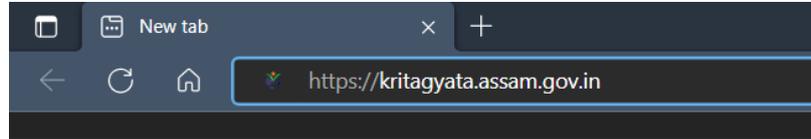


Process for Registration of HOO and DDO Users on Kritagyata

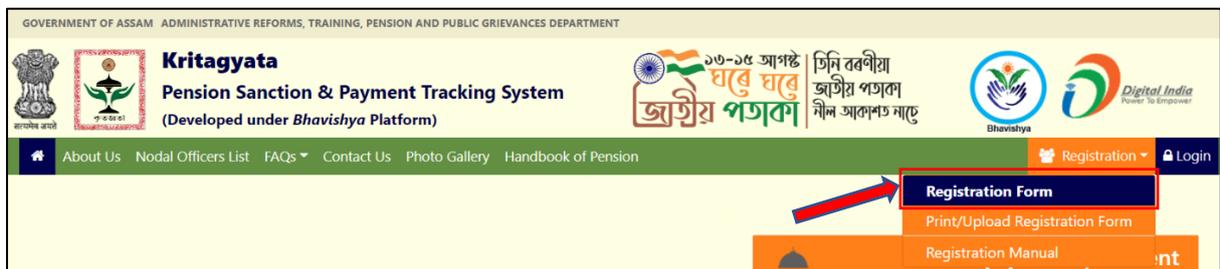
Step 1:

Open the Kritagyata Portal on a web browser by going to the URL <https://kritagyata.assam.gov.in>.



Step 2:

Hover over the **Registration** menu on the right of the page, and click on the **Registration Form** link that appears in the sub-menu.



Step 3:

Fill out the registration form that appears for the Head of Office / DDO User using his/her details.

Registration Form

(for HOO/DDO and their Dealing Hand)

[Download Registration Form](#) | [Who Can Register Online](#) | [FAQs](#)

Note: Employees retiring has to contact their DDO/HOO to get themselves registered on Kritagyata Portal. * Mandatory Field!

Name	Title*	First Name *	Middle Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*			Date of Retirement *	
<input type="text"/>			<input type="text"/>	
State Government *			Department	
<input type="text"/>			<input type="text"/>	
Attached Office / Subordinate			Division / Office	
<input type="text"/>			<input type="text"/>	
Designation*			Functional Designation*	
<input type="text"/>			<input type="text"/>	
DDO Code			AG/DOP Code*	
<input type="text"/>			<input type="text"/>	
Official Address*	<input type="text"/>			
Country*	State			
<input type="text"/>	<input type="text"/>			
District	City*			
<input type="text"/>	<input type="text"/>			
Pincode	Phone (O)*			
<input type="text"/>	<input type="text"/>			
Mobile Number * +91	Email Id *			
<input type="text"/>	<input type="text"/>			

Some points to remember while filling up this online form:

- a. Registration should be made in the name of the person who is authorised for processing pension cases.
- b. The **Date of Birth** and **Date of Retirement** entered should be correct as per official records in the DD/MM/YYYY format.
- c. **DDO Code** should not be entered manually. Instead, it will be auto-filled after selecting the Attached Office using the following:

State Government → Department → Attached Office / Subordinate

N.B:

Some offices within the Bodoland Region may be found under the WPT&BC / Welfare of Bodoland department, instead of their department.

- d. **Division / Office** field is not required to be selected and is to be kept blank.
- e. **Functional Designation** field should be selected as:
 - **DDO & HOO** for registration of *Head of Office* (HOO).
 - **DDO** for registrations of users who are *Dealing Assistants*.
- f. **AG/DOP** field should be selected as:
 - **Accountant General**, if the pension cases in that office are processed by AG Assam.
 - **Director of Pension**, if the pension cases in that office are processed by DOP.
- g. **Mobile Number** should be the personal mobile number of the registrant. This is the number to which the SMS containing user credentials will be sent after the USER ID is assigned.
- h. **Email ID** should be the common Email ID of the office which is in active use. It should not be the personal Email ID of the registrant.

Step 4:

After the form is submitted, an auto-generated registration form (receipt) is displayed at the bottom of the page below the form.

A printout of the same needs to be signed with the *office seal* by the registrant / competent authority and is to be uploaded using the Reference Number of the online registration.

Please keep a note of the Reference No. [which is of the format like **KGYATA2200106**]

This Reference No. will be required for uploading the signed copy of the auto-generated registration form.

Step 5:

Print/Upload Registration Form

In this step, the scanned copy of the duly signed registration form (receipt) is to be uploaded on the Portal, which will aid in the quick approval of the online user registration and creation of User Account and Credentials based on the online registration.

For uploading the scanned copy of the signed registration form, the following steps must be followed:

- a) Hover over the **Registration** menu on the right of the page, and click on the **Print/Upload Registration Form** link that appears in the sub-menu.



- b) Fill out the following form that appears using the appropriate Registration Reference Number.

