

User Manuals


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Signup

गरिब घरपरिवार व्यवस्थापन सूचना प्रणाली

(PHMIS)



नेपाल सरकार
भूमि व्यवस्था, सहकारी तथा गरिबी निवारण मन्त्रालय
सिंहदरबार, काठमाडौं, नेपाल

साइन अपNP

व्यक्तिगत विवरण

नाम *

इमेल

जन्म मिति (वि.सं.) *

नाम (नेपाली) *

फोन *

जन्म मिति (ई.सं.) *

कागजात विवरण

नागरिकता नम्बर *

नागरिकता प्रदेश *

नागरिकता जिल्ला *

नागरिकता जारी मिति *

नागरिकता जारी गर्ने *

पहिले नै खाता छ ? लग इन


Steps:

- Enter all required details (marked with *)
- Click “Update (अपडेट गर्नुहोस्)” button

Note: “Phone(फोन*)” Field contains only Numbers

After the Next Button Click...

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सिंहदरबार, काठमाडौं, नेपाल

साइन अप

विवरण पूर्ववर्तीकन

व्यक्ति

नाम: Nishan Amatya
नाम (नेपाली): ाजाज
ईमेल: nepal@gmail.com
फोन: 9800000009
जन्म मिति (ई.स.): 1920-03-25
जन्म मिति (वि.स.): 1976-12-12
लिंग: Male
कामजात

नागरिकता नम्बर: 195215222-22
नागरिकता जिल्ला: भोजपुर
नागरिकता जारी मिति: 1937-08-03
नागरिकता जारी गर्ने: District Administration Office

पहिले नै खाता छ ? लग इन

पासवर्ड *

पासवर्ड पुष्टि गर्नुहोस् *

Password must contain at least one upper case. ✖

Password must contain at least one lower case. ✖

Password must contain at least one digit. ✖

Password must contain at least one special symbol. ✖

Password must be 8-64 characters long. ✖


Steps:

- Enter Password and Confirm Password
- Press “Signup (साइन अप)” button

Note: Password Must contain at least one uppercase, lowercase, digit, symbol as well as it must be of 8 to 64 characters long

If a user already exists in the system, it will be asked to login otherwise the otp verification process is shown.

गरिब घरपरिवार व्यवस्थापन सूचना प्रणाली
(PHMIS)



नेपाल सरकार
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सिंहदरबार, काठमाडौं, नेपाल

साइन अप

कामजात विवरण

नागरिकता नम्बर *

नागरिकता प्रदेश *

नागरिकता जिल्ला *

नागरिकता जारी मिति * **नागरिकता जारी गर्ने ***

ओटीपी प्रमाणीकरण

कृपया तपाईंको मोबाइल नम्बरमा पठाइएको प्रमाणीकरण कोड प्रविष्ट गर्नुहोस्।

बोकी समय: 04:58 s
कोड प्राप्त भएन ?
पुनः पठाउनुहोस्

Steps:

- Enter OTP
- Click “Verify (प्रमाणित गर्नुहोस्)” Button

If it is successful, it will redirect to the login page.

