Sandes is an open source based indigenous instant messaging platform developed by NIC, MeitY to facilitate instant messaging for Government and public users. It is hosted exclusively at **Government infrastructure**. It supports **End to End Encrypted** messaging. Sandes is specially designed for Government and is customizable. Sandes supports **integration** with Government applications. The Sandes app is available at Google Play Storeand at AppleApp Store.

To avail the messaging services offered by Sandes, the organization and its employees need to be onboarded as per the steps listed below.

1. Organization on-boarding -

The organization on-boarding form is available at https://www.sandes.gov.in/download. Scanned copy of completely filled form (duly signed along with seal of head of the organization) needs to be sent to support-sandes@nic.in along withthe editable version.Please also share the list of **designations** usedin your organization.

Sandes team will create an organizationand its nodal officer(s) as per the details shared in the on boarding form. The Nodal officers must have **official email ID** and they will be given admin privileges on Sandes portal (https://www.sandes.gov.in). Thereafter they will be responsible for administration of organization and on boarding and verification of employees.

2. Employees on boarding -

2.1White listing of employees by Nodal officer:

(a) Download the format (CSV template) from https://www.sandes.gov.in/download.
(b) Prepare data of the employees as per required format. The first row must have the columns names. Please note that max 1000 entries are allowed in one csv file. If required make multiple files.
(c) The data must be **clean** with valid email address **preferably personal official** email ID.

ename*	gender	Designation*	Ecode*	email	Alternate email	Mobile*	Iso country code	Superannuation Date*	District lgdcode
Only a-z,A-Z,0-9,.,space is allowed	only M/F le	Only a-z,A-Z,0-9,.,&,_,/,space is allowed	Valid Employee code	Should be valid email	Should be valid email	Should be valid 10 digit number	Only a-z,A-Z is allowed e.g. IN, US etc Wikipedia Reference	Should be a valid Date in format (DD/MM/YYYY)	District LGD Code (Local Govt. Directory Code)

*indicate mandatory field

The Nodal officer may logon to Sandes portal and use option **"Import Employee"** in the hamburger menu (≡) to on board employees of respective organization.Nodal officer may also onboard an employee individually using "**Members->New**". An automated mail is sent to the onboarded users to download the app. These whitelisted users will be treated as**verified users** and will have access to full functionality of the app.

2.2 Self Registration

In case someone does self registration on the app, he/she needs to contact the nodal officer of his/her organization for verification. The nodal officer can find the user using**"Search/Locate Member"**option in the hamburger menu (≡), edit the details (occupational details) and verify the user using **"Confirm/Reject Verification"** option in the "**Menu"**.

For any support please contact us at support-sandes@nic.in.