



SWAGATAM
Gateway to Visit Government

Introduction

Swagatam is an initiative by the Government of India to facilitate the common man. Swagatam 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 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 some configuration efforts. It assists in maintaining all-relevant information about the visitor, which is automatically saved in a database.

Website - <http://mpcz.swagatam.gov.in>

Officer Login

swagatam.gov.in/MIS/Secure/Login.aspx




Instruction

- ✓ Login can be done using Email id with password or Mobile with OTP.
- ✓ For LDAP users please use your LDAP credentials to login.
- ✓ Select new onboarding request for onboarding a new department.
- ✓ For officers having multiple locations, requests will be visible individually for each location.
- ✓ Please select pass type from the option provided.
- ✓ Please select appropriate action from the dashboard for pending requests, upcoming visits etc.
- ✓ If multiple roles are assigned to a user like Reception officer or Admin then same can be accessed from the roles option.

Login

Mobile Number User Id Parichay Login



UserID/Email Id

Password

[Login](#)

[Forgot Password](#)

- First time Officer login with mobile number/OTP and create his password.
- Once password created then officer can login using his user-id and password.

Dashboard - Officer Login

Building / Bhawan (6TH FLOOR, A2B7) (NIC) National Informatics Cen... ▾

Daily visit pass Periodic visit pass

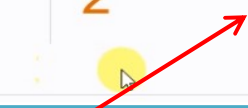
[+ New Visit Registration](#)

Pending Request	Upcoming Visitors	Total visits
2	2	54
Click for approve	Click for View	Click for view

All Pending Visit Requests will be displayed in “Pending Request”.
Officer can Approve/Reject/Forward

Building / Bhawan (6TH FLOOR, A2B7) (NIC) National Informatics Cen... Daily visit pass Periodic visit pass [+ New Visit Registration](#)

Pending Request 2 Click for approve	Upcoming Visitors 2 Click for View	Total visits 54 Click for view
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No of visits are : 2

Enter any Keyword

VisRN	Visitor Name	Mobile	Age/Gender	Requested Date	Visit Venue	Status	Action
I/0012/0023/140/2019	DEMO USER	7982181718	34 / M	02/08/2019		Pending...	Approve Reject Forward To
I/0012/0023/138/2019	DEMO USER	7982181718	34 / M	31/07/2019		Pending...	Approve Reject Forward To

For Checking Details of Visitors, Click visitor number to view details

No of visits are : 2

Enter any Keyword

VisRN	Visitor Name	Mobile	Age/Gender	Requested Date	Visit Venue	Status	Action
I/0012/0023/140/2019	DEMO USER	7982181718	34 / M	02/08/2019		Pending...	Approve Reject Forward To
I/0012/0023/138/2019	DEMO USER	7982181718	34 / M	31/07/2019		Pending...	Approve Reject Forward To

(National Informatics Centre)

Reg No : I/0012/0023/138/2019

Issued On : 31/07/2019

Visitor Details

Name : DEMO USER

F / H Name : TEST USER

Mobile No: *****1718

ID Details : GOV. ID CARD : **3344

Age / Gender: 34/ M

Address SHASTRI PARK



Meet To

Officer Name : SHASHI KANT SHARME

Valid From : 31/07/2019

Location 6TH FLOOR,

Valid To :

Purpose :

Remark :

Visitor Movements

Click Approve button to approve visit request, at the time of approval officer can modify visiting date and time as per convenience.

No of visits are : 2

Enter any Keyword

VisRN	Visitor Name	Mobile	Age/Gender	Requested Date	Visit Venue	Status	Action
I/0012/0023/140/2019	DEMO USER	7982181718	34 / M	02/08/2019		Pending...	<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Forward To"/>
I/0012/0023/138/2019	DEMO USER	7982181718	34 / M	31/07/2019		Pending...	<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Forward To"/>

Close

Requested Date : 31/07/2019

Approval Date :

Meeting Time Period : Booked Time-Slot

Visit Venue :

Approve

Click REJECT button to reject visit request, at the time of rejection , officer needs to give some remark reason of rejection.

