Users Manual
Visitors Management System
(eVisitors.nic.in)
or
(MyVisit.gov.in)

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(Prisons Informatics Division)
Department of Electronics & Information Technology [DeitY]
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Document Control

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1. About eVisitors (MyVisit.gov.in)

MyVisit is an initiative by the Government of India to facilitate the common man. MyVisit facility enables the citizens to have a smooth and simple process of making an appointment. It will bridge the gap between the Government and the common man and will enhance the opportunity of a common man to meet a government officer, hassle free. It has advanced features of eliminating all the cumbersome and tedious procedure of making a request for an appointment and then visiting the premises.

MyVisit is a cloud based application software developed by NIC with an easy to use graphical interface and embedded with comprehensive security features. This is a unified and centralized application and can be easily implemented in any Government offices / Ministries / Bhawans with minimum customization efforts. It assists in maintaining all-relevant information about the visitor, which is automatically saved in a database. This application is integrated with visitors' Aadhaar card facility.

1.2 Key Features

- Solution free for all Central, State and Local Self Government offices;
- Cloud based, multi – tenant;
- Highly scalable;
- SMS and email alerts for the visitors;
- Allows PRO registering of visitors also; and
- Query and reports to support management.

2. Visit Registration

Citizens are given access to this application so that they can apply for visit request to any government offices in advance. One can re-book and approve visits for better crowd management at the government offices and providing better services to the citizens;

Application access to the officer to view / approve / reject / change the time / redirect / forward to another officer the visit request is available through this application. Even the visitor can be intimated through sms and email alerts about visit approval status (Confirmation / change in the visit date or time);

PRO / reception of the ministry can also register new visit, which are not booked through internet, capture photograph and issue visitor pass and record visitor movement.

This facility is available through the Home Page of the Ministry website, which directs the visitor to eVisitor site ie., http://MyVisit.gov.in .The registration page of the site has the prescribed format in which the visit details submitted are communicated back to the visitor through SMS/email containing information such as visitor registration number, status of approval and approved date and time for visit.

