



# User Manual for PPR Project Process Cycle



#### **Document control**

**Project Title:** Department of Economic Affairs web portal for seeking external assistance from Multilateral Development Banks

#### Document Title: User Manual

**Abstract:** The purpose of this document is to provide the detail "User Manual for the users". It describes that how to work on new developed module and which types of work user can do.

#### **Document Control:**

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# 1. Introduction

# 1.1. About Portal

This is a Web Portal for online submission of the Preliminary Project Report (PPR), considered by the Fund Bank and ADB Division, for seeking external assistance from Multilateral Development Banks (MDBs).

# 1.2. Purpose of the document

The purpose of this document is to provide the detail "User Manual for the users". It describes that how to work on new developed module and which types of work user can .

# 1.3. Objective

The objective of this "Quick Start" training manual is to help you learn how to use the **Project Process Cycle for DEA, MDB's/BA's, Line Ministries/Departments and Project Authorities**. This manual will give you stepby-step instructions, detailing various options for the organization and presentation of cost information.

This user manual has following modules

- User Authentication.
- > PPR
- Send/View acknowledgement/acceptance/reject/drop.
- Send Mission visits request
- Mission visits approval
- Project concept preparation and clearance
- Fact finding PRC
- > Send mission clearance request aide memoire
- Aide memoire confirmation
- ➢ SRM/MRM
- PAD/PAM confirmation
- PRC before loan negotiation
- Loan negotiation
- Approval of DEA secretary
- Negotiated loans documents
- Approval of DEA secretary
- Board approval
- PRC before loan agreement
- Loan signing document
- Legal opinion
- PRC before loan effectiveness
- Project implementation & loan disbursement

# 2. User Authentication

# 2.1. How to register on portal

#### **Step 1.** Open the website using link https://eapdea.gov.in/ppr

- Step 2. Click on Register here
- Step 3. Enter your email id and click on register button
- Step 4. Enter OTP which is sent on your mail.
- Step 5. Click on Register Button

Step 6. Fill your complete details and click on submit. The following details you need to fill

- The User registration screen opens with following fields:
  - Select Ministries/ Departments/ States/ MDB/ PSE from the drop-down menu (Mandatory)
  - Select Department from drop down menu
  - Select Designation from drop down menu (Mandatory)
  - Enter Name (Mandatory)
  - o Enter Telephone with STD Code
  - Enter Address1 (Mandatory)
  - Enter Address2
  - Enter Address3
  - o Enter Mobile
  - Enter Password
  - o Enter Confirm Password
  - o Enter Captcha
  - o Click Submit to proceed
  - o Click Refresh to reset the screen

**Step 7**. Please send your confirmation details to <u>sanjeevm@nic.in</u> to verify your account or ask to your nodal officer to verify your account. After verification of your account, user will get an email confirmation

to login

#### on system.

Skip to main Content	A+  A-   A	
	Login +)	Register Here
User Registration		
Enfail*		
	Register	
Enter your email and		
click on Register button	1.177	
	A STREET	-

Login •2 Register Here User Registration Email* behomal612@lege4h.com One Time Password (OTP) has been Sent to Email Address. OTP* Cone Time Password Login ID • behomal612	
Login •2       Register Here         User Registration         Email*         behomal612@lege4h.com         One Time Password (OTP) has been Sent to Email         Address.         OTP*         One Time Password         Login ID *         behomal612	
Login • Register Here User Registration Email* behomal612@lege4h.com One Time Password (OTP) has been Sent to Email Address. OTP* One Time Password Login ID * behomal612	
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User Registration Email* behomal612@lege4h.com One Time Password (OTP) has been Sent to Email Address. OTP* One Time Password Login ID * behomal612	
Email* behomal612@lege4h.com One Time Password (OTP) has been Sent to Email Address. OTP* One Time Password Login ID • behomal612	
Email* behomal612@lege4h.com One Time Password (OTP) has been Sent to Email Address. OTP* One Time Password Login ID * behomal612	
behomal612@lege4h.com         One Time Password (OTP) has been Sent to Email         Address.         OTP*         One Time Password         Login ID *         behomal612	
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Address. OTP* One Time Password Login ID • behomal612	
OTP* One Time Password Login ID * behomal612	
One Time Password Login ID * behomal612	
Login ID * behomal612	
behomal612	
Enter OTP ar	nd
Regenerate OTP button will show after 2 Minutes Click on Regis	te
Begister	

User Registration	( * indicates mandatory fields)	
Ministries / Departments / States	/ MDB / PSE *	
Select	×	
Select Department	Designation*	
	•Select	•
Email*	User Id <sup>e</sup>	
jiber84653@smlmail.com	jiber84653	
Name*	Telephone*	
	with STD code	
Address1*	Address2	
Address3	Mobile	
	nicadmin	
Password*	Confirm Password*	
	Password	
1431 Enter Captchar	4 0	Fill the detai
	Submit Close	and click or

# 2.2. How to Login on portal

- Step 1: Open website
- Step 2: Enter username or email id in User Name textbox.
- Step 3: Enter Password
- Step 4: Enter captcha code.
- Step 5: Click on Login Button



# 2.3. How to Reset Password/unlock the user account on portal

Step 1: Open website

Step 2: Enter username or email id in User Name textbox.

Step 3: Enter captcha code.

Step 4: Click on Forgot password Button

Step 5: Enter OTP

Step 6: Enter New Password and Confirm password

Step 7: Click on Submit button



सत्यमेव जयते	PPR Management Port	<u>tal</u>
One Time Password Is:-	8N5W46	Received OTP on email
Click Here To Check PPR P	ortal mail. Please do not reply to this email ID	.Mail sent to this addre

(1) You Are Still Having Problems? If you're still having difficulty retrieving your password please use forgot Password Link contact system Administrator.
 (2) This request was made on :- 24 Jul 2020

OTP*		
8N5W46		
New Password*	 Confirm Password*	

# 3. PPR

In this section MDB's/BA's and DEA user can see the complete details of PPR including following options.

### **3.1.** Timeline

- i. The Web Portal for online submission of the Preliminary Project Report (PPR), to be considered by the Fund Bank and ADB Division, for seeking external assistance from MDBs will be launched from **November 1,2018**.
- DEA would continue to accept PPR offline (through post/email) for seeking external assistance from MDBs during the period November 1, 2018 to December 31, 2018. However, all such proposals would be processed only when the PPR is also submitted online through DEA's web portal for the same.
- iii. PPR Proposals submitted w.e.f. January 1, 2019 will be accepted only through DEA's web portal.

#### 3.2. Filling & Submission of PPR

- i. The PPR can be first drafted by a user (other than the nodal authority) on the web- portal by signingin and clicking "PPR Details" -> "Create PPR". The PPR can be saved at each stage if needed. Upon completion of the PPR form, the user may submit the PPR form.
- ii. Submitted PPRs will get reflected in the account of the concerned nodal authority of the originating Central Ministry/Department or State Government, as the case may be.
- iii. User/Nodal can also create PPR from previous created PPR, using import option which is available on PPR fist page.

### **3.3.** Verification of PPR by Nodal Authorities and Marking to Line Ministries/Departments

- i. PPRs submitted by other users will appear in the account of the concerned nodal authority.
- ii. The nodal authority may choose to edit/delete the PPR, if needed.
- iii. The nodal authority will be responsible for marking the PPR to concerned Line Ministry(ies) and/or NITI Aayog for concurrence by clicking on "PPR Details" -> "PPR Mark" > "Select PPR" and selecting all applicable Ministries/Departments (some default Ministries/Departments may already be selected depending on whether the project is a Central/State (Special Category/Other project).

#### **3.4.** Comments/Concurrence of Line Ministries/Departments

- i. PPRs submitted and marked to Line Ministry(ies)/Department(s) by the Nodal authority of the originating entity will be reflected in the account of the Nodal authority of the concerned to Line Ministry(ies)/Department(s).
- ii. Comments on individual PPRS can be recorded by clicking on "Comments" ->"Record Comments".

#### **3.5.** Responding to comments and sending reminders

- i. The Nodal authority of the originating entity (Central/State) will be able to view/reply to comments on submitted PPRs by clicking "**Comments**" and then choosing the relevant option.
- ii. In case of any clarifications sought on the submitted PPR, originating entities (Nodal authority) will be able to reply through the web-portal itself by clicking "**Record Comments/Reply**"
- iii. In case of delay in receiving concurrence/comments of Line Ministries/Departments, originating entities (Nodal authority) will be able to send reminders by clicking on "Comments" -> "View Comments" -> "Send Reminder"

### **3.6.** Consideration of PPR by DEA

- i. Once completed PPRs, with comments/concurrence of Line Ministries/Departments are received, by DEA, DEA will take up the proposal in its Screening Committee Meeting (usually held monthly)
- ii. Meeting Notices for the Screening Committee Meeting to discuss the submitted PPR will be uploaded on the

web-portal and can be viewed by clicking on "Meeting Details" -> "View Meeting"

iii. Subsequently, Minutes of the Screening Committee meeting will be uploaded on the web-portal and can be viewed by clicking on "Meeting Details" -> "ViewMOM"

#### **3.7.** Withdraw/Close PPR (Only for Nodal/DEA)

PPR can be withdrawn on any stage before posing, to withdraw PPR go to PPR Details ->
 Withdrawn PPR, click on red cross button and withdrawn the PPR. When user creates new PPR from previous one for correction, user should need to withdraw the previous PPR.

#### PPR Details up to 31<sup>st</sup> Dec 2018

- Number of PPR: User can view how many PPRs are uploaded on server related to his/her MDB's/BA's.
- PPR Posed to Bank: User can view how may PPRs are posed to his/her MDB's/BA's.
- **PPR Pending for posing:** User can view how many PPRs are pending to posing.
- > PPR Details from 1<sup>st</sup> Jan 2019
  - Number of PPR Uploaded on portal
  - PPR uploaded but not placed for screening committee
  - PPR Placed for screening committee
  - Approved
  - In principle approved
  - Deferred
  - Rejected
  - Posed
  - Pending for posing
  - Pending for meeting minutes
  - No. of screening committee
  - No. of MoM (Minutes of Meeting) issued
  - No. of MoM (Minutes of Meeting) not issued
- > List of Received PPR: List of PPR which are related to Ministry/Departments.

Department of Economic Affairs Ministry of Finance. Government of India.			Affairs	Skip to main Content   A+   A-   A				Ð				
DashBoard	Master PPR Details	Comments Meeting Details	MIS Reports U	Jser Creation/Details	GFR - 25	Mission Clearance	Document Log	User Log	User Manual	Change Password	Contact Us	Logout
PPR D	etails Up to 31 Dec 2018	PPR Details From (	)1 Jan 2019 <b>310</b>	List of Received	PPR 5					≡N	leeting	Notice
No.	of PPR uploaded on portal 310	PPR uploaded but not placed for Screening Committee 32	F Scre	PPR placed for eening Committee 278		Approved 138		Inprinciple App 42	roval	Deferrer 13	d	
	Rejected 85	Posed 174	Pe	ending for Posing 6		Pending for Meeting Minutes 0		No. of Screer Committee 19	ing	No. of MoM I 19	ssued	
No. (	of MoM not issued											
<b>+</b>												

# 4. Inbox – Project Process Cycle

### 4.1. How to Send/View acknowledgement/acceptance/reject/drop?

The send/view acknowledgment/acceptance/reject/drop module enables sending/viewing of acknowledgement/acceptance/reject/drop action on posed PPR.

