

## 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 required would be project code, the list of which 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> <p>Soft copy of the mine working plan is to be uploaded through this login</p>
Project Officer	<p>First time password is <b>123456</b>. 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> <p>Soft copy of the uploaded mine working plan has to be approved by Project Officer, through this login, for submission to subsidiary HQ</p>
Subsidiary HQ	<p>First time password would be the abbreviation of subsidiary name (such as <b>ecl, bccl, ccl, wcl, secl, ncl</b> and <b>mcl</b>). 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. 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> <p>Soft copy of the uploaded mine working plan must be approved by subsidiary HQ, for submission to CMPDI. If the uploaded working plans are not approved by subsidiary HQ, they will not be considered as submitted to CMPDI.</p>

Separate Instructions for submitting Mine Working Plan are provided in the portal.