Methods of using website

There are three ways a visitor can approach-

1. Online application For Visiting/ Appointment:

2. Visitor can request to visit the government facility through email or sms on mobile.

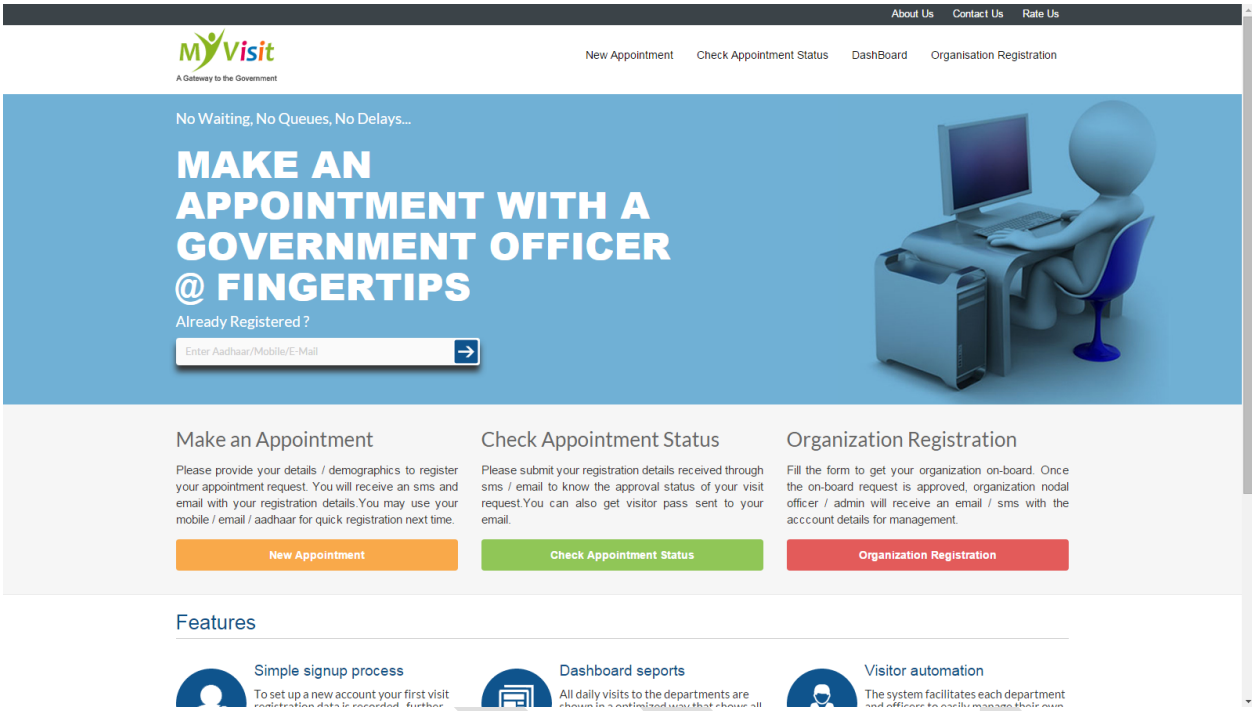
3. Requesting physically

Above three methods are being explained below:

2.2. Online application For Visiting/ Appointment

eVisitor application provides online interface for the visitors of department/ministry to register for visiting officials. The data is processed for generating passes for the visit after due consent of the approving authority. An effective tool to manage and simplify the process of visiting any government offices/ ministries/ bhawans. Please refer screenshot 2.2.1

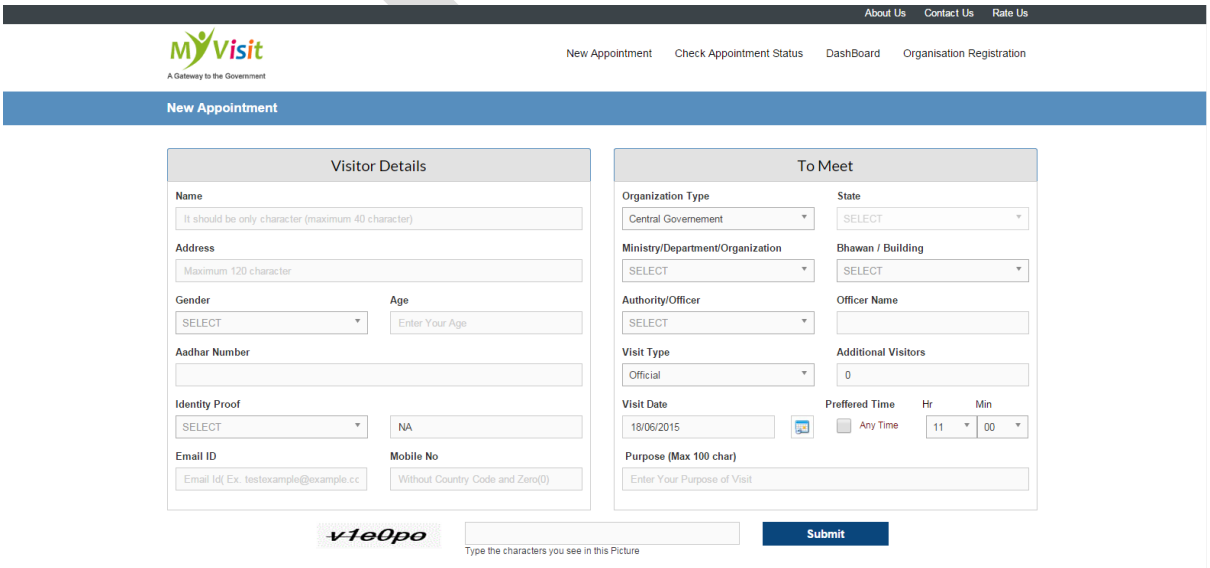
Screenshot 2.2.1



Steps:

1. Visit online website (http://MyVisit.gov.in) and apply for request on the same.
2. There will be **My Visit Registration Tab** click on that tab and a **form will get open**.
3. Fill in the Form with the **Required Information.**
4. The information is **segregated into two parts.**

Screenshot 2.2.2



Visitor Details:

For applying online request for appointment, visitor needs to fill the required information. The list of details and steps to be followed is given below.

