User's Guidelines

User Guidelines for the Underground Mine Capacity Assessment Portal are outlined below:

Click on the 'User Login'. After clicking on 'User Login' four options will appear.

a) Mine Manager
b) Project Officer
c) Area GM and
d) GM (P&P/UG)

a) Mine Manager's Login

- Manager of the UG mine will login as 'Mine manager'.
- Click on 'Mine Manager'.
- Select Financial Year and other options and enter default password.
- Default password for Mine Manager is **MM#12345**
- Create new password.
- Then login to the 'Mine Manager' with new password.
- After login, a menu bar containing 11 main tabs will appear.
- Click on the main tab one by one and fill up the given formats and save the data.
- Most of the main tabs contains more than one sub-tab.
- Fill all the formats.
- Leave the format blank if it is not relevant to the UG mine for which data is being filled.
- Please fill data carefully in the unit given in the format.
- After filling all the formats including 'Remarks' mine manager shall approve the filled up data.
- Then it will go to the Project Officer.

b) Project Officer's Login

- Project Officer/Agent of the UG mine will login as 'Project Officer'.
- Click on 'Project Officer'.
- Select Financial Year and other options and enter default password.
- Default password for Project Officer/Agent is **PM#12345**
- Create new password.
- Then login to the 'Project Officer' with new password.
- After login, a menu bar containing 11 main tabs will appear.
- Most of the main tabs contains more than one sub-tab.
- Please fill the project officer's details.
- Then go to the other main tabs one by one.
- Please check all the data filled in the formats by mine manager.
- After checking all the filled up data including mine manager's remarks, please go to the Project officer's remarks.
- Fill up Project Officer's Assessment, company target and remarks, save it and then approve it.

- Then it will go to the Area GM.

  Note: -The Project Officer/Agent will need to create a new password for each UG mine selected by them, although they may choose same password for different mines.

c) Area GM's Login
- General Manager of the UG mine will login as 'Area GM'.
- Click on 'Area GM'.
- Select Financial Year and other options and enter default password.
- Default password for Area GM is **AGM#12345**
- Create new password.
- Then login to the 'Area GM' with new password.
- Please fill the Area General Manager's details, Area details then go to 'Mine Entry' tab.
- Select the Mine and click on 'See Details' and see the filled up format by Mine Manager and Project Officer of the mine.
- After checking all the filled up data including remarks of the mine manager and project officer, please go to the Area GM Remarks.
- After filling up Area GM Remarks, please save it and then approve it.
- Then it will go to GM (P&P/UG).
- By clicking on 'Status' tab, mine entry status can be checked.

d) GM (P&P/UG) Login
- General Manager (P&P/UG) of subsidiary HQ will login as 'GM P&P/UG'.
- Click on 'GM P&P/UG'.
- Select Financial Year and subsidiary then enter default password.
- Default password for GM P&P/UG is **GMPP#12345**
- Create new password.
- Then login to the 'GM (P&P/UG)' with new password.
- Please fill the GM (P&P/UG) details, then go to 'Mine Entry' tab.
- Select the Mine and click on 'See Details' and see the filled up formats.
- After checking all the filled up data including remarks of the mine manager, project officer, and Area GM remarks, please go to the GM P&P remarks, please fill it, then save and approve it.
- Then it will go to CMPDI for capacity assessment.
- By clicking on 'Status' tab, mine entry status can be checked.

Please go through the guidelines carefully for smooth utilization of this portal.
For any further assistance, please contact:

1. **Dhiraj Kumar Choudhary, Chief Manager (Min)**
   Contact No. 7004667356

2. **Anuranjan Kumar, Dy. Manager (E&M)**
   Contact No. 8210154403/7764896303