#### To open this module, click on Send Acknowledgment/Acceptance/Reject/Drop Box as shown in screen



Proposal Doc –	Send New Doc/Alert/Close +	
Received	<b></b>	
Responded	Created/Received Document	Search
🗅 Sent 📃 🔍	· <i>o</i>	1-0/0 < >
🗅 Draft 🛛 💿	Created/Received Doc is not available !	
🖬 Alert 🛛 🔍		1-0/0 🗶 📏
Closed	$\bigwedge$	
Left I	Panel. Right Panel.	

### 4.1.1. How to view received PPR for action/How to take action on received posed PPR?

- **Step 1** Click on Send/View Acknowledgment/Acceptance/Reject/Drop box
- **Step 2** Click on received top on left side, and in the right side you can view all received documents related to posing
- **Step 3** Click on any one to Send/View to acknowledgment/Acceptance/Reject/Drop Details.

Proposal Doc	-	Send New Doc/Alert/Close +						
Received	8	+			1			
Responded	12	Created/Received Document	C	lick to view			Searc	
🗅 Sent	0	· 3				$\square$		1-8/8
Draft	0	1 Kamya Singh, DEA	10441 - Borpani Middle-II Hydro Electric Project (3, 8.0			78	Posed	11 Oct 2019
Q Alert	17	2 Prakash, DEA	10303 - Infrastructure Development of 7 (seven) district	Search using	g any of the	51	Posed	10 Oct 2019
	-	3 Kamya Singh, DEA	10270 - Water supply through gravity and Augmentation of	shown fields li	ike PPRId, doc	47	Posed	25 Sep 2019
Closed	1	4 Kamya Singh, DEA	10064 - AgTech Application in Agriculture in Andhra Prade.	• •	•	8	Posed	06 Sep 2019
		5 N/A	10035 - West Bengal Public Finance Management Reform	s Pro		12	Posed	13 Jun 2019
		6 N/A	10053 - Providing Integrated Storm Water Drain in the ext.			15	Posed	07 Mar 2019
		7 N/A	10073 - Bangalore Metro Rail Project (Phase-2A and Phas	Click to s	show old	20	Posed	01 Mar 2019
		8 N/A	10009 - Supporting Civil Service Training Under DoPT	reco	ords	3=	Posed	02 Jan 2019
								1-8/8 < >

### **Posed PPR Documents Details**

	Department of Economic Ministry of Finance	ic Affairs		Skip to main Content   A+   A-   A		
यमेव जयले Board	Government of India	I. Document Log	User Manual	Change Password	Contact Us	Logout
KNOWLE	EDGEMENT/ACCEPTANCE					
	PPR details	Select Action	Se	elect Attachment if any	Enter r	emarks
10441 Proje	I - Borpani Middle Uffydro Electric ct (3 x 8.0 MW = 24.0 MW)	elect Action" Select Posing Action	Select If An Choose F (Only PDF,	VAttachment Ren No file chosen Max Size of 5MB)	arks	
View Comn	Newtow View NoM PosedDocument			,		
		Project R	Related Officer list for ma	ail alert		
DEA O Pra Chi Chi Chi Chi Chi Chi Chi Chi	fficer         hikesh Singh-Director-         ikash-Assistant Section Officer-         andra Kishore-Assistant Section Officer-         Shakil Alam-Director-         Rohit Chawla-Assistant Director-         Madahv Kumar Jha-Assistant Section Officer-         igev-Under Secretary-         sudev Tudu-Under Secretary-	Project Authority	Chief Secretary- H-Managing Director Regis confi	Bank/Agency Officer ☑ADB-Admin- tered user list to send mail rmation, user can check or uncheck. tion		
⊠Kaı	mlesh Kumar-Section Officer-					
		/				
		Sead	Back			

### 4.1.2. How to view responded action/PPR details?

- **Step 1** Click on the view/send acknowledgement/reject/drop
- **Step 2** Click on the Responded tab on left side, in the right side you can view all responded document related to posing.
- Step 3 Click on any one to view details.

Responded Document			Click to	Search	
C			view		1-12/12 🔇 🔪
1	ADB, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr	2 - ok	Aknowledgement/Acceptance	05 May 2020
2	ADB, ADB	10409 - Assam Skill University Project	71 - rwerwere	Aknowledgement/Acceptance	04 May 2020
3	ADB, ADB	10453 - Scaling Up Demand-Side Energy Efficiency Sector P	81 - done	Aknowledgement/Acceptance	04 May 2020
4	ADB, ADB	10085 - Bangalore Smart Energy Efficient Power Distributi	21 - xzxvcxcvxcvxcvx.	Aknowledgement/Acceptance	24 Apr 2020
5	ADB, ADB	10111 - Tripura Power Generation Upgradation & Distri	23 - vv	Reject/Drop	23 Apr 2020

### **Responded action details on Posed PPR**

Acknowledgment/Aceptar	nce/Reject/Drop Details - 2	
10007-"Supporting Civil Serv	ice Training Under DoPT" Project	Responded Details
View Comments	View MoM	
Posed Detaiils		
Posed Attachement -	View Posed Document	
Posed by -		
Posed on -	02 Jan 2019	
Acknowledgment/Acceptance	e/Reject Drop Details	
Bank/Agency Decision -	Aknowledgement/Acceptance	
Bank/Agency Remarks -	ok	
Attachment	View Attachment	
Submitted by -	ADB, ADB	
Submitted on -	05 May 2020	
Back		

### 4.1.3. How to view sent action/PPR details (Only for DEA)?

- **Step 1** Click on the view/send acknowledgement/reject/drop
- **Step 2** Click on the sent tab on left side, in the right side you can view all sent document related to posing.
- **Step 3** Click on any one to view complete details of PPR.

Proposal Doc	-	Send New Doc/Alert/Clo	ose 🕇				
Received	4	<del>. (</del>					
Responded	0	Sent Document		Clickto		Search	
🛱 Sent	21	· 2		CIICK to			1-20/21 < >
0.0-4	-	1 Kamya Singh, DEA	10637 - Jamrani Drinking Water Multipurpose Project	view	94 - vvvvvvvv	Reject/Drop	13 Jan 2020
		2 Kamya Singh, DEA	10120 - Advanced Biofuels Development Program		25 - dddddddddddd	Aknowledgement/Acceptance	09 Jan 2020
Alert	14	3 Prakash, DEA	10459 - Investment Facilitation in Tamil Nadu		83 - fgggggggggggg	Aknowledgement/Acceptance	13 Dec 2019
Closed	1	4 Kamya Singh, DEA	10448 - Technical Assistance (TA) for Power Sub Sector In		80 - sdaasd	Aknowledgement/Acceptance	06 Dec 2019
		5 Kamya Singh, DEA	10376 - Promoting efficient use of electricity in rural		62 - d ds fsdf	Aknowledgement/Acceptance	05 Dec 2019
		6 Prakash, DEA	10409 - Assam Skill University Project		71 - rwerwere	Aknowledgement/Acceptance	14 Nov 2019
		7 Kamya Singh, DEA	10453 - Scaling Up Demand-Side Energy Efficiency Sector P		81 - done	Aknowledgement/Acceptance	21 Oct 2019
			10441 - Borpani Middle-II Hydro Electric Project (3 x 8.0			Posed	11 Oct 2019
		9 Prakash, DEA	10303 - Infrastructure Development of 7 (seven) District			Posed	10 Oct 2019
		10 Kamya Singh, DEA	10270 - Water supply through gravity and Augmentation of			Posed	25 Sep 2019
Processing request		DEA	10064 - AnTech Application in Apriculture in Apphra Prade			Posed	06 Sep 2019

#### 4.1.4. How to view draft action?

Draft facility is not available for the module

#### 4.1.5. How to view Alert/reminder?

**Step 1** Click on the view/send acknowledgement/reject/drop.

**Step 2** Click on Send Alert tab on left side, you can view all Alert document related to posing.

Ale	ert Document			Search	
2	;	Click to		1	-14/14 >
1	Rishikesh Singh, DEA	10409 - Assam Skill University Project View	ok	Sent Alert	5/4/2020 3:12:17 PM
2	ADB, ADB	10409 - Assam Skill University Project	ok just require some clarification	Received Alert	5/4/2020 3:11:08 PM
3	ADB, ADB	10085 - Bangalore Smart Energy Efficient Power Distributi	XCVCXZVXCVXCV	Received Alert	4/24/2020 10:09:29 AM
4	ADB, ADB	10327 - Strengthening MSME Cluster Ecosystem through inst	we fsdafsdaf sdafsdafsdafsd sdf sd fsd f sd	Received Alert	4/23/2020 5:32:10 PM
5	Rishikesh Singh, DEA	10327 - Strengthening MSME Cluster Ecosystem through inst	sdf s df sd f sdf sd f sdf sd f sdf sd f sd f sd f sd f	Sent Alert	4/23/2020 1:34:09 PM
6	Rishikesh Singh, DEA	10327 - Strengthening MSME Cluster Ecosystem through inst	sdf s df sd f sdf sd f sdf sd f sdf sd f sd f sd f sd f	Sent Alert	4/23/2020 1:33:41 PM
7	Rishikesh Singh, DEA	10327 - Strengthening MSME Cluster Ecosystem through inst	sd fsd sdgsd fsdfsdf sd f sd fsd	Sent Alert	4/23/2020 12:39:49 AM
8	Rishikesh Singh, DEA	10327 - Strengthening MSME Cluster Ecosystem through inst	sdaS ASAD ASDASD SAD SDF SD FSD F SD F SD F	Sent Alert	4/23/2020 12:35:35 AM

### **Alert Details**



#### 4.1.6. How to view Closed PPR?

- **Step 1** Click on view/send acknowledgement/reject/drop
- **Step 2** Click on closed tab on left side, in right side, you can view all closed PPR related to all module.
- **Step 3** Click on any one to view complete details.

View 1-1/1 View 1-1/1	Clo	sed Document		Click to		Search	
1 Rishikesh Singh, DEA 10085 - Bangalore Smart Energy Efficient Power Distributi not required Project Closed 04 May 2020	C			view			1-1/1 🔇 🔪
	1	Rishikesh Singh, DEA	10085 - Bangalore Smart Energy Efficient Power Distributi		not required	Project Closed	04 May 2020
1-1/1 < >	<u> </u>						1-1/1 < >

### **Closed PPR Details**

	Close PPR			
Select PPR/Project	(	10007 - "Supporting Civil Ser	rvice Training Under DoPT" Project	
THIS PPR/PROJEC	T CLOSED			Closing Details
PPR/Project Details	10007 - "Supp	oorting Civil Service Training	Under DoPT <sup>®</sup> Project	1
Closing Remarks	project drop te	esting		
Closed By	ADB, ADB			
Closing Date	24 Jul 2020			
				Back

#### 4.1.7. How to Pose a new PPR to MDB's/BA's (only for DEA)?

- **Step 1** Click on Send/Acknowledgement/Reject/Drop box
- Step 2 Click on Send new doc/Alert/Close
- Step 3 Click on Pose New PPR
- **Step 4** Fill the entire details and submit

E New PPR CW Dec/Alert/Close +	Click on I	Pose New PR	
d Alert/Reminder message			
e PPR			Select PPR
1 Kamya Singh, DEA	10441		Ц
1 Kamya Singh, DEA	10441		

#### PPR DETAILS FOR POSING

Select Type (Loan/Grant/Bo grant/TA	Programme 🗸	Enter Posing Date			
PPR	Decision	Туре	External Funding Agency	Posed Date	Decision Attachment
10035 - West Bengal Public Finance Management Reforms Programme	Posed V	Select	Asian Development Bank 🔻 🛓	DD/MM/YYYY	Choose File No file chosen Only .PDF under 5 MB
		Submit	Select MDB's/BA's		Select Posing documents

#### 4.1.8. How to send Alert/Reminder message?

- **Step 1** Click on Send/Acknowledgement/Reject/Drop box
- Step 2 Click on Send New Doc/Alert/Close
- Step 3 Click on Send Alert/Reminder message
- Step 4 Select PPR
- **Step 5** Click on Alert/Reminder on tab on right bottom side of screen.
- **Step 6** Enter your message
- **Step 7** Select User (User section is depending on logged user, if logged user is belonging to DEA, there will two users MDB's/BA's and Project Authority) as shown in screen.