Print/Upload Registration Form

Enter Your Reference No

Security Code:

TjxDH2

Note: Document can be uploaded multiple time until action is not taken on the registration form.



Print/Upload Registration Form

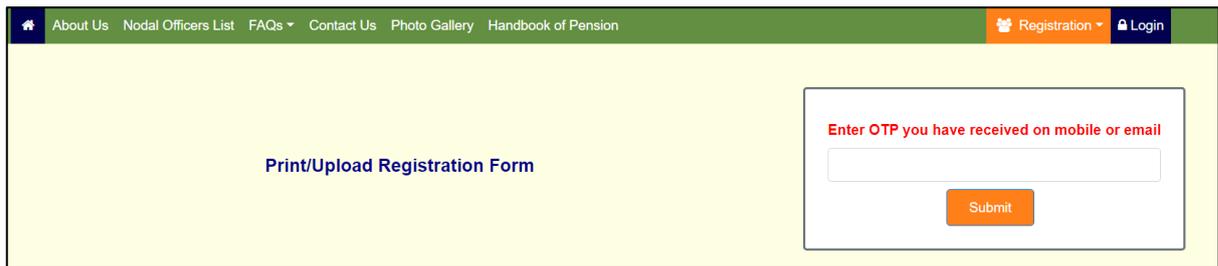
Enter Your Reference No

Security Code:

TjxDH2

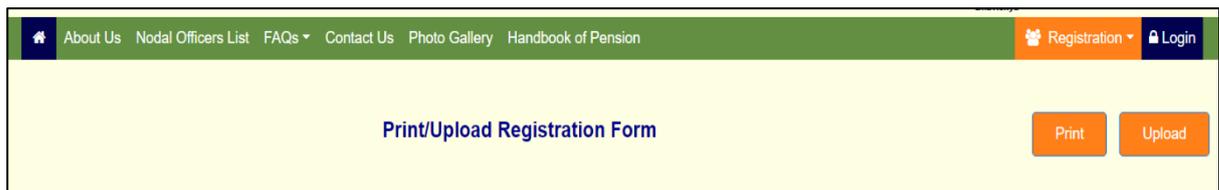
Note: Document can be uploaded multiple time until action is not taken on the registration form.

- c) On clicking the **Submit** button, an OTP will be sent as SMS to the mobile number used for online registration, and the following form will be displayed for submitting the OTP.



The screenshot shows a web page with a green header containing navigation links: 'About Us', 'Nodal Officers List', 'FAQs', 'Contact Us', 'Photo Gallery', and 'Handbook of Pension'. On the right side of the header are 'Registration' and 'Login' buttons. The main content area has a light yellow background. On the left, it says 'Print/Upload Registration Form'. On the right, there is a white box with a red heading 'Enter OTP you have received on mobile or email', a text input field, and an orange 'Submit' button.

- d) Upon submitting the correct OTP received on the registered mobile number, the following screen is displayed.

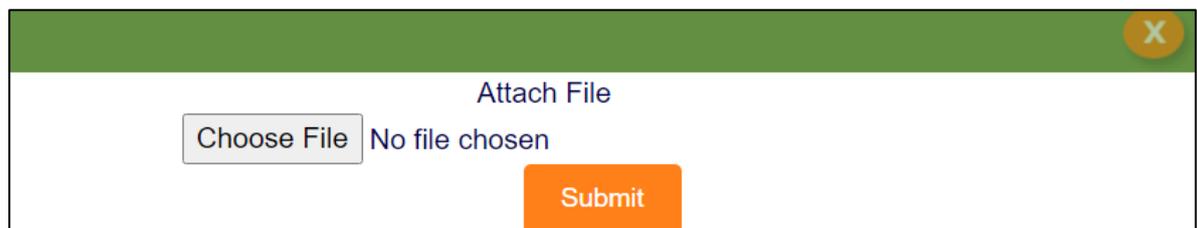


The screenshot shows the same web page as in step c. The main content area now has two orange buttons on the right: 'Print' and 'Upload'. The text 'Print/Upload Registration Form' remains on the left.

The auto-generated Registration Form (receipt) can be printed/re-printed by clicking on the **Print** button.

For uploading the scanned copy of the signed registration form (receipt), click on the **Upload** button.

- e) On clicking the **Upload** button, the following form is displayed.



The screenshot shows a modal window titled 'Attach File' with a close button (X) in the top right corner. It contains a 'Choose File' button, the text 'No file chosen', and an orange 'Submit' button.

- f) Click on **Choose File** to select the scanned document in PDF format.

- g) Once the file is selected, click on **Submit** to upload the scanned form. After successful upload, the following message will be displayed.



The screenshot shows the same web page as in step d. A green message box on the left says 'Document uploaded successfully..'. The 'Print' and 'Upload' buttons remain on the right.

N.B: The scanned letter can be re-uploaded using the same **Upload** button, until the registration is either approved or rejected.

Step 6:

Receipt of User Credentials as SMS

Once the registration details are found correct, the registration is approved and the user account gets created (along with the generation of User ID and Password).

After creation of the user account, an SMS (like the one shown below) containing the login credentials gets sent to the registered mobile number.