A) Visitor Detail

- Name
- Address
- Gender
- Age
- Aadhaar Number
- Identity Proof
- Email ID
- Mobile No

B) To Meet

- Organization Type
- State
- Ministry/Department/
- Bhawan / Building
- Authority/Officer
- *Officer Name*
- Visit Type
- Official
- Additional Visitors
- Visit Date
- Preferred Time hr min.
- Purpose (Max 100 char)

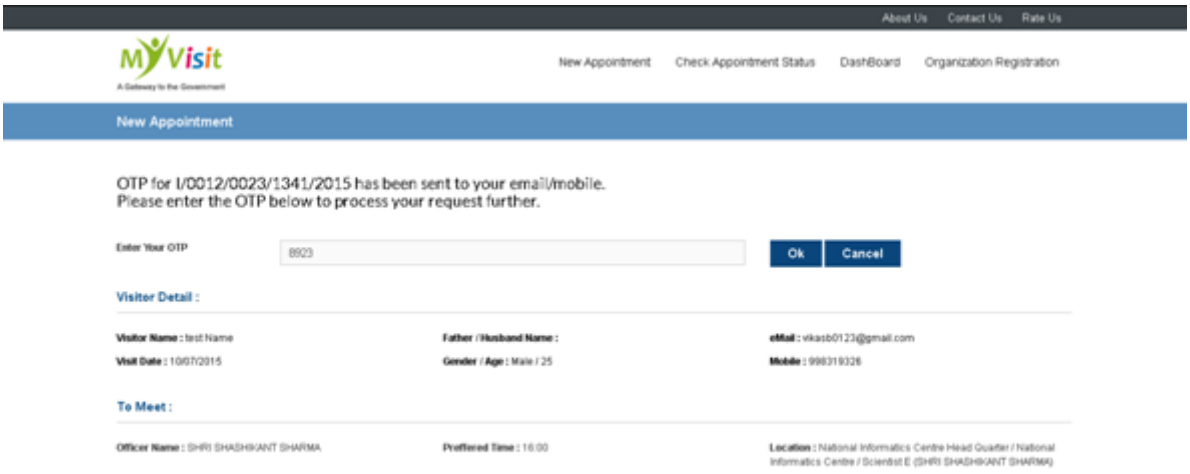
5. Please put the **exact capthcha** which appears in the box

6. Please review the form before submission .

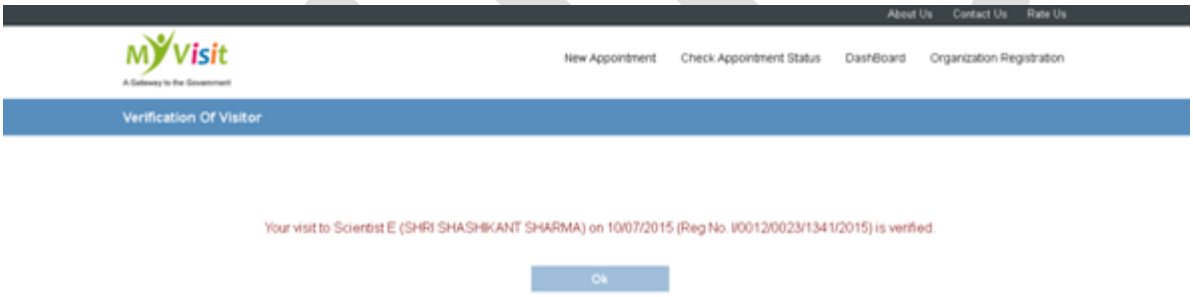
7. After submitting all the information **Press the Submit Tab** and your application for visiting request will get register.
Please refer screenshot 1.2

8. After submitting all the information **Press the Submit button,** Visitor will receive an OTP sms and email in the registered mobile number and email address.

9. A screen will appear like in the screenshot where the visitor has **put the OTP number** and after that your application for visiting will get register.



10. Once the visitor submit the OTP no. and press the **ok button** another screen will appear. This will **confirm that your request process is now complete.**



11. eVisitor Pass will be received by the visitor on the registered email address which he will bring along at the scheduled time of meeting.

eVisitor Portal
Visit Request Details

Registration No. I/003/020/128/2015

Visit Status PENDING

Visitor Detail :

Name :	HARIOM	Gender / Age :	M / 22
Father / Husband Name :	TESTFATHER	Visit Date :	22/04/2015
Identity Proof :	AADHAR , 1234567890123456	Visit Type :	
Address :	TESTADDRESS	Mobile No :	9999399607
		eMail :	hariommishr@gmail.com

