

HELP / ASSISTANCE

To make the system user-friendly and for multi-stage data checking and validation, a 3-tier user login system has been provided:

Login type	Remarks
Project	<p>Password has been provided to the subsidiary.</p> <p>This login can be used to enter the relevant data by different departments/ persons of the Project.</p> <p>However, filled-up data cannot be submitted using this login, it can only be submitted by using login of Project Officer.</p>
Project Officer	<p>First time password has been provided to the subsidiary. However, the password should to be changed by the concerned Project Officer subsequently.</p> <p>Filled-up data can be submitted to subsidiary headquarter, using this login type only.</p> <p>Care may be taken to verify the data before submission to subsidiary HQ, as no editing would be possible by Project login or Project Officer login after submission. However, subsidiary HQ may revert back the submitted data to Project for correction/rectification and may reset the password for Project Officer</p>
Subsidiary HQ	<p>First time password has been provided to the subsidiary. However, the password should be changed by the subsidiary HQ subsequently.</p> <p>The submitted data from Projects can be viewed and downloaded using this login. Subsidiary HQ should check and validate the data before final submission to CMPDI. Once submitted to CMPDI, the data cannot be modified.</p> <p>In case of any discrepancy observed by subsidiary HQ during checking, the data may be reverted back to concerned Project for correction/rectification and resubmission.</p>