Login

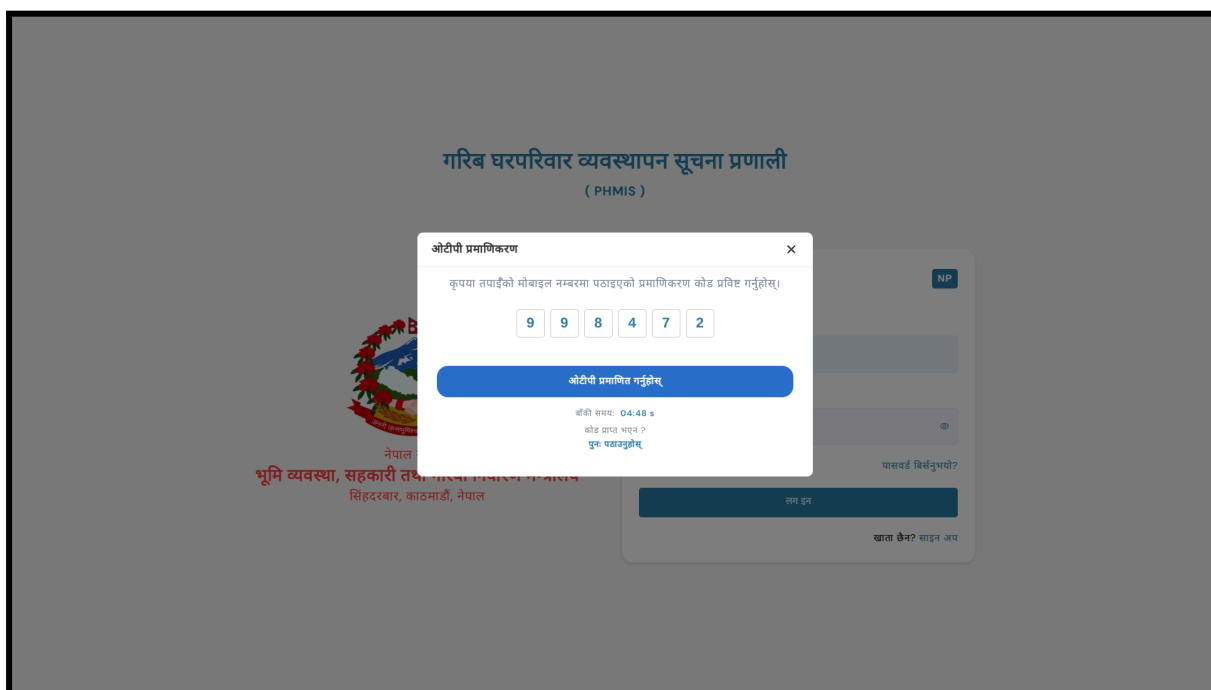


Steps:

- Enter Phone / Household Number, and Password
- Click “Login (लग इन)” button

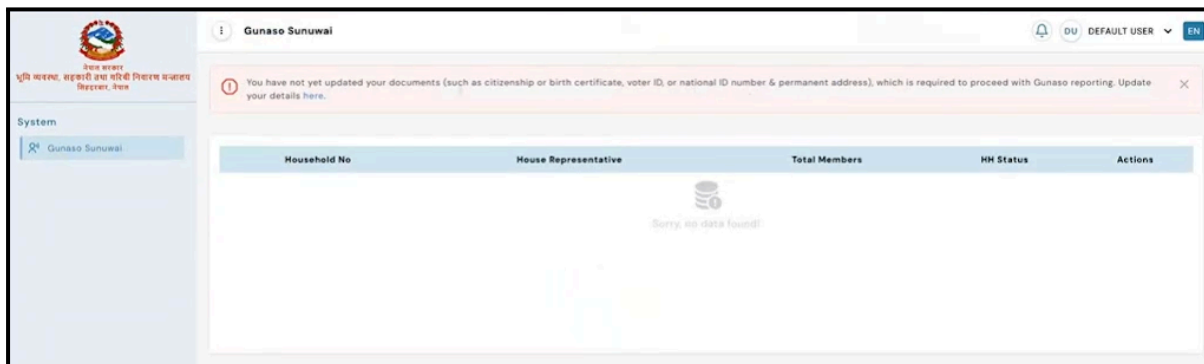
If the Phone number is entered, the OTP verification popup will be displayed (shown below).

If the Household Number is entered with password, the user will be logged in.

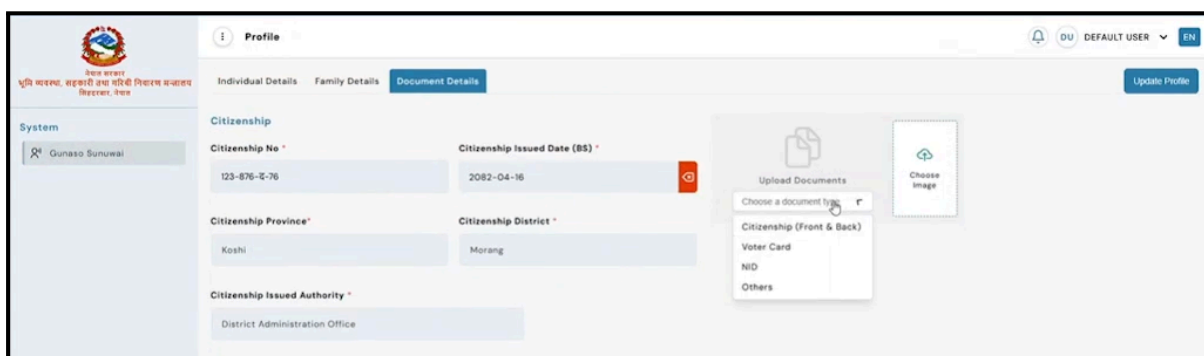


First time Login before Verification

After creating a user and logging in for the first time you will see a message to upload Valid ID as well as entering a permanent address in your profile for verification purposes.