Pose New PPR ew Doc/Alert/Close *		
Send Alert/Reminder message		Click on Send Alert/Reminder Message
Close PPR		
1 Kamya Singh, DEA	10441	





#### 4.1.9. How to close any PPR/Project?

Click on Send new doc/Alert/Close -> Click on Close PPR





### 4.2. Send Mission visits request & Mission visits Approvals

This module provides the facilities to send mission visits request against project number, loan number, TA, and Seminar or any others points.



#### 4.2.1. How to send Mission visits request?

- **Step 1** Send Mission Visits Request
- **Step 2** Click on Send New Doc/Alert/Close or move you mouse pointer on Mission Clearance option on top menu.

**Step 3** Click on Send New Mission Request or click on create mission request on top menu.



# **Mission Request Form Details**

र्माय सत्यमेव जयते	Department of Econ Ministry of Fin Government of	omic Affairs ance. India.		Missio	n Clearance De Form	tails		
DashBoard	Mission Clearance	Document Log	MIS Reports	User M	Change Pase	sword	Contact Us	Logout
м	lission Clearance Request							
Request Code/Name*	Enter request name							
From*	ADBMC ADBMC Senior Project Asst. , Asian Dev	velopment Bank	~					
To*	DEA-MOF		~					
SI No	Items							
1	Mission For*		0000	Loan/Project IA-PPTA,CDTA,PATA Seminar/Conference/Wo Others	rkshop/Others			
2	Loan/Project No.		:					
	Loan/Project Name		:					
	Loan Size		:					
	Loan/Project Closing Date		:					
	PPR/PFR Number *		Sel	ect			~	
3	Mission Type*			SELECT			~	
4	Mission Duration and Location*		From E	ate : Select Date	To Date : Select D	Date	cation : Enter Locat	ion
5	Mission Purpose and expected outcom	nes from the mission output"						
6	Has convenience of Project Authorities	s been obtained for the proposed r	nission* Yes					~
7	Mission Composition Members*		Selec	ł			~	Add New Member
8	Indian officials to be met during the Mi	ssion*	Selec	t Agency		~	Å	Add New Member
9	Dates(s) Of Wrap up meeting with Exe	ecuting Agency						
10	Proposed Date for Wrap up with DEA		Select	Date	Time	Enter Time		
11	Details of last Mission							
	Dates		From : Select	Date			To : Select Date	
	Date of Wrap up in DEA		Select	Date				
	Date of Aide Memoire		Select	Date				
	See Preview Save as Draft Back to	Inbox						
Cli	ck See preview details	Click to in	save details Draft					

# **Mission Request Preview**

्रियमेव जय	Department of Economic Affairs Ministry of Finance. Government of India.			Skip to main	Content   A+   A-   A		<b>I</b>
DashBoard	Mission Clearance Document Lo	9	User Manual	Change F	Password	Contact Us	Logout
	Mission Clearance Request				Mission Pr	eview	
		MISSION	CLEARANCE R	EQUEST	Detai	S	
							Date:26 Jul 2020
From:	Balaji K , Operations Coordinator , Asian Development Bank				7/		
To:	Sameer Kumar KhareJS(MI) DEA-MOF						
SNO.	Item	Details					
1.	Mission For :1002 - testing						
	Loan Details :	3223 - INFRAS	STRUCTURE DEV	ELOPMENT PROGRAM	FOR TOURISM - PROJECT	7 3 (M0046)	
2.	Loan Details :						
	Loan No.	3223					
	Loan Name.	INFRASTRUC	TURE DEVELOP	MENT PROGRAM FOR T	OURISM - PROJECT 3 (M0	046)	
	Size	105.46					
	Loan Closing Date.	30 Jun 2020					
	PPR/PFR	9977Uttar Pr	adesh Power Sect	or Improvement Project			
3.	Mission Type(Consultation/Review/Appraisal/Fact Finding/Others)	Appraisal					
4.	Mission Duration and Location	15 Jul 2020 To	30 Jul 2020 , Nev	v Delhi			
5.	Mission Purpose and expected outcomes from the Mission	testing purpose	e				
6.	Has Convenience of Project Authorities been obtained for the proposed miss	ion Yes					
7.	Mission Composition(Name and Designation of the members of the mission)	Name		Designation			
		H.K. Varma		Senior Project Implement	tation Officer, INRM		
8.	Indian Officials to be met during the Mission	Agency			Name	Designation	
		AACP - Proje	ect Coordination U	nit(PCU) ARIAS Society	Awanish Kumar Awasthii	Additional Chief Secreta	ry and Director General
9.	Date(s) for wrap up meeting with Executing Agency	testing agency					
10.	Proposed date for wrap up with DEA	30 Jun 2020 2	:00PM				
11.	Proposed date for wrap up with DEA						
	a. Dates	11 Dec 2014 T	o 30 Jun 2020				
	b. Dates of wrap up in DEA	16 Jul 2020					
	c. Date of Aide Memoire	17 Jul 2020					
							Balaji K Operations Coordinator Asian Development Bank
Transfe	er to Document Log for Sending ⇔ Back		Click t	o Back to Miss	ion		
			clearan	ce page for ed	iting		
	Click to submit mission with			details			
	document log features						

### **Mission Request Document Details**

T.	<b>)</b>	Department of Eco	nomic Affairs		S	kip to main Content	t A+ A- A		
सत्यमेव Doorb Do	जयते	Government o	f India.	lises Merry	-1	Oharana Daranana	d O-stadi		
DashBo	ard	Mission Clearance	Document Log	User Manu	al	Change Passwor	These two fi	elds auto	ut ew All Q
			Draft Saved a	it 26 Jul 2020 14:07:1	9		generated, sen	der name is	
Docun	nent Type	Mission Clearance					currently login	user name	
Loan		Loan		~			and receiver n from previo	ame id pick us page.	
No. / N	lame:	3223-INFRASTRUCTUR	E DEVELOPMENT PROGRAM FOR TOURISM -	- PROJECT 3 🗸	User	these			
Sector		Urban			button	s to add,			
Subjec	t:	1002-testing			remove	recipients			
Due D	ate:	02 Aug 2020				Sender 1	Name: Balaji K		
						Reciever	r Name: Sameer Kumar H	Chare	
			All User			Selected User			
Send To:	Agency:	DEA - Department of Economic 🗸	Abhay Sharan (Under Secretary - DEA),pramo ADB Section I (SO(ADB.I) - DEA),pramodkp7@	odkp7@gmail.com @gmail.com	- V	Shantanu Thakur (Sta	ate Project Director - AACP),pramodkp7@	gmail.com	
	Email Group:	SELECT	<ul> <li>Ajay Kumar Mishra (Under Secretary - DEA),pr Ajay Kumar Singh (Assistant - DEA),pramodkp Ajay S Singh (Director - DEA),pramodkp7@gm Alai, Misan (Assistant - DEA),pramodkp7@gm</li> </ul>	ramodkp7@gmail.com o7@gmail.com nail.com	S			<b>.</b>	
			Alok Nigam (Assistant - DEA),pramookp/@gm	nall.com		Remove All			
			All User			Selected User			
Send CC:	Agency:	SELECT							
	Email Group:	SELECT					This Messag	e is auto	
			-			Remove All	generated, use	er can edit	
Attach	Mission	ClearanceRequest1002.pdf					it before se	ending	
File	Choose	File No file chosen							
	A missio Request	n clearance request has been submitted No: 1002	to you for review and approval by Balaji K, Opera	ations Coordinator Asia	an Development Ba	nk on 26 Jul 2020.			
	We awai	esting it your response to this request.							
	Regards Balaji K Operatio	ns Coo <mark>rdinator</mark>							
	Asian De	Click to send d	etails						
Messag	e:	to selected	d						
		recipients	5						
		·							
			Click to save	details					
	Sep	Save as Draft	in Documen	it draft					/
	-Seina -	Save as blait	L						

### 4.2.2. How to see received approval on mission?

- Step 1 Click on Send Mission visits request.
- **Step 2** Click on Click on Received tab on left panel (By default received tab is selected) as shown on screen.

Proposal	Doc -	Send New Doc/	Alert/Close +										
A Sent	ed	Created/Receive	d Document								Search	1	
□ Draft		8										1-1/1	< >
		Rishikesh Si	ngh 4 - 4-test	ling mission appr	oval		4	4 - TA-7073	Mission	Clearance		09 Jul 2020	
Alert	"												
Closed	1											1-1/1	< >
		Click	on received tab				(	Click to se	e details	of recei	ived appro	val	
र्मा संदयमेव जयते	Departn	n <b>ent of Ecc</b> Ministry of F Government	onomic Affairs Finance. of India.	Mis	sion appro	oval de	tails	to main Cont	ent   A+   A-	A			
DashBoard	Miss	ion Clearance	Document I	Log	User I	Manual		Change Pass	word		Contact Us	Logo	ut
	Document De	tails										View All	Print 🧲
	Subj	ect 4-testing missi	on approval										
	Document Ty	pe Mission Clearance		Sector	Others	Loan				TA No	7073		
	Document	ID 6	Parent	Document ID	4	File Trac	king ID			Due Date	16 Jul 2020	Project	
	Sender Nar	ne Rishikesh Singh		Agency	DEA								
Send To	Balaji K, Asian Develo	pment Bank	×			CC To:					•		
Attached File	MissionClearanceApp MissionClearanceRed	proval4.pdf quest4.pdf											
Message	We wish to potify that	the mission clearance	0										
	Reference No: 4	are mission clearand	ν <del>α</del>										
	Request name: Missio	on Request 4 - testin	g mission approval (7073 - DEV	PWR SYSTM	IMSTR)								
	submitted to the Depa The relevant approval	rtment of Economic documents have be	Affairs, Government of India on en attached herewith.	09 Jul 2020 h	as been approve	d.							
	Best regards,												•

# 4.2.3. How to Approve pending missions?

- Step 1 Click on Send Mission visits request.
- **Step 2** Click on Click on Received tab on left panel (By default received tab is selected) as shown on screen.
- **Step 3** Click on Attached File to view complete details of Mission clearance.

