

User Manual for Knowledge Management System

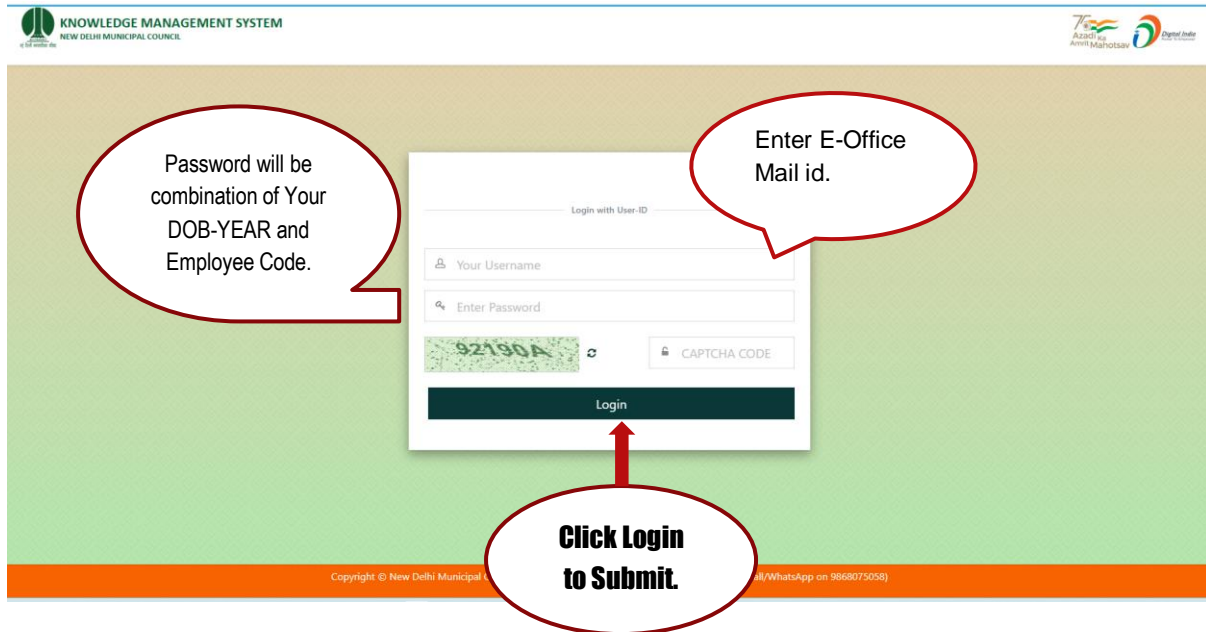
*Important Guidelines:-

- Username will be Your E-office Mail ID.
- Password format is YYYYEmpCode(DOB Year and Employee Code) Like 1990316513.

Step-by-Step Instructions:-

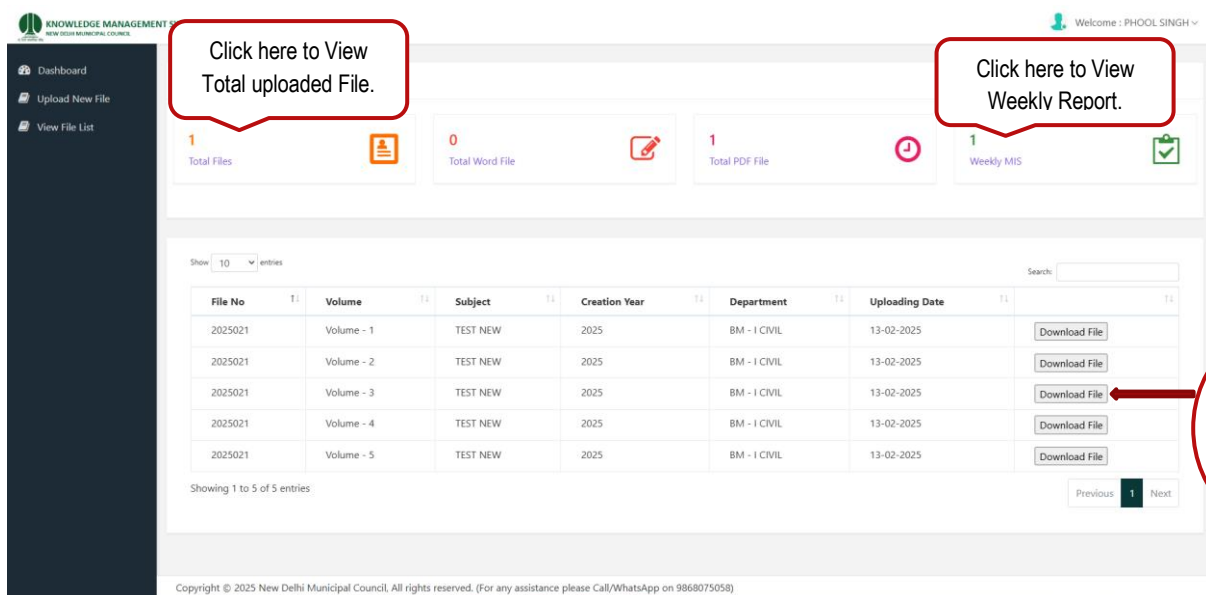
Step 1: Visit the NDMC Knowledge Management Website (<https://kms.ndmc.gov.in>).

