



## Guidelines to be followed for use of Online Assurance Monitoring System (OAMS)

### Uploading of Implementation Report:

1. To upload **Implementation Report** on portal **oams.nic.in** use login credential.  
Select **Pending Assurance** in menu and click on **Lok Sabha or Rajya Sabha**.  
**All Pending Assurance of Ministry** will be shown on Screen.  
Select Assurance for which **IR to be UPLOADED** from dropdown list and click on **GO** button.
2. On Next Screen Assurance details will be shown and IR Report have to **UPLOAD**.  
Select **Assurance Type**: Full / Part  
Enter **Date of Fulfillment**: from Drop down Calendar  
Select: **Approved by**: From Drop down List  
After filling all above details only Click on **IR in English**  or **IR in Hindi**   
IR Form will be open in MS Word on your Computer, where you will fill the details of **When & How Fulfilled & Remark Reasons for Delay**  
**Save** the File in **.pdf only** (Scanned images are not accepted in .pdf Format)  
The Pdf File size should be same as in **Lok Sabha / Rajya Sabha Question Processing System**.  
File will be saved in your **Downloads Folder**  
**Do this for both English and Hindi Format.**  
Both Hindi and English Version files are Compulsory, otherwise it will not be processed for next step.  
**Return to** your Browser oams.nic.in Page  
Then **Choose File** from Your Downloads Folder and click on **Upload (.pdf) only**  
You can see the uploaded file by click on **View**  
**Upload** Similarly the Annexures in English and Hindi **(.pdf) only**  
Then Click on **Save** button.  
After Saving you can Press **Send** button to send the **IR Report to Ministry of Parliamentary Affairs**.

### Dropping of Assurance:

1. To submit request for **Dropping of** any assurance.  
Select **Pending Assurance** from menu and click on **Lok Sabha or Rajya Sabha**. **All Pending Assurance of Ministry** will be shown on Screen.  
Select Assurance for which **Dropping Request is to be made**.  
From dropdown List select **DROPPING** and click on **GO** button.
2. On Next Screen Assurance details and Ministry's Dropping Request Form will be shown.  
Fill all the Details: Ministry Ref. No., Ministry Ref. Date, Reason for Dropping and Subject.  
Click on **Save**  
The Dropping request will be automatically sent to the concerned Parliament Secretariat.

### **Extension of Assurance:**

1. For **Extension of Assurance**  
Select **Pending Assurance** from menu and click on **Lok Sabha or Rajya Sabha. All Pending Assurance of Ministry** will be shown on Screen.  
Select Assurance for which **Extension Request** is to be made from dropdown List select **EXTENSION** and click on **GO** button.
2. On Next Screen Assurance details and Ministry **EXTENSION** Request will be shown. Fill all the Details:  
Ext. Sought up to: From Drop down Calendar.  
Ministry Ref. No: Write Ref. No.  
Ministry Ref. Date: From Drop down Calendar.  
Delay Reason: from Drop down List.  
Remarks: Write Remarks  
Attach file: upload pdf file  
Click on **Save**  
It will go to Concerned Secretariat for Approval.

### **Transfer of Assurance:**

1. To **Transfer** any Assurance  
Select **Pending Assurance** in menu and click on **Lok Sabha or Rajya Sabha. All Pending Assurance of Ministry** will be shown on Screen.  
Select Assurance for which **Transfer Request is to be made.** From dropdown List select **TRANSFER** and click on **GO** button.
2. On Next Screen Assurance details and Ministry **TRANSFER** Request will be shown.  
**Fill all the Details:**  
Ministry Ref. No: Write Ref. No.  
Ministry Ref. Date: From Drop down Calendar.  
Transfer to Ministry: Select Ministry from Dropdown List  
Reason for Transfer: Give Reason  
Remarks: Write Remarks  
Attach file: upload pdf file  
Click on **Send.**  
It will be send to the Concerned Parliament Secretariat for Approval.

**Assurance Uploaded:**

**Lok Sabha or Rajya Sabha**

1. To see the uploaded Implementation Report  
Select: Approved Status **Part Approved / Full Approved.**  
Search can be done on **Question no** or **Question date.**

**Returned Assurance:**

**Lok Sabha or Rajya Sabha**

1. List of Returned Assurance displayed here.  
After completing the details asked for you can send it again.

**Transfer of Assurance:**

**Lok Sabha or Rajya Sabha**

1. List of Transfer Request of assurance made by Ministry can be seen.
2. List of Transfer Response of assurance which had come from another Ministry can be seen.
3. Color Shows: Transfer Request  
**Normal /Transfer Approved /Transfer Not Approved**

**Assurance Laid:**

**Lok Sabha or Rajya Sabha**

1. Select Laying Date from Dropdown List to see the Assurance Laid.

**Report:**

You can view following reports.

1. Dropping Report:
2. Extension Report
3. Uploaded Assurance Report
4. Assurance Laid

## **Utility:**

### **Officers Information**

Fill all details of officers in the Ministry and can also update Officer's Information.

Officer Status: Nodal Officer/ Forwarding Officer

Designation: Joint Secretary/Director/ Under secretary/Section Officer

Name: User Name

Telephone No.(O):

Fax No.(O):

Mobile No.:

e-mail:

Office Address:

## **Change Password**

1. Old Password: Fill Old Password
2. New Password: Fill New Password
3. Confirm Password: Fill Confirm Password

**\*Password should be minimum 8 and maximum 12 characters in which One Capital, One Small, One Numeric and One special character.**

**Password should not be exact as last three passwords.**

## **Help**

You can take **help** using documentation.

In case of any technical difficulty, please take the help of the NIC person in your Ministry or send an email at [sksinha@nic.in](mailto:sksinha@nic.in)