Manual for Departmental new Registration

Step 1: Click on SMS (At the Right hand side of the Website)



Step 2: A new Page will open.

Giving three options:-

First:-

Send Departmental SMS

For sending messages within the department.

Second:-

Send Farmer SMS

For sending messages to the farmers.

Third:-

Departmental New Registration

For new Registration at departmental Level

Select any one depending on your requirement.



Step 3: If you wish to add new Registration to the Department. Click on

Departmental New Registration

Step 4: A new Page will open. Put in the User name and password and click on Login

	SM	S LOGIN	
User Name			
Password			
	Login	Back	

Step 5: A new page will open.

		New Registration		
Zone: North Zone	District: Chamba	Designation Asstt. Director		
	Post:	Name	MobileNo:	
	State Himachal Pradesh			
		Insert Back		

First select the zone, to which your new employee belongs to.

		New Reg	<u>istration</u>	
Zone: -Select Zone- -Select Zone-	• District:	• Designation	•	
North Zone Select Zone South Zone	st:	Name		MobileNo:
	State Himachal Pradesh			
		Insert	Back	



Step 6: Select District

Step 7: Select Designation

		New Registration	
Zone: Headquarters	District: Shimla	Designation -Select Designatic -Select Designation- Agrostologist	
	Post:	Name AHA Assistant Controller Asst. Director Chief Velu Deservesist	MobileNo:
	State Himachal Pradesh	Dairy Inspector Deputy Director Director	
		I ^I Employee of AH Nodal officer (IT)	
		S.O. Sr. Vety. Officer Statistical Officer TO	

Step 7: Write the name of the post in the space provided for "Post"

	New Registration	
Zone: North Zone District: Chamba	Designation Asstt. Director -Select Designation- Asstt. Director Employee of AH Sr. Vety. Officer Vety. Officer Vety. Pharmacist	MobileNo:

Step 7: Write the name of the New registered Employee.

		<u>New Registrat</u>	tion
Zone: North Zone	District: Chamba	Designation Vety. Officer	•
	Post: VO State Himachal Pradesh	Name	MobileNo:

Step 7: Write the mobile number of the employee

		New Registrat	ion
Zone: North Zone	District: Chamba	Designation Vety. Officer	•
	Post: VO	Name	MobileNo:
	State Himachal Pradesh		

Step 7: Once all the details are filled. Just click on Insert and New registration is done.

		<u>New Registration</u>	
Zone: North Zone	District: Chamba	Designation Vety. Officer	
	Post: VO	Name Anshul Shukla	MobileNo: 8988058516
	State Himachal Pradesh		
		Insert Bak	