UO MONITORING SYSTEM GUIDELINE

- UO MONITORING SYSTEM is a simple application software to monitor the flow of UO notes between the Chief Secretary (CS) office and various Administrative departments

- For using the application type www.manipur.gov.in at any browser (e.g. Internet explorer) address bar and then click UO Monitoring System under Online Services list.

- **Log in** to UO monitoring system using **user_id and password**.

- After logging in successfully the Administrative Secretary will be able to view the list of Letters/Notes from CS office.

- The Administrative Secretary can reply to the letter/note by simply **checking the specific Letters/Notes row checkbox** and then **click the 'Send to CS'** button. Later on the reply will be updated on CS Received Letters/Notes list.

- Different **colour codes** have been used to represent various departments' Letters/Notes received by CS which is then forwarded to the Administrative Secretary for e.g. as shown in application, **Supreme Court is coded with Orange colour, High Court is coded with yellow colour, Assembly is coded with blue colour and NHRC is coded with red colour from other department**. The department colour codes are shown in the left side of application screen.

1. **LOGIN PAGE**

2. ADMINISTRATIVE SECRETARY HOME PAGE

3. SEND REPLY CS

FOR ANY QUERY PLEASE CONTACT:

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