- **Step 4** Click on Open Mission Clearance Request.
- Step 5 Click on Approve.
- Step 6 Enter DEA file number
- **Step 7** Click on Save & Send (screen attached step by step)

Click on Send Mission visits request ->Click on Click on Received tab on left panel (By default received tab is selected)

Proposal Doc –	Se	end New Doc/Alert/Clo	ose 🕇	Click on	any	
Received 25		ated/Received Recur		pending re	equest	
🚨 Sent 🚺	Cre	ated/Received Docum	nent		Search	1
🖬 Draft 🗾 💿	· 2	:				1-20/25 🔇 📏
	1	Balaji K	5 - 5-ok lon project	5 - Loan-3073	Mission Clearance	09 Jul 2020
	2	Balaji K	4 - 4-testing mission approval	4 - TA-7073	Mission Clearance	09 Jul 2020
	3	Balaji K	2 - 2-testing two	2 - Loan-3 <b>5</b> /3	Mission Clearance	09 Jul 2020
Click on received	k	Aiib aiib	1063 - 1063-gffd	1063 - Portfolio-P131765	Mission Clearance	05 Jul 2020
tab		Aiib aiib	1062 - 1062-рррррррррррррррррррр	1062 - N/A	Mission Clearance	05 Jul 2020
	0	Aiib aiib	1049 - 1049-mm	1049 - Pipeline-P121190	Mission Clearance	04 Jul 2020
	7	Mohan Chauhan	1043 - 1043-ok	1043 - Pipeline-P121190	Mission Clearance	10 May 2020
	8	Aiib aiib	12 - 12-pramod	12 - Pipeline-P121190	Mission Clearance	02 Aug 2019
	9	Aiib aiib	12 - 12-pramod	12 - Pipeline-P121190	Mission Clearance	02 Aug 2019
	10	Aiib aiib	3 - 3-testginwq	3 - Pipeline-P120542tes	Mission Clearance	16 Jul 2019
	11	Aiib aiib	4 - 4-final test	4 - N/A	Mission Clearance	16 Jul 2019
	12	Ailb ailb	A A final teet	<i>A</i> N/A	Mission Clearance	18 Jul 2010

# **Mission Request Details**

<b>Дер</b> нача анд	artment of Economic Ministry of Finance. Government of India.	Affairs		Skip to main Content	A+  A-   A		41	Ð
DashBoard Master Pf	PR Details Comments Meeting Details	MIS Reports User Creation/Details	Mission Clearance D	ocument Log GFR - 25	User Log User Manual	Change Password	Contact l	Us Logout
Docun	nent Details							NE-THE OF
								VIEW ALL
Subject	12-pramod							
Document Type	Mission Clearance		Sector	Human Resourc	e			
Pipeline	P121190							
Document ID	36							
Due Date	09 Aug 2019							
Sender Name	Aiib aiib	Click here to	Agency	AIIB				
Send To	Rishikesh Singh, Department of Eco		CC To:				*	
Attached File	MissionClearanceRequest12.pdf							
Message	A mission clearance request has been Request No: 12 Name: pramod We await your response to this reques Regards Aiib aiib director Asian Infrastructure Investment Bank	submitted to you for review and approval by t. Click here to submit request	Alib alib, director Asian Infr	astructure Investment Bank o	n 28 Jun 2019.			
Forward	Reply to all	Repl		Back		No Action		

# **Mission Request Filled Details**

And And	Dep	artment Minist Gover	of Econ try of Fir mment of	nomic Affai nance. India.	irs		<b>41</b>	•						
DashBoard	Master	PPR Details	Comments	Meeting Details	MIS Reports	User (	Creation/Details	Mission Clearance	Document Lo	g GFR - 25	User Log	User Manual	Change Pas	ssword C
From Aiib ai To Rishikesl	ib,director, h Singh,Dir	Asian Infrastructu ector,Departmen	ure Investment t of Economic A	Bank Affairs	MISSION	CLEA	RANCE REQUE	ST			D	late 26 July 20;	20	
SN.	Item						Details							
Mission R	equest Co	de : 12												
1.	a. Pi	peline					P121190-Easte	rn Dedicated Freight C	orridor - II					
	b. P	ortfolio												
	c. A/	4A												
	d. S	eminar/Conferen	ce/Workshop/C	others										
2	Proj	ect/Loan Details	3											
	a. N	ame					Eastern Dedica	ed Freight Corridor - II						
	b. N	lo.					P121190							
	c. S	ize/Amount in US	SD Million				879							
	d. D	ate of Closing					12 Apr 2019							
	Missi	on Type(Consulta	ation,Review,A	ppraisal,Fact Finding	Others)									
3	Missi	on Duration and	Location				Consultation							
4	Missi	on Purpose and e	expected outco	mes from the Mission	n		From : 19 Jun	2019 To : 03 Jul 2019 A	t sdf					
5	Has (	Convenience of P	Project Authoriti	es been obtained for	the proposed missi	on	SOT							
7	Micc	ion Composition	Name and Dec	signation of the mem	here of the mission)		INO							
1	WISS	ion Composition	Name and Des	signation of the mem	bers of the mission)		Name		Design	ation				
							pramod pram	od	sdflkjsd	f				
8	India	an Officials to be	met during the	Mission			Agency			Name	Design	ation		
							AACP - Proje	ct Coordination Unit(P	CU) ARIAS Socie	ty dfgdf dfgdf	dfg			
9	Date	e(s) for wrap up m	neeting with Ex	ecuting Agency										
10	Prop	oosed date for wr	ap up with DEA	A			20 Jun 2019 so	lf						
11	Deta	ils of last missior	ı											
	a. D	ates					From 14 Jun 2	)19 To 20 Jun 2019						
	b. D	ates of wrap up ir	DEA				20 Jun 2019							
	c. Da	ate of Aide Memo	ire				18 Jun 2019							

Back to DashBoard

OApprove OReject OClarification Request Click to Approve/Reject/Clarification request

Aiib aiib director Asian Infrastructure Investment Bank

# **Mission Request Approval Details**

सल्यमेव जयते	De	epartme Mi Go	ent of E nistry of overnmer	conomic Finance. nt of India.	Affairs		41	1						
DashBoard	Master	PPR Details	Comments	Meeting Details	MIS Reports	User Creation/Details	Mission Clearance	Document Log	GFR - 25	User Log	User Manual	Change Password	Contact Us	Logout
						Mi Departm Multilate	inistry of Finance ent of Economic Affa eral Institutions Divis	airs ion						
						Communic	ation of Mission clea	rance			Digiting (			
			Departm <u> 19 Jun 2</u> (a) The E	ent of Economic A 019 to 03 Jul 201 Date of wrap up in	ffairs conveys aj 9_as per details DEA	pproval for the Mission I attached.	Request 12 - pramod	(Eastern Dedicat	ed Freight (	Corridor - II	- P121190) from	n		
			Is tent	atively fixed on	20 Jun 2019	at sdf		In North Block, I	New Delhi.					
			Owould (b) The D Sched	be decided on a EA will attend the uled on 12 Aug 2	mutully conver wrap up of the I	nient date. Mission with Executing A	sgency							
			OxxxxX	(										
			DEA File	No.	Enter D	Dated: 26 Jul 2020			Finan	ce and Admi Email: pram	Rishikesh Sir inistration Assist Tel: 011230935 odkp7@gmail.c	ngh ant 542 om		
			Enclosed	- Mission Reques	t letter					]				
			Please e	nter additional e-m	ails here. For e	xample someone@addre	ess.com				l Iser c	an see		
			DEA File	No.		Dated: 26 Jul 2020				Email	preview Downloa and send	d or save to initial		
				See Previe	wCancel	Save&Download	Save&Send						<b>_</b>	

### 4.2.4. How to see sent mission request details?

- **Step 1** Click on Send Mission visits request.
- **Step 2** Click on Click on sent tab on left panel.
- **Step 3** Click on any one to view details.
- **Step 4** User can also send reply /Reminder on it.

DashBoard	Mission Clearance	Docume	nt Log	User Manual	Change Password		Contact U	s	Logout
Proposal Doc	-								
Received		/Alert/Close +	Clieb						
G Sent	Sent Document			view details		Click		un al	
Draft							iere to se		1-5/5
Alert	1 5-ok lon project	Shantanu Thakur 5-Los	an-3073- NORTH EAS	STATE ROADS INVESTMENT PRO	OGRAM - PROJECT 2		innuci	09 30	
	2 5-ok lon project	Rishikesh Singh 5-Lo	an-3073- NORTH EASTERI	N STATE ROADS INVESTMENT PRO	OGRAM - PROJECT 2		Mission CI	earance 09 Ju	1 2020
	3 4-testing mission	approval Rishikesh Singh 4-TA	-7073-DEV PWR SYSTM N	ISTR			Mission CI	earance 09 Ju	1 2020
on Sent tah	4 2-testing two	Rishikesh Singh 3-Lo:	an-3573-HIMACHAL PRAD	ESH SKILLS DEVELOPMENT PROJI	ECT	CI	ick here cl	lose 🖌	12020
	5 1-testing mission	Ajay S Singh 2-Lo	an-2794-HIMACHAL PRAD	ESH CLEAN ENERGY TRANSMISSI	ON INVESTMENT PROG	RAM I	ne docum	ent 🚽	1 2020
		, , <u>.</u>							
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d Missior Document Detai	n Clearance Is	Document Log	Use	Change	Password		Contact Us	Log View All	Print (
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d Mission Document Detai Subject Document Type	s Clearance	Document Log	User Transport	Change	Password 3073	TA No	Contact Us	Log	Print (
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Document Detail	Is 5-ok lon project Mission Clearance 5 Balaji K	Document Log Sector Parent Document ID Agency	User Transport ADB	Change Loan File Tracking ID	Password	TA No Due Date	Contact Us	Log View All (2) Project	Print
d Mission	S-ok lon project Mission Clearance 5 Balaji K	Document Log Sector Parent Document ID Agency	User Transport ADB	Change Loan File Tracking ID	Password	TA No Due Date	Contact Us	Log View All (S) Project	Print
Mission	I Clearance	Document Log Sector Parent Document ID Agency ARIAS Society	User Transport ADB	Change Change Loan File Tracking ID	Password	TA No Due Date	Contact Us	Log	Print (
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d Mission	S-ok lon project Mission Clearance 5 Balaji K ment of Economic Affairs tt Coordination Unit(PCU) ;	Document Log Sector Parent Document ID Agency	Usei Transport ADB	Change Change Loan File Tracking ID Change	Password	TÀ No Due Date	Contact Us	Log View All (S)	Print (
d Mission Document Detail Subject Document Type Document ID Sender Name Shantanu Thakur, Project	Is Solution Sector Clearance Solution Clearance Sol	Document Log Sector Parent Document ID Agency	User Transport ADB CC	Change Ch	Password	TA No Due Date	Contact Us	Log	Print (
d Mission Document Defai Subject Document Type Document ID Sender Name Rishikesh Singh, Depart Shantanu Thakur, Project MissionClearanceReque	s Clearance	Document Log Sector Parent Document ID Agency	User Transport ADB CC	Change Change Change Change Control Change C	Password	TA No Due Date	Contact Us	Log View All (a) Project	Print (
d Mission Document Detai Subject Document Type Document ID Sender Name Rishikesh Singh, Depart Shantanu Thakur, Projed MissionClearanceReque A mission clearance req	Clearance Is  5-ok lon project  Mission Clearance 5 Balaji K  ment of Economic Affairs t Coordination Unit(PCU), ast5.pdf uest has been submitted to	Document Log	User Transport ADB CCC	Change Ch	Password	TA No Due Date	Contact Us	Log	Print (
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# 4.2.5. How to see draft mission request details?

- **Step 1** Click on Send Mission Visits Request.
- **Step 2** Click on Draft tab on left panel.
- **Step 3** In right panel, all Mission Draft request will appear.

