

ECIS User Manual

1. Open Browser and Type <https://ecis.bagamati.gov.np> or <https://mosd.bagamati.gov.np>(Click on ECIS Link)



2. Click on "Create Account"

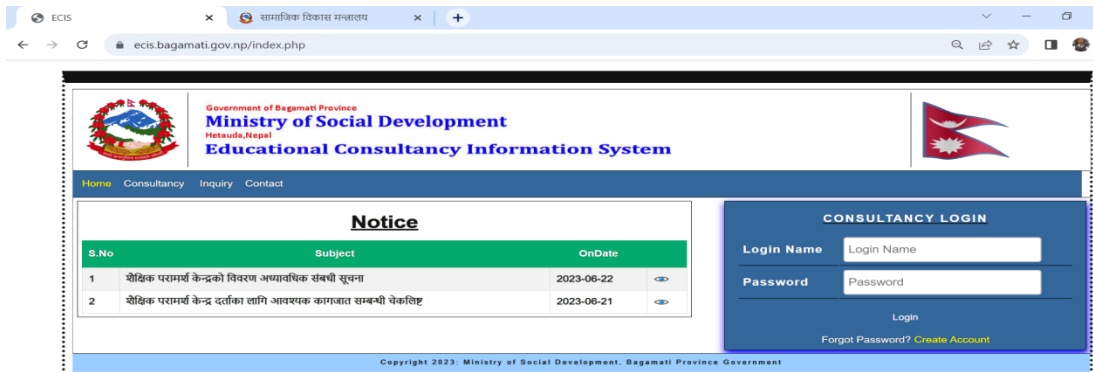


3. Click on Create Account and fill up the form. You will get User Name and Password within 24 Hours in your email. (If you are not registered)

