

2018

User Manual

DUAL NATIONALITY STATUS OF GOVERNMENT OFFICERS

NADRA | Coordinator: Hamza Ali Butt

Cell #: 0300-8510446

Email: hamza.ali@nadra.gov.pk

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GENERAL GUIDELINES

The information will be required in excel sheet. Please, make sure the information provided in excel sheet as per the provided discipline.

- a. The respective heads in each case shall ensure collection of this information and uploading on web-portal (URL to be shared) at their own end, in respect of officers under the administrative control of the provinces, federal government organizations, ministries/division, Autonomous bodies and public limited companies etc. All consultants, retired Armed forces officials are also included.
- b. Exclusive user name and password shall be shared with Secretaries/ Heads. It is suggested not to share the user credentials with any other division/authority/office/sub office etc.
- c. Sub divisions/office's as well as the Secretaries of the Ministries/ Divisions may designate a focal person each.
- d. The focal person for sub divisions/office's designated may send the acquired information to the designated focal person of respective Secretary office through email; who may consolidate all of the information centrally and upload on web portal (to be shared). **However, multiple spreadsheets from single user are also acceptable with different file names.**
- e. **In case, any record is uploaded more than once then last uploaded record shall be considered as final.**
- f. **One excel document must contain only one sheet. Multiple sheets in single file shall lead to the disqualification of data.**
- g. **File name of each uploading file should be different.**
- h. It is recommended not to exceed 1,000 records per excel sheet. It will help in swift uploading of data.
- i. **Column headers/caption must not be changed. In case of change, the data will be rejected.**
- j. All of the notifications shall be shared through designated link of Establishment division.
- k. **Nationality must be selected from dropdown menu available in excel sheet.**
- l. The name of Sheet in each excel sheet must be "Employee Record"

1. WEB ADDRESS

Write the web address information in your systems as below mentioned,

<https://govtempLOYEE.nadra.gov.pk>

2. LOGIN SCREEN

After inserting the above address in the address bar, the first screen on your system will be displayed as below,



To open the main Menu of Government Employee Registration,

Operator/user must enter his/her Login/user name and Password and then click on Login icon.

- Please, **don't share your "User Name" and "Password" with other Operators/Users.**
- **Please change your password after the first login.**

2.1 MAIN SCREEN:

After clicking the Login button, below mentioned “Main Screen” will appear.



3. CHANGE PASSWORD

- After selecting the change password icon window appear in the below format,
- Type your given user name, type “**new password**” in the provided tab.
- “**Re-Enter new password**” in the next given tab.
- After typing the user with new passwords select the “**change**” button to save the information.
- Please, login again for the confirmation of password.



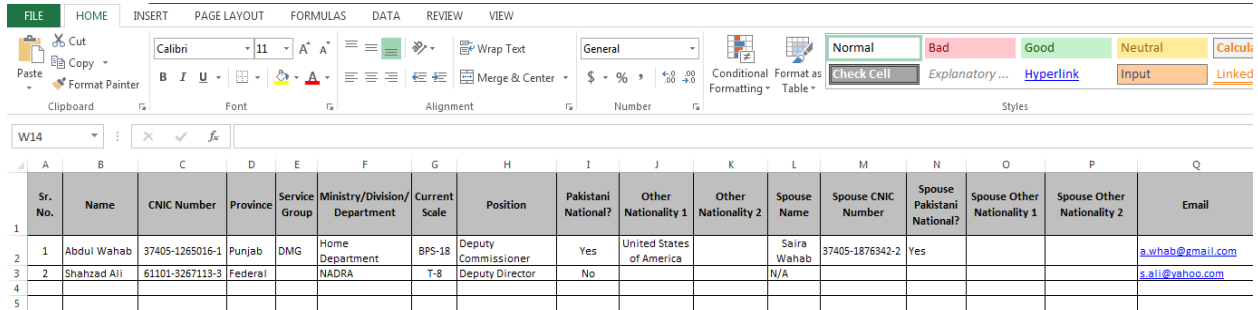
Change Password	
Username	<input type="text" value="pmoadmin"/>
New Password	<input type="password"/>
Re-Enter New Password	<input type="password"/>

Note: Password must be at least 8 characters and must contain an upper case character, a lower case character, a numeric character, and a special character (!@#\$%^&()).*

