

9/2/21, 4:11 PM

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DT - 06-09-21

Email

Accountant General Audit Bihar Patna

[Cag-all-offices] e-Office CAG- Parichay Upgrade.

From : Anurag Bharti <aao4is@cag.gov.in>
Subject : [Cag-all-offices] e-Office CAG- Parichay Upgrade.

Thu, Sep 02, 2021 04:04 PM

1 attachment

To : CAG-ALL-OFFICES <CAG-ALL-OFFICES@ismgr.nic.in>

Cc : IS Prabhakaran P SAO <sao5is@cag.gov.in>, Raghvendra Singh <singhr1@cag.gov.in>, Rahul P. <eoffice3.cag@cag.gov.in>

Tr. No - 966
मॉले (लेप) का सचि
दैनिकी सं. EM.No - 716
तारीख 02/09/2021

OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA
9, Deen Dayal Upadhyaya Marg, New Delhi- 110124
Information Systems Wing

No. ISW/42-2016/598

Dated: 02.09.2021

To,

The Heads of Department
(All Offices)

Dy. No. 448
Sr. D.A.G. (Admin) Sectt.
Date 03/09/21

Sub: e-Office CAG- Parichay Upgrade.

Madam/ Sir,

The NIC eoffice team has informed that the CAG e-office application (https://saccess.nic.in/eOffice_CAG/) will be upgraded to Parichay platform on 7th September 2021 between 06:00 PM- 08:00 PM. During the period, the application will not be accessible for use.

After upgradation, the user will be required to enter OTP/Backup code as the second level of verification in addition to the username and password to login to the e-Office application. All other functionality of the application will remain same.

A user manual for logging through Parichay is enclosed for reference.

This issues with the approval of competent authority.

Yours faithfully,

Sd/-

(P. Prabhakaran)

Sr. Administrative Officer/ IS

Thanks & Regards,

Anurag Bharti,
Asst. Administrative Officer,

User Login Manual



Submitted by



National Informatics Centre

4th Floor, Block III, Delhi IT Park, Shastri Park,
New Delhi – 110053

Telephone: 011 – 22180332

Website: www.nic.in

INTRODUCTION

This manual contains the Step-by-Step process of understanding how to login to Parichay with different ways of authentication. For any user logging in for the first time, this is an extremely helpful document. Once you understand the ways of login, you may refer to Parichay User Manual for understanding the entire application.

HOW TO LOGIN TO PARICHAY?

- Enter the credential (Username and Password). Username should be in the format of "userid@domainname" (Example: sachin@nic.in). You may select 'Stay signed in' checkbox to extend the session expiration time to 24 hrs (Default Parichay session expiration time is 12 hrs). Click 'Next'.

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PARICHAY
Simple. Simplified. Safe.

Welcome Please sign-in

Enter User Name e.g. usend@domain.in

Enter Password


☐ Stay signed in ⓘ

NEXT ➔

Parichay has not sent any document in mail
hence Users are requested not to open any
such document and delete such mails due to
embedded malicious code in it.

- The user will be shown a Two-Step Authentication screen when logged in from non-remembered Device*. Select a Two-Step Authentication method such as OTP on mobile, Backup code Authentication.

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 **PARICHAY**
Simple. Secure. Safe.

Two Step Authentication

Select one of the options and Click "Next"

☐ OTP on Mobile

☐ Backup Code

NEXT ➔

Login as Different user

* Device is being identified by IP, Browser ID, and User-Agent

**Please Note: We are yet to launch TAP and TOKEN authentication.

To use TAP or TOKEN as an authentication method, download Parichay Authenticator App and enable Multi-factor authentication from your Parichay account. **Go to Settings>Account Settings>Enable multi-factor.**

a) For OTP Authentication via. Mobile

You can select either OTP on mobile or email. Enter 6-digit OTP received on your mobile/email.

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 **ARICHAY**
Simple. Simplified. Safe.

Two Step Authentication

Select one of the options and Click "Next"

☐ OTP on Mobile

☐ Backup Code

NEXT ➔

Login as Different user

Don't ask me again on this Device: If selected, the user device will be remembered and the user will not be asked to perform 2 step authentication when login from this device.

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PARICHAY
Simple. Straight. Safe.

OTP Authentication

OTP Authentication

OTP successfully sent to registered Mobile/GMS 9900000064.

☐ Show OTP

☐ Don't ask me again on this Device

[Resend OTP](#)

NEXT ➔

[Login as Different user](#)

****Please Note**

If any service has enabled the forced authentication in the Parichay application, the User would need to perform 2 step authentication irrespective of login from the remembered device.

b) For Backup Code Authentication

Enter one of the 6-digit Backup code generated through your Parichay account. Backup Codes are usually beneficial in the case where mobile isn't accessible.

- ❖ Once you Login with Parichay Credentials, select the option "Backup Code" and Click Next.

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Single. Simplified. Safe.

Two Step Authentication

Select one of the options and Click "Next"

☐ OTP on Mobile

☐ Backup Code

NEXT ➔

Login as Different user

- ❖ Enter the backup code given from a set of backup codes. One backup code is for one-time use.

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Single. Simplified. Safe.