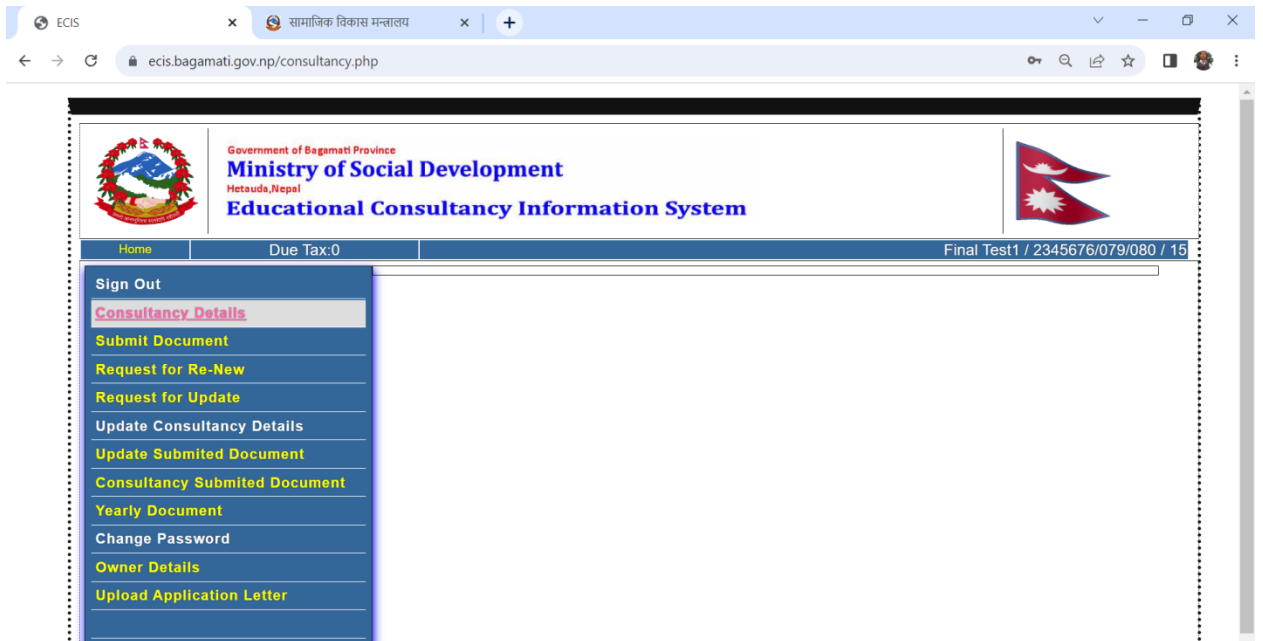
Create New Account

Name of Consultancy(En)*	<input type="text" value="Type Name of Cunsultancy"/>
Name of Consultancy(NP)*	<input type="text" value="Type Name in Nepali"/>
Tick your Required Services	<input type="checkbox"/> Educational Counselling <input type="checkbox"/> Preparation Class <input type="checkbox"/> Language Teaching
Address*: <input type="text" value="Select District"/> <input type="text" value="Select Local Government"/> <input type="text" value="Ward No."/>	
Address(Nepali)*: <input type="text" value="District"/> <input type="text" value="Local Government"/> <input type="text" value="Ward No."/>	
E-Mail Address*	<input type="text" value="E-Mail"/>
Phone No	<input type="text" value="Phone No."/>
Mobile No(In Eng.)*	<input type="text" value="Mobile No."/>
Company Registration No.(In Eng.)*	<input type="text" value="Registration No."/>
Upload Reg. Certificate*	<input type="button" value="Choose File"/> No file chosen
Registration Date*	<input type="text" value="Type Registration Date"/>
<input type="button" value="Create"/>	

4. To open your Account open <https://ecis.bagamati.gov.np> and type Login Name and Password then click on Login



5. Click on Consultancy Details to update more information of Consultancy.



6. Click on Save then there will open Consultancy Profile



7. Click on Choose File and Upload Consultancy Profile file.

8. Click on Save then there will open Company Prabhanda Patra

Government of Bagmati Province
Ministry of Social Development
 Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax:0

Consultancy
 Company Details
Upload Document
 Certificate and Agreement
 Counsellor Details
 Instructor Details
 Language Teaching
 Self Declaration

Name of Consultancy: Final Test1
 Name of Consultancy(NP): दोस्रो परीक्षण
 Registration No.: 2345676/079/080
 Company Prabhanda Patra*: Choose File No file chosen

Previous Save

9. Click on Choose File and Upload Prabhanda Patra file.
10. Click on Save then there will open Company Niyamawali

Government of Bagmati Province
Ministry of Social Development
 Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax:0

Consultancy
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 Instructor Details
 Language Teaching
 Self Declaration

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 Company Niyamawali*: Choose File No file chosen

Previous Save

11. Click on Choose File and Upload Niyamawali file.
12. Click on Save then there will open Company PAN/VAT Certificate

Government of Bagmati Province
Ministry of Social Development
 Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax:0

Consultancy
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 Language Teaching
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 Name of Consultancy(NP): दोस्रो परीक्षण
 Registration No.: 2345676/079/080
 Company PAN/VAT Certificate*: Choose File No file chosen

Previous Save

13. Click on Choose File and Upload Company PAN/VAT Certificate file.
14. Click on Save then there will open Hose Rent Agreement

ECIS सामाजिक विकास मन्त्रालय
 ecis.bagamati.gov.np/house_rent_agreement.php

Government of Bagmati Province
Ministry of Social Development
 Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax:0

Consultancy
 Company Details
Upload Document
 Certificate and Agreement
 Counsellor Details
 Instructor Details
 Language Teaching
 Self Declaration

Name of Consultancy Final Test1
 Name of Consultancy(NP) दोस्रो परीक्षण
 Registration No. 2345676/079/080
 House Rent Agreement* Choose File No file chosen

Previous Save

15. Click on Choose File and Upload House Rent Agreement file. Agreement must be minimum of 2 Years.

16. Click on Save then there will open House Owner's Identity document upload page

ECIS सामाजिक विकास मन्त्रालय
 ecis.bagamati.gov.np/jagga_dhani_purja.php

Government of Bagmati Province
Ministry of Social Development
 Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax:0

