

EFC /SFC / PIB/CEE  
Proposal Management System

July2017

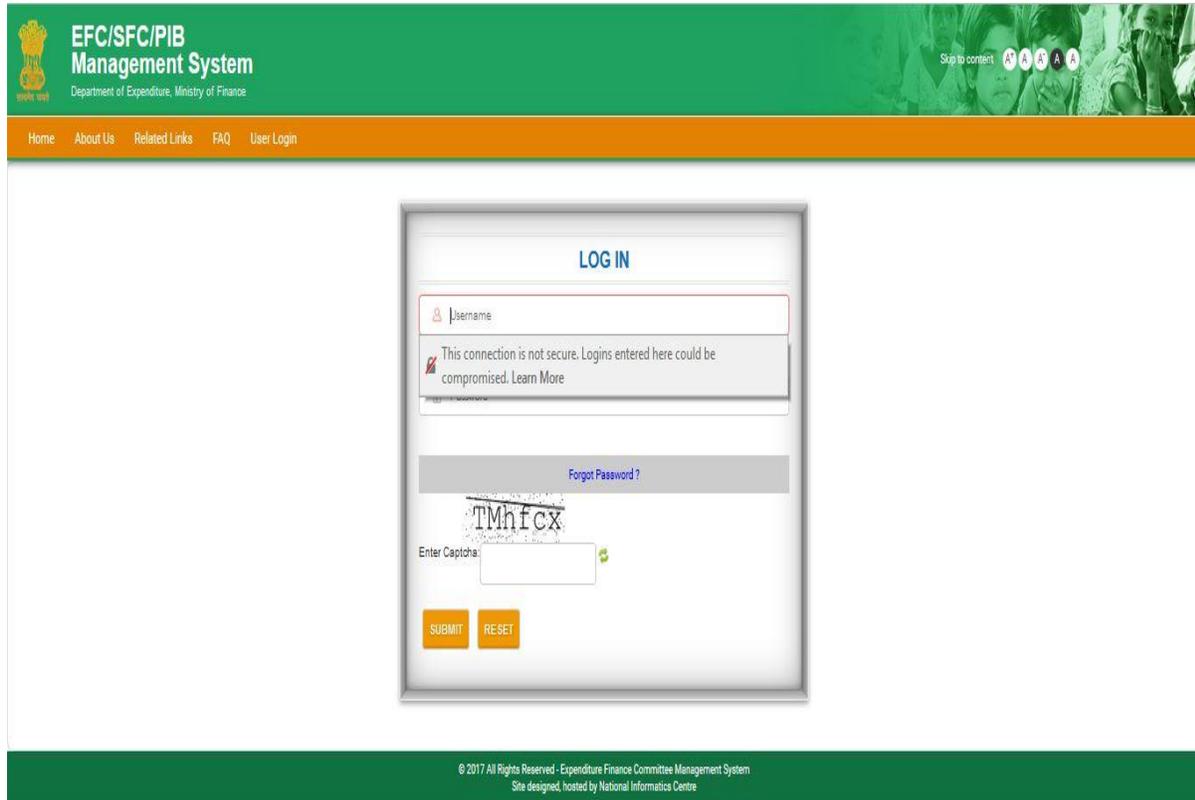
USER MANUAL (NODAL MINISTRY)

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## User Login

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



The screenshot shows the user login interface for the EFC/SFC/PIB Management System. The page has a green header with the system name and logo, and an orange navigation bar. The main content area features a white login form with the following elements:

- LOG IN** title
- Username
- Warning message: "This connection is not secure. Logins entered here could be compromised. [Learn More](#)"
- [Forgot Password ?](#) link
- Captcha image showing the characters "TMhfcx"
- Enter Captcha
- and  buttons

At the bottom of the page, there is a footer with the text: "© 2017 All Rights Reserved - Expenditure Finance Committee Management System Site 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** is 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

On successful logging in, following screen is displayed :

The screenshot displays the 'EFC/SFC/PIB Management System' interface. At the top, there is a green header with the system name and 'Department of Expenditure, Ministry of Finance'. Below this is an orange navigation bar with links: Dashboard, Initial Proposal, Forward Proposal, Record Comments, Meeting Details SFC, Meeting Details EFC, Change Password, and Logout. The main content area is titled 'Ministry Dashboard' and shows the user is logged in as 'Aarush (Ministry of Civil Aviation)'. A 'Quick Navigation' sidebar on the left highlights the 'Dashboard' link. The central dashboard features a grid of 12 colored buttons: 'Upload Initial Proposal' (blue), 'Proposal Marking' (pink), 'Forward Proposal to EFC' (purple), 'Record Comments' (green), 'Query Management' (orange), 'Final Proposal Submitted to EFC' (light blue), 'Withdraw Proposal' (yellow), 'Meeting Notice' (light green), 'Minutes of Meeting' (red), 'Change Password' (magenta), and 'Logout' (red). The footer contains 'About Us', 'Featured Links' (including Home Page), 'EFC/SFC Help Desk' (with email addresses abc@nic.in and pqr@nic.in), and 'Contact Us' (with telephone number 123456789). A copyright notice at the bottom states: '© 2017 All Rights Reserved - Expenditure Finance Committee Management System. Site designed, hosted by National Informatics Centre'.

