OPERATING PROCEDURE

Log In to SAMANNAY by Officials whose Mobile Numbers are Registered in Portal

- Login to the Portal is OTP based.

- Officials whose mobile numbers are registered in the portal can login.

- During first-time login in the portal by such officials, after entering the mobile no. & Captcha value, Secret Pin will be sent through SMS from the system. There is no validity period of this Secret Pin, unless it is changed by concerned official.

- In case, the Secret Pin is lost, the official may enter any 6 digits as Secret Pin during login, the system will prompt it as 'Invalid Secret Pin' and a 'Forgot your Secret PIN?' link will appear, clicking on it, new Secret Pin will be sent by the system through SMS to the official's mobile.

- Mobile numbers of all Department Heads / DMs / SPs / CPs are already entered in the portal as Registered Users.

- Department Heads / DMs / SPs / CPs may register Officials as 'Nodal Officer' by entering their mobile numbers in the portal using 'User Directory Updation' menu.