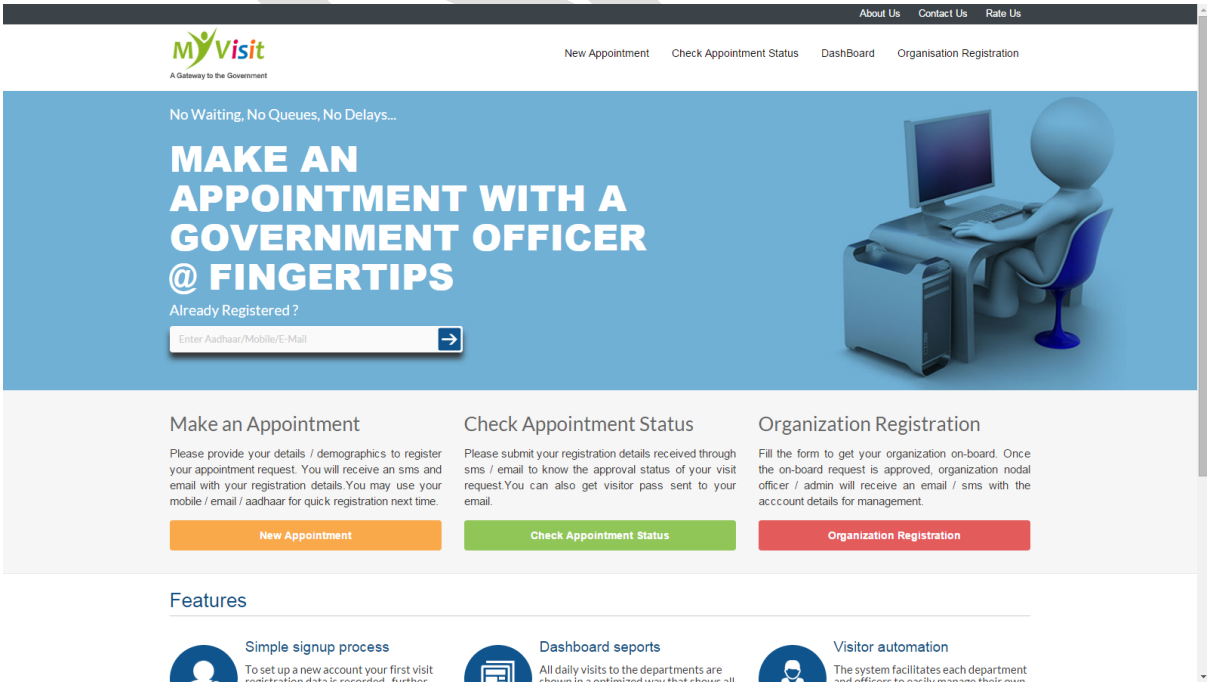
Officer Detail :

Name :	P K GARG	Meeting Time :	13:00
Additional Visitors :	0	Location:	201 A-WING, Central Public Works Department (CPWD), Nirman Bhawan.

Signature of the person recommending the application with Seal / Stamp

Signature of Applicant

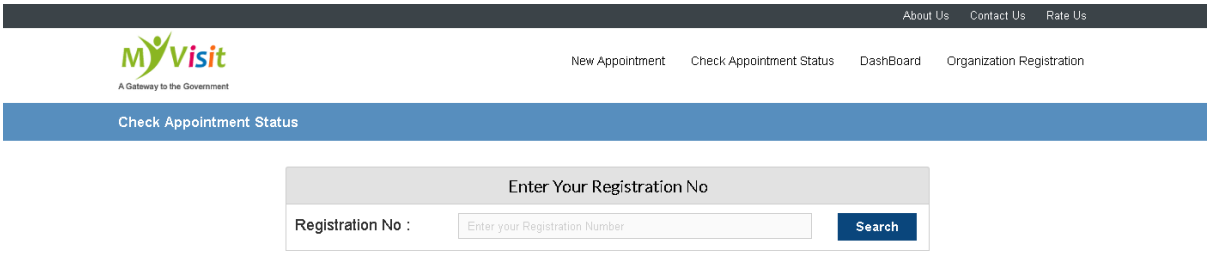
12. Visitor wants to **apply for visit request in future** then they don't have to fill the formalities again they can simply login to the home page and **click on already registered tab.**