### 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 :

Proposal Id	Committee Type	Subject	Date of Uploaded Document	End Date
20014	PIB	PIB Proposal for Comments	11/05/2017	25/05/2017 <a href="#">View Proposal</a>
20023	EFC	EFC Proposal	08/06/2017	30/06/2017 <a href="#">View Proposal</a>

Footer: © 2017 All Rights Reserved - Expenditure Finance Committee Management System

### 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.

Following proposals match your Searching. Proposal is shown as: **ProposalNo | Subject | End Date**

<input type="radio"/>	20023	EFC Proposal	30/06/2017
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### Proposal Marking: Search Proposal

Select the proposal shown and then select ministries to whom you want to mark the proposal.

- Department of Atomic Energy
- Ministry of Mines
- Ministry of Petroleum and Natural Gas
- Ministry of Defence
- Ministry of Home Affairs
- Ministry of Information and Broadcasting
- Ministry of Civil Aviation
- Department of Post
- Ministry of Urban Development
- Department of space
- ISRO
- Department of Telecommunications
- Department of Electronics and Information technology
- Ministry of Power
- Department of Industrial Policy and Promotion
- Department of Revenue
- Department of Commerce
- Ministry of Micro, Small and Medium Enterprises
- Ministry of Overseas Indian Affairs
- Ministry of External Affairs
- Ministry of Chemicals and Fertilizers
- Central Board of Direct Taxes (Income tax)
- Central Board of Excise and Customs
- Department of Agriculture Research and Education
- new test

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.

**EFC/SFC/PIB Management System**  
Department of Expenditure, Ministry of Finance

Dashboard Initial Proposal Forward Proposal Record Comments Meeting Details SFC Meeting Details EFC Change Password Logout

List of Proposals marked to Ministries

Query Responses by AM (10)

Pending Queries  Responded Queries (10)

Search Proposal by Proposal No or FC No...

QueryId	Proposal No	Subject	Sent On	Sent To	Query	Action
2048	20014	PIB Proposal for Comments	11/05/2017 10:35AM	Department of Expenditure	please provide comments at the earliest...	<a href="#">View Detail</a>
2046	20014	PIB Proposal for Comments	11/05/2017 10:35AM	Ministry of Civil Aviation	please provide comments at the earliest...	<a href="#">View Detail</a>
2045	20014	PIB Proposal for Comments	11/05/2017 10:35AM	Department of Chemicals and Petrochemicals	please provide comments at the earliest...	<a href="#">View Detail</a>
2044	20014	PIB Proposal for Comments	11/05/2017 10:35AM	Ministry of Agriculture and Farmers Welfare	please provide comments at the earliest...	<a href="#">View Detail</a>

**EFC/SFC/PIB Management System**  
Department of Expenditure, Ministry of Finance

Dashboard Initial Proposal Forward Proposal Record Comments Meeting Details SFC Meeting Details EFC Change Password Logout

List of Proposals marked to Ministries

Query Responses by AM (10)

Pending Queries  Responded Queries (10)

Search Proposal by Proposal No or FC No...

Proposal No	Subject	No. of Response	Action
20014	PIB Proposal for Comments	1 Initial	<a href="#">View Detail</a> <a href="#">Queries</a>