Proposal Doc	-	Send New Doc/Alert/Close +		
Received	1	<u></u>		
🕰 Sent	5	Draft Document	Search	
🕰 Draft 🔒	1	· 2		1-5/1 < >
	17	1 Balaji K 3-testing draft - 3394-CLIMATE ADAPTATION IN VENNAR SUB-BASIN IN CAUVERY DELTA PROJECT	LOAN	09 Jul 2020
				1-5/1 🗸 🔉
Click on D	raft t	ab Click here to edit the details		

#### 4.2.6. How to send Alert/Reminder on mission request?

Please see the point **4.2.5** (How to see the sent details)

#### 4.2.7. How to see close project details?

This module is same for all, for more details please see the point 4.1.6

#### 4.2.8. How to see all mission request?

**Step 1** Move your mouse pointer on Mission Clearance.

#### **Step 2** Click on All Mission Request as shown on screen.

सारमेव जयते	Department of Ecol Ministry of Fin Government of	nomic Affairs nance. f India.		e	0		
DashBoard	Mission Clearance	Document Log	MIS Reports	User Manual	Change Password	Contact Us	Logout
	Create Mission Request						
	Draft Mission Request	PRID FOR PRC					
	All Mission Request	Click here	Status	Select	~		
	No Action taken by DEA						

# All Mission Request Details with various filter

सत्यमेव जयते	Department of Econo Ministry of Final Government of In	mic Affairs nce. dia.		Skip to main Content   /	A+  A-   A	
DashBoard	Mission Clearance	Document Log	User Manual	Change Password	Contac	t Us Logout
		Filter Repo	rts			
All Docu	ment					
Status	Select	✓ Type :P	lease Select	→ Project No- Name	:	~
Send From	:SELECT	✓ Send To :	SELECT	✓ World Bank Sector	SELECT	~
	Agency:SELECT	VIND Officer:	SELECT	✓ Mission Officer	:SELECT	~
Wrap- up Date with D	DEA(From Date)	To Date :		Sector	:SELECT	~
	Search	View Att				
					View View	

Subject	Туре	Description	Mission Type	Send To	Created Date	Start Date	End Date	Status	View Request Pdf	View Approval Pdf	View Aide Meimare	Addition	Others
1002-testing	Loan	3223-INFRASTRUCTURE DEVELOPMENT PROGRAM FOR TOURISM - PROJECT 3 (M0046)	Appraisal	Sameer Kumar Khare	26 Jul 2020	15 Jul 2020	30 Jul 2020	Pending	1			Addition	Close
6-ddd	Loan	3396-BIHAR NEW GANGA BRIDGE PROJECT	Consultation	Ajay S Singh	09 Jul 2020	17 Jul 2020	21 Jul 2020	Pending				Addition	Close
5-ok lon project	Loan	3073- NORTH EASTERN STATE ROADS INVESTMENT PROGRAM - PROJECT 2	Appraisal	Rishikesh Singh	09 Jul 2020	28 Jul 2020	31 Jul 2020	Pending	1			Addition	Close
4-testing mission approval	TA	7073-DEV PWR SYSTM MSTR	Review	Rishikesh Singh	09 Jul 2020	21 Jul 2020	08 Aug 2020	Approved		1		Addition	Close
2-testing two	Loan	3573-HIMACHAL PRADESH SKILLS DEVELOPMENT PROJECT	Review	Rishikesh Singh	09 Jul 2020	02 Jul 2020	14 Jul 2020	Pending	1			Addition	Close
1-testing mission	Loan	2794-HIMACHAL PRADESH CLEAN ENERGY TRANSMISSION INVESTMENT PROGRAM PROJECT - 1	Consultation	Ajay S Singh	09 Jul 2020	09 Jul 2020	14 Jul 2020	Pending	1			Addition	Close
1002-testing	Loan	3223-INFRASTRUCTURE DEVELOPMENT PROGRAM FOR TOURISM - PROJECT 3 (M0046)	Appraisal	Sameer Kumar Khare	26 Jul 2020	15 Jul 2020	30 Jul 2020	Pending				Addition	Close
6-ddd	Loan	3396-BIHAR NEW GANGA BRIDGE PROJECT	Consultation	Ajay S Singh	09 Jul 2020	17 Jul 2020	21 Jul 2020	Pending	1			Addition	Close
5-ok lon project	Loan	3073- NORTH EASTERN STATE ROADS INVESTMENT PROGRAM - PROJECT 2	Appraisal	Rishikesh Singh	09 Jul 2020	28 Jul 2020	31 Jul 2020	Pending	1			Addition	Close
4-testing mission approval	TA	7073-DEV PWR SYSTM MSTR	Review	Rishikesh Singh	09 Jul 2020	21 Jul 2020	08 Aug 2020	Approved	1	1		Addition	Close
2-testing two	Loan	3573-HIMACHAL PRADESH SKILLS DEVELOPMENT PROJECT	Review	Rishikesh Singh	09 Jul 2020	02 Jul 2020	14 Jul 2020	Pending	1			Addition	Close
1-testing mission	Loan	2794-HIMACHAL PRADESH CLEAN ENERGY TRANSMISSION INVESTMENT PROGRAM PROJECT - 1	Consultation	Ajay S Singh	09 Jul 2020	09 Jul 2020	14 Jul 2020	Pending	1			Addition	Close

### 4.2.9. How to see no action taken by DEA?

- **Step 1** Move your mouse pointer.
- **Step 2** Click on No Action taken by DEA as shown on screen.

र्मानि सत्यमेव जयते	Department of Ecor Ministry of Fir Government of	nomic Affairs nance. i India.		Skip to main Content   A+   A-   A							
DashBoard	Mission Clearance	Document Log	MIS Reports	User Manual	Change Password	Contact Us	Logout				
	Create Mission Request										
	Draft Mission Request	PRID FOR PRC	Click here								
	All Mission Request	Select PPD		Select	~						
	No Action taken by DEA										

### No Action taken by DEA details

मास सल्पमेव जयते	Department of Ec Ministry of Governmen	:onomic Affairs Finance. It of India.	Skip to main Content   A+   A-   A					
DashBoard	oard Mission Clearance Document Log		User Manual Change Password			Contact Us		Logout
Mission Cle	arance Request							
MC Code	Туре	Description	Mission Type	Send To	Start Date	End Date	Created Date	
6-ddd	Loan	3396-BIHAR NEW GANGA BRIDGE PROJECT	Consultation	Ajay S Singh	17 Jul 2020	21 Jul 2020	09 Jul 2020	View Attachment
2-testing two	Loan	3573-HIMACHAL PRADESH SKILLS DEVELOPMENT PROJECT	Review	Rishikesh Singh	02 Jul 2020	14 Jul 2020	09 Jul 2020	View Attachment
1-testing mission	n Loan	2794-HIMACHAL PRADESH CLEAN ENERGY TRANSMISSION INVESTMENT PROGRAM PROJECT - 1	Consultation	Ajay S Singh	09 Jul 2020	14 Jul 2020	09 Jul 2020	View Attachment

### 4.2.10. How to see sent document details?

User can see all sent document including mission clearance and aide memoire module.

- **Step 1** Move your mouse pointer on Document log
- **Step 2** Click on Document Sent as shown on screen.

# Step 3 User can also create the new Document including Aide memoire, just click on Add New button on left side of the of window as shown in screen.

स्वमेव जयते	Department of Ecc Ministry of F Government		Skip to main Content   A+   A-   A						
DashBoard	Mission Clearance	Document Log	MIS Reports	User Manual	Change Password	Contact Us	Logout		
		Document Sent		Click he	re				
Mission C	learance Request	Document Received							
Mission Clearance No Action taken by DEA		Draft							

### Sent Document details with various filter option

र्म्सिक जयते सत्यमेव जयते	Departme Mi	ent of Econo nistry of Fina overnment of Ir	omic A ince. india.	Affai	irs		Skip to	main Content	A+  A-  A		20 🕒
DashBoard	Mission Cle	earance	Docu	ment Lo	g	MIS Reports	User Manual	Change	Password	Contact Us	Logout
Add New Sen doc	the New cument	Type Subject Ag Send To From Date To Date Filter List Older T	:Ple 403 :	ease Se 33-em SEL SEL SEL	lect ail testing-118 ECT ECT ECT bek 3 Week > Mor	Projec     Projec     Docun     State     DEA S     Due D     Send I     Oth All	t No-NameS hent Type :S Sector :S ate : Date :	ELECT ELECT ELECT		C	lick to send reminder
Document ID	Document Type	Subject	Sector	Туре	Project Name	Send To			letails	e Sent date	Forwar Remind/Close
11880	Mission Clearance	4036-mail test	Others	N/A	N/A	Test MC Approver				107.09	-\ <u>\</u> 0
11879	Mission Clearance	4035-sss	Others	N/A	N/A	Test User DEA Wordbank ,	Test MC Approver	23 Aug 2019	338	16 Aug	000
11878	Mission Clearance	4034-mail	Others	N/A	N/A	Test User DEA Wordbank ,	Test MC Approver	Click to	close this	16 Aug 2019	🔌 📩 🛇
11877	Mission Clearance	4033-email testing	Others	N/A	N/A	Test User DEA Wordbank ,	Test MC Approver	doc	ument	16 Aug 2019	🔌 📩 🛇
11876	Mission Clearance	4032-testing for mail	Others	N/A	N/A	Test User DEA Wordbank ,	Test MC Approver	23 Aug 2019	338	16 Aug 2019	🔌 <u> (</u>
11231	Mission Clearance	3723-programme1	Others	N/A	N/A	Test User DEA Wordbank		31 Dec 2018	573	24 Dec 2018	🔌 📩 🛇

\*\*\*\*\*\* User can also filter this report using given filter option, user can also send new documents, view document, send reminder, and close document features from this page\*\*\*\*\*\*\*\*

#### 4.2.11. How to see received document details?

- **Step 1** Move your mouse pointer on Document Log.
- Step 2 Click on Document Received.
- Step 3 User can also create the new Document including Aide memoire, just click on Add New button on left side of the of window as shown in screen.

स्वमेय जयते	Department of Economic Affairs Ministry of Finance. Government of India.			Skip to main Content   A+   A-   A						
DashBoard	Mission Clearance	Document Log	MIS Reports	User Manual	Change Password	Contact Us	Logout			
		Document Sent								
Mission Clearance Request		Document Received		Click here						
		Draft								
### **Received document Details with various filter**

सत्यमेव जयते	Department of Economic Affairs Ministry of Finance. Government of India.					Skip to main Content A+ A- A						
DashBoard	Mission Clearance		Document Log		MIS	Reports	User Manual	Change Password				Logout
Add New Document	Received	ect V	Project	No-Name	:		~					
Sender /	Subject: r Name:SELE Agency:SELE	R NAME/NO CT ~	✓ DEA Se Docume ✓ State	ector ent Type		SELECT SELECT	× × ×					
Du From Date	ie Date:		Rece To Date	ived Date					Click here to		Click h send	nere to reply
Finter List For Olde	1 Week 2 Wee	k 3 Week > Month All							view details			
Document ID	FileTrackingNo.	Document Type	Subject	Sector	Туре	Project Name	Sent By	Due Date	Delays From Due Date	e Receiv	ea ste	View/k ply
11232		Mission Clearance	3723-programme1	Others	N/A	N/A	Test User DEA Wordbank	31 Dec 2018	-573	24 Dec	2018	

#### 4.2.12. How to see draft document details?

- **Step 1** Move your mouse pointer on Document Log.
- Step 2 Click on Draft.

Step 3 User can also create the new Document including Aide memoire, just click on Add New button on left side of the of window as shown in screen.

