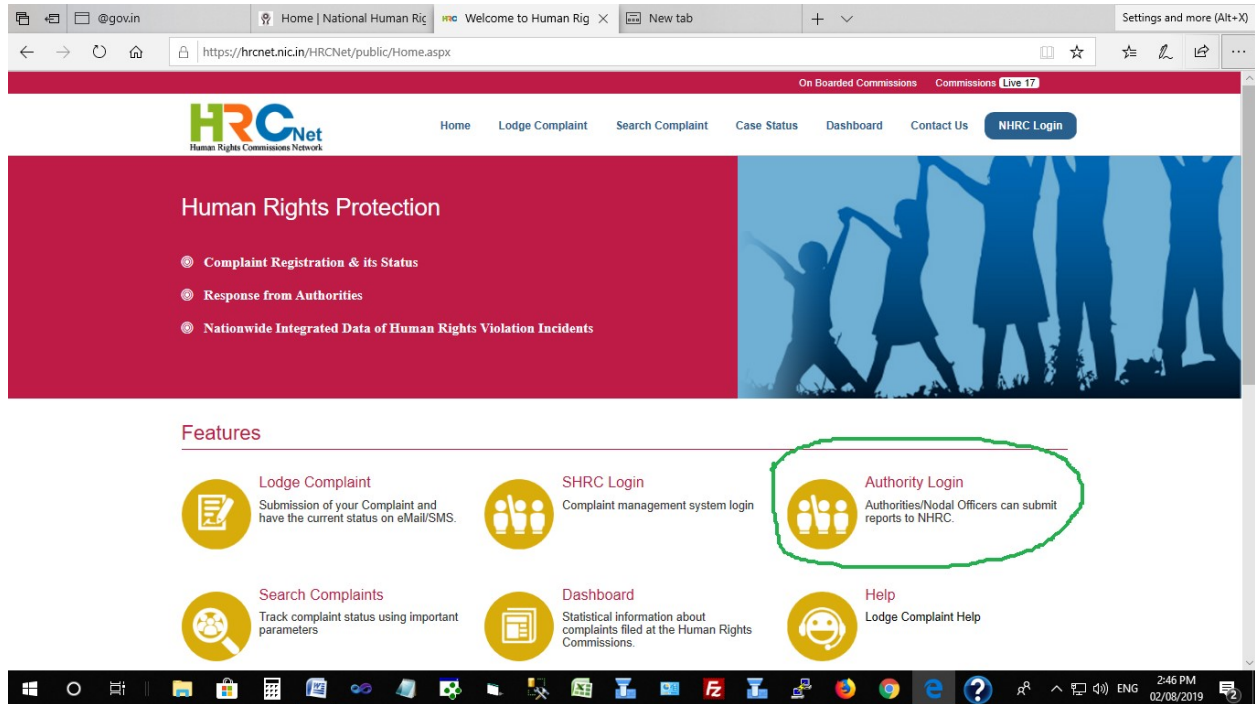
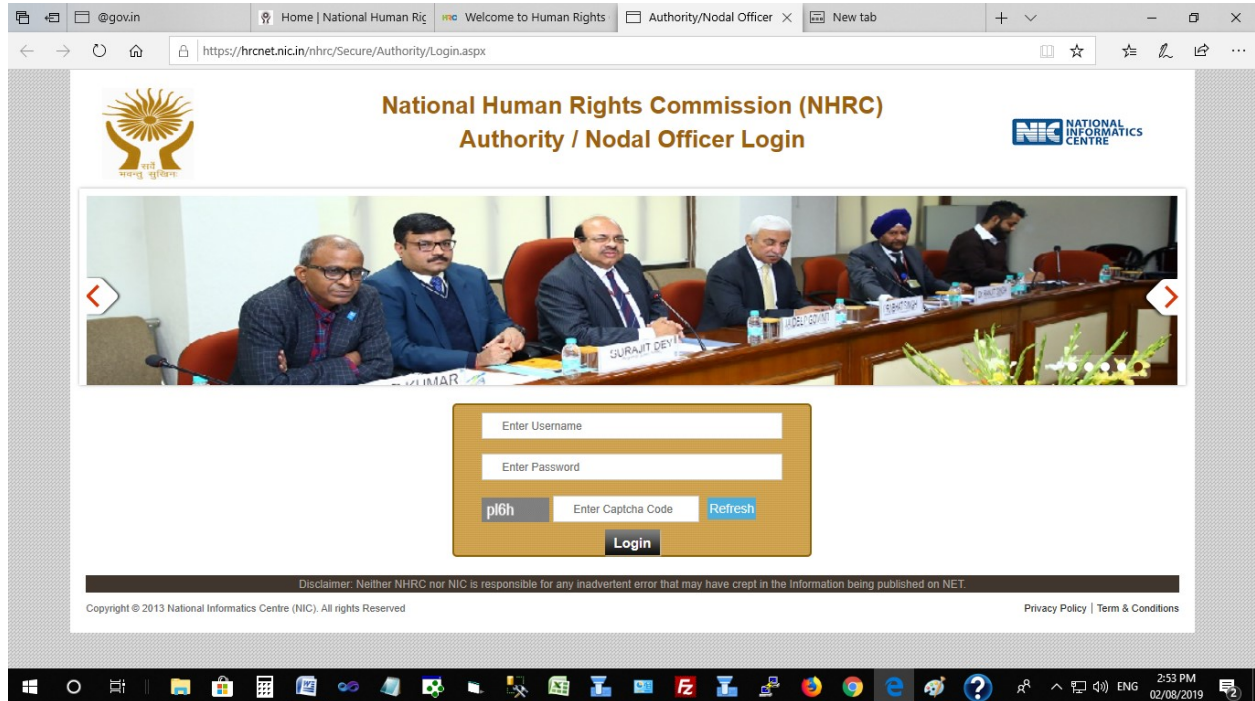


STEPS FOR USING AUTHORITY MODULE ON HRCNET Portal

Step 1: Enter www.hrcnet.nic.in in the web browser.



