▪ **Requirements for registration of the Government Departments on the NCS Portal (www.ncs.gov.in)**

A. **Basic details of the organization:**

1. Register as _____ _____ (Government Department)

2. Organization Name: _____

3. Former Registered Name, if any _____

4. Type of organization: _____ _____

   (Central govt/state govt/Central PSU/State PSU/Local bodies/Autonomous/Others)

5. Sector(s): _____

6. Registered Office address: _____

   City/ Village:_____

   Sub-District/Taluka/Tehsil:_____

   District:_____State:_____

   PIN code:_____ Mobile no.:_____

   Phone: Area code_____ Landline no._____ Extn._____

7. Department's email: _____(not mandatory)

8. Organization's URL/Website : _____(Required)

   (In case the organization does not have its own website, it may give the URL of parent Ministry/Department's website.)

9. Organization's TAN:_____

   B. Contact details

10. Unique Identification Id of the Department Head: **Aadhar/Personal PAN**   (plz **√** the appropriate)

11. Unique Identification ID number: _____

12. Person's Name(as per UID): _____

13. Father's /Guardian's Name :_____

14. Date of Birth : _____(DD-MM-YYYY)

15. Gender :_____(Male/Female)

16. Mobile Number:+91-_____(mandatory)

17. Telephone (with area code)_____,Extn._____(optional)

18. Email address:_____(preferably ending with nic.in/gov.in')

19. Contact person's Designation :_____

20. Choose your USER ID :_____(to be checked with the portal) || Password (Min. 8 charc.)_____

21. Year of Incorporation :_____

22. NCS ID (as generated):

Toll Free Helpline   **1800-425-1514**

Timing: Tue-Sun 08:00 AM to 08:00 PM