स्त्यमेव ज्यसे	Department of Eco Ministry of F Government	onomic Affairs Finance. of India.		Skip to m	ain Content   A+   A-   A		•
DashBoard	Mission Clearance	Document Log	MIS Reports	User Manual	Change Password	Contact Us	Logout
		Document Sent					
Mission Clearance Request		Document Received		Click here			
Mission Cloara	aco No Action takon by DEA	Draft		click here			

### **Draft Document Details**

र्माहि सत्यमेव जयते	Department of Economic Affairs Ministry of Finance. Government of India.										
DashBoard	Mission	n Clearanc	e	Document Log	MIS Reports	User Manual	Change Password	Contact Us	Logout		
New Document	ument							Click vi	here to iew		
# Document Name	Loan / TA	Project	Sender Name	Message					Draft Saved		
4169- 1 testing by pramod	4836-URBN TRNSPRT STRTGY		ADBMC ADBMC	A mission clearance request has be 2019. Request No: 4169 Name: tes Bank	request has been submitted to you for review and approval by ADBMC ADBMC, Senior Project Asst. Asian to this request. Regards ADBMC ADBMC Senior Product Asst. Asian to this request. Regards ADBMC ADBMC Senior Product Action Address and the senior Product Asst. Asian to the seni						
									-		

#### 4.2.13. How to send reminder on specific mission/documents/aide memoire?

#### Please see above point 4.2.4

#### 4.2.14. How to close document log?

Please see above point 4.2.4

### 4.3. Project Concept Preparation & Clearance

This module is used to update the status of Project. It is only access to MDB's/BA's staff, except MDB's/BA's staff, Project Authority can also see the status of project which will submitted by MDB's/BA's.

#### 4.3.1. How to Submit Project Preparation & clearance

- **Step 1** Click on Project Preparation & Clearance
- **Step 2** Click on the Send New Doc/Alert/Close.
- **Step 3** Click on Send Project Preparation Concept.
- **Step 4** Fill entire details as shown in screen and Submit

<b>Дера</b> Вера	rtment of Economic Ministry of Finance. Government of India.	Affairs		Skip to main Content   A+  A-   A	(	
DashBoard	Mission Clearance	Document Log	User Manual	Change Password	Contact Us	Logout
Send New Doc/Alert/0	Send Project Preparation concept					
Created/Received Doci	Send Alert/Reminder message				Search	
. 3						1-2/2 🔇 📏
1 ADB. ADB	- 10327 - Strenathenina MSME Cluster Ecosyst	em through inst		7 - ok done Confirmation sen	t by DEA	04 May 2020

### **Project Preparation & Concept form**

मिनि स्वनेय ज्यते	Department of Ec Ministry of Governmen	onomic Affairs Finance. t of India.		¢			
hBoard	Mission Clearance	Select PPR No	User Manual	Change Password	Contact Us	Logout	
Project C	concept preparation and clearance						
	Select PPR/Project 10327	Strengthening MSME  Select Support	ting Document (Choose File (Only PDF, N	e No file chosen lax Size of 10MB)	Select Attachment		
	Remarks/Comments	: 5   I <sub>x</sub> := :=   := :≢   ?? Styl	ሾ ⊠ ⊞ ≣ Ω ⅔ ℗ es →   Format →   ?		Enter Rer requ	marks, If ired	
					Check/unch notifica	eck mail tion	
		Pri	oject Related Officer list for mail	l alert			
DEA Offic ☑Rishi	cer kesh Singh-Director-	Project Authorit	y HAWLA-Director-	Bank/Agency Officer ☑ADB-Admin-			
Praka	sh-Assistant Section Officer-	ZANIL TRIPAT	HI-Director-				
Chan	dra Kishore-Assistant Section Offic	er-					
⊠Mr. SI	hakil Alam-Director-						
<mark>⊠</mark> Mr. R	ohit Chawla-Assistant Director-						
Mr. M	adahv Kumar Jha-Assistant Section	o Officer-					
Kamy	a Singh-Assistant Section Officer-						
✓Rajee	v-Under Secretary-						
Basu	dev Tudu-Under Secretary-						
	NSHU GANDHI-Under Secretary-		Click to submi	t the			
			rocord				

### 4.3.2. How to see to submitted project preparation & clearance?

- **Step 1** Click on Project Preparation & Clearance
- **Step 2** Click on Sent tab on left panel.
- **Step 3** Click on any one on right side shown details to view filled details.

Depart	ment of Ecol Ministry of Fi Government of	nomic Affairs nance. India.	Skip to main Content   A+   A-   A							
DashBoard	Mission Clearance	Document Log	User Manual	Change Password	Contact Us	Logout				
Proposal Doc -	Send New Doc/A	slert/Close +								
Responded	Sent Document				Search					
Sent 8	1 ADB, ADB	9960 - Meghalaya Power Sector Improvement Project		8 -	Submitted	1-8/8 < >				
Draft	2 ADB, ADB	10327 - Strengthening MSME Cluster Ecosystem through inst		7 - ok done	Confirmation sent by DEA	04 May 2020				
Alert 0	3 ADB, ADB	10327 - Strengthening MSME Cluster Ecosystem through inst		6 - ok done	Submitted	04 May 2020				
🖻 Clo 🗧	4 ADB, ADB	10085 - Bangalore Smart Energy Efficient Power Distributi	4	5 -	Submitted	24 Apr 2020				
	5 ADB, ADB	10111 - Tripura Power Generation Upgradation & Distri	Δ	4 - sdfsdf	Submitted	23 Apr 2020				
_/	B, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr		3 - fdssadfsdfsd	Submitted	22 Apr 2020				
Click to show s	sent <sub>B, ADB</sub>	10107 - Protection of Vulnerable catchment areas in Megha		2 - dfdsfd	Confirmation sent by DEA	12 Apr 2020				
record	B, ADB	10020 - Andhra Pradesh Climate Resilient 'Zero-Budget' Na		1 - rtereb retre	Submitted	12 Apr 2020				
						1-8/8 < >				
			k to anyone to							

### **Project Preparation & Concept Sent details**

सत्यमेव जयते	Department Minist Gover	of Economic Aff try of Finance. nment of India.	airs		Skip to main Content   A+   A-   A	Δ	
DashBoard	Mission Cleara	ance D	ocument Log	User Manual	Change Password	Contact Us	Logout
Project Co	ncept preparation and clea	arance - 6		Submitted deta	ils		
10327 - Strer	ngthening MSME Cluster E	cosystem through institutiona	I network of EDCs				
View Comme	ents		View MoM	Vie	w PosedDocument		
SUBMITT	ED DETAILS						
Project Cor clearance -	ncept preparation and	View Attachment					
Remarks -		ok done					
Submitted I	by -	ADB, ADB					
Submitted	on -	04 May 2020					
			B	Back			

# 4.4. Fact Finding PRC

Project authority can submit PRC through this module to MDB's/BA's for clearance. MDB's/BA's users have rights to approve or reject PRC. To open this module, click on Inbox section after login-> click on Fact Finding PRC box.

#### 4.4.1. How to submit new PRC?

- **Step 1** Click on Fact Finding PRC box.
- Step 2 Clin on Send New/Doc/Alert/Close.

- Step 3 Click on Create New PRC.
- Step 4 Select PPR.
- **Step 5** Select status for each section of PRC- Yes/No/NA and Upload PDF file if you select Yes.
- **Step 6** Enter Comments if required.
- **Step 7** Submit details.



### Fact Finding PRC Entry form

	PPRID FOR PRC		
Enter Remarks	Select PPRID* 9943Uttarakhand: Innovations in Gr 🗸	Select PPR	Select Yes/No/NA
			7/
	PROJECT READINESS CRITERIA		
FINALISATION     NSTITUTIONAL ARRANGEMENT FOR PROJE	ECT IMPLEMENTATION	Yes V	Choose File
			Select File
COMPLETION OF INITIAL ENVIONMENTAL EXAMINATION / EN	VIRONMENTAL IMPACT ASSESSMENT	Please Select V	
CONFIRMATION OF INITIAL ENVIONMENTAL EXAMINATION / EI	NVIRONMENTAL IMPACT ASSESSMENT BY IFI	Please Select	·
Click to se preview and su	e Preview & Submit Save Back	Click to save in Draft	

#### 4.4.2. How to View received/Pending action on PRC/Received?

- **Step 1** Click on Fact Finding PRC Box.
- **Step 2** Click on Received tab on left panel.
- **Step 3** In right panel, all received PRC will be appeared.
- **Step 4** Click on any one to take action.

<b>Дер</b> (1997) Сер	oartm N	nent of Econo Ainistry of Final Government of Ind	mic Affairs nce. dia.		Skip to main Content   A+   A-   A		<b>20</b>
DashBoard		Mission Clearance	Document Log	User Manual	Change Password	Contact U	s Logout
Proposal Doc	-	Send New Doc/Alert/	Close +				
Responded	3	Created/Received Doo	cument				Search
Sent	3	· 2					1-2/2 🔇 📏
Draft	0	1 ADB, ADB	10111 - Tripura Power Generation Upgradation &	& Distri	4	Approved	04 May 2020
Alert	4	2 ADB, ADB	10004 - Himachal Pradesh Flood and River Man	agement Proje	1	Approved	13 Apr 2020
Closed	2				Click to view & take required action		1-2/2

# Fact Finding PRC received details for Approve/Reject

to main Content | A+ | A- | A

net	P F Dep	artment of Ec	y Project onomic Affai Sovernment of	Dject Report Portal. c Affairs, Ministry of Finance. ment of India.					
ard	Master	PPR Details	Comments	Meeting Details	MIS Rep				

ALEAN -	Depa	rtment of	Governme	Affairs, Mini ant of India.	stry of Finan	ice.										>
Before	Loan N	PPR Detai	s Comme Approve/Re n after click	ents Meetin eject of Submit but	ng Details M	/IS Reports − U	Jser Creation/	Details GFI	₹-25 Docu	ment Log	UserLog U	ser Manual	Change Pass	word Conta	ict Us Logo	HUL
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PLACEN bcdksfb		F PROJEC	bcdksfbcdks	MENT CONS	ULTANT	sf booksfbookst	bcdksfbcdksf	bcdksfbcdksf	bcdksfbcdksf	bcdksfbcdksf	bcdksfbcdksf	No bcdksfbcdksf bcdksfbcdksf	bcdksfbcdksf bcdksfbcdksf	bcdksfbcdksf	bcdksfbcdksf	bcdk
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### 4.4.3. How to view responded action?

- **Step 1** Click on Fact Finding PRC box
- **Step 2** Click on responded tab on left side.
- **Step 3** In side panel, click on any one to view details.