3. Status

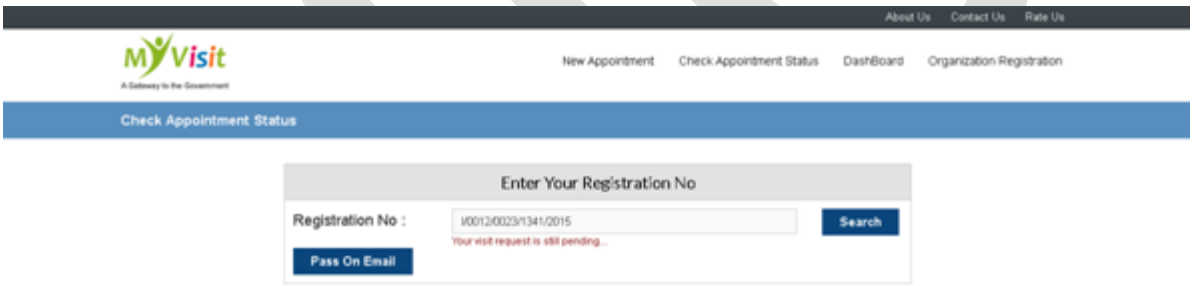
Visitors can check the appointment status by clicking on **Check appointment status tab** and then entering the **registration number** for the same. Please refer snapshot 3.1

Snapshot 3.1



Put your registration number and click search. The screen will show the status of your request as below-:

Screenshot 3.2



Once the request is approved by the concerned officer, the reception/PRO will get the confirmation in his account. When the person visits physically, he gets photographed and a bar-coded pass is printed and handed over to the person by PRO on visit schedule.