Consultancy
 Company Details
Upload Document
 Certificate and Agreement
 Counsellor Details
 Instructor Details
 Language Teaching
 Self Declaration

Name of Consultancy Final Test1
 Name of Consultancy(NP) दोस्रो परीक्षण
 Registration No. 2345676/079/080
 House Owner's* Choose File No file chosen
 (Water Bill OR Electricity Bill OR Jagga Dhani Purja)

Previous Save

17. Click on Choose File and Upload House Owner's Water Bill or Electricity Bill or Jagga Dhani Purja file.

18. Click on Save then there will open Bank Letter Upload Page

ECIS सामाजिक विकास मन्त्रालय
 ecis.bagamati.gov.np/bank_letter.php

Government of Bagmati Province
Ministry of Social Development
 Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax:0

Consultancy
 Company Details
Upload Document
 Certificate and Agreement
 Counsellor Details
 Instructor Details
 Language Teaching
 Self Declaration

Name of Consultancy Final Test1
 Name of Consultancy(NP) दोस्रो परीक्षण
 Registration No. 2345676/079/080
 Bank Letter* Choose File No file chosen

Previous Save

19. Click on Choose File and Upload Bank Letter file.

20. Click on Save then there will open Tax Voucher upload page

ECIS सामाजिक विकास मन्त्रालय ecis.bagamati.gov.np/tax_voucher.php

Government of Bagmati Province
Ministry of Social Development
 Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax:0

Consultancy
 Company Details
Upload Document
 Certificate and Agreement
 Counsellor Details
 Instructor Details
 Language Teaching
 Self Declaration

Name of Consultancy Final Test1
Name of Consultancy(NP) दोस्रो परीक्षण
Registration No. 2345676/079/080
Tax Voucher* Choose File No file chosen
Financial Year* 2080/81

Previous Save

21. Click on Choose File and Upload Tax Paid Voucher file and choose paid financial year.

22. Click on Save then there will open Audit Report upload page

ECIS सामाजिक विकास मन्त्रालय ecis.bagamati.gov.np/audit_report.php

Government of Bagmati Province
Ministry of Social Development
 Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax:0

Consultancy
 Company Details
Upload Document
 Certificate and Agreement
 Counsellor Details
 Instructor Details
 Language Teaching
 Self Declaration

Name of Consultancy Final Test1
Name of Consultancy(NP) दोस्रो परीक्षण
Registration No. 2345676/079/080
Audit Report* Choose File No file chosen
Financial Year* 2080/81

Previous Save

23. Click on Choose File and Upload Audit Report file and choose financial year.(If company's starting year and there is no audit report then upload any one blank page file)

24. Click on Save then there will open Tax Clearance upload page

ECIS सामाजिक विकास मन्त्रालय ecis.bagamati.gov.np/tax_clearance.php

Government of Bagmati Province
Ministry of Social Development
 Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax:0

Consultancy
 Company Details
Upload Document
 Certificate and Agreement
 Counsellor Details
 Instructor Details
 Language Teaching
 Self Declaration

Name of Consultancy Final Test1
Name of Consultancy(NP) दोस्रो परीक्षण
Registration No. 2345676/079/080
TAX Clearance* Choose File No file chosen
Financial Year* 2080/81

Previous Save

25. Click on Choose File and Upload Tax Clearance file and choose financial year.(If company's starting year and there is no tax clearance document then upload any one blank page file)

26. Click on Save then there will open Company Update/Re-New upload page

The screenshot shows a web browser window with the URL ecis.bagamati.gov.np/company_update.php. The page header includes the Government of Bagmati Province logo and the Ministry of Social Development. The main content area features a navigation menu on the left with options like 'Home', 'Due Tax:0', 'Consultancy', 'Company Details', 'Upload Document', 'Certificate and Agreement', 'Counsellor Details', 'Instructor Details', 'Language Teaching', and 'Self Declaration'. The 'Upload Document' option is highlighted. The main form contains the following fields:

- Name of Consultancy: Final Test1
- Name of Consultancy(NP): दोस्रो परीक्षण
- Registration No.: 2345676/079/080
- Company Update/Re-New*: Choose File | No file chosen
- Financial Year*: 2080/81

Buttons for 'Previous' and 'Save' are located at the bottom right of the form.