Step1. Login Page- (Login using your E-Office Email id and Password (Password format is YYYYEmpCode(DOB Year and Employee Code))).

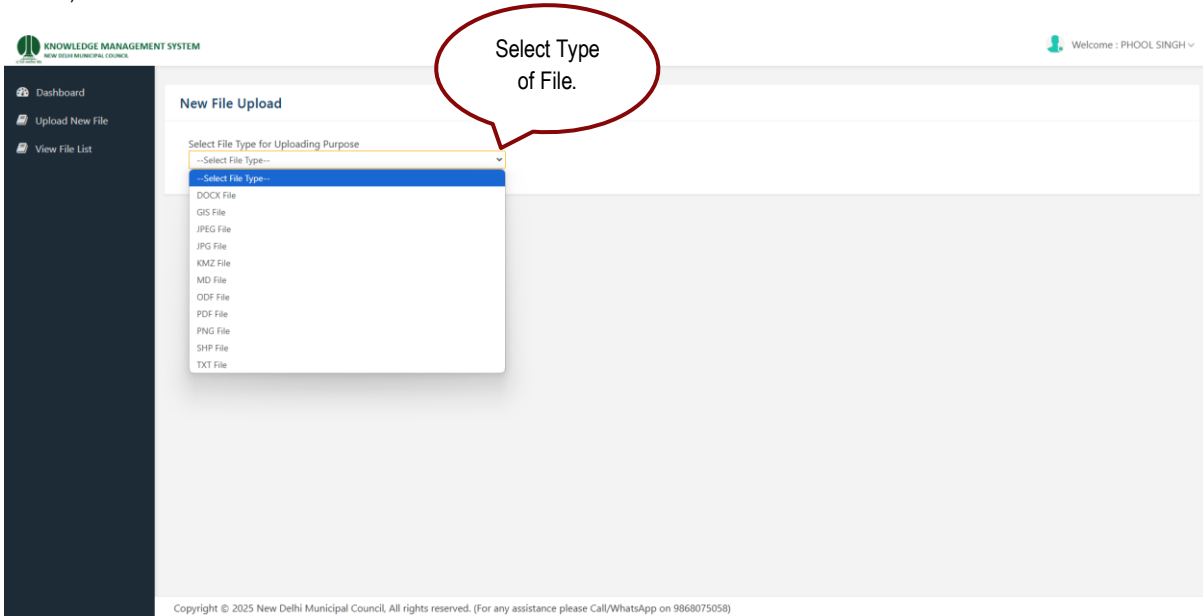


Step 2. Dashboard Page:-

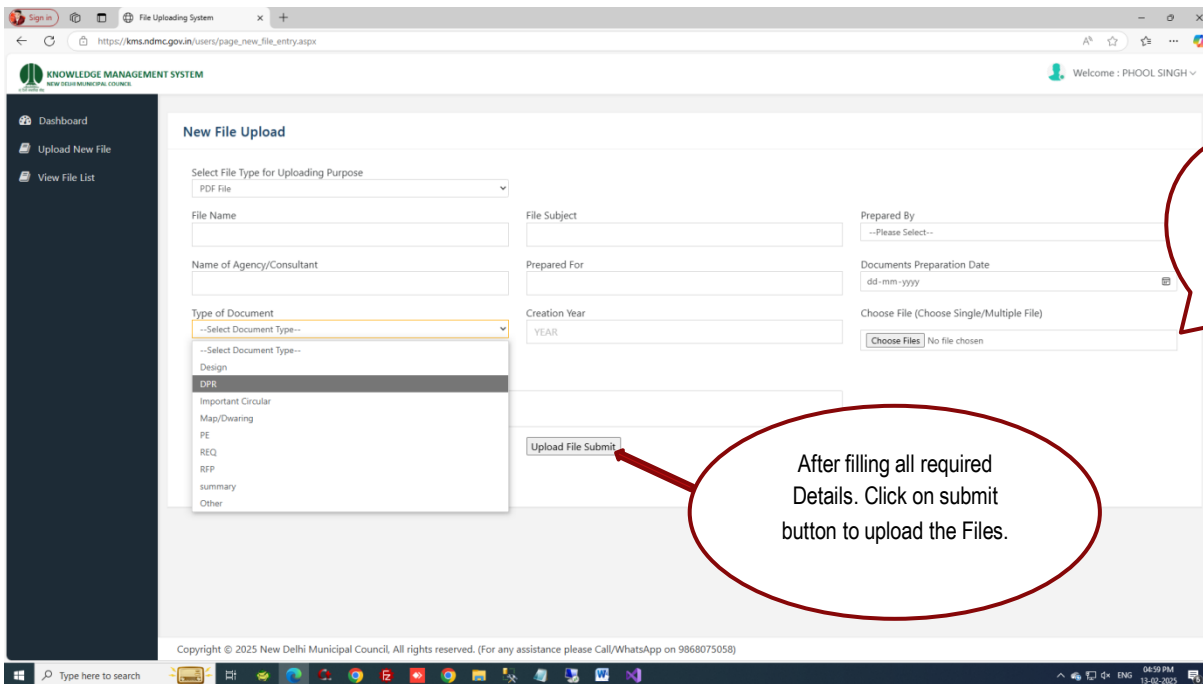
After Login On dashboard, Uploaded File will be shown in different way along with File Download Functionality.



Step 3. Upload New file (On Clicking over Upload new File Option under Side Menu- User can choose File Type to Upload new records).



Step 4. After Selection of File Type all required option will be visible to fill.



Step 5. Upload file list Page (User can view and Download the uploaded Files as per need)

KNOWLEDGE MANAGEMENT SYSTEM
NEW DELHI MUNICIPAL COUNCIL

Welcome

Dashboard
Upload New File
View File List

Uploaded Files List

Show 10 entries

Search:

File No	Volume	Subject	Creation Year	Department	Uploading Date	
2025021	Volume - 1	TEST NEW	2025	BM - I CIVIL	13-02-2025	Download File
2025021	Volume - 2	TEST NEW	2025	BM - I CIVIL	13-02-2025	Download File
2025021	Volume - 3	TEST NEW	2025	BM - I CIVIL	13-02-2025	Download File
2025021	Volume - 4	TEST NEW	2025	BM - I CIVIL	13-02-2025	Download File
