Below are some important information to follow while performing mentioned tasks in DigiGov FMS.

1. **User Creation in excel format**: Mandatory coumns required for User Creation.

S.no	Do	Don't
1	User ID* – Employee ID or Treasury Code or KGID	Do not use *Rskmp*(Or any dept.'s short name) for column Username.
2	First Name*- Only First name of a user	Do not use title (Ex. Mr, Mrs, Shri,Shrimati)
3	Designation*- User's preferred designation to be used.	Do not use shortname of a designation.
4	Role*- Use M,C,A(Maker,Checker,Approver) in this column	Do not use full form in this column.
5	E-mail- Use active E-mail address.	Do not use in Capital letters and any deactive e-mail ID's. Use only small letter.
6	Mobile No*- Use active mobile no. with 10 digits.	Do not use land line telephone number.
7	Date of Birth*- Only Use documented DOB DD/MM/YYYY format only.	Do not use other formats.
8	Organisation Name*- Use College or Institutes Name	Do not use only department names without dise code or other department names.