27. Click on Choose File and Upload Company Update/Re-New file and choose financial year.(If company's starting year and there is no Update/Re-New document then upload any one blank page file)

28. Click on Save then there will open Agreement with college upload page

The screenshot shows a web browser window with the URL ecis.bagamati.gov.np/agreement_with_foreign.php. The page header includes the Government of Bagmati Province logo and the Ministry of Social Development. The main content area features a navigation menu on the left with options like 'Home', 'Due Tax:0', 'Consultancy', 'Company Details', 'Upload Document', 'Certificate and Agreement', 'Counsellor Details', 'Instructor Details', 'Language Teaching', and 'Self Declaration'. The 'Certificate and Agreement' option is highlighted. The main form contains the following fields:

- Name of Consultancy: Final Test1
- Name of Consultancy(NP): दोस्रो परीक्षण
- Registration No.: 2345676/079/080
- Name of College/University*: College/University Name
- Date*: Start Date, Valid Date, Valid Date Upto
- Upload Agreement Paper: Choose File | No file chosen
- Upload Certificate: Choose File | No file chosen

Buttons for 'Previous', 'Save', and 'Next' are located at the bottom right of the form.

29. Save agreement with two colleges

30. Click on Next then there will open Counsellor Details upload page

31. Save minimum two Counsellors

32. Click on Next then there will open Instructor Details

33. Save minimum two Instructors

34. Click on Next then there will open Language Teaching Details

ECIS सामाजिक विकास मन्त्रालय ecis.bagmati.gov.np/language_teaching.php

Government of Bagmati Province
Ministry of Social Development
Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax: 0 Final Test1 / 23456

0 number of language instructor saved

Language Teaching

Name of Consultancy: Final Test1

Name of Consultancy(NP): दोस्रो परीक्षण

Registration No.: 2345678/079/080

Language*: Select Language

Name of Instructor: First Name Middle Name Last Name

Address*: Address

Level of Language*: Select Language Level

Training Status*: Validation Year

Upload Traning Certificate*: Choose File No file chosen

Academic Qualification

Level*: Academic Level

Faculty*: Academic Faculty

Upload Transcript*: Choose File No file chosen

Citizenship No.*: Citizenship No.

Upload Citizenship Certificate*: Choose File No file chosen

Appointment Letter: Choose File No file chosen

Previous Save Next

35. Save minimum two Language Teacher Details
36. Click on Next then there will open Self Declaration Page

ECIS सामाजिक विकास मन्त्रालय ecis.bagmati.gov.np/self_varify.php

Government of Bagmati Province
Ministry of Social Development
Hetauda, Nepal
Educational Consultancy Information System

Home Due Tax: 0 Final Test1 /

Self Declaration

Company Details

Name of Consultancy	Final Test1
Name of Consultancy(NP)	दोस्रो परीक्षण
Address	Kavrepalanchowk , Dhulikhel Municipality - 5
Address(Nepali)	काभ्रेपलाञ्चोक , धुलिखेल नगरपालिका - ५
E-Mail Address	me.bishnu34@gmail.com
Phone No	0
Mobile No.	9851001482
Registration No.	2345678/079/080
PAN/VAT No.	23423
Objectives of Company	
House Rent Agreement Period	1 Year
Name of Bank	NIBL Bank
Branch	Banepa
Bank Account No.	41234123423

37. Tick on I am confirm to declare and verify
38. Click on Apply and click on Ok there will open verification message

39. Click on Self Verify Letter then there will open letter

40. Press Ctrl+P and print letter

41. After Signed and Stamped of company click on Upload Application Letter and Upload Letter