Step 2.: Click on “Authority Login”



Step 3: Enter Username, password and captcha to login. After login, please click Edit Profile for updation of Nodal Officer details.

Authority / Nodal Officer

Nodal Officer : NAGALAND

[User ID : 17N2] Email ID : Test17n08n2@gmail.com

Add Authority +

Address	O/O THE D.G.P., NAGALAND STATE, , KOHIMA
State	NAGALAND
Contact	Mobile No : 0, Office Telephone No : 0, Office Fax No : 0

Number of Cases pending for action

Cases Pending	17
Reports Uploaded	View

Authority List

0

Step 4: Click on number shown in column next to “Cases Pending”. List of pending cases will be displayed. Search option can also be used to search particular case no.

Cases / File No : Pending List

Note:

Total Pending: List of case in which either Nodal Officer / Authority have uploaded reports or have to upload reports.

Pending For Report: List of case in which Nodal Officer / Authority have to upload reports.

Upload Report:

Select ' Pending Cases ' and click Serach

In Case List, click ' Select ', authority wise, another list will be open

Click ' View ', and read case details and upload your repots.

Search by any of the following

Select Case Type : Total Pending, Pending For Report

Registration From Date

Registration To Date

File No

Authority

Authority District

Back Search Reset

Total Pending Cases : 17

Case/File No	Action Date	Report(s) uploaded
Select 6/17/11/2019	25/04/2019	0
Select 12/17/5/2018	02/01/2019	0
Select 9/17/5/2018-ED	13/03/2019	0
Select 6/17/5/2018-AD	05/02/2019	0
Select 5/17/5/2018	11/09/2018	0

Print Grid List

Step: 5 Click on **"Select"** displayed in first column of the list to see action(s) pending on the selected case.

Home | National Human Rights Commission | Welcome to Human Rights | Authority/Nodal Officer | New tab

https://hrcnetnic.in/NHRC/Secure/Authority/MainActionList.aspx

details and upload your reports.

SELECT SELECT

Back Search Reset

Total Pending Cases :17 Print Grid List

	Case/File No	Action Date	Report(s) uploaded
Select	6/17/11/2019	25/04/2019	0
Select	12/17/5/2018	02/01/2019	0
Select	9/17/5/2018-ED	13/03/2019	0
Select	6/17/5/2018-AD	05/02/2019	0
Select	5/17/5/2018	11/09/2018	0
Select	1/17/1/2018	05/07/2019	0
Select	26/17/1/2017-jcd	30/05/2019	0
Select	25/17/3/2017	14/06/2019	0
Select	23/17/1/2017-jcd	16/04/2019	0
Select	19/17/8/2017	12/06/2017	0

1 2

Selected case / file number - 9/17/5/2018-ED and report(s) awaited from 1 authority(ies)

Case/File No	Action No	Action Code	Action Date	Action Due Date	Authority
9/17/5/2018-ED	4	AIC	13/03/2019	03/05/2019	THE DIRECTOR GENERAL OF POLICE GOVT. OF NAGALAND , KOHIMA

View

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Step 6: Click on **"View"** to the details of case and to upload reports (in PDF format) on the pending action.

hrcnetnic.in hrcnetnic.in @govin eHRCMS v 3.180111 Welcome to Human Rights Authority/Nodal Officer

https://hrcnetnic.in/NHRC/Secure/Authority/MainActionList.aspx

Selected Case / File No : 9/17/5/2018-ED Collapse

Complaint Details

Complainant Details

Victim Details

Incident Details

Authority Details

Case Action Details

Submission of Reports by Authority

Upload File (You can upload only PDF format up to 5 files of 10 mb each)

Browse Upload

After uploading all required documents. Please press submit button to complete uploading.

Select Report Type (*)

SELECT

Complete Report

Copy Marks To NHRC

Interim Reply

Submit

Step 7: Click on **"Browse"** for selecting reports (in PDF format and Filename should be less than 15 characters) and then click on **"Upload"** button for uploading files. You can upload only PDF format up to 5 files of 10 MB each.

Step 8: Choose Report Type i.e. whether report is Complete Report or Interim Reply or Copy of letter to NHRC.

Step 9: Click on **“Submit”** to complete uploading process.

(Click **“View”** on main screen for viewing Reports Uploaded by Authority)

The screenshot shows a web application interface for an Authority / Nodal Officer. The header includes the logo of the National Informatics Centre (NIC) and the text 'Authority / Nodal Officer'. Below the header, there is a navigation bar with 'Nodal Officer : NAGALAND' and links for 'Change Password' and 'Logout'. The main content area displays the user's profile information: [User ID : 17N2] Email ID : Test17n08n2@Gmail.com. Below this, there is a table with the following data:

Address	O/O THE D.G.P., NAGALAND STATE, , KOHIMA
State	NAGALAND
Contact	Mobile No : 0, Office Telephone No : 0, Office Fax No : 0

Below the table, there is a section titled 'Number of Cases pending for action' with two buttons: 'Cases Pending' (17) and 'Reports Uploaded' (View). The 'View' button is circled in red. At the bottom, there is a button labeled 'Authority List' with a value of 0. The 'Add Authority' button is also circled in red.

Step 10: District Authorities may also be added by clicking **“Add Authority”** available on main page, on Right Top .