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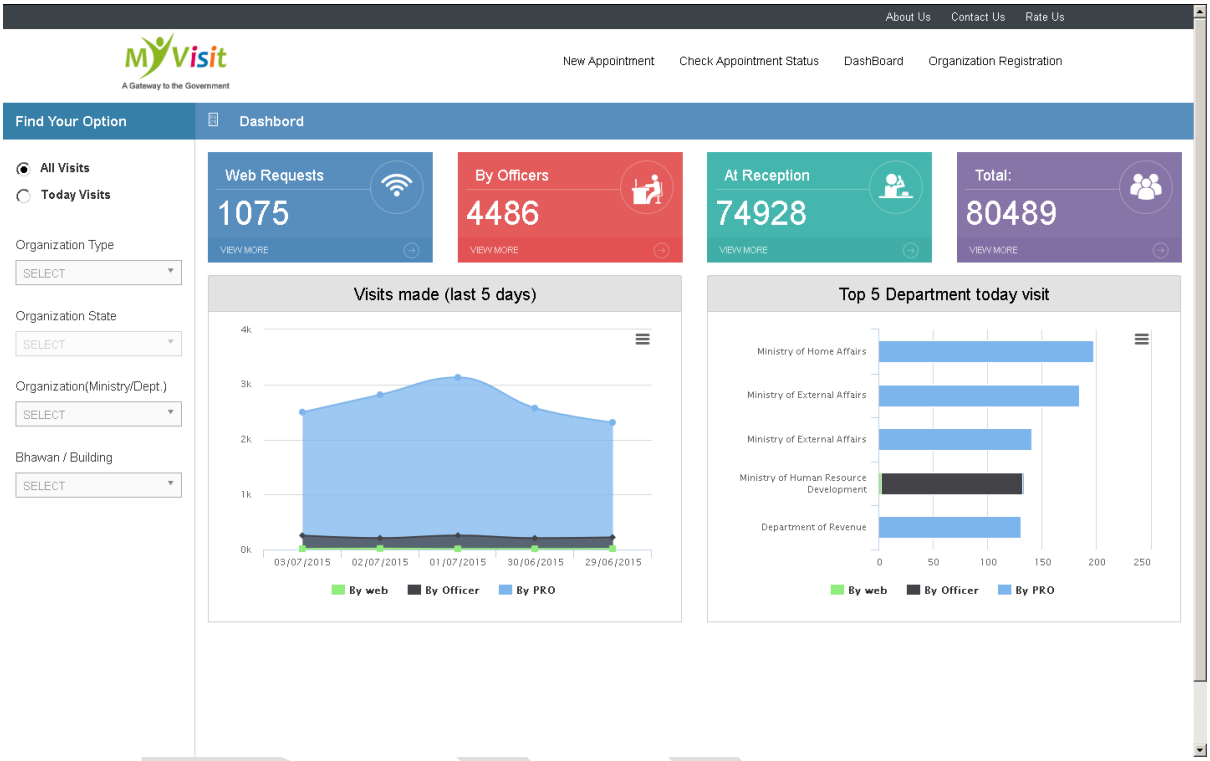
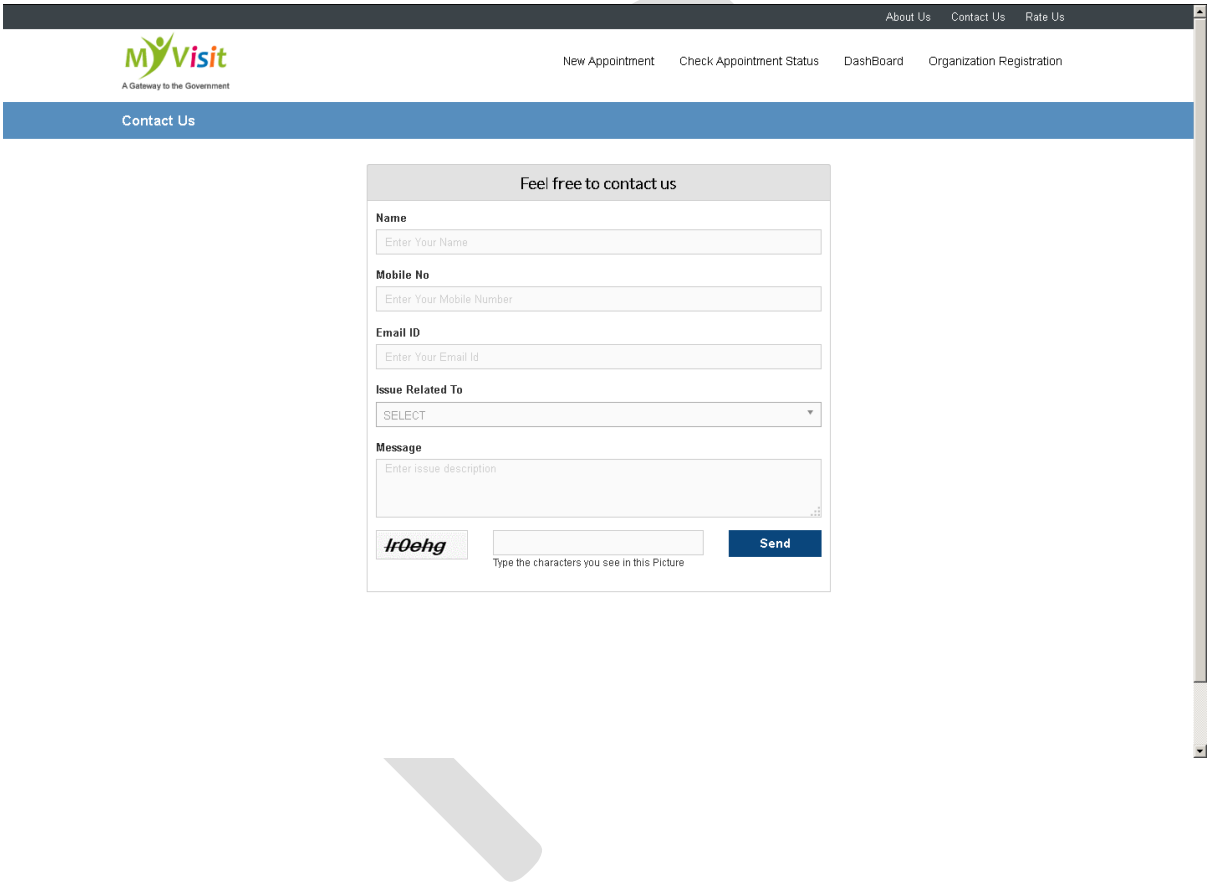
4.Dash-Board

Organisation dashboard will display information regarding request applied through web PRO and officers. It will display organisation footfall.



5. Contact

Website has the option of contacting NIC and users can give feedback also. Please refer screenshot 5.1. One can also directly contact us by sending an email on evisitors-support.nic.in.

Screenshot 2.2.3.1