2025021	Volume - 5	TEST NEW	2025	BM - I CIVIL	13-02-2025	Download File
2025022	Volume - 1	TEST	2025	BM - I CIVIL	13-02-2025	Download File
2025022	Volume - 2	TEST	2025	BM - I CIVIL	13-02-2025	Download File
2025022	Volume - 3	TEST	2025	BM - I CIVIL	13-02-2025	Download File

Showing 1 to 8 of 8 entries

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Step6.

KNOWLEDGE MANAGEMENT SYSTEM
NEW DELHI MUNICIPAL COUNCIL

Welcome : PHOOL SINGH

Logout

Uploaded Files List

Show 10 entries

Search:

File No	Volume	Subject	Creation Year	Department	Uploading Date	
2025021	Volume - 1	TEST NEW	2025	BM - I CIVIL	13-02-2025	Download File
2025021	Volume - 2	TEST NEW	2025	BM - I CIVIL	13-02-2025	Download File
2025021	Volume - 3	TEST NEW	2025	BM - I CIVIL	13-02-2025	Download File
2025021	Volume - 4	TEST NEW	2025	BM - I CIVIL	13-02-2025	Download File
2025021	Volume - 5	TEST NEW	2025	BM - I CIVIL	13-02-2025	Download File
2025022	Volume - 1	TEST	2025	BM - I CIVIL	13-02-2025	Download File
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2025022	Volume - 3	TEST	2025	BM - I CIVIL	13-02-2025	Download File

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The End