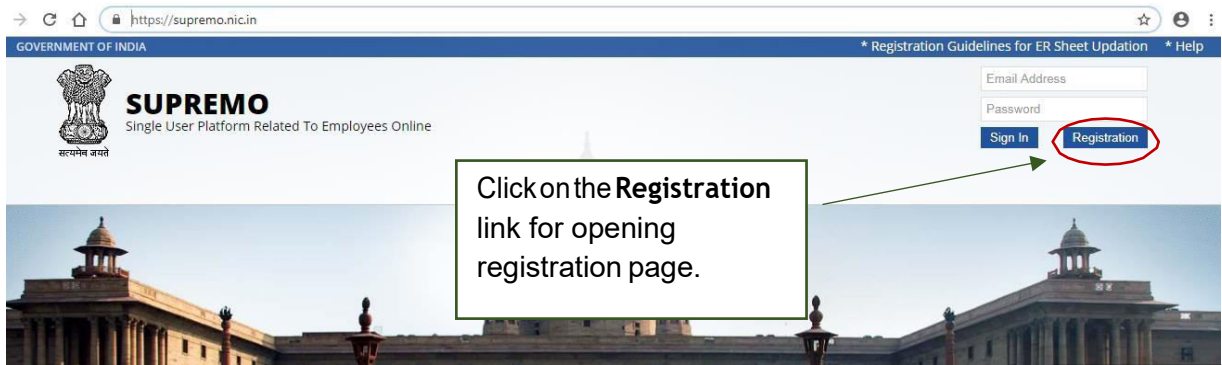


Steps for SUPREMO (AVMS), Registration

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



Following Page will open

Click here if already have print of registration confirmation

Click on AVMS Radio Button

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:-

The screenshot shows the 'SUPREMO REGISTRATION FORM' with three radio buttons: 'Individual Officer', 'Nodal Officer(CSS)', and 'AVMS'. The 'AVMS' option is selected. The form contains the following fields and controls:

- Email-Id***: Text input with 'persinfotech@nic.in'
- Alternative Email-Id**: Text input with 'test@nic.in'
- Mobile number***: Text input with '9999999999' (highlighted with a blue border)
- Alternative Mobile No.**: Text input with '9999999999'
- Name***: Text input with 'Nodal Officer Name'
- Designation***: Text input with 'Nodal Officer Designation'
- Address***: Text input with 'Nodal Officer Address'
- Phone No. (Office)***: Two text inputs with '011' and '23040497'
- Select Role:***: Two dropdown menus, the first with 'AVMS' and the second with 'Nodal Officer'
- Select Min/Dep***: A dropdown menu with 'Personnel and Training'
- Enter OTP***: A text input field
- Click here to generate / Re-generate (OTP)**: A link with '(OTP)' circled in red
- Register**: A grey button
- Already Registered**: A blue button

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 (selected)
- 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: Register, Already Registered. A link 'Click here to generate / Re-generate (OTP)' is also present.

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

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

Enter the OTP received on the Mobile number.