Proposal No: 20014 Case No: PIB Proposal for Comments

**Ministry of Culture**

**CULTURE Comment**

cccc  
Comment On: 11/05/2017 10:40AM

**Your Comment**

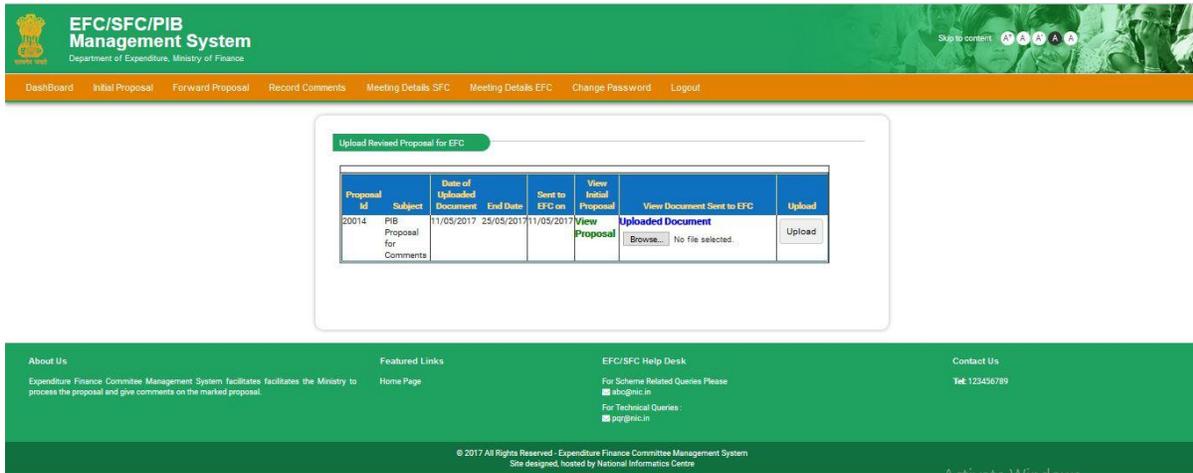
please provide comments at the earliest  
Sent On: 11/05/2017 10:35AM

About Us Expenditure Finance Committee Management System facilitates facilitates the Ministry to process the proposal and give comments on the marked proposal. Home Page EFC/SFC Help Desk For Scheme Related Queries Please abc@nic.in

Activate Windows  
Contact Us  
Go to Settings to activate Windows.  
Tel: 123456789

Screen :Query Management Screen

## Forward Proposal to EFC

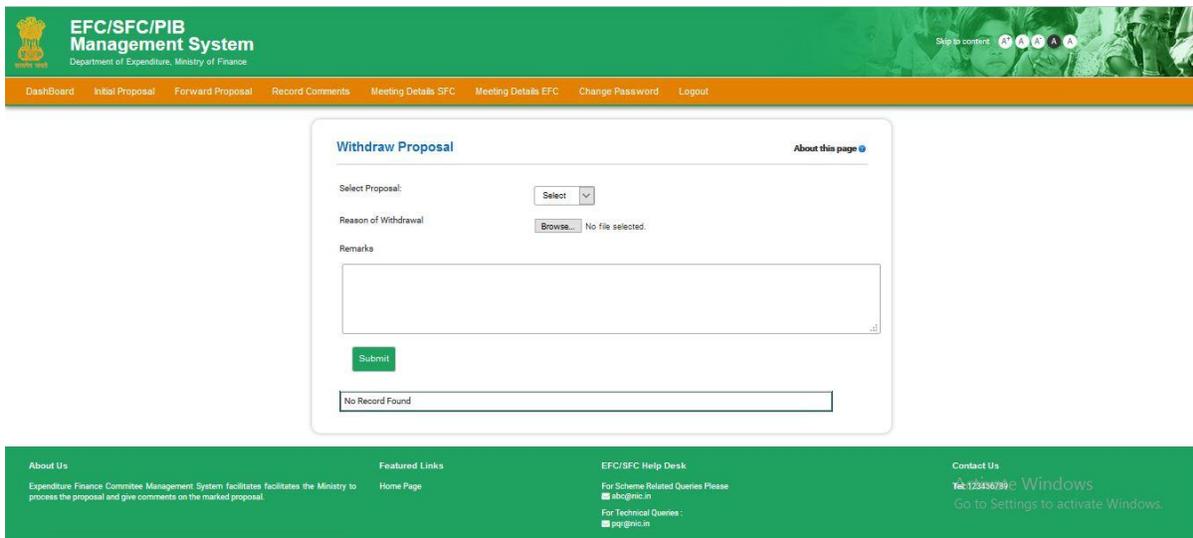


Proposal Id	Subject	Date of Uploaded Document	End Date	Sent to EFC on	View Initial Proposal	View Document Sent to EFC	Upload
20014	PIB Proposal for Comments	11/05/2017	25/05/2017	11/05/2017	<a href="#">View Proposal</a>	<a href="#">Uploaded Document</a> Browse... No file selected.	<a href="#">Upload</a>

### 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



**Withdraw Proposal** About this page

Select Proposal:

Reason of Withdrawal:

Remarks:

No Record Found

### Screen :Withdraw Proposal Screen

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

## SFC Meeting Schedule

The screenshot shows the 'Meeting Details SFC' page of the EFC/SFC/PIB Management System. The header includes the system logo and navigation links: Dashboard, Initial Proposal, Forward Proposal, Record Comments, Meeting Details SFC, Meeting Details EFC, Change Password, and Logout. The main content area contains a form with the following fields: Statement\* (dropdown), Select Ministry\* (dropdown), Select Proposal\* (dropdown), Date\* (text input), Remarks (text input), and Document (pdf only)\* (file upload button). Below the form is a 'No Record Found' message. The footer contains 'About Us', 'Featured Links', 'EFC/SFC Help Desk', and 'Contact Us' information.