4. UPLOAD FILE

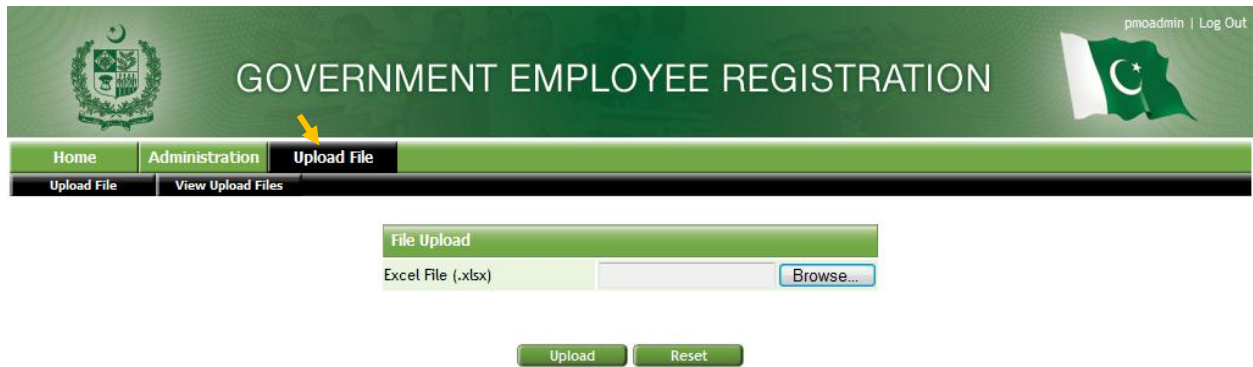
To update the record, User/operator has to adopt the below mentioned methodology.

Data Upload Method



Sr. No.	Name	CNIC Number	Province	Service Group	Ministry/Division/Department	Current Scale	Position	Pakistani National?	Other Nationality 1	Other Nationality 2	Spouse Name	Spouse CNIC Number	Spouse Pakistani National?	Spouse Other Nationality 1	Spouse Other Nationality 2	Email
1	Abdul Wahab	37405-1265016-1	Punjab	DMG	Home Department	BPS-18	Deputy Commissioner	Yes	United States of America		Saira Wahab	37405-1876342-2	Yes			a.wahab@gmail.com
2	Shahzad Ali	61101-3267113-3	Federal		NADRA	T-8	Deputy Director	No			N/A					s.ali@yahoo.com
3																
4																
5																

Select the “Upload file” icon.



Government Employee Registration portal interface. The navigation menu includes Home, Administration, and Upload File. The Upload File option is highlighted. Below the menu, there is a file upload form with a 'Browse...' button, an 'Upload' button, and a 'Reset' button.

NOTE :

1. Format of the file should be “.xlsx”.
2. The name of the sheet in excel file should be “Employee Record”.
3. Please make sure that the columns name in sheet “Employee Record” is same as described below.

Column Names :

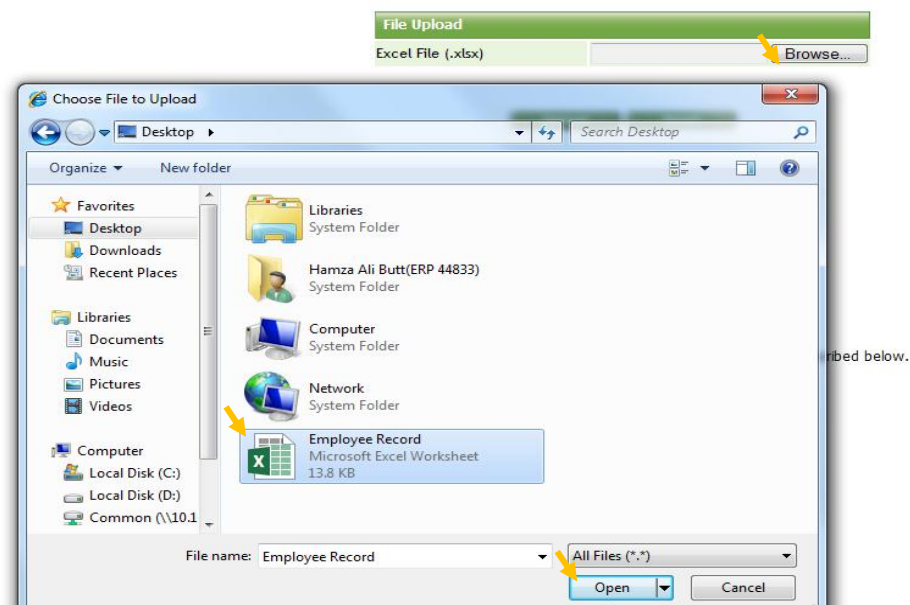
01. Name
02. CNIC Number
03. Province
04. Service Group
05. Ministry/Division/Department
06. Current Scale
07. Position
08. Pakistani National?
09. Other Nationality 1
10. Other Nationality 2
11. Spouse Name
12. Spouse CNIC Number
13. Spouse Pakistani National?
14. Spouse Other Nationality 1
15. Spouse Other Nationality 2
16. Email