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

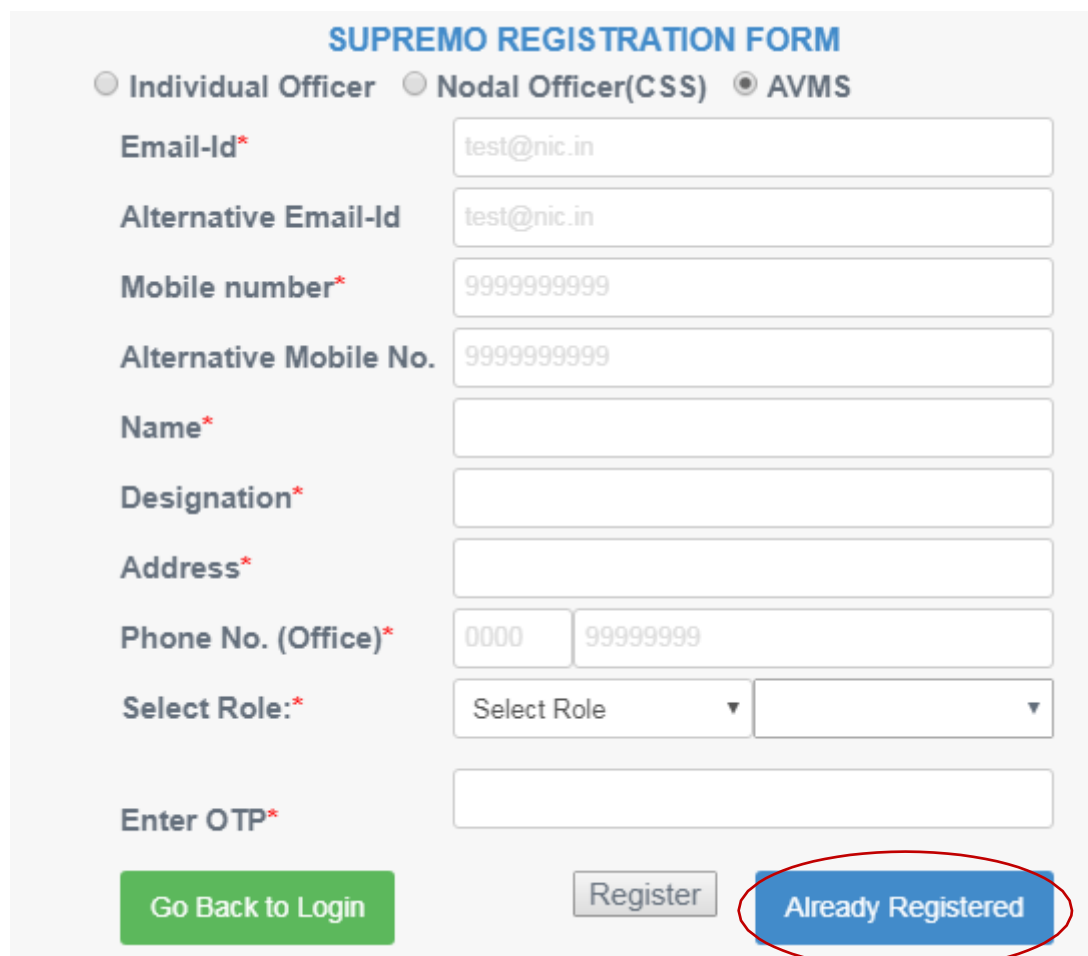
Click on **OTP** link to receive OTP on your mobile.

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

1. Please Sign it.
2. Go to registration page and click on AVMS(General/Nodal) and click on (Upload Registration Confirmation Form) link.
3. Enter your registered email id.
4. Scan and upload the same (file) by clicking on upload button.
5. After verification of the given details, Your account will be activated.

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.



SUPREMO REGISTRATION FORM

Individual Officer Nodal Officer(CSS) AVMS

Email-Id* test@nic.in

Alternative Email-Id test@nic.in

Mobile number* 9999999999

Alternative Mobile No. 9999999999

Name*

Designation*

Address*

Phone No. (Office)* 0000 99999999

Select Role:* Select Role ▼

Enter OTP*

[Go Back to Login](#) [Register](#) [Already Registered](#)

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

SUPREMO REGISTRATION FORM
(For Already Registered Users)

Email-Id* ← Enter registered Email id

Enter OTP* ← Enter the OTP, user received on his/her registered Email id/mobile no.

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
- 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**, in case there is a need to edit any detail, user filled at the time of registration.

After modification follow the below instructions for further action

1. Please Sign it.
2. Go to registration page and click on AVMS(General/Nodal) and click on (Upload Registration Confirmation Form) link.
3. Enter your registered email id.
4. Scan and upload the same (file) by clicking on upload button.
5. After verification of the given details, Your account will be activated.