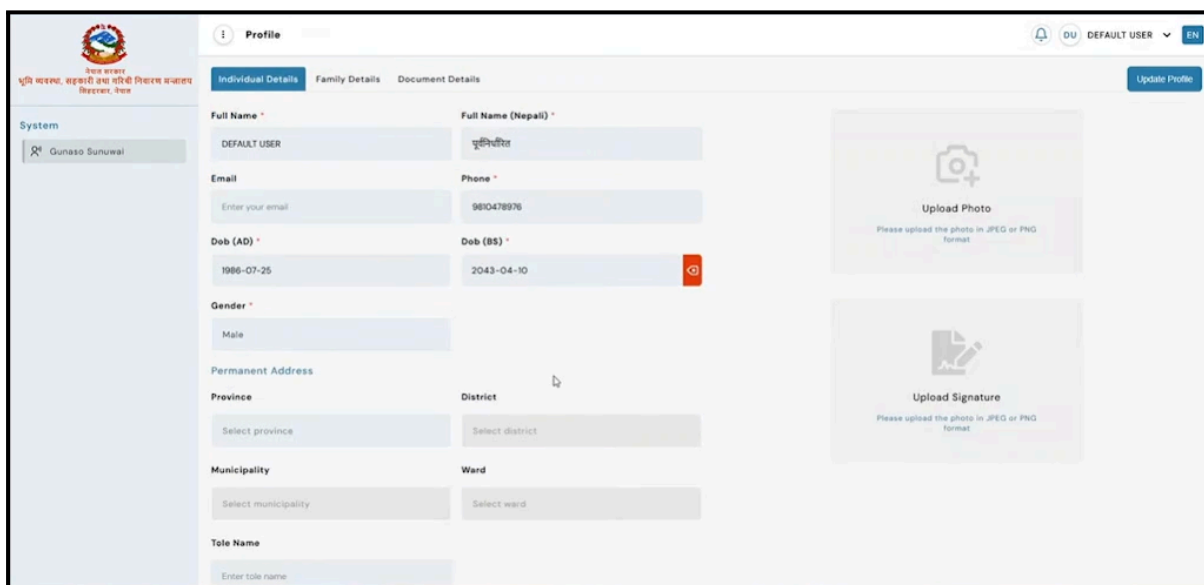


Click on “here” at the end of the message “...Update your details [here](#).” to proceed



As shown above, under “Document Details”,

- Select the option for the document to upload and click on “Choose Image” Icon.




- As well as under “Individual Details” filling the “Permanent Address” information in the “Individual Details” section.

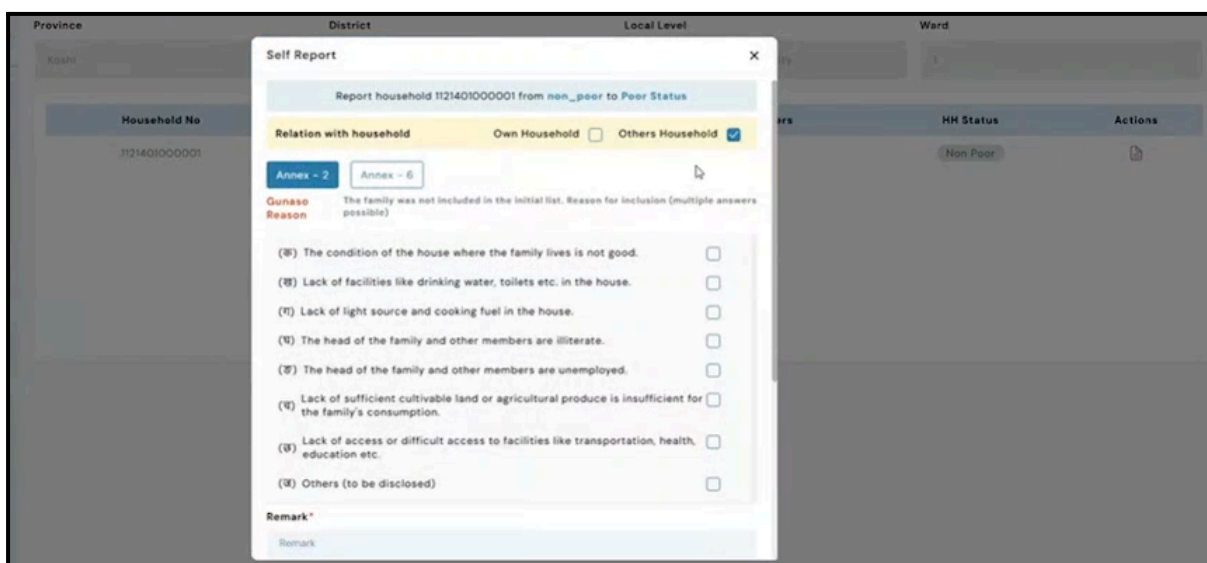
Gunaso Sunuwai (गुनासो सुनुवाई)

Top Section:

- Navigate to Gunaso Sunuwai section:

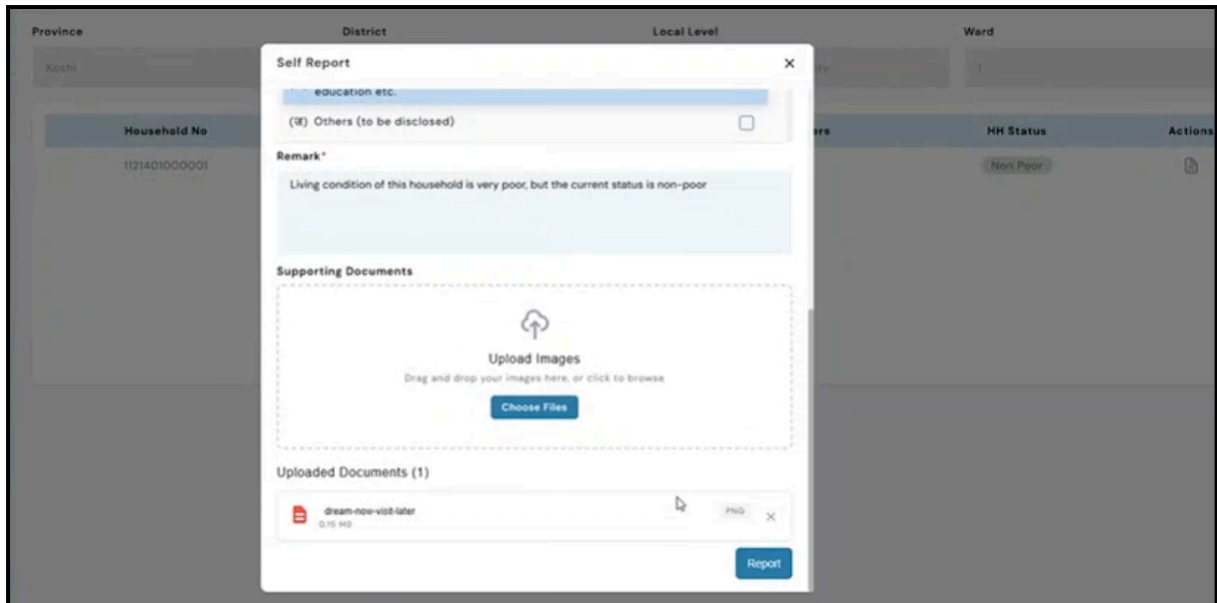


- Select File Icon  in Actions Panel for the House Hold that needs to File a Complaint

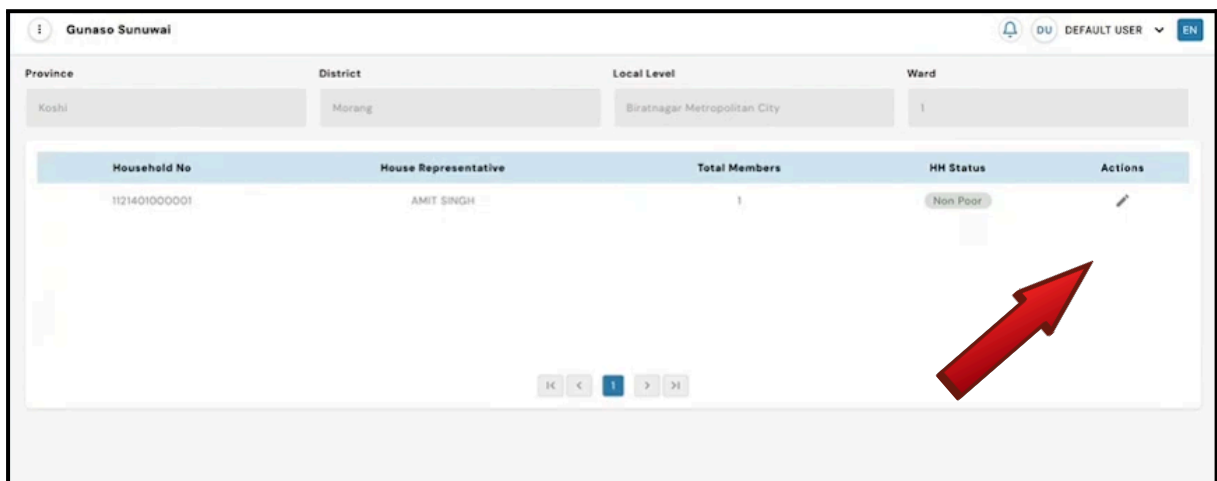


- Fill Relation with Household, Annex-2, Annex-6, Remarks and upload Supporting Documents

Note: Check () all options in “Annex-2” and in “Annex-6” that fits with household situation.



- Click on Report after filling and then click on report to submit the Gunaso



- You can Edit or make changes to the Complaint by clicking on Edit Icon. ✎

After submitting Gunaso. The rest of the process is done by official staffs.