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

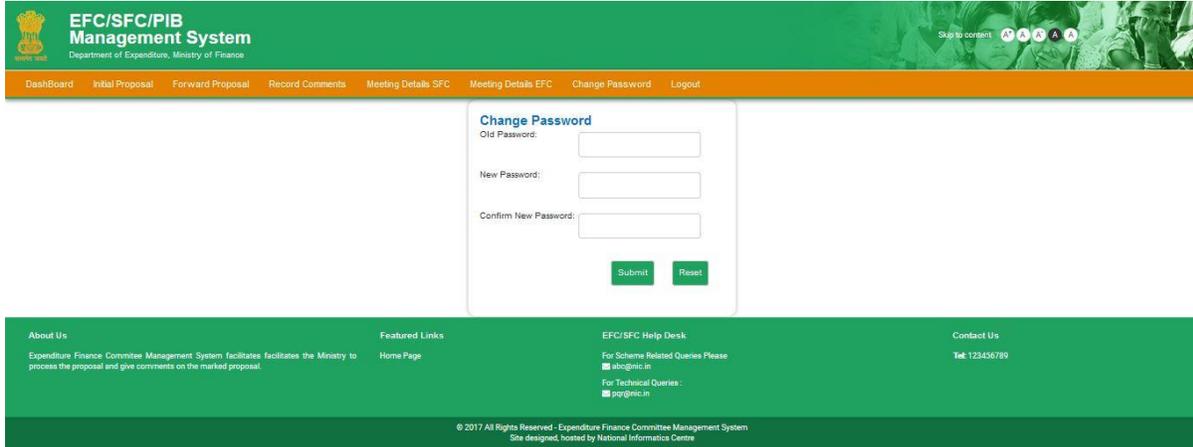
After Meeting held Minutes of Meeting will be upload by following screen.

The screenshot shows the 'Meeting Details SFC' page of the EFC/SFC/PIB Management System, similar to the previous one but with an additional 'Select Meeting\*' dropdown field. The form fields are: Statement\* (dropdown), Select Ministry\* (dropdown), Select Meeting\* (dropdown), Remarks (text input), and Document (pdf only)\* (file upload button). Below the form is a 'No Record Found' message. The footer contains 'About Us', 'Featured Links', 'EFC/SFC Help Desk', and 'Contact Us' information.

Screen :SFC Minutes of Meeting Screen

## 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 :



The screenshot shows the 'Change Password' interface of the EFC/SFC/PIB Management System. The header includes the system name and navigation links like 'Dashboard', 'Initial Proposal', 'Forward Proposal', 'Record Comments', 'Meeting Details SFC', 'Meeting Details EFC', 'Change Password', and 'Logout'. The main form contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below these fields are 'Submit' and 'Reset' buttons. The footer contains 'About Us', 'Featured Links', 'EFC/SFC Help Desk', and 'Contact Us' information.

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 :



The screenshot shows the 'Forgot Password' interface. The header is similar to the previous screen. The main form includes a 'Login Id' input field, a radio button to select 'Mobile' or 'Email' for OTP delivery, a captcha image with the text 'FB1MnS', and an 'Enter Captcha' input field. A 'Submit' button is located below the captcha field. The footer contains copyright information.

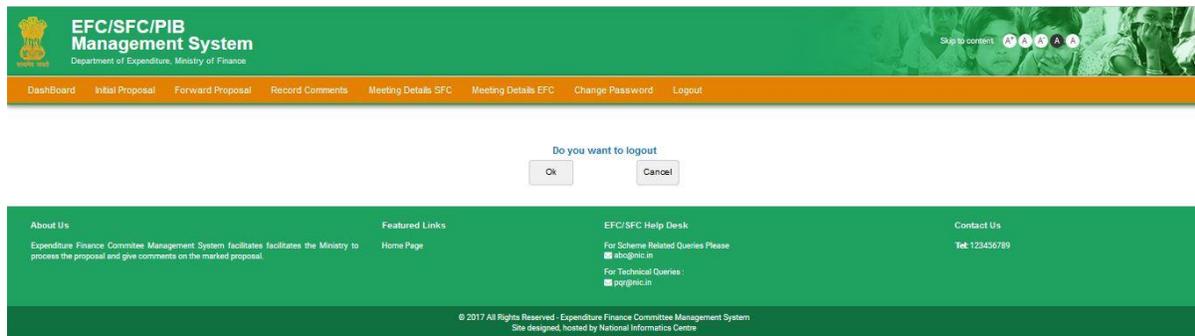
Screen :Forgot Password Screen

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.

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 Hereto** 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 :



### 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.