No of visits are : 2

Enter any Keyword

VisRN	Visitor Name	Mobile	Age/Gender	Requested Date	Visit Venue	Status	Action
I/0012/0023/140/2019	DEMO USER	7982181718	34 / M	02/08/2019		Pending...	Approve Reject Forward To
I/0012/0023/138/2019	DEMO USER	7982181718	34 / M	31/07/2019		Pending...	Approve Reject Forward To

Close

Remark :

Max 100 Character.

OK

Click FORWARD button to Forward visit request to other officer.

No of visits are : 2

Enter any Keyword

VisRN	Visitor Name	Mobile	Age/Gender	Requested Date	Visit Venue	Status	Action
V/0012/0023/140/2019	DEMO USER	7982181718	34 / M	02/08/2019		Pending...	<button>Approve</button> <button>Reject</button> <button>Forward To</button>
V/0012/0023/138/2019	DEMO USER	7982181718	34 / M	31/07/2019		Pending...	<button>Approve</button> <button>Reject</button> <button>Forward To</button>

Close

Select Location

Forward Officer :

SELECT

- GENERAL, 5TH FLOOR (SHRI NAGESH SHASTRI)
- DEPUTY DIRECTOR GENERAL, (SHRI RAJESH GERA)
- DEPUTY DIRECTOR GENERAL, 3RD FLOOR, A3B4 (SHRI

Enter Location

Officer Name :

Mobile No. :

Email :

Remark :

FORWARD

All Visit Requests which are Approved will be displayed in “Upcoming Visitors”.

Pending Request **1** [Click for approve](#)

Upcoming Visitors **3** [Click for View](#)

Total visits **54** [Click for view](#)

Upcoming visits Close

1 visit scheduled for 01/08/2019

1 visit scheduled for 02/08/2019

1 visit scheduled for 30/07/2019

Visit Reg No	Vis Name	Mobile Number	Visit Date & Time
I/0012/0023/134/2019	Aniruddha Tiwari	9205062388	30/07/2019 16:00 To 17:00

Total Visits includes all visit which are Approved /Reject / Forwarded

Pending Request

1

[Click for approve](#)

Upcoming Visitors

3

[Click for View](#)

Total visits

54

[Click for view](#)

Number of visitors fetched: 54 Enter VisRN, Name , Mobile Number, visit Date, Status P

VisRN	Vis Name	Mobile	Date of Visit	Gender	MSPrint
0012/0023/107/2019	KARTIK	8800933661	22/07/2019	M	approved
0012/0023/109/2019	KARTIK	8800933661	22/07/2019	M	approved
0012/0023/110/2019	KARTIK	8800933661	22/07/2019	M	approved
0012/0023/25/2019	KARTIK	8800933661	27/06/2019	M	expired
0012/0023/26/2019	KARTIK	8800933661	27/06/2019	M	completed
0012/0023/31/2019	UUU	9650997765	05/07/2019	M	approved
0012/0023/52/2019	ASDADASD	9911129383	11/07/2019	M	approved
0012/0023/53/2019	ASDADASD	9911129384	11/07/2019	M	approved
0012/0023/54/2019	FDGDFG	9911129385	11/07/2019	M	approved
0012/0023/55/2019	FDGDFG	9911129385	11/07/2019	M	approved
0012/0023/56/2019	FDGDFG	9911129385	11/07/2019	M	approved
A/0012/0023/58/2019	KARTIK	8800933661	12/07/2019	M	approved
I/0012/0023/1/2019	AYUSH TYAGI	9911129382	14/06/2019	M	expired
I/0012/0023/101/2019	AYUSH TYAGI	9911129382	19/07/2019	M	approved
I/0012/0023/105/2019	KARTIK	8800933661	20/07/2019	M	approved
I/0012/0023/108/2019	KARTIK	8800933661	22/07/2019	M	approved
I/0012/0023/11/2019	UUU	9650997765	15/06/2019	M	approved
I/0012/0023/111/2019	Abdul Qadir	9560705615	24/07/2019	M	expired
I/0012/0023/118/2019	Abdul Qadir	9560705615	25/07/2019	M	expired
I/0012/0023/119/2019	DEMO USER	7982181718	25/07/2019	M	expired

1 2 3

Thanks