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### Fact Finding PRC Responded Details

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•	FINALISATION OF INSTITUTIONAL ARRANGEMENT FOR	R PROJECT IMPLEMENTATION			Approved	View Attachment	
•	FINALISATION OF FUND FLOW ARRANGEMENT				Approved	View Attachment	
•	SETTING UP OF PROJECT MANAGEMENT UNIT				Approved	View Attachment	
•	ISSUE OF POSTING ORDERS OF KEY PROJECT STAFF	+			Approved	View Attachment	
•	JOINING REPORTS OF KEY PROJECT STAFF+				Approved	View Attachment	
•	FINALISATION OF PROCUREMENT STRATEGY				Approved	View Attachment	
•	FINALISATION OF PROCUREMENT PLAN FOR GOODS	& SERVICES			Approved	View Attachment	
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•	FINALISATION OF TORs FOR INDEPENDENT VERIFICA	FION AGENCIES+			Approved	View Attachment	
•	FINALISATION OF DOCUMENTS FOR PREQUALIFICATI	ON OF CONTRACTORS+			Approved	View Attachment	
•	FINALISATION OF RFPs FOR CONSULTANCY CONTRAC	CTS+			Approved	View Attachment	
•	FINALISATION OF RFPs FOR INDEPENDENT VERIFICATION	TION AGENCIES+			Approved	View Attachment	
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•	FINALISATION OF BID DOCUMENTS OF CONTRACTS+				Approved	View Attachment	
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•	CONFIRMATION OF THE CAPACITY BUILDING CALEND	ER UNDER THE PROJECT BY	DEA		Approved	View Attachment	
•	PROCUREMENT TRAINING OF THE PROJECT STAFF				Approved	View Attachment	
•	FINALISATION OF LAND ACQUISTION PLAN				Approved	View Attachment	
•	FINALISATION OF RELIEF & RESETTLEMENT PLAN				Approved	View Attachment	
•	BUDGET PROVISION FOR ATLEAST 50% OF THE LAND	ACQUISTION COSTS			Approved	View Attachment	
•	CONFIRMATION OF RELIEF & RESETTLEMENT PLAN B	Y IFI			Approved	View Attachment	
•	FINALISATION OF ENVIRONMENTAL MANAGEMENT PL	AN			Approved	View Attachment	
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View All Attachment Back

#### 4.4.4. How to see sent PRC status?

- **Step 1** Click on Fact Finding PRC box.
- Step 2 Click on Sent Tab on left panel.
- **Step 3** In side panel, all sent PRC with status will appear, click on any one to view complete details.

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Alert	4	3	ADB, ADB	10004 - Himachal Pradesh Flood and River Mana	gement Proje		1	Approved	13 Apr 2020
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### 4.4.5. How to resubmit PRC in case of rejection?

- **Step 1** Click on Fact Finding PRC box.
- **Step 2** Click on received tab on left panel.
- **Step 3** In right side panel, all received PRC including approved/Rejected will show.
- **Step 4** Click on rejected PRC, user will redirect to PRC submission form.

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### Fact Finding PRC Resubmission details

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### 4.4.6. How to save/edit PRC in/from draft?

**Step 1** Click on Fact Finding PRC box.

- Step 2 Click on draft tab on left panel.
- **Step 3** In right side panel, all draft PRC request will appear.
- **Step 4** Click on any one to fill complete details.

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### 4.5. Send MC Request Aide Memoire/Aide Memoire Confirmation/Document Log

This module enables to sending aide memoire details to DEA users after mission clearance for their confirmation.



#### 4.5.1. How to Create/Save Draft/Send Aide Memoire?

- **Step 1** Click on MC Request Aide Memoire Box.
- Step 2 Click on Send new Doc/Alert/Close.
- Step 3 Click on Send Aide Memoire.
- **Step 4** Fill entire details and click on send.

Send New Doc/Alert/0	Send Aide Memoire	
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# Aide Memoire Entry form Details



### Department of Economic Affairs Ministry of Finance.

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# 4.5.2. How to see received Aide memoire & send confirmation on Aide memoire (Only for DEA)?



**20 (** 

- **Step 2** Click on Received tab on left panel.
- **Step 3** In right side panel, all received aide memoire request will appear.
- **Step 4** Click on any one to view details and reply.

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# View Aide memoire details & send reply if required

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### 4.5.3. How to see received reply on Aide memoire/Forwarded Aide Memoire?

- **Step 1** Click on Send MC Aide memoire Confirmation
- Step 2 Click on Received tab on left panel
- **Step 3** In right panel, all received document will appear.
- **Step 4** Click on any one to view complete details.

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### 4.5.4. How to see sent Aide Memoire details?

**Step 1** Click on Send MC Aide Memoire Confirmation.

- **Step 2** Click on Sent tab on left panel.
- **Step 3** In right side panel, all sent details will appear, click on any one to view complete details.

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### 4.5.5. How to see and edit draft of Aide Memoire?

- **Step 1** Click on Send MC Aide Memoire Confirmation.
- **Step 2** Click on Draft tab in left panel, in right side panel, all draft detail will appear.
- **Step 3** Click on any one to view and submit details.

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# 4.6. SRM/MRM.

This module enables to sending SRM/MRM Document.

#### 4.6.1. How to submit SRM/MRM Details?

- **Step 1** Click on SRM/MRM box.
- **Step 2** Click on Send New Doc/Alert/Close.
- Step 3 Click on Send SRM/MRM.
- **Step 4** Fill entire details and click on submit.

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Prakash-Assistant Section Officer-	S.K. Dhiman-Chief Engineer-			
Chandra Kishore-Assistant Section Officer-				
Mr. Shakil Alam-Director-				
Mr. Rohit Chawla-Assistant Director-				
Mr. Madahv Kumar Jha-Assistant Section Officer-				
Kamya Singh-Assistant Section Officer-				
Rajeev-Under Secretary-				
Basudev Tudu-Under Secretary-				
HIMANSHU GANDHI-Under Secretary-				
Kamlesh Kumar-Section Officer-				
Click				

#### 4.6.2. How to update SRM/MRM Details?

- **Step 1** Click on SRM/MRM box.
- **Step 2** Click on Sent tab on left panel.
- **Step 3** In right panel, all submitted details will appear, click on any one to update details.
- **Step 4** Submitted details will appear.
- **Step 5** Click on update button to update details.
- **Step 6** Enter details which you want to update.
- **Step 7** Click on update button.



### MRM/SRM submitted details

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Mr. Rohit Chawla-Assistant Dire	ector-				
Mr. Madahv Kumar Jha-Assista	nt Section Officer-				
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# 4.7. PAD/PAM Confirmation.

This module enables to sending PAD/PAM Document.

#### 4.7.1. How to Send PAD/PAM after Aide Memoire?

- **Step 1** Click on PAD/PAM confirmation box.
- **Step 2** Click Send New Doc/Alert/Close.
- **Step 3** Click on Send PAD/PAM after Aide Memoire.
- **Step 4** Fill entire details and click on submit button.

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# PAD/PAM confirmation entry form details

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Prakash-Assistant Section Officer-	S.K. Dhiman-Chief Engineer-		
Chandra Kishore-Assistant Section Officer-			
Mr. Shakil Alam-Director-			
Mr. Rohit Chawla-Assistant Director-			
Mr. Madahv Kumar Jha-Assistant Section Officer-			
Kamya Singh-Assistant Section Officer-			
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Basudev Tudu-Under Secretary-			
HIMANSHU GANDHI-Under Secretary-			
Kamlesh Kumar-Section Officer-			
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### 4.7.2. How to View Received PAD/PAM after Aide Memoire?

- **Step 1** Click on PAD/PAM Confirmation box
- **Step 2** Click on Received tab on left panel, in right side panel, all received details will appear

#### **Step 3** Click on any one to view details.

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Submitted By	Rishikesh Singh, Director, DEA		
Submitted on	04 May 2020		
		Back	

### 4.7.3. How to see sent PAD/PAM confirmation?

- **Step 1** Click on Sent tab on left panel, in right side panel all sent detail will appear
- **Step 2** Click on any one to view submitted details.



### **Submitted details of PAD/PAM**



# 4.8. PRC before Loan Negotiation.

This module enables to send PRC before Loan Negotiation.

#### 4.8.1. How to submit new PRC?

- **Step 1** Click on PRC before Loan Negotiation box.
- **Step 2** Click on Send New Doc/Alert/Close.
- **Step 3** Click on Send PRC before Loan Negotiation.
- **Step 4** Select PPR from drop down.
- **Step 5** Select Yes/No/NA for each point of PRC.
- **Step 6** Select PDF attachment in case if user select yes in drop down in any PRC's point.
- **Step 7** Enter comments if required.
- **Step 8** Click on submit to send PRC.

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# PRC entry form details.

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#### 4.8.2. How to see Received/Pending PRC?

- **Step 1** Click on PRC before Loan negotiation Box.
- **Step 2** Click on Received tab on left panel, in the right-side panel, all received details will appear.
- **Step 3** Click on any one to view and submit approval on that.

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### 4.8.3. How to Approve/Reject PRC?

- **Step 1** Click on PRC before Loan negotiation Box.
- **Step 2** Click on Received tab on left panel, in the right-side panel, all received details will appear.
- **Step 3** Click on any one to view and submit approval on that.



### PRC Approve/Reject Details.

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### 4.8.4. How to see the Responded action on PRC?

**Step 1** Click on PRC before Loan Negotiation Box.

Step 2 Click on Responded tab on left side panel, in the right-side panel, all responded details will appears

**Step 3** Click on any one to view complete details.

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# PRC responded Details.

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•	PLACEMENT OF PROJECT MANAGEMENT CONSULTANT	No	
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•	ALL FOREST CLEARANCES IN PLACE	Approved	View Attachment
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•	BID FOR IVA IS READY FOR AWARD IN CASE OF P FOR R+	NA	ß
•	COMPLETION OF PRIOR ACTIONS IN CASE OF DPL+	Approved	View Attachment
	Back		
#### 4.8.5. How to resubmit PRC in case of rejection?

- **Step 1** Click on PRC before Loan Negotiation Box.
- Step 2 Click on Received tab in left panel, in right side panel, details will appear with status
- **Step 3** Click on Details which status is Rejected.
- **Step 4** Enter details which are rejected.
- Step 5 Click on Submit.



## PRC Resubmission details.

Preliminary Project Report Portal. Department of Economic Affairs, Ministry of Finance. Government of India.	Skip to main Content   A+   A-   A
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save page data

#### 4.8.6. How to see sent PRC?

- **Step 1** Click on PRC before loan Negotiation Box.
- **Step 2** Click on Sent tab on left side panel, in right side panel, all sent details will appear.
- **Step 3** Click on any one to view complete details.



#### 4.8.7. How to save/edit PRC in/from draft?

- **Step 1** Click on PRC before Loan Negotiation Box.
- **Step 2** Click on Draft tab in left side panel, in right side panel, all draft request will appear.
- Step 3 Click on any one to view and edit.



# 4.9. Loan Negotiation.

This module enables to send Loan Negotiation Document.

#### 4.9.1. How to submit/mark to line ministry loan negotiation details?

- **Step 1** Click on Loan Negotiation Box.
- Step 2 Click on Send New Doc/Alert/Doc
- Step 3 Click on Send Loan Document.
- **Step 4** Select PPR from drop down.
- **Step 5** Select entire Drop down to upload document related to negotiation.
- Step 6 Click on Submit.

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## Loan Negotiation Entry Details.

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#### 4.9.2. How to submit comments by line ministry on loan negotiations?

- **Step 1** Click on Loan Negotiation box.
- **Step 2** Click on Received tab in left side panel, in right side panel, all received details will appear.
- **Step 3** Click on any one to view /Submit comments.
- **Step 4** Enter comments, select PDF file if required.
- Step 5 Click on Submit.

#### 4.9.3. How to Submit comments by project authority on loan negotiations?

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## Loan negotiation details to submit comments.

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## 4.9.4. How to see received comments of line ministry/project authority?

- **Step 1** Click on Loan Negotiation box.
- **Step 2** Click on received tab in left side panel, in right side panel, all received details will appear.
- **Step 3** Click on any one to view complete details.

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## 4.9.5. How to see sent loan negotiation details?

**Step 1** Click on Loan Negotiation Box.

**Step 2** Click on Sent tab in left side panel, in right side panel, all sent details will appear including sent loan negotiation details, comments details, etc.

#### **Step 3** Click on any one to view complete details

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# 4.10. Approval of DEA Secretary (Point no. 10 for MDB's/BA's/PA, 9 for DEA).

This module enables to Approve Loan Document from DEA Secretary.

#### 4.10.1. How to upload/submit approval of DEA Secretary?

To Upload/Submit approval of DEA Secretary click on Approval of DEA Secretary box -> click on Send New Doc/Alert/Close -> click on send SE(Approval) Confirmation.