Backup Code Authentication

☐ Show Backup Code

NEXT ➔

Login as Different user

Refer Annexure A to know how to generate and Use backup codes.

- You can select 'Don't ask me again on this device' checkbox in case you want your browser to remember the password. This is helpful to skip the Two-step authentication process when you will log in in next time. **

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PARICHAY
Simpler. Smoother. Safer.

OTP Authentication

OTP Authentication

OTP successfully sent to registered Mobile/GMS

☐ Show OTP

☐ Don't ask me again on this Device

[Resend OTP](#)

[Login as Different user](#)

NEXT

****Please Note**

If a service has enabled the forced authentication in the Parichay application, as per protocol, you would need to authenticate irrespective of selecting 'Don't ask me again on this device'.

LOGIN IN AS A DIFFERENT USER


User may want to sign in with the different ID within the same browser. In this case, the user may click on "Login with different browser" so the user may login with a different account. This feature is extremely helpful for logging in as different users within the common browser.




TIME OUT SCREEN


- When the service time out, this page will be shown to the user, in such cases the user may need to enter the password again, as shown in the image below.


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 **PARICHAY**
Seva Se Samarth Seva



Application Session has been timed out. Please enter Password to login again

☐ Stay signed in 

NEXT 

[Forgot Password?](#) [Login as Different user](#)

- Users may be asked to perform two-step authentication while time out only if, the service has forced its settings.
- If the user clicks on 'Login as different user' on the time out screen, the user will be logged out from the current session.

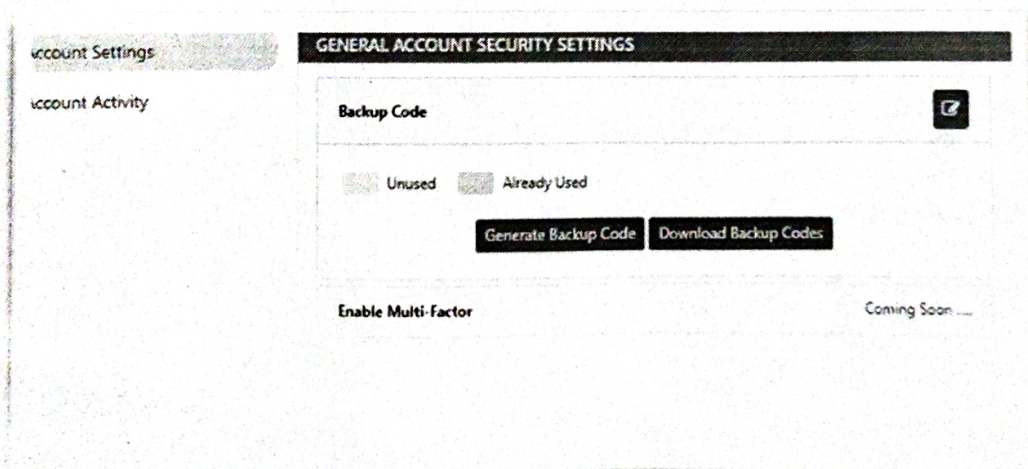
ANNEXURE A

HOW TO GENERATE BACKUP CODES?

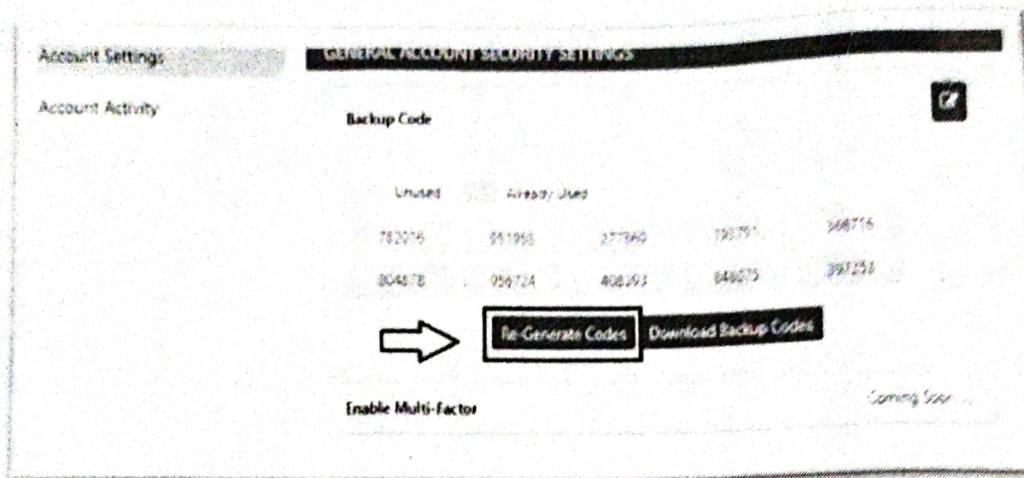
1. Sign in to Parichay
2. Go to Settings > Account Settings



3. Click on the 'Generate Backup Code' Button. As shown in the image below.



4. If you think your backup codes are stolen or if you have used all, Click 'Re-generate Codes' to get a new set of codes that can be used.



5. Download them by clicking the 'Download Backup Codes' button and keep them safe.

