HOW TO USE ONLINE AGT MODULE
STEP BY STEP PROCESS

1. For the first time login, go to the link www.dghrdcbec.gov.in/agt/index.asp and login with the username as your e-mail ID used for ‘SPARROW’ module. Then click ‘Get/Forgot Password’ to generate password.

2. Here you can generate password by entering User Name (your e-mail ID used for ‘SPARROW’ module) for Online AGT Module.
3. After clicking on ‘Submit’ button (see the Image 2) after filling all details, you will receive one time password on your e-mail (your e-mail ID used for ‘SPARROW’ module).

**IMAGE 3**

4. Now enter ‘User Name’ & ‘Password’ you received on e-mail. Enter ‘Verifying Code’ and click on ‘Login’.

**IMAGE 4**
5. After clicking ‘Login’ you will be prompted to ‘Please change your password’. Click ‘Ok’ and then proceed to set your new password.

In the next window you can set your new password.
Points to remember while setting password:

- Password must be at least 8 characters long
- Password must not begin with a number
- Password must have 3 out of the following 4 characteristics:
  - At least one upper case letter (A-Z)
  - At least one lower case letter (a-z)
  - At least one number (0-9)
  - At least one of the following symbols: hyphen (-), underscore (_), dollar ($), pound/hash (#)

6. Once you have changed your password click Home Tab (refer Image 5.2) to go to your home page.

7. For submitting your representation click on Submit Representations tab:
8.1 Fill all the relevant details in the fields provided. Please note that the fields marked with asterisk (*) are mandatory.

8.2 You will have four options at the bottom of this form:
9.1 **Save as draft:** You can save your representation for review and later submission.

**IMAGE 9.1**

9.2 After clicking on “Save as Draft” you will be prompted to upload relevant documents. After clicking on ‘Ok’ (refer Image 9.1), you can upload supporting documents, if any. You can also upload supporting documents any time before final submission of your representation. Maximum 200 kb of documents can be uploaded in each category.

**IMAGE 9.2**
9.3 **Final Submit:** You can modify your representation, if required, by clicking on “Modify” button and required to click on “Final Submit” button for submitting your representation to DGHRD before predefined Closing Date of AGT Module. Once you click “Final Submit” button your representation will be directly incorporated in the database maintained by DGHRD. Please make sure to submit your representation before “Closing Date”.

**IMAGE 9.3**

10.1 **Printing Application:** Once you click “Final Submit” button, then you are required to submit through proper channel signed copy of printout of representation to your respective CC/DGs for forwarding the same to DGHRD. For printout, click on “Representations for 2018” to open printable application in next window:

**IMAGE 10.1**
10.2 Click on ‘Print’ to print your application.

ONLINE AGT MODULE – HELPLINE

IN CASE OF ANY DIFFICULTY IN ACCESSING THE AGT MODULE, YOU MAY CONTACT SH. MUDIT RAI, DEPUTY DIRECTOR (HRM-II), DGHRD 011-25733169 OR E-MAIL AT PC.DGHRD@NIC.IN