USER REGISTRATION PROCESS (U-1B)
FOR CODIFIER OF PRIVATE SECTOR ORGANISATION

1.	The User ID will be allotted to the users of Private Sector Organisation through Government Organisations.

2.	The Codification Software that can be accessed by **www.ddpdos-codificaiton.gov.in/ncore_ng-web/**, uses **Two Factor Authentication** for secure identification of users. It is the responsibility of all stake holders, to make sure that account passwords are secured and not compromised by following procedures defined time to time.

3.	Procedure for allotment and utilizing of User ID/Grid Card is as below:-

(a)	Initiation of Part-I of Registration Form (Form U-1B)	Users of Private Vendor **Required documents:** Copy of User Employee ID Card (with CTC) Copy of Aadhar Card (with CTC)
(b)	Authorization of Registration Form (Form U-1B) by Controlling Authority of initiation organisation	Head of the Organisation (or) Officer authorised by HoO
(c)	Recommendations/Remarks of concerned AHSP with countersigned signature of Controlling Officer (AHSP) with stamp	AHSP
(d)	Recommendations/Remarks of concerned DS Cell/Detachment	OIC, DSC/DSD
(e)	Filling-up of Part-II of Registration Form (Form U-1B)	OIC, CACOSA
(f)	Approval of Registration Form (Form U-1B)	JD (C&C)
(g)	Creation of User and Organisation in Codification Software	TEAM CACOSA
(h)	Forwarding of User-ID, Grid Card (Form U2) and Acknowledgment (Form U3) to User's Organisation through DSC/DSD as 'Restricted' document	TEAM CACOSA
(i)	Fill-up of Acknowledgment Form (U3) and forward to Directorate through Organisation covering letter	User and Authorised Officer by HoO.
(j)	Activation of User ID (on receiving the acknowledge form U3)	CACOSA

4.	Any request for change of any personal particular or transfer of User ID or change of role of Organisation must be treated as a new User ID allotment request, and same instructions will be followed.

5.	The User ID found not being used for a period of three months will be de-activated. All Users posted out/transferred from role/released must surrender their User ID to their Head of Organisation and intimation to be given promptly to OIC CACOSA for de-activation of User ID. The Heads of respective Organisation must ensure that the User IDs are de-activated for Officials who are posted out (or) proceeding on long leave.

6.	The User Maintenance Team at CACOSA is responsible for all user login related queries. Contact **011-23075340, 011-23043297** for all user login related queries/issues.