

USER MANUAL (NODAL MINISTRY)

Contents

User Login1
Dash Board Error! Bookmark not defined.
Upload Initial Proposal Error! Bookmark not defined.
Proposal Marking4
Query Management
Forward Proposal to EFC6
Withdraw Proposal
SFC Meeting Notice Upload7
SFC Minutes of Meeting Upload7
Change Password
Forgot Password
LogOut

User Login

In order to submit a proposal, click on the **User Login**page. Following page will be displayed :

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		BBMT RE SET @ 2017 All Rights Reserved - Expenditure Finance Committee Management System Stat designed, hosted by National Informatics Centre	

Screen :Login Screen

After entering login id, password and Captcha characters, user is logged in to the system, if login and password are correct and the Captcha characters entered match the Captcha image displayed on the login screen. In case, login or password are incorrect, message **Invalid Login/Password! Please check your credentials** displayed. In case of any mismatch in entering Captcha characters, message **Invalid verification code! Please check** is displayed. In case, user does not remember password, he/she can click on the link**Forgot Password** to reassign password.

DashBoard

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On successful logging in, following screen is displayed :

Screen : Ministry Main Menu

Click on Upload Initial Proposal on the dashboard to upload the proposal online.

Upload Proposal

Following screen is displayed after selecting Upload Initial Proposal option :

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Screen : Initial Proposal uploading Screen

Ministry upload the proposal by selecting committee Type, Subject/Document Description and End Date of Proposal received comments. Upload document should be pdf format only with no larger than 10MB of size.

Proposal Marking

After Proposal Upload, Search the proposal you want to mark to ministries. You can either search by system generated Proposal No.

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Select the proposal shown and then select ministries to whom you want to mark the proposal. Department of Atomic Energy Ministry of Power Ministry of Mines Department of Industrial Policy and Promotion Ministry of Petroleum and Natural Gas Department of Revenue Ministry of Defence Department of Commerce Ministry of Home Affairs Ministry of Micro, Small and Medium Enterprises Ministry of Information and Broadcasting Ministry of Overseas Indian Affairs Ministry of External Affairs Ministry of Civil Aviation Department of Post Ministry of Chemicals and Fertilizers Ministry of Urban Development Central Board of Direct Taxes (Income tax) Department of space Central Board of Excise and Customs ISRO Department of Agriculture Research and Education Department of Telecommunications 🔲 new test Department of Electronics and Information technology PhysicallySent (Click here to enter dak details if proposal is also sent physically to ministries) Note: If you have selected multiple ministries above, then same comment will be forwarded to these ministries. To send different comment to each ministry, mark proposal to one ministry at a time Your Comments Send to Ministries

Screen : Proposal Marking

Proposal Marking: Select Ministries

Provide your comments if any and send to ministries. To track this proposal, you need to go to Query Management module discussed below.

Query Management

Track Proposals marked to CMs

In the query management module, you can also track proposal which was marked to C

Ms. Proposal will be seen in the Query Responses by AM section. Until the proposal is commented on by AM it will be shown in Pending Section. Once it is commented on, it will be shown in Responded section.

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144	20014	PIB Proposal for Comments	11/05/2017 10:35AM	Ministry of Agriculture and Farmers Welfare	please provide comments at the earliest	View Detail
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Screen : Query Management Screen

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Screen :Final Proposal Forward to EFC Screen

After Received comments from Concern Ministry, the initiator Ministry analyzes and makes a revised proposal and forward the same to EFC for further process.

Withdrawn Proposal

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Screen :Withdraw Proposal Screen

Initiator Ministry can withdraw the proposal anytime before submitting the final comments to EFC.

FC Meeting Schedule			
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Screen :SFC Meeting Notice Upload Screen

If the proposal related to SFC then Initiator Ministry will be schedule the meeting by upload meeting notice.

SFC Minutes of Meeting Upload

After Meeting held Minutes of Meeting will be upload by following screen.

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Page |7

Change Password

User can select **Change Password** menu item or click on **Change Password** icon on the dashboard to change password. Following screen is displayed :

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(TESTING)	For Technical Queries : Spar@nic.in	
	© 2017 All Rights Reserved - Expenditure Finance Committee Managem Site designed, hosted by National Informatics Centre	nt System

Screen : Change Password Screen

Enter old password, new password and confirm new password following the password guidelines as described in assignment of password section and click on **Submit**to save new password. The new password should be different from three previous passwords.

Forgot Password

At any point of time after registration, if a user forgets his/her password, he/she can click on **Forgot password** link on the login screen. The following page is displayed :



Screen :Forgot Password Screen

User can choose to receive a One Time Password on his/her mobile or email.After entering the Captcha characters, one time password is sent to the user's mobile no. or email provided at the time of registration.

EFC/SFC/PIB Proposal Management System – User Manual(Nodal Ministry) P a g e | 8 On this page user can enter the one time password sent to user's mobile/email and assign a new password. In order to resend the one time password, he/she can click on **Resend** button. Password guidelines are same as described in the assign password section. After the new password has been successfully assigned by the user, a message that password is changed successfully is displayed. User can click on link **Click Here**to login using new password.

Logout

After user has finished his/her work, he/she can click on **Logout**option in the menu or on **Logout**icon on the dashboard to log out of the system. The following screen is displayed :

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		For Technical Queries : En por@nic.in	
	© 2017 All Right	ts Reserved - Expenditure Finance Committee Management System Site designed, hosted by National Informatics Centre	

Screen :Log out Screen

User can log out of the system by Clicking on the **OK**button. In case, user wishes to continue to work, he/she can click on the **Cancel** button.