- **Step 1** Click on Approval of DEA Secretary Box.
- Step 2 Click on Send New Doc/Alert/Close
- Step 3 Click Send SE(Approval) Confirmation
- Step 4 Select PPR from drop down
- **Step 5** Enter entire details.
- Step 6 Click on Submit.

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#### 4.10.2. How to see received approval of DEA secretary?

- **Step 1** Click on Approval of DEA Secretary Box.
- **Step 2** Click on Received tab on left side, in right side panel, all received details will appear.
- **Step 3** Click on any one to view complete details.



#### 4.10.3. How to see sent approval of DEA secretary?

- **Step 4** Click on Approval of DEA Secretary Box.
- **Step 5** Click on Sent tab on left side, in right side panel, all received details will appear.
- **Step 6** Click on any one to view complete details.



## 4.11. Negotiated Loan Document.

This module enables to Negotiate Loan Document.

#### 4.11.1. How to submit negotiated loan doc?

- **Step 1** Click on Negotiated Loan Document Box.
- **Step 2** Click on Send New Doc/Alert/Close.
- **Step 3** Click on Send Loan Negotiation confirmation
- **Step 4** Select PPR from Drop Down box.
- **Step 5** Enter entire details and click on submit.

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### 4.11.1. How to submit nomination by Project authority?

Nomination will appear only to Project Authority, when MDB's/BA's submit details, it will appear in received section of user.

- **Step 1** Click on Loan Negotiated Document.
- **Step 2** Click on Received tab in left side panel, in right side panel, all received details will appear.
- **Step 3** Click on any one to submit nomination details.
- **Step 4** Enter details of nominee.
- **Step 5** Click on Submit details.

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#### 4.11.2. How to DEA reply (if required)?

When MDB's/BA's/Project Authority will submit details, it will show in received section of DEA.

- Step 1 Click on Loan Negotiated Document Box.
  Step 2 Click on Received tab in left panel, in right side panel, all received details will appear,
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#### 4.11.3. How to see responded details?

- **Step 1** Click on Negotiated Loan Document Box.
- **Step 2** Click on Responded tab in left side panel, in right side panel, all responded details will appear.

#### **Step 3** Click on any one to view complete details.

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#### 4.11.4. How to see sent details?

- **Step 1** Click on Loan Negotiated Document Box.
- **Step 2** Click on sent tab in left side panel, in right side panel, all sent details will appear.

#### **Step 3** Click on one to view complete details.

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#### 4.11.5. How to upload final negotiated documents?

The final document of loan negotiation can upload after date of negotiation. MDB's/BA's user can only upload final document from Sent tab or Received tab (in case of nomination received)

- **Step 1** Click on Loan Negotiated Document Box.
- **Step 2** Click on Received tab (in case of nomination received)/Sent tab in left side panel, in right side panel all detail will appear.
- **Step 3** Click on one to submit final document.



## Loan Negotiated Document For final document upload

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# 4.12. Approval of DEA Secretary (Point no. 12 for MDB's/BA's/PA, 11 for DEA).

This module enables to Approve Loan Document from DEA Secretary.

#### 4.12.1. How to upload/submit approval of DEA Secretary?

- **Step 1** Click on Approval of DEA Secretary Box.
- Step 2 Click on Send New Doc/Alert/Close.
- Step 3 Click on Send SE(Approval) Confirmation
- **Step 4** Enter entire details and click on Submit.



# SE (Approval) Entry Details

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#### 4.12.2. How to see received approval of DEA secretary?

- **Step 1** Click on DEA Secretary Approval Box.
- **Step 2** Click on Received tab in left side panel, in right side panel, all details will appear.
- **Step 3** Click on any one to view complete details like point 10.



## 4.12.3. How to see sent approval of DEA secretary?

- **Step 4** Click on DEA Secretary Approval Box.
- **Step 5** Click on Sent tab in left side panel, in right side panel, all details will appear.
- **Step 6** Click on any one to view complete details like point 10.

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# 4.13. Board Approval.

This module enables to Approve Loan Document from Board Approval.

#### 4.13.1. How to upload/submit board approval?

- **Step 1** Click on Board Approval Box.
- Step 2 Click Send new Doc/Alert/Close
- **Step 3** Click on Send Board Approval.

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**Step 4** Enter entire details and click on submit.

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#### 4.13.2. How to submit acknowledgement (if required) by DEA?

To Submit acknowledgment by DEA (if required) click on Board Approval -> click on Received.

- **Step 1** Click on Board Approval Document Box.
- **Step 2** Click on Received tab in left panel, in right side panel, all received details will appear
- Step 3 Click on any one
- **Step 4** Enter comments if required and click on submit.

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## **Board Approval Details and Comment Submission**

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## 4.13.3. How to see submitted board approvals/Received Comments?

**Step 1** Click on Board Approval Box.

**Step 2** Click on Sent (for sent details)/Received tab (for received comments from DEA) tab in left panel, in right panel, all sent/received document will appear.

**Step 3** Click on any one to view complete details.



## **Board Approval Details**

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# 4.14. PRC Before Loan Agreement.

This module enables to PRC Before Loan Agreement.

#### 4.14.1. How to submit a new PRC?

- **Step 1** Click on PRC before Loan Agreement Box.
- **Step 2** Click on Send New Doc/Alert/Close.
- **Step 3** Click on Send PRC before Loan Agreement.
- **Step 4** Select PPR from drop down box.
- **Step 5** Select Yes/No/NA for each point of PRC.
- **Step 6** Select PDF Attachment for each of points which are selected Yes.
- **Step 7** Enter comments if required.
- Step 8 Click on Submit.



## PRC Entry Details

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	Click here to submit record	Click here to Save record in draft mode						

#### 4.14.2. How to see received/Pending PRC?

**Step 1** Click on PRC before Loan Agreement Box.

**Step 2** Click Received tab in left panel, in right panel all received details will appear with current status.

**Step 3** Click on any one to view details.


### **PRC Details**



#### 4.14.3. How to Approve/Reject PRC?

- **Step 1** Click on PRC before Loan Agreement Box.
- **Step 2** Click Received tab in left panel, in right panel all received details will appear with current status.
- **Step 3** Click on any one to view details.

**Step 4** Click to approve or reject as per screen shown.





#### 4.14.4. How to see the responded action on PRC?

- **Step 1** Click on PRC before loan Negotiation Box.
- **Step 2** Click on Responded tab in left panel, in right panel all responded details will appear with status.
- **Step 3** Click on any one to view details.



#### 4.14.5. How to Resubmit PRC in case of rejection?

- **Step 1** Click on PRC before Loan Negotiation Box.
- **Step 2** Click on Received tab in left panel, in right side panel all received PRC document will appear, click on any one which is status with rejected.
- **Step 3** To view rejection reason, click on Reject file.
- **Step 4** Upload new file and click on submit.

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#### 4.14.6. How to see sent PRC?

- **Step 1** Click on PRC before Loan Negotiation Box.
- Step 2 Click on sent tab in left panel, in right side panel, all sent details will appear.
- **Step 3** Click on any one to view complete details.



#### 4.14.7. How to save/edit PRC in/from draft?

- **Step 1** Click on PRC before Loan Negotiation Box.
- Step 2 Click on Draft tab in left panel, in right side panel, all Draft details will appear.

#### Step 3 Click on any one to complete details and submit.



# 4.15. Loan Signing Document.

This module enables to Loan Signing Document.

#### 4.15.1. How to submit signing loan doc?

To Submit a Loan Signing Document, click on Loan Signing Document BOX-> click on Send New Doc/Alert/Close -> click on send loan Signing Confirmation.

- **Step 1** Click on Loan Signing Document Box.
- Step 2 Click on Send New Doc/Alert/Close.
- **Step 3** Click on Send Loan Signing Confirmation.
- **Step 4** Enter entire details and click on submit.

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### Loan Signing Entry form

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#### 4.15.2. How to submit nomination by Project authority?

When MDB's/BA's will submit Loan Signing details on portal, it will be received to DEA and Project Authority. DEA can submit comments if required. Project Authority will nominate member details.

- **Step 1** Click on Loan Signing Confirmation Box.
- **Step 2** Click on Received tab in left panel, in right panel all received details will appear with status, click on any one to submit nomination.

**Step 3** Fill Nomination Details, add comments if required, add attachment if required and submit

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#### Department of Economic Affairs Ministry of Finance. Government of India.

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#### 4.15.3. How to see nomination Details?

- **Step 1** Click on Loan Signing Confirmation Box.
- **Step 2** Click on Received tab in left panel, in right panel all received details will appear with status, click on any one to view nomination details.



#### Department of Economic Affairs Ministry of Finance. Government of India.

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#### 4.15.4. How to see sent details?

- **Step 1** Click on Loan Signing Document Box.
- Step 2 Click on Sent tab in left panel, in right panel, all sent details will appear
- **Step 3** Click on any one to view complete details.



### Loan Signing Submitted Details

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#### 4.15.5. How to upload final signing documents?

**Step 1** Click on Loan Signing Confirmation Box.

**Step 2** Click on Received tab in left panel, in right panel all received details will appear with status, click on any one view details.

**Step 3** In the bottom of screen, Final Signing document upload option is available but it will appear only when signing date is over.



### Submit Loan Signing Final Document

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# 4.16. Legal Opinion.

This module enables to Legal Opinion.

#### 4.16.1. How to upload/submit legal opinion?

- **Step 1** Click on Legal Opinion Box.
- **Step 2** Click on Send New Doc/Close/Alert.
- Step 3 Click on Send Legal Opinion
- **Step 4** Enter entire details and click on submit.

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Mr. Rohit Chawla-Assistant Director-		
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### 4.16.2. How to submit acknowledgement (if required) by MDB's/BA's?

### Submit Acknowledgement by MDB's/BA's details

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#### 4.16.3. How to see submitted Legal Opinions?

- Step 1 Click on Legal Opinion Box,
- Step 2 Click on Sent Tab in left panel, in right panel, all sent details will appear
- **Step 3** Click on any one to view details.



### **Submitted Legal Opinion Details**

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## 4.17. PRC Before Loan Effectiveness.

\*\*\*\*\*Function of this module is same as PRC before Loan Negotiation and PRC before Project Agreement. \*\*\*\*

### 4.18. Project Effectiveness.

This module enables to Project Effectiveness.

#### 4.18.1. How to update status of Project effectiveness?

- Step 1 Click on Project Effectiveness Box
- Step 2 Click on Send New Doc/Alert/Close
- Step 3 Click on Update Project Effectiveness Details
- **Step 4** Enter entire details and click on submit

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### 4.18.2. How to see updated status of Project effectiveness?

- **Step 1** Click on Project Effectiveness Box
- **Step 2** Click on sent tab on left panel, in right panel, all submitted details will appear.
- **Step 3** Click on any one to view complete details.

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### 4.19. Project Implementation & Loan Disbursement.

This module enables to Project Effectiveness.

#### 4.19.1. How to update status of Project?

- Step 1 Click on Project Implementation & Loan Disbursement Box.
- **Step 2** Click on Send New Doc/Alert/Close.
- Step 3 Click on Update Disbursement Status.
- **Step 4** Fill entire details and click o submit.

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### 4.19.2. How to see updated status of Project?

**Step 1** Click on Project Implementation & Loan Disbursement Box.

Step 2 Click on sent tab in left panel, in right panel all sent details will show, click on any one to view complete details.

### **Project Implementation and Loan Disbursement Submitted Details**

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