4. Data in the sheet “Employee Record” should be starting from **row number 1** and so on where row 1 contains columns name and data to be inserted should start from row 2.

Step 1. Select the “**browse**” button icon given below screen.

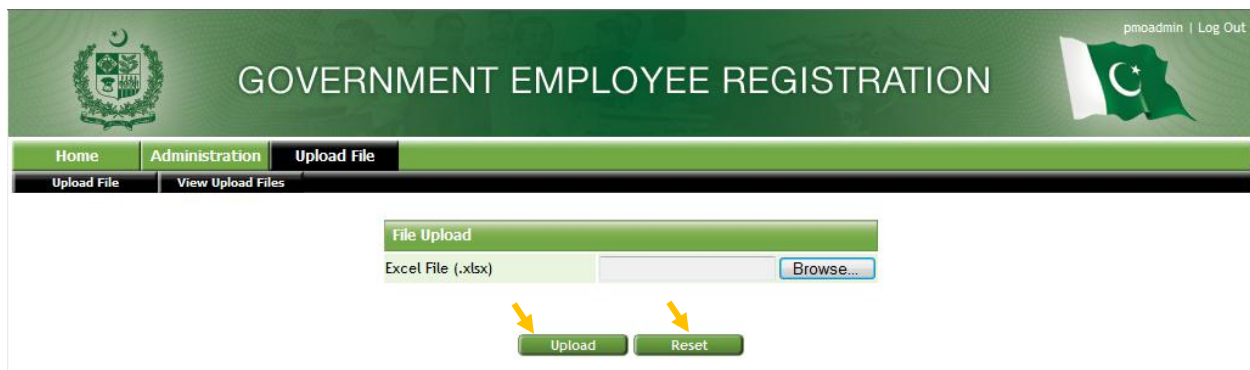
Step 2. Another window will appear on screen from where operator/user shall select the “**Employee Record**” in “**Excel sheet**” file.

Step 3. Select the “**open**” icon to upload file.



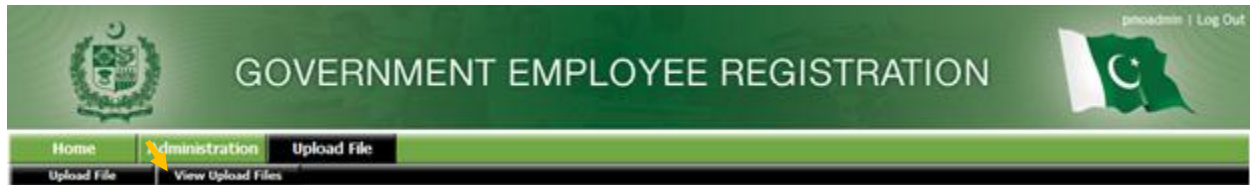
Step 4. After selecting the open icon select “**Upload file**” icon.

Step 5. In case of wrong file is selected. Just click the button “**reset**” and upload the correct file as depicted above.



5. VIEW UPLOAD FILE

The user shall review the uploaded information by selecting the “View Upload Files” icon.



Uploaded File's List			
File Name	Loading User	Time Stamp	No of Records
GovernmentServentRecord127_31	muhammad IMTIAZ (31)	2018-03-08	3
GovernmentServentRecord125_31	muhammad IMTIAZ (31)	2018-03-08	3
GovernmentServentRecord123_31	muhammad IMTIAZ (31)	2018-03-08	3
GovernmentServentRecord222_31	muhammad IMTIAZ